Create a Credit/Debit Adjustment

To create a credit/debit adjustment, complete the following steps:

1. From the Deposit Processing tab, click View Deposits. The View Deposits page displays.

**Application Tip**

To locate deposits, you can also click Search Deposits.

2. From the Select Display drop-down menu, select My Deposits in Process.

3. Click the Voucher Number for the deposit details you want to process. The View Submitted Deposit page displays, as shown in Figure 1.

![Figure 1: Adjust Deposit](image)
Depending on your user role, the My Deposits in Process page displays your current deposits. If you only have the Viewer role, the My Deposits in Process does not display any deposits.

4. Click Adjust. The Step 1 of 2: Define Information for Deposit Adjustment page displays.

You can only create adjustments for US Currency and Foreign Currency Cash deposits with Submitted or Confirmed status.

5. Enter the adjustment information and click Next.
   - Select the CAN/ACCT Key (CASHLINK II Account Number/Account Key)
   - Enter the Date of Deposit
   - Enter Comments, if applicable and/or required
   - Enter the CCWU (Cost Center Work Unit Number)
   - Enter the 1 Day Deferred
   - Enter the 2 Day Deferred
   - Select Debit or Credit for Adjustment Type
   - Enter the Adjustment Amount
   - Select the Adjustment Reason
   - Enter Adjustment Comments

The CCWU, 1 Day Deferred Amount, and 2 Day Deferred Amount are for Federal Reserve Bank (FRB) deposits only.

Adjustment Comments are required if the reason is Other.

6. The Step 2 of 2: Review Information for Deposit Adjustment page displays. Verify the information is correct and click Submit. Click Edit, to modify the adjustment information and review the information again.

7. A Confirmation page displays stating the deposit was adjusted.
Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Confirm** to confirm a deposit.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.