Create a Returned Item Adjustment for a Foreign Check Item

To create a returned item adjustment for Foreign Check Items, complete the following steps:

1. From the Deposit Processing tab, select Create Returned Item Adjustment>Foreign Check Item. The Step 1 of 2: Define Returned Item Adjustment Information page appears.

2. Enter the information to prepare the returned item adjustment and click Next. The Step 2 of 2: Review Item Adjustment page appears as shown in Figure 1 below.

- Select the ALC (Agency Location Code), CAN/Acct Key (CA$HLINK II Account Number/Account Key) and RTN-DDA (Routing Transit Number- Demand Deposit Account) from their drop-down lists
- Enter the Date of Deposit, Voucher Date, and Foreign Currency Amount
- Select the Original Deposit Date and enter the Original #, optional
- Select the Country of Deposit
  
  If the name of the country is not listed, select Other. The Currency Code and Exchange Rate will automatically populate based on the Country of Deposit selection
- Enter the Amount of Returned Item (USE)
- Select a Reason for Returned Item and OTC Endpoint
- Enter Adjustment Comments, required if the reason for the returned item is “other”
3. Verify the information is correct and click **Submit**. Click **Edit** to make changes to the information entered.

4. A *Confirmation* page appears stating that the returned item adjustment was created.

**Additional Buttons**

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.