To create a returned item adjustment for US Currency, complete the following steps:

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

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

   ![Create Returned Item Adjustment](image)

   **Application Tips**

   - The Cost Center Work Unit (CCWU) is for Federal Reserve Bank (FRB) deposits only.
   - Adjustment Comments are required if the reason for the returned item is Other.

   Under Optional: Provide original deposit information, optional
2. 

Under **Adjustment Information**, complete the following:

- Select the **ALC (Agency Location Code)**
- Select the **CAN/Acct Key (CASHLINK II Account Number/Account Key)**
- Select the **RTN – DDA (Route Transit Number – Demand Deposit Account)**
- Enter the **Date of Deposit**
- Enter the **Voucher Date**
- Enter the **Amount of Returned Item**
- Select a **Reason for Returned Item**
- Enter the **Returned Item(s) Count**
- Select an **OTC Endpoint**
- Enter **Adjustment Comments**
The Cost Center Work Unit (CCWU) is for Federal Reserve Bank (FRB) deposits only.
Adjustment Comments are required if the reason for the returned item is Other.

Under Optional: Provide original deposit information, optional

- Select the Original Deposit Date
- Enter the Original Voucher #

3. Verify the information is correct and click Submit. Click Edit to make changes to the information entered. 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.