Reject a Deposit

To reject a deposit, 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 select Search Deposits and click the Voucher Number of the deposit you would like to continue processing.

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

3. Click the Voucher Number of the deposit you would like to continue processing. The View Submitted Deposit page displays, as shown in Figure 1.

4. Click Reject. The Step 1 of 2: Define Information for Deposit Rejection displays.
5. Enter **Comments** describing the reason you are rejecting the deposit, as shown in Figure 2.

![Figure 2: Enter Rejection Comments](image)

6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Rejection* page displays.

**Application Tip**

**Deposit Total** is not displayed on the *Review Information for Deposit Rejection* page for a foreign check deposit with **Other** selected for the country of deposit.

7. If the information is correct, click **Submit**. Click **Edit** to modify the comment.

8. A *Confirmation* page displays stating that the deposit is rejected.
Additional Buttons

- Click **Adjust** to adjust a deposit.
- 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.