

## 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 as shown in Figure 1 below.

Figure 1. Step 1 of 2: Define Returned Item Adjustment Information

The screenshot shows a web-based form titled "Step 1 of 2: Define Returned Item Adjustment Information". The form is divided into several sections:

- Adjustment Information:** Includes "Adjustment Type" (Debit), "ALC" (Agency Location Code), "CAN/Acct Key" (CA\$HLINK II Account Number/Account Key), "RTN - DDA" (Routing Transit Number- Demand Deposit Account), "Date of Deposit", "Voucher Date", and "Foreign Currency Amount".
- Optional: Provide original deposit information:** Includes "Original Deposit Date" and "Original Voucher #".
- Currency Code:** A dropdown menu.
- Exchange rate:** A text input field.
- Amount of Returned Item (USE):** A text input field with a dollar sign prefix.
- Reason for Returned item:** A dropdown menu.
- Returned Item(s) Count:** A text input field with the value "1".
- OTC Endpoint:** A dropdown menu.
- Adjustment Comments:** A large text area for notes.

At the bottom right, there are two buttons: "Cancel" and "Next >". The "Next >" button is highlighted with a red border.

2. Enter the information to prepare the returned item adjustment.
  - 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 and Voucher Date** (for the adjustment), and **Foreign Currency Amount**

- Select the **Original Deposit Date** and enter the **Original Voucher #**, *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”



### Application Tips

- It is recommended to include the **original deposit information** so that the adjustment can be easily linked to the original deposit for **reporting purposes**.
  - Users can find the **original deposit information** when they search for a deposit.
  - On the search deposit page, users can **search for any confirmed deposits** and view the original deposit information.
- Users should have **key data** (e.g., original date of deposit, original voucher number, ALC, OTCnet endpoint) available before populating the fields to avoid any errors.

3. After entering the information, select **Next**. The Step 2 of 2: Review Item Adjustment page appears.
4. Verify the information is correct and select **Submit**. Select **Edit** to make changes to the information entered.
5. A *Confirmation* page appears stating that the returned item adjustment was created.



### Additional Buttons

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