Create a Returned Item Adjustment for US Currency

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 as shown in Figure 1.

Figure 1: Define Returned Item Adjustment

2. Enter the information to prepare the returned item adjustment.

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

    - Select the **ALC (Agency Location Code)**
    - Select the **CAN/Acct Key (CA$HLINK II Account Number/Account Key)**
    - Select the **RTN – DDA (Route Transit Number – Demand Deposit Account)**
    - Enter the **Date of Deposit** (for the adjustment)
    - Enter the **Voucher Date** (for the adjustment)
    - Enter the **Amount of Returned Item**

- Select a **Reason for Returned Item**
- Enter the **Returned Item(s) Count**
- Select an **OTC Endpoint**
- Enter **Adjustment Comment**

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.

Application Tips

- The **CCWU** is for 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. After entering the information, select **Next**. The *Step 2 of 2: Review Item Adjustment* appears.
4. Verify the information is correct and select **Submit**. Select **Edit** to make changes to the information entered. 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.