

## Reject a Deposit

To reject a deposit, complete the following steps:

1. From the **Deposit Processing** tab, select **View Deposits**. The *View Deposits* page displays.



### Application Tip

To locate deposits, you can also select **Search Deposits** and select 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. Select the **Voucher Number** of the deposit you would like to continue processing. The *View Submitted Deposit* page displays, as shown in Figure 1.

Figure 1: Reject Deposit

Deposit Processing	Administration	Reports
Search Deposits	Search Adjustments	View Deposits
Create Returned Item Adjustment		
Location: Home > Deposit Processing > View Deposits		
<b>View Submitted Deposit</b>		
Review the details below and click <b>Reject</b> or <b>Confirm</b> to process the submitted deposit.		
<b>Deposit Information</b>		
Voucher Type:	Foreign Currency Check	
Voucher #:	632443	
Voucher Date:	01/09/2015	
Fiscal Year:		
OTC Endpoint:	Headquarters ALC	
ALC:	15180001	
Status:	SUBMITTED	
Submitted Date / Time:	01/09/2015 10:43:06 AM ET	
Submitted by:	otcncq15	
Deposit Total (USE):	68.00	
<b>Foreign Currency Information</b>		
Currency Code:	FRENCH FRANC	
Foreign Currency Amount:	400.00	
Quote ID:	te-1-1-209481002-2:sm-1:3975	
Client Order ID:	500801127	
Execution ID:	te-3-21-150999807	
Exchange Rate:	0.1700	
<b>Financial Institution Information</b>		
Financial Institution Name And Address:	Bank of America, Concord, CA	
RTN:	111000012	
DDA:	3752216107	
<b>Agency Information</b>		
Agency Name:	Department of Justice	
Agency Use (Block 6):		
Alternate Agency Contact:		
Receipts Processed Date:	From: To:	
<b>Subtotals by Accounting Code</b>		
Agency Accounting Code	Amount	
153220	\$ 68.00	
<a href="#">← Previous</a> <a href="#">Reject</a> <a href="#">Confirm</a> <a href="#">View Voucher Event Log</a> <a href="#">Print Deposit Ticket</a>		

4. Select **Reject**. The *Step 1 of 2: Define Information for Deposit Rejection* displays.



### Application Tip

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

5. Enter **Comments** describing the reason you are rejecting the deposit, as shown in Figure 2.

**Figure 2: Enter Rejection Comments**

**Reject Deposit** [1] [2] [3]

**Step 1 of 2: Define Information for Deposit Rejection**

Please provide the reason why you are rejecting this deposit.  
\* Denotes required fields.

**Deposit Information**

Voucher Type:	<b>Foreign Currency Cash</b>
Voucher #:	<b>953528</b>
Voucher Date:	<b>06/15/2012</b>
Deposit Total (USE):	<b>898.70</b>
RTN:	<b>041000014</b>
DDA:	<b>041000014</b>

Comments: \*

« Previous   Cancel   **Next »**

6. Select **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, select **Submit**. Select **Edit** to modify the comment.
8. A *Confirmation* page displays stating that the deposit is rejected.



### Application Tip

When the **Submit** button is selected on *Step 2 of 2: Review Information for Deposit Rejection* page, an **email notification** will be sent to the **deposit preparer, approver, and confirmer** to alert them that the **deposit has been rejected** by the financial institution.

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### Additional Buttons

- Select **Adjust** to adjust a deposit.
  - Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Confirm** to confirm a deposit.
  - Select **View Voucher Event Log** to view the history of the deposit voucher.
  - Select **Previous** to return to the previous page.
  - Select **Return Home** to return to the OTCnet Home Page.
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