



Create a Credit/Debit Adjustment

To create a credit/debit adjustment, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.



Application Tip

You can also click **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 4.

3. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page appears.



Application Tip

There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

4. Click **Adjust**. The *Step 1 of 2: Define Information for Deposit Adjustment* page appears.



Application Tip

You can only create adjustments for **US Currency** and **Foreign Currency Cash** deposits with **Submitted** or **Confirmed** status.

5. Enter the information to adjust and click **Next**.
 - Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
 - Enter the **Date of Deposit**
 - Enter **Comments**, if applicable and/or required
 - Enter the **Cost Center Work Unit Number (CCWU)**
 - Enter the **1 Day Deferred Amount**
 - Enter the **2 Day Deferred Amount**
 - Select **Debit** or **Credit** for **Adjustment Type**
 - Enter the **Adjustment Amount**

- Select the **Adjustment Reason**
- Enter **Adjustment Comments**



Application Tip

The **CCWU**, **1 Day Deferred Amount**, and **2 Day Deferred Amount** are for FRB deposits only.



Application Tip

Adjustment Comments are required if the reason is **Other**.

6. The *Step 2 of 2: Review Information for Deposit Adjustment* page appears. Verify the information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered about the adjustment and return to Step 5.
7. A *Confirmation* page appears stating that a return item adjustment has been created.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be 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.
- Click **Reject** to reject a deposit.