

## Reject a Deposit

To reject a deposit:

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



### Application Tip

You can also select **Search Deposits** to locate deposits and click the **Voucher Number** of the deposit you would like to continue processing. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 5.

3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher Number** of the deposit you would like to continue processing. The *View Submitted Deposit* page appears.
5. Click **Reject**. The *Step 1 of 2: Define Information for Deposit Rejection* appears.



### Application Tip

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

6. Enter **Comments** for the reason why you are rejecting the deposit.
7. Click **Next**. The *Step 2 of 2: Review Information for Deposit Rejection* page appears.



### Application Tip

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

8. If the information is correct, click **Submit**. Click **Edit** to modify the comment and return to Step 5. A *Confirmation* page appears stating that the deposit has been rejected.



### Application Tip

Additional buttons on the page help you perform other tasks:

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