



Create a Credit/Debit Adjustment



Application Tip

Only deposits that are saved with a **Submitted** or **Confirmed** status can be credited or debited. As a best practice, Fiscal Service recommends that the **Deposit Confirmer** confirms, adjusts, or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

To create a credit/debit adjustment:

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



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. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page displays.



Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** will not display any deposits.

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



Application Tip

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

6. 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 **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**
- 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.

7. The *Step 2 of 2: Review Information for Deposit Adjustment* page displays. 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 6.

8. A *Confirmation* page displays stating that the deposit has been adjusted.



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.