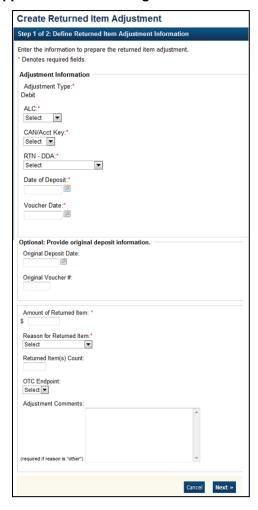
Create a Returned Item Adjustment for US Currency

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.

Enter the information to prepare the returned item adjustment and click Next. The Step 2 of 2: Review Item Adjustment appears as shown in Figure 1. Define Returned Item Adjustment





Application Tips

- The Cost Center Work Unit (CCWU) is for Federal Reserve Bank (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 #

2. .

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**
- Enter the **Voucher Date**
- Enter the Amount of Returned Item
- Select a Reason for Returned Item
- Enter the Returned Item(s) Count
- Select an **OTC Endpoint**
- Enter Adjustment Comments

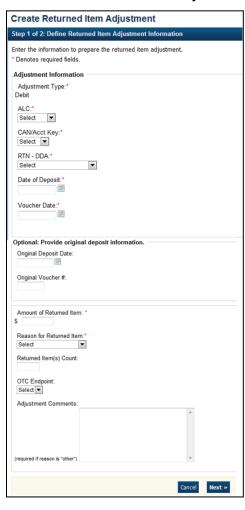


Figure 1. Define Returned Item Adjustment



Application Tips

- The Cost Center Work Unit (CCWU) is for Federal Reserve Bank (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. Verify the information is correct and click **Submit**. Click **Edit** to make changes to the information entered. A *Confirmation* page appears stating that the returned item adjustment was created.



Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Previous** to return to the previous page.
- Click **Return** Home to return to the OTCnet Home Page.