Application Tip

Reject a Deposit

To reject a deposit, complete the following steps:

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

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

Deposit Processing Administration Repo	rts.						
arch Deposits Search Adjustments View Deposits	Create Returned Item Adjustment 👻						
Course of the second se							
View Submitted Deposit							
Review the details below and click Reject or Confirm to process the submitted deposit.							
Deposit Information							
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:	otcnqe15						
Deposit Total (USE):	68.00						
Foreign Currency Information							
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						
Financial Institution Information		1					
Financial Institution Name And Address:	Bank of America, Concord, CA						
RTN:	111000012						
DDA:	3752216107						
Agency Information							
Agency Name:	Department of Justice						
Agency Use (Block 6):							
Alternate Agency Contact:							
Receipts Processed Date:	From: To:						
Subtotals by Accounting Code							
Agency Accounting Code	Amount						
153220	\$ 68.00						
* Previous	Reject Confirm View Voucher Event Log	Print Deposit Ticket					

Figure 1: Reject Deposit

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



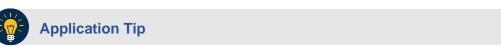
Deposit Total is not displayed on the *Define Information for Deposit Rejection* page for a foreign check deposit with **Other** selected for the country of deposit.

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

Reject Deposit								
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:	Foreign Currency Cash							
Voucher #:	953528							
Voucher Date:	06/15/2012							
Deposit Total (USE):	898.70							
RTN:	041000014							
DDA:	041000014							
Comments: *	A 							
		« Previous	Cancel	Next »				

Figure 2: Enter Rejection Comments

6. Click Next. The Step 2 of 2: Review Information for Deposit Rejection page displays.



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, click **Submit**. Click **Edit** to modify the comment.
- 8. A Confirmation page displays stating that the deposit is rejected.



Additional Buttons

- Click Adjust to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data is 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.