

## Create a Credit/Debit Adjustment

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

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



### Application Tip

To locate deposits, you can also click **Search Deposits**.

2. From the **Select Display** drop-down menu, select **My Deposits in Process**.
3. Click the **Voucher Number** for the deposit details you want to process. The *View Submitted Deposit* page displays, as shown in Figure 1.

**Figure 1: Adjust Deposit**

**View Submitted Deposit**  
Review the details below and click **Reject**, **Adjust**, or **Confirm** to process the submitted deposit.

Deposit Information	
Voucher Type:	Foreign Currency Cash
Voucher #:	968120
Voucher Date:	07/30/2014
Fiscal Year:	2014
OTC Endpoint:	Lower Level 1
ALC:	00002099
Status:	SUBMITTED
Submitted Date / Time:	07/30/2014 11:34:54 AM ET
Submitted by:	dpa00001
Deposit Total (USE):	82.93

Foreign Currency Information	
Currency Code:	AUSTRALIAN DOLLAR
Foreign Currency Amount:	100.00
Client ID:	500021
Branch ID:	CENTRAL
Transaction ID:	001746379
Exchange Rate:	0.8293

Agency Information	
Agency Name:	Training Team Top Level -00002099
Agency Use (Block 6):	Test
Alternate Agency Contact:	
Receipts Processed Date:	From: To:

Subtotals by Accounting Code	
TAS/Accounting Codes	Amount
1212	\$ 82.93

« Previous
Reject
Adjust
Confirm
View Voucher Event Log



### 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** does not display any deposits.

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4. 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.

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5. Enter the adjustment information 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 Tips

- The **CCWU**, **1 Day Deferred Amount**, and **2 Day Deferred Amount** are for Federal Reserve Bank (FRB) deposits only.
  - **Adjustment Comments** are required if the reason is **Other**.
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6. The *Step 2 of 2: Review Information for Deposit Adjustment* page displays. Verify the information is correct and click **Submit**. Click **Edit**, to modify the adjustment information and review the information again.
7. A *Confirmation* page displays stating the deposit was adjusted.



## Additional Buttons

- 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.
  - Click **Reject** to reject a deposit.
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