

Create a Returned Item Adjustment for a Foreign Check Item

To create a returned item adjustment for Foreign Check Items, complete the following steps:

1. From the **Deposit Processing** tab, select **Create Returned Item Adjustment>Foreign Check Item**. The *Step 1 of 2: Define Returned Item Adjustment Information* page appears.
2. Enter the information to prepare the returned item adjustment and click **Next**. The *Step 2 of 2: Review Item Adjustment* page appears as shown in Figure 1 below.
 - Select the **ALC (Agency Location Code)**, **CAN/Acct Key (CA\$HLINK II Account Number/Account Key)** and **RTN-DDA (Routing Transit Number- Demand Deposit Account)** from their drop-down lists
 - Enter the **Date of Deposit**, **Voucher Date**, and **Foreign Currency Amount**
 - Select the **Original Deposit Date** and enter the **Original #**, *optional*
 - Select the **Country of Deposit**

If the name of the country is not listed, select **Other**. The Currency Code and Exchange Rate will automatically populate based on the Country of Deposit selection
 - Enter the **Amount of Returned Item (USE)**
 - Select a **Reason for Returned Item** and **OTC Endpoint**
 - Enter **Adjustment Comments**, *required* if the reason for the returned item is “other”

Figure 1. Step 1 of 2: Define Returned Item Adjustment Information

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Create Returned Item Adjustment

Step 1 of 2: Define Returned Item Adjustment Information

Enter the information to prepare the returned item adjustment.
* Denotes required fields.

Adjustment Information

Adjustment Type:*
Debit

ALC:*
Select

CAN/Acct Key:*
Select

RTN - DDA:*
Select

Date of Deposit:*
[Date Picker]

Voucher Date:*
[Date Picker]

Foreign Currency Amount:*
[Text Box]

Optional: Provide original deposit information.

Original Deposit Date:
[Date Picker]

Original Voucher #:
[Text Box]

Currency Code:*
Select...

Exchange rate:*
[Text Box]

Amount of Returned Item (USE):*
\$ [Text Box]

Reason for Returned item:*
Select

Returned Item(s) Count:
1

OTC Endpoint:
Select

Adjustment Comments:
[Text Area]

(required if reason is "other")

Cancel Next

3. Verify the information is correct and click **Submit**. Click **Edit** to make changes to the information entered.
4. 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.