

## 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

**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:.\*  
 [calendar icon]

Voucher Date:.\*  
 [calendar icon]

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**Optional: Provide original deposit information.**

Original Deposit Date:  
 [calendar icon]

Original Voucher #:

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Amount of Returned Item:.\*  
\$

Reason for Returned Item:.\*  
Select ▼

Returned Item(s) Count:

OTC Endpoint:  
Select ▼

Adjustment Comments:

(required if reason is "other")



### 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

**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:.\*

Voucher Date:.\*

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**Optional: Provide original deposit information.**

Original Deposit Date:

Original Voucher #:

---

Amount of Returned Item:.\*  
\$

Reason for Returned Item:.\*  
Select ▼

Returned Item(s) Count:

OTC Endpoint:  
Select ▼

Adjustment Comments:

(required if reason is "other")



### 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.
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