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

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.