



Create a Returned Item Adjustment for Foreign Check Item

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

1. Click the **Deposit Processing** tab.
2. From the **Create Returned Item Adjustment** menu, click **Foreign Check Item**.
3. *Step 1 of 2: Define Returned Item Adjustment Information* appears.
 - Enter the information to prepare the returned item adjustment and click **Next**. Select the **ALC (Agency Location Code)**, **CAN/Acct Key (CASHLINK 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**
 - *(Optional)* select the **Original Deposit Date** and enter the **Original Voucher #**
 - 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")
4. *Step 2 of 2: Review Item Adjustment* appears. Verify the information is correct and click **Submit**. Click **Edit**, if you need to make changes to the information entered and return to Step 5.
5. A *Confirmation* page appears stating that the returned item adjustment has been created.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.