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

> 💡 **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.

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.

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**.

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.