

Search for and View an Adjustment

To search for and view an adjustment, complete the following steps:

1. Select **Deposit Processing**, select **Search Adjustments**. The *Search Adjustments* page appears.
2. Enter the search criteria and select **Search**.

Under **Search Conditions**, *optional*

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC (Agency Location Code)**
- Select an **Adjustment Category**
- Enter a **Voucher #**
- Select an **Adjustment Type**
- Enter the **Prepared by** name
- Select an **Adjustment Reason**
- Enter the **From:** and **To:** Voucher Dates
- Enter the **From:** and **To:** Adjustment Amount
- Enter the **From:** and **To:** Deposit Date
- Enter the **From:** and **To:** Original Deposit Date

Additional search criteria is displayed as shown in Figure 1.

Figure 1. Additional Search Criteria

The screenshot displays the 'Search Adjustments' page with two main sections for search criteria. The left section contains three date ranges, each with 'From:' and 'To:' input fields and a calendar icon: 'Adjustment Amount', 'Deposit Date', and 'Original Deposit Date'. The right section, titled 'Financial Institution Information', contains five input fields: 'RTN:', 'DDA:', 'CAN:', 'FRB Account Key:', and 'FRB CCWU:'. At the bottom right of the right section are three buttons: 'Cancel', 'Clear', and 'Search'.



Application Tip

Voucher From date must be five years or less prior to the current date. Vouchers more than five years old can be viewed from the **Scheduled Reports** menu.

3. The *Search Results* table appears. Select the **Voucher Number** of the adjustment for the details you need to view.



Application Tip

Values do not display in the **Adjustment Amount** column for unconfirmed foreign check item deposits that were entered with a Country of Deposit of **Other**.



Application Tip

Select **Download** to save the adjustment results as an **XML** or **CSV** file.



Additional Buttons

- Select **Previous** to return to the previous page.
 - Select **Return Home** to return to the OTCnet Home Page.
 - Select **View Voucher Event Log** to view the history of the deposit voucher.
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