



## Search and View an Adjustment

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

1. Click the **Deposit Processing** tab.
2. Click **Search Adjustments**. The *Search Adjustments* page appears.
3. Enter the search criteria and click **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
4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like to view.



### Application Tip

Click **Download** to save the adjustment results as an XML or CSV file.  
To view detailed steps for downloading a search deposit, refer to the *Download Search Results for a Deposit* printable job aid.



### Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Download** to download the search results.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.