



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



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 Historical Reports menu.

4. The *Search Results* table appears. Click the **Voucher Number** of the adjustment whose details you would like 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

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 help you perform other tasks:

- 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.