

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 **Error! Reference source not found..**

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 several text 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' (which is highlighted with a red border).



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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