# View Business Reports: Adjustment Activity (FI)

To view the adjustment activity (FI) report, complete the following steps:

- 1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Business Reports**, select **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* parameters page appears.
- 3. Enter your search criteria.
  - Select the Adjustment Type, required
  - Select the Adjustment Reason
  - Enter the **From**: and **To**: Voucher Date range
  - Enter the From: and To: Original Date of Deposit range
  - Enter the ALC (Agency Location Code)
  - Enter the **RTN** (Routing Transit Number)
  - Enter the **DDA** (Demand Deposit Account)
  - Enter the From: and To: Adjustment Amount range
  - Enter the **From**: and **To**: Deposit Date range
  - Enter the **CAN** (CA\$HLINK II Account Number)
  - Enter the CA\$HLINK II Trace #

#### **Application Tip**

- The date range for Voucher Date, Original Date of Deposit, and Deposit Date cannot exceed 15 months.
- Select Yes or No for Report With Children.



#### **Application Tips**

- Select Yes to generate a report that contains data for the selected OTC Endpoint and the lower-level OTC Endpoints.
- Select No to generate a report that contains data only for the selected OTC Endpoint.

4. Select an OTC Endpoint to initiate the report. The *Adjustment Activity (FI)* preview page appears as shown in Figure 1.

| Adjustment Activity   | (FI)           |                     |               |          |                   |                |         |               |                    |                |  | 1        |
|---|----------------|---------------------|---------------|----------|-------------------|----------------|---------|---------------|--------------------|----------------|--|----------|
| PDF V Download  | Print          | PDF Report          |               |          |                   |                |         |               |                    |                |  |          |
|   | 🕹 🚺 /          | 16 Ik 🤅             | 9 🤻 🛛         | ••       | 62.5% -           | 💩 Colla        | aborate | e 🔹 🥒 Si      | gn • 🛛 🗮 🚦         | Find           |  | •        |
| i Bi  |                |                     |               |          | SENSITIVE BUT     | UNCLASSIFIE    | D       |               |                    |                |  | <b>^</b> |
| -   |                |                     |               |          | Adjustment        | Activity (EI)  |         |               |                    |                |  |          |
| 66  |                |                     |               | Ger      | verated: 08/02/20 | 16 11:30:57 AM | EDT     |               |                    |                |  |          |
|   |                |                     |               |          | Selected Adjust   | ment Type: AL  | L       |               |                    |                |  |          |
| Selected POTC Endopoint Temp3 Selected POTC 2010/00/2016 Selected Deposition Date Range: 00/22016 |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   | Voucher#       | Adjustment Type     | Voucher Date  | ALC      | Deposit Date      | Create Date    | CAN     | CL II Trace # | Original Deposit # | Voucher Amount |  |          |
|   | RTN:0000004    | 10                  |               |          |                   |                |         |               |                    |                |  |          |
|   | DDA#: 00000    | 0032                |               |          |                   |                |         |               |                    |                |  |          |
|   | 969178         | Credit              | 05/21/2015    | 88000001 | 05/21/2015        | 05/24/2016     | 001035  |               | 969178             | \$301.00       |  |          |
|   | .909217        | Credit              | 06/01/2015    | 88000001 | 07/10/2015        | 07/10/2015     | 005147  |               | 969217             | \$87.75        |  |          |
|   | 989217         | Credit              | 06/01/2015    | 88000001 | 07/10/2015        | 07/13/2015     | 005147  |               | 969217             | \$5.00         |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
| <b>%</b>  |                |                     |               |          |                   |                |         |               |                    |                |  |          |
| · •   | Over the Court | ter Channel Apolica | tion (OTCnet) |          |                   |                |         |               | Page 1 of 16       |                |  |          |
| 10,   |                |                     |               |          | SENSITIVE BUT     | UNCLASSIFIE    | D       |               |                    |                |  |          |
| ~   |                |                     |               |          |                   |                |         |               |                    |                |  | -        |
|   |                |                     |               |          |                   |                |         |               |                    |                |  |          |
|   |                |                     |               |          | Previo            | us             |         |               |                    |                |  |          |
|   |                |                     |               |          |                   | _              |         |               |                    |                |  |          |

Figure 1: Adjustments Activity (FI) Preview Page



#### Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- CHK denotes a check capture OTC Endpoint.
- M denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.
- 5. Under **Export as**, you have the following options:
  - Select PDF, Excel or Word format
  - Select **Download**

Or

• Select Print PDF Report



## **Application Tip**

All adjustments associated with Deposits with an original voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years are archived to the archive database, according to the Fiscal Service data retention policy. These transactions are viewable through the *Historical Reports* page (Home>Reports>Scheduled Reports).



## **Additional Button**

Select **Previous** to return to the previous page.