

Adjustment Historical Report

To generate an Adjustment Historical Report, complete the following steps:

1. From the **Reports** tab, select **Scheduled Reports** and select **Generate Scheduled Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, select **Adjustment Historical Report**. The *Adjustment Historical Report* page appears as shown in Figure 1.

Figure 1: Adjustment Historical Report Criteria Page

The screenshot shows the 'Adjustment Historical Report' page within the OTCnet application. The page has a navigation bar with tabs: Deposit Processing, Check Processing, Card Processing, Administration, and Reports. The 'Reports' tab is active, and the 'Scheduled Reports' dropdown is selected. The breadcrumb trail is 'Home >> Reports >> Scheduled Reports >> Generate Scheduled Reports'. The page title is 'Adjustment Historical Report'. Below the title, there is a message: 'Please enter Adjustment Historical Report search criteria.' followed by a red note: 'Please note: Adjustments associated to Deposits with a voucher date older and/or Returned item adjustments with an Adjustment voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.' and a note: '* Denotes required fields.' The 'Search Conditions' section includes the following fields: Organization (dropdown menu), OTC Endpoint (dropdown menu), ALC (text input), Adjustment Category (dropdown menu), Voucher # (text input), Adjustment Type (dropdown menu), and Prepared by (text input).



Application Tip

The **Adjustment Historical Report** is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. Depending on the volume of data queried it can take between 5 and 20 minutes to generate the report.

3. Enter your search criteria.

Under **Search Conditions**

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Select an **Adjustment Category**



Application Tips

- Select **Deposit Adjustment** to include deposit adjustments in the search results. The **Deposit Adjustment** search can be further limited by the user by selecting either **Debit** or **Credit** from the **Adjustment Type** drop-down list.
- Select **Returned Item Adjustment** to include only returned item adjustments (US Currency and Foreign Check Item) in the search results. The Returned Item Adjustment search does not have to be further qualified using the **Adjustment Type** drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the **Adjustment Type** drop-down list after selecting a **Returned Item Adjustment**, no results appear since **Credit** returned item adjustments do not exist.
- Select **RIA – Foreign Currency** to only include returned item adjustments related to Foreign Check Items in the search results.
- Select **RIA – US Currency** to only include US Currency Returned Item Adjustments in the search results.
- Select no Adjustment Category (e.g., Select...), both deposit and returned item adjustments are included in the search results.
- Select Adjustment Type Debit to include all debit deposit adjustments and returned item adjustments in the search results. Select Credit to include only credit deposit adjustments in the search results.

-
- Enter the **Voucher #**
 - Select an **Adjustment Type**
 - Enter the **Prepared by**
 - Select an **Adjustment Reason**
 - Enter the **From** and **To** Voucher Date, *required*
 - Enter the **From** and **To** Adjust Amount Date
 - Enter the **From** and **To** Deposit Date
 - Enter the **From** and **To** Original Deposit Date



Application Tips

- The Voucher Date is a required field and the maximum date range for the **From** and **To** Voucher Date is one year. The Voucher Date must be entered in MM/DD/YYYY format.
- The **From** and **To** Deposit Date must be entered in MM/DD/YYYY format.

Under Financial Institution Information, *optional*

- Enter the **RTN (Routing Transit Number)**
- Enter the **DDA (Demand Deposit Account)**
- Enter the **CAN (CA\$HLINK II Account Number)**
- Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
- Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**



Application Tips

- The FRB Account Key must be three digits in length. The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.
 - The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g., 0123). The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.
-

4. Select **Submit Request**. A “*Your report request has been successfully received*” message appears.



Application Tip

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: “*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*”



Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
 - Select **Clear** to clear all data fields and reset to the default selections.
-

5. Once the request has been submitted, navigate to **Previously Generated Reports** (**Reports** tab>**Scheduled Reports**>**View Previously Generated Reports**) and download the report in CSV format by selecting the CSV icon in the **Download** column for the report.