## 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

**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 o**r **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.