

## ACR Activity Report

To search for Adjustment, Correction, and Rescission (ACR) transactions, complete the following steps:

1. From the **Reports** tab, click **Check Processing Reports>ACR Activity Report**. The *ACR Activity Report* page appears.
2. Enter the search criteria you would like to view.
  - Enter the **From** and **To** ACR Settlement date range
  - Select a **Report Type**
  - Select an **ACR Type**
  - Select an **ACR Reason Code**

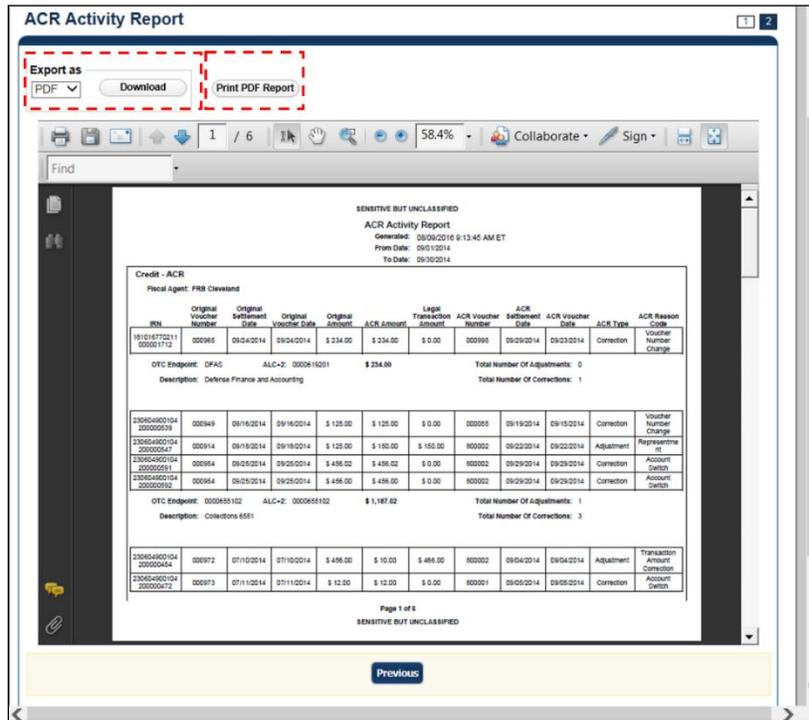


### Application Tips

- The maximum date range for the **From** and **To ACR (Adjustment, Correction, and Rescission) Settlement** range is 45 days.
- **Report Type** options include **Credit/Debit - ACR**, **Credit - ACR**, and **Debit - ACR**.
- **Search ACR Transaction** options include **All ACR**, **Adjustment**, **Correction**, and **Rescission**.
- **ACR Reason Code** options include **Duplicate Transaction Processed**, **Non-Cash Item**, **Transaction Amount Correction**, **Representment**, **Warranty Indemnity Claim**, **Voucher Date Change**, **Voucher Number Change**, **Account Switch**, **Transaction Account Switch**, and **ACH Reversal**.

3. Click the **Yes** or **No** radio button to **Include Subordinates**.
4. Click an **OTC Endpoint** to initiate the report. The *ACR Activity Report* preview page appears as shown in Figure 1.

Figure 1: ACR Activity Report Preview Page



5. Under **Export as**,

- Select a **PDF, Excel or Word**
- Click **Download**

Or

- Click **Print PDF Report**



**Additional Button**

- Click **Previous** to return to the previous page.