View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

- 1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Business Reports**, select **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* parameters page appears.
- 3. Enter your search criteria.
 - Select the **Organization**, required
 - Select the **Adjustment Type**, required
 - Select the **ALC** (Agency Location Code)
 - Enter the From: and To: Adjustment Date range
 - Enter the From: and To: Deposit Date range
 - Enter the From: and To: Adjustment Amount range
 - Select Yes or No for Report With Children



Application Tips

- The date range for Adjustment Date and Deposit Date cannot exceed 15 months.
- Select **Yes** For **Report with Children** to generate a report that contains data for the selected OTC Endpoint and all lower level OTC Endpoints.
- Select **No** For **Report with Children** to generate a report that contains data only for the selected OTC Endpoint.
- 4. Select an OTC Endpoint to initiate the report. The *Adjustments by OTC Endpoint* preview appears as shown in Figure 1.

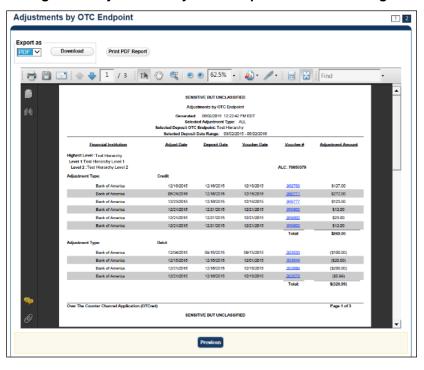


Figure 1: Adjustments by OTC Endpoint Parameters Page



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voucher date older than 5 years and Returned Item Adjustments with an adjustment voucher date older than 5 years have been archived to the archive database, according to the Fiscal Service data retention policy.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.