

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.
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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

Adjustments by OTC Endpoint

Export as: PDF Download Print PDF Report

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Adjustments by OTC Endpoint
Generated: 06/02/2016 12:22:42 PM EDT
Selected Adjustment Type: ALL
Selected Deposit OTC Endpoint: Test Hierarchy
Selected Deposit Date Range: 03/02/2015 - 06/02/2016

Financial Institution	Adjusted Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
Highest Level: Test Hierarchy Level 1: Test Hierarchy Level 1 Level 2: Test Hierarchy Level 2					
Adjustment Type: Credit					ALC: 70050379
Bank of America	12/10/2015	12/10/2015	12/10/2015	906793	\$127.00
Bank of America	06/24/2016	12/18/2015	12/18/2015	906771	\$272.00
Bank of America	12/23/2015	12/18/2015	12/18/2015	906777	\$125.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	906802	\$12.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	906802	\$23.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	906802	\$12.00
Total:					\$569.00
Adjustment Type: Debit					
Bank of America	12/04/2015	06/15/2015	06/15/2015	302533	(\$100.00)
Bank of America	12/10/2015	12/15/2015	12/15/2015	302540	(\$20.00)
Bank of America	12/21/2015	12/18/2015	12/18/2015	302585	(\$200.00)
Bank of America	12/21/2015	12/18/2015	12/18/2015	302570	(\$0.99)
Total:					(\$320.99)

Over The Counter Channel Application (OTCnet)

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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.
