

Search for and View an Adjustment

To search for and view an adjustment, complete the following steps:

1. Click **Deposit Processing**, click **Search Adjustments**. The *Search Adjustments* page appears.
2. Enter the search criteria and click **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

The screenshot displays a search criteria form with the following sections and fields:

- Adjustment Amount:**
 - From:
 - To:
- Deposit Date:**
 - From:
 - To:
- Original Deposit Date:**
 - From:
 - To:
- Financial Institution Information:**
 - RTN:
 - DDA:
 - CAN:
 - FRB Account Key:
 - FRB CCWU:

At the bottom right of the form, there are three buttons: **Cancel**, **Clear**, and **Search**.



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 **Historical Reports** menu.

3. *The Search Results* table appears. Click 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

Click **Download** to save the adjustment results as an **XML** or **CSV** file.



Additional Buttons

- Click **Previous** to return to the previous page.
 - Click **Return Home** to return to the OTCnet Home Page.
 - Click **View Voucher Event Log** to view the history of the deposit voucher.
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