

## View Business Reports: Adjustments by OTC Endpoint

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

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, click **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
  - Click **Yes** or **No** for **Report With Children**



### Application Tips

- The date range for **Adjustment Date** and **Deposit Date** cannot exceed 15 months.
- Click **Yes For Report with Children** to generate a report that contains data for the selected OTC Endpoint and all lower level OTC Endpoints.
- Click **No For Report with Children** to generate a report that contains data only for the selected OTC Endpoint.

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4. Click 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

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Adjustments by OTC Endpoint

Generated: 09/05/2018 12:22:42 PM EDT  
Selected Adjustment Type: ALL  
Selected Deposit OTC Endpoint: Test Hierarchy  
Selected Deposit Date Range: 03/02/2015 - 09/02/2018

Financial Institution	Adjust Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
<b>Highest Level - Test Hierarchy</b>					
Level 1 Test Hierarchy Level 1					
Level 2 - Test Hierarchy Level 2					
					ALC: 70050379
<b>Adjustment Type: Credit</b>					
Bank of America	12/10/2015	12/10/2015	12/10/2015	002703	\$127.00
Bank of America	09/24/2016	12/18/2015	12/18/2015	002771	\$272.00
Bank of America	12/23/2015	12/18/2015	12/18/2015	002772	\$125.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	002802	\$12.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	002802	\$23.00
Bank of America	12/21/2015	12/21/2015	12/21/2015	002802	\$12.00
<b>Total:</b>					<b>\$499.00</b>
<b>Adjustment Type: Debit</b>					
Bank of America	12/04/2015	09/15/2015	09/15/2015	002533	(\$100.00)
Bank of America	12/15/2015	12/15/2015	12/01/2015	002549	(\$20.00)
Bank of America	12/21/2015	12/18/2015	12/18/2015	002566	(\$200.00)
Bank of America	12/21/2015	12/18/2015	12/18/2015	002570	(\$8.99)
<b>Total:</b>					<b>(\$328.99)</b>

Over The Counter Channel Application (OTCcw)

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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**
- Click **Download**
  - Or
- Click **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>Historical Reports**).

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### Additional Button

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

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