Adjustment Historical Report

To generate an Adjustment historical report:

1. Click the **Reports** tab.

2. Select **Historical Reports** and click **Generate Historical Reports**.

3. Under **Deposit Processing Historical Reports**, click **Adjustment Historical Report**. The *Adjustment Historical Report* page appears.

> **Application Tip**
>
> The Adjustment Processing historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

4. Enter the search criteria for the report you would like to view.

   Under **Search Conditions**
   - Select an **Organization**
   - Select an **OTC Endpoint**
   - Enter an **ALC**
   - Select an **Adjustment Category**

> **Application Tip**
>
> Tips about Adjustment Category options:
>
> - If **Deposit Adjustment** is selected, deposit adjustments will be included in the search results. The **Deposit Adjustment** search can be further limited by the user by selecting either **Debit** or **Credit** from the **Adjustment Type** drop-down list.
> - If **Returned Item Adjustment** is selected, only returned item adjustments (US Currency and Foreign Check Item) will be included in the search results. The Returned Item Adjustment search does not have to be further qualified using the Adjustment Type drop-down list since returned item adjustments always have an Adjustment Type of **Debit**. If the user selects **Credit** from the **Adjustment Type** drop-down list after selecting a **Returned Item Adjustment**, then no results will appear since **Credit** returned item adjustments do not exist.
> - If **RIA – Foreign Currency** is selected, only returned item adjustments related to Foreign Check Items will be included in the search results. If **RIA – US Currency** is selected, then only US Currency Returned Item Adjustments will be included in the search results.
> - If no Adjustment Category is selected (e.g., Select...), both deposit and returned item adjustments will be included in the search results. However, if Adjustment Type **Debit** is selected, then all debit deposit adjustments and returned item adjustments will be included in the search results. If **Credit** is selected, only credit deposit adjustments will be included in the search results.

- Enter the **Voucher #**
- Select an **Adjustment Type**
- Enter the **Prepared by**
- Select an **Adjustment Reason**
- Enter the **From** and **To** Voucher Date, *required*

> **Application Tip**
>
> The Voucher Date is a required field and the maximum date range for the **From** and **To Voucher Date** is one year. The Voucher Date must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Adjust Amount Date
- Enter the **From** and **To** Deposit Date

> **Application Tip**
>
> The **From** and **To Deposit Date** must be entered in MM/DD/YYYY format.

- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Original Deposit Date

Under **Financial Institution Information**, *optional*

- Enter the **RTN (Routing Transit Number)**
- Enter the **DDA (Demand Deposit Account)**
- Enter the **CAN (CA$HLINK II Account Number)**
- Enter the **FRB Account Key (Federal Reserve Bank Account Key)**
- Enter the **FRB CCWU (Federal Reserve Bank Cost Center Work Unit)**

> **Application Tip**
>
> The FRB Account Key must be three digits in length. The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

> **Application Tip**
>
> The FRB CCWU must be four digits in length. If it is less than four digits, enter a zero at the beginning of the CCWU number (e.g. 0123). The FRB Account Key field will not display for FI Deposit Confirmers or FI Viewers.

5. Click **Submit Request**. A "*Your report request has been successfully received*" message appears.

Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: "*Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.*"

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

6. Once the request has been submitted, navigate to **Previously Generated Historical Reports** (**Reports** tab>**Historical Reports**>**View Previously Generated Historical Reports**) and download the report in CSV format by clicking CSV in the **Download** column for the report.