



View an ACR Activity Report

To search for ACR transactions, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports** and click **ACR Activity Report**. The *ACR Activity Report* page appears.
3. Enter the search criteria you would like to view.
 - Enter the **From** and **To** ACR Settlement date range



Application Tip

The maximum date range for the **From** and **To ACR (Adjustment, Correction, and Rescission) Settlement** range is 45 days.

- Select a **Report Type**



Application Tip

Report Type options include **Credit/Debit - ACR**, **Credit - ACR**, and **Debit - ACR**.

- Select an **ACR Type**



Application Tip

Search ACR Transaction options include **All ACR**, **Adjustment**, **Correction**, and **Rescission**.

- Select an **ACR Reason Code**



Application Tip

ACR Reason Code options include **Duplicate Transaction Processed**, **Non-Cash Item**, **Transaction Amount Correction**, **Representation**, **Warranty Indemnity Claim**, **Voucher Date Change**, **Voucher Number Change**, **Account Switch**, **Transaction Account Switch**, and **ACH Reversal**.

4. Click the **Yes** or **No** radio button to **Include Subordinates**
5. Click an OTC Endpoint to initiate the report. The *ACR Activity Report* preview page appears.
6. Under **Export as**,
 - Select a **PDF**, **Excel** or **Word**
 - Click **Download**

Or

Click **Print PDF Report**



Application Tip

Additional button on the page that helps you perform other tasks:

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