Adjustment Historical Report

To generate an Adjustment Historical Report, complete the following steps:

1. From the **Reports** tab, select **Historical Reports** and click **Generate Historical Reports**.
2. From the **Deposit Processing Historical Reports** section of the page, click **Adjustment Historical Report**. The **Adjustment Historical Report** page appears as shown in Figure 1.

**Figure 1: Adjustment Historical Report Criteria Page**

![Adjustment Historical Report Criteria Page](image-url)
3. Enter your search criteria.

Under **Search Conditions**

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Select an **Adjustment Category**

**Application Tips**

- Select **Deposit Adjustment** to include deposit adjustments 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.
- Select **Returned Item Adjustment** to include only returned item adjustments (US Currency and Foreign Check Item) 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**, no results appear since **Credit** returned item adjustments do not exist.
- Select **RIA – Foreign Currency** to only include returned item adjustments related to Foreign Check Items in the search results.
- Select **RIA – US Currency** to only include US Currency Returned Item Adjustments in the search results.
- Select no Adjustment Category (e.g., **Select...**), both deposit and returned item adjustments are included in the search results.
- Select Adjustment Type **Debit** to include all debit deposit adjustments and returned item adjustments in the search results. Select **Credit** to include only credit deposit adjustments 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**
- Enter the **From** and **To** Adjust Amount Date
- Enter the **From** and **To** Deposit Date
- Enter the **From** and **To** Original Deposit Date
Application Tips

- 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.
- The From and To Deposit Date must be entered in MM/DD/YYYY format.

Under Financial Institution Information, *optional*

- Enter the RTN (Routing Transit Number)
- Enter the DDA (Demand Deposit Account)
- Enter the CAN (CASHLINK 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 Tips

- The FRB Account Key must be three digits in length. The FRB Account Key field does not display for FI Deposit Confirmers or FI Viewers.
- 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 does not display for FI Deposit Confirmers or FI Viewers.

4. Click **Submit Request**. A “Your report request has been successfully received” message appears.

Application Tip

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: “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.”

Additional Buttons

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

5. 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 the CSV icon in the Download column for the report.