ACR Activity Report

To search for Adjustment, Correction, and Rescission (ACR) transactions, complete the following steps:

- 1. From the **Reports** tab, click **Check Processing Reports**>**ACR Activity Report**. The *ACR Activity Report* page appears.
- 2. Enter the search criteria you would like to view.
 - Enter the From and To ACR Settlement date range
 - Select a Report Type
 - Select an ACR Type
 - Select an ACR Reason Code

Application Tips

- The maximum date range for the From and To ACR (Adjustment, Correction, and Rescission) Settlement range is 45 days.
- Report Type options include Credit/Debit ACR, Credit ACR, and Debit ACR.
- Search ACR Transaction options include All ACR, Adjustment, Correction, and Rescission.
- ACR Reason Code options include Duplicate Transaction Processed, Non-Cash Item, Transaction Amount Correction, Representment, Warranty Indemnity Claim, Voucher Date Change, Voucher Number Change, Account Switch, Transaction Account Switch, and ACH Reversal.
- 3. Click the Yes or No radio button to Include Subordinates.
- 4. Click an **OTC Endpoint** to initiate the report. The *ACR* Activity *Report* preview page appears as shown in Figure 1.

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					From Date	05/09/2016	D 19:13:45 AM E	π				-	
Credit - AC					To Date	09/30/2014							
Flecal Ag	Original Voucher	Original Settlement	Original	Original		Legal Transaction	ACR Voucher	ACR	ACR Voucher		ACR Reason		
IRN 151016770211 000001712	Number 000965	Date 09/24/2014	Voucher Date 09/24/2014	Amount 5 234.00	ACR Amount \$ 234.00	Amount \$ 0.00	000995	Date 09/29/2014	Date 09/23/2014	ACR Type Correction	Code Voucher Number		
	apoint: DFAS aption: Detens		C+2: 000061 Accounting	8201	\$ 234.00			imber Of Adju lumber Of Con			Change		
230404900104 200000539	000949	09/16/2014	09/16/2014	\$ 125.00	\$ 125.00	\$ 0.00	000055	09/19/2014	09/15/2014	Correction	Voucher Number Change		
230604900104 200000547	000914	09/15/2014	09/18/2014	\$ 125.00	\$ 150.00	\$ 150.00	800002	09/22/2014	09/22/2014	Adjustment	Representme		
230604900104 200000591 230504900104	000954	09/25/2014	09/25/2014	\$ 456.02	\$ 456.02	\$ 0.00	800002	09/29/2014	09/29/2014	Correction	Account Switch Account		
200000592	000954 apoint: 000065	09/25/2014	09/25/2014 .C+2: 000065	\$ 456.00	\$ 455.00	\$ 0.00	500002 Total N	09/29/2014 umber Of Adju	09/29/2014	Correction	Switch		
	iption: Collect							lumber Of Con					
230604900104 200000454	000972	07/10/2014	07/10/2014	\$ 456.00	\$ 10.00	\$ 465.00	800002	09/04/2014	09/04/2014	Adjustment	Transaction		
230604900104 200000472	000973	07/11/2014	07/11/2014	\$ 12.00	\$ 12.00	\$ 0.00	800001	09/05/2014	09/05/2014	Correction	Correction Account Switch		
1					Page 1 o		D				1		

Figure 1: ACR Activity Report Preview Page

- 5. Under Export as,
 - Select a PDF, Excel or Word
 - Click **Download**

Or

• Click **Print PDF Report**



Additional Button

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