



## View Business Reports: Adjustments by OTC Endpoint

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* parameters page appears.
4. Enter the search criteria you would like to view.
  - 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



### Application Tip

The date range for **Adjustment Date** and **Deposit Date** cannot exceed 15 months.

- Click **Yes** or **No** for **Report With Children**.



### Application Tip

Click the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.

5. Click an OTC Endpoint to initiate the report. The *Adjustments by OTC Endpoint* preview appears.



### Application Tip

**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.

6. Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

Click **Print PDF Report**



**Application Tip**

The report will only display non-archived adjustments associated with deposits or returned item adjustments with a voucher date that is not more than five years previous to the current date.



**Application Tip**

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

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

