

## Verifying an Electronic Adjustment Case was Received by the Federal Reserve Banks

Did you know verifying whether or not an electronic adjustment request was received by the Federal Reserve Banks (FRBs) can be done with just a few short clicks of the mouse?

**Step One:** *Click Outbox*. If the message was successfully sent, it will appear in the Outbox <u>right</u> <u>away</u>, as quickly as sending an email. Check the status to make sure it shows as Sent. If the message was successfully sent, you will receive a response in the Inbox no later than the next business day.

| nder ABA       |            |                       |            |                  |              |                  |                    |                 |              |            |        |       |
|----------------|------------|-----------------------|------------|------------------|--------------|------------------|--------------------|-----------------|--------------|------------|--------|-------|
| ) All          | Own        |                       | Amount     | *                | Amount       |                  | Product Type       | *               |              |            |        |       |
| ) Others       | Sender (AB | iA) -                 | Message Ty | 00 <b>v</b>      | Message Stat | vs<br>•          | Basic Search 🔺     | View            | List Rese    | t          |        |       |
| Date<br>2/2019 | Đ          | End Date<br>9/12/2019 | Ē          | Sender Reference |              | Receiver Referen |                    |                 |              |            |        |       |
| e Type         | *          | Entry Type            | *          | Accounting ID    |              | Respondent ABA   |                    |                 |              |            |        |       |
| selected       |            |                       |            |                  |              |                  |                    |                 |              |            |        | XLS   |
| Select         | View       | Message Sent 🕹        | Case Type  | Ато              | nt Ser       | der Reference    | Receiver Reference | Message<br>Type | Receiver ABA | Sender ABA | Status | Produ |
|                | ۹          | 09/12/2019 18:42      | INFO       | \$892            | 54 INF       | OTB091219        |                    | OPEN            | 061000146    |            | Sent   | FWD   |
|                | ۹          | 09/12/2019 18:41      | ERR        | \$451.           | 25 ERF       | RTB091219        | FR19091000000      | OPEN            | 061000146    | 065555338  | Sent   | FWD   |
| ¢              |            |                       |            |                  |              |                  |                    |                 |              |            |        |       |

**Step Two:** *Click Inbox* to view the Federal Reserve Banks' response.

The response could be in the form of an Acknowledgement (ACK) - CA2000 Case Acknowledgment Message, a Resolution (RESO) - CA5000 Case Resolution Message or a Resolution with Entry (RESO) - CA5100 Case Resolution with Entry Message; depending on the investigation type (ITYP) and the reporting time frame. Refer to the <u>Check Adjustments Quick</u> <u>Reference Guide</u> for details on each ITYP's reporting time frame and Federal Reserve Banks' action.

*Note:* If the message was received by 5:00 p.m. ET, you will receive a response in the Inbox the same day; <u>generally within 20 - 30 minutes</u> of sending the message. You will receive a response the next business day for messages received after 5:00 p.m. ET. *Generally, there is no need to contact the FRB to verify a case was received by the Federal Reserve.* 

|                | лтвох с     | REATE MESSAGE 🔻    | FILE MANAGE      | MENT - | REPORTS - ARC  | HIVE P      | PROFILE -           |                                |                         |               |
|----------------|-------------|--------------------|------------------|--------|----------------|-------------|---------------------|--------------------------------|-------------------------|---------------|
| Adjustments: I | ncoming Me  | ssages             |                  |        |                |             |                     |                                |                         | ?             |
| Receiver ABA   |             |                    |                  |        |                |             |                     |                                |                         |               |
| O All          | 🖲 Own       |                    | Amount           | *      | Amount         | P           | Product Type 👻      |                                |                         |               |
| O Others       | Receiver (A | ABA) 👻             | Message Type     | Ŧ      | Message Status | *           | Advanced Search 🔻   | View List Reset                | l                       |               |
| 0 selected     |             |                    |                  |        |                |             |                     |                                |                         |               |
| Select         | View        | Message Received 🕹 | Receiver ABA     | Status | Amount         | Case Typ    | pe Sender Reference | Receiver Reference             | Product Message<br>Type | Entry Type    |
|                | ۹           | 09/13/2019 14:54   | 065555338        | New    | \$1,095.36     | INFO        | FR19091380052       | TBINFO091219                   | ACK                     | Request For A |
|                | Q           | 09/13/2019 11:26   | 065555338        | New    | \$451.25       | ERR         | FR19091380001       | ERRT8091219                    | RESO                    |               |
|                | ۹           | 09/13/2019 11:22   | 065555338        | New    | \$892.54       | INFO        | FR19091380002       | INFOTB091219                   | RESO                    | Request For   |
|                | Q           | 09/13/2019 09:43   | 065555338        | New    | \$3,830.00     | PAID        | FR19091380013       | REG0032                        | RESO                    |               |
|                | ۹           | 09/13/2019 05:05   | 065555338        | New    | \$892.54       | INFO        | FR19091380002       | INFOTB091219                   | ACK                     | Request For   |
|                | ۹           | 09/13/2019 05:05   | 065555338        | New    | \$451.25       | ERR         | FR19091380001       | ERRT8091219                    | ACK                     | Credit        |
|                | ۹           | 09/12/2019 09:40   | 065555338        | New    | \$320.00       | ERR         | FR19091280017       | REG0017                        | RESO                    | ~             |
|                |             |                    |                  |        |                |             | Page: 1             | • Rows per page 100 •          | 1 - 8 to 8 - 1          | > >           |
|                |             | Vie                | w Selected Messa | ges    | Print Sele     | ected Messa | ages Downk          | oad Selected Messages/Attachme | ints                    |               |

If the message status is Unsent vs. Sent, you may have clicked on Save vs. Submit when you created the Open (OPEN) - CA1000 Case Open Message.

**Step One:** *Click Outbox.* If the message was saved, the status will show as Unsent. If the message failed when it was being uploaded, the status will show as Rejected.

Step Two: Select and view the message.

|                | оитвох           | CREATE MESSAGE      | FILE MANAGEM           | ENT - RE             | PORTS - ARCHIVE                | PROFILE -          |                          |              |                   |                     |         |
|----------------|------------------|---------------------|------------------------|----------------------|--------------------------------|--------------------|--------------------------|--------------|-------------------|---------------------|---------|
| djustments:    | Outgoing M       | essages             |                        |                      |                                |                    |                          |              |                   |                     |         |
| All     Others | Own<br>Sender (A | BA) 👻               | Amount<br>Message Type | ✓ Arr<br>Men<br>✓ Un | rount<br>sege Status<br>Sent 👻 | Product Type       | View L                   | ist Reset    |                   |                     |         |
| 1 selected     |                  |                     |                        |                      |                                |                    |                          |              |                   |                     | XUSX    |
| Select         | View             | Message Sent 🕹      | Case Type              | Amount               | Sender Reference               | Receiver Reference | Message<br>Type          | Receiver ABA | Sender ABA        | Status              | Product |
|                | ۹                |                     | INFO                   | \$1,095.36           | TBINFO091219                   |                    | OPEN                     | 061000146    | 065555338         | Unsent              | FWD     |
|                | ۹                |                     | DUP                    |                      |                                |                    | OPEN                     | 061000146    | 065555338         | Unsent              |         |
|                | Q                |                     | PAID                   |                      |                                |                    | OPEN                     | 061000146    | 065555338         | Unsent              |         |
|                | ۹                |                     | ENC                    |                      | TBENC090519A                   |                    | OPEN                     | 061000146    | 065555338         | Unsent              |         |
|                | ۹                |                     | INFO                   |                      |                                |                    | OPEN                     | 061000146    | 065555338         | Unsent              |         |
|                | ۹                |                     | LC                     |                      |                                |                    | OPEN                     | 061000146    | 065555338         | Unsent              | RTN     |
| <              | ۹                | 09/12/2019 18:42    | INFO                   | \$892.54             | INFOTB091219                   |                    | OPEN                     | 061000146    | 065555338         | Sent                | FWD >   |
|                | Vie              | w Selected Messages |                        | Print Selected       | Messages                       | Page: 1            | Rows per ges/Attachments | Delet        | e Unsenl/Reject M | I < < ><br>Iessages | >1      |

## **Step Three**: *Click Update* at the bottom of the message to update and send the message.

| to Search Results                                     |                        |                          |  |
|---|------------------------|--------------------------|--|
| Information Request (INFO) – Used to                  | request information ge | nerally related to an er | entry or correspondence initiated by the Federal Reserve Banks; as it is described in the comment field. |
| der Information<br>Sender ABA (SHORY<br>065555338     |                        |                          | Receiver ABA (RC-R7<br>661000146   |
| Respondent ABA (RESP)                                 |                        |                          |  |
| Contact Name (CNTC)*<br>TB Tester                     |                        |                          |  |
| Contact Telephone Number (TELE)*<br>+1 (555) 555-5555 | 5.c.<br>313            |                          |  |
| Sender Reference Number (SREF)*<br>TBINF0091219       |                        |                          |  |
| Dase Commenta (COM1)*<br>send tapes                   |                        |                          |  |
|   |                        |                          |  |
| e Information<br>assa Amount (AMT)*<br>i 1.095.35     |                        |                          |  |
| Indust Type (PROD)*<br>Ferward                        | -                      |                          | Request For Information ~  |
| Receiver Reference Number (RREF)                      |                        |                          | Accounting Entry Identification Number (AID)   |
| rom Cash Letter ABA (FCL)*<br>61000146                |                        |                          | To Gash Letter ABA (TOL)*<br>065555338   |
| ash Letter or Entry Date (CLED)*<br>/3/2019           | 8                      |                          | Sequence Number (SEQ)  |
| Cash Letter Total (CLT)                               |                        |                          | Tape Total (TT)  |
| tem Before Amount (IBEF)                              |                        |                          | Item After Amount (IAFT)   |
| isted As Amount (LAS)                                 |                        |                          | Should Be Amount (SBE)   |
| Vepositing Bank ABA (DPBK)                            |                        |                          | Drawee Bank ABA (DRBK)   |
| ayee (PYE)  |                        |                          | Maker (MKR)  |
| Account Number (ANO)                                  |                        |                          | Check Serial Number (CKNO)   |
| reasury Symbol Number (TSYM)                          |                        |                          | Treasury Serial Number (TSER)  |
| manury Declamation Number (TDP1)                      |                        |                          |  |

You will be taken to the Open (OPEN) - CA1000 Case Open Message where you will be able to make edits, as needed, and send the message. You should also verify the case was successfully sent and a response was received; see previous steps.