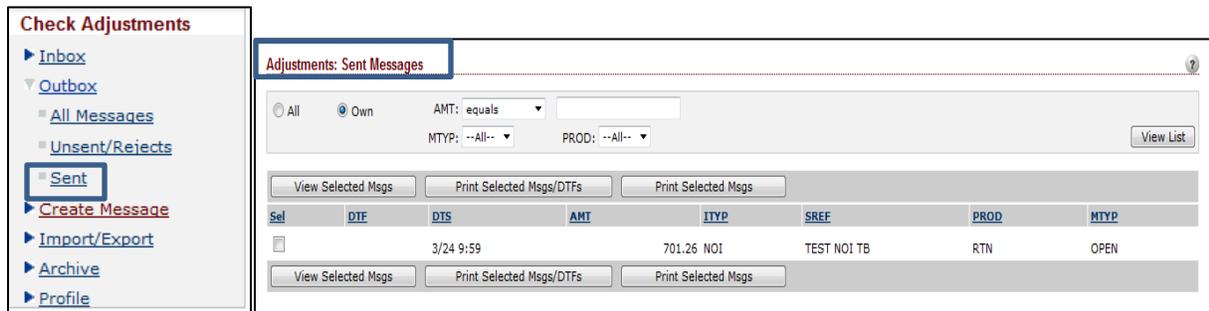


## Verifying an Electronic Adjustment Case was Received by the Federal Reserve Banks Tip Sheet #1

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 on the *Outbox - Sent* link.** If the message was successfully sent, it will appear in the Sent section right away, as quickly as sending an email. If the message was successfully sent, you will automatically receive a response, in the Inbox, no later than the next business day.



**Adjustments: Sent Messages**

All  Own    AMT: equals        View List  
 MTYP: --All--    PROD: --All--

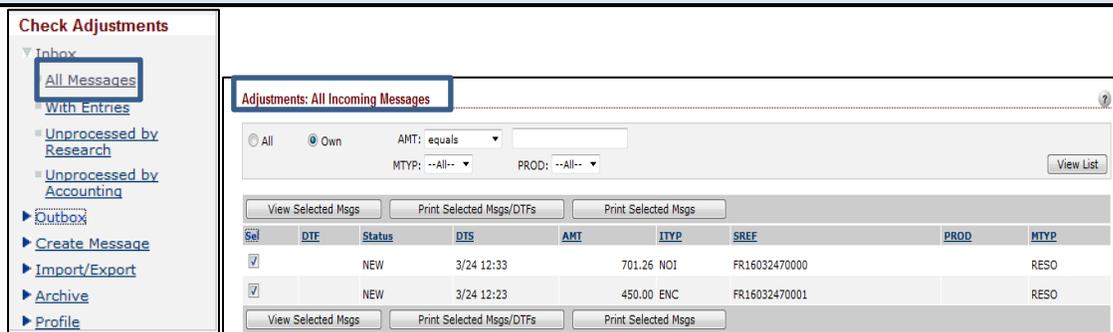
| Sel                      | DTF | DTS       | AMT        | ITYP        | SREF | PROD | MTYP |
|--------------------------|-----|-----------|------------|-------------|------|------|------|
| <input type="checkbox"/> |     | 3/24 9:59 | 701.26 NOI | TEST NOI TB |      | RTN  | OPEN |

**Step Two: Click on the *Inbox - All Messages*** to view the Federal Reserve Banks' response.

**Note:** If the Sent message has FRB Atlanta's routing number (061000146) in the Receiver (RCVR) field and it was received by 6:00 p.m. ET, you will receive a response in the Inbox the same day; generally within 20 - 30 minutes of sending. You will receive a response the next business day for messages received after 6:00 p.m. ET. **Generally, there is no need to contact the FRB to verify a case was received by the Federal Reserve.**

The response could be in the form of a CA2000 (case acknowledgement), a CA5000 (case resolution without entry) or a CA5100 (case resolution with entry); depending on the investigation type (ITYP) and the reporting time frame. Refer to the [Check Adjustments Quick Reference Guide](#) for details on each ITYP's reporting time frame.



**Adjustments: All Incoming Messages**

All  Own    AMT: equals        View List  
 MTYP: --All--    PROD: --All--

| Sel                                 | DTF | Status | DTS        | AMT        | ITYP | SREF          | PROD | MTYP |
|-------------------------------------|-----|--------|------------|------------|------|---------------|------|------|
| <input checked="" type="checkbox"/> |     | NEW    | 3/24 12:33 | 701.26 NOI |      | FR16032470000 |      | RESO |
| <input checked="" type="checkbox"/> |     | NEW    | 3/24 12:23 | 450.00 ENC |      | FR16032470001 |      | RESO |

If the message is **not** in the Outbox Sent section, you may have clicked on *Save Message* vs. *Send Message* when you created the CA1000 (case open) message.

**Step One: Click on the Outbox Unsent/Rejects link.** If the message was saved, the status will show as Unsent. If the message failed, the status will show as Reject.

**Step Two: Select and view the message**

**Check Adjustments**

- Inbox
- Outbox
  - All Messages
  - Unsent/Rejects**
  - Sent
- Create Message
- Import/Export
- Archive
- Profile

**Adjustments: Unsent/Rejected Messages**

All  Own AMT: equals  View List  
 MTYP: --All-- PROD: --All--

| Sel                      | DTF | DTS        | AMT    | Status | ITYP | SREF        | PROD | MTYP |
|--------------------------|-----|------------|--------|--------|------|-------------|------|------|
| <input type="checkbox"/> |     | 3/24 11:07 | 450.00 | UNSENT | ENC  | TEST ENC TB | FWD  | OPEN |

**Step Three: Click Update** to update and send the message.

**Adjustments: Unsent and Rejected Messages**

CA1000 - Case Open [Return to List](#) | << Previous | Next >>

**Information**

Status: UNSENT  
 SNDR: 07199999 - Dummy Institution  
 RCVR: 061000146 - Atlanta  
 RESP:

**Case Information**

ITYP: ENC - encoding error  
 MTYP: OPEN - open  
 AMT: 450.00 ETYP: DB - debit  
 SREF: TEST ENC TB RREF:  
 CNTC: Tracy TELE: 555-555- AID:  
 FCL: 07199999 - Dummy Institution  
 TCL: 061000146 - Atlanta  
 PROD: FWD DTF: AVTP:  
 EDC: DCR:  
 CLD1: FCL1:  
 TCL1: SEQ1:  
 COM:

**Item Identification**

CLED: 1/21/16 CLT: 1,457,324.52 TT: 18,542.34  
 GID: SEQ: 1652378942  
 IBEF: 15.41 IAFT: 142.36  
 LAS: 500.00 SBE: 50.00 CURR: USA

**Item Details**

DRBK: -  
 DPBK: -  
 MKR: PYE:  
 CKNO: ANO:

**For Treasury Items Only**

TSYM: TSER: TRCL:

You will be taken to the CA1000 (case open) message where you will be able to make edits, where applicable, and send the message. You should also verify the case was successfully sent and a response was received; see previous steps.