



Deposit Processing Historical Report

To generate a Deposit Processing historical report:

1. Click the **Reports** tab.
2. Select **Historical Reports** and click **Generate Historical Reports**. The *Generate Historical Reports* page appears.
3. Under Deposit Processing Historical Reports, click **Deposit Processing Historical Report**. The *Deposit Processing Historical Report* page appears.



Application Tip

The Deposit Processing Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

4. Enter the search criteria for the report you would like to view.

Under **Search Conditions**:

- Select an **Organization**
- Select an **OTC Endpoint**
- Enter an **ALC**
- Enter the **Prepared by**
- Enter the **Voucher #**
- Select a **Deposit Status**
- Enter the Agency Use (Block 6) details
- Select a **Deposit Type**
- Enter the **From** and **To** Voucher Date, *required*



Application Tip

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.

- Enter the **From** and **To** Deposit Date



Application Tip

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

- Enter the **From** and **To** Deposit Total

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 Tip

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



Application Tip

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 will not display for FI Deposit Confirmers or FI Viewers.

Under **User Defined Field Information**, *if applicable, optional*

- Enter the **Deposit UDF (User Defined Field)** details
- Enter the **Accounting Subtotal UDF** details



Application Tip

User Defined Fields (UDFs) will only display to users who have access to an organization that has previously defined UDFs. UDFs will appear at the bottom of the page. Up to three UDFs can be displayed for **Deposit** and two for **Accounting Subtotal**.

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



Application Tip

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: “*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.*”



Application Tip

Additional buttons on the page that help you perform other tasks:

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

6. 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  in the **Download** column for the report.