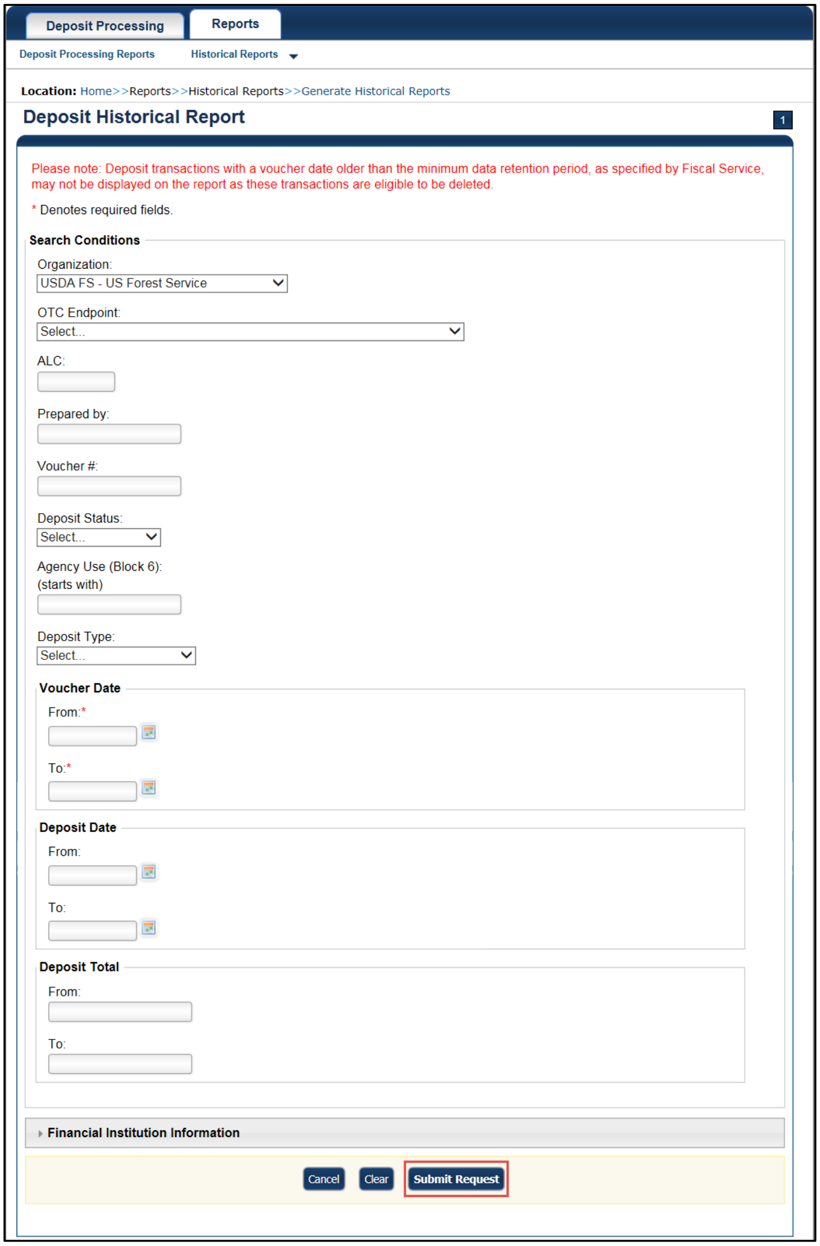
Deposit Historical Report

To generate a Deposit Historical Report, complete the following steps:

1. From the **Reports** tab, select **Historical Reports**>**Generate Historical Reports**. The *Generate Historical Reports* page appears.
2. Under **Deposit Processing Historical Reports**, click **Deposit Processing Historical Report**. The *Deposit Historical Report* page appears as shown in Figure 1.

Figure 1: Deposit Historical Report Criteria Page



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 therefore varies.

3. Enter your search criteria.

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

Application Tips

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

Under Financial Institution Information, *optional*

- Enter the **RTN** (**Routing Transit Number**)
- Enter the **DDA** (**Demand Deposit Account**)
- Enter the **CAN** (**CA$HLINK 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 Tips

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

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

4. Click **Submit Request**. A "*Your report request has been successfully received*" message appears.

Application Tip

Once a request is submitted you cannot submit the same request again for seven days. If a duplicate request is submitted within seven days the following message displays: *"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."*

Additional Buttons

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

5. Once the request is 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 the **CSV** icon in the **Download** column for the report.