View Business Reports: Deposit Activity (FI)

To view a deposit activity (FI) report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* parameters page appears.
3. Enter your search criteria.

    - Select the **Status**, *required*

    - Select the **Voucher Type**

    - Enter the **From**: and **To**: Status Date range

    - Enter the **From**: and **To**: Voucher Date range

    - Enter the **ALC (Agency Location Code)**

    - Enter the **RTN (Routing Transit Number)**

    - Enter the **DDA (Demand Deposit Account)**

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

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

    - Enter the **CAN (CA$HLINK II Account Number)**

    - Enter the **CA$HLINK II Trace #**

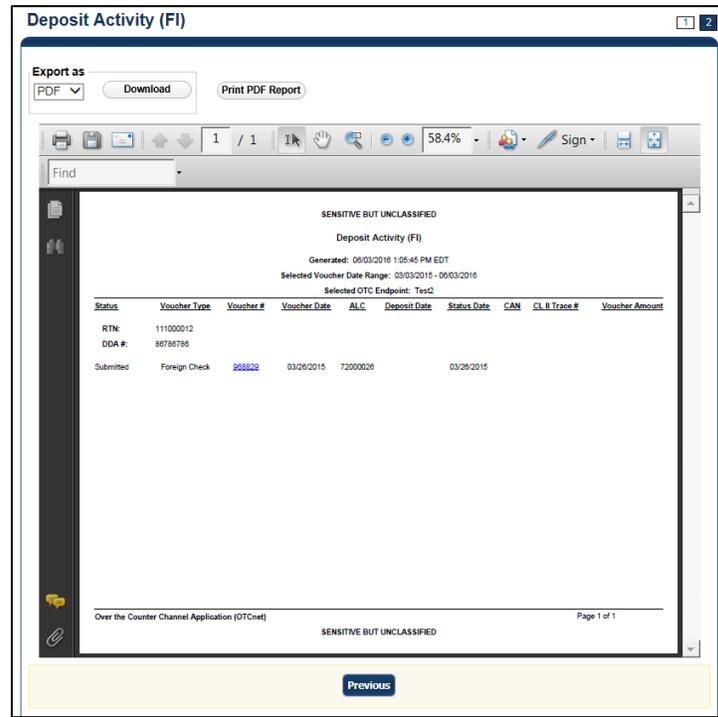   - Click **Yes** or **No** for **Report With Children**

Application Tips

- Click **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint and all lower level OTC Endpoints.
- Click **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The *Deposit Activity (FI)* preview page appears as shown in Figure 1.

Figure 1: Deposit Activity (FI) Preview Page

💡 **Application Tip**

TGA denotes an OTC Endpoint; an open lock denotes access permission; and a closed lock denotes no access permission.

---

5. Under **Export as**, you have the following options:

    - Select **PDF**, **Excel** or **Word** format
    - Click **Download**
    - Or
    - Click **Print PDF Report**

Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the *Historical Reports* page (**Home**>**Reports**>**Historical Reports**).
- Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** does not display values in the **Voucher Amount** column.

Additional Button

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