

View Business Reports: Deposit History by Status

To view a deposit history by status 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 History by Status**. The *Deposit History by Status* parameters page appears.
3. Enter your search criteria.
 - Select the **Organization**, *required*
 - Select the **ALC (Agency Location Code)**
 - Select the **Status**, *required*
 - Enter the **From:** and **To:** Status Date range
 - Enter the **From:** and **To:** Deposit Total range
 - 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 as well as all of the lower level OTC Endpoints.
- Click **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

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4. Click an OTC Endpoint to initiate the report. The *Deposit History by Status* preview page appears as shown in Figure 1.

Figure 1: Deposit History by Status Preview Page

Export as
PDF Download Print PDF Report

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Find

SENSITIVE BUT UNCLASSIFIED

Deposit History by Status
Generated: 06/07/2016 10:41:10 AM EDT
Selected OTC Endpoint: Test Hierarchy
Selected Status: ALL
Selected Status Date Range: 03/27/2015 - 06/07/2016

Voucher Type	Status	Voucher Date	Voucher #	Deposit Amount	
Status Code: Awaiting Approval					
ALC 10010001					
Test Hierarchy: Level 1					
Submission Processing Cam : Atlanta Submission Processing Campus					
Service center : Atlanta Service Center					
Foreign Check		03/27/2015	03/27/2015	061837	\$0.00
Foreign Check		04/03/2015	04/03/2015	061904	\$749.61
Service center : Atlanta Service Center Total:				\$749.61	
Submission Processing Cam : Atlanta Submission Processing Campus Total:				\$749.61	
Test Hierarchy: Level 1 Total:				\$749.61	
ALC10010001Total:				\$749.61	
ALC 10010002					
Test Hierarchy: Level 2					
Submission Processing Cam : Andover Submission Processing Campus					
Service center : Andover Service Center					
Foreign Cash		12/24/2015	12/24/2015	061905	\$10,261.55
Service center : Andover Service Center Total:				\$10,261.55	
Submission Processing Cam : Andover Submission Processing Campus Total:				\$10,261.55	
Test Hierarchy: Level 2 Total:				\$10,261.55	
ALC10010002Total:				\$10,261.55	
Over the Counter Channel Application (OTCnet)					



Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

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.
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Additional Button

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