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

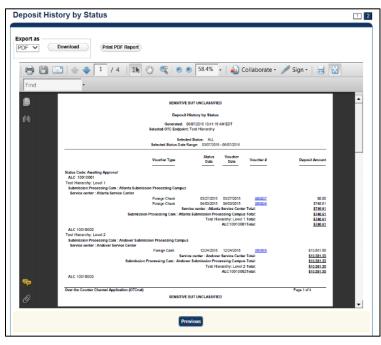


Figure 1: Deposit History by Status Preview Page



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:
 - o Select PDF, Excel or Word format
 - o 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.