



## View Business Reports: Deposit Activity (FI)

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* page appears.
4. Enter the search criteria you would like to view.
  - 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** (CASHLINK II Account Number)
  - Enter the **CASHLINK II Trace #**
  - Select the **Report Format**



### Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.



### Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.



#### Application Tip

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

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.



#### Application Tip

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the Historical Reports page (Home>Reports>Historical Reports).



#### Application Tip

Unconfirmed Foreign Check items entered with a Country of Deposit value of "Other" will not display values in the **Voucher Amount** column.



#### 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.