

## Deposit Historical Report

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

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

Figure 1: Deposit Historical Report Criteria Page

The screenshot shows the 'Deposit Historical Report' page in the OTCnet application. The page has a navigation bar with tabs: Deposit Processing, Check Processing, Card Processing, Administration, and Reports. The 'Reports' tab is selected. Below the navigation bar, there's a breadcrumb trail: Home > Reports > Scheduled Reports > Generate Scheduled Reports. The main heading is 'Deposit Historical Report'. A note states: 'Please note: Deposit transactions with a voucher date older than the minimum data retention period, as specified by Fiscal Service, may not be displayed on the report as these transactions are eligible to be deleted.' Below this, a legend indicates that an asterisk (\*) denotes required fields. The 'Search Conditions' section includes the following fields: Organization (dropdown), OTC Endpoint (dropdown), ALC (text input), Prepared by (text input), Voucher # (text input), Deposit Status (dropdown), Agency Use (Block 6) (starts with) (text input), Deposit Type (dropdown), and Voucher Date (text input with 'From' and 'To' labels).



### Application Tip

The Deposit 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. Select **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.”*

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### Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Clear** to clear all data fields and reset to the default selections.
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5. Once the request is submitted, navigate to **Previously Generated Reports (Reports tab>Scheduled Reports>View Previously Generated Reports)** and download the report in CSV format by selecting the **CSV** icon in the **Download** column for the report.