

215 Deposit Ticket Report

To view a 215 Deposit Ticket report, complete the following steps:

1. From the **Reports** tab, click **Check Processing Reports**. The *View Check Processing Reports* page appears.
2. Under **Business Reports**, click **215 Deposit Ticket Report**. The *215 Deposit Ticket* parameters page appears.
3. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To Start Date** range
- Click **Yes** to Include Subordinate OTC Endpoint





Application Tips

- The **From** and **To Start Date** range is searchable for a duration of up to 45 days. Data for the report is available for a duration of one year.
- Click the **Yes** option to generate a report that contains data for lower level OTC Endpoints.

4. Under **Expand All/Contract All**, click the **Plus Sign**  to expand the list of OTC Endpoints and locate the appropriate OTC Endpoint.

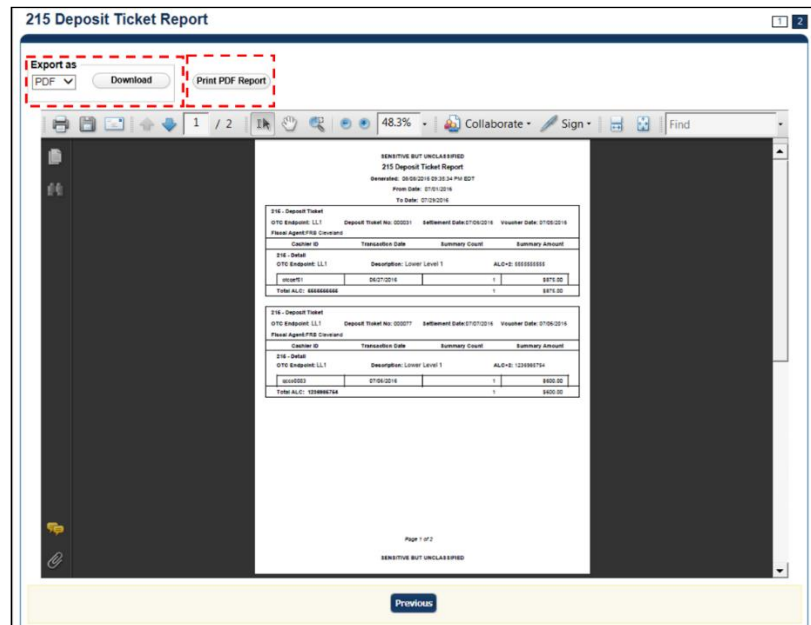


Application Tip

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

- Click an OTC Endpoint to initiate the report. The **215 Deposit Ticket Report** preview page appears as shown in Figure 1.

Figure 1: 215 Deposit Ticket Report Preview Page



Application Tip

A **215 Deposit Ticket** report will not generate for any day that is deemed a holiday during Monday - Friday hours.

- Under Export as,
 - Select **PDF**, **Word**, or **Excel** format
 - Click **Download**

Or

- Click **Print PDF Report**



Additional Button

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