View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.

2. Under **Business Reports**, select **Deposits by Accounting Code**. The *Deposits by Accounting Code* parameters page appears.

3. Enter your search criteria.

   - Select the **Organization**, *required*

   - Select the **ALC** (Agency Location Code)

   - Select the **Account Code**, *required*

   - Enter the **From**: and **To**: Voucher Date range

   - Enter the **From**: and **To**: Deposit Total range

   - Select **Yes** or **No** for **Report With Children**

💡 Application Tips

- The date range for Voucher Date cannot exceed 15 months.
- Select **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.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select an OTC Endpoint to initiate the report. The *Deposits by Accounting Code* preview page appears as shown in Figure 1.

Figure 1: Deposits by Accounting Code Report Preview Page
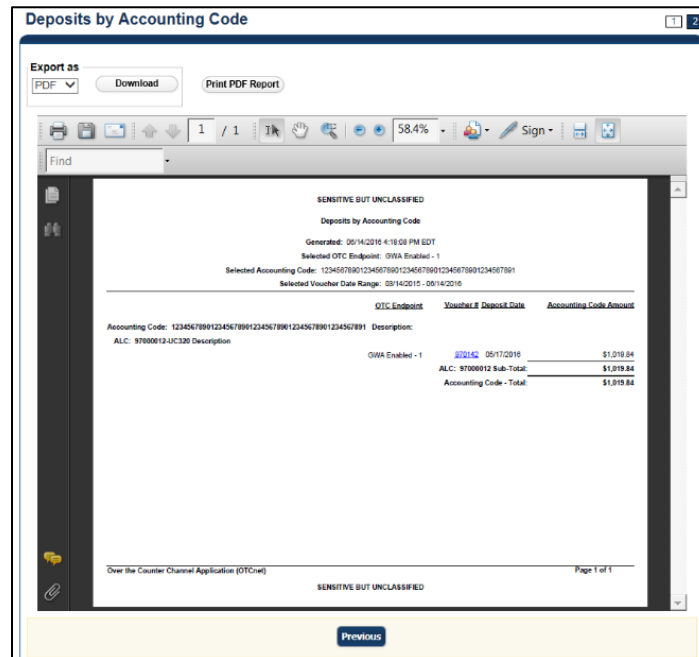
Application Tips

- **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   Select **Download**

         Or

    o   Select **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**>**Scheduled 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

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