View Business Reports: Deposit Activity (FI)

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

- 1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Business Reports**, select **Deposit Activity (FI)**. The *Deposit Activity (FI)* parameters page appears.
- 3. Enter your search criteria.
 - 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 (CA\$HLINK II Account Number)
 - Enter the CA\$HLINK II Trace #
 - Select Yes or No for Report With Children



Application Tips

- Select Yes for Report With Children to generate a report that contains data for the selected OTC Endpoint and all 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 *Deposit Activity (FI)* preview page appears as shown in Figure 1.

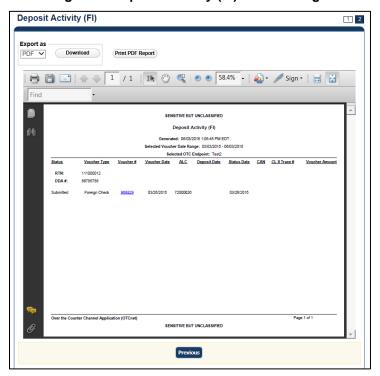


Figure 1: Deposit Activity (FI) Preview Page



Application Tip

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

- 5. Under **Export as**, you have the following options:
 - Select PDF, Excel or Word format
 - Select Download
 - Or
 - 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.