

## 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.
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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**

**Deposit Activity (FI)**

Export as: PDF Download Print PDF Report

Find

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Deposit Activity (FI)

Generated: 06/03/2016 1:06:45 PM EDT

Selected Voucher Date Range: 03/03/2015 - 06/03/2016

Selected OTC Endpoint: Test2

| Status    | Voucher Type  | Voucher # | Voucher Date | ALC      | Deposit Date | Status Date | CAN | CL II Trace # | Voucher Amount |
|-----------|---------------|-----------|--------------|----------|--------------|-------------|-----|---------------|----------------|
| RTN:      |               | 111000012 |              |          |              |             |     |               |                |
| DGA #:    |               | 86786798  |              |          |              |             |     |               |                |
| Submitted | Foreign Check | 908529    | 03/26/2015   | 72000020 |              | 03/26/2015  |     |               |                |

Over the Counter Channel Application (OTCnet)

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### 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.
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### Additional Button

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

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