

View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* parameters page appears.
3. Enter your search criteria.
 - Select the **Organization**, *required*
 - Select the **ALC (Agency Location Code)**
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Click **Yes** or **No** for **Report With Children**



Application Tips

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

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

Figure 1: Deposits by OTC Endpoint Report Preview Page

Deposits by OTC Endpoint

Export as PDF Download Print PDF Report

SENSITIVE BUT UNCLASSIFIED
Deposits by OTC Endpoint
Generated: 06/09/2016 09:10:20 AM EDT
Selected OTC Endpoint: Atlanta
Selected Voucher Date Range: 03/09/2015 - 06/09/2016

Status Date	Voucher Date	Voucher#	Voucher Type	Deposit Amount
TTHL: Training Team Highest Level Submission Processing Cam : Atlanta Campus Service center : Atlanta ALC: 20090700				
Status Code: AWAP				
03/27/2015	03/27/2015	968837	Foreign Check	
04/03/2015	04/03/2015	968924	Foreign Check	\$740.61
				Total: \$740.61
Status Code: DRAFT				
03/27/2015	03/27/2015	968846	Foreign Check	
				Total: null

Previous



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.
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5. Under Export as, you have the following options:

- Select **PDF**, **Excel** or **Word format**
 - Click **Download**
- Or
- Click **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>Historical 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

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