LVD Contents Report

To view an LVD Contents report, complete the following steps:

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

   Under Report Filters, complete the following:

   - Select a Transaction Type
   - Select a Trade Status
   - Click Received Date or Captured Date
   - Enter For Account
   - Enter the User Defined Field 1
   - Enter the Bank Routing Number

   Application Tips

   - Trade Status represents the status of the verification records (All, Cleared, Dynamic, Suspend, Denied, Blocked).
   - **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.

4. Click an OTC Endpoint to initiate the report. The *LVD Contents* Report preview page appears in a new window as shown in Figure 1.

Figure 1: LVD Contents Report Preview Page
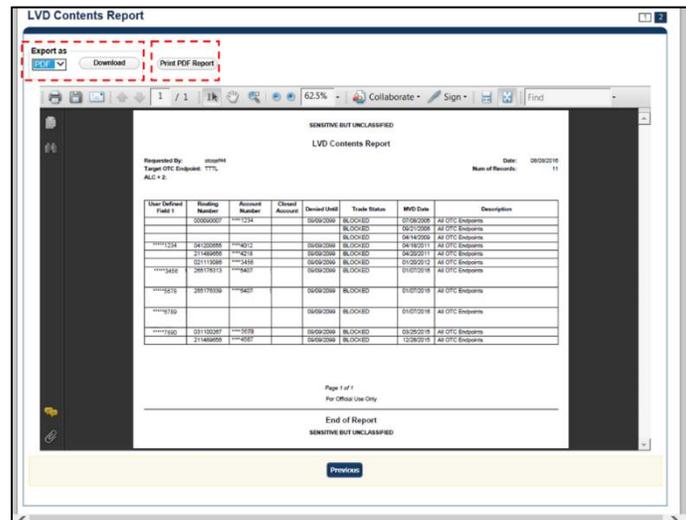
5. Under Export as,

- Select a **PDF**, **Excel** or **Word**

- Click **Download**

    Or

- Click **Print PDF Report**

Additional Button

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