

View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code 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 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
 - Click **Yes** or **No** for **Report With Children**

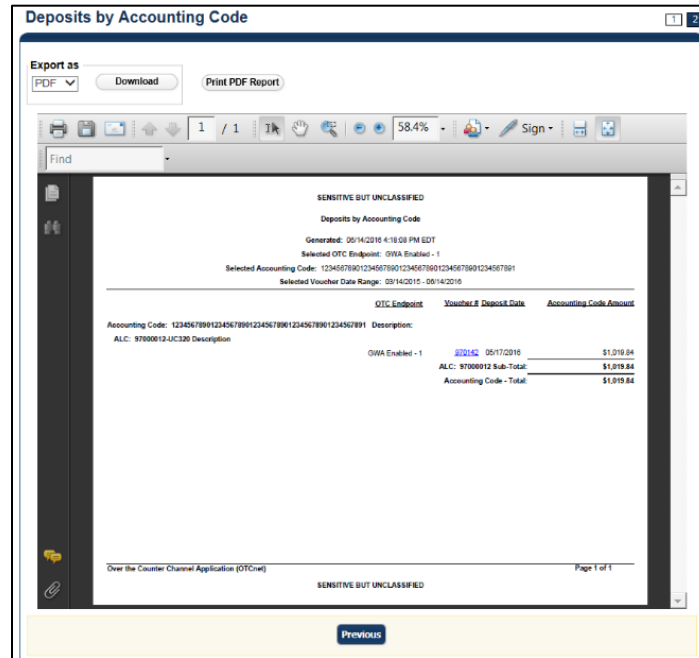


Application Tips

- 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.

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4. Click 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:

- 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.
