

View Previously Generated Historical Reports

To view previously generated historical reports, complete the following steps:

1. From the **Reports** tab, select **Historical Reports** and click **View Previously Generated Reports**.



Application Tips

- When a report request is submitted and the Historical Database is unavailable, an informational message appears stating, *Historical Database is currently unavailable. All reports in Submitted status are processed when the Historical Database is available.* Report requests that are in **Submitted** status remain in **Submitted** status until the database is available and the report is generated. After the report is generated a **Completed** status is displayed.
- When a report request is submitted and the report could not generate, its status is **Error**. Resubmit your report request to ensure your report is generated. If a report displays an **Error** status, the request can be resubmitted at any time without receiving a duplicate request message.
- Report requests are user specific and are not viewable by other users.

2. The *View Previously Generated Reports* page appears as shown in Figure 1. The page lists reports that were requested within the last seven days. Click **CSV** in the **Download** column for your desired report.

Figure 1: View Previously Generated Reports

Report Type	Submitted Time	Search Criteria Parameters	Status	Download
Adjustment Historical Report	12/31/2013 10:20:57 AM ET		SUBMITTED	
Adjustment Historical Report	12/31/2013 10:20:22 AM ET	OTC Endpoint: ALL Adjustment Category: Deposit Adjustment Adjustment Type: Debit Voucher From Date: 10/15/2000 Voucher To Date: 12/31/2000	COMPLETED	CSV
CRA CSV Historical Report	12/30/2013 03:46:39 PM ET		SUBMITTED	
CRA CSV Historical Report	12/30/2013 03:38:41 PM ET	OTC Endpoint: ALL IncludeSubordinates: Y Settlement Status: ALL Received Date: From Date: 12/01/2010 To Date: 12/02/2010	ERROR	
CRA CSV Historical Report	12/30/2013 02:24:05 PM ET		COMPLETED	CSV
Deposit Historical Report	12/30/2013 02:21:37 PM ET	OTC Endpoint: ALL Deposit Status: Submitted Deposit Type: US Currency Voucher From Date: 12/01/2005 Voucher To Date: 12/03/2005 RTN: 231902331	COMPLETED	CSV



Application Tips

- After the CSV file is downloaded, open it using Excel or Notepad.
 - Duplicate report requests based on identical report parameters cannot be made within seven days, however, after seven days a duplicate report request can be submitted.
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3. The *File Download* dialog box appears. Click **Open**, **Save**, or **Cancel**.



Additional Buttons

- Click **Open** and the content of the file displays.
 - Click **Save to** and choose the location where you want to save the file.
 - Click **Cancel and** the dialog box closes. No data is saved.
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