## View Business Reports: Deposit Activity (FI)

To view a deposit activity (FI) report, complete the following steps:

- 1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Business Reports**, click **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 #
  - Click Yes or No for Report With Children

#### **Application Tips**

- Click **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint and all 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 *Deposit Activity (FI)* preview page appears as shown in Figure 1.

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Figure 1: Deposit Activity (FI) Preview Page



### **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
  - 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.



# **Additional Button**

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