



View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Deposits by Accounting Code**. The *Deposits by Accounting Code* parameters page appears.
4. Enter the search criteria you would like to view.
 - 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 Tip

The date range for **Voucher Date** cannot exceed 15 months.



Application Tip

Click the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.

5. Click an OTC Endpoint to initiate the report. The *Deposits by Accounting Code* preview page appears.



Application Tip

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.

6. Under Export as,
- Select **PDF**, **Excel** or **Word format**
 - Click **Download**

Or

Click **Print PDF Report**



Application Tip

Deposits with a voucher date older than five years will not display on the report but they may be viewed from the Historical Reports page (**Home>Reports>Historical Reports**).



Application Tip

Unconfirmed Foreign Check items entered with a Country of Deposit value of "Other" will not display values in the **Voucher Amount** column.



Application Tip

Additional button on the page that helps you perform other tasks:

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