



## View Business Reports: 215 Deposit Ticket Report

To view a 215 Deposit Ticket report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports**. The *View Check Processing Reports* page appears.
3. Under **Business Reports**, click **215 Deposit Ticket Report**. The *215 Deposit Ticket* parameters page appears.
4. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To** Start Date range



### Application Tip

The **From** and **To** Start Date range is searchable for a duration of up to 45 days.

- Click **Yes** to Include Subordinate OTC Endpoint



### Application Tip

Click the **Yes** option to generate a report that contains data for lower level OTC Endpoints.

5. Under Expand All/Contract All, click the **Plus Sign**  to expand the list of OTC Endpoints and locate the appropriate OTC Endpoint.



### Application Tip

**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.

6. Click an OTC Endpoint to initiate the report. The *215 Deposit Ticket Report* preview page appears.



**Application Tip**

A **215 Deposit Ticket report** will not generate for any day that is deemed a holiday during Monday - Friday hours.

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

Or

- Click **Print PDF Report**



**Application Tip**

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

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