


To search for previous days/deposits processed:

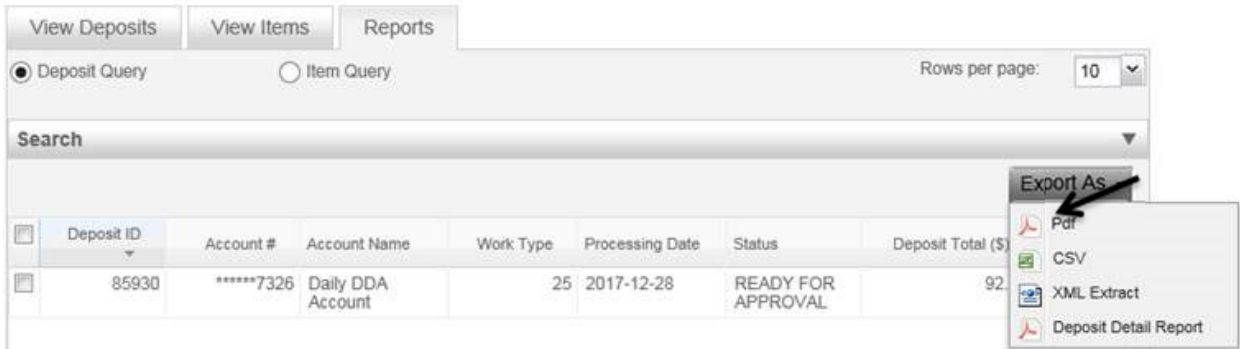
1. Select View Deposits tab.
2. Select the Search drop down.
3. Select date range by clicking on the calendar.
4. To return to current date, click Clear and then search.



Reports:

On the Deposit Status screen

1. Select the Reports tab.
2. Click on Export As and choose report type.
 - a) PDF (Summary Report)
 - b) CSV (exports to Excel spreadsheet)



Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)
85930	*****7326	Daily DDA Account	25	2017-12-28	READY FOR APPROVAL	92