User guide

Business Office Deposit
Simply Deposit Reports Guide

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Deposit Status Table

The Deposit Status table displays on the main page of the Reports module. The Deposit Status table displays information on the last 25 deposits in the system, based on activity from the last 14 days.

To generate a Deposit Ticket:
- From the home page, click the '**Reports**' tab.
- In the Deposit Status table, select the deposit you want to view, print or download.

- Choose one of the following:
  - Click 'Print' to generate a deposit ticket with no check images.
  - Click 'Print With Images' to generate a deposit ticket that includes the front check image for each check in the deposit.
  - To save a copy of the deposit ticket, click 'Download' in the Deposit Ticket window.
  - To print the Deposit Ticket, click '**Print**' in the Deposit Ticket window.
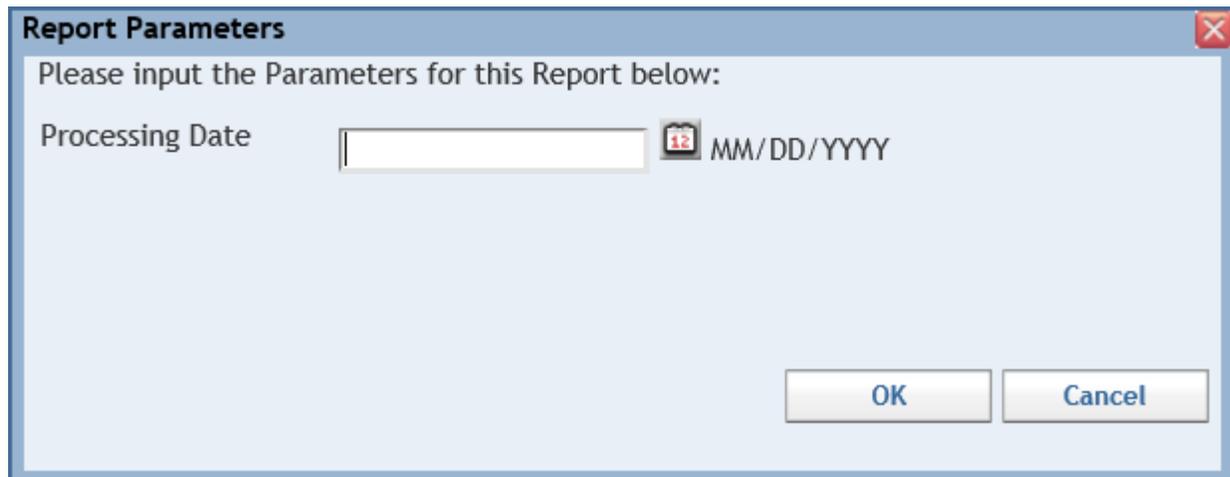
All Items Report

Use the All Items Report to export data to a third-party accounting application. The report provides information about all checks deposited by a Merchant for a given day.

To view the All Items Report:
- From the home page, click the '**Reports**' tab.
- In the Reports list, click **'All Items Report'**.
- The Reports Parameters box will appear. In the **'Processing Date'** field, enter the date you want to use to generate the report, using the MM/DD/YYYY format.
- Click **'Ok'** to generate the report.

Tip: You can also use the calendar button to open a date picker and select the date to use for your report.

Reports

All Items Report
Daily Deposit Summary
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Click on a report name to view that report.
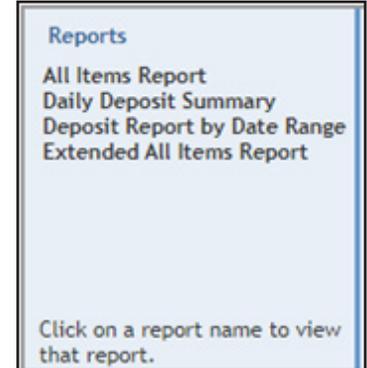
To download the All Items Report:
- In the '**File Type**' list, select either XML or CSV.
- Click '**Download**'.
- Click '**Ok**'.
- Then choose where you want to save the file and click '**Save**'.

Daily Deposit Summary Report

The Daily Deposit Summary Report provides information for all deposits on a specified date.

To view the Daily Deposit Summary Report:
- From the home page, click the '**Reports**' tab.
- In the Reports list, click '**Daily Deposit Summary Report**'.
- The Reports Parameters box will appear. In the '**Processing Date**' field, enter the date you want to use to generate the report, using the MM/DD/YYYY format.
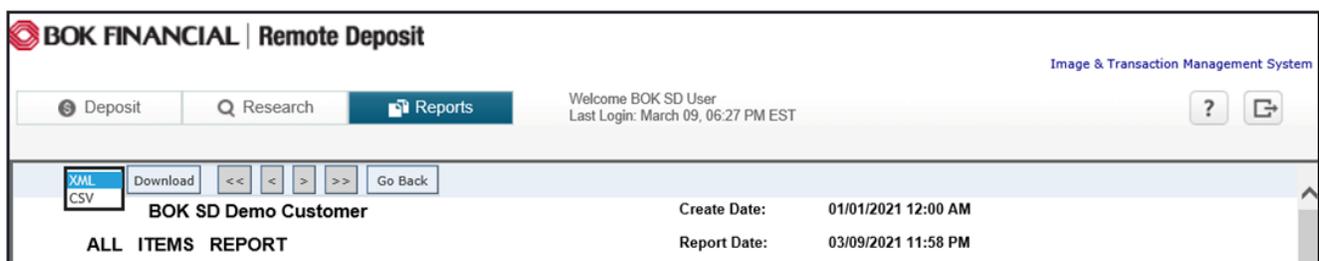- Click '**Ok**' to generate the report.

Tip: You can also use the calendar button to open a date picker and select the date to use for your report.

To download the Daily Deposit Summary Report:
- In the '**File Type'** list, select either XML or CSV.
- Click '**Download**'.
- Click '**Ok**'.
- Then choose where you want to save the file and click '**Save**'.

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Deposit Report by Date Range

The Deposit Report By Date Range provides information that can be used to reconcile deposit information with your financial institution or bank. The date range for each report can span no longer than 35 days from the last 18 months..

To view the Deposit Report By Date Range:
- From the home page, click the '**Reports**' tab.
- In the Reports list, click '**Deposit Report By Date Range**'.
- The Reports Parameters box will appear. In the '**Start Date**' field, enter the starting date you want to use to generate the report, using the MM/DD/YYYY format.
- In the '**End Date**' field, enter the starting date you want to use to generate the report, using the MM/DD/YYYY format.
- Click '**Ok**' to generate the report.

Tip: You can also use the calendar button to open a date picker and select the date to use for your report.

To download the Deposit Report By Date Range:
- In the '**File Type'** list, select either MHTML or PDF.
- Click '**Download**'.
- Click '**Ok**'.
- Then choose where you want to save the file and click '**Save**'.

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Extended All Items Report

Use the Extended All Items Report to export data to a third-party accounting application.   The report provides information about all checks deposited by the Merchant for a given day including:
- The name and login ID of the user who made the deposit.
- The deposit account number and deposit serial number aka location number.
- Both the front and back image of the deposited check.

To view the Extended All Items Report:
- From the home page, click the **'Reports'** tab.
- In the Reports list, click **'Extended All Items Report'**.
- The Reports Parameters box will appear. In the **'Processing Date'** field, enter the date you want to use to generate the report, using the MM/DD/YYYY format.
- Click **'Ok'** to generate the report.

Tip: You can also use the calendar button to open a date picker and select the date to use for your report.

To Download the Extended All Items Report:
- In the **'File Type'** list, select either MHTML, CSV or PDF.
- Click **'Download'**.
- Click **'Ok'**.
- Then choose where you want to save the file and click **'Save'**.

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