



View Deposit Account Activity

1. Click **Reports > Deposit Reports > Activity**
2. Select an **Output to** option. Click the **Show more output options** link to display all output options.
3. Select one or more **Account options**.
4. Select a **Date range** option:

Option	Description
Specific date	Use to include information from a particular day.
From/To	Use to enter a custom date range.
Previous business day	Use to include information from the previous day's activity.
Since last download	Only for QuickBooks®. Used to download information since the last report download.

5. Select one or more **Transaction types** options:

Option	Description
All transactions	Use to include all transaction types.
All credits	Use to include all credit transactions.
All debits	Use to include all debit transactions.
Selected groups	Use to include one or more of the following groups: Credit groups: Use to include Deposits, ACH credits, Wire credits, and/or Other credits. Debit groups: Use to include Checks, ACH debits, Wire debits, and/or Other debits.

6. Select an **Account sort** option:

Option	Description
Account number	Use to sort only by account number.
Description	Use to sort only by the account description.
ABA number and account number	Use to sort by the ABA routing number and truncated account number.
ABA number and description	Use to sort by the ABA routing number and account description.

7. **Optional:** Select the **Detail** option to include any recorded text information.
8. **Optional:** Select the **Subtotal by group** option to include subtotals for the selected Transaction type options.



9. **Optional:** Select an **Amount** option:

Option	Description
Exact amount	Use to include transactions with a specific dollar amount.
Range min/max	Use to include transactions in a range of dollar amounts. If a value is entered in only the Range min field, then the system assumes a specific dollar value. If you intend to select transactions up to \$X, then you must enter 0.00 (or 0) in the min. field and the X value in the max. field. If no decimal is entered, the amount is interpreted as a whole dollar.

10. **Optional:** Select a **Check serial number** option:

Option	Description
Exact number	Use to include checks with a specific number.
Range min/max	Use to include checks in a range of check numbers.

11. **Optional:** In the **Description** field, type the description associated with the transaction.

12. Click **Generate report**.

View Deposit Account Balances

1. Click **Reports > Deposit Reports > Balances**.
2. Select one or more **Accounts** options.
3. Select a **Date range** option:
 - Specific date. Used to include information from a particular day.
 - From/To. Used to enter a custom date range.
 - Previous business day. Used to include information from the previous day's activity.
4. Select an **Account sort** option. These options define the sort order for the report when multiple accounts are selected.
5. Click **Generate report**.