Chapter 8

Reporting

This chapter provides information about areas in the application where reports can be viewed, printed, created, exported or saved.

Reporting Options

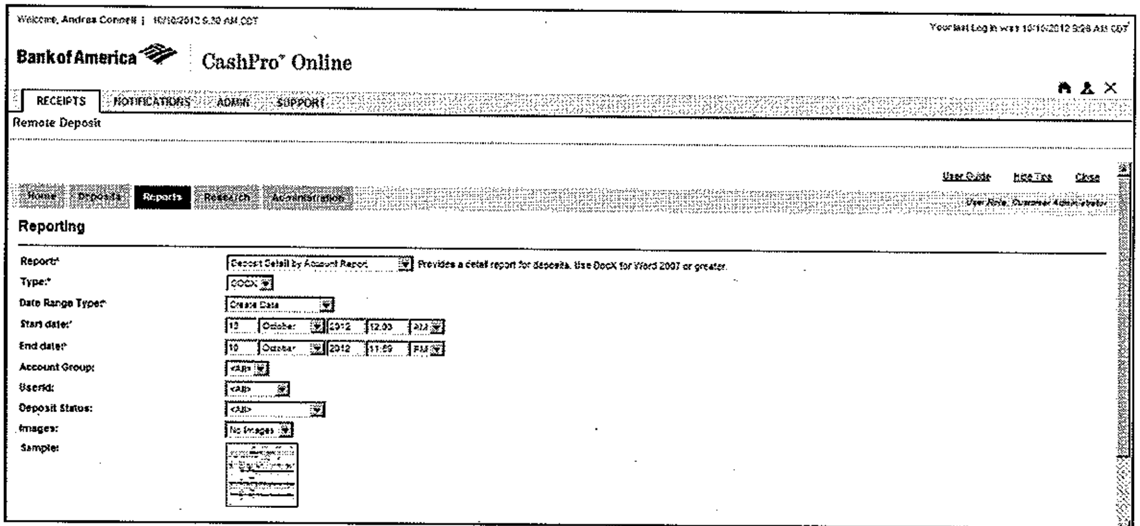
All reports are standard and are available to all Bank of America Remote Deposit Service Online customers.
Users can generate multiple reports from the Reports tab and Generate Reports button from the home page. For a quick view of summary reports, access reports through the Report View Button from the Deposit List Screen.
Operators can view all deposits made in account groups to which they are assigned.
Limited Operators can only view that they have made and for account groups they have been assigned.
All other users can view all deposits in account groups.

Reports Tab: This option provides access to standard report files in different formats. Available report types, formats and additional samples can be found in the appendix.

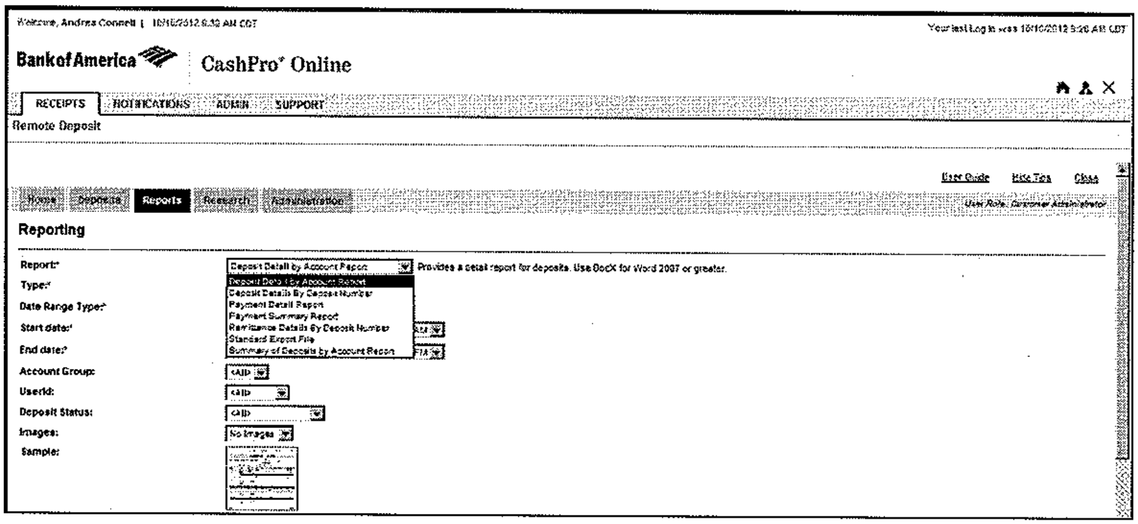
Report view: This option is a quick solution when a page print is needed. The report view button is available on the Deposit List and Deposit Item list screens.

Accessing reports

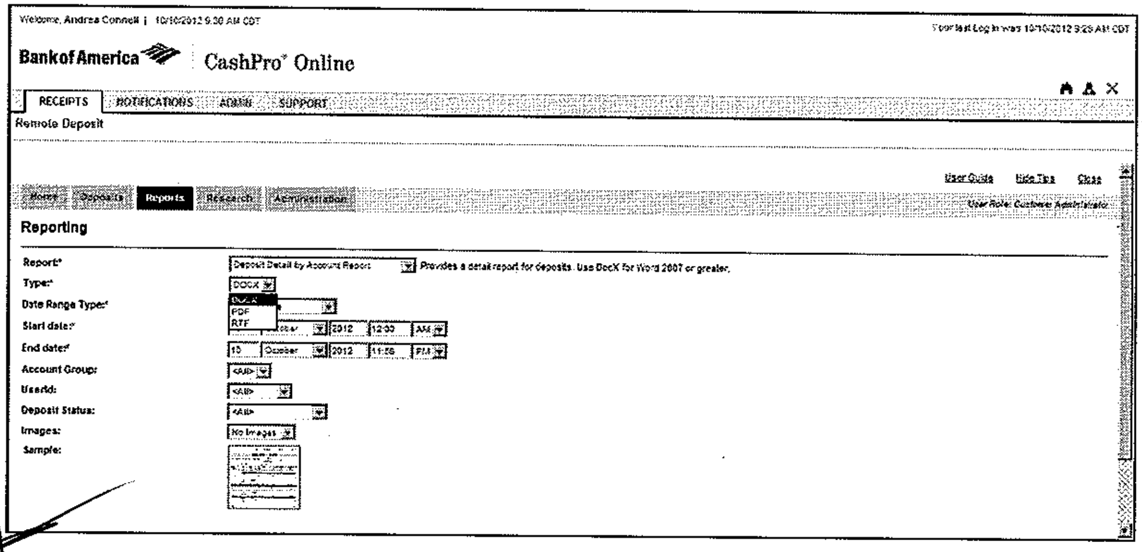
Reports can be accessed from the Reports tab or Generate Reports button on the Home Page. Note: Not all steps will be applicable for every report type.



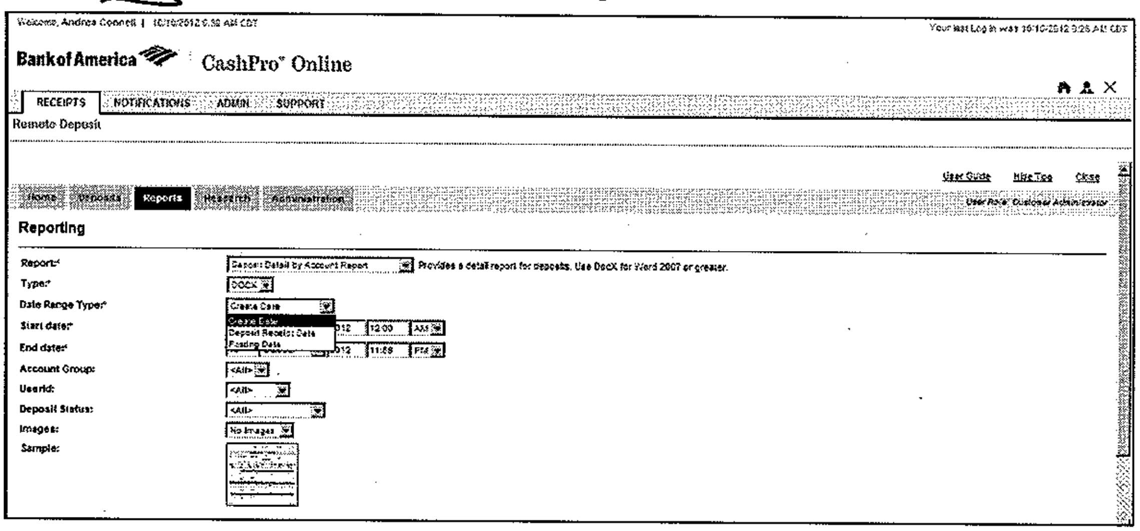
1. Choose the Report type: When selecting a report type, an example of the report can be viewed by clicking on the thumbnail below the drop down menu.



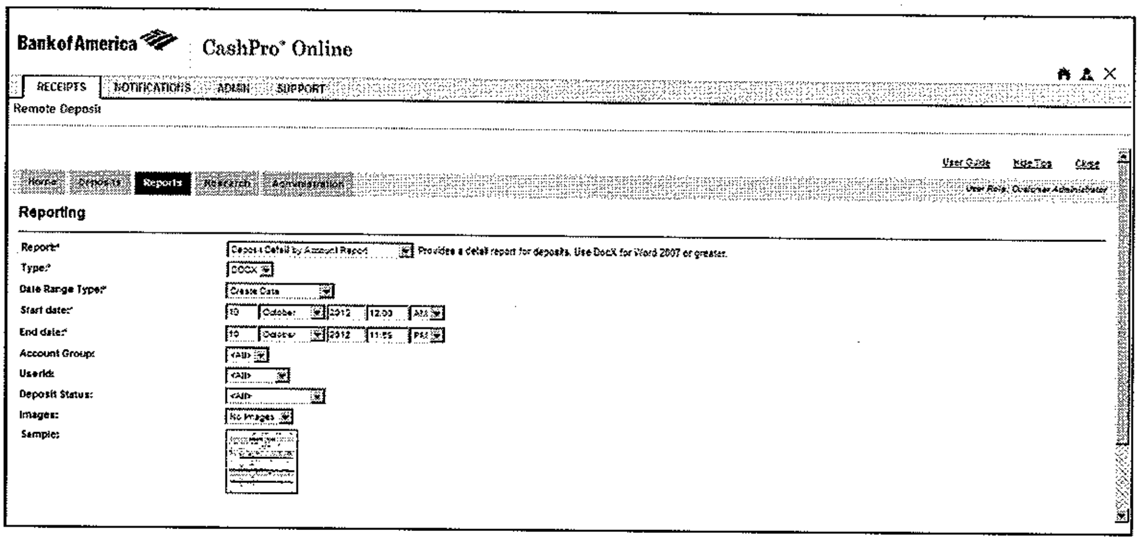
2. Choose the report export format. Formats will vary based on the report type chosen.



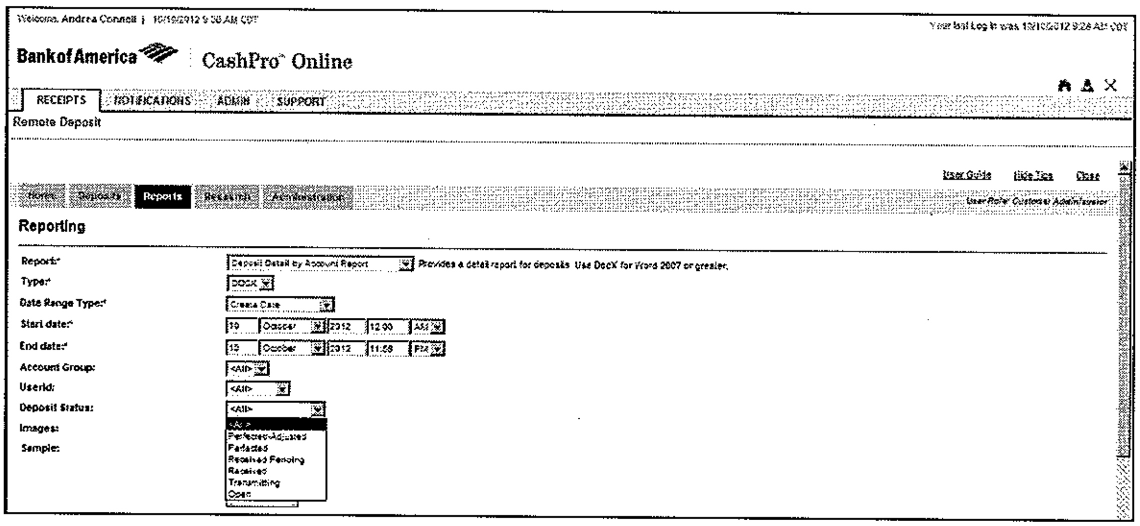
3. Choose a date range type.
    - Create Date: When the deposit was created
    - Deposit Receipt Date: For deposits that have not been perfected by the bank
    - Posted Date: For perfected deposits



4. Choose the start and end date range: Images are available for 45 calendar days within the application; supporting data is available for 90 calendar days.

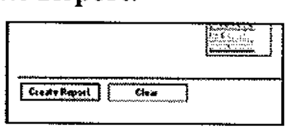


5. Choose your account group and User ID (if you have administrator privileges)
6. Select Deposit Status (descriptions of each status can be found in the appendix of the user guide).

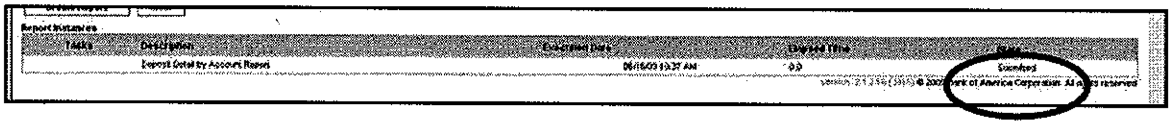


7. Select whether or not you need images of the items on the report. This feature is available for certain reports.

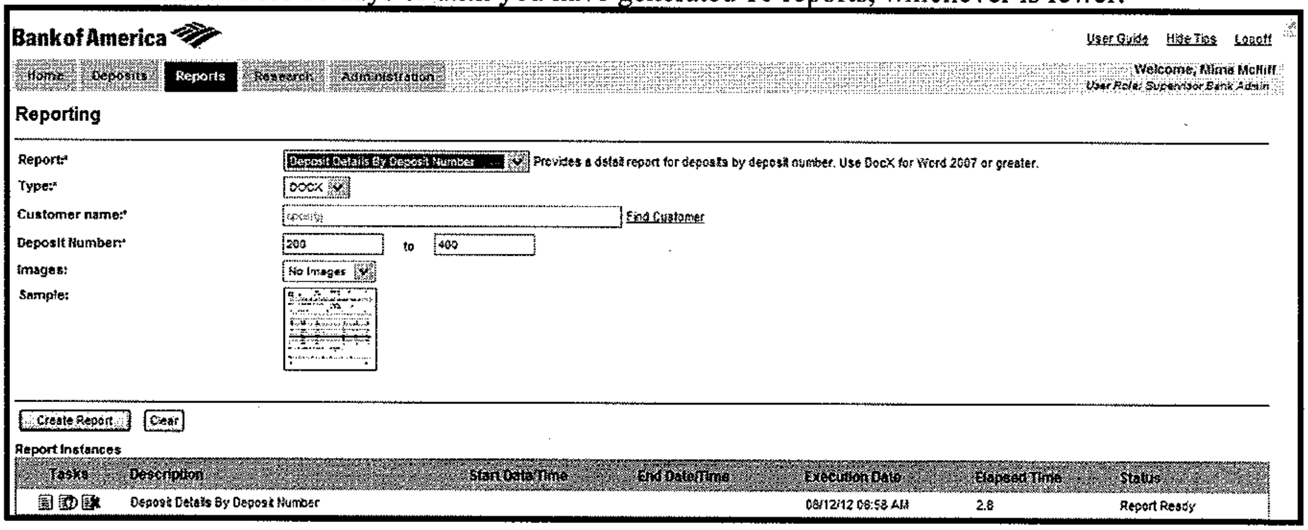
8. Click **Create Report.**



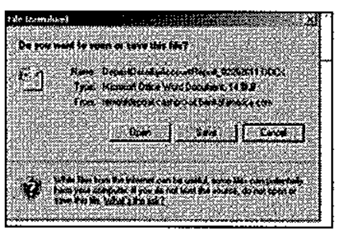
9. The report will generate and appear in a list at the bottom of the screen, the status will show as submitted while the report is being generated.



10. The report status will change to completed if a report is returned with data, or Empty if there is no data.
11. Click on the **Display the Saved Report** button to view the report**, View Report Search Criteria** to see the report search details or delete the report. Reports will be saved for 10 days or until you have generated 10 reports, whichever is fewer.



12. You will be prompted to open the report



Report View Option

While you cannot save a copy of this report to your computer, you can print a copy directly when viewing the report on the screen.

To View a Report/Print a Deposit Summary Report by one or multiple Account groups

1. Click on the deposits or deposit list tab from the welcome screen.