## Connect

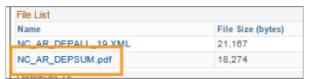
## Running Deposit Reports

## **Running the Deposit Status Report**

- Navigate to Main Menu > Accounts Receivable > UNC Account Receivable > Deposit Status Report.
- 2. Click on the **Add a New Value** tab.
- 3. In the **Run Control ID** box, type a name for your report such as "DepositStatus."

Note: The name of your report must not contain any spaces.

- 4. Click the **Add** button.
- 5. Set the criteria for your report. If you'd like to see a list of your deposits for a particular day:
  - In the **Department** field, enter your department number.
  - In the **Date** field, enter the date you created the deposit.
  - In the **Department Oprid** field, enter the onyen of the person who created the deposit.
- 6. Click the **Save** button.
- 7. Click the **Run** button.
- 8. Click the **OK** button.
- 9. Click the **Report Manager** link.
- 10. Click the **Refresh** button every so often until you see a file name ending with ".pdf" similar to the picture below.



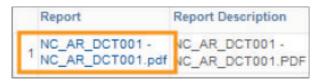
11. Click the file with ".pdf" on the end of the name to view the Deposit Status Report.

## **Running the DCT Receipt Report**

- Navigate to Main Menu > Accounts Receivable > UNC Account Receivable > DCT Receipt.
- 2. Click on the Add a New Value tab.
- 3. In the **Run Control ID** box, type a name for your report such as "DCTReceipt."

Note: The name of your report must not contain any spaces.

- 4. Click the **Add** button.
- 5. Set the criteria for your report. If you'd like to see your DCT receipts for a particular range of dates:
  - In the **Deposit Unit** field, enter the deposit unit you used when you created the deposit.
  - In the **Depositor** field, enter the onyen of the person who created the deposit.
  - In the **Date From** and **Date To** fields, enter the range of dates that the deposits were created.
- 6. Click the **Save** button.
- 7. Click the **Run** button.
- 8. Click the **OK** button.
- 9. Click the **Report Manager** link.
- 10. Click the **Refresh** button every so often until you see a file name ending with ".pdf" similar to the picture below.



- 11. Click the file with ".pdf" on the end of the name.
- 12. Click the file with ".pdf" on the end of the name to view the DCT Receipt Report.

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