

Running the Deposit Status Report

1. 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.

File List	
Name	File Size (bytes)
NC_AR_DEPALL_19.XML	21,167
NC_AR_DEPSUM.pdf	18,274

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

Running the DCT Receipt Report

1. 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.

Report	Report Description
1 NC_AR_DCT001 -	NC_AR_DCT001 -
NC_AR_DCT001.pdf	NC_AR_DCT001.PDF

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.