The Bank Deposit Report

The Bank Deposit Report lets you view detailed information about deposits and transactions.

After you view the transactions you can export the information to an Excel spreadsheet. If you export while viewing the Summary Transaction page, all of the available transactions display export. If you export while viewing a specific transaction, only the information displayed about that transaction is exported. To export the report to Excel, click **Export**.

To export the report, in the **I want to...** drop down list, click **Export (.csv)**, then **Go**. To export the report for use in Realm, click **Export (.csv) to Realm**.

To view the Bank Deposit Report

1. Point to **Reports**, then click **Online Giving Reports**.
2. Click the **Bank Deposit Report** tab.
3. In the drop-down list, select the **Deposit Account** you want to view transactions for.
4. Enter the dates for the transactions you want to view in the appropriate fields. To select the dates from a calendar, click .
5. Depending on the merchant account provider you have, click **Go** or **Filter**.

Depending on your merchant account provider, the Bank Deposit Report displays differently. The information does not display if there is no data.

Additional Field Information

Deposit Account –The account you want to return results for. Use the drop-down list to select which account to return results for.

Deposit Date Between – The date range you want to return results for. Enter dates using the mm/dd/yyyy format or to select the date from a calendar, click . To prevent the report from timing out, the date range is limited to 90 days.

Batch Total – The total amount for the batch returned.

Batch ID – Displays the batch processed.

Receipt Number – The number of the receipt associated with the Batch ID.

Filter – Click to search based on the criteria you entered in the previous fields.

Reset Filter – Click to clear the search criteria you entered in the previous fields.

Viewing deposit details

To view deposit details, click **View Details** for the desired batch.

To print the deposit details window, click **Print**. To export the deposit details window, click **Export**. If you export the window, all of the available contact information for an individual displays.

Related Topics

Online Giving Reports
Event Reports
Add and Edit Custom Reports