HOW TO ACCESS REPORTS

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The reports page provides the ability to run reports for deposits made through BancFirst Remote Deposit Capture.

- 1. To access the reports page, locate the top tab bar and find <u>Reports</u>.
- 2. Use the drop down box for section labeled <u>Report Criteria</u>.
- 3. Click <u>All Deposits Detail</u> or the desired report.

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	Report Criteria					
	Report Select a Report					
	All Deposits Detail					
	Deposit Summary by Location Image Cash Letter Report					
	Image Report (1x3 Front Only) Image Report (Front + Back)					

4. Select a Start Date, End Date, Location, or Account as needed.

Start Date: The date in which the report needs to start.End Date: The date in which the report needs to end.Location: The location from where the transactions were deposited.Account: The account in which the deposits were deposited into.

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5. Click <u>Create</u> to have the report generated. Reports are generated in a PDF format. There are additional options for downloading or printing reports, as well.

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