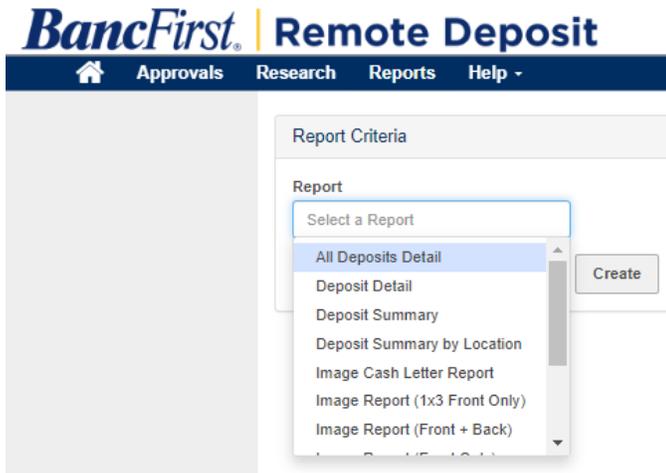


# HOW TO ACCESS REPORTS

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 Reports.
2. Use the drop down box for section labeled Report Criteria.
3. Click All Deposits Detail or the desired report.



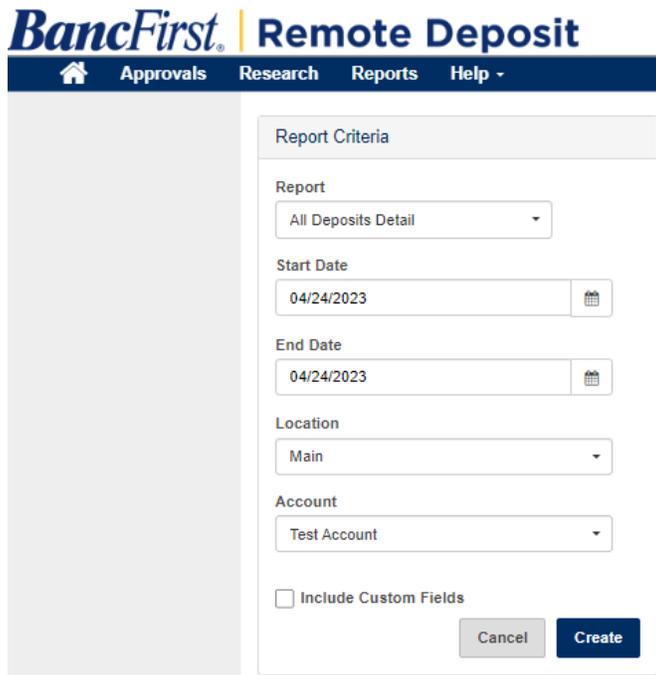
4. Select a Start Date, End Date, Location, or Account as needed.

**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.



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

**BancFirst** | Remote Deposit

Approvals Research Reports Help -

**Report Criteria**

Report

Start Date

End Date

Location

Account

Include Custom Fields

1 of 1

**All Deposits Report**

CREATION DATE:	MERCHANT NAME:	DEPOSIT STATUS:				
SUBMITTED DATE:	LOCATION:					
CREATED BY:	DEPOSIT ACCOUNT:					
SUBMITTED BY:	TRAILING NO.:					
CAPTURE SEQUENCE	ENTRY SEQUENCE	ITEM TYPE	SERIAL NO.	ACCOUNT NO.	ROUTING NO.	ITEM AMOUNT
						AMOUNT
						CREDIT
						DEBIT
						AMOUNT
						CREDIT
						DEBIT
						AMOUNT
						CREDIT
						DEBIT

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