

9.2 Viewing All Deposits

Purpose: Viewing deposits using ctcLink

Audience: Accounts Receivable Staff

ctcLink Receivables enables you to view the deposit status for a single deposit to find problems associated with a specific deposit or to locate errors in posting. You can also view the deposit status to balance and review the efficiency of payment processing.

Receivables enables you to view details about one specific deposit ID, including control totals and status, or scan all deposits, one at a time.

 You must have at least one of these local college managed security roles:

- ZD AR Inquiry

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Viewing All Deposits

Navigation: NavBar > Navigator >Accounts Receivable > Payments > Review Payments > All Deposits

1. The **All Deposits** search page displays.
2. Enter **Deposit Unit**.
3. Enter **Deposit ID**.
4. You can specify **Payment Type** or leave blank.
5. Select **Search**.

All Deposits

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit = WA170

Deposit ID begins with 2481

User ID begins with

Assigned Operator ID begins with

Deposit Balance =

Posting Status =

Entered Date =

Payment Type =

☐ Case Sensitive

Search

Clear

[Basic Search](#) [Save Search Criteria](#)

6. The **All Deposits** page displays. Use it to check a specific deposit or to scan any or all of your deposits. Notice that this page displays control totals and status information for a single deposit at a time.
7. Select **Return to Search** to return to previous page to enter new search criteria if needed.

All Deposits

Unit WA170
Accounting Date 09/13/2018

Deposit ID 2481
Deposit Balance Balanced

Bank Code BOFA BOFA
Bank Account CHCK 9999999999999999

Deposit Type Customer
Rate Type CRRNT
Format Currency USD
Payment Type Payment

Cash Control Y
Control Currency USD
Exchange Rate 1.00000000
Deposit Status Partially Applied

Totals and Counts

Control Total Amount	35.00	Count	1
Entered Total Amount	35.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

Received	09/13/2018
Entered	09/13/2018
Posted	
Assigned	CTC_BRAMIREZ
User	CTC_BRAMIREZ

Return to Search

Notify

8. Process complete.