

# **Auto Deposit Report**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

## Table of Contents

<b>Auto Deposit Report .....</b>	<b>1</b>
<b>Auto Deposit Report Overview .....</b>	<b>1</b>
<b>Auto Deposit Report Lesson.....</b>	<b>1</b>

## Auto Deposit Report

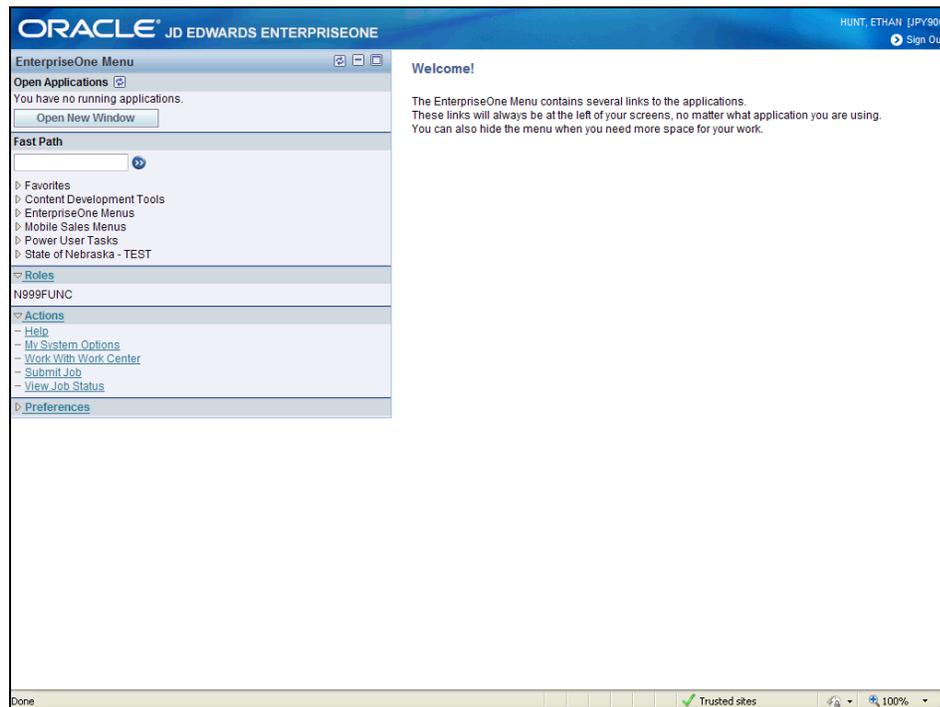
### Auto Deposit Report Overview

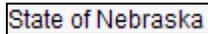
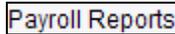
This report shows employees who have auto deposit of paychecks.

### Auto Deposit Report Lesson

#### Procedure

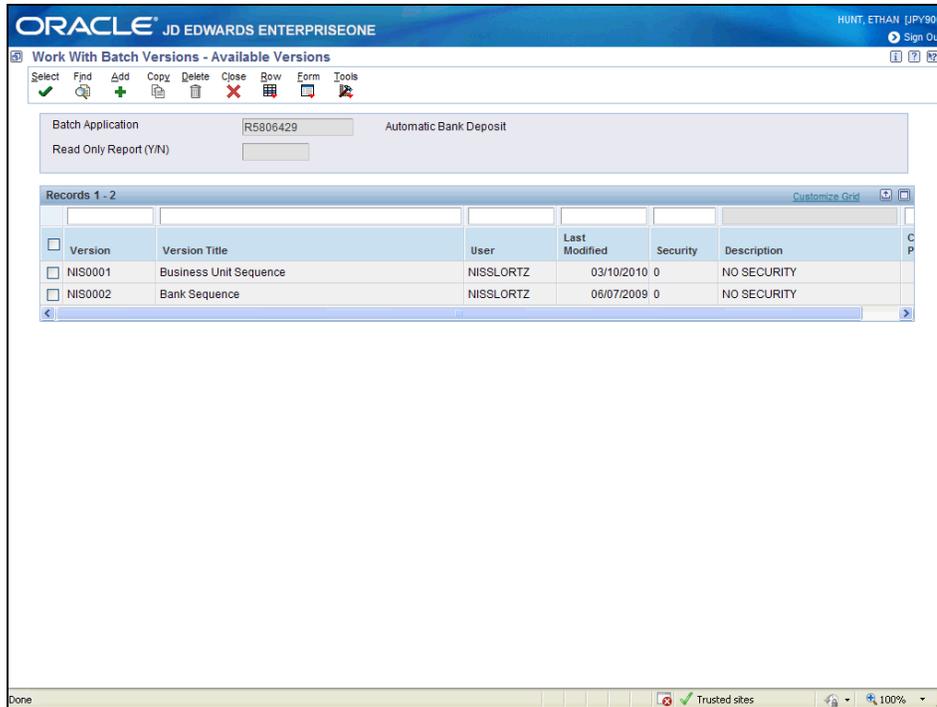
In this lesson you will learn how to run the Auto Deposit Report.



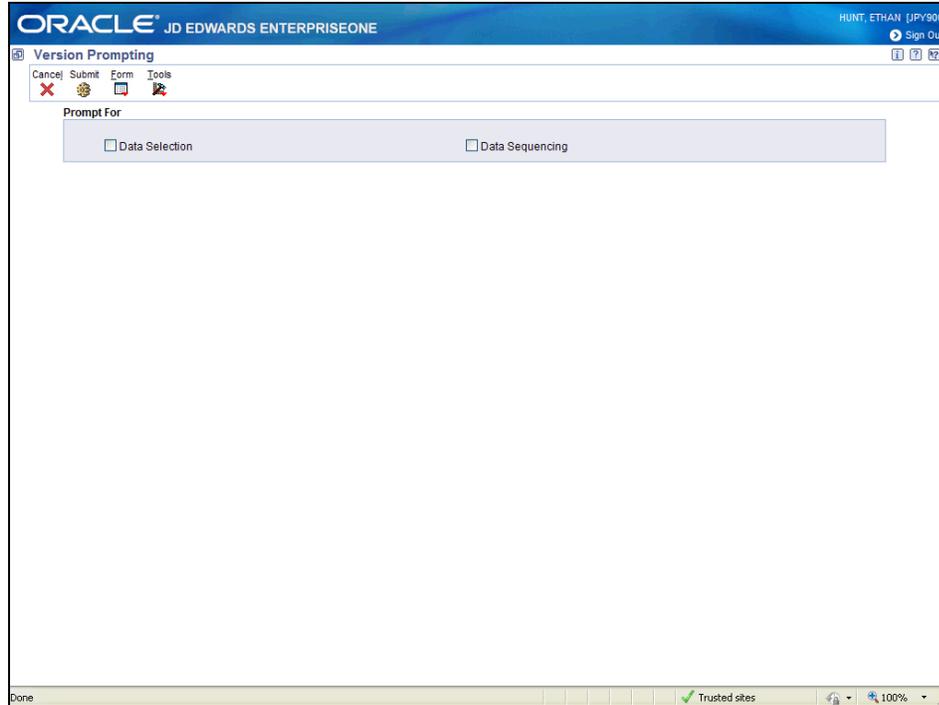
Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Payroll</b> link. 
3.	Click the <b>Payroll Reports</b> link. 
4.	Click the <b>Auto Deposit</b> link. 

# Training Guide

## Auto Deposit Report



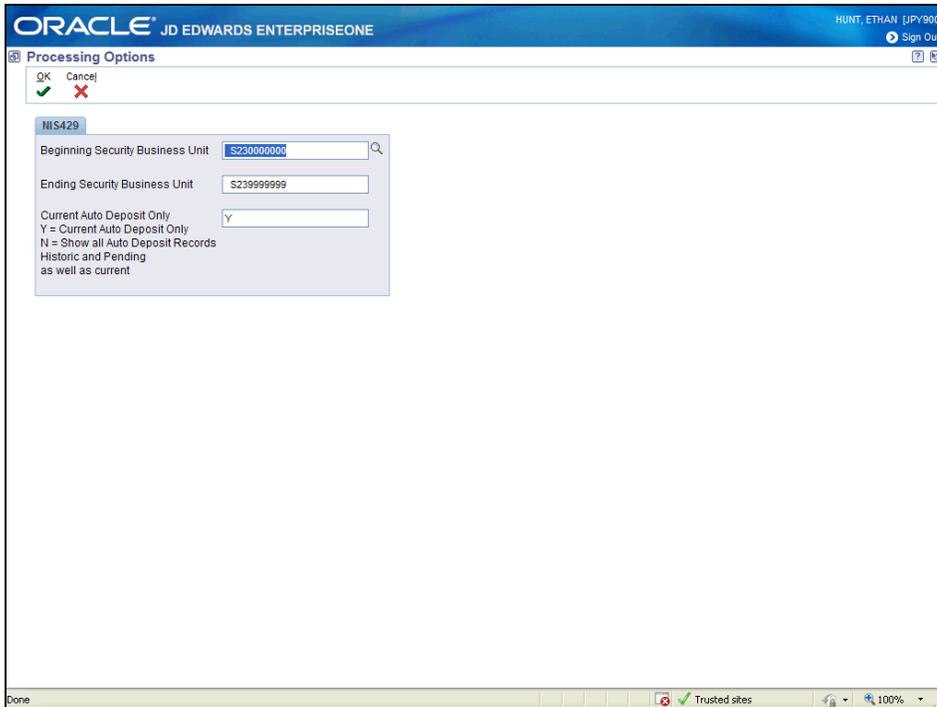
Step	Action
5.	Select the version of the report you want to run by clicking the check box next to it. <input type="checkbox"/>
6.	Click the <b>Select</b> button. <input checked="" type="checkbox"/>



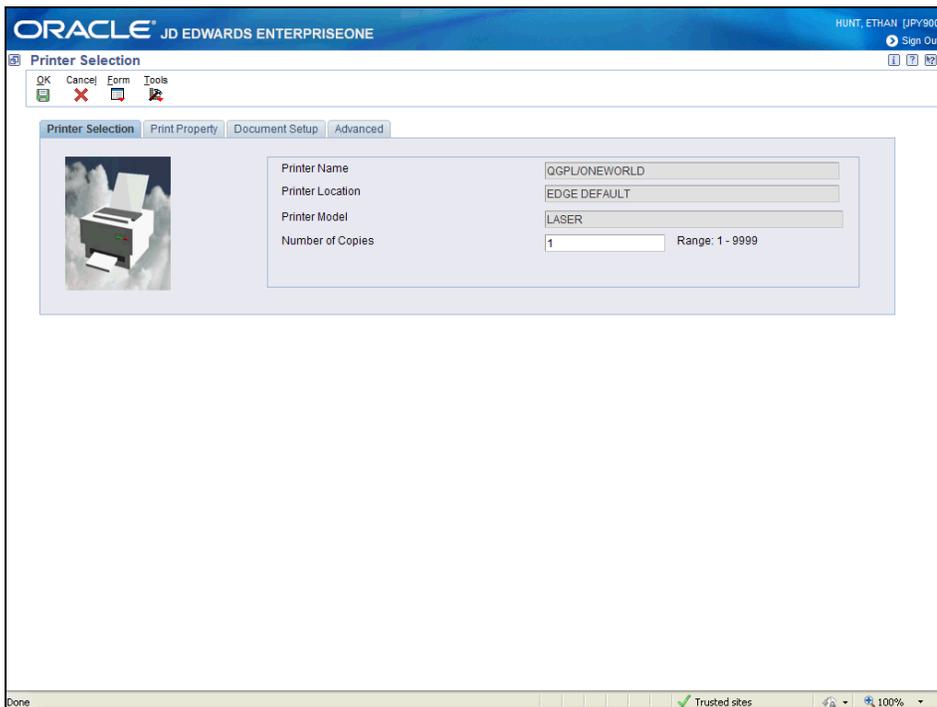
Step	Action
7.	Click the <b>Submit</b> button. 
8.	Complete the following fields:  Enter a range of Security Business Units in the Beginning and Ending Security Business Unit fields.  Enter “Y” to see only current Auto Deposits, or enter “N” to see all Auto Deposit records.

# Training Guide

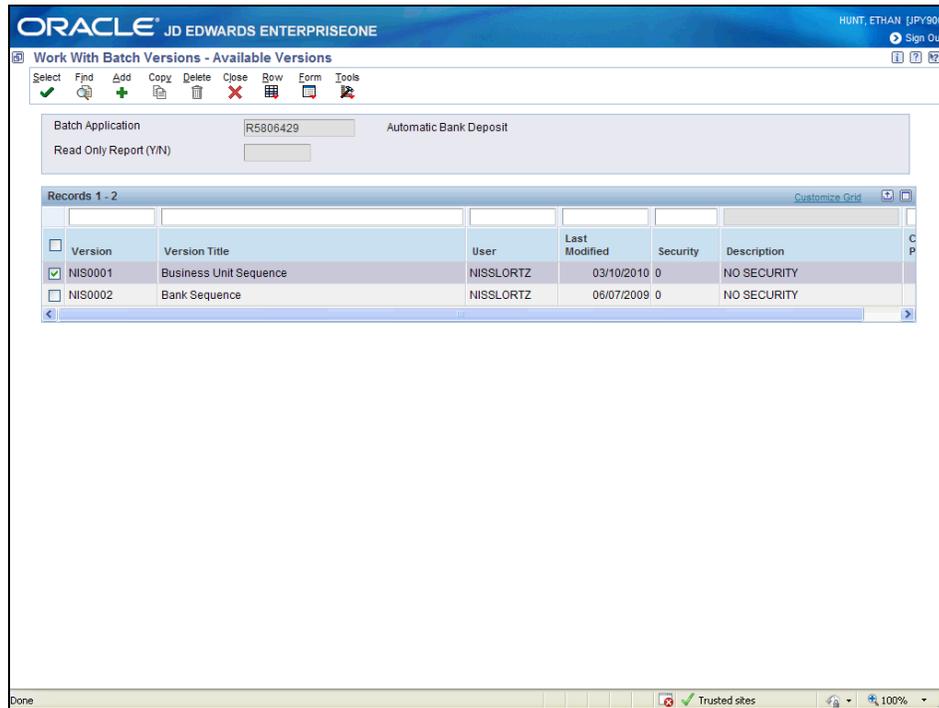
## Auto Deposit Report



Step	Action
9.	Click the <b>OK</b> button. 



Step	Action
10.	Click the <b>OK</b> button. 



Step	Action
11.	Click the <b>Close</b> button. 
12.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) training guides.  You have successfully completed this lesson. <b>End of Procedure.</b>