

# Deposit History



All deposit bags that has been pre registered and/or counted by Loomis are stored in Loomis web portal. You can at any given time collect receipts and deposit slips if the bag was pre registered.

Below you find a simple guide to collect your deposit history:

When you have signed in to the web portal, press **Deposit** – choose **Deposit History** from the drop down menu. This should provide you with this image:

1 Customer Name: Customer ID: 20006948 Customer Group: All Pickup Location Id: Pickup Location Name:

2 Batch ID: Deposit ID: Receipt Number:  Display Discrepancies  Include Pre-Advices

Sum Interval Name: From: To:

Registered from: 01/07/2017 Number of Days: 92 ( To: 30/09/2017 )

3 Search Generate Report Generate Turnover Graph

4 From: 01/07/2017 To: 30/09/2017 Found Deposits: 5

| Deposit ID   | Reference | Customer Name | Customer ID | Registered | Total | Expected | Slip Number | Status       | Origin      |
|--------------|-----------|---------------|-------------|------------|-------|----------|-------------|--------------|-------------|
| 512123456789 | 021519    | Loomis Test   | 20006948    | 07/07/2017 | 0.00  | 9,701.00 | 17564487    | Synchronized | Pre-Registr |
| 512789456123 | 021519    | Loomis Test   | 20006948    | 10/07/2017 | 0.00  | 1,200.00 | 17605090    | Synchronized | Pre-Registr |
| 555555555555 | 021519    | Loomis Test   | 20006948    | 10/07/2017 | 0.00  | 500.00   | 17606468    | Synchronized | Pre-Registr |
| 123456789999 | 021519    | Loomis Test   | 20006948    | 10/07/2017 | 0.00  | 2,000.00 | 17606552    | Synchronized | Pre-Registr |
| 512123456780 | 021519    | Loomis Test   | 20006948    | 20/07/2017 | 0.00  | 3,256.00 | 17759564    | Synchronized | Pre-Registr |

Page 1 of 1 ( Displaying results 1-5 of 5 ) Export

1. Search the store/department you need access to
2. Choose period: Choose from the pop-up calendar under **Registered from**, and expand the time line **Number of days**. You can only withdraw an overview of 92 days per search.
3. Press Search. You will now see a list of all registered/processed bags in the selected period. If you need to extract the data into an XML-file, press **Generate Report**. The portal will download a report that you can collect under **Reports** in your upper right corner.
4. If you need to download a content receipt, please press **Deposit Slip**. If the bag was pre registered you will also be able to download the deposit slip, by pressing **View Slip**. If the deposit bag has been processed by Loomis you can also get the receipt by pressing View Receipt

If you need to look up a specific deposit bag, type the bag number under Deposit ID in the search area. Please exclude any hyphens and spaces.

If you want to edit the fields in the search result area you can remove columns by pressing on **X** the right side of every column. By scrolling all the way to the right you can add other columns that fit your needs by pressing **+** and choose from the drop down menu.