



View Administration Reports: FMS Statistical Report

To view an FMS Statistical report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports**. The *View Check Processing Reports* page appears.
3. Under **Administration Reports**, click **FMS Statistical Report**. The *FMS Statistical Report* page appears.
4. Enter the search criteria for the report you would like to view.
 - Under **Report Filters**,
 - Select a **From:** and **To:** Start Date range



Application Tip

The **From:** and **To:** Start Date range is searchable using a date range of up to 15 days.

- Click the **Personal**, **Non Personal** or **Both** radio button for Item Type
- Click the **Present**, **Not Present**, or **Both** radio button for Processed At:
- Click the **ACH**, **Paper Items**, or **Both** radio button for Process Type
- Select a **Report Format**



Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.

- Click **Yes** or **No** to Include Subordinate OTC Endpoints



Application Tip

Click the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.



Application Tip

CHK denotes a check capture OTC Endpoint; **TGA** denotes a deposit processing OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

5. Click an OTC Endpoint to initiate the report. The report appears in a new window.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.