

Statistical Report

To view a Statistical report, complete the following steps:

1. From the **Reports** tab, click **Check Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, click **Statistical Report**. The *Statistical Report* page appears.
3. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To** Start Date range
- 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
- Click **Yes** or **No** to Include Subordinate OTC Endpoints



Application Tips

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

4. Click an **OTC Endpoint** to initiate the report. The *Statistical Report* preview page appears as shown in Figure 1.

Figure 1: Statistical Report Preview Page

Statistical Report

Export as
PDF

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Find

SENSITIVE BUT UNCLASSIFIED

Statistical Report
Generated: 08/09/2016 01:15:57 PM EDT
From Date: 09/17/2014 To Date: 09/17/2014
OTC Endpoint: Lower Level 1 OTC Endpoint Only: N

Description	Number of Items	Dollar Value of Items	% of Dollar Value	% Number of Items
Total Transactions	3	\$702.00	n/a	n/a
Total ACH Transactions	3	\$702.00	100.00%	100.00%
Total Paper Transactions	n/a	n/a	n/a	n/a
Cancelled	0	\$0.00	0.00%	0.00%
Overall Success Rate	3	\$702.00	100.00%	100.00%
Total Items Sent Back to Agency	0	\$0.00	0.00%	0.00%
Total Returns Received	0	\$0.00	0.00%	0.00%
Returns Currently Eligible for Representation	0	\$0.00	n/a	n/a
Returns Successfully Processed	0	\$0.00	n/a	n/a
Returns Unsuccessfully Processed	0	\$0.00	n/a	n/a

5. Under **Export as**,

- Select a **PDF**, **Excel** or **Word**
- Click **Download**

Or

- Click **Print PDF Report**

**Additional Button**

- Click **Previous** to return to the previous page.