

View Business Reports: Processing Options by OTC Endpoints

To view processing options by OTC Endpoints report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, click **Processing Options by OTC Endpoints**. The *Processing Options by OTC Endpoint* parameters page appears.
3. Enter you search criteria.
 - Enter the **Processing Option**, *required*
 - Select **Yes** or **No** for **Report With Children**



Application Tips

- For **Report With Children**, click **Yes** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
- For **Report With Children**, click **No** to generate a report that contains data only for the selected OTC Endpoint.
- **TGA** denotes a deposit processing OTC Endpoint.
- **CHK** denotes a check capture OTC Endpoint.
- **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- **CDC** denotes card processing OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The *Processing Options by OTC Endpoints* preview page appears as shown in Figure 1.

Figure 1. Processing Options by OTC Endpoints Report Output Preview Page

Processing Options						
Generated: 05/07/2016 02:34:24 PM EDT						
Selected Processing Option: 42						
Selected Organization Hierarchy: 1001						
Report Date	Parent	OTC account Code	TGA	OTC account Code	TGA	Discontinue (can modify)
Accounting Classification for adjustments						
Default Accounting Codes						
Test	Yes	1510120	N	158120	N	Yes
Admins	Yes	1510120	N	158120	N	Yes

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5. Under **Export as**, you have the following options:

- Select **PDF, Excel** or **Word format**
- Click **Download**
- Or
- Click **Print PDF Report**



Additional Button

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