

## View and Print an Item Detail Report

To view and print an Item Detail report, complete the following steps:

1. From the **Check Processing** tab, click **Batch Management**. The *Search Batch* page appears.
2. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



### Application Tips

- The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.
- The **Created On Date** range cannot exceed 30 days. Additionally, if more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
- When running a search *with* the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days, then only the most recent 1,000 batches appear.
- When running a search *without* specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.

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- Enter the **Batch ID**, *optional*



### Application Tip

If the only search criteria entered is a valid **Batch ID** then only a single result appears regardless of other search criteria specified.

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- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column

3. Click **Search**. The *View Batches* page appears.

4. Click the **Batch ID** hyperlink. The *Batch and Item Details* page appears.
5. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
6. Click **Print Item**. The *Item Detail Report* preview page appears as shown in Figure 1.

Figure 1. Item Detail Report

**Item Detail Report**

Export as: Word

SENSITIVE BUT UNCLASSIFIED

Item Detail

OTCnet Endpoint: TTHLL2 - Training Team Test Hierarchy Lower Level 2 Batch: 4157F56F-541E-4FC1-BF5A-ED0B3D456E19  
Date: 9/10/14 8:21 AM  
ALCv2: 2223334401 Printed By: CC CLO

KEY - [S]atus: [A]pproved, [V]oid, [T]ype: [P]ersonal, [N]onPersonal  
Accounting Code/Description  
MULTIPLE - Item is classified with more than one accounting codes  
SUMMARY - Item is part of a batch classified at the Summary level

Processing Method: Customer Present

SIT	IRN	Capture Date/Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields	Agency Accounting Code	Description	Cashier
1	210297792130000	Tue Sep 09 16:07:14 EDT	32228439	44445041	6233	\$10.00		610-01001	Accounting Code 1	000000

Front of Check: TEST IMAGE-TEST IMAGE-TEST IMAGE

Back of Check: TEST IMAGE

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7. Under Export as,
  - Select **PDF**, **Word** or **Excel**
  - Click **Download**

Or

  - Click Print PDF Report



### Additional Button

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