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, select **Batch Management**. The *Search Batch* page appears.
- 2. In the search field, under **Batch Search Conditions**, enter an **OTCnet Endpoint** and select the **magnifying glass** icon (or the **ENTER** key) to retrieve a new set of results.
- 3. Select the **OTC Endpoint** you want to **Edit** a batch for by checking the checkbox under the **Select** column.
- 4. Under **Created On Date**, enter the **From** and **To** date range, as needed.



Application Tips

- There is an endpoint search restriction set based on user permissions (i.e., a CCLO, CCA user can only search for their Agency and any endpoints under their Agency.).
- 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.
 - o Enter the Batch ID, optional.
 - o Enter the Cashier 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.

Under Batch Status, optional

- Select the Status you want to view by checking the Open or Closed box under the Select column.
- 5. Select **Search**. The *View Batches* page appears.
- 6. Select the **Batch ID** hyperlink. The *Batch and Item Details* page appears.

- 7. Select the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
- 8. Select **Print Item**. The *Item Detail Report* preview page appears as shown in Figure 1.

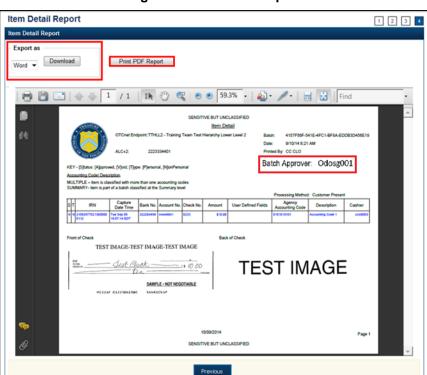


Figure 1. Item Detail Report

- 9. Under Export as,
 - Select PDF, Word or Excel
 - Select Download

Or

Select Print PDF Report



Additional Button

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