

## 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.

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

**Item Detail Report**

Export as: Word Download Print PDF Report

SENSITIVE BUT UNCLASSIFIED

Item Detail

OTNet Endpoint TTHL2 - Training Team Test Hierarchy Lower Level 2 Batch: 4157F56F-541E-4FC1-8F5A-ED0B3D458E19

ALC+2: 2223334401 Date: 9/10/14 8:21 AM

Printed By: CC CLO Batch Approver: Odosg001

KEY - (Status: [Approved, N/A], (Type: [Personal, NonPersonal])

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

ST	IRN	Capture Date Time	Bank No	Account No	Check No	Amount	User Defined Fields	Agency Accounting Code	Description	Cashier
1	2102077521140000	Tue Sep 09 10:07:14 EDT	322284939	44448041	0233	\$10.00		010101001	Accounting Code 1	00000001

Front of Check Back of Check

TEST IMAGE-TEST IMAGE-TEST IMAGE TEST IMAGE

10/09/2014 Page 1

SENSITIVE BUT UNCLASSIFIED

PREVIOUS

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.