



View and Print an Item Detail Report

To view and print an Item Detail report:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. 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 Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.



Application Tip

If you run 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.



Application Tip

If you run 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*



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.

- 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
4. Click **Search**. The *View Batches* page appears.
 5. Click the **Batch ID** hyperlink. The *Batch and Item Details* page appears.
 6. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
 7. Click **Print Item**. The *Item Detail Report* preview page appears.
 8. Under **Export as**,
 - Select **PDF**, **Word** or **Excel**
 - Click **Download**

Or

 - Click **Print PDF Report**.



Application Tip

Additional button on the page that helps you perform other tasks:

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