Item Detail Report Offline

To run an item detail report, complete the following steps:

- 1. Select the **Check Processing** tab and 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.).
- 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.
- If you run a search **without** specifying any criterion (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.



Application Tip

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.

- 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. Select the Batch ID hyperlink.
- 6. The Batch and Item Details page appears. Select the Item ID of each scanned check, then select Print Item for the specific check item you want to print. If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.
- 7. The Item Detail Report appears as shown in Figure 1.

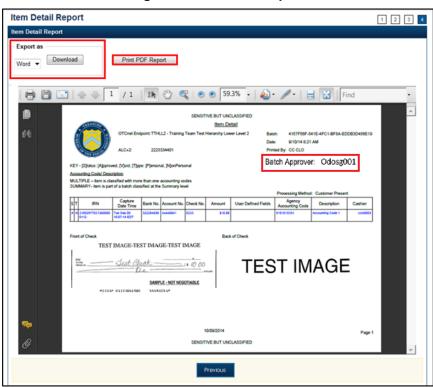


Figure 1. Item Detail Report

Under Export as,

- Select Word, Excel or PDF
- Select Download

Or

• Select Print PDF Report