

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

Item Detail Report

Export as: Word [Download] [Print PDF Report]

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OTCnet Endpoint: TTHL2 - Training Team Test Hierarchy Lower Level 2 Batch: 4157F56F-541E-4FC1-BFA-E00B3D456E19
 Date: 9/10/14 8:21 AM
 Printed By: CC CLO

ALC+2: 222334401

Batch Approver: Odog001

KEY - [S]tatus: [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

Item ID	IRN	Capture Date Time	Bank No	Account No	Check No	Amount	User Defined Fields	Agency Accounting Code	Description	Cashier
4157F56F-541E-4FC1-BFA-E00B3D456E19	210207752130000	Tue Sep 09 16:07:14 EDT	32238498	44445041	0233	\$ 10.00		610-10-1001	Accounting Code 1	00000001

Processing Method: Customer Present

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

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Under **Export as**,

- Select **Word, Excel or PDF**
- Select **Download**

Or

- Select **Print PDF Report**