

View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* parameters page appears.
3. Enter your search criteria.
 - Enter the **From:** and **To:** Deposit Date range
 - Click **Yes** or **No** for **Report With Children**



Application Tips

- The date range for **Deposit Date** cannot exceed 15 months.
- Click **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
- Click **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Click an OTC Endpoint to initiate the report. The *Non-Reporting OTC Endpoints* preview page appears as shown in Figure 1.

Figure 1: Non-Reporting OTC Endpoints Preview Page

Non-Reporting OTC Endpoints

Generated: 06/14/2016 05:24:06 PM EDT
 Selected Deposit Date Range: 03/14/2015 - 06/14/2016
 Selected OTC Endpoint: Training Team Top Level

Date	Highest Level	OTC Endpoint	Count
03/16/2015	Highest Level	Training Team Top Level	2
		Lower Level 1	2
		Lower Level 2	2
03/17/2015	Highest Level	Training Team Top Level	2
		Lower Level 1	2
		Lower Level 2	2
03/18/2015	Highest Level	Training Team Top Level	2
		Lower Level 1	2
		Lower Level 2	2
03/19/2015	Highest Level	Training Team Top Level	2
		Lower Level 1	2
		Lower Level 2	2

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5. Under **Export as**, you have the following options:

- Select **PDF**, **Excel** or **Word** format
- Click **Download**
 - Or
- Click **Print PDF Report**



Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
 - **CHK** denotes a check capture OTC Endpoint.
 - **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
 - **CDC** denotes card processing OTC Endpoint.
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Additional Button

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