View Administration Reports: Statistical Report

To view a Statistical report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Administration Reports**, click **Statistical Report**. The *Statistical Report* page appears.

4. Enter the search criteria for the report you would like to view.

   Under **Report Filters**,
   - Select a **From** and **To** Start Date range

   > **Application Tip**
   >
   > The **From** and **To** Start Date range is searchable using a date range of up to 15 days.

   - Click the **Personal, Non Personal** or **Both** radio button for Item Type
   - Click the **Present, Not Present** or **Both** radio button for Processed At
   - Click the **ACH, Paper Items** or **Both** radio button for Process Type
   - Click **Yes** or **No** to Include Subordinate OTC Endpoints

   > **Application Tip**
   >
   > Click the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.

5. Click an OTC Endpoint to initiate the report. The *Statistical Report* preview will appear in a new window.

   > **Application Tip**
   >
   > **CHK** denotes a check capture OTC Endpoint; **TGA** denotes a deposit processing OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Under **Export as**,
    - Select a **PDF**, **Excel** or **Word**
    - 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.