Print a Receipt in Batch Management

To print a receipt using Batch Management, complete the following steps:

1. Click the **Check Processing** tab and click **Batch Management**.
2. Select or enter the batch search conditions you would like view.

Application Tip

If you run a search ***with*** or ***without*** specifying any criteria, the search results include the most recent 30 days of batches that you have access to view. If more than a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to print a receipt for by checking the check box(es) 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. If more than a 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 date.

- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to approve by checking the **Closed** box under the **Select** column

Application Tip

If you run a search without specifying any criteria, the search results include all batches in the system that you have access to view.

3. Click **Search**. The *View Batch* page appears.
4. Click the **Batch ID** hyperlink. The *View Checks* page appears.

Application Tip

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.

5. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
6. Click **Receipt**. The receipt appears.
7. Click **Print** to print the receipt.

Application Tip

Account numbers and User Defined Fields (UDFs) that are marked as Personally Identifiable Information (PII) are masked. If there are more than five characters, OTCnet masks all but the last four characters. If there are five characters or less, the system will mask all but the last character.

8. Click **Close** to close the receipt.

Application Tip

Click **Show Item** to view more details about the check. Under **Server Controls**, click **Receipt** to print the receipt.