

Print a Receipt in Single Mode or Batch Mode

To print a receipt from *Check Scan* functionality: *Single Mode*, complete the following steps:

1. Scan the check, input, and save the pertinent details.
2. Under Scan Controls, click **Receipt**. A *Printing...Please wait* message appears and the receipt prints to the default printer.



Application Tip

You have eight seconds to click the **Receipt** button. If the **Receipt** button is not clicked within the allotted time, the button grays out. If a receipt is still needed, access the Batch Management function.

3. Click **Receipt**. The receipt appears as shown in Figure 1.

Figure 1. Receipt Print Image (Scan Check)

Transaction saved successfully. IRN: 21092977021360000119. Amount: \$10.00. Please click receipt button to continue.

Agency Form Data

User: ccl00001
Processing Method: Customer Present
Item Type: Non Personal
Amount: 10.00

IR N: 21092977021360000119
Bank Number: 322284698
Check Number: 0233
Account Number: 44446041

Agency Accounting Code
01010101 - Accounting Code
Agency Accounting Code: 01010101
Description: Accounting Code 1

Scanned Check Image

Processing Mode: SINGLE CHECK MODE

Batch
Total Item Count: 1
Key Item Count: 1/1

OTC Endpoint:
Short name: TTHLL2
Description: Training Team Test Hierarchy Lower Level 2

ALC + 2:
222334401

Processing Method:
Customer Present

Item Type:
Non-Personal

Scan Controls:
Start Scan
Cancel
Receipt
Clear Form
Save
Scanner Config

TEST IMAGE

4. Click **Print** to print the receipt.
5. Click **Close** to close the receipt.



Application Tip

When printing a receipt in batch mode repeat steps 1-5 until finished.