

View and Print a Batch List Report

To view and print a Batch List report, complete the following steps:

1. From the **Check Processing** tab, click **Batch Management**. The *Search Batch* page appears.
2. Select or enter the batch search conditions you would like view.

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

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



Application Tips

- The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.
- 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.
- When running 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.
- When running a search *without* specifying any criteria (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.

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- 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 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
3. Click **Search**. The *View Batches* page appears.
 4. Click the **Batch ID** hyperlink. The *Batch and Check Details* 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.

- Click **Print Batch List**. The *Batch List Report* preview page appears as shown in Figure 1.

Figure 1. Batch List Report

Batch List Report

Export as
Word

1 / 1 59.3% Find

SENSITIVE BUT UNCLASSIFIED
Item Detail

OTnet Endpoint: TTHLL2 - Training Team Test Hierarchy Lower Level 2 Batch: 4157F50F-641E-4FC1-8F8A-ED083D456E19
Date: 9/10/14 8:21 AM
ALC+2: 2223334401 Printed By: CC CLO

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

ID#	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields	Agency Accounting Code	Description	Cashier
4	20209752130000	Tue Sep 09 16:57:16 EDT	52234698	4444661	0233	\$16.00		01010101	Accounting Code 1	000000

Processing Method: Customer Present

Front of Check

Back of Check

- Under **Export as**,
 - Select **PDF**, **Word** or **Excel**
 - Click **Download**

Or

 - Click **Print PDF Report**



Additional Button

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