Print a Receipt in Batch Management

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

1. From the **Check Processing** tab, click **Batch Management**.

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.
- If you run 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.
- If you run 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.

> - 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.

> - Enter the **Cashier ID**, *optional*
>
> 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 Batch* page appears.

Click **the Batch ID hyperlink**. The *View Checks* page appears as shown in Figure 1.

Figure 1. View Checks Page (Receipt)

> 💡 **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.

4. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.

5. Click **Receipt**. The receipt appears.

6. 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 masks all but the last character.

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

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