View and Print a Batch List Report Offline

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

1. From the **Check Processing** tab, select **Batch Management**. The *Search Batch* page appears.
2. In the search field, under **Batch Search Conditions**, enter an **OTCnet Endpoint** and select the **magnifying glass** icon (or the **ENTER** key) to retrieve a new set of results.
3. Select the **OTC Endpoint** you want to **Edit** a batch for by checking the checkbox under the **Select** column.
4. Under **Created On Date**, enter the **From** and **To** date range, as needed.

🔅 Application Tips

- There is an endpoint search restriction set based on **user permissions** (i.e., a **CCLO**, **CCA** user can only search for their Agency and any endpoints under their Agency.).
- 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 a 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 criterion (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.*
- Enter the **Cashier 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.

5. Select **Search**. The *View Batches* page appears.
6. Select the **Batch ID** hyperlink. The *Batch and Check Details* page appears.

7. Select **Print Batch List**. The *Batch List Report* page appears as shown in Figure 1.
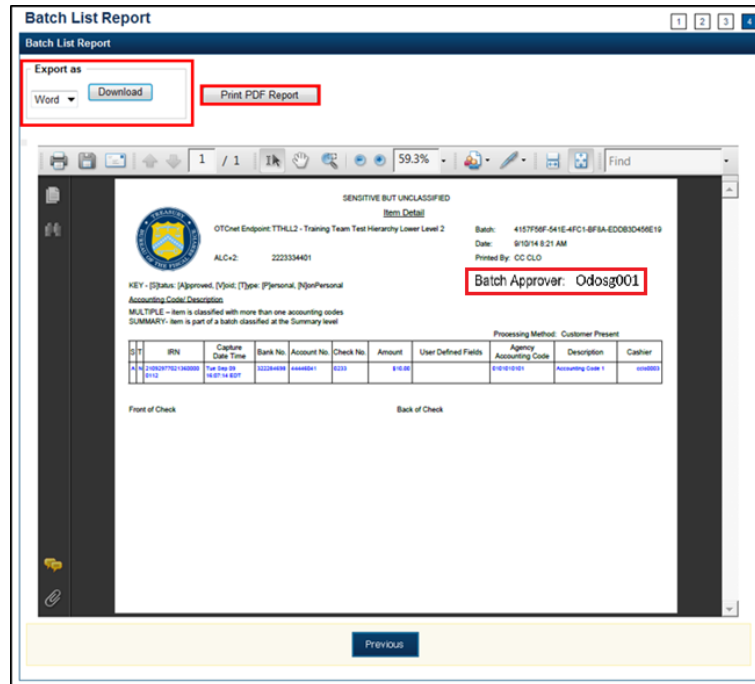
Under **Export as**,

- Select **Word**, **Excel**, **RTF**, or **PDF**
- Select **Download**

Or

- Select **Print PDF Report**.

Figure 1. Batch List Report

Additional Buttons

- Select **Previous** to return to the previous page.
- Select **Cancel** to cancel the transaction. No data will be saved.

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