

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, 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 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*.
 - 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.



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.

7. Select **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 [Download] [Print PDF Report]

Item Detail

Batch: 4157556F-541E-4FC1-8F5A-ED083D458E19
Date: 8/10/14 8:21 AM
Printed By: CC OLD
Batch Approver: Odosg001

IRN	Capture Date Time	Bank No	Account No	Check No	Amount	User Defined Fields	Agency Accounting Code	Description	Cashier
210007701130000	Tue Sep 09 16:07:14 EDT	02234608	44444441	0233	\$10.00		01010101	Accounting Code 1	ccld0003

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8. Under **Export as**,
 - Select **PDF, Word** or **Excel**
 - Select **Download**
 - Or
 - Select **Print PDF Report**



Additional Button

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