Print a Receipt Using Show Item

To print a receipt using Show Item, complete the following steps:

1. From the Check Processing tab, click Batch Management. Select or enter your preferred batch search conditions.

   Under Batch Search Conditions, optional
   - Select the OTC Endpoint you want to print a receipt for by checking the box(es) 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 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

   **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

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

![Figure 1. View Checks Page (Receipt)](image)

5. Click **Show Item**. The **Show Item** page appears.
6. Click **Receipt**. The receipt appears.
7. 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 numbers. If there are five characters or less, the system will mask all but the last character.

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

**Additional Buttons**

- Click **Previous** to return to the previous page.
- Click **Return to Batch Summary** to return to the batch summary page