Recover a Batch

To recover a batch, complete the following steps:

1. From the Administration tab, select Utilities>Batch Utilities>Batch Recovery. The Review Recovery page appears.

   **Application Tip**

   The Recover Batch function supports the recovery of batches containing transactions with associated accounting codes from secondary storage.

2. Click Submit as shown in Figure 1. The Percentage Complete dialog box appears.

   **Figure 1: Batch Recovery Review**

   
   ![Batch Recovery Review](image)

   **Application Tip**

   Wait until the display percent completion reaches 100% before clicking Close.

3. Click Close. The Review page presents the total number of batches that were successfully recovered from the secondary storage.

   **Additional Buttons**

   - If the Cancel button is clicked before the batch recovery is complete, a dialog box appears asking if you want to cancel the batch recovery.
   - Click Yes to cancel the batch recovery.
   - Click No to continue recovering the batch.
   - Click Return Home to return to the OTCnet Home Page.