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, click **Batch Management**. The *Search Batch* page appears.
- 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.
- 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.
 - 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.

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 Batches* page appears.
- 4. Click 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.

5. Click **Print Batch List**. The *Batch List Report* preview page appears as shown in Figure 1.

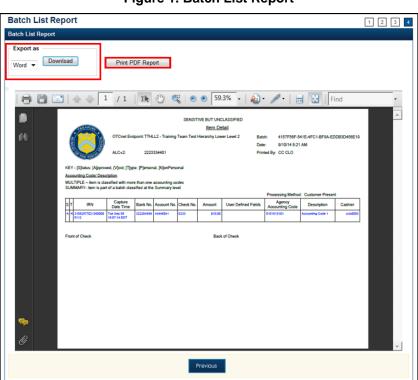


Figure 1. Batch List Report

- 6. Under Export as,
 - Select PDF, Word or Excel
 - Click Download

Or

• Click Print PDF Report



Additional Button

• Click **Previous** to return to the previous page.