

Batch Image Print

User Manual



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Batch File Image Print

This topic explains the purpose of this document.

The Batch File Image Print document is for all users that scan transactions and want to retain or print the entire batch's images in a report file format.

Overview

This topic gives an overview of the Batch File Image Print utility.

The batch file image print utility allows you the ability to print all of the check images from a batch of work at the same time in a report format. Up to three images will be printed per page, with the front image on the left hand side of the page and the back image on the right hand side of the page. The printed report will include batch information (batch ID, batch description and batch date) and additional check information (check number, customer ID and reference number).

A user can also save the file to their hard drive to be accessed at a later time. Image files will only be retained on the EPS website for a period of 120 days.

A user will need to be assigned the **View Batch Images** role to have access to this functionality.

Assigning Roles

This topic explains the role that needs to be assigned in order to work with the Batch Image Print utility.

The administrator of your site will need to enable the **View Batch Images** role to those of you that will be working with this utility.

Roles within the Customer Services Privilege		
Enabled	Role Name	Description
<input type="checkbox"/>	Scan Check	Scan Check
<input type="checkbox"/>	Accounting	All reporting functionality.
<input type="checkbox"/>	Remote Deposit Capture	Remote Deposit Capture
<input type="checkbox"/>	View ACH Opt Out	View ACH Opt Out Entries
<input type="checkbox"/>	Edit ACH Opt Out	Enable or Disable ACH Opt Out Entries
<input type="checkbox"/>	Edit/View ACH Opt Out	View ACH Opt Out Account Numbers & Edit/View ACH Opt Out Entries
<input type="checkbox"/>	View Batch Images	View Images for batches

Figure 1 – View Batch Images role

Viewing a Batch Image Print File

This topic explains how to view a batch image file.

A user can view all of the images in a batch of work at one time after the batch has been through nightly processing. Only scanned items will have an image to display. Batches with image files available will display a PDF icon in the **Images** column of the *Credits and Debits to Your Merchant Bank Account* report. When there is a problem with the job producing the images it will display the word 'Pending'. Those image files should get produced the next night and be available the following day. To view a batch image file follow the steps below.

Note

Batch image files will be retained for 120 days.

1. Log into the EPS website.
2. Click the **Reports** tab.

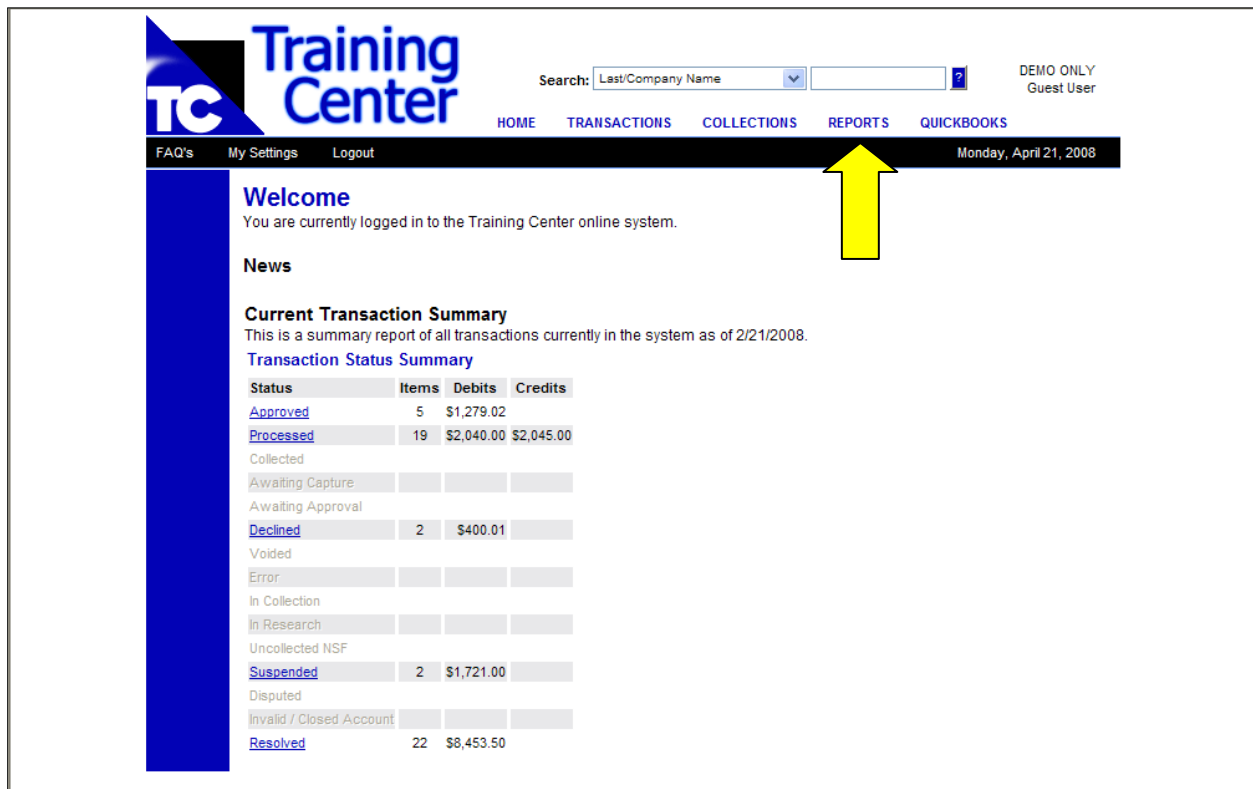


Figure 2 – Welcome Screen and the Reports Tab

Remote Deposit Capture Reports

Report Name
[Deposit Results](#)

My Reports

Report Name	Report Type	Action
No records to display.		
New Report		

Shared Reports

Report Name	Owner	Report Type	Action
Daily ACH Report	Monica Perkins - Educations Services	Transaction Report	
Sandra Demo Acct Bal Report	Monica Perkins - Educations Services	Transaction Report	
New Shared Report			

Standard Reports

Report Name

[Show Notice of Change Items](#)

[Show Items that Returned NSF Today](#)

[Show Items that Returned Bad Account Today](#)

[Show Items that Charged Back Today](#)

[Show Items that Settled Today](#)

[Show Items with Current Status of \(must supply the Transaction Status\)](#)

[Find Transactions Where Event Occurred \(must supply Event Type\)](#)

[Show Items that Returned Other Check21 Today](#)

Recurring Payment Reports

Report Name

[Show Recurring Payments That Are Disabled](#)

[Recurring Payment Due](#)

Merchant Settlement Account Reports

Report Name

[Credits and Debits to Your Merchant Settlement Account](#)

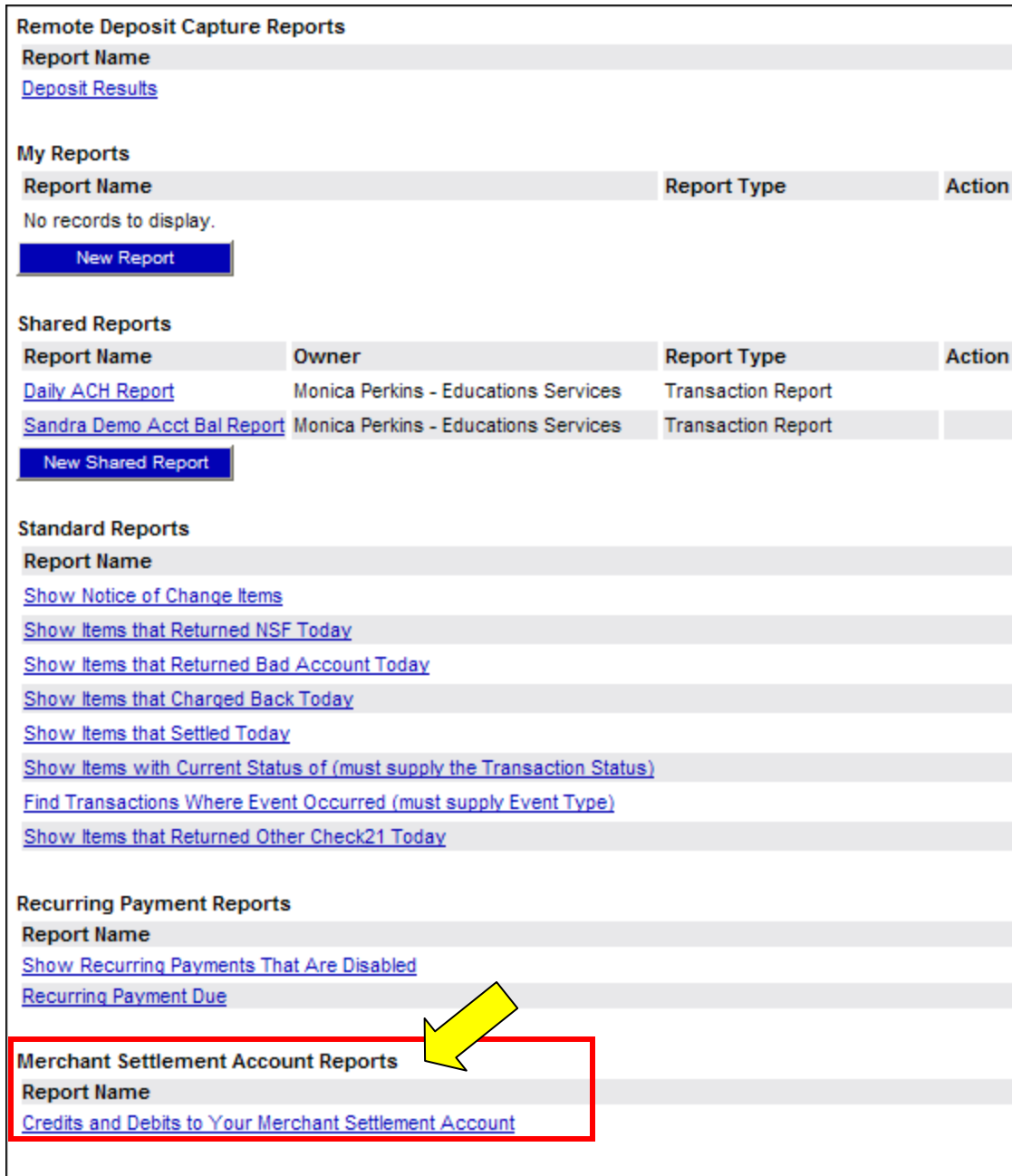


Figure 3 – Reports Tab Report Options

3. Click the **Credits and Debits to Your Merchant Bank Account** link. This will display the *Bank Account Reports* screen seen in Figure 4.


Merchant Settlement Account Reports


This page allows you to run merchant settlement account reports.

[Go Back](#)

Location: -- SELECT --

Quick Pick: Custom

Start Date: 05/07/2010  12:00 AM

End Date: 05/08/2010  12:00 AM

[Credits and Debits to Your Merchant Settlement Account](#)

Figure 4 – Credits and Debits to Your Merchant Bank Account options

4. Choose the account or accounts whose list of deposits is to be generated by the report by selecting the specific **Location** or ****All Locations** option from the drop down box.
5. Select the time frame for which the list of deposits is to be generated either by using the **Quick Pick** or **Start Date** and **End Date** options.
 - A. The **Quick Pick** option is a list of pre-defined day ranges to select from the drop down box. When using this option, the **Start Date** and **End Date** fields automatically populate.

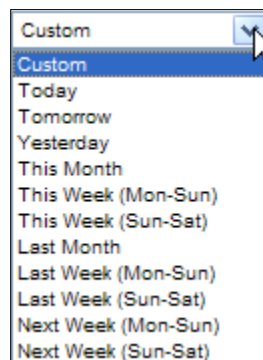




Figure 5 – Quick Pick Options

- B. The **Start Date** and **End Date** fields can be entered either by using the calendar icon to the right of the field or keying specific dates in the fields in MM/DD/YYYY format.
 - C. Specific time ranges within the dates specified can also be entered by either using the drop down 24 hour clock or keying specific times of day.
6. Click the **Credits and Debits to Your Merchant Bank Account** link (See Figure 4). This will generate the list of batches for the account(s) within the date range selected as seen in Figure 6 below.

Batches matching search criteria

Batch Details	Images	Status	Effective Date	Batch ID	Description	Debit	Credit
View Details		Suspended	4/1/2008	14627793	Settlement		\$20.00
View Details		Suspended	4/15/2008	15521368	Settlement		\$25.00
View Details		Suspended	4/15/2008	15521370	Settlement		\$15.00
View Details	pending	Suspended	4/21/2008	15791585	Remote Deposit		\$1,116.34
View Details		Suspended	4/22/2008	15846862	Settlement		\$162.68
View Details		Suspended	4/23/2008	15906113	Settlement		\$350.00
View Details	pend	Suspended	4/30/2008	16231947	Settlement		\$199.95

Credits
Total Count: 7
Total Amount: \$1,888.97

Export
 Save the contents of this report to a file of tab separated values on your local hard drive.

Figure 6 – Credits and Debits to Your Merchant Bank Account Report

- Click the PDF icon in the **Images** column associated with the batch image file to be viewed. The user will then be prompted whether they want to open the image file or save it.

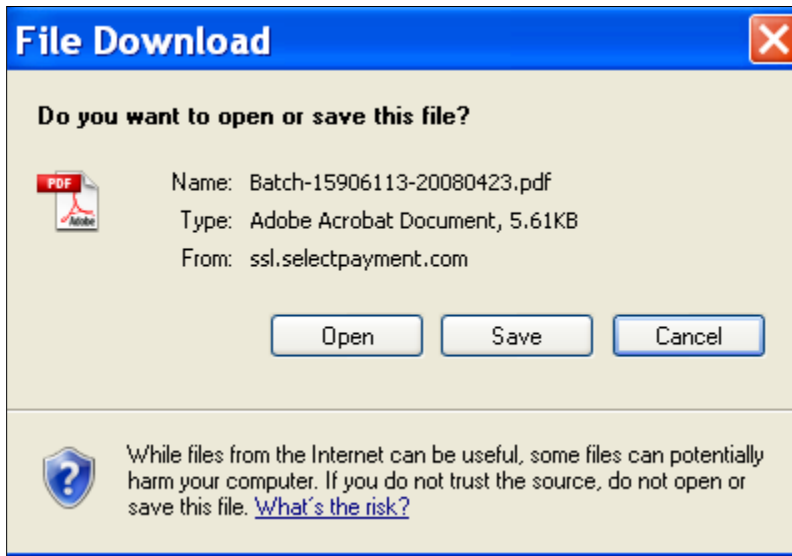


Figure 7 – Image File Download Option Screen

- Click **Open** to view the batch images.

Saving a Batch Image Print File

This topic explains how to save a batch image print file.

Follow steps 1 through 7 above to access the batch image print file you wish to save. Continue with the step below to save the batch image file.

1. Click **Save** to save the report file. The file name will be made up of the batch ID number and the date of the file. Designate the directory where the file should be saved.

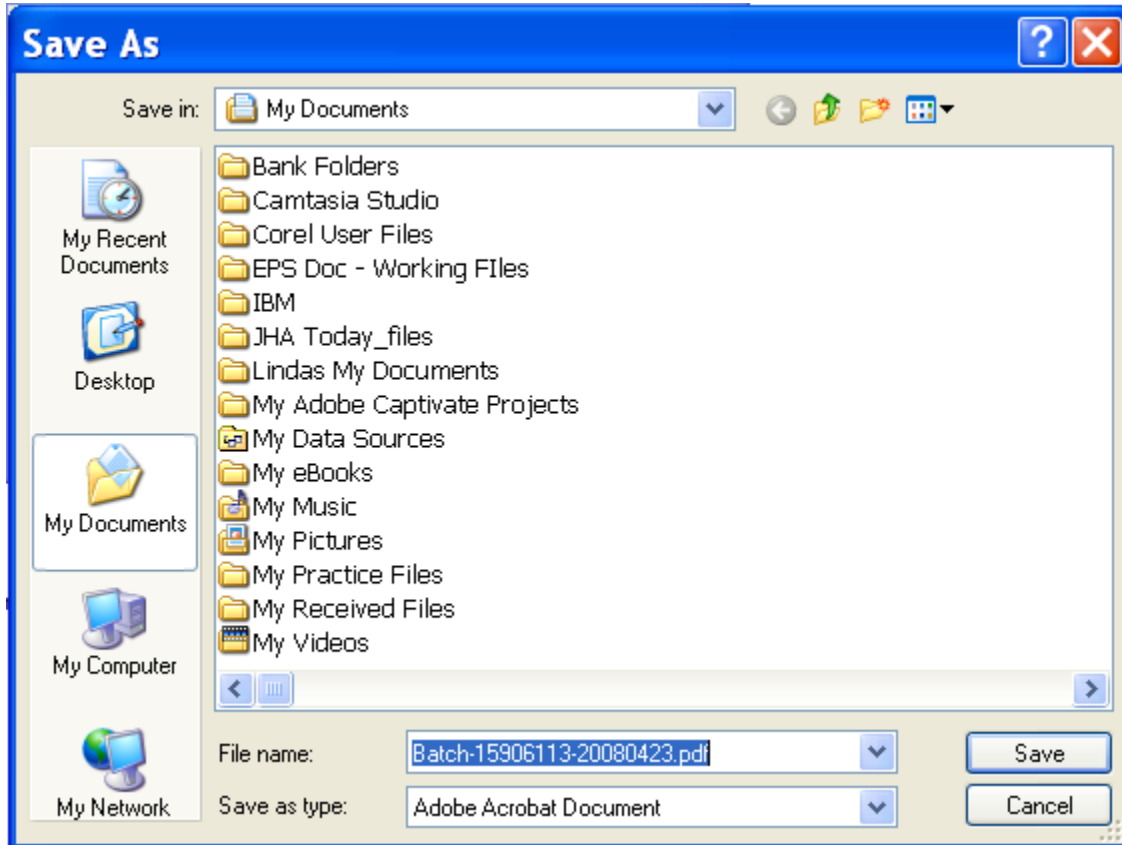


Figure 8 – Saving a batch image print file.

Note

The saved file can be opened at any time, by double clicking the file name.

Printing Batch Images

This topic explains how to print out a batch image file report.

A user can print all of the images in a batch of work at one time after the batch has been through nightly processing. Only scanned items will have an image to display. Batches with image files available will display a PDF icon in the **Images** column of the *Credits and Debits to Your Merchant Bank Account* report. When there is a problem with the job producing the images it will display the word 'Pending'. Those image files should get produced the next night and be available the following day.

You can print the batch image file report either when the file is open, or after the file is saved to your PC. Follow the steps to *Viewing a Batch Image Print File* to open the report file if you wish to print when the file is open. Follow the steps under *Saving a Batch Image File* if you wish to save the file before printing the images.

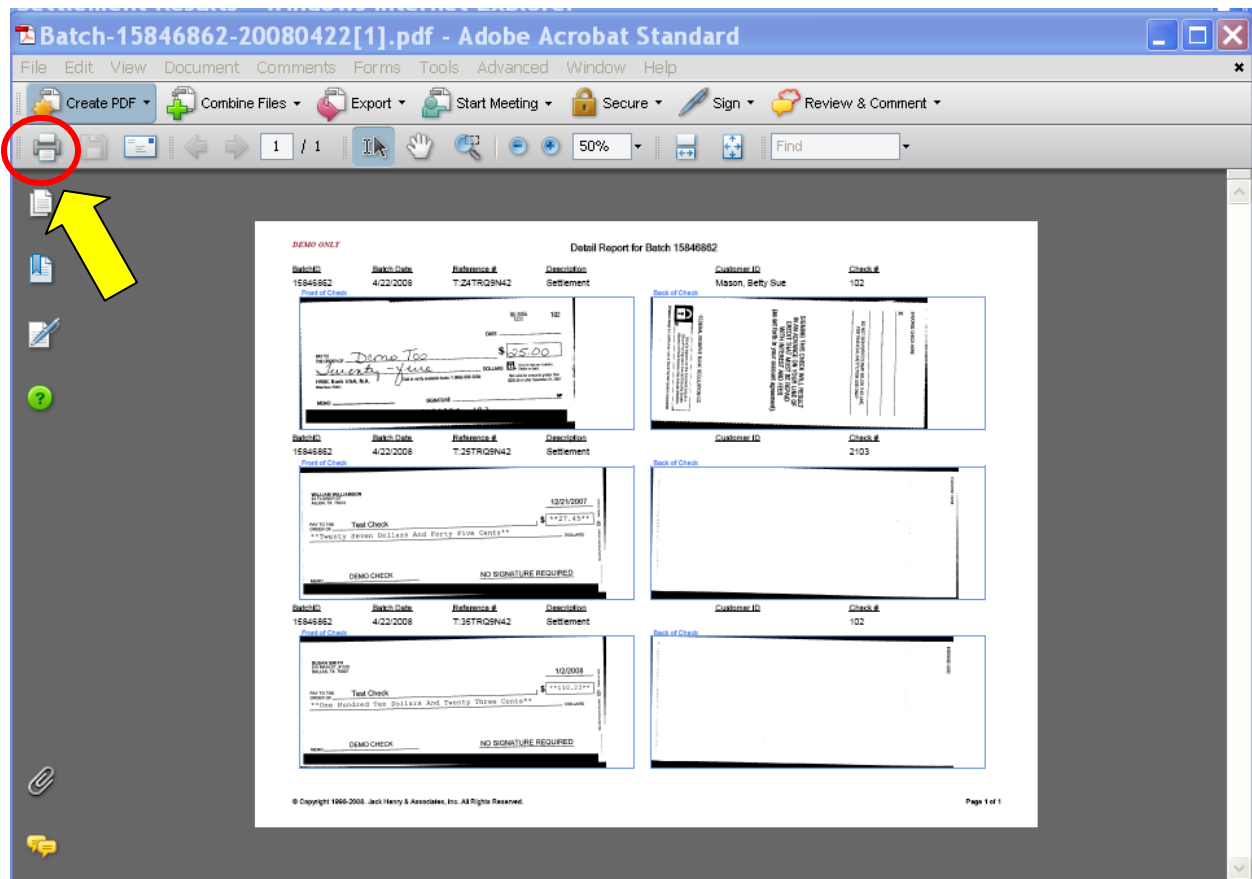




Figure 9 – Batch Image Print File Report

To print the batch image print file report continue with the steps below.

1. Click the **Printer Icon** in the upper left hand corner of the screen to print all the images. The images will print in landscape format.

Or

2. Use the   keys to scroll between the pages of the report file to select only those image pages you wish to print.