



Print a Receipt in Single Mode or Batch Mode

To print a receipt in batch mode, complete the following steps:

1. Scan the check, input, and save the pertinent details.
2. Under **Scan Controls**, click **Receipt**. A *Printing...Please wait* message appears and the receipt is prints to the default printer.



Application Tip

You have between five and seven seconds to click the **Receipt** button. If the **Receipt** button is not clicked within the allotted time, the button grays out. If a receipt is still needed, access the Batch Management function.

3. Click **Receipt**. The receipt appears.
4. 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 characters. If there are five characters or less, the system will mask all but the last character.

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



Application Tip

If you are printing a receipt in batch mode repeat steps 1-5 until finished.