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Enterprise Payment Solutions (EPS)

JHA SmartPay BusinessSM

April 2019



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Batch File Image Print

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

Overview

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 his/her hard drive to be accessed later. 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

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

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  PDF in the *Images* column of the *Credits and Debits to Your Merchant Bank Account* report. When the status of the images is pending, the images will be available shortly after. To view a batch image file, follow these steps:

1. Log in to SmartPay Business.
2. Click the **Reports** tab.

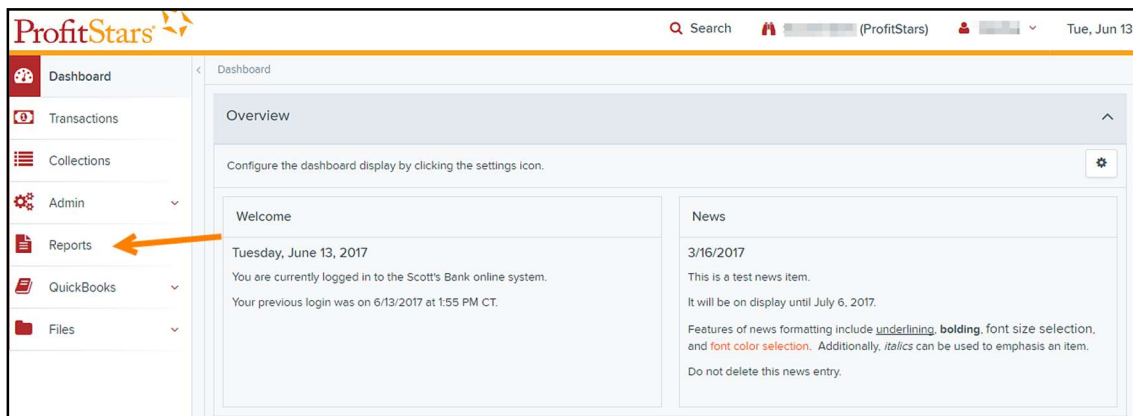


FIGURE 2 - REPORTS TAB

3. On the *Reports* page, select the **Credits and Debits to Your Merchant Bank Account** link. This will display the *Merchant Settlement Accounts* screen.

NOTE: On the *Credits and Debits to the Merchants Settlement Account* report, debits are a debit to the customer account and a credit to the check writer while credits are a credit to the customer account and a debit to the check writer. On the *Current Transaction Summary* report, debits are a debit to the check writer and a credit to the customer, while credits are a credit to the check writer and a debit to the customer.

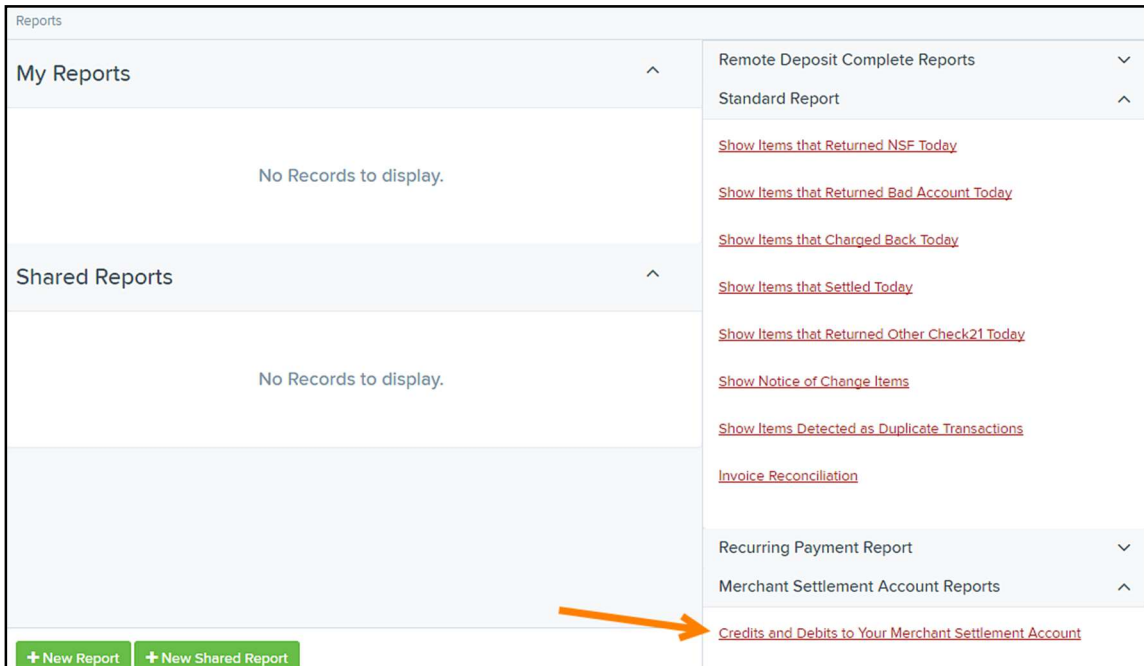


FIGURE 3 – REPORTS PAGE

The screenshot shows a search form titled 'Merchant Settlement Account Reports Search'. Below the title is a subtitle: 'This page allows you to run merchant settlement account reports.' The form contains several input fields: 'Location' with a dropdown menu showing 'All Locations'; 'Quick Pick' with a dropdown menu showing 'Today'; 'Start Date' with a date picker showing 'May 3, 2017'; 'Start Time' with a time dropdown showing '12:00 AM'; 'End Date' with a date picker showing 'May 4, 2017'; and 'End Time' with a time dropdown showing '12:00 AM'. At the bottom of the form is a large green button labeled 'Get Batches'.

FIGURE 4 - OPTIONS FOR 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.

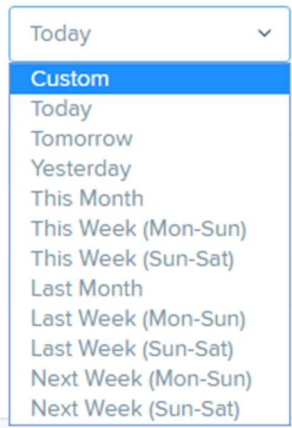


FIGURE 5 - QUICK PICK OPTIONS

- 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 **Get Batches**. This will generate the list of batches for the account(s) within the date range selected as seen in the figure below.

Batch Details	Report	Batch Status	Effective Date	Batch ID	Location Name	Item Count	Debit	Credit
		Processed	03/02/2017	238	admin test	1		\$10.00
		Processed	03/02/2017	239	admin test	1		\$10.00
		Processed	03/03/2017	239	admin test	1		\$2.00
		Processed	03/07/2017	242	admin test	1		\$200.00
		Processed	03/29/2017	247	admin test	1		\$200.00

FIGURE 6 - CREDITS AND DEBITS TO YOUR MERCHANT SETTLEMENT ACCOUNT REPORT

7. Click **PDF** in the *Images* column associated with the batch image file to be viewed. The application will prompt you to open or save the image file.

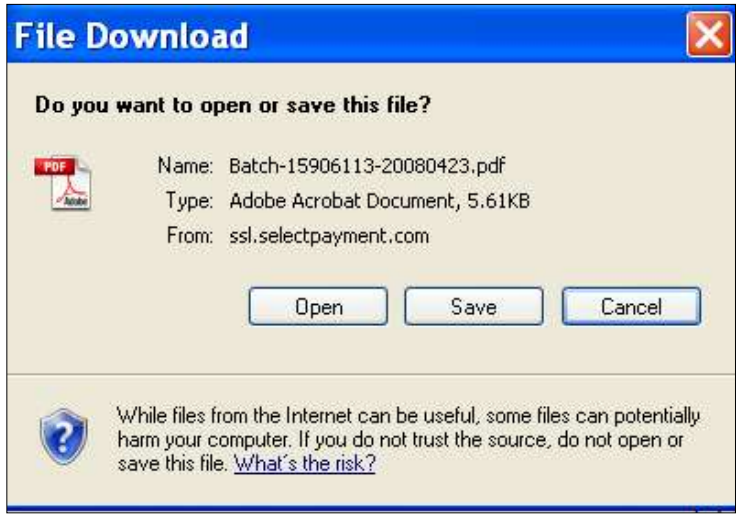


FIGURE 7 - FILE DOWNLOAD OPTION

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

Saving a Batch Image Print File

Follow the steps 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.

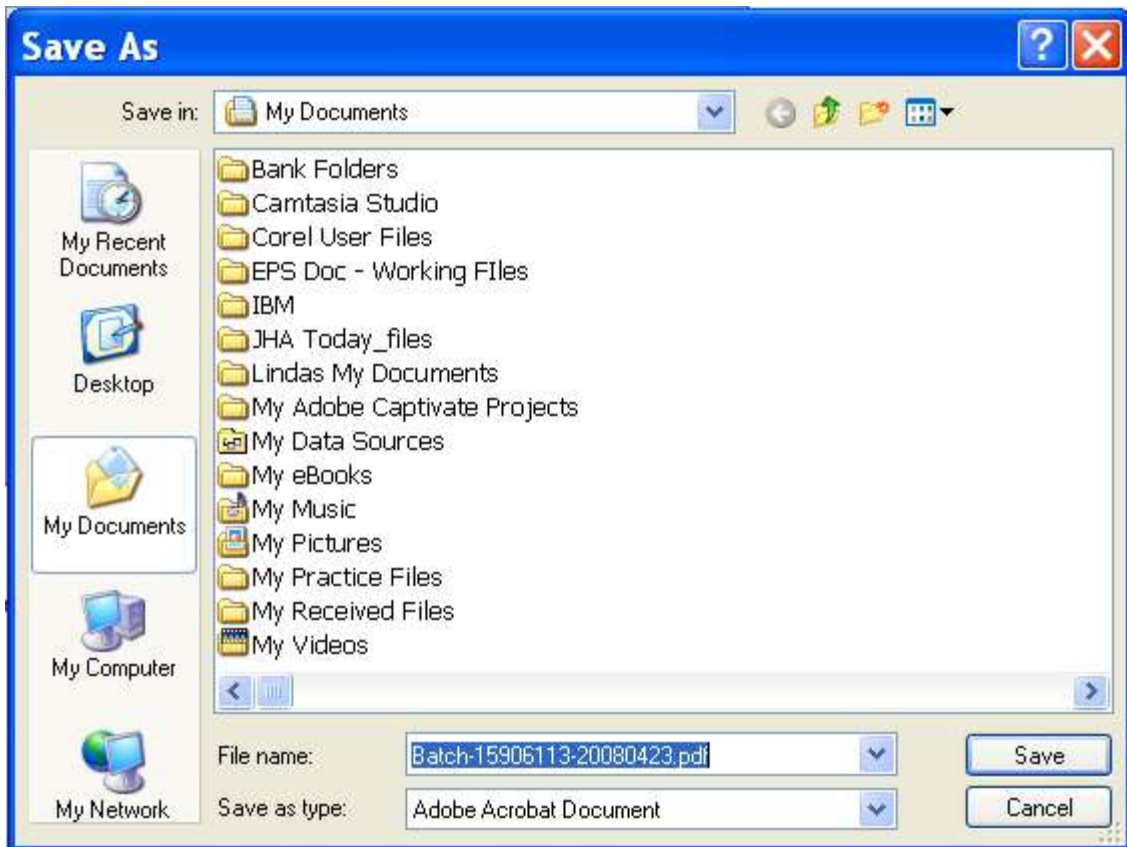



FIGURE 8 - SAVING A BATCH IMAGE FILE

NOTE: A saved file can be opened at any time by double-clicking the file name.

Printing Batch Images

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  PDF 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.

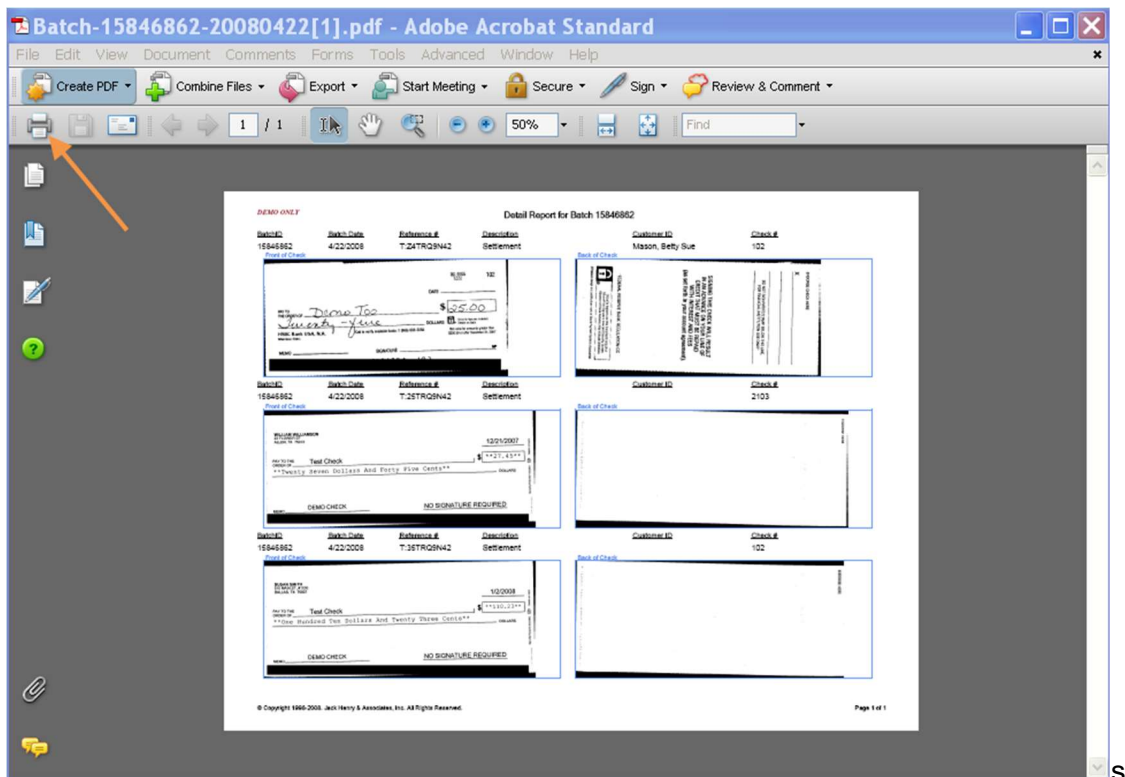



FIGURE 9 - BATCH IMAGE PRINT FILE REPORT

Click  **Print** in the upper left-hand corner of the screen to print the images. The images will print in landscape format. Your other option is to select only those image pages you wish to print.