

# Using PaymentMate<sup>®</sup> to close the check batch, print a batch report, and void or change the amount of a check

When you choose the option to have PaymentMate<sup>®</sup> automatically close the check batch and print a batch report for you each day, you don't have to close the batch yourself. However, if you want to close the batch yourself, the software's TeleCheck<sup>®</sup> Batch Browser will let you do this. The Batch Browser is also a convenient tool for voiding checks and reprinting receipts.

## Viewing the Current TeleCheck Batch


Before you use PaymentMate to change the amount of a check, void a check, reprint a receipt, close the daily batch, or print a batch report, you should first open the TeleCheck Batch Browser. To open the Browser and view the batch:

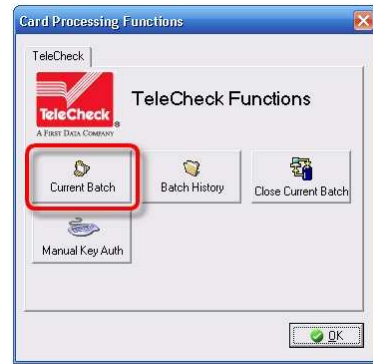
- 1 Double-click the **PaymentMate** icon  in the Windows<sup>®</sup> **Notification Area**, or right-click the icon and select **Manager Functions**.



- 2 On **PaymentMate**, click **TeleCheck**. 



- 3 On the TeleCheck Functions dialog box that pops up, click the **Current Batch** button. 



- 4 Use the preceding instructions to perform the desired task in the **TeleCheck Batch Browser**.

## Viewing a check image, changing the amount of a check, voiding a check, and reprinting a receipt

The TeleCheck Batch Detail Browser empowers you to perform several useful tasks. All you have to do is select the check you want and click the button to complete the

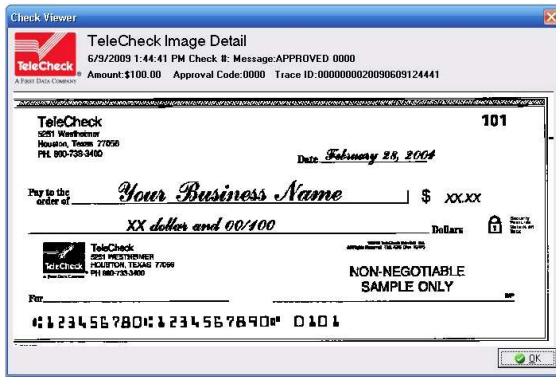
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desired task. To use the Browser to view a check image, change the amount, void a check, and reprint a receipt:

- 1 In the TeleCheck Batch Browser window, select the check for which you want to perform a task.



- 2 To verify you have the correct check, click the **Check Image** button. PaymentMate displays the saved image of the check. Click **OK**.



- 3 While the check is still highlighted, select the appropriate button to perform the task you want:

- To reprint a receipt, select the **Reprint Receipt** button.
- To change the amount of a check, click the **Change Amount** button, type the correct amount in the **Amount** box, and click **OK**.

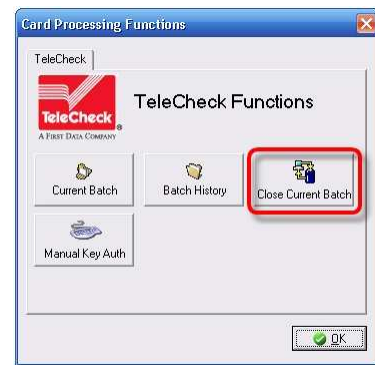
**NOTE:** You can only change the amount and void an electronically funded check.

- To void a check, select **Void Authorization** and click **Yes** to the message asking if you are sure you want to void.
- To preview the batch summary report before closing the batch, select the **Summary** button.
- To print the batch report from the print preview window, click the **Print** button.

## Closing the Daily Batch and Printing a Batch Report

If you want to close the batch yourself instead of having PaymentMate automatically close it for you, follow these instructions:

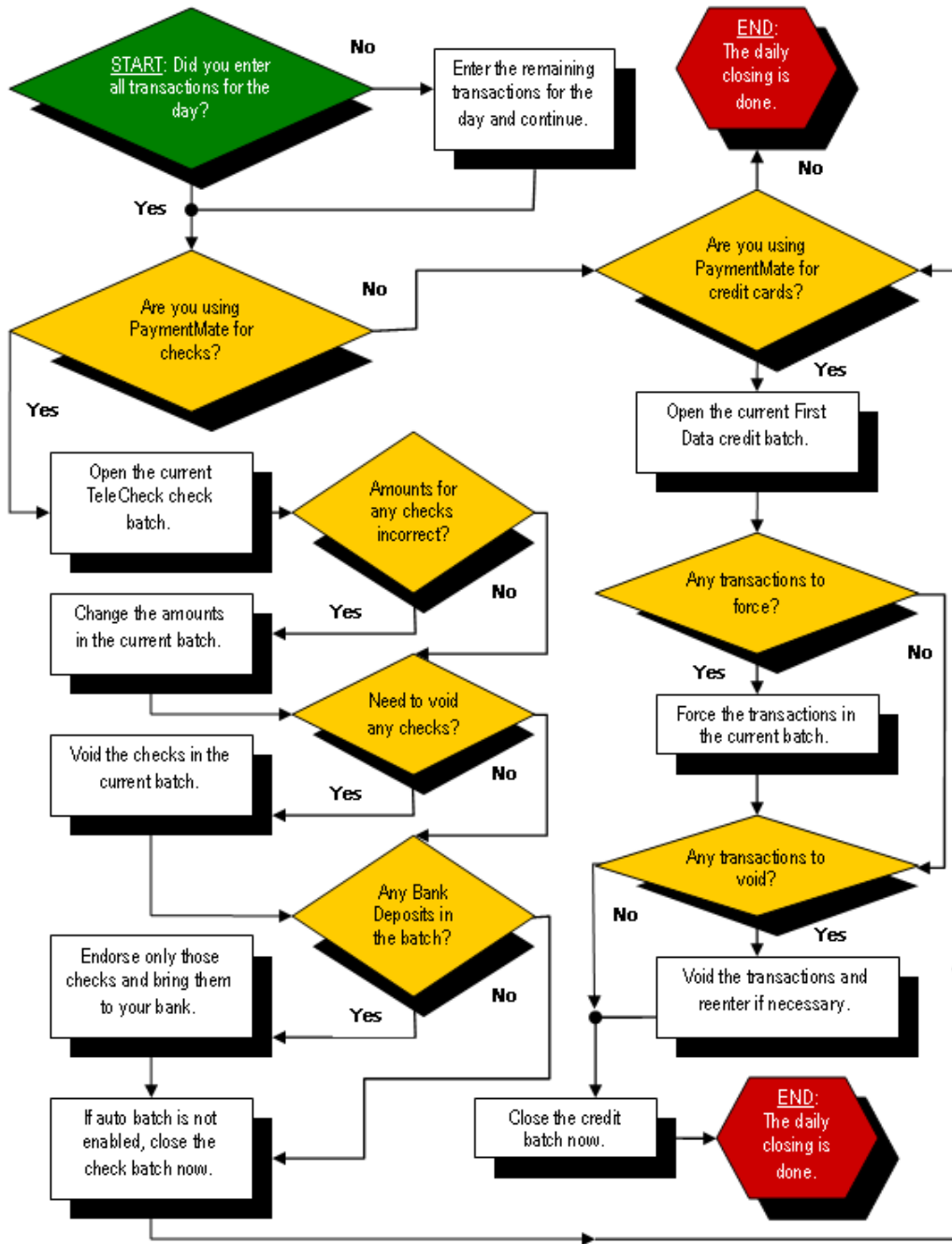
- 1 Unhide PaymentMate as explained earlier, and click the **TeleCheck** button.
- 2 On the **TeleCheck Functions** dialog box, click **Close Current Batch**.



- 3 PaymentMate closes the check batch and prints the batch report. Retrieve the batch report from your printer and keep it for your records.

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Daily Batch Closing Flowchart



**For more information about processing checks with PaymentMate, contact your First Data representative. Or, call Tempus Technologies, Inc. toll free at 800.225.8979.**

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pm\_check\_batch.pdf (rev. 8/20/09)