

Chapter 15

Batch Printing

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Batch Printing Definition

Printing multiple items in a group is called batch printing. This process saves the user time and keystrokes. The alternative is to print each item on an individual basis.

Batch Printing Invoices

When an installment plan is initially setup, a “number of print days prior to the effective date” is established that determines when Nexsure will automatically post each installment.

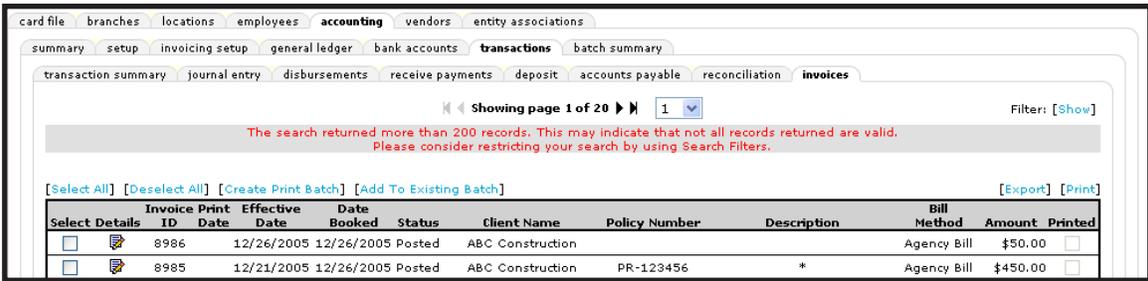
An organization should determine if “all invoices” or “only automatically posted invoices” will be set up for batch printing. Batch printing should be done on a daily, weekly or bi-weekly basis depending on the number of agency bill invoices entered.

Invoices in Nexsure can be printed on standard 8½” by 11” sheet or on pre-printed forms from Deluxe. For information on ordering invoices from Deluxe refer to the section **Ordering Deluxe Checks and Invoices** at the end of this chapter.

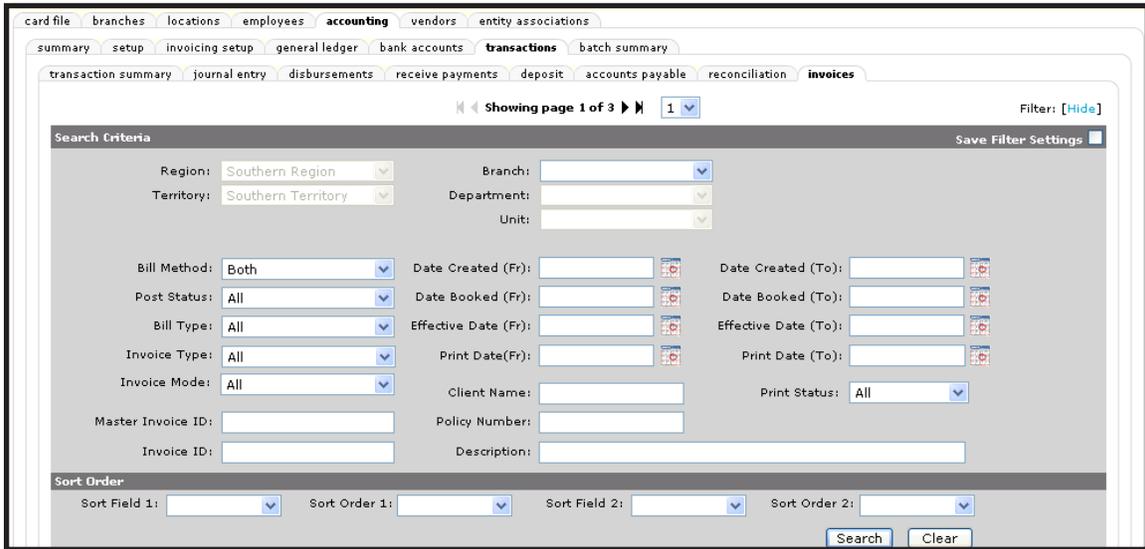
Invoices can be printed from the Territory or Branch level. Instructions in this chapter are oriented to the territory.

Batch Invoice Selection

- Navigate to Invoices by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details**  icon for the desired territory. Click the **accounting** tab; click the **transactions** tab on the second row of tabs; click the **invoices** tab on the third row of tabs. Nexsure will display the following screen:



- Click the **[Show]** link located on the right to search for the invoices to be printed. Nexsure will display the following **Search Criteria/Sort Order** pop-up window:



Note the Region and Territory fields are populated and cannot be edited.

Consider the following filter criteria when making invoice selections for batch printing:

Criteria	Description
Branch, Department, Unit	Select branch, department or unit to break invoices out for routing purposes or if a change of paper is required.
Bill Method	Select Agency Bill to limit the printing to agency bill invoices only.
Invoice Mode	Choose Advance Payment, Installment, Regular to limit invoices to print.
Print Status	Select Printed or Unprinted to limit invoice display.
Post Status	Select Posted-Auto if only printing automatically posted invoices. Select Posted-All or Posted-All Exclude Reversals if batch printing all invoices.
Sort Field 1	Select Date Printed to separate invoices that have printed from those that have not.
Sort Order 1	Select Ascending to make the invoices that have been previously printed display at the end of the list.

- Click the **Search** button. Nexsure will display the invoice results from the filter criteria selections:

Select	Details	Invoice ID	Print Date	Effective Date	Date Booked	Status	Client Name	Policy Number	Description	Bill Method	Mode	Amount	Printed
<input type="checkbox"/>		18770		11/17/2005	11/17/2005	Posted	Oxford Band Rentals			Agency Bill	R	\$35.00	<input type="checkbox"/>
<input type="checkbox"/>		17478		08/05/2005	10/05/2005	Unposted	Oxford Band Instruments	GL-87987987		Agency Bill	R	\$3,500.00	<input type="checkbox"/>
<input type="checkbox"/>		17477		08/05/2005	10/05/2005	Unposted	Oxford Band Instruments	GL-87987987		Agency Bill	R	\$3,500.00	<input type="checkbox"/>
<input type="checkbox"/>		+17476/17353		08/05/2005	09/26/2005	Posted Reversed	Oxford Band Instruments	GL-87987987		Agency Bill	R	(\$89.00)	<input type="checkbox"/>
<input type="checkbox"/>		+17356/17353		08/05/2005	09/26/2005	Posted Reversed	Oxford Band Instruments	GL-87987987		Agency Bill	R	\$89.00	<input type="checkbox"/>
<input type="checkbox"/>		+17355/17353		08/05/2005	09/26/2005	Posted	Oxford Band Instruments	GL-87987987		Agency Bill	R	\$3,589.00	<input type="checkbox"/>
<input type="checkbox"/>		-17354/17353		08/05/2005	09/26/2005	Posted Reversed	Oxford Band Instruments	GL-87987987		Agency Bill	R	(\$3,500.00)	<input type="checkbox"/>
<input type="checkbox"/>		17353/+17476		08/05/2005	08/05/2005	Posted Reversed	Oxford Band Instruments	GL-87987987		Agency Bill	R	\$3,500.00	<input type="checkbox"/>
<input type="checkbox"/>		+17337/17331		07/04/2005	09/23/2005	Posted Reversed	Mason Electronics	GL-98876		Agency Bill	R	\$89.00	<input type="checkbox"/>
<input type="checkbox"/>		+17336/17331		07/04/2005	09/23/2005	Posted	Mason Electronics	GL-98876		Agency Bill	R	\$3,589.00	<input type="checkbox"/>

Note: Invoice Mode Definitions:
 A = Advance Payment
 I = Installment
 R = Regular

- Select the invoices desired for batch printing by clicking the **Select** check box to the left of each entry or by clicking the **Select All** link. Nexsure will display the following paging links when there is more than one page of entries. Click the paging link arrows or use the page drop-down box to select the desired page. For multiple pages click the **Select All** link on each page.
- After all desired invoices have been selected click the **Create Print Batch** link. Nexsure will display the **Create Batch Print** pop-up window:

Nexsure Accounting nexsure

Create Batch Print

Batch Name:

Description:

Style:

Preview Format:

Printer:

Restricted: check this box to prevent other user access

Print Now:

- Enter a name for the batch (**Invoicing** appears by default) in the **Batch Name** field.
- Enter a description for the batch (**Invoicing** created on 'current date') appears by default) in the **Description** field.
- Select the appropriate choice from each of the following drop-down boxes:
 - **Style** of invoice to print
 - **Preview Format** in which to display the invoices
 - **Printer** to send invoices to
- Select the **Print Now** check box to print the invoices immediately. Regardless of whether this check box is checked or unchecked, the print batch will be sent to the **batch summary** tab on the second row of tabs. The batch can also be printed from this location. Click the **OK** button. Nexsure will display the batch confirmation pop-up window which indicates the number assigned to this batch:

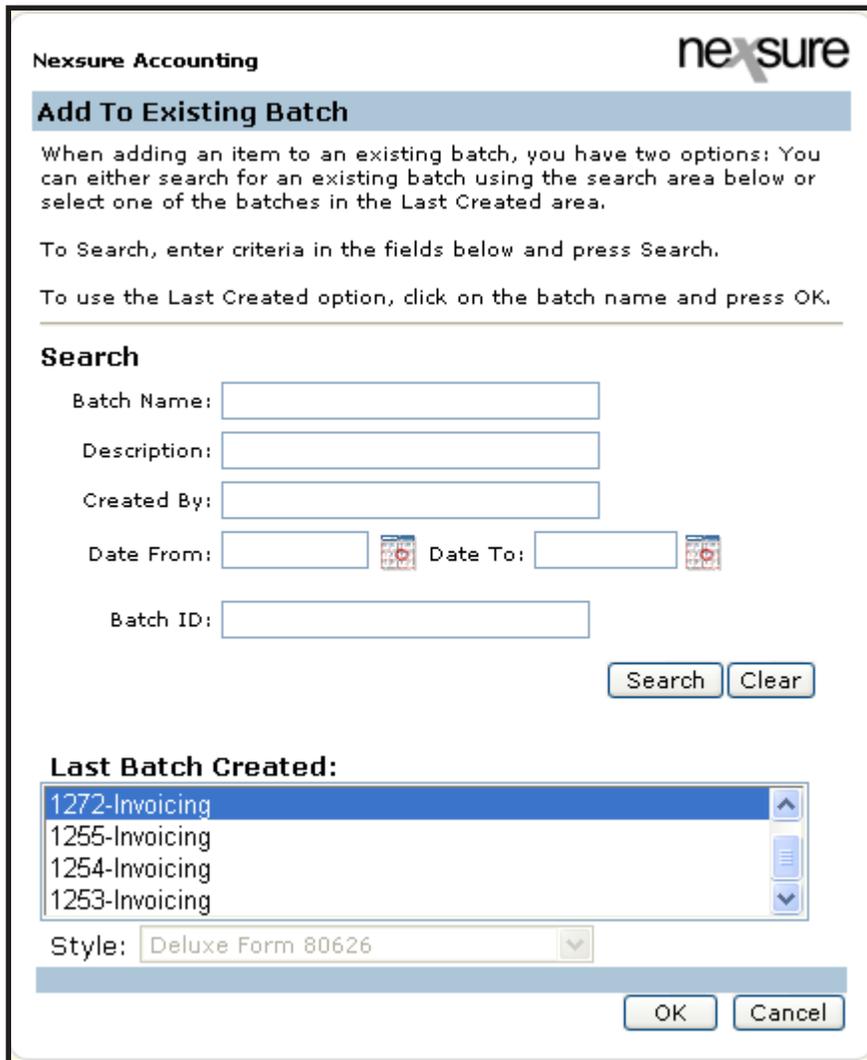


- Load the invoice paper in the printer and click the **OK** button. Nexsure will flash the **Adobe® Acrobat®** splash screen and return to the **invoices** tab. After refreshing the screen, a checkmark will appear in the **Printed** check box for the printed invoices.

Adding Unprinted Invoices to an Existing Batch

Navigate to the Disbursement Summary tab by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details**  icon for the desired territory. Click the **accounting** tab; click the **transactions** tab on the second row of tabs; click the **invoices** tab on the third row of tabs.

- Click the **[Show]** filter link and search for the Invoices to add to the existing batch. Select each invoice by clicking the select check box to the left of each invoice or click **[Select All]** for all items on a page.
- Click the **[Add to Existing Batch]** link. Nexsure will display the following **Search** pop-up window:



The screenshot shows a pop-up window titled "Nexsure Accounting" with the "nexsure" logo in the top right. The main heading is "Add To Existing Batch". Below this, there is explanatory text: "When adding an item to an existing batch, you have two options: You can either search for an existing batch using the search area below or select one of the batches in the Last Created area." This is followed by instructions: "To Search, enter criteria in the fields below and press Search." and "To use the Last Created option, click on the batch name and press OK." The "Search" section contains input fields for "Batch Name:", "Description:", "Created By:", "Date From:" (with a calendar icon), "Date To:" (with a calendar icon), and "Batch ID:". There are "Search" and "Clear" buttons. The "Last Batch Created:" section features a scrollable list with items: "1272-Invoicing", "1255-Invoicing", "1254-Invoicing", and "1253-Invoicing". Below the list is a "Style:" dropdown menu currently set to "Deluxe Form 80626". At the bottom right are "OK" and "Cancel" buttons.

- The existing batch can be accessed using the scroll bar at the bottom of the pop-up window. If the list is long, enter data in at least one of the input fields at the top of the pop-up window and click the **Search** button.

- Select the correct batch and click the **OK** button. After clicking **OK** Nexsure will display a confirmation pop-up window indicating the batch number to which the new items have been added:



- Click **OK**. Nexsure will return to the **invoices** tab.

Accessing Print Batches from the Batch Summary Tab

Navigate to the **batch summary** tab by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details** icon for the desired territory. Click the **accounting** tab; click the **batch summary** tab on the second row of tabs. Click the **invoices** tab on the third row of tabs. Nexsure will display the following:

Select	Details	Print	Report Name	Batch Total	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>			Invoicing	381	1273	PDF	2	69.347kb	Susan McDonough	12/29/2005 11:57:00 AM	Complete	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			Invoicing	12750	1272	PDF	3	106.424kb	Susan McDonough	12/29/2005 11:52:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>			Invoicing	50	1255	PDF	1	39.452kb	Susan McDonough	12/28/2005 12:20:00 PM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>			Invoicing	13145.84	1254	PDF	2	72.206kb	Susan McDonough	12/28/2005 9:32:00 AM	Complete	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			Invoicing	-2922	1253	PDF	2	81.336kb	Susan McDonough	12/27/2005 2:12:00 PM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>			Invoicing	123285	1038	PDF	3	124.621kb	Susan McDonough	10/11/2005 9:33:00 AM	Complete	<input checked="" type="checkbox"/>	

- A new batch displays in blue while it is processing. Periodically click the **Refresh** link until the batch status is complete and the entry displays in black. The batch will remain bold until printed.

Note: Click the **Details** icon on a batch to display the invoice details. Click the **Close** link to exit the details and return to the Batch Summary list.

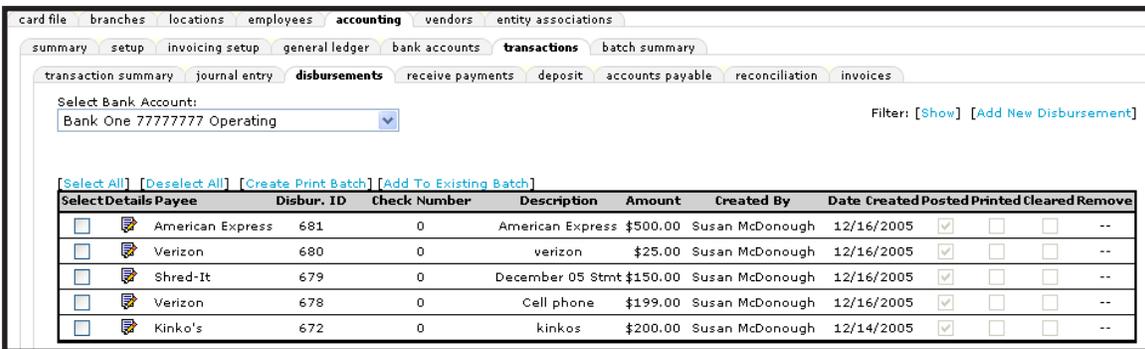
- Select the batch or batches desired by clicking the **Select** check box to the left of the batch.
- Click the **Print Selected** link. Nexsure will display the **Update Batch Print** pop-up window:

Batch Printing Checks

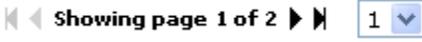
Batch printing checks allows a selection of multiple disbursements to be printed as checks all at one time. Disbursements must be posted prior to printing.

Navigate to the **disbursements** tab by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details**  icon for the desired territory. Click the **accounting** tab; click the **transactions** tab on the second row of tabs; click the **disbursements** tab on the third row of tabs.

- Select the appropriate bank account from the **Select Bank Account** drop-down box.
- Click the **[Show]** filter link and search for the desired disbursements to be printed. Nexsure will display the disbursements as follows:



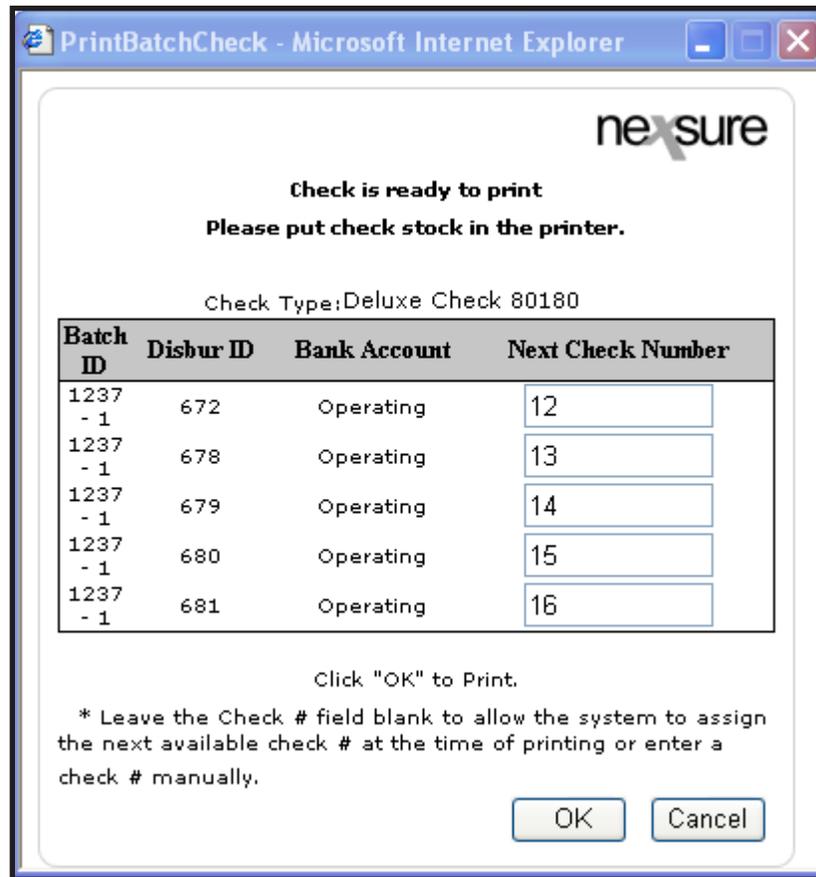
Select	Details	Payee	Disbur. ID	Check Number	Description	Amount	Created By	Date Created	Posted	Printed	Cleared	Remove
<input type="checkbox"/>		American Express	681	0	American Express	\$500.00	Susan McDonough	12/16/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--
<input type="checkbox"/>		Verizon	680	0	verizon	\$25.00	Susan McDonough	12/16/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--
<input type="checkbox"/>		Shred-It	679	0	December 05 Stmt	\$150.00	Susan McDonough	12/16/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--
<input type="checkbox"/>		Verizon	678	0	Cell phone	\$199.00	Susan McDonough	12/16/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--
<input type="checkbox"/>		Kinko's	672	0	kinkos	\$200.00	Susan McDonough	12/14/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--

- Select the disbursements desired for batch printing by clicking the **Select** check box to the left of each entry or by clicking the **[Select All]** link. Nexsure will display the following paging links  when there is more than one page of entries. Click the paging link arrows or use the page drop-down box to select the desired page. For multiple pages click the **[Select All]** link on each page.
- After all desired entries have been selected click the **[Create Print Batch]** link located under the selected bank account. Nexsure will display the **Create Batch Print** pop-up window:

- Enter a name for the batch (**Disbursement** appears by default). Enter a description for the batch (**Disbursement created on 'current date'** appears by default).
- Select the appropriate choice from each of the following drop-down boxes:
 - **Style** of check to print
 - **Preview Format** in which to display the checks
 - **Printer** to send checks to
- Clicking the **Restricted** check box will deny all other Nexsure users access to this batch.
- Select the **Print Now** check box to print the checks immediately. Regardless of whether this check box is checked or unchecked the print batch will be sent to the **batch summary** tab on the second row of tabs. The batch can also be printed from this location. Click the **OK** button. Nexsure will display the batch confirmation pop-up window which indicates the number assigned to this batch:



- Click the **OK** button. Nexsure will display the **Print Batch Check** pop-up window:



- Accept the Nexsure generated check numbers or enter the check numbers manually. Note that skipping check numbers is not advised and may result in one check number assigned to two different checks. If a check number is skipped change the next available check number on the **bank accounts** tab before printing the next check.
- Load the checks in the printer and click the **OK** button. Nexsure will return to the Disbursement Summary tab and the selected bank account entries will be displayed. After refreshing the screen a checkmark will appear in the **Printed** check box for the printed disbursements.

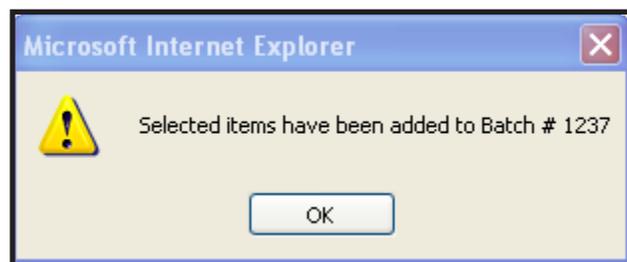
Adding Unprinted Entries to an Existing Batch

Navigate to the Disbursement Summary tab by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details**  icon for the desired territory. Click the **accounting** tab; click the **transactions** tab on the second row of tabs; click the **disbursements** tab on the third row of tabs.

- Select the appropriate bank account from the **Select Bank Account** drop-down box.
- Click the **[Show]** filter link and search for the disbursements to add to the existing batch. Select each entry by clicking the select check box to the left of each entry or click **[Select All]** for all items on a page.

- Click the [Add to Existing Batch] link. Nexsure will display the following Search pop-up window:

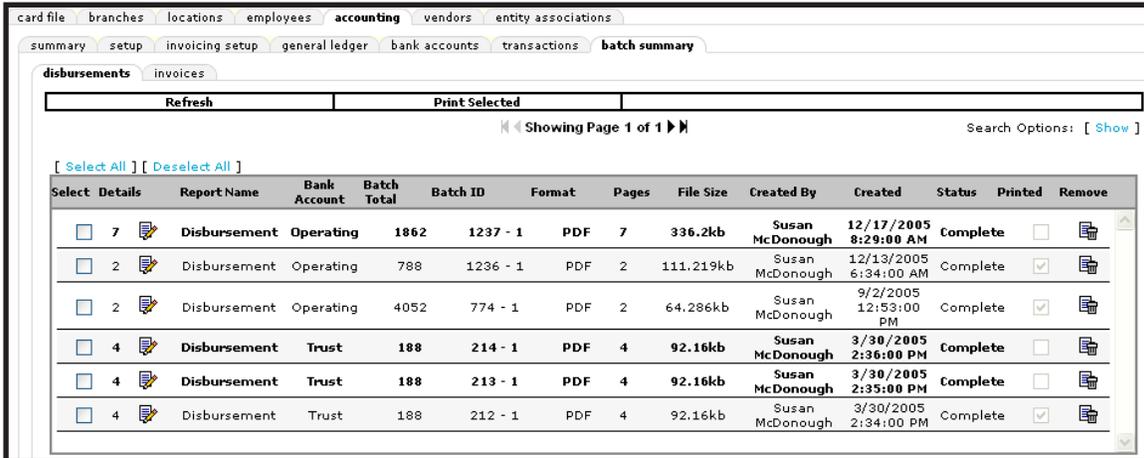
- The existing batch can be accessed using the scroll bar at the bottom of the pop-up window. If the list is long, enter data in at least one of the input fields at the top of the pop-up window and click the **Search** button.
- Select the correct batch and click the **OK** button. After clicking **OK** Nexsure will display a confirmation pop-up window indicating the batch number to which the new items have been added:



- Click **OK**. Nexsure will return to the **disbursements** tab.

Accessing Print Batches from the Batch Summary Tab

Navigate to the **batch summary** tab by clicking the **ORGANIZATION** link on the **Primary** menu. Click the **territories** tab then click the **Details**  icon for the desired territory. Click the **accounting** tab; click the **batch summary** tab on the second row of tabs. Nexsure will display the following:

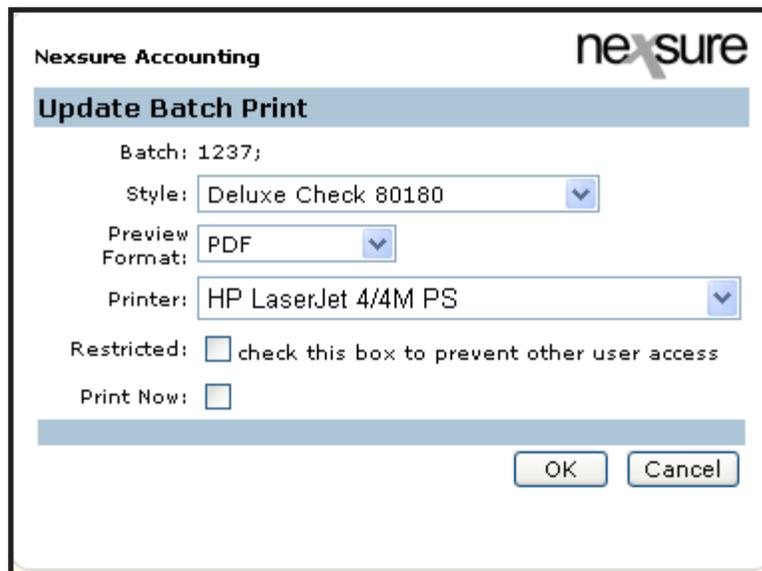


Select	Details	Report Name	Bank Account	Batch Total	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>		Disbursement	Operating	1862	1237 - 1	PDF	7	336.2kb	Susan McDonough	12/17/2005 8:29:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>		Disbursement	Operating	788	1236 - 1	PDF	2	111.219kb	Susan McDonough	12/13/2005 6:34:00 AM	Complete	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		Disbursement	Operating	4052	774 - 1	PDF	2	64.286kb	Susan McDonough	9/2/2005 12:53:00 PM	Complete	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		Disbursement	Trust	188	214 - 1	PDF	4	92.16kb	Susan McDonough	3/30/2005 2:36:00 PM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>		Disbursement	Trust	188	213 - 1	PDF	4	92.16kb	Susan McDonough	3/30/2005 2:35:00 PM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>		Disbursement	Trust	188	212 - 1	PDF	4	92.16kb	Susan McDonough	3/30/2005 2:34:00 PM	Complete	<input checked="" type="checkbox"/>	

- A new batch displays in blue while it is processing. Periodically click the **Refresh** link until the batch status is complete and the entry displays in black. The batch will remain bold until printed.

Note: Click the **Details**  icon on a batch to display the disbursement details. Click the **Close** link to exit the details and return to the Batch Summary list.

- Select the batch or batches desired by clicking the select check box to the left of the batch.
- Click the **Print Selected** link. Nexsure will display the following pop-up window:



Nexsure Accounting **nexsure**

Update Batch Print

Batch: 1237;

Style:

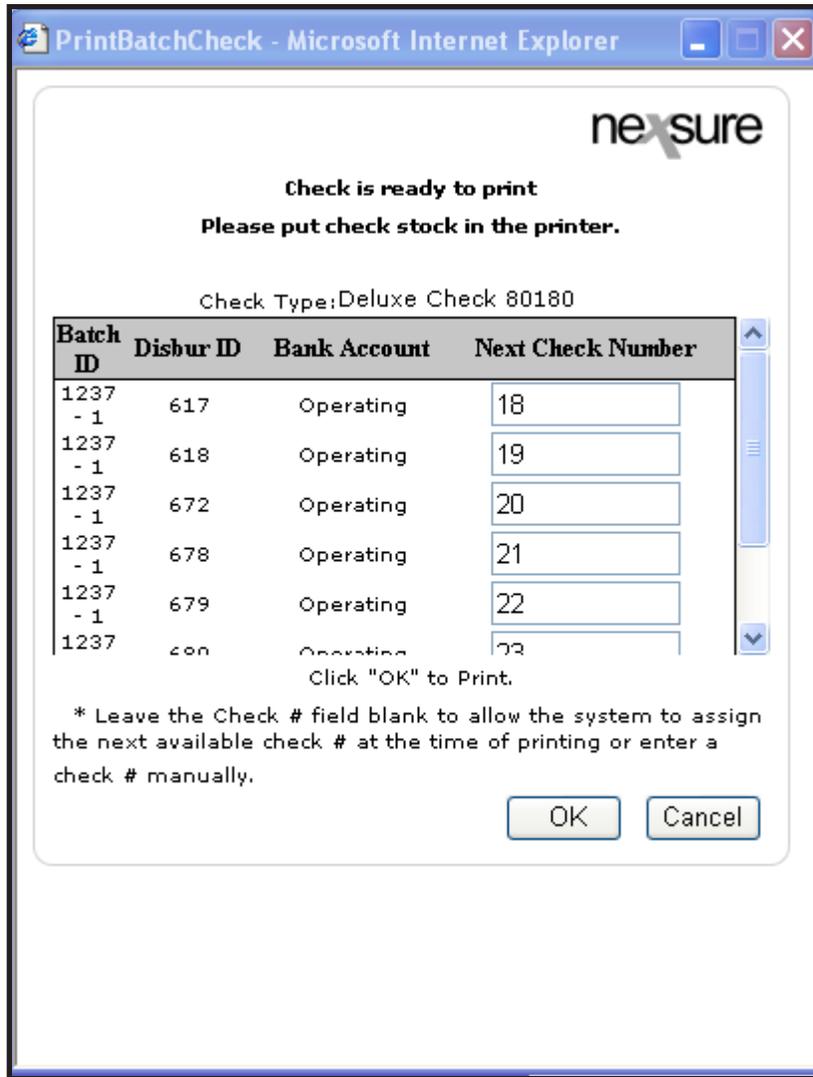
Preview Format:

Printer:

Restricted: check this box to prevent other user access

Print Now:

- Click the **Print Now** check box and click **OK**. Nexsure will display the **Print Batch Check** pop-up window:



- Accept the Nexsure generated check numbers or enter the check numbers manually. Note that skipping check numbers is not advised and may result in one check number assigned to two different checks. If a check number is skipped change the next available check number on the **bank accounts** tab before printing the next check.
- Load the checks in the printer and click the **OK** button. Nexsure will return to the **batch summary** tab. A checkmark will display in the **Printed** check boxes for the printed batches.

