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:

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

- 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:

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

```
Nexsure Accounting

Add To Existing Batch

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.

To Search, enter criteria in the fields below and press Search.
To use the Last Created option, click on the batch name and press OK.

Search

Batch Name: ____________________________
Description: __________________________
Created By: ____________________________
Date From: ___________ Date To: ___________
Batch ID: ____________________________

Search Clear

Last Batch Created:

1272-Invoicing
1255-Invoicing
1254-Invoicing
1253-Invoicing

Style: Deluxe Form 80626

OK Cancel
```

- 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:

![Selected items have been added to Batch # 1272](image)

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:

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:
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.
- Load the invoice paper in the printer and click the **OK** button. Nexsure will flash the Adobe Acrobat splash screen and return to the **batch summary** tab. After refreshing the screen a checkmark will appear in the **Printed** check boxes for the printed batches.

**Notes**
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:

<table>
<thead>
<tr>
<th>Select All</th>
<th>Create Print Batch</th>
<th>Add To Queue Bank</th>
<th>Bank Name</th>
<th>Amount</th>
<th>Created By</th>
<th>Date Created/Posted/Printed/Gained/Removed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>American Express</td>
<td>500.00</td>
<td>Susan McDonald</td>
<td>12/16/2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Verizon</td>
<td>100.00</td>
<td>Susan McDonald</td>
<td>12/16/2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shred-It</td>
<td>500.00</td>
<td>Susan McDonald</td>
<td>12/16/2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cellphone</td>
<td>150.00</td>
<td>Susan McDonald</td>
<td>12/16/2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kroger</td>
<td>200.00</td>
<td>Susan McDonald</td>
<td>12/16/2005</td>
</tr>
</tbody>
</table>

- 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:

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

![Print Batch Check](image)

- 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.
Ordering Nexsure Checks and Invoices

Checks and other multi-purpose forms compatible with Nexsure are available from Deluxe Forms. Order by phone, 1-800-328-0304, or from www.deluxeforms.com. For more information, see “Deluxe Forms Ordering” in HELP > Before You Start.

Notes