# Chapter 15

# **Batch Printing**

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#### IN THIS CHAPTER

- **\*** Batch Printing Definition
- **\*** Batch Printing Invoices
- **\*** Batch Printing Checks
- \* Ordering Nexsure Checks and Invoices

# **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:



file V branches	locations	employees	accounting	vendors	entity associati	ons			
nmary setup	invoicing :	setup 🍸 genera	il ledger 🍸 ba	ink accounts	transactions	batch summary			
ransaction sum	nary 🗡 journ	al entry 💙 disb	ursements	receive paym	ents deposit	accounts payable	reconciliation invoices		
				н∢	Showing page	1 of 20 🕨 🕺 🔽			Filter: [Show]
		The searc	h returned n	nore than 20	0 records. This	may indicate that not	all records returned are valid		
			PI	ease conside	r restricting you	ir search by using sea	ren miters.		
Select All] [D	eselect All]	Create Print I	Batch] [Add	To Existing B	atch]				[Export] [Print]
Select Details	Invoice Prin ID Dat	nt Effective ce Date	Date Booked	Status	Client Name	Policy Number	Description	Bill Method	Amount Printed
	8986	12/26/2005	12/26/200	5 Posted .	ABC Constructio	n		Agency Bill	\$50.00

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:

ansaction summary journ	nal entry disbursements	receive payments de	posit accounts payable	reconciliation invoices	
		🛛 🖣 Showing	page 1 of 3 🕨 🕺 🚺		Filter: [Hide]
Search Criteria					Save Filter Settings
Region:	Southern Region	Branch:		×	
Territory:	Southern Territory	Department:			
		Unit:	3		
Bill Method:	Both	Date Created (Fr):		Date Created (To):	
Post Status:	All	Date Booked (Fr):		Date Booked (To):	
Bill Type:	All	Effective Date (Fr):		Effective Date (To):	
Invoice Type:	All	Print Date(Fr):		Print Date (To):	
Invoice Mode:	All	Client Name:		Print Status: All	~
Master Invoice ID:		Policy Number:			
Invoice ID:		Description:			
Sout Oudou		_			

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 <b>Printed</b> or <b>Unprinted</b> to limit invoice display.
Post Status	Select <b>Posted-Auto</b> if only printing automatically posted invoices. Select <b>Posted-All or Posted-All</b> <b>Exclude Reversals</b> if batch printing all invoices.
Sort Field 1	Select <b>Date Printed</b> to separate invoices that have printed from those that have not.
Sort Order 1	Select <b>Ascending</b> 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:

mary	set	up 👔 invoicing set	tup 👔 generalledge	er 👔 bank ac	counts <b>tr</b> a	ansactions V batch s	ummary					
ansact	ion su	mmary journal	entry disbursema	ents recei	ve payments   <b>                                    </b>	deposit accour	its payable r	econciliation invoices			Filter:	[Show]
Select	All] [	Deselect All] [C Invoice	reate Print Batch] Print Effective	[Add To E: Date	xisting Batc	h]	Policy	<b>D</b>	Bill		[Export	Print
electi	jetali P	19770	11/17/20051	1/17/2005	Bostod	Oxford Band	Number	Description	Agency	Piode	425.00	Printed
	1.50	18//0	11/17/20031	1)1/)2005	Posteu	Rentals			Bill	R.	\$33.00	
	<b>P</b>	17478	08/05/20051	0/05/2005	Unposted	Oxford Band Instruments	GL- 87987987		Agency Bill	R	\$3,500.00	
	<b>&gt;</b>	17477	08/05/20051	0/05/2005	Unposted	Oxford Band Instruments	GL- 87987987		Agency Bill	R	\$3,500.00	
	<b>&gt;</b>	+17476/17353	08/05/20050	9/26/2005	Posted Reversed	Oxford Band Instruments	GL- 87987987		Agency Bill	R	(\$89.00)	
	<b>&gt;</b>	+17356/17353	08/05/20050	9/26/2005	Posted Reversed	Oxford Band Instruments	GL- 87987987		Agency Bill	R	\$89.00	
	<b>&gt;</b>	+17355/17353	08/05/20050	9/26/2005	Posted	Oxford Band Instruments	GL- 87987987		Agency Bill	R	\$3,589.00	
	<b>&gt;</b>	-17354/17353	08/05/20050	9/26/2005	Posted Reversed	Oxford Band Instruments	GL- 87987987		Agency Bill	R	(\$3,500.00)	
	<b>&gt;</b>	17353/+17476	08/05/20050	8/05/2005	Posted Reversed	Oxford Band Instruments	GL- 87987987		Agency Bill	R	\$3,500.00	
	<b>&gt;</b>	+17337/17331	07/04/20050	9/23/2005	Posted Reversed	Mason Electronics	GL-98876		Agency Bill	R	\$89.00	
_		11700//17001	07/04/00050			Marca Electronica	01.00037		Agency		to 500.00	

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

**Showing page 1 of 2 N 1** 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 Acco	unting	ne sure
Create Bat	ch Print	
Batch Name:	Invoicing	
Description:	Invoicing created on 12/29/200	)5
Style:	Deluxe Form 80626	*
Preview Format:	PDF 💌	
Printer:	HP LaserJet 4/4M PS	*
Restricted:	check this box to prevent oth	ner user access
Print Now:		
		K Cancel

- 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<sup>\*</sup>
 Acrobat<sup>\*</sup> 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	ne sure
Add To Existing Batch	
When adding an item to an existing batch, you ha can either search for an existing batch using the s select one of the batches in the Last Created area	ve two options: You earch area below or
To Search, enter criteria in the fields below and pre	ess 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:	0
Batch ID:	
	Search Clear
Last Batch Created:	
1272-Invoicing	~
1255-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:



• 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:

		Refres	h		Print Sel	ected								
						🗐 🖣 Showin	ng Page 1	of 1 ▶ 🕅			Se	arch Opt	ions: [ <mark>S</mark> h	ow
[ Select	t All ] [ De	eseled	: All ]											
elect D	Details Pri	int	Report Name	Batch Total B	3atch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove	
	<b>P</b>	6	Invoicing	381	1273	PDF	2	69.347kbSu	usan McDonough	12/29/2005 11:57:00 AM	Complet	e 🗹	<b>B</b>	^
	<b>&gt;</b>	8	Invoicing	12750	1272	PDF	3	106.424kb	Susan McDonough	12/29/2005 11:52:00 AM	Complet	e	Ē.	
	<b>P</b>	8	Invoicing	50	1255	PDF	1	39.452kbSu	usan McDonough	12/28/2005 12:20:00 PM	Complet	e 🗌		Ξ
	Þ	9	Invoicing	13145.84	1254	PDF	2	72.206kbSu	usan McDonough	12/28/2005 9:32:00 AM	Complet	e 🗸	<b>E</b>	
		_								2102100 200				

• 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:

Nexsure Accou	unting	ne sure
Update Bat	ch Print	
Batch:	1272;	
Style:	Deluxe Form 80626	~
Preview Format:	PDF 💌	
Printer:	HP LaserJet 4/4M PS	~
Restricted:	check this box to prevent oth	ner user access
Print Now:		
		OK Cancel

- Select the appropriate choice from each of the following drop-down boxes:
  - □ Style of invoice to print
  - D 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:

nmary 🍸	setup	invoicing setup	general ledg	er Y bank accounts	transactions ba	tch summar	ry					
ansactio	n sum	mary 🗡 journal entry	disbursem	ents receive payr	ments deposit ac	counts pay	able reconciliation	invoices				
Select I Bank	3ank A One 7	Account: 7777777 Operating	)	~				Filter: [	Show]	[Add Ne	w Disbur	seme
[Select	<u>All] [</u> Detail	Deselect All] [Crea	ate Print Bato Disbur. ID	th] [Add To Existin) Check Number	g Batch] Description	Amount	Created By	Date Created	Posted	Printed	Cleared I	Remo
Select	All] [ Detail	Deselect All] [Crea s Payee American Express	<mark>ate Print Bato</mark> Disbur. ID 681	th] [Add To Existing Check Number 0	g Batch] Description American Express	Amount \$500.00	<b>Created By</b> Susan McDonough	Date Created	Posted	Printed	Cleared F	Remo
Select	All] [ Detail	Deselect All] [Crea s Payee American Express Verizon	ote Print Bate Disbur. ID 681 680	th] [Add To Existing Check Number 0 0	g Batch] Description American Express verizon	Amount \$500.00 \$25.00	<b>Created By</b> Susan McDonough Susan McDonough	Date Created 12/16/2005 12/16/2005	Posted	Printed	Cleared I	Rem(
Select	All] [ Detail	Deselect All] [Crea sPayee American Express Verizon Shred-It	<b>Disbur. ID</b> 681 680 679	check Number Check Number 0 0 0	g Batch] Description American Express verizon December 05 Stm	Amount \$500.00 \$25.00 t \$150.00	<b>Created By</b> Susan McDonough Susan McDonough Susan McDonough	Date Created 12/16/2005 12/16/2005 12/16/2005	Posted	Printed	Cleared F	Rem(
Select	All] [ Detail	Deselect Ali] [Cres sPayee American Express Verizon Shred-It Verizon	Attention         Print Bate           Disbur. ID         681           680         679           678         678	th] [Add To Existing Check Number 0 0 0 0	g Batch] Description American Express verizon December 05 Stm Cell phone	Amount \$500.00 \$25.00 t \$150.00 \$199.00	Created By Susan McDonough Susan McDonough Susan McDonough Susan McDonough	Date Created 12/16/2005 12/16/2005 12/16/2005 12/16/2005	Posted	Printed	Cleared F	Rem(  

 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

**Showing page 1 of 2 N I 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:

Nexsure Acco	unting No.	e sure
Create Bat	ch Print	
Batch Name:	Disbursement	
Description:	Disbursement created on 12/17/200	)5
Style:	Deluxe Check 80180	*
Preview Format:	PDF 💌	
Printer:	HP LaserJet 4/4M PS	*
Restricted:	check this box to prevent other u	ser access
Print Now:		
	OK	Cancel

- 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:

			ne sure
	Please	Check is ready to put check stock i	print n the printer.
	Check	Type:Deluxe Che	ck 80180
Batch ID	Dishur ID	Bank Account	Next Check Number
1237 - 1	672	Operating	12
1237 - 1	678	Operating	13
1237 - 1	679	Operating	14
1237 - 1	680	Operating	15
1237 - 1	681	Operating	16
		Click "OK" to P	rint.
* Leav	e the Chec t available o	k # field blank to a theck # at the time	allow the system to assign of printing or enter a
heck #	manually.		

- 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:

Nexsure Accounting	ne sure
Add To Existing Batch	
When adding an item to an existing batch, you ha can either search for an existing batch using the so select one of the batches in the Last Created area	ve two options: You earch area below or
To Search, enter criteria in the fields below and pre	ess 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:	
1237-Disbursement	~
1236-Disbursement	
1234-Vendor checks due 12-15-05	
1224-Disbursement for 12/8	
Style: Deluxe Check 80180	
	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:



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:

		1	Refresh			Print Selected								
<b>.</b>				Showing Page 1 of 1					Search Options: [ Sh					
[ Selec	et All	1 De	select All 1											
Select	Deta	ails	Report Name	Bank Account	Batch Total	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
	7	<b>*</b>	Disbursement	Operating	1862	1237 - 1	PDF	7	336.2kb	Susan McDonough	12/17/2005 8:29:00 AM	Complet	e 🗌	E.
	2	<b>&gt;</b>	Disbursement	Operating	788	1236 - 1	PDF	2	111.219kb	Susan McDonough	12/13/2005 6:34:00 AM	Complet	e 🗹	E.
	2	<b>*</b>	Disbursement	Operating	4052	774 - 1	PDF	2	64.286kb	Susan McDonough	9/2/2005 12:53:00 PM	Complet	e 🗸	Ŀ
	4	<b>&gt;</b>	Disbursement	Trust	188	214 - 1	PDF	4	92.16kb	Susan McDonough	3/30/2005 2:36:00 PM	Complet	e 🗌	L.
	4	<b>&gt;</b>	Disbursement	Trust	188	213 - 1	PDF	4	92.16kb	Susan McDonough	3/30/2005 2:35:00 PM	Complet	e	<b>B</b>
	4	₩ 	Disbursement Disbursement	<b>Trust</b> Trust	188	<b>213 - 1</b> 212 - 1	PDF	4	92.16kb	McDonough Susan McDonough	2:35:00 PM 3/30/2005 2:24:00 PM	Complet	e 🗌	

• 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	ne sure
Update Batch Print	
Batch: 1237;	
Style: Deluxe Check 80180	*
Preview PDF 💙	
Printer: HP LaserJet 4/4M PS	~
Restricted: 📃 check this box to prevent o	ther user access
Print Now:	
	OK Cancel

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

🕙 PrintB	atchCheck	c - Microsoft Inte	ernet Explorer					
			ne	sure				
Check is ready to print Please put check stock in the printer.								
Check Type:Deluxe Check 80180								
Batch ID	Disbur ID	Bank Account	Next Check Numb	er 🔷				
1237 - 1	617	Operating	18					
1237 - 1	618	Operating	19	∃				
1237 - 1	672	Operating	20					
1237 - 1	678	Operating	21					
1237	679	Operating	22					
1237	200	Operation Click "OK" to	רי Print.					
* Lea	ve the Che	ck # field blank to	o allow the system t	o assign				
the ne>	t available manually.	check # at the tir	ne of printing or en	tera				
			OK I	Cancel				

- 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.



### Notes


# 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

