

Tech Tip #5: Pending Batches in CheckLogic

The **Pending Batch** feature in CheckLogic allows you to put a partial batch on hold to be completed later that same day. To do this, click on the **Pending**button on the upper right hand side of the CheckLogic screen. Once a pending batch is reloaded, additional checks may be added to the batch and reject/repair may be completed before the batch is submitted.

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One the Pending button has been clicked, the following message will display.

- Answer **Yes** to put the batch in **Pending** (on Hold)
- Answer *No* to keep the batch open



If you select **Yes**, you will see the batch on the **Active Batches** screen in a **Pending** Status.

Caution - *Pending batches must be Deleted or Loaded/completed before end of day (EOD).* If a batch is left in a Pending status it will skew the totals on your EOD reports.

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Batch Summary					
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Work Type: ALL					
▶ Today's Deposits - \$.00					
Previous Deposits					
Search Checks					

Delete a Pending Batch

If the *Pending* batch has been rescanned and is no longer needed, it must be deleted.

To Delete a Pending Batch:

- Look for the dollar amount of the Pending Batch under Today's Deposits and Previous Deposits.
- 2. If you find the batch amount, it is okay to delete the **Pending** batch.
- 3. Click on the **Pending** batch line item on the **Active Batches** screen.
- The batch detail will be displayed on the bottom half of the screen and three black buttons will be enabled on the upper right hand side of the screen, **Delete**, **Load and Refresh.**

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Click **Delete.** Confirm the batch ID displayed in the confirmation window matches that of the **Pending** batch. Click Yes to Delete the pending batch.



Complete / Submit a Pending Batch

- Click on the **Pending** batch line item on the **Active Batches** screen.
- Click *Load*.

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The batch Summary screen is displayed:

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Batch Summary	
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Additional items may now be added to the batch if necessary. Enter the number of items and Dollar Amount under the *Add Items* header. The CheckLogic software will automatically recalculate the batch totals (items and \$\$ totals). Scan the additional items.

If all items are already in the batch, click *Next*, this will display the *Review and Repair Items* screen.

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Complete repair on any items that require your attention. If no items require repair, click *Next* to advance to the *Validate Batch* screen. If in balance submit the Batch.

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