Steps
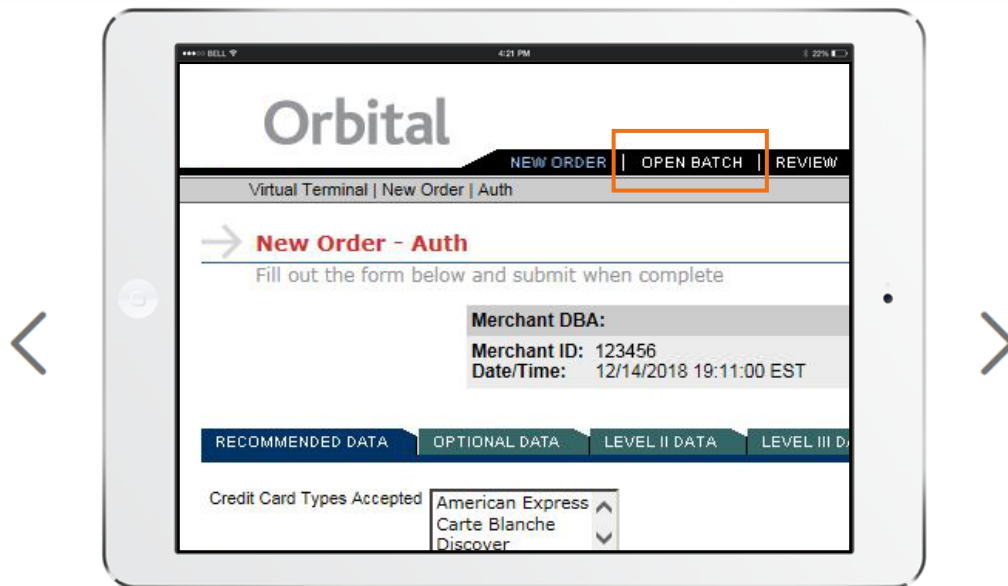
1 | **Click the Open Batch tab**

2 | Click the Search button

3 | Click the Settle button

4 | Click the Close button

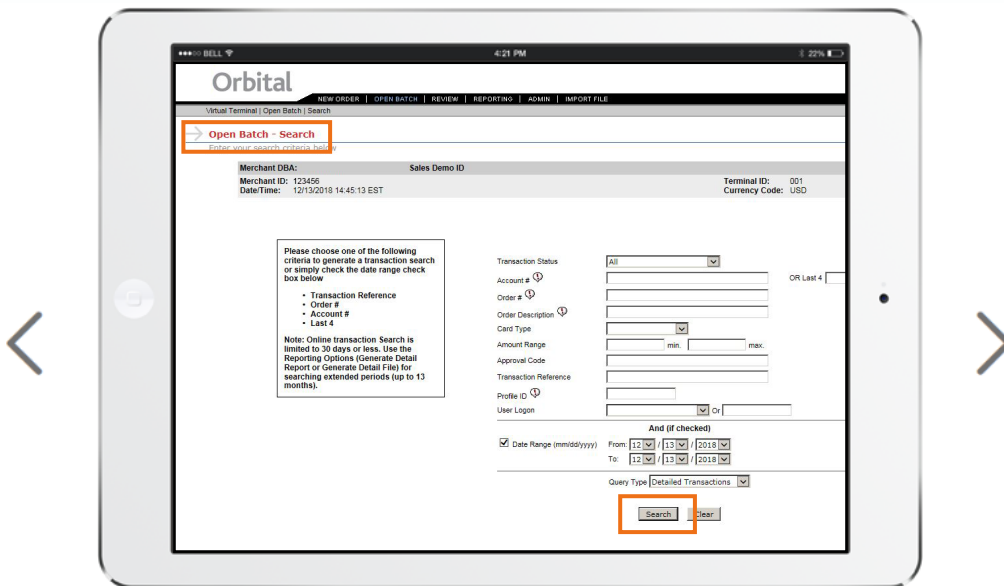### Step 1

Click the Open Batch tab

Click the **Open Batch** tab at the top of the screen.

Steps

1 | Click the Open Batch tab

2 | Click the Search button

3 | Click the Settle button

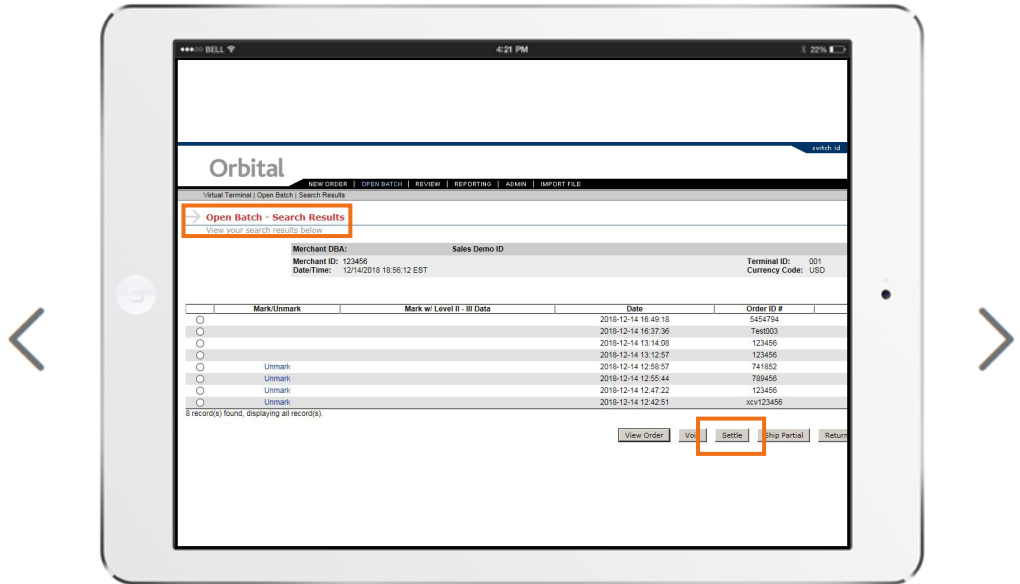4 | Click the Close button

Step 2

Click the Search button

It is not necessary to enter anything in the search fields. Simply click the **Search** button to view all transactions in the open batch for the current date.

Steps

1 | Click the Open Batch tab

2 | Click the Search button

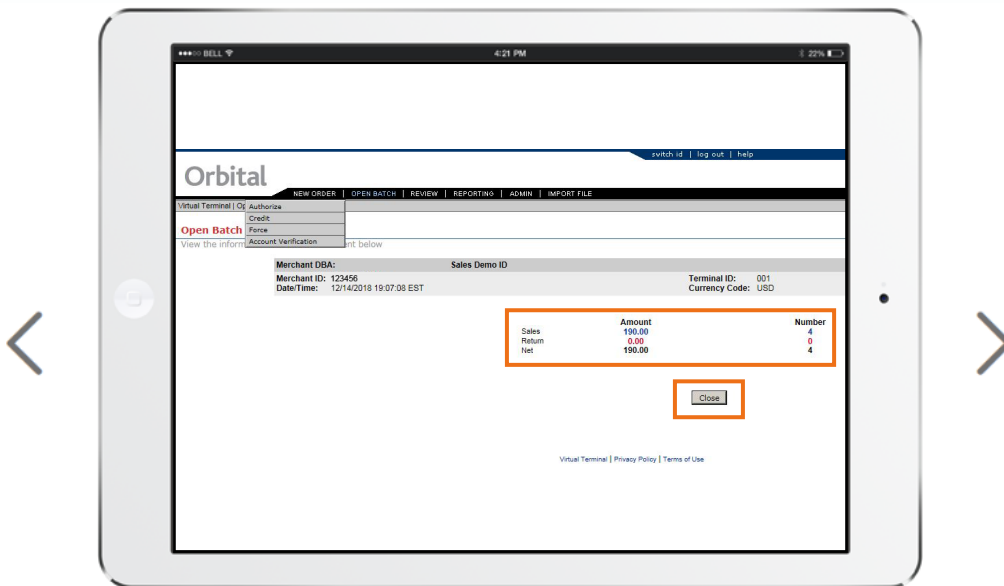**3 | Click the Settle button**

4 | Click the Close button

Step 3

Click the Settle button

The open batch transactions will display on the next screen and no selection is needed. Click the **Settle** button at the bottom of the list to settle the batch.

Steps

1 | Click the Open Batch tab

2 | Click the Search button

3 | Click the Settle button

4 | Click the Close button

Step 4

Click the Close button

A list of settled transactions will display. Click the **Close** button.