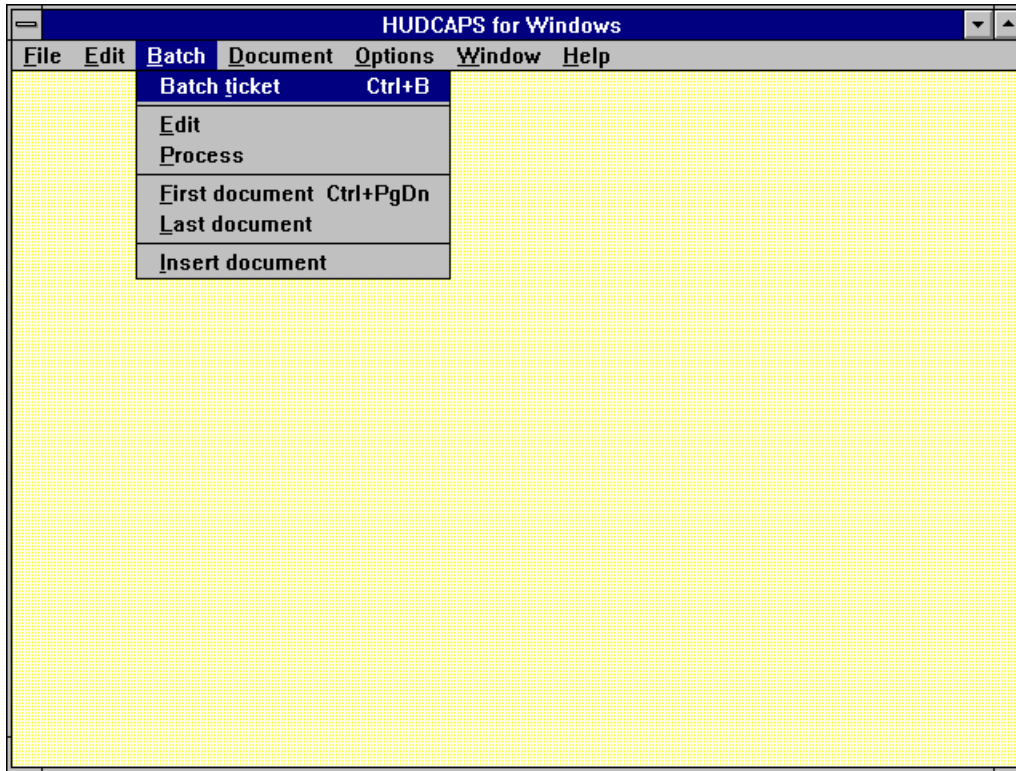


## Section 10 Batch Menu



| Menu Selection  | Keyboard    | Description  |
|-----------------|-------------|--|
| Batch Ticket    | Ctrl + B    | Opens the Batch Ticket window. Provides information related to a batch of documents (e.g., total dollar amount and number of documents entered)  |
| Edit            | —           | Applies all system checks and edits to the batch ticket. If errors are found, the appropriate messages are displayed. Otherwise, the document is ready for approval by an Authorized Supervisor. |
| Process         | —           | Applies all system checks and edits to the batch ticket and updates all related tables and queries.  |
| First Document  | Ctrl + PgDn | Scrolls forward to next document in the batch  |
| Last Document   | —           | Moves to the last document in the batch  |
| Insert Document | —           | Inserts a new document into the batch  |