

## Activate/Deactivate a Batch

To activate/deactivate a batch, complete the following steps:

1. From the Check Processing tab, click Batch Management. The Search Batch page appears.
2. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to activate/deactivate a batch for by checking the box under the **Select** column



### Application Tip

Only batches with an **Open** or **Closed** status can be activated/deactivated. Additionally, batches currently in use cannot be deactivated.

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



### Application Tips

- The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.
- The **Created On Date** range cannot exceed 30 days. Additionally, if more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
- When running a search *with* the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days, then only the most recent 1,000 batches appear.
- When running a search *without* specifying any criteria (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.

- Enter the **Batch ID**, *optional*



### Application Tip

If the only search criteria entered is a valid **Batch ID**, then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**, *optional*

- Select the **Status** you want to activate/deactivate by checking the **Open** and/or **Closed** boxes under the **Select** column



### Application Tip

Only batches with an **Open** or **Closed** status can be activated/deactivated. Additionally, batches currently in use cannot be deactivated.

3. Click Search. The Summary of Batches page appears.
4. Check the checkbox of the Batch ID you want to activate or deactivate and click Activate/Deactivate. The Activate/Deactivate Batch page appears, as shown in Figure 1.

**Figure 1. View Batches Page (Activate/Deactivate)**

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C.	Total Amount	Status	Active Flag	Approver	Approved On
<input type="checkbox"/>	415756F-641E-4FC1-8F5A-ED083D44E19	cccl0003	THLL2	222334401	9/9/2014 4:07:47 PM	1	10.00	OPEN	✓		
<input type="checkbox"/>	087650E-4205-4618-B333-1E53DA71A250	cccl0003	THLL2	222334401	9/9/2014 3:42:50 PM	1	10.00	CLOSED	✓		
<input checked="" type="checkbox"/>	4D3972D3-F098-4EDF-9083-F2C0705A3998	cccl0002	THLL2	222334401	9/9/2014 1:50:17 PM	3	60.00	OPEN	✓		
<input type="checkbox"/>	A86709E3-D684-4884-6979-FD91A19A3C02	cccl0001	THLL2	222334401	9/8/2014 3:34:34 PM	2	40.00	OPEN	✓		
<input type="checkbox"/>	D19E3C52-D64C-4316-89E7-26A6710A870D	cccl0001	THLL2	222334401	8/20/2014 5:05:35 PM	1	1.00	CLOSED	✓		
<input type="checkbox"/>	CAMP0C55-90EB-4FEE-4F20-4DBE65779E1F	cccl0001	THLL2	222334401	8/20/2014 4:50:07 PM	2	15.00	CLOSED	✓		



### Application Tip

If a batch is activated or deactivated a check appears under the **Active Flag** column. If a batch is deactivated, the **Active Flag** column is blank.

5. Click **Confirm**. A message appears stating the batch(es) have been activated/deactivated and the value under **Active Status** updates to Active/Inactive.



### Additional Buttons

- Click **Return to Batch Summary** to return to the batch summary page.
- Click **Return Home** to return to the OTCnet homepage.