Close a Single Batch

To close a single batch in OTCnet Offline, complete the following steps:

1. From the **Check Processing** tab, click **Batch Management**. The *Search Batch* page appears.

Application Tips

- Before closing a batch or multiple batches offline, you must first access the **OTCnet Offline** icon on your terminal's desktop and enter your User ID and password. After you have successfully logged on, search for the batch.
- To determine if your terminal is connected to the online OTCnet server, refer to the Connection Status indicator located on the top-right of the page. If the Connection Status is green, the terminal is connected to the online OTCnet server. If the Connection Status indicator is red, the terminal is not connected to the online OTCnet server.

2. Select or enter the batch search conditions.

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

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

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 a 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
- If you run 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.
- If you run a search **without** specifying any criterion (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**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to **Close** by checking the **Open** or **Closed** box under the **Select** column
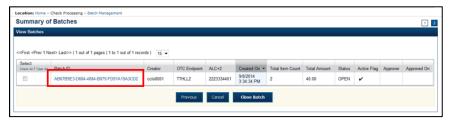
> 💡 **Application Tip**
>
> Batches in Open or Closed status can be classified or edited at the summary level.

3. Click **Search**. The *View Batches* page appears as shown in Figure 1.

Figure 1. Check Scan- Select Batch Page

4. Click the **Batch ID** hyperlink. The *View Checks* page appears.
5. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window.
6. Verify the details are correct and click **Previous** to return to the *View Batches* page.
7. Select the batch you want to close by checking the box to the left of the **Batch ID**.
8. Click **Close Batch** as shown in Figure 2. The *Close Batch* page appears.

Figure 2. Select to Close Batch

9. Verify that you want to close the batch and click **Confirm**. The *Batch Control* page appears with the batch details.
10. Enter the **Batch Control Count** and **Batch Control Amount**, if your terminal is configured for this action on batch close.

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11. Click **Next**. The *Close Batch* page appears.

12. Click **Confirm** to close the batch.

 Application Tips

- The **Confirm** button is enabled. As a best practice, export or print the Batch List Report prior to clicking the **Confirm** button.
- For offline, the user can close the batch without needing to print the PDF report or export the batch list report, regardless if the **Close Batch** and/or **Approve Batch** checkboxes are checked or unchecked. The **Confirm** button is enabled.
- If the user is closing and/or approving multiple batches offline, **Confirm** is enabled and the user can close and/or approve multiple batches without needing to print the PDF reports or export the batch list reports. As a best practice, print the PDF reports or export the batch lists prior to closing and approving multiple batches

13. A *Close Batch* page appears verifying the batch has been closed.

14. Click **Return to Batch Summary**. The *View Batches* page appears.

15. Click **Return Home** to return to the OTCnet Homepage.

 Application Tip

If a **Check Capture Lead Operator (CCLO)** or **Check Capture Operator (CCO)** closes a batch, the batch status changes from **Open** to **Closed**. If a **Check Capture Supervisor (CCS)** closes a batch, the batch status changes from **Open** to **Approved**. If **Skip** is clicked, the **Status** remains **Open** and the batch is not closed.