

Close a Single or Multiple Batch(es)

To close a single or multiple batch(es), complete the following steps:

1. From the **Check Processing** tab, select **Batch Management**. The *Search Batch* page appears.
2. In the search field, under **Batch Search Conditions**, enter an **OTCnet Endpoint** and select the **magnifying glass** (or the **ENTER** key) icon to retrieve a new set of results.
3. Select the **OTC Endpoint** you want to **Edit** a batch for by checking the checkbox under the **Select** column.
4. Under **Created On Date**, enter the **From** and **To** date range, as needed.



Application Tips

- There is an endpoint search restriction set based on **user permissions** (i.e., a **CCLO**, **CCA** user can only search for their Agency and any endpoints under their Agency.).
- 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.

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

Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** box under the **Select** column.
5. Select **Search**. The *View Batches* page appears.
 6. Select the **Batch ID** hyperlink. The *View Checks* page appears.

7. Select the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
8. Select **Previous** to return to the *View Batches* page.
9. Select the batch(es) you want to close by checking the boxes to the left of the **Batch IDs**.
10. Select **Close Batch**. The *Close Batch* appears.
11. Verify that you want to close the batches and select **Confirm**. The *Batch Control* page appears.
12. Enter the **Batch Control Count** and **Batch Control Amount**, if applicable.
13. Select **Next**. The *Close Batch* page appears.
14. Select **Print PDF Report** or **Export** and select **Confirm** to close the batch(es).



Application Tips

- After **Print PDF Report** or **Export** is selected, the **Confirm** button is enabled. The batch(es) is(are) not closed until **Confirm** is selected.
- The system generates one report for all selected batches.
- If the CCS or CCA checked the **Close Batch** checkbox under **Advanced Administration**, then the user must print the PDF report or export the batch list report. Afterwards, the user can proceed to close the batch.
- If the user is closing multiple batches online and the **Close Batch** checkbox is checked at any OTCnet endpoint, then the user must print the PDF reports or export the batch list reports. The batch is not closed until **Confirm** is selected, which is enabled when the **Print PDF Report** or **Export** is selected.
- If the user is closing multiple batches online and the **Close Batch** checkbox is not checked, then the user can close multiple batches without printing the PDF reports or exporting the batch list reports. **Confirm** is enabled and the user can select to close the multiple batches.
- A user may print the PDF report or export the batch list report, regardless of whether the **Close Batch** and/or **Approve Batch** checkboxes are checked or unchecked. A CCS or CCA can specify the **Batch List Report Print/Export Required During** options under **Advanced Administration**.

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15. A *Close Batch* page appears verifying the batches have been closed.
 16. Select **Return to Batch Summary**. The *View Batches* page appears.
 17. Select **Return Home** to return to the OTCnet Homepage.



Application Tip

If a **CCLO** or **CCO** closes a batch, the batch status changes from **Open** to **Closed**. If a **CCS** closes a batch, the batch status changes from **Open** to **Approved**. If **Skip** is selected, the **Status** remains **Open** and the batch is not closed.
