Void All Checks in a Batch

To void all scanned checks in a batch, complete the following steps:

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

Application Tip

Only batches in **Open** status can have all checks voided at once.

2. Select or enter the batch search conditions you would like view.

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

    - Select the **OTC Endpoint** you want to void a check 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 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 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**,

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column

3. Click **Search**. The *View Batch* page appears.

4. Click the **Batch ID hyperlink**. The *View Checks* page appears.

5. Under **Batch Commands**, click **Void All**, as shown in Figure 1.

Figure 1. View Checks (Voiding)
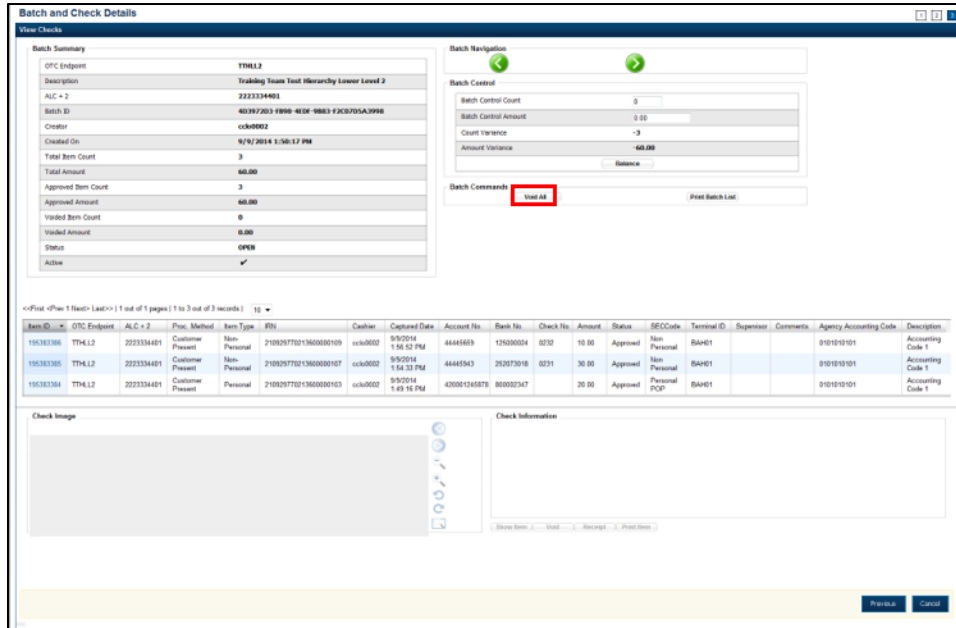
6. Click **Confirm** at the prompt to void all checks.

7. Enter comments concerning the void request at the prompt and click **OK**.

8. Click **OK** at the final prompt stating that the checks in the batches have been voided successfully.

Application Tip

After an entire batch of checks is voided, as a best practice, it is recommended that the batch be deactivated so that it is not accidently forwarded for settlement. Deactivated batches are archived to the Historical Database after 18 months as all batches and their associated check items are archived regardless of the batch status.

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Previous** to return to the previous page.
- Click **Void All** to void all items in the batch.
- Click **Print Batch List** to print the batch list.
- Click **<** to go to the first batch.
- Click **>** to go to the next batch.
- Click **<<Image** to return to the previous check.
- Click **>>Image** to view the next check.
- Click **Zoom-** to reduce the image size.
- Click **Zoom+** to enlarge the image size.
- Click **Rotate Left** to turn the image to the left.
- Click **Rotate Right** to turn the image to the right.
- Click **Show Item** to view the check item details.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print a batch list report.