

Void All Checks in a Batch in OTCnet Offline

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.
2. Select or enter the batch search conditions.



Application Tip

You can only void all checks at once in batches with an **Open** status.

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 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 **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.

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

Figure 1. View Checks (Voiding)

Batch ID	OTC Endpoint	ALC + 2	Proc. Method	Item Type	Item	ETN	Cashier	Captured Date	Account No.	Batch No.	Check No.	Amount	Status	SECCode	Terminal ID	Supervisor	Comments	Agency Accounting Code	Description
19018336	TH4.L2	222334481	Customer Present	Non-Personal	21092077021360000109	ca0002	932014	1/6/22 PM	4444569	12500024	0232	10.00	Approved	Non-Personal	BAH01			01010101	Accounting Code 1
19018336	TH4.L2	222334481	Customer Present	Non-Personal	21092077021360000107	ca0002	932014	1/6/22 PM	4444563	25207018	0231	30.00	Approved	Non-Personal	BAH01			01010101	Accounting Code 1
19018336	TH4.L2	222334481	Customer Present	Personal	21092077021360000103	ca0002	932014	1/6/22 PM	430001245076	800002347		20.00	Approved	Personal POP	BAH01			01010101	Accounting Code 1

- Click **Confirm** at the prompt asking if you want to void all checks.
- Enter comments concerning the void, at the prompt, and click **OK**.
- 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, it is recommended that the batch be deactivated so that it is not accidentally forwarded for settlement. Deactivated batches will still be 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 will be 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.
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