Approve Multiple Batches

To approve multiple batches, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. Select or enter the batch search conditions you would like view.

   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 Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.

Application Tip

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.

Application Tip

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.

Application Tip

If you run 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**

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**,

- Select the **Status** you want to approve by checking the **Closed** box under the **Select** column

4. Click **Search**. The *View Batch* page appears.
5. Click the **Batch ID** hyperlink. The *View Checks* page appears.
6. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Activate/Deactivate** to activate or deactivate a batch.
- Click **Close Batches** to close a batch.
- Click **<<First** to go to the first page. (Only appears if there are several pages retrieved for the search results.)
- Click **Next>** to go to the next page. (Only appears if there are several pages retrieved for the search results.)
- Click **Last>>** to return to the last page. (Only appears if there are several pages retrieved for the search results.)
- 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 and update 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.

7. Verify the details are correct and click **Previous** to return to the *View Batch* page.
8. Select the batch you want to approve by checking the box to the left of the **Batch ID**.
9. Click **Approve**. The *Approve Batch* page appears.
10. Verify that you want to approve the batches and click **Confirm**. The *Approve Batch* page appears with the batch details.
11. Click **Print PDF Report** or **Export** and click **Confirm** to approve the batches.

Application Tip

After **Print PDF Report** or **Export** is clicked, the **Confirm** button is enabled. Approve Batch is not processed until **Confirm** is clicked.

12. An *Approve Batch* page appears verifying the batches have been approved.
13. Click **Return to Batch Summary**.

Application Tip

After a batch is approved, its **Status** changes from **Closed** to **Approved**.