



## Edit a Batch in OTCnet Online

To edit (manage) a batch online, 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 to view.

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

- Select the **OTC Endpoint** you want to **Edit** a batch for by checking the 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**, *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 view by checking the **Open** or **Closed** box under the **Select** column



### Application Tip

Only batches in **Open** or **Closed** status can be edited.

4. Click **Search**. The *View Batches* page appears.
5. Click the **Batch ID** hyperlink. The *View Checks* page appears.
6. Click the **Item ID** of the scanned check you would like to edit. An image and details of the check appear in a window below.
7. Click **Show Item** to the right of the check image to edit. The *Show Item* page appears.
8. Update the necessary form data.

To edit the form data, do the following:

Under **Agency Form Data**, update the check data in the field(s) provided, *if applicable*

- Enter the **Amount**
- Enter the **UDF** details



### Application Tip

The **Agency Form Data** form is customizable and can include fields beyond the **Amount** field (e.g. Driver's License Number). If your Agency has additional fields, they are displayed under the **Amount** field. Your Agency may deem the field(s) either mandatory or optional for you to complete an entry.

Under **Agency Accounting Code**, *if applicable*

- Select an **Accounting Code**



### Application Tip

If an OTC Endpoint is associated with an ALC that is designated as a Government-Wide Accounting (GWA) Reporter, all check transactions must be classified with an accounting code. If an ALC is not a GWA Reporter, classifying it with an accounting code is optional.



### Application Tip

The **Agency Accounting Codes** drop-down list displays the full **Agency Accounting Code** value (up to 50 alphanumeric characters) and some portion of the **Description** (up to 15 alphanumeric characters).



### Application Tip

If an Agency is not a GWA Reporter and becomes a GWA Reporter and an OTCnet Endpoint has not submitted a batch and the batch does not have an specified accounting code, an overlay message appears asking, "*Would you like to classify the check transaction with Accounting information?*"

If **Yes** is clicked, you are returned to the *Show Item* page and allowed to select an accounting code.

If **No** is clicked, a **Comment** dialog box appears. Enter a reason why an accounting code is not classified for the transaction.

Under **Server Controls**, *required*

- Click **Update**

9. Click **Confirm** to confirm that you want to update the check's data.
10. Enter comments concerning the updated request at the prompt and click **OK**.
11. Click **OK** at the confirmation prompt stating that the check has been updated successfully.



### Application Tip

Additional buttons on the pages 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 **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 and perform update.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print an Item List report.

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

- Click **-Front** to return to the previous check.
- Click **Back+** 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.