



Void a Check

To void a scanned check, 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 void a check for by checking the box under the **Select** column
- Enter the **Batch ID**
- Enter the **Cashier ID**

Under **Batch Status**,

- Select the **Status** you want to view by checking the **Open or 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.



Application Tip

If a batch is in use and another user attempts to access the same batch, a Batch Lock message appears stating the batch is in use and he/she cannot access the batch.

6. Click the **Item ID** of the scanned check you would like to void. An image and details of the check appear in a window below.
7. Click **Void** to the right of the check image to void the check.
8. Click **Confirm** at the prompt asking if you want to void the check.
9. Enter comments concerning the void request at the prompt and click **OK**.
10. Click **OK** at the final prompt stating that the check is voided 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 details.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print a batch list report.