Perform Batch Control on Batch Close (Optional or Mandatory)

To perform batch control on batch close, complete the following steps:

1. From the *Batch Control* page,
    - Under **Batch Detail**,
        - Enter the **Total Count**
        - Enter the **Total Amount**

2. Click **Next**. The *Close Batch* page appears.

Application Tip

If Batch Control is set to optional, the **Check Capture Lead Operator**, **Check Capture Operator**, or **Check Capture Supervisor** can choose to click to **Next** button without entering the total count and amount.

Application Tip

If the amount of a check item was incorrectly entered, click **Cancel** to return to the OTCnet Home Page. No data is saved. Refer to refer to *Chapter 5. Correcting Scanned Checks* of the *OTCnet Participant User Guide*. If you are a **Check Capture Lead Operator** or **Check Capture Operator** and discover that the amount of the check item was incorrectly entered, contact your **Check Capture Supervisor** and edit the check using the Show Item window.

3. Continue batch close process and print batch list report.