Edit a Batch

To classify or edit a batch at the summary level online, 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 you would like to view.

   **Under Batch Search Conditions, optional**
   - Select the **OTC Endpoint** you want to classify or edit a batch for by checking the 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 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
- When running 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.
- When running 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.

**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 **Batch ID**, optional

**Application Tip**

- 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
Batches in **Open** or **Closed** status can be classified or edited at the summary level.

3. Click **Search**. The **View Batches** page appears.

4. Click the **Batch ID** hyperlink. The **View Checks** page appears.

5. Click **View/Edit Classification**, as shown in Figure 1. The **Account Classification** dialog box appears.

6. Click **Edit**. The **Account Classification** dialog box refreshes.

7. Enter or update the necessary account classification data.
   
   - Select an **Agency Accounting Code**
If an OTC Endpoint is associated with an Agency Location Code (ALC) that is designated as a Central Accounting Reporting System (CARS)/Government-Wide Accounting (GWA) Reporter, all check transactions must be classified with an accounting code. If an ALC is not a CARS/GWA Reporter, classifying it with an accounting code is optional.

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).

Enter the Amount and click Add for each subtotal of the batch.

The classified total and batch total can remain unbalanced until the batch is approved. However, the Variance must equal $0.00 before a batch can be approved. If it does not, you must go back and re-validate your subtotal entries.

To delete or remove an accounting code, check the Remove check box next to the accounting code you want to delete and click Update.

Click Save
Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is 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:**

- 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.