

Resolve a Duplicate Check

To resolve a duplicate check, complete the following steps:

1. Click **Cancel** to cancel the duplicate check. A *Login ID and Password* dialog box appears.
2. Click **Accept** to continue processing the check. Click **Edit MICR** to correct the Magnetic Ink Character Recognition (MICR) line as shown in Figure 1.

Figure 1. Duplicate Check Detected

Current Check											
Scanned Check Image	<table border="1"> <tr> <td>Batch ID</td> <td>EC45B39A-ECF2-497C-902E-C2B60074EA2F</td> </tr> <tr> <td>Bank Number</td> <td>041000124</td> </tr> <tr> <td>Account Number</td> <td>00001127</td> </tr> <tr> <td>Check Number</td> <td>1694</td> </tr> <tr> <td>Check Amount</td> <td>\$.50</td> </tr> </table>	Batch ID	EC45B39A-ECF2-497C-902E-C2B60074EA2F	Bank Number	041000124	Account Number	00001127	Check Number	1694	Check Amount	\$.50
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Application Tips

- The *Login ID and Password* dialog box only appears if a **Check Capture Supervisor (CCS)** or **Check Capture Lead Operator (CCLO)** is accepting a duplicate check for a **Check Capture Operator (CCO)**. If a **CCLO** scanned the check, additional authorization is not required.
- A **CCS** or **CCLO** must authorize a MICR line code correction.
- As the **CCS** or **CCLO**, you can opt to make a MICR code line correction. If you do, look at the MICR line image closely to ensure all the characters are correctly entered in the code line Correction box.

3. Click **Cancel** or **Cancel All**. A *Transaction cancelled successfully* dialog box appears.



Application Tip

Click **Cancel** to cancel one duplicate check. Click **Cancel All** to cancel all pending checks in the batch.

4. Click **OK**. The *Check Scan – Perform Check Scan* page appears.



Additional Buttons

- Click **Previous** to return to the previous page.
 - Click **Return to Home** to return to the OTCnet Home page.
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