

## Void a Check

To void a scanned check, complete the following steps:

1. From the **Check Processing** tab, select **Batch Management**. The *Search Batch* page appears as shown in Figure 1.

Figure 1: Search Batch

The screenshot shows the 'Search Batch' interface. At the top, there's a 'Batch Search Conditions' section. Below it, there's a search field for 'OTC Endpoint' with a magnifying glass icon. A table titled 'Configured OTC Endpoints' lists various endpoints with checkboxes in the 'Select' column. Below the table, there's a 'Created On Date' section with 'From Date' and 'To Date' fields. Further down, there are fields for 'Batch ID' and 'Cashier ID'. At the bottom, there's a 'Batch Status' section with a table showing different statuses and their descriptions. A 'Search' button is located at the bottom right.

Select	OTC Endpoint	A/E	Description
<input type="checkbox"/>	TestCase	1 (green "A")	Test Case
<input type="checkbox"/>	000000001	000000001	PHI Financial Center
<input type="checkbox"/>	000000002	000000002	Full Overpayments
<input type="checkbox"/>	000000003	000000003	Partial Overpayments
<input type="checkbox"/>	000000004	000000004	WPC GP Ref 5307
<input type="checkbox"/>	000000005	000000005	Philadelphia Regional Financial Center
<input type="checkbox"/>	000000006	000000006	Philadelphia Regional Financial Center
<input type="checkbox"/>	000000007	000000007	Philadelphia Regional Financial Center
<input type="checkbox"/>	000000008	000000008	Philadelphia Regional Financial Center
<input type="checkbox"/>	000000009	000000009	Philadelphia Regional Financial Center
<input type="checkbox"/>	000000010	000000010	Philadelphia Regional Financial Center

Select	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

2. In the search field, under **Batch Search Conditions**, enter an **OTCnet Endpoint** and select the **magnifying glass** icon (or the **ENTER** key) to retrieve a new set of results.
3. Select the **OTC Endpoint** you want to **Edit** a batch for by checking the checkbox under the **Select** column.
4. Under **Created On Date**, enter the **From** and **To** date range, as needed.



### Application Tips

- There is an endpoint search restriction set based on **user permissions** (i.e., a **CCLO**, **CCA** user can only search for their Agency and any endpoints under their Agency.).
- The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.
- 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 criterion (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.

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- Enter the **Batch ID**, *optional*.
  - Enter the **Cashier 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.

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Under **Batch Status**, *optional*

- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column.
5. Select **Search**. The *View Batch* page appears.
  6. Select the **Batch ID** hyperlink. The *View Checks* page appears.
  7. Select the **Item ID** of the scanned check you would like to void. An image and details of the check appear in a window below.
  8. Select **Void** to the right of the check image to void the check as shown in Figure 2.

Figure 2. Check Image Details

**Batch and Check Details**

**Batch Summary**

OTC Endpoint	TTHL2
Description	Tracking Team Test Hierarchy Lower Level 2
ALC + 2	2223334401
Batch ID	A06790E3-0004-4004-B079-F005A19A3032
Creator	ccs0001
Created On	9/8/2014 3:34:34 PM
Total Item Count	2
Total Amount	40.00
Approved Item Count	2
Approved Amount	40.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	<input checked="" type="checkbox"/>

**Batch Navigation**

Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-2
Amount Variance	-40.00
Balance	

Batch Commands:

**Check Details Table**

Item ID	OTC Endpoint	ALC + 2	Press Method	Item Type	RIN	Cashier	Capture Date	Account No.	Bank No.	Check No.	Amount	Status	SEC Code	Terminal ID	Supervisor	Comments	Agency Accounting Code	Description
195383771	TTHL2	2223334401	Customer Present	Personal	21602770213600000102	ccs0001	9/8/2014 3:37:47 AM	88889657	101108319	0008	20.00	Approved	Personal POP	BAH01			MULTIPLE	MULTIPLE
195383783	TTHL2	2223334401	Customer Present	Personal	221003770213600000105	ccs0001	9/8/2014 3:38:45 PM	88889744	111903006	0002	20.00	Approved	Personal POP	BAH01				

**Check Image**

TEST IMAGE-TEST IMAGE-TEST IMAGE

Check twenty dollars

SAMPLE - NOT NEGOTIABLE

**Check Information**

Name	Value
Amount	20.00
RIN	21602770213600000102

Show Info:  Receipt Print Item



### Application Tips

- If a check is voided and there is more than one check in the batch, and the Agency Location Code (ALC) is designated to classify at the summary level, ensure that the combined accounting code subtotal is equal to the batch total prior to batch approval. If it does not, you must go back and re-validate your subtotal entries.
- If a check is voided and there is only one check in the batch, as a best practice it is recommended that the batch is deactivated so that it is not accidentally forwarded for settlement. Deactivated batches are archived to the Historical Database.

9. Select **Confirm** at the prompt, to void the check.

10. Enter comments concerning the void request at the prompt and select **OK**.

11. Select **OK** at the final prompt stating that the check is voided successfully.



## Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data is saved.
  - Select **Previous** to return to the previous page.
  - Select **Void All** to void all items in the batch.
  - Select **Print Batch List** to print the batch list.
  - Select **<** to go to the first batch.
  - Select **>** to go to the next batch.
  - Select **<<Image** to return to the previous check.
  - Select **>>Image** to view the next check.
  - Select **Zoom-** to reduce the image size.
  - Select **Zoom+** to enlarge the image size.
  - Select **Rotate Left** to turn the image to the left.
  - Select **Rotate Right** to turn the image to the right.
  - Select **Show Item** to view the check item details.
  - Select **Void** to void a single check item.
  - Select **Receipt** to print a receipt.
  - Select **Print Item** to print a batch list report.
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