

Approve Multiple Batches Offline

To approve multiple batches, complete the following steps:

1. From the **Check Processing** tab, select **Batch Management**. The *Search Batch* page appears.
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.).
- Before approving a batch or multiple batches in offline mode, you must first access the **OTCnet Offline** icon on your terminal's desktop and enter your User ID and password. After you have successfully logged on, search for the batch.
- To determine if your terminal is connected to the online OTCnet server, refer to the Connection Status indicator located on the top-right of the page. If the Connection Status is green, the terminal is connected to the online OTCnet server. If the Connection Status indicator is red, the terminal is not connected to the online OTCnet server.



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 a 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
- If you run 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.
- If you run 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.

- 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.

Under **Batch Status**,

- Select the **Status** you want to approve by checking the **Closed** box(es) under the **Select** column.

5. Select **Search**. The *View Batches* page appears as shown in Figure 1.

Figure 1. View Batches Page (Approve Multiple)

Summary of Batches

View Batches

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 5 out of 5 records | 15

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C	Total Amount	Status	Active Flag	Approver	Approved
<input type="checkbox"/>	19434661-6F9E-430F-92CF-C60C9BFD18FB	cclo009	THLL2		2223334401	9/10/2014 3:37:50 PM	1	15.00	CLOSED	✓	
<input type="checkbox"/>	0876582E-4260-4618-B333-1E53DA71A250	cclo003	THLL2		2223334401	9/9/2014 3:42:50 PM	1	10.00	CLOSED	✓	
<input type="checkbox"/>	A86789E3-D684-4884-B879-FD91A19A3CD2	cclo001	THLL2		2223334401	9/8/2014 3:34:34 PM	2	40.00	CLOSED	✓	
<input type="checkbox"/>	D93E3C52-D64C-4316-B0E7-256078DA8700	cclo001	THLL2		2223334401	8/20/2014 5:05:35 PM	1	1.00	CLOSED	✓	
<input type="checkbox"/>	CANF9C55-9DEB-4FEE-AF20-4DBE66779E1F	cclo001	THLL2		2223334401	8/20/2014 4:50:07 PM	2	15.00	CLOSED	✓	

Previous

Cancel

Activate/Deactivate

Close Batch

Approve

6. Select the **Batch ID** hyperlink. The *View Checks* page appears.
7. Select the Item ID of each scanned check. An image of the check and details of the check appear in the window.
8. Select **Previous** to return to the *View Batches* page.
9. Select the batches you want to approve by checking the box to the left of the Batch ID.
10. Select **Approve**. The *Approve Batch* page appears.
11. Verify that you want to approve the batch and select **Confirm**. The *Approve Batch* page appears with the batches details.
12. Select **Confirm** to approve the batches.



Application Tips

- The **Confirm** button is enabled. As a best practice, export or print the Batch List Report prior to selecting the **Confirm** button.
- For offline, the user can approve the batch without needing to print the PDF report or export the batch list report, regardless if the **Close Batch** and/or **Approve Batch** checkboxes are checked or unchecked. The **Confirm** button is enabled.
- If the user is closing and/or approving multiple batches offline, **Confirm** is enabled and the user can close and/or approve multiple batches without needing to print the PDF reports or export the batch list reports. As a best practice, print the PDF reports or export the batch lists prior to closing and approving multiple batches

13. An *Approve Batch* page appears verifying the batch has been approved.

14. Select **Return to Batch Summary**.



Application Tips

- After a batch is approved, its status changes from **Closed** to **Approved**, except under one of these two scenarios.
- First, if a batch has been designated for summary level classification and the batch classification is not balanced.
- Second, if a batch is designated to be classified at the summary level and it is a Central Accounting Reporting System (CARS) reporter, and the batch is not classified
- Under these two scenarios the batch status is Closed. After the batch is classified and balanced, the batch can be approved.



Additional Buttons

- Select **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Select **Previous** to return to the previous page.
- Select **Activate/Deactivate** to activate or deactivate a batch.
- Select **Close Batches** to close a batch.
- Select **<<First** to go to the first page. (Only appears if there are several pages retrieved for the search results.)
- Select **Next>** to go to the next page. (Only appears if there are several pages retrieved for the search results.)
- Select **Last>>** to return to the last page. (Only appears if there are several pages retrieved for the search results.)
- 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 and update 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.