

## Approve a Single Batch Offline

To approve a batch, 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**, *optional*

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

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

**Figure 1. View Batches Page (Approve Single)**

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C	Total Amount	Status	Active Flag	Approver	Approved On
<input checked="" type="checkbox"/>	38FBABA2-7D08-4541-A9BE-79F6518F00A3	ccle0009	LL2	0000209902	9/16/2014 11:35:48 AM	1	20.00	CLOSED	✓		

Buttons: 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. Verify the details are correct and select Previous to return to the View Batch page.
9. Select the batch 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 batch details.
12. Select **Confirm** to approve the batch.



### 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 of 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 Tip

After a batch is approved, its status changes from **Closed** to **Approved**.

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### 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.
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