

## Approve a Single Batch

To approve a single 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.).
- 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.

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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.

Under **Batch Status**,

- Select the **Status** you want to close by checking the **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 each scanned check. An image of the check and details of the check appear in the window below.
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** as shown in Figure 1. The *Approve Batch* page appears.

**Figure 1. Confirm Batches to Approve (Approve Single)**

The screenshot shows a web application window titled "Summary of Batches". Inside, there's a "View Batches" section with a table. The table has columns: Select, Batch ID, Creator, OTC Endpoint, ALC+2, Created On, Total Item Count, Total Amount, Status, Active Flag, Approver, and Approved On. One row is visible with a red box around the "Select" checkbox. Below the table, there are buttons: Previous, Cancel, Activate/Deactivate, Close Batch, and Approve. The "Approve" button is highlighted with a red box.

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag	Approver	Approved On
<input checked="" type="checkbox"/>	36FBABA2-79D8-4541-A99E-79FB618FD2A3	ccs0009	LL2	0000209902	9/10/2014 11:35:46 AM	1	20.00	CLOSED	✓		

11. Verify that you want to approve the batch and select **Confirm**. The *Approve Batch* page appears with the batch details.
12. Select **Print PDF Report** or **Export** and select **Confirm** to approve the batch.



### Application Tips

- After **Print PDF Report** or **Export** is selected, the **Confirm** button is enabled. The batch is not approved until **Confirm** is selected.
- If the Check Capture Supervisor (CCS) or Check Capture Administrator (CCA) checked the **Approve Batch** checkbox under **Advanced Administration**, then the user must print the PDF report or export the batch list report. Afterwards, the user can proceed to approve the batch.
- If the user is approving multiple batches online and the **Approve Batch** checkbox is checked at any OTCnet endpoint, then the user must print the PDF reports or export the batch list reports. The batch is not approved until **Confirm** is selected, which is enabled when the **Print PDF Report** or **Export** is selected.
- If the user is approving multiple batches online and the **Approve Batch** checkbox is not checked, then the user can approve multiple batches without printing the PDF reports or exporting the batch list reports. **Confirm** is enabled and the user can select to approve the multiple batches.
- A user may print the PDF report or export the batch list report, regardless if the **Close Batch** and/or **Approve Batch** checkboxes are checked or unchecked. A CCS or CCA can specify the **Batch List Report Print/Export Required During** options under **Advanced Administration**.

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**, 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)/ Government Wide Accounting (GWA) 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 is 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.