## **Perform Batch Control on Batch Close**

To close a batch, complete the following steps:

1. From the Batch Control page,

Under Batch Detail,

- Enter the **Batch Control Count**
- Enter the Batch Control Amount
- 2. Select Next.

## Application Tips

- If Batch Control is set to optional, the CCLO, CCO, or CCS can choose to select to Next button without entering the Batch Control count and amount.
- If the amount of a check item was incorrectly entered, select **Cancel** to return to the OTCnet Home Page. No data is saved.
- If you are a CCLO or CCO and discover that the amount of the check item was incorrectly entered, contact your CCS, and edit the check using the Show Item window.
- 3. The *Close Batch* page appears. Select **Print PDF Report** or **Export** and select **Confirm** to close the batch. After **Print PDF Report** or **Export** is selected, the **Confirm** button is enabled as shown in Figure 1. The batch is not closed until **Confirm** is selected.



## Figure 1. Print Batch List Report (Batch Close)



## **Application Tip**

A user may print the PDF report or export the batch list report, regardless of whether 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**.