

## Close Multiple Batches

To close multiple batches in OTCnet Offline, complete the following steps:

1. From the **Check Processing** tab, click **Batch Management**. The *Search Batch* page appears.



### Application Tips

- Before closing a batch or multiple batches offline, 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.

2. Select or enter the batch search conditions you would like to view.

Under **Batch Search Conditions**,

- Select the **OTC Endpoint** you want to **Close** a batch for by checking the **Open** boxes under the **Select** column

Under **Created On Date**, *optional*

- Enter the From and To date range



### 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*



### 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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- Enter the **Cashier ID**, *optional*

Under **Batch Status**, *optional*

- Select the **Status** you want to close by checking the **Open** or **Closed** box under the **Select** column



### Application Tip

Batches in **Open** or **Closed** status can be classified or edited at the summary level.

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3. Click **Search**. The View Batches **page appears**.
4. Click the **Batch ID** hyperlink. The *View Checks* page appears.
5. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window.
6. Click **Previous** to return to the *View Batches* page.
7. Select the batches you want to close by checking the boxes to the left of the **Batch IDs**.
8. Click **Close Batch**. The *Close Batch* page appears.
9. Verify that you want to close the batches and click **Confirm**. The *Batch Control* page appears.
10. Enter the **Batch Control Count** and **Batch Control Amount**, if your terminal is configured for this action on Batch Close.
11. Click **Next**. The *Close Batch* page appears.
12. Click **Confirm** to close the batches.



### Application Tips

- The **Confirm** button is enabled. As a best practice, export or print the Batch List Report prior to clicking the **Confirm** button.
  - For offline, the user can close 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
  - The system generates one report for all selected batches.
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13. A *Close Batch* page appears verifying the batches have been closed.

14. Click **Return to Batch Summary**. The *View Batches* page appears.

15. Click **Return Home** to return to the OTCnet Homepage.



### Application Tip

If a **Check Capture Lead Operator (CCLO)** or **Check Capture Operator (CCO)** closes a batch, the batch status changes from **Open** to **Closed**. If a **Check Capture Supervisor (CCS)** closes a batch, the batch status changes from **Open** to **Approved**. If **Skip** is clicked, the **Status** remains **Open** and the batch is not closed.

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