Edit a Batch Offline

To edit a batch in OTCnet Offline, complete the following steps:

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

Application Tips

- Before you can edit a batch in offline mode, you must first access the **Start OTCnet Offline** icon on your terminal's desktop and enter your User ID and password. After you have successfully logged on you can 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**, *optional*

   - Select the **OTC Endpoint** you want to **Edit** a batch for by checking the 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 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.

   - 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.

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

Under **Batch Status**, *optional*

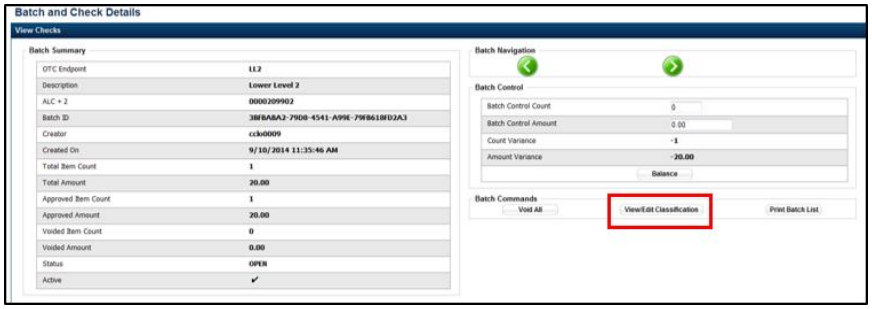
- Select the **Status** you want to view by checking the **Open** or **Closed** box under the **Select** column

Application Tip

Only batches in **Open** or **Closed** status can be edited.

3. Click **Search**. The *View Batches* page appears.
4. Click the **Batch ID** hyperlink. The *View Checks* page appears.
5. Click **View/Edit Classification**, as shown in Figure 1. The *Account Classification* dialog box appears.

Figure 1. View Checks - View/Edit Classification



Application Tip

Depending on your user role and batch status you either have access to **View/Edit Classification** or **View Classification**. **View/Edit Classification** indicates that the user has view and edit permission. **View Classification** indicates the user has view classification permission and is not permitted to edit or delete a classification.

6. Click **Edit**. The *Account Classification* dialog box refreshes.
7. Enter or update the necessary account classification data.
   - Select an **Agency Accounting Code**

Application Tips

- If an OTC Endpoint is associated with an Agency Location Code (ALC) that is designated as a Central Accounting Reporting System (CARS)/ Government-Wide Accounting (GWA) Reporter, all check transactions must be classified with an accounting code. If an ALC is not a CARS/GWA Reporter, classifying it with an accounting code is optional.
- The **Agency Accounting Codes** drop-down list displays the full **Agency Accounting Code** value (up to 50 alphanumeric characters) and some portion of the **Description** (up to 15 alphanumeric characters).

- Enter the **Amount** and click **Add** for each subtotal of the batch

Application Tips

- The classified total and batch total can remain unbalanced until the batch is approved. However, the **Variance** must equal $0.00 before a batch can be approved. If it does not, you must go back and re-validate your subtotal entries.
- To delete or remove an accounting code, check the **Remove** check box next to the accounting code you want to delete and click **Update**.

- Click **Save**

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Previous** to return to the previous page.
- Click **Void All** to void all items in the batch.
- Click **Print Batch List** to print the batch list.
- Click **<** to go to the first batch.
- Click **>** to go to the next batch.
- Click **<<**Image to return to the previous check.
- Click **>>**Image to view the next check.
- Click **Zoom-** to reduce the image size.
- Click **Zoom+** to enlarge the image size.
- Click **Rotate Left** to turn the image to the left.
- Click **Rotate Right** to turn the image to the right.
- Click **Show Item** to view the check item and perform update.
- Click **Void** to void a single check item.
- Click **Receipt** to print a receipt.
- Click **Print Item** to print an Item List report.

Additional buttons on the *Show Item* page:

- Click **-Front** to return to the previous check.
- Click **Back+** to view the next check.
- Click **-Zoom** to reduce the image size.
- Click **Zoom+** to enlarge the image size.
- Click **Rotate Left+** to turn the image to the left.
- Click **Rotate Right+** to turn the image to the right.