# **Void All Checks in a Batch**

To void all scanned checks in a batch, complete the following steps:

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



# **Application Tip**

Only batches in **Open** status can have all checks voided at once.

- 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 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.
  - o Enter the **Batch ID**, optional.
  - o 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 view by checking the Open or 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. Under Batch Commands, select Void All, as shown in Figure 1.

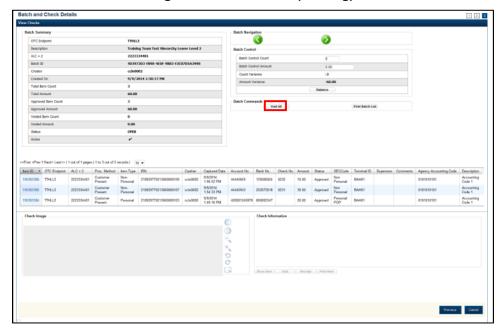


Figure 1. View Checks (Voiding)

- 8. Select Confirm at the prompt to void all checks.
- 9. Enter comments concerning the void request at the prompt and select **OK**.
- 10. Select **OK** at the final prompt stating that the checks in the batches have been voided successfully.



# **Application Tip**

After an entire batch of checks is voided, as a best practice, it is recommended that the batch be deactivated so that it is not accidently forwarded for settlement. Deactivated batches are archived to the Historical Database after 18 months as all batches and their associated check items are archived regardless of the batch status.



#### **Additional Buttons**

- Select Cancel to return to the OTCnet Home Page. No data is saved.
- Select Previous to return to the previous page.
- Select Void All to void all items in the batch.
- Select Print Batch List to print the batch list.
- Select < to go to the first batch.</li>
- Select > to go to the next batch.
- 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 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.