

## 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.
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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 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)

**Batch and Check Details**

**View Checks**

**Batch Summary**

OTC Endpoint	TTHE12
Description	Trading Tools Test Hierarchy Lower Level 2
AIC + 2	222334401
Batch ID	40197203-1850-4026-9883-530705A3998
Creator	csb0002
Created On	9/8/2014 1:50:17 PM
Total Item Count	3
Total Amount	60.00
Approved Item Count	3
Approved Amount	60.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	<input checked="" type="checkbox"/>

**Batch Navigation**

**Batch Control**

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-3
Amount Variance	60.00

**Batch Commands**

**Void All** (highlighted with a red box)

**Print Batch List**

**Check Information**

Item ID	OTC Endpoint	AIC + 2	Pos. Method	Item Type	EIN	Cashier	Captured Date	Account No.	Batch No.	Check No.	Amount	Status	SEC Code	Terminal ID	Supervisor	Comments	Agency Accounting Code	Description
190383366	TTHE12	222334401	Customer Present	Non-Personal	210929770213600000109	csb0002	9/5/2014 1:50:22 PM	44445669	110300024	0230	10.00	Approved	Non-Personal	BAH01			0101010101	Accounting Code 1
190383365	TTHE12	222334401	Customer Present	Non-Personal	210929770213600000107	csb0002	9/5/2014 1:50:23 PM	44445663	253073018	0231	30.00	Approved	Non-Personal	BAH01			0101010101	Accounting Code 1
190383364	TTHE12	222334401	Customer Present	Personal	210929770213600000103	csb0002	9/5/2014 1:49:10 PM	420061245876	80002347		20.00	Approved	Personal POP	BAH01			0101010101	Accounting Code 1

**Check Image**

**Check Information**

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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 accidentally 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.

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### 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.
  - 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.
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