Void All Checks in a Batch in OTCnet Offline

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.
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 Tip

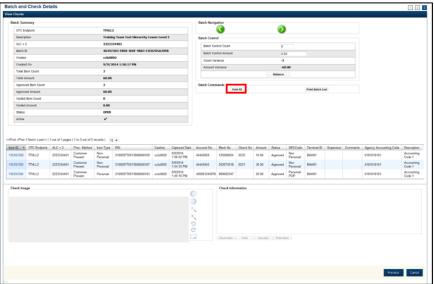You can only void all checks at once in batches with an **Open** status.

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 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.*
*   Enter the **Cashier ID**, *optional.*

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 asking if you want to void all checks.

9. Enter comments concerning the void, 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, it is recommended that the batch be deactivated so that it is not accidently forwarded for settlement. Deactivated batches will still be 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 will be 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.

OTCnet Printable Job Aid