

Void a Check

To void a scanned check, complete the following steps:

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



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 view by checking the **Open** or **Closed** box under the **Select** column

3. Click **Search**. The *View Batch* page appears.
4. Click the **Batch ID** hyperlink. The *View Checks* page appears.

- Click the **Item ID** of the scanned check you would like to void. An image and details of the check appear in a window below.
- Click **Void** to the right of the check image to void the check as shown in Figure 1.

Figure 1. Check Image Details

Batch and Check Details

View Checks

Batch Summary

OTC Endpoint	THHL2
Description	Tracking Team Test Hierarchy Lower Level 2
ALC + 2	2223334401
Batch ID	ABA/PSX-0044-4884-8879-F00LA19AK00
Creator	ccs0001
Created On	9/8/2014 3:34:34 PM
Total Item Count	2
Total Amount	40.00
Approved Item Count	2
Approved Amount	40.00
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	-2
Amount Variance	-40.00

Batch Commands

<<First | Prev | 1 Next | Last>> | 1 of 1 pages | 1 to 2 out of 2 records | 10

Item ID	OTC Endpoint	ALC + 2	Pris. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status	SECCode	Terminal ID	Supervisor	Comments	Agency Accounting Code	Description	
195383T1	THHL2	2223334401	Customer Present	Personal	215037021360000102	ccs0001	9/8/2014 3:37:43 AM	88889657	101103319	0008	20.00	Approved	Personal POP	BA401				MULTIPLE	
195383K3	THHL2	2223334401	Customer Present	Personal	2210037021360000105	ccs0001	9/8/2014 3:38:45 PM	88889744	111903036	0002	20.00	Approved	Personal POP	BA401					

Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

Sample Check for 40.00

40.00

SEVENTY DOLLARS

SAMPLE - NOT NEGOTIABLE

40141011100 88887457* 0005

Check Information

Name	Value
Amount	20.00
Efn	2102037021360000102

Save to: Receipt Print Item



Application Tips

- If a check is voided and there is more than one check in the batch, and the Agency Location Code (ALC) is designated to classify at the summary level, ensure that the combined accounting code subtotal is equal to the batch total prior to batch approval. If it does not, you must go back and re-validate your subtotal entries.
- If a check is voided and there is only one check in the batch, as a best practice it is recommended that the batch is deactivated so that it is not accidentally forwarded for settlement. Deactivated batches are archived to the Historical Database.

- Click **Confirm** at the prompt, to void the check.
- Enter comments concerning the void request at the prompt and click **OK**.
- Click **OK** at the final prompt stating that the check is voided successfully.



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 details.
 - Click **Void** to void a single check item.
 - Click **Receipt** to print a receipt.
 - Click **Print Item** to print a batch list report.
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