Void a Check

To void a scanned check, complete the following steps:

1. From the **Check Processing** tab, select **Batch Management**. The *Search Batch* page appears as shown in Figure 1.
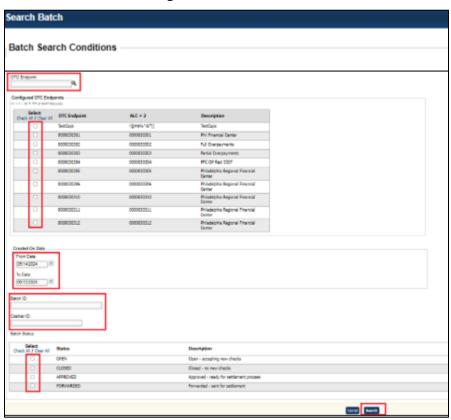
Figure 1: Search Batch

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.
- 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**, *optional*

    o 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. Select the **Item ID** of the scanned check you would like to void. An image and details of the check appear in a window below.

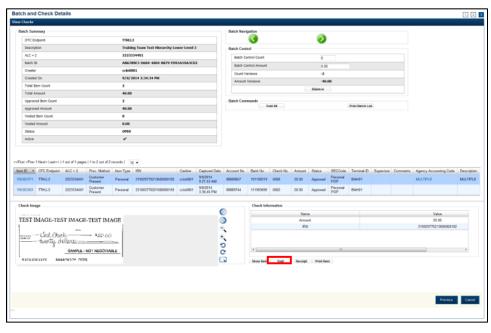8. Select **Void** to the right of the check image to void the check as shown in Figure 2.

Figure 2. Check Image Details

💡 **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 accidently forwarded for settlement. Deactivated batches are archived to the Historical Database.

9. Select **Confirm** at the prompt, to void the check.

10. Enter comments concerning the void request at the prompt and select **OK**.

11. Select **OK** at the final prompt stating that the check is voided successfully.

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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.

OTCnet Printable Job Aid