

## Void a Check in OTCnet Offline

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

**Search Batch**

**Batch Search Conditions**

OTC Endpoint

**Configured OTC Endpoints**  
1 of 11 (10 of 1000 Records)

Select	OTC Endpoint	A/C #	Description
<input type="checkbox"/>	TestCap	0000000000	TestCap
<input type="checkbox"/>	0000000001	0000000001	0000000001
<input type="checkbox"/>	0000000002	0000000002	0000000002
<input type="checkbox"/>	0000000003	0000000003	0000000003
<input type="checkbox"/>	0000000004	0000000004	0000000004
<input type="checkbox"/>	0000000005	0000000005	0000000005
<input type="checkbox"/>	0000000006	0000000006	0000000006
<input type="checkbox"/>	0000000007	0000000007	0000000007
<input type="checkbox"/>	0000000008	0000000008	0000000008
<input type="checkbox"/>	0000000009	0000000009	0000000009
<input type="checkbox"/>	0000000010	0000000010	0000000010
<input type="checkbox"/>	0000000011	0000000011	0000000011
<input type="checkbox"/>	0000000012	0000000012	0000000012

**Created On Date**

From Date:  To Date:

Batch ID:

Batch Status:

Select	Status	Description
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

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 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.

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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.

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Under **Batch Status**, *optional*

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

Figure 2. Check Image/ Details

**Batch and Check Details**

**Batch Summary**

OTC Endpoint	THHL2
Description	Trading Team Test Hierarchy Level 2
ALC + 2	222334401
Batch ID	ABA79812004-0004-0079-0001A1NAJ3D2
Creator	col0001
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	0
Amount Variance	40.00
Balance	

**Batch Commands**

«First «Prev «Batch List» (1 out of 1 pages) (1 to 2 out of 2 records) »»

Item ID	OTC Endpoint	ALC + 2	Print Method	Item Type	Item	Created Date	Account No.	Batch No.	Check No.	Amount	Status	SECCode	Terminal ID	Supervisor	Comments	Agency Accounting Code	Description	
15635371	THHL2	222334401	Customer Present	Personal	2105077021000000102	col0001	9/8/2014 3:37:42 AM	00000007	10100019	0008	20.00	Approved	Personal POP	BAW01			MULTIPLE	MULTIPLE
15635383	THHL2	222334401	Customer Present	Personal	2210037021000000105	col0001	9/8/2014 3:38:40 PM	00000014	11100006	0002	20.00	Approved	Personal POP	BAW01				

**Check Image**

TEST IMAGE-TEST IMAGE-TEST IMAGE

Check Image

Check Information

Name	Value
Amount	20.00
Item	2105077021000000102

«Show Item»  «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 will still be archived to the Historical Database.

9. Select **Confirm** at the prompt.

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

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



## 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.
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