Activate/Deactivate a Batch

To activate/deactivate a batch, 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 view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to activate/deactivate a batch for by checking the box under the **Select** column

**Application Tip**

Only batches with an **Open** or **Closed** status can be activated/deactivated. Additionally, batches currently in use cannot be deactivated.

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.
- 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 criteria (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*

**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.

- Enter the **Cashier ID**
Under **Batch Status**, optional

- Select the **Status** you want to activate/deactivate by checking the **Open** and/or **Closed** boxes under the **Select** column

**Application Tip**

Only batches with an **Open** or **Closed** status can be activated/deactivated. Additionally, batches currently in use cannot be deactivated.

3. Click **Search**. The **Summary of Batches** page appears.
4. Check the checkbox of the **Batch ID** you want to activate or deactivate and click **Activate/Deactivate**. The **Activate/Deactivate Batch** page appears, as shown in Figure 1.

**Figure 1. View Batches Page (Activate/Deactivate)**

**Application Tip**

If a batch is activated or deactivated a check appears under the **Active Flag** column. If a batch is deactivated, the **Active Flag** column is blank.

5. Click **Confirm**. A message appears stating the batch(es) have been activated/deactivated and the value under **Active Status** updates to Active/Inactive.

**Additional Buttons**

- Click **Return to Batch Summary** to return to the batch summary page.
- Click **Return Home** to return to the OTCnet homepage.