Perform Batch Control on Batch Close Offline

To close a batch, complete the following steps:

1. From the Batch Control page,

Under Batch Detail,

- Enter the Batch Control Count
- Enter the Batch Control Amount
- 2. Select **Next** as shown in Figure 1.

Figure 1. Batch Control Page (Batch Close)

atch Control Setup		
Batch Detail		
OTC Endpoint	TTHLL2	
Description	Training Team Test Hierarchy Lower Level 2	
ALC + 2	2223334401	
Batch ID	0876582E-4260-4618-B333- 1E53DA71A250	
Creator	cclo0003	
Created On	09/09/2014 03:42:50 PM ET	
Total Item Count	1	
Total Amount	10.00	
Approved Item Count	1	
Approved Amount	10.00	
Voided Item Count	0	
Voided Amount	0.00	
Batch Control Count:	1	
Batch Control Amount:	10.00	



Application Tips

- If **Batch Control** is set to optional, the **CCLO**, **CCO**, or **CCS** can choose to select to **Next** button without entering the **Batch Control** count and amount.
- If the amount of a check item was incorrectly entered, select **Cancel** to return to the OTCnet Home Page. No data is saved.
- If you are a CCLO or CCO and discover that the amount of the check item was incorrectly entered, contact your CCS, and edit the check using the Show Item window.

3. The *Close Batch* page appears. Select **Print PDF Report** or **Export** and select **Confirm** to close the batch. After **Print PDF Report** or **Export** is selected, the **Confirm** button is enabled as shown in Figure 2. The batch is not closed until **Confirm** is selected.

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latch List	to be Closed											
OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Voided Item Count	Voided Amount	
TTHLL2	Training Team Test Hierarchy Lower Level 2	2223334401	0876582E-4260-461 8333-1E530A71A21		09/09/2014 03:42:50 PM ET	1	30.00	1	30.00	0	0.00	
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Figure 2. Print Batch List Report (Batch Close)