

## 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)

The screenshot shows the 'Batch Control' application window. The 'Batch Control Setup' section contains a table with the following data:

<b>Batch Detail</b>	
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:	<input type="text" value="1"/>
Batch Control Amount:	<input type="text" value="10.00"/>

At the bottom right of the form, there are three buttons: 'Cancel', 'Skip', and 'Next >>'. The 'Next >>' button is highlighted with a red border.



### 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.

- 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.

Figure 2. Print Batch List Report (Batch Close)

**Close Batch**

Batch 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
TH4L2	Training Team Test Hierarchy Lower Level 2	222334401	08765626-4260-4618-8333-EE3DA71A250	cob0003	09/09/2014 02:42:50 PM ET	1	10.00	1	10.00	0	0.00

Please export or print the Batch List Report prior to selecting the 'Confirm' button

Export as  
 Word

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Batch List

OTCnet Endpoint TH4L2 - Training Team Test Hierarchy Lower Level 2  
 ALC-2: 222334401  
 Batch: 08765626-4260-4618-8333-EE3DA71A250  
 Date: 9/14 3:52 PM  
 Printed By: EC CLO  
 Batch Approver: Odosg001

KEY - [Status] [Approval] [Print] [Type] [Personal] [Not Personal]  
 Accounting Code Description  
 MULTIPLE - Item is classified with more than one accounting codes  
 SUMMARY - Item is part of a batch classified at the Summary level

IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields	Agency Accounting Code	Description	Cashier
222334401	20140914 14:52:50	088333	444444	8333	\$10.00		01010101	Accounting Code 1	COB003
Sub Total:						Count: 1	Amount:	\$10.00	
Batch Total:						Count: 1	Amount:	\$10.00	