Perform Batch Control on Batch Create

To perform batch control on Batch Create, complete the following steps:

1. From the Check Scan page,
   Under **Set Up New Batch,**
   - Enter the **Batch Control Count**
   - Enter the **Batch Control Amount**

   **Application Tips**
   - If Batch Control is set to mandatory, the **Check Capture Lead Operator (CCLO)** or **Check Capture Operator (CCO)** must enter the batch control count and amount. The batch control count and amount cannot be zero.
   - If Batch Control is set to optional, the **CCLO** or **CCO** can click the **Defer** button.

2. Click **Next.** Perform **Check Scan.** The **Check Scan-Perform Check Scan** page appears.
3. Scan check(s) as needed.