Summary Level Classification

To classify or edit a batch at the summary level, 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 to view.

   Under Batch Search Conditions, optional
   - Select the OTC Endpoint you want to classify or edit a batch for by checking the under the Select column

   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, optional

   Under Batch Status, optional
   - Select the Status you want to view by checking the Open or Closed box under the Select column
3. Click **Search**. The **View Batches** page appears.

4. Click the **Batch ID hyperlink**. The **View Checks** page appears.

5. Click **View/Edit Classification**, as shown in Figure 1. The **Account Classification** dialog box appears.

   **Figure 1. View Checks - View/Edit Classification**

   ![View Checks - View/Edit Classification](image)

   ### Application Tip

   Depending on your user role and batch status you either have access to **View/Edit Classification** or **View Classification**. **View/Edit Classification** indicates that the user has view and edit permission. **View Classification** indicates the user has view classification permission and is not permitted to edit or delete a classification.

6. Click **Edit**. The **Account Classification** dialog box refreshes.

7. Enter or update the necessary account classification data.
   - Select an **Agency Accounting Code**
• If an OTC Endpoint is associated with an Agency Location Code (ALC) that is designated as a Central Accounting Reporting System (CARS)/Government-Wide Accounting (GWA) Reporter, all check transactions must be classified with an accounting code. If an ALC is not a CARS/GWA Reporter, classifying it with an accounting code is optional.

• The Agency Accounting Codes drop-down list displays the full Agency Accounting Code value (up to 50 alphanumeric characters) and some portion of the Description (up to 15 alphanumeric characters).

• Enter the Amount and click Add for each subtotal of the batch

• The classified total and batch total can remain unbalanced until the batch is approved. However, the Variance must equal $0.00 before a batch can be approved. If it does not, you must go back and re-validate your subtotal entries.

• To delete or remove an accounting code, check the Remove check box next to the accounting code you want to delete and click Update.

• Click Save
• Click **Cancel** to return to the OTCnet Home Page. No data is saved.
• Click **Previous** to return to the previous page.
• Click **Void All** to void all items in the batch.
• Click **Print Batch List** to print the batch list.
• Click **<** to go to the first batch.
• Click **>** to go to the next batch.
• Click **<><**Image to return to the previous check.
• Click **>>**Image to view the next check.
• Click **Zoom-** to reduce the image size.
• Click **Zoom+** to enlarge the image size.
• Click **Rotate Left** to turn the image to the left.
• Click **Rotate Right** to turn the image to the right.
• Click **Show Item** to view the check item and perform update.
• Click **Void** to void a single check item.
• Click **Receipt** to print a receipt.
• Click **Print Item** to print an Item List report.

Additional buttons on the *Show Item* page:

• Click **-Front** to return to the previous check.
• Click **Back+** to view the next check.
• Click **-Zoom** to reduce the image size.
• Click **Zoom+** to enlarge the image size.
• Click **Rotate Left+** to turn the image to the left.
• Click **Rotate Right+** to turn the image to the right.