

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.

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