Edit a Check Item

To edit a check item, complete the following steps:

1. Select the **Check Processing tab** and select **Batch Management**. The *Search Batch* page appears as shown in Figure 1.

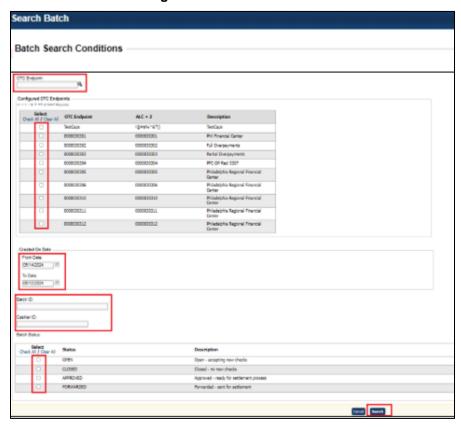


Figure 1: Search Batch

- 2. In the search field, under **Batch Search Conditions**, enter an **OTCnet Endpoint** and select the **magnifying glass** icon (or the **ENTER** key) to retrieve a new set of results.
- 3. Select the **OTC Endpoint** you want to **Edit** a batch for by checking the checkbox under the **Select** column.
- 4. Under **Created On Date**, enter the **From** and **To** date range, as needed.



Application Tips

- There is an endpoint search restriction set based on user permissions (i.e., a CCLO, CCA user can only search for their Agency and any endpoints under their Agency.).
- 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 a 1,000 batches are created within 30 days then only the most recent 1,000 batches appear.
- If you run 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.
- If you run 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.
- o Enter the **Batch ID**, optional.
- o Enter the Cashier ID, optional.



Application Tip

If the only search criteria entered is a valid **Batch ID**, only a single result appears, regardless of other search criteria specified.

Under **Batch Status**, optional

 Select the Status you want to view by checking the Open or Closed box under the Select column.



Application Tip

Only batches in **Open** or **Closed** status can be edited.

- 5. Select **Search**. The *View Batches* page appears.
- 6. Select the **Batch ID** hyperlink. The *View Checks* page appears.
- 7. Select the **Item ID** of the scanned check you would like to edit. An image and details of the check appear in a window below.
- 8. Select **Show Item** to the right of the check image to edit as shown in Figure 2. The *Show Item* page appears.

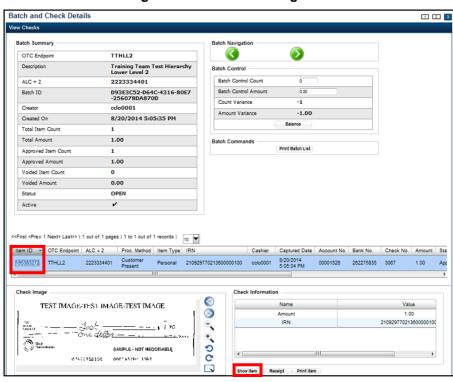


Figure 2. View Checks Page

9. Update the necessary form data.

To edit the form data, complete the following:

Under **Agency Form Data**, update the check data in the field(s) provided, *if applicable*

- o Enter the Amount.
- Enter the UDF details.



Application Tips

- The Agency Form Data form is customizable and can include fields beyond the Amount field (e.g., Driver's License Number). If your Agency has additional fields, they are displayed under the Amount field. Your Agency may deem the field(s) either mandatory or optional for you to complete an entry.
- Ensure that you type in the data rather than copying and pasting from another source. Data that has been copied and pasted may result in an error.

Under Agency Accounting Code, if applicable

 Select the Agency Accounting Code radio button and select a single accounting code from the drop-down list.

Or

- o Select the **Multiple** radio button. The *Account Classification* dialog box appears.
 - Select an Accounting Code, enter the Amount, and select Add for each subtotal of the deposit.
 - Select Save.

Under Server Controls, required

- Select Update.
- 10. Select Confirm to confirm to update the check data.
- 11. Enter comments concerning the updated request at the prompt and select **OK**.
- 12. Select **OK** at the confirmation prompt stating that the check has been successfully updated.



Additional Buttons

Additional buttons on the pages that help you perform other tasks:

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

Additional buttons on the Show Item page that help you perform other tasks:

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