

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

Search Batch

Batch Search Conditions

OTC Endpoint:

Configured OTC Endpoints

| Select | OTC Endpoint | A/C # | Description |
|-------------------------------------|--------------|-----------|--|
| <input type="checkbox"/> | TestCap | (9999-99) | TestCap |
| <input checked="" type="checkbox"/> | 000000001 | 000000001 | 00 Financial Center |
| <input type="checkbox"/> | 000000002 | 000000002 | Full Overpayments |
| <input type="checkbox"/> | 000000003 | 000000003 | Partial Overpayments |
| <input type="checkbox"/> | 000000004 | 000000004 | RPC OP Fail 5207 |
| <input type="checkbox"/> | 000000005 | 000000005 | Philadelphia Regional Financial Center |
| <input type="checkbox"/> | 000000006 | 000000006 | Philadelphia Regional Financial Center |
| <input type="checkbox"/> | 000000007 | 000000007 | Philadelphia Regional Financial Center |
| <input type="checkbox"/> | 000000008 | 000000008 | Philadelphia Regional Financial Center |
| <input type="checkbox"/> | 000000009 | 000000009 | Philadelphia Regional Financial Center |
| <input type="checkbox"/> | 000000010 | 000000010 | Philadelphia Regional Financial Center |

Created On Date

From Date:

To Date:

Batch ID:

Caster ID:

Batch Status

| Select | Status | Description |
|-------------------------------------|-----------|---|
| <input checked="" type="checkbox"/> | OPEN | Open - accepting new checks |
| <input type="checkbox"/> | CLOSED | Closed - no new checks |
| <input type="checkbox"/> | APPROVED | Approved - ready for settlement process |
| <input type="checkbox"/> | FORWARDED | Forwarded - sent for settlement |

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.

-
- Enter the **Batch ID**, *optional*.
 - 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

Batch Summary

| | |
|---------------------|--|
| OTC Endpoint | TTHLL2 |
| Description | Training Team Test Hierarchy Lower Level 2 |
| ALC + 2 | 2223334401 |
| Batch ID | D93EC52-D64C-4316-80E7-256078DA870D |
| Creator | cclo0001 |
| Created On | 8/20/2014 5:05:35 PM |
| Total Item Count | 1 |
| Total Amount | 1.00 |
| Approved Item Count | 1 |
| Approved Amount | 1.00 |
| Voided Item Count | 0 |
| Voided Amount | 0.00 |
| Status | OPEN |
| Active | ✓ |

Batch Navigation

Batch Control

| | |
|----------------------|-------|
| Batch Control Count | 0 |
| Batch Control Amount | 0.00 |
| Count Variance | -1 |
| Amount Variance | -1.00 |
| Balance | |

Batch Commands

Print Batch List

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 10

| Item ID | OTC Endpoint | ALC + 2 | Proc. Method | Item Type | IRN | Cashier | Captured Date | Account No. | Bank No. | Check No. | Amount | Sta |
|------------|--------------|------------|------------------|-----------|-----------------------|----------|----------------------|-------------|-----------|-----------|--------|-----|
| 2223334401 | TTHLL2 | 2223334401 | Customer Present | Personal | 210929770213800000100 | cclo0001 | 8/20/2014 5:05:04 PM | 00001528 | 262275835 | 3067 | 1.00 | App |

Check Image

TEST IMAGE-TTS1 IMAGE-TEST IMAGE

Check Information

| Name | Value |
|--------|-----------------------|
| Amount | 1.00 |
| IRN | 210929770213800000100 |

Show Item Receipt Print Item

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*

- 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

- 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.