Classify or Edit a Batch at the Summary Level in OTCnet Offline

To classify or edit a batch at the summary level, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.
3. 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 Tip**
>
> The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.

> **Application Tip**
>
> 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.

> **Application Tip**
>
> 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.

> **Application Tip**
>
> 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*

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

Application Tip

Batches in **Open** or **Closed** status can be classified or edited at the summary level.

4. Click **Search**. The *View Batches* page appears.
5. Click the **Batch ID** hyperlink. The *View Checks* page appears.
6. Click **View/Edit Classificaton**. The *Account Classification* dialog box appears.

Application Tip

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

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

8. Enter or update the necessary account classification data.
    - Select an **Agency Accounting Code**

> **Application Tip**
>
> If an OTC Endpoint is associated with an ALC that is designated as a Government-Wide Accounting (GWA) Reporter, all check transactions must be classified with an accounting code. If an ALC is not a GWA Reporter, classifying it with an accounting code is optional.

> **Application Tip**
>
> 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

> **Application Tip**
>
> 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.

> **Application Tip**
>
> 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**

Application Tip

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

- Click **Cancel** to return to the OTCnet Home Page. No data will be 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 that help you perform other tasks:

- 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.