

Perform Batch Control on Batch Close (Optional or Mandatory)

To perform batch control on **batch close**:

1. From the *Batch Control* page,
Under **Batch Detail**,
 - Enter the **Batch Control Count**
 - Enter the **Batch Control Amount**
2. Click **Next**. The *Close Batch* page appears.



Application Tip

If Batch Control is set to optional, the **Check Capture Lead Operator**, **Check Capture Operator**, or **Check Capture Supervisor** can choose to click to **Next** button without entering the batch control count and batch control amount.



Application Tip

If the amount of a check item was incorrectly entered, click **Cancel** to return to the OTCnet Home Page. No data is saved. Refer to *Chapter 5. Correcting Scanned Checks* of the *OTCnet Participant User Guide*. If you are a **Check Capture Lead Operator** or **Check Capture Operator** and discover that the amount of the check item was incorrectly entered, contact your **Check Capture Supervisor**, and edit the check using the Show Item window.

3. Continue batch close process and print batch list report.



Application Tip

A user may print the PDF report or export the batch list report, regardless if the **Close Batch** and/or **Approve Batch** checkboxes are checked or unchecked. A CCS or CCA can specify the **Batch List Report Print/Export Required During** options under **Advanced Administration**.