View Administration Reports: View Vouchers Completed

To view a voucher's completed report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
3. Click the **Voucher #** hyperlink. The *Voucher Event Log* page appears as shown in Figure 1.

Figure 1: View Voucher Event Log Page

Application Tip

The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI (Financial Institution) System to System Interface.

4. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears.

   Or

   Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears as shown in Figure 2.

Figure 2: Voucher Event Details Report Output

Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CA$HLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created

Application Tips

The *Voucher Event Details* page presents the following:

- Processing errors associated with the voucher event
- Additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface
- The Collections Information Repository (CIR) interface

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.