



## View Business Reports: 5515 Debit Voucher Report

To view a 5515 Debit Voucher report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **5515 Debit Voucher Report**. The *5515 Debit Voucher* parameters page appears.
4. Enter the search for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To** Start Date range



### Application Tip

The **From** and **To** Start Date range is searchable for a duration of up to 45 days.

- Click **Yes** or **No** to Include Subordinate OTC Endpoints.



### Application Tip

Click the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.



### Application Tip

**CHK** denotes a check capture OTC Endpoint; **TGA** denotes a deposit processing OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

5. Click an OTC Endpoint to initiate the report. The *5515 Debit Voucher* preview page appears.



**Application Tip**

A 5515 Debit Voucher report will not generate for any day that is deemed a holiday during Monday-Friday hours.

6. Under Export as,
  - Select **PDF, Excel** or **Word format**
  - Click **Download**

Or

Click **Print PDF Report**



**Application Tip**

Additional button on the page that helps you perform other tasks:

- Click **Previous** to return to the previous page.