



View Administration Reports: TRS File Status

To view a TRS file status report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.

Under **Administration Reports**, click **View TRS File Status**. The *View TRS File Status* page appears.

3. Select a **Report Format**.



Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

Or

Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.



Application Tip

If a **Transmission ID** with FRB CL CA\$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA\$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.



Application Tip

There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.



Application Tip

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

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