



## View Administration Reports: Vouchers Completed

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.
4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.



### Application Tip

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

5. 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.



### Application Tip

The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA\$HLINK, and the Transaction Reporting System (TRS) interface.



### Application Tip

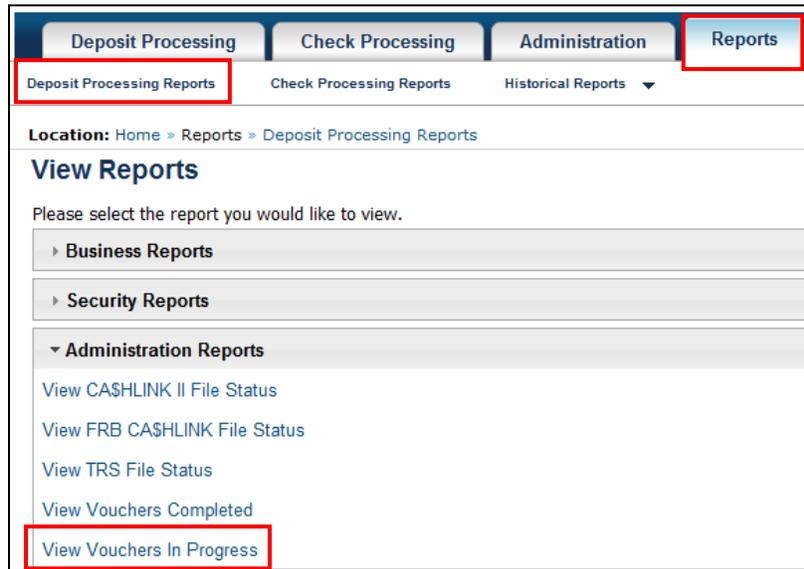
Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **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.

## View Vouchers in Progress

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 81 below.

Figure 81. View Vouchers in Progress from Reports



2. The *View Vouchers in Progress* page appears (see Figure 82). The page will only display non-archived deposits or adjustments with a voucher date that is five years or less from to the current date. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information.

Figure 82. View Vouchers In Progress Page

The screenshot shows the 'View Vouchers In Progress' page. At the top, there is a heading 'View Vouchers In Progress'. Below the heading, there is a message: 'Following are the vouchers that have not completed processing in OTCnet. Exist'. Below this message, there is a instruction: 'Click on the voucher number to view the voucher event log and additional vo'. Below the instruction, there is a pagination control: '<< < 1-100 > >> of 17404 Records'. Below the pagination control, there is a table with four columns: 'Voucher #>', 'Voucher Status >', 'Voucher Type >', and 'Financial Institution >'. The first row of the table has the following values: '968227', 'CONFIRMED', 'Deposit', and '111\_A\_Org\_Bank\_1'. The '968227' value is highlighted with a red box.

Voucher #>	Voucher Status >	Voucher Type >	Financial Institution >
968227	CONFIRMED	Deposit	111_A_Org_Bank_1

3. The *View Voucher Event Log* page appears (see Figure 83 below). 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 (see Figure 84).

**Figure 83. In Progress View Voucher Event Log Page**

**View Voucher Event Log**

Following is the history of the deposit or adjustment voucher events.

**Voucher Information**

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

**Voucher Event Log**

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
<a href="#">VoucherCreated</a>	08/05/2014 01:38:50 PM ET		Comment

**Figure 84. In Progress 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:	otcqe20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CASHLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created