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 **Check Processing Reports**. The *View Check Processing Reports* page appears.
3. Under **Business Reports**, click **5515 Debit Voucher Report**. The *5515 Debit Voucher Report* page appears.
4. Enter the search criteria for the report you would like to view.
   - Under **Report Filters**,
     - o 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.

- o Select a **Report Format**

Application Tip

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

- o 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 report appears in a new window.

Application Tip

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

Application Tip

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

- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.