View Business Reports: Daily Voucher Report

To view a daily 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 **Daily Voucher Report**. The *Daily Voucher Report* page appears.
4. Enter the search criteria you would like to view.
   - Select the **OTC Endpoint**, *required*
   - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
   - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit
5. Click **Submit**. The *File Download* dialog box appears.
6. Click **Open**, **Save**, or **Cancel**.

Application Tip

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the content does not display.

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.