## **View Business Reports: Daily Voucher Report**

To view a daily voucher report, complete the following steps:

- 1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Business Reports**, click **Daily Voucher Report**. The *Daily Voucher Report* page appears as shown in Figure 1.

Daily Voucher Report
Select the Organization and specify either the Date Confirmed or the Date of Deposit for inform * Denotes required fields.
OTC Endpoint:*
DOJ - Department of Justice
Date Type:* Date Confirmed by Financial Institution Date of Deposit 07/01/2014
Note: The date entered for Date Confirmed by Financial Institution will return all original de confirmed by the Financial Institution on the calendar date requested AND all deposit adjus returned item adjustments that were created on this date. The date entered for Date of Deposit will return all deposits and adjustments for the specif
Clear Cancel Submit

Figure 1: Daily Voucher Report Page

- 3. Enter your search criteria.
  - 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
- 4. Click Submit. The File Download dialog box appears.
- 5. Click **Open**, **Save**, or **Cancel**.

## **Additional Buttons**

- Click **Open**—the content of the file displays.
- Click **Save**—choose the location where you want to save the file.
- Click **Cancel**—the content does not display.