View Administrative Reports: Vouchers in Progress

To view a voucher in progress report, complete the following steps:

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.

2. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.
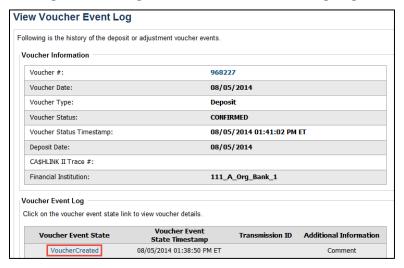
Application Tip

The *Vouchers In Progress* page only displays non-archived deposits or adjustments with a voucher date that is five years or less from to the current date.

3. Click the **Voucher #** hyperlink to view the *Voucher Event Log* page and additional voucher information. The *View Voucher Event Log* page appears as shown in Figure 1.

Figure 1: In Progress View Voucher Event Log Page

Application Tip

The **View Voucher Event** presents additional information about the voucher and the history of the voucher events through the Financial Institution (FI) System To System Interface.

4. 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 as shown in Figure 2.

Figure 2: 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:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CA$HLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created

Application Tip

The *Voucher Event Details* page presents 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, and the Collections Information Repository (CIR) interface.

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data is 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.