

5515 Debit Voucher Report

To view a 5515 Debit 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 **5515 Debit Voucher Report**. The *5515 Debit Voucher* parameters page appears.
3. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To** Start Date range
- Click **Yes** or **No** to Include Subordinate OTC Endpoints.

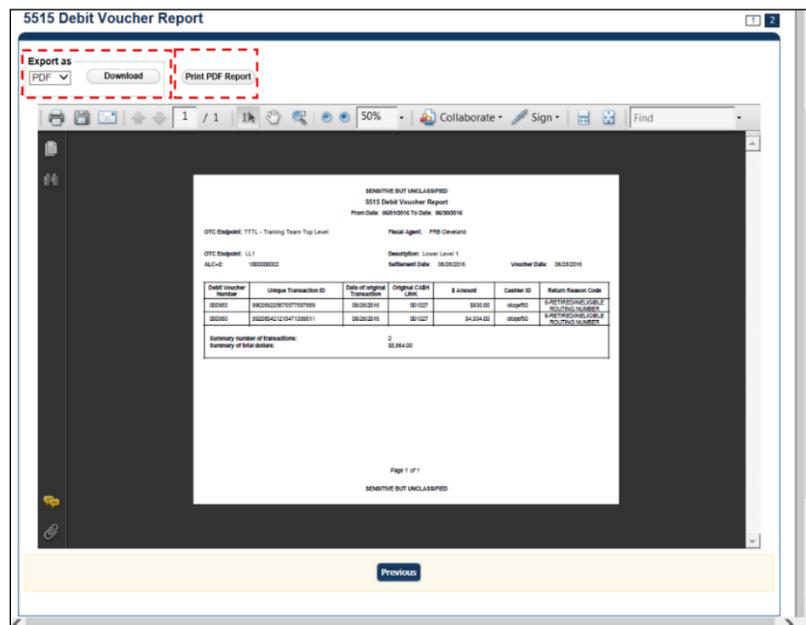


Application Tips

- The **From** and **To** Start Date range is searchable for a duration of up to 45 days. Data for the report is available for a duration of one year.
- 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.
- 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.

4. Click an **OTC Endpoint** to initiate the report. The *5515 Debit Voucher* preview page appears as shown in Figure 1.

Figure 1: 5515 Debit Voucher Report Preview Page



Application Tip

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

5. Under Export as,

- Select PDF, Excel or Word format
- Click Download

Or

- Click Print PDF Report



Additional Button

- Click **Previous** to return to the previous page.