

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.

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.