To view a voucher’s completed 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 Completed**. The **View Vouchers Completed** page appears.

3. Click the **Voucher #** hyperlink. The **Voucher Event Log** page appears as shown in Figure 1.

   **Figure 1: View Voucher Event Log Page**

   ![View Voucher Event Log](image)

   The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI (Financial Institution) 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.
The Voucher Event Details page presents the following:

- Processing errors associated with the voucher event
- Additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface
- 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.