



**Collections Reporting Web Topics:**


Using the Voucher Reports

October 2012



Hello and welcome to this session of Collections Reporting Web Topics. In this session, we will discuss the different voucher reports and how to work with them.

These web topics are intended to supplement the information you will find in the system web-based training (WBT) modules and the online help and reference documents. You will get the most benefit from these web topics if you have already taken the WBTs and are familiar with the online help and reference documents. Before viewing this session, please review the WBT called *Running BO Reports*.



The Transaction Reporting System of the United States Treasury


## Purpose of this Web Topic

This Web Topic session will help you to:

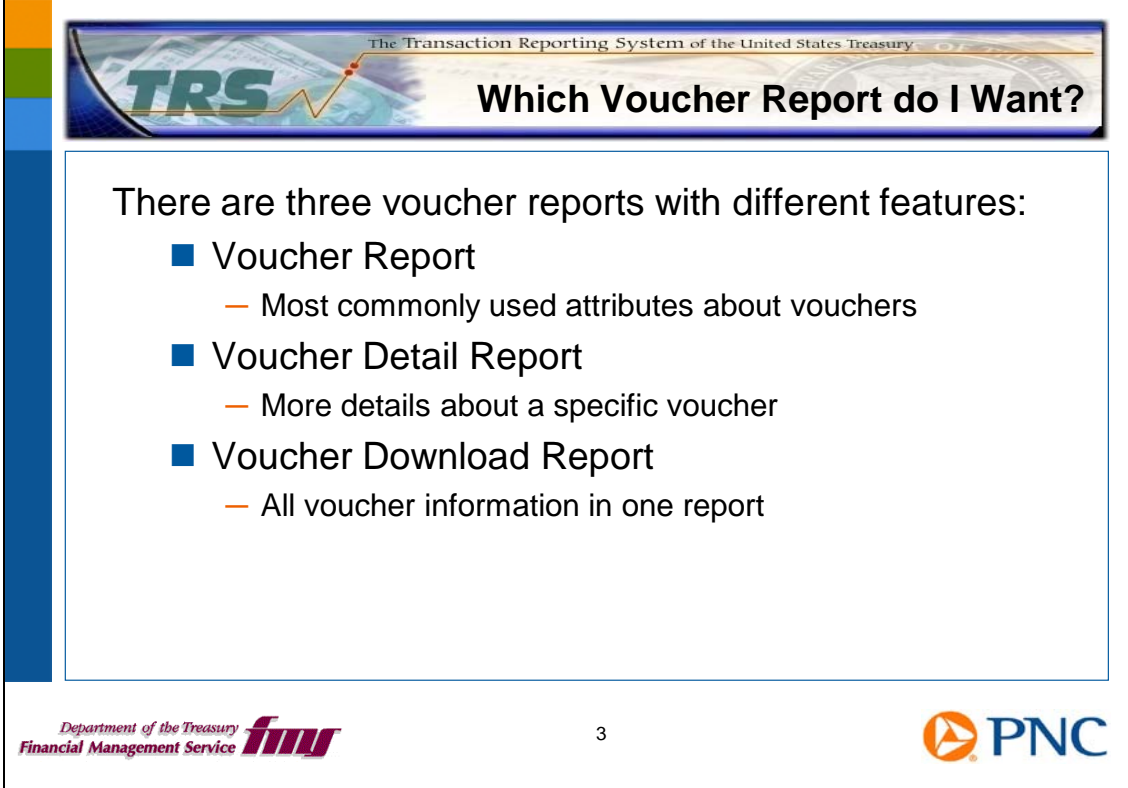
- Understand the different Voucher Reports
- Run the Voucher Report
  - Understand what the search parameters mean
  - Learn how to combine search parameters
- Drill down to the Voucher Detail Report
- Work with the Voucher Download Report
- Understand Classification Data
- Work with “preliminary” vouchers

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This session will help you understand the differences between the Voucher Reports. We’ll show you how to work with the Voucher Report and link to the Voucher Detail Report. We’ll discuss the different parameters that you can use to refine your results. Next we’ll show you the Voucher Download Report and discuss its features and advantages. We’ll discuss Classification Data and also the purpose of vouchers categorized as “preliminary.”



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## Which Voucher Report do I Want?

There are three voucher reports with different features:

- **Voucher Report**
  - Most commonly used attributes about vouchers
- **Voucher Detail Report**
  - More details about a specific voucher
- **Voucher Download Report**
  - All voucher information in one report

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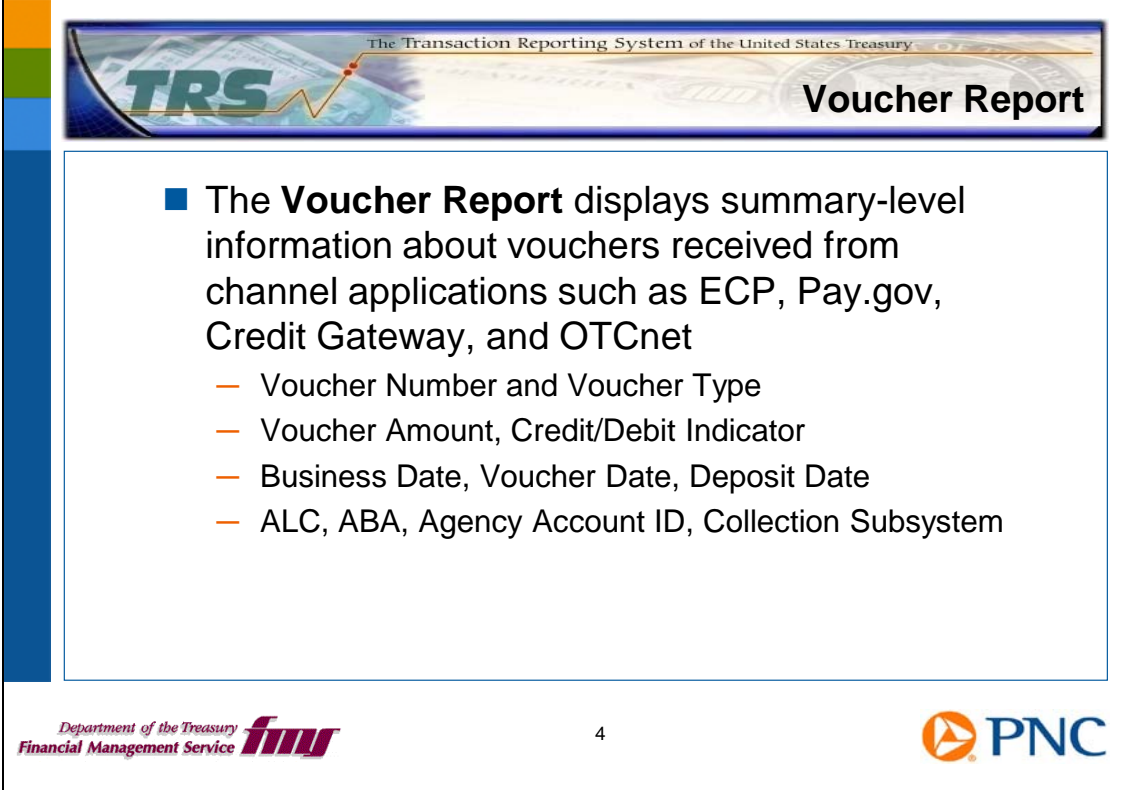
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First, let's talk about the features of each of the Voucher Reports.

The Voucher Report enables you to retrieve the most commonly used attributes about vouchers. The report displays a header section showing you the search parameters you chose when running this instance of the report. The Report Summary row shows the total credit amount and count, total debit amount and count, total net amount, and total count of vouchers meeting your parameters.

Each voucher retrieved is displayed in its own row of the report and shows Voucher Number, Voucher Type, Voucher Amount, whether it's a credit or a debit, several dates, and other attributes.

You can click on the Voucher Number hyperlink to drill into details about a voucher. The Voucher Detail Report has many more details about the voucher.

The slide features a header banner with the text "The Transaction Reporting System of the United States Treasury" and "Voucher Report". The banner includes a graphic of a line graph and the letters "TRS". The main content area contains a bulleted list of information displayed in the Voucher Report. At the bottom, there are logos for the Department of the Treasury Financial Management Service (FMS), the number 4, and the PNC logo.

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## Voucher Report

- The **Voucher Report** displays summary-level information about vouchers received from channel applications such as ECP, Pay.gov, Credit Gateway, and OTCnet
  - Voucher Number and Voucher Type
  - Voucher Amount, Credit/Debit Indicator
  - Business Date, Voucher Date, Deposit Date
  - ALC, ABA, Agency Account ID, Collection Subsystem

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The Voucher Report displays summary-level information about vouchers meeting your search parameters. This includes the Voucher Number, Voucher Type (215 or 5515), the Voucher Amount and whether it is a credit or a debit, several dates related to the voucher, and other attributes such as ALC and ABA.

Here are some clarifications about how the system uses the dates related to vouchers:

**Voucher Date** - this is the date that FMS and the agency agree should be used for reconciliation. It is also known as the Document Date in the Centralized Accounting Reporting System (CARS, formerly GWA). This date is usually the date when an agency has posted the receivable.

**Deposit Date** - the date that funds are credited/debited to a Treasury account. This date represents when the actual funds for the Collections were processed and settled to fund the Treasury account. The deposit date may not be the same as the Voucher Date and could be later

than the Voucher Date. Vouchers cannot be reported to the system until the deposit date has occurred, which indicates that Treasury has been credited or debited.

Business Date – this represents the date when the transactions were received and processed in the system and then reported to CARS. This date should equal the report date for the records sent to CARS.

Voucher Report (cont.)

**Voucher Report**

Search Criteria		Agency Account ID:	
ABA:		ALC Group:	Individual ALCs
ALC:	All	Business Date:	
Amount:	<= \$100.00	Subsystem:	
Business Date Period:	2. Previous Business Day	Collection System:	
CAM:		Deposit Date:	
Cash Flow ID:		Preliminary Vouchers:	
Credit Ind:		Voucher Number:	
Voucher Date:			


**Sort Order**  
Business Date, ALC, Voucher Type

Report Summary						
Total Credit Amount	Total Debit Amount	Total Net Amount	Total Credit Count	Total Debit Count	Total Count of Vouchers	
\$20,142.20	\$6,459.36	\$13,682.82	443	143	586	

Voucher Number	Voucher Date	Credit Ind	Voucher Amount	Voucher Type	Voucher ALC	ABA	Deposit Date	Business Date	Subsystem	Number of Financial Transactions	Agency Account ID
<a href="#">111111</a>	09/28/2012	Y	\$12.00	215	00009999	042000314	10/01/2012	10/01/2012	Card Acquiring Service	1	09 0000
<a href="#">222222</a>	09/28/2012	Y	\$18.20	215	00009999	042000314	10/01/2012	10/01/2012	Card Acquiring Service	3	0E39 0000
<a href="#">333333</a>	09/28/2012	Y	\$17.05	215	00009999	042000314	10/01/2012	10/01/2012	Card Acquiring Service	1	0H18 0000

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Here is a portion of the Voucher Report shown as displayed when you run the report online. Notice that the **Voucher Number** is a hyperlink that takes you to the Voucher Detail Report. When the channel application reports detailed transactions along with the voucher, you can click the hyperlink under **Number of Financial Transactions**. This link opens the Financial Transaction Summary Report where you can see information about the financial details, such as the individual transaction amount, settlement date, and financial transaction status.




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## Voucher Detail Report

- From the Voucher Report, you can drill down to the **Voucher Detail Report** to see many more details about a voucher, such as:
  - Cash Flow ID
  - Voucher Comments
  - Classification Data – Ckey or TAS / BETC
  - Program / User Data

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You can drill down to the Voucher Detail Report. This report displays many more details about the specific voucher, such as the Cash Flow ID and Classification Data. Note that you cannot access the Voucher Detail Report directly, but you can drill down to it.

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**Voucher Detail Report (cont.)**

Voucher Detail Report				
<b>Deposit Information</b>				
Voucher Number:	111111	Deposit Date:	10/01/2012	
Voucher Date:	09/28/2012	Credit Ind:	Y	
Voucher Amount:	\$18.20	Voucher Type:	215	
Voucher ALC:	00009999	ABA:	042000314	
Business Date:	10/01/2012	Financial Institution Name:	BNBK	
CAN:	008224	Deferred 1 Day Amount:		
Adjustment Ind:	N	Deferred 2 Day Amount:		
Adjustment Reason:		GLA Trace Number:	U0179999	
Original Deposit Ticket Number:		Subsystem:	Card Acquiring Service	
Original Deposit Date:		Office Location Code:		
Financial Transaction Count:	3	Commercial Ind:	Y	
Cash Flow ID:	Unknown	Cost Center Work Unit Code:		
Cash Flow Name:	Unknown	Revenue Source Code:		
Reference Number:		Federal Account Key Code:		
Reference Code:		Agency Account ID:	0E39 0000	
Reference Name:				
Reference Text				
0E3941004				
Voucher Comments				
<b>Reported Classification(s)</b>				
Key Class Name	Key Class Value	Tax Class Code	Credit Ind	Classification Total Amount
Merchant ID	4445001055905		Y	\$18.20
<b>Program Data ID:</b>				
User Data Field	Agency Label	User Data Content		
		The data for this field is too large to display.		

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The Voucher Detail Report shows detailed information about the voucher based on how the channel application reports to TRS. The report includes fields such as CASHLINK Account Number (CAN), Cash Flow ID and Cash Flow Name, Financial Institution Name, and Voucher Comments. The report is organized into sections and can include sections for Classification Data, Program and User Data, and Organizational Hierarchy Data.



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## Voucher Download Report

<b>Deposit Information</b>										
Voucher Number	Voucher Date	Voucher Type	Deposit Date	Credit Ind	Voucher Amount	Voucher ALC	Business Date	Subsystem	Financial Transaction Count	
222222	09/28/2012	215	10/01/2012	Y	\$18.20	0000 9999	10/1/12	Card Acquiring Service	3	
Agency Account ID		Cash Flow ID	Cash Flow Name		Reference Number	Reference Code	Reference Name			
0E39 0000		Unknown	Unknown							
ABA	Financial Institution Name			Deferred 1 Day Amount	Deferred 2 Day Amount	CLIT Trace Number	CAN			
042000314	BANK					U0179999	006224			
Office Location Code	Commercial Ind	Cost Center Work Unit Code	Revenue Source Code	Federal Account Key Code	Adjustment Reason	Adjustment Ind	Original Deposit Ticket Number	Original Deposit Date		
	Y					N				
Reference Text										
0E3941004										
Voucher Comments										
<b>Reported Classification(s)</b>										
Ckey Class Name			Ckey Class Value			Tax Class Code	Credit Ind	Classification Total Amount		
Merchant ID			4445001055905				Y	\$18.20		

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The Voucher Download Report contains all of the voucher information in one report – no drilling down to get to the voucher details. While you can run this report online, it was designed to be produced as a scheduled report run in the background and in comma-separated value (CSV) format. Please view the WBTs called *Printing BO Reports* and *Downloading BO Reports*, and the Web Topic called *Formatting and Printing Reports*.

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## Requesting the Voucher Reports

- To request a report, define parameters in the Prompts window
- All required prompts have default values – if you like them, just press Enter!
- You can change the default values of required prompts and add values to optional prompts

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To request a standard report, use the Prompts window for that report. You can run the report with the default parameters or set them as you need to.

One of the default values for the Voucher Report is to include “preliminary” vouchers. These are vouchers from channel applications for collections at a Federal Reserve Bank that are waiting to be reconciled with vouchers from FRB CASH-LINK. This reconciliation confirms that the funds have settled and occurs throughout the business day. Typically vouchers that come in from the channel applications early in the day are “preliminary” until they are matched with the FRB CASH-LINK vouchers later in the day. You can see these vouchers in the Voucher Report and view details about them. With normal processing, by the end of the business day all vouchers will be matched and there will be no preliminary vouchers left.

The Voucher Download Report does not include preliminary vouchers.

We will discuss these further in a moment.




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## Defaults for the Voucher Reports

- Voucher Report defaults:
  - Previous Business Day
  - All ALCs that you have access to
  - Include “preliminary vouchers” – vouchers from channel applications not reconciled to vouchers from FRB CA\$H-LINK
- Voucher Download Report defaults:
  - Previous Business Day
  - All ALCs that you have access to
  - Note: no option for “preliminary vouchers”


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When you run the Voucher Report, the default settings include a Business Date Period of Previous Business Day and all the ALCs that you have access to. The Voucher Report will also include “preliminary vouchers” as discussed on the previous slide.

The default settings for the Voucher Download Report include the Previous Business Day and all the ALCs that you have access to. This report does not include preliminary vouchers.


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## Voucher Report Prompts


**Prompts**

Reply to prompts before running the query.


✓	Select a Business Date Period: <b>2. Previous Business Day</b>
✓	Select One or More ALCs. All for all ALCs or Members of an ALC Group: <b>All</b>
✓	Select an ALC Group or Individual ALCs: <b>Individual ALCs</b>
	Select a Starting Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Select an Ending Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Enter a Voucher Number or a partial Voucher Number with a wildcard (i.e., 1234%): (optional) This filter will be ignored because no value has been selected.
	Enter a Starting Voucher Amount: (optional) This filter will be ignored because no value has been selected.
	Enter an Ending Voucher Amount: (optional) This filter will be ignored because no value has been selected.
	Select a Starting Voucher Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Select an Ending Voucher Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Enter an Agency Account ID: (optional) This filter will be ignored because no value has been selected.
	Enter a Cash Flow ID: (optional) This filter will be ignored because no value has been selected.
	Select a Credit Ind: (optional) This filter will be ignored because no value has been selected.
	Select One or More Collection Systems: (optional) This filter will be ignored because no value has been selected.
	Select One or More Subsystems: (optional) This filter will be ignored because no value has been selected.
	Select a Starting Deposit Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Select an Ending Deposit Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Enter One or More ABAs: (optional) This filter will be ignored because no value has been selected.
	Enter a CAN: (optional) This filter will be ignored because no value has been selected.
	Select Preliminary Vouchers: (optional) This filter will be ignored because no value has been selected.

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Here are the prompts and default values for the Voucher Report. You can combine prompts to refine your results. For example, you can request a Business Date Period of the previous calendar month and a particular ALC, Collection System, ABA, or CAN.


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## Voucher Download Report Prompts

**Prompts**


Reply to prompts before running the query.

<input checked="" type="checkbox"/>	Select a Business Date Period: <b>2. Previous Business Day</b>
<input checked="" type="checkbox"/>	Select One or More ALCs, All for all ALCs or Members of an ALC Group: <b>All</b>
<input checked="" type="checkbox"/>	Select an ALC Group or Individual ALCs: <b>Individual ALCs</b>
	Select a Starting Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Select an Ending Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Enter a Starting Amount: (optional) This filter will be ignored because no value has been selected.
	Enter an Ending Amount: (optional) This filter will be ignored because no value has been selected.
	Select a Starting Voucher Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Select an Ending Voucher Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
	Enter an Agency Account ID: (optional) This filter will be ignored because no value has been selected.
	Enter a Cash Flow ID: (optional) This filter will be ignored because no value has been selected.
	Select a Credit Ind: (optional) This filter will be ignored because no value has been selected.
	Select One or More Collection Systems: (optional) This filter will be ignored because no value has been selected.
	Select One or More Subsystems: (optional) This filter will be ignored because no value has been selected.
	Enter One or More ABAs: (optional) This filter will be ignored because no value has been selected.
	Enter a CAN: (optional) This filter will be ignored because no value has been selected.

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Here are the prompts and default values for the Voucher Download Report. They are similar to the prompts for the Voucher Report. Note that you cannot request this report for just one voucher. As we said earlier, this report does not include preliminary vouchers.

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## Example 1 – Change the Business Date Period

Reply to prompts before running the query.

- ✓ Select a Business Date Period: **5. Previous Calendar Month**
- ✓ Select One or More ALCs, All for all ALCs or Members of an ALC Group: All
- ✓ Select an ALC Group or Individual ALCs: Individual ALCs
- Select a Starting Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected
- Select an Ending Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected

Refresh Values

Select a Business Date Period:

Business Date Period	
1. Today	
2. Previous Business Day	
3. Previous Calendar Week	
4. Current Calendar Month	
<b>5. Previous Calendar Month</b>	<b>5. Previous Calendar Month</b>
6. Select Business Date Range	

Total Credit Count	Total Debit Count	Total Count of Vouchers
4,091	909	5,000

**REPORT LIMITS:**  
Voucher Report – 5,000 records  
Voucher Download Report – 25,000 records

Partial Results

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Imagine you want to run a monthly report of vouchers with a business date during the previous month. You can run this on the first business day of the current month for the month that just finished. Instead of defaulting the Business Date Period prompt for the **Previous Business Day**, choose **Previous Calendar Month**.

Please be aware that the Voucher Report has a limit of 5,000 records and the Voucher Download Report has a limit of 25,000 records. If your search returns exactly 5,000 records for the Voucher Report or 25,000 records for the Voucher Download Report, you have probably reached the limit. Notice that if you reach the report's limit, you see a warning indicator in the lower right portion of your screen when you run the report online. You will see a yellow triangle with an "!" (exclamation point) and the message **Partial Results**. In order to be sure that you are getting all of your agency's vouchers for the timeframe you have chosen, you can restrict your search parameters further and run two or more reports – for example, one for the time period for amounts of 0 to \$500, and another for the same period for amounts more than \$500. If you have access to more than one ALC, you could run a report for the period for each of the ALCs individually.

You can define the report's search parameters as needed to retrieve all of your agency's data.

Note that you see the partial results indicator **only** when you run the report online, not in the Adobe PDF, CSV, or MS Excel versions of the report.

The screenshot shows the TRS interface with the following elements:

- Header:** "The Transaction Reporting System of the United States Treasury" and "Example 2 – Specify an Exact Business Date".
- Prompts:**
  - Select a Business Date Period: **6. Select Business Date Range**
  - Select One or More ALCs, All for all ALCs or Members of an ALC Group: All
  - Select an ALC Group or Individual ALCs: Individual ALCs
  - Select a Starting Business Date (M/d/yyyy): (optional) This filter will be ignored because no
  - Select an Ending Business Date (M/d/yyyy): (optional) This filter will be ignored because
- Business Date Period List:**
  - 1. Today
  - 2. Previous Business Day
  - 3. Previous Calendar Week
  - 4. Current Calendar Month
  - 5. Previous Calendar Month
  - 6. Select Business Date Range
- Starting Business Date:** 09/05/2012
- Ending Business Date:** (empty)
- Buttons:** Refresh Values, Select a Business Date Range

If you want to choose a precise Business Date – such as September 5, 2012 – first select the Business Date Period prompt of **6. Select Business Date**, then scroll through the prompts to **Starting Business Date** and **Ending Business Date**. Highlight each prompt and fill in the exact date you want to use. You can use a range of exact dates, but remember that it’s good practice to define your searches as precisely as you can to avoid long wait times, partial results, and extraneous information in your results.

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Example 3 –  
Choose Specific ALCs

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Highlight the **Select One or More ALCs** prompt. In the search line (to the left of the binoculars icon), type the ALC or partial ALC you want to specify. Click the binoculars. The ALCs that match your search appear in the left pane. Highlight one or more ALCs and click the right arrowhead to move them to the right pane. In the right pane, highlight the word **All** and click the left arrowhead to remove it. You're now ready to run the report for only the ALCs you specified.



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Classification Data

**From a Card Acquiring Service voucher**

Reported Classification(s)				
Ckey Class Name	Ckey Class Value	Tax Class Code	Credit Ind	Classification Total Amount
Merchant ID	444500105 0000		Y	\$1,804.70

**From a Credit Gateway Fedwire voucher**

Reported Classification(s)				
Ckey Class Name	Ckey Class Value	Tax Class Code	Credit Ind	Classification Total Amount
CG FEDWIRE	80009999 1000		Y	\$201,625,232.40

**From an OTCnet Bank Deposit voucher**

Reported Classification(s)				
Ckey Class Name	Ckey Class Value	Tax Class Code	Credit Ind	Classification Total Amount
Agency Accounting Code	57129999		Y	\$4.45
Agency Accounting Code	57129999		Y	\$13.75

**From an ECP voucher – sample of TAS/BETC**

TAS								BETC	Credit Ind	Classification Total Amount
Sub Lvl Prefix	Alloc Xfer Agency ID	Agency ID	Begin Avail	End Avail	Avail Type	Main Acct	Sub Acct			
		999				9999	000	COL UVR CT	Y	\$2,060,287.17


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Let's spend a moment talking about how the system reports Classification Data for vouchers. Classification Data allows the CARS to classify vouchers for Treasury accounting.


The channel applications report Classification Data in different ways. The images on this slide show a few samples from several channels. You can see that the voucher classification from Card Acquiring Service is the Merchant ID, and for an OTCnet Bank Deposit, it can be the Agency Accounting Code. Notice that multiple classifications could be reported for a voucher.

Classification Data includes Ckey and TAS/BETC information.



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## Classification Data in CSV and MS Excel

2253	Classification	6687370000583	Agency Accounting Code	57123500
2254	Classification	6687370000584	Agency Accounting Code	97120130
2255	Classification	6687370000585	Account Number	1410- -709 RV
2256	Classification	6687370000585	Account Number	1410- -741 RV
2257	Classification	6687370000585	Account Number	1410- -704 RV
2258	Classification	6687370000585	Account Number	1410- -713 RV
2259	Classification	6687370000586	Agency Accounting Code	BLM CHECKS
2260	Classification	6687370000587	Agency Accounting Code	361435
2261	Classification	6687370000587	Agency Accounting Code	36F3875

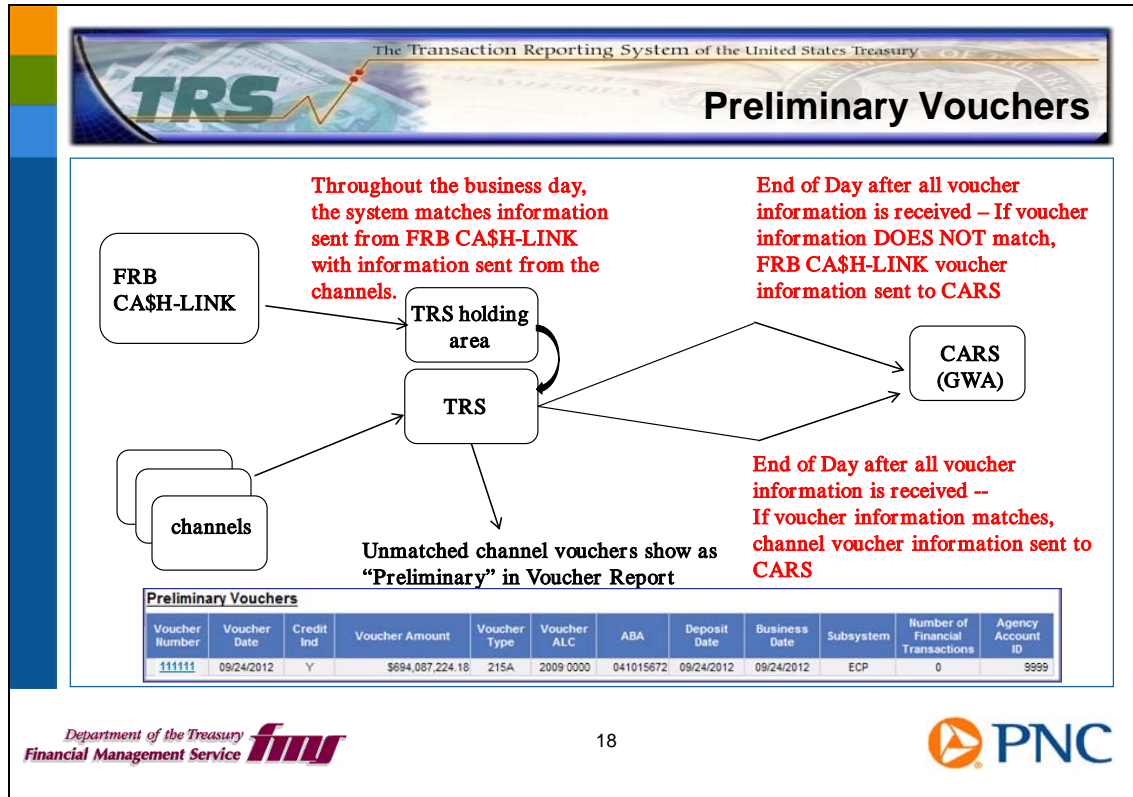
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You cannot use Classification Data values as search parameters when requesting the Voucher Report or the Voucher Download Report. However, you can save the Voucher Detail Report and Voucher Download Report in CSV format. You can then import the CSV file into MS Excel or another reporting system in order to sort, filter, and search the data. In this way you can more easily work with the Classification Data when analyzing your agency's voucher activity.

The system receives and stores Classification Data from the channel applications, but it does not originate the Classification Data. The system does not translate the Classification Data it receives. The system sends Classification Data as it is received to CARS.



The system currently receives voucher information from both the channel applications and from FRB CASH-LINK for Pay.gov, ECP, EFTPS, and OTCnet. Throughout the business day, the system matches up this information to confirm the amounts and other attributes about the vouchers.

Preliminary vouchers are vouchers from channel applications for collections at a Federal Reserve Bank that are in one of these states:

- Reported **on the current day** and not yet reconciled to vouchers from FRB CASH-LINK
- Reported **on a previous day** and were not reconciled to vouchers from FRB CASH-LINK and therefore not reported to CARS

During normal processing, when a voucher reported by FRB CASH-LINK matches a voucher reported by a channel application, the system reports the information as reported by the channel application to CARS (GWA). You can see the vouchers before they are matched as "preliminary vouchers" in the Voucher Report. In this normal scenario, at the end of the business day, there are no preliminary vouchers.

However, there are conditions where vouchers from a channel do not match the FRB CASH-LINK vouchers for a specific business day. Some reasons why the vouchers from channel applications would not match vouchers from FRB CASH-LINK include:

- Late arrival of channel vouchers – after the system has closed processing for the day
- Different amounts, ALCs, or voucher dates between two vouchers that should match
- File processing errors

These unmatched channel vouchers will remain in the system as preliminary vouchers. You can run a Voucher Report for an earlier time period and see these unmatched preliminary vouchers. If the channel application has included detailed transactions when it reports vouchers, you can use these preliminary vouchers to see these details as well as other voucher information as reported by the channel.

When a voucher reported by FRB CA\$H-LINK **does not match** any voucher reported by a channel application during the business day, the system reports the voucher from FRB CA\$H-LINK to CARS as part of End of Day processing. FRB CA\$H-LINK is the system of record for vouchers settled through the Federal Reserve.

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## Working with Preliminary Vouchers

Select Preliminary Vouchers:  Matched This Only

Refresh Values

Prelim Voucher Ind  
N  
Y

Voucher Number	Voucher Date	Credit Ind	Voucher Amount	Voucher Type	Voucher ALC	ABA	Deposit Date	Business Date	Subsystem	Number of Financial Transactions	Agency Account ID
<a href="#">111111</a>	10/18/2012	Y	\$13,816.13	215	12200408	041036017	10/18/2012	10/19/2012	ECP	40	790300
<a href="#">222222</a>	10/18/2012	Y	\$1,990,864.46	215	12200408	041036017	10/18/2012	10/19/2012	ECP	38	790301
<a href="#">333333</a>	10/18/2012	Y	\$99,203.80	215	12200408	041036017	10/18/2012	10/19/2012	ECP	20	979063
<a href="#">444444</a>	10/18/2012	Y	\$677,453.01	215	12200408	041036017	10/18/2012	10/19/2012	ECP	1,981	790170

**Voucher Detail Report**

**Deposit Information**

Voucher Number:	444444	Deposit Date:	10/18/2012
Voucher Date:	10/18/2012	Credit Ind:	Y
Voucher Amount:	\$99,203.80	Voucher Type:	215
Voucher ALC:	12200408	ABA:	041036017
Business Date:	10/18/2012	Financial Institution Name:	ECP
CAS:	900499	Deferred 1 Day Amount:	
Adjustment Ind:	N		

**Voucher Details**

Voucher Number	Voucher Date	Receipt Date	Matched	Voucher Type	ALC	Agency Account ID	Cash Payer ID	Business Date	Settlement Date	Credit Ind	Financial Transaction Amount	Power 235	Power 236
111111	10/18/2012	10/18/2012	Y	215	12200408	041036017	12200408	10/18/2012	10/18/2012	Y	\$1,381.61	W1219181	
222222	10/18/2012	10/18/2012	Y	215	12200408	041036017	12200408	10/18/2012	10/18/2012	Y	\$1,990,864.46	W1219181	
333333	10/18/2012	10/18/2012	Y	215	12200408	041036017	12200408	10/18/2012	10/18/2012	Y	\$99,203.80	W1219181	
444444	10/18/2012	10/18/2012	Y	215	12200408	041036017	12200408	10/18/2012	10/18/2012	Y	\$677,453.01	W1219181	

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You can run the Voucher Report for both matched and preliminary vouchers, only matched vouchers, or only preliminary vouchers.

You may want to monitor the preliminary vouchers during the business day. To do this, run the Voucher Report and choose a Business Date Period of **1. Today** and Select Preliminary Vouchers = **Y**. The report results will show vouchers with today's Business Date that have not yet been matched.

If you run the Voucher Report and leave the Select Preliminary Vouchers with no value filled in, you will receive both matched and preliminary vouchers in your results. The Report Summary will include counts and dollar amounts from both matched and preliminary vouchers.

If you choose N, the results will include only matched vouchers.

If you choose Y, the results will include only preliminary vouchers.

Click the hyperlink for **Voucher Number** to drill down to details about the voucher.

Click the hyperlink for **Number of Transactions** to drill down to details about all the transactions within the voucher.

The slide features a header banner with the TRS logo on the left and the text 'The Transaction Reporting System of the United States Treasury' in the center. To the right of the banner is the title 'Summary - Which Report to Use?'. Below the banner is a list of three bullet points. At the bottom of the slide, there are logos for the Department of the Treasury Financial Management Service (FMS) on the left, the number '20' in the center, and the PNC logo on the right.

The Transaction Reporting System of the United States Treasury

## Summary – Which Report to Use?

- If you need the Voucher Number, Business and Voucher Dates, Voucher Amount, ALC, and Agency Account ID, run the **Voucher Report**
- If you need all information about a specific voucher, run the **Voucher Report** and drill down to the **Voucher Detail Report**
- If you want to do analysis on Cash Flow IDs and Voucher Amounts, run the **Voucher Download Report**, download the results to CSV and/or MS Excel, and sort and subtotal by Cash Flow ID

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Here are some examples to help you decide how to use the different Voucher Reports.

If you need basic information about vouchers, such as dates and amount, use the Voucher Report.

If you need more details about a specific voucher, run the Voucher Report and drill down to the Voucher Detail Report for that voucher. Click the hyperlink of the **Voucher Number**.

If you want to work with the voucher information to analyze activity for a Cash Flow ID or other attribute, use the Voucher Download Report. You can run this report online and save it to MS Excel format or CSV format. You can then use MS Excel functions to analyze the data, or you could import it to another reporting system or analytical tool.

The Transaction Reporting System of the United States Treasury

## Additional Resources

- **Call Center**
  - 1-800-346-5465
  - 301-887-6600
  - TRS@pnc.com
- **User Manuals**
  - Agency Reports Help
  - Business Objects General Help
  - CASHLINK II to TRS Reports Crosswalk

**CASHLINK II SHUTS DOWN DECEMBER 31, 2012**

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**PNC**

Thank you for viewing this session. We hope you'll take advantage of all the information resources available to you.

Remember, CASHLINK II is scheduled to be shut down on December 31<sup>st</sup>, 2012.

We encourage you to send us feedback at TRS@pnc.com.