



Generate a CIRA CSV Historical Report

To generate a CIRA CSV historical report, complete the following steps:

1. Click the **Reports** tab.
2. Select **Historical Reports** and click **Generate Historical Reports**. The *CIRA CSV Historical Report* page appears.



Application Tip

The CIRA CSV historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. Depending on the volume of data queried it can take between five and 20 minutes to generate the report.

3. Enter the search criteria for the report you would like to view.
 - Select an **OTC Endpoint**, *required*



Application Tip

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Click the appropriate OTC Endpoint radio button.

- Check/uncheck the **Include Subordinates** check box



Application Tip

By default, the **Include Subordinates** check box is checked. Add a check mark to generate a report that contains data for the subordinate OTC Endpoints. Remove the check mark to generate a report that contains data only for the selected OTC Endpoint.

- Select a **Form Name**
- Select a **Deploy Date**



Application Tip

By default, the most recent **Deploy Date** and **Form Version** will populate the **Deploy Date** field, once the **Form Name** is selected.

- Under **User Defined Fields**,
 - Enter **User Defined Field 1**
 - Enter **User Defined Field 2**
 - Enter **User Defined Field 3**
 - Enter **User Defined Field 4**



Application Tip

The **User Defined Fields** are visible based on the selected OTC Endpoint **Form Name** and **Deploy Date**.

- Enter the **Account** number
- Enter the **Bank Routing Number**
- Enter the **IRN** (Individual Record Number)
- Enter the **Check Number**



Application Tip

If an **IRN** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range during report generation.

- Under **Check Amount**,
 - Select the appropriate drop-down field
 - Enter the check amount

- Select a **Settlement Status**
- Enter the **5515/Debit Voucher Number**

**Application Tip**

The **5515/Debit Voucher Number** represents items returned to agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**

**Application Tip**

The **215/Deposit Ticket Number** represents items credited into FRB CA\$HLINK for a given agency on a given day.

- Enter the **Cashier ID**
- Enter the **Batch ID**

**Application Tip**

If a **Batch ID** and a date range (**Received Date, Capture Date, Settlement Date, and Return Settlement Date**) are entered, OTCnet ignores the date range during report generation.

- Click the **Received Date:** radio button
 - Select **From** and **To** Received Date range
 - Or
 - Select the **On** Received Date



Application Tip

Consider the following information about the **Received Date (From) and (To):**

- If the **Received Date** radio button is selected, OTCnet does not validate any other date range values (**Capture Date, Settlement Date** or **Return Settlement Date**).
- **Received Date (From)** and **(To)** represents the date range the check was received into OTCnet. **Received Date (On)** represents the single specific date the check was received into OTCnet.
- The **Received Date (From)** and **(To)** is searchable for a duration up to 31 days.
- The **Received Date (From)** and **(To)** must be older than 18 months from the current date.

Or

- Click the **Check Capture Date**: radio button
 - Select **From** and **To** Check Capture Date range

Or

- Select the **On** Check Capture Date



Application Tip

Consider the following information about the **Check Capture Date (From) and (To)**:

- If the **Check Capture Date** radio button is selected, OTCnet does not validate any other date range values (**Received Date**, **Settlement Date**, or **Return Settlement Date**).
- **Check Capture Date (From) and (To)** represents the date range the check was processed by the **Check Capture Lead Operator** or **Check Capture Operator**. **Check Capture Date (On)** represents the single specific end date the check was processed by the **Check Capture Lead Operator** or **Check Capture Operator**.
- The **Check Capture Date (From) and (To)** is searchable for a duration up to 31 days.
- The **Check Capture Date (From) and (To)** must be older than 18 months from the current date.

Or

- Click the **Settlement Date:** radio button
 - Select **From** and **To** Settlement Date range

Or

- Select the **On** Settlement Date



Application Tip

Consider the following information about the **Settlement Date (From) and (To)**:

- If the **Settlement Date** radio button is selected, OTCnet does not validate any other date range values (**Received Date**, **Capture Date** or **Return Settlement Date**).
- **Settlement Date (From) and (To)** represents the date range when the payment amount was debited from the check writer's account. **Settlement Date (On)** represents the single specific date when the payment amount was debited from the check writer's account.
- The **Settlement Date (From) and (To)** is searchable for a duration up to 31 days.
- The **Settlement Date (From) and (To)** must be older than 18 months from the current date.

Or

- Click the **Return Settlement Date:** radio button
 - Select the **From/On** Date range
 - Select the **To** Date range



Application Tip

Consider the following information about the **Return Settlement Date (From) and (To)**:

- If the **Return Settlement Date** radio button is selected, OTCnet does not validate any other date range values (**Received Date, Capture Date** or **Settlement Date**).
- **Return Settlement Date (From)** and **(To)** represents the date range when the check item was returned. **Return Settlement Date (On)** represents the single specific date the check item was returned.
- The **Return Settlement Date (From)** and **(To)** is searchable for a duration up to 31 days.
- The **Return Settlement Date (From)** and **(To)** must be older than 18 months from the current date.

4. Click **Submit Request**. A “*Your report request has been successfully received*” message appears.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.