View Business Reports: CIRA CSV

To view a CIRA CSV report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports**. The *View Check Processing Reports* page appears.
3. Under **Business Reports**, click **CIRA CSV Report**. The *CIRA CSV Report* page appears.
4. 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** or **Batch ID** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range.

- 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 **2515/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**
- 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.
> - If **both** the **(From)** and **(To) Received Date** are more than 18 months from the current date, an error message appears stating "*Check transactions with a Received Date older than18 months have been archived to the archive database according to the Fiscal Service data retention policy. These transactions are viewable through the CIRA CSV Historical Report via Home>> Reports>> Historical Reports*." Refer to the *CIRA CSV Historical Report* printable job aid for more details. Any results that match the search parameters and have a Received Date older than 18 months from the current date are displayed.
> - If the **(From) or (To) Received Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

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**.

- If **both** the **Check Capture Date (From)** and **(To)** are more than 18 months from the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy. These transactions are viewable through the CIRA CSV Historical Report via Home>> Reports>> Historical Reports*." Refer to the *CIRA CSV Historical Report* printable job aid for more details. Any results that match the search parameters and are with a Received Date older 18 months from the current date are displayed.

- If the **(From)** **or** **(To) Check Capture Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

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**).
- If **both** the **Settlement Date (From)** and **(To)** are more than 18 months from the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy. These transactions are viewable through the CIRA CSV Historical Report via Home>> Reports>> Historical Reports*." Refer to the *CIRA CSV Historical Report* printable job aid for more details. Any results that match the search parameters and are with a Received Date older 18 months from the current date are displayed.
- If the **(From) or (To) Settlement Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

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**).
- If **both** the **Return Settlement Date (From)** and **(To)** are more than 18 months from the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy. These transactions are viewable through the CIRA CSV Historical Report via Home>> Reports>> Historical Reports*." Refer to the *CIRA CSV Historical Report* printable job aid for more details. Any results that match the search parameters and are with a Received Date older 18 months from the current date are displayed.
- If the **(From) or (To) Return Settlement Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

5. Click **Download CSV File**. The *File Download* dialog box appears.

Application Tip

The CIRA CSV Report page is configured to download a maximum of 90 days of search results. This range parameter applies when a user searches using **Received Date**, **Check Capture Date**, **Settlement Date** or **Return Settlement Date**. The system will display an error message to you if you attempt to search for results beyond the configured range.

6. Click **Open** or **Save**.

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.
- Click **Count** to display the total number of check transactions and the total check amount for the specified search criteria.