



View a CIRA Record

To view a CIRA record, complete the following steps:

1. Click the **Check Processing** tab.
2. Select **CIRA Query** and click **View**. The *CIRA Query* page appears.
3. Enter the search criteria 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 an agency due to unsuccessful collection efforts.

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



Application Tip

The **215/Deposit Ticket Number** represents items credited into CASHLINK II 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

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.



Application Tip

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**).

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

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**.

**Application Tip**

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**).

Or

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

Or

- Select the **On** Settlement Date

**Application Tip**

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.

**Application Tip**

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**).

Or

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

**Application Tip**

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.



Application Tip

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**).

4. Click **Search** to initiate the search.
5. The *Count* table and *Search Results* table appears. Click the **IRN** of the check whose details you would like to view.
6. The *CIRA Details* page appears showing the **Check Details**, **User Defined Fields**, **Check Image** and **Check History** details.



Application Tip

The CIRA Query details page is configured to display 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.



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.
- Click **Display First 1000** to retrieve the first 1000 records
- Click **Verification Detail** to view the corresponding MVD record for the check item. (Visible only if a corresponding MVD record exists.)

Additional buttons exclusive to the *View CIRA Item Details* page:

- Click **Zoom In** to zoom in on the check image.
- Click **Zoom Out** to zoom out on the check image.
- Click **Save Zoom** to save the zoom percentage for the current session.
- Click **Original** to return the check image to the original display settings.
- Click **Fit Width** to fit the check image to the width of the open window.
- Click **Rotate Left** to rotate the check image counterclockwise 90 degrees.
- Click **Rotate Right** to rotate the check image clockwise 90 degrees.
- Click **Print** to the check image.
- Click **Download** to the check image.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.