# **CIRA CSV Historical Report**

To view a Check Image and Research Archive (CIRA) CSV historical report, complete the following steps:

- 1. From the Reports tab, select Scheduled Reports.
- 2. Select Generate Scheduled Reports.
- 3. Under Check Processing Historical Reports, select CIRA CSV Historical Report. 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 5 and 20 minutes to generate the report.

- 4. Enter the search criteria for the report you would like to view.
  - Select an **OTC Endpoint**, required
  - Check/uncheck the Include Subordinates check box



#### **Application Tips**

- If you do not know the full name of the OTC Endpoint, enter a partial name search (as few as one letter) in the **Starts with** text box and select the **Select From List** icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Select the appropriate OTC Endpoint radio button.
- 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.
- 5. To search for a transaction:
  - Using the CIRA CSV Historical Report search criteria, complete the following steps:

#### Under CIRA CSV Historical Report,

- Select a Form Name
- Select a Deploy Date



## **Application Tips**

- By default, the CIRA CSV Historical Report screen is expanded. If the CIRA CSV Historical Report - ACR screen is expanded, the CIRA CSV Historical Report screen is collapsed.
- The **Form Name** is the name/list of available forms available for the selected OTC Endpoint. The **Deploy Date** is the date, time and version number of the selected form.
- 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,

- o Enter User Defined Field 1
- o Enter User Defined Field 2
- Enter User Defined Field 3
- o Enter User Defined Field 4
- o Enter the Account number
- o Enter the Bank Routing Number
- Enter the IRN (Individual Record Number)
- o Enter the Check Number

## **Application Tips**

- The User Defined Fields are visible based on the selected OTC Endpoint Form Name and Deploy Date.
- 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
- o Select a Settlement Status
- Enter the 5515/Debit Voucher Number
- Enter the 215/Deposit Ticket Number
- Enter the **Cashier ID**
- Enter the Batch ID



## **Application Tips**

- The 5515/Debit Voucher Number represents items returned to agency due to unsuccessful collection efforts.
- The 2515/Deposit Ticket Number represents items credited into FRB CA\$HLINK for a given agency on a given day.
- 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.

## Select the Received Date: radio button

Select From and To Received Date range

Or

• Select the **On** Received Date

#### Or

Select the Check Capture Date: radio button

• Select From and To Check Capture Date range

Or

• Select the **On** Check Capture Date

#### Or

Select the Settlement Date: radio button

Select From and To Settlement Date range

#### Or

• Select the **On** Settlement Date

#### Or

Select the Return Settlement Date: radio button

- Select the **From/On** Date range
- Select the **To** Date range

Or

- To query for an ACR (Adjustment, Correction, and Recission) transaction, complete the following steps:
  - Select CIRA CSV Historical Report ACR to expand the screen
  - Select an ACR Type
  - Select an ACR Reason Code

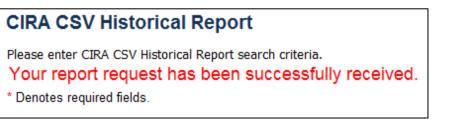
- o Enter an ACR Voucher Number
- Enter the From and To ACR Settlement Range, *Required*



## **Application Tips**

- By default, the CIRA CSV Historical Report ACR (Adjustment, Correction, and Rescission) screen is collapsed. If the Search ACR Transaction screen is expanded, the CIRA CSV Historical Report screen is collapsed.
- Search ACR Transaction options include All ACR, Adjustment, Correction, and Rescission.
- ACR Reason Code options include Duplicate Transaction Processed, Non-Cash Item, Transaction Amount Correction, Representment, Warranty Indemnity Claim, Voucher Date Change, Voucher Number Change, Account Switch, and ACH Reversal.
- The maximum numeric characters value for ACR Voucher Number is six.
- The **From** and **To ACR Settlement** fields are searchable for a duration up to 90 days. Additionally, the **From** and **To ACR Settlement** dates must be older than 18 months from the current date.
- 6. Select **Submit Request**. A "Your report request has been successfully received" message appears as shown in Figure 1.

#### Figure 1: CIRA CSV- Request Successfully Submitted





## **Additional Buttons**

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