

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**,

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

- 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

CIRA CSV Historical Report

Please enter CIRA CSV Historical Report search criteria.

Your report request has been successfully received.

* Denotes required fields.



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.