## **View Administrative Reports: CIR File Status**

To view a CIR file status report, complete the following steps:

- 1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Administration Reports**, select **View CIR File Status**. The *View CIR File Status* page appears.

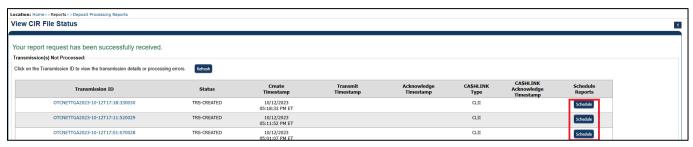


## **Application Tip**

The Collections Information Repository (CIR) was formerly referred to as Transaction Reporting System (TRS).

- 3. Select the **Schedule** button under *Schedule Reports* as shown in Figure 1 to schedule an asynchronous report.
- 4. The system displays a message to inform the user that their request has been submitted.

Figure 1: View CIR File and Schedule Report



5. To view the report and its sub-reports on the screen, under the **Transmission(s) Not Processed** section, select a **Transmission ID** of the CIR transmission details you must view.

Or

Under the All Transmission(s) section, select a Transmission ID of the CIR transmission details or processing errors you must view.



## **Application Tips**

- If a **Transmission ID** with Federal Reserve Bank (FRB) CL CA\$HLINK Type is selected, the *CIR Transmission Status (FRB)* report appears in a new window.
- If a **Transmission ID** with CLII CA\$HLINK Type is selected, the *CIR Transmission Status (FI)* report appears in a new window.
- There are two sections on the *View CIR File Transmission Status* page. The **Transmission(s) Not Processed** section displays report files that have not been successfully processed by CIR.
- The All Transmission(s) section displays all deposit report files regardless of transmission status or success.
- 6. The View CIR Transmission Status preview page appears.

Under Export as, you have the following options:

- Select PDF, Excel or Word format
- Select Download

Or

- Print PDF Report
- 7. For further debit or adjustment voucher details, select the **Voucher #** hyperlink. The *Deposit* or *Adjustment Voucher Detail* report appears.
- 8. Select Open, Save or Cancel.
- 9. The *DepositVoucherDetail\_XXX.pdf* or *AdjustmentVoucherDetail\_XXXX.pdf* report appears as shown in Figure 2.

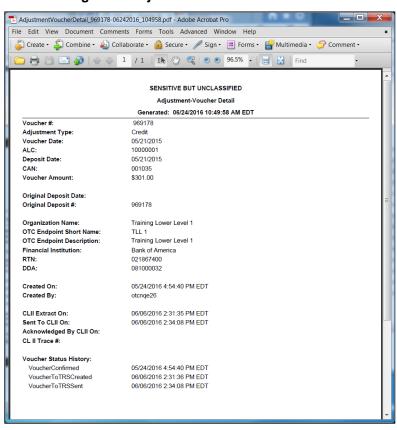


Figure 2: Adjustment-Voucher Detail PDF



## **Additional Buttons**

- Select **Open** the PDF is displayed.
- Select Save choose the location where to save the file.
- Select **Cancel** to return to the *View CIR File Status* preview page.
- Select **Previous** to return to the previous page.