

View Administrative Reports: CIR File Status

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

1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, click **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. Under the **Transmission(s) Not Processed** section, click a **Transmission ID** of the CIR transmission details you must view.

Or

Under **the All Transmission(s)** section, click 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.

4. The *View CIR Transmission Status* preview page appears.

Under Export as, you have the following options:

- Select **PDF**, **Excel** or **Word** format
- Click **Download**

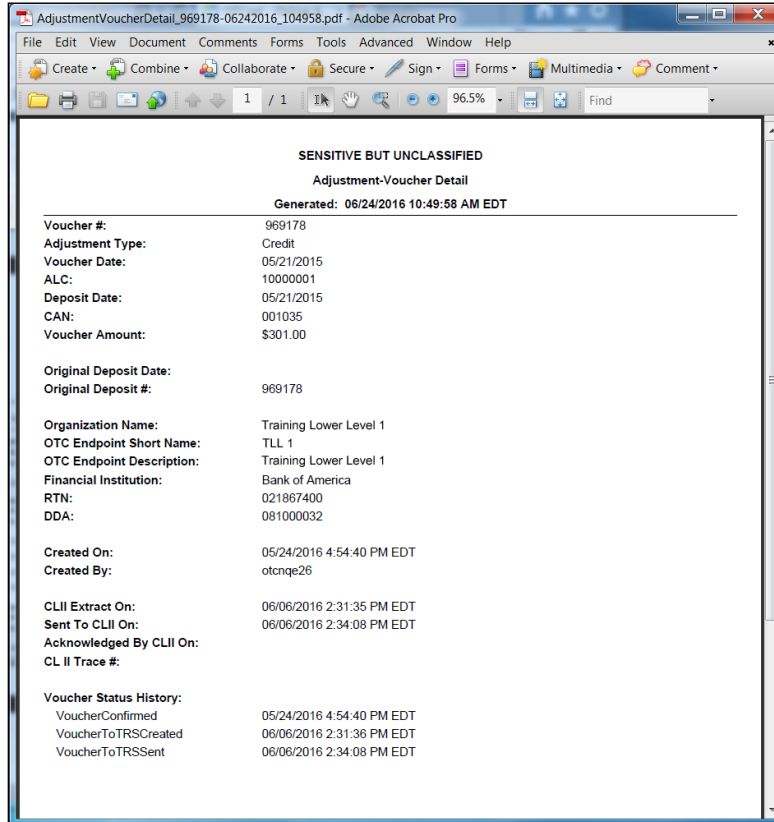
Or

- **Print PDF Report**

5. For further debit or adjustment voucher details, click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report appears.

6. Click **Open**, **Save** or **Cancel**.
7. The *DepositVoucherDetail_XXX.pdf* or *AdjustmentVoucherDetail_ XXXX.pdf* report appears as shown in Figure 1.

Figure 1: Adjustment-Voucher Detail PDF



Additional Buttons

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