

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

Location: Home > Reports > Deposit Processing Reports

View CIR File Status

Your report request has been successfully received.

Transmission(s) Not Processed:

Click on the Transmission ID to view the transmission details or processing errors. [Refresh](#)

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp	Schedule Reports
OTCNETTGA2023-10-12T17:18:330030	TRS-CREATED	10/12/2023 05:18:33 PM ET			CL.II		Schedule
OTCNETTGA2023-10-12T17:11:520029	TRS-CREATED	10/12/2023 05:11:52 PM ET			CL.II		Schedule
OTCNETTGA2023-10-12T17:01:070028	TRS-CREATED	10/12/2023 05:01:07 PM ET			CL.II		Schedule

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.
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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

AdjustmentVoucherDetail_969178-06242016_104958.pdf - Adobe Acrobat Pro

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SENSITIVE BUT UNCLASSIFIED

Adjustment-Voucher Detail

Generated: 06/24/2016 10:49:58 AM EDT

Voucher #:	969178
Adjustment Type:	Credit
Voucher Date:	05/21/2015
ALC:	10000001
Deposit Date:	05/21/2015
CAN:	001035
Voucher Amount:	\$301.00
Original Deposit Date:	
Original Deposit #:	969178
Organization Name:	Training Lower Level 1
OTC Endpoint Short Name:	TLL 1
OTC Endpoint Description:	Training Lower Level 1
Financial Institution:	Bank of America
RTN:	021867400
DDA:	081000032
Created On:	05/24/2016 4:54:40 PM EDT
Created By:	otcnqe26
CLII Extract On:	06/06/2016 2:31:35 PM EDT
Sent To CLII On:	06/06/2016 2:34:08 PM EDT
Acknowledged By CLII On:	
CL II Trace #:	
Voucher Status History:	
VoucherConfirmed	05/24/2016 4:54:40 PM EDT
VoucherToTRSCreated	06/06/2016 2:31:36 PM EDT
VoucherToTRSSent	06/06/2016 2:34:08 PM EDT



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.