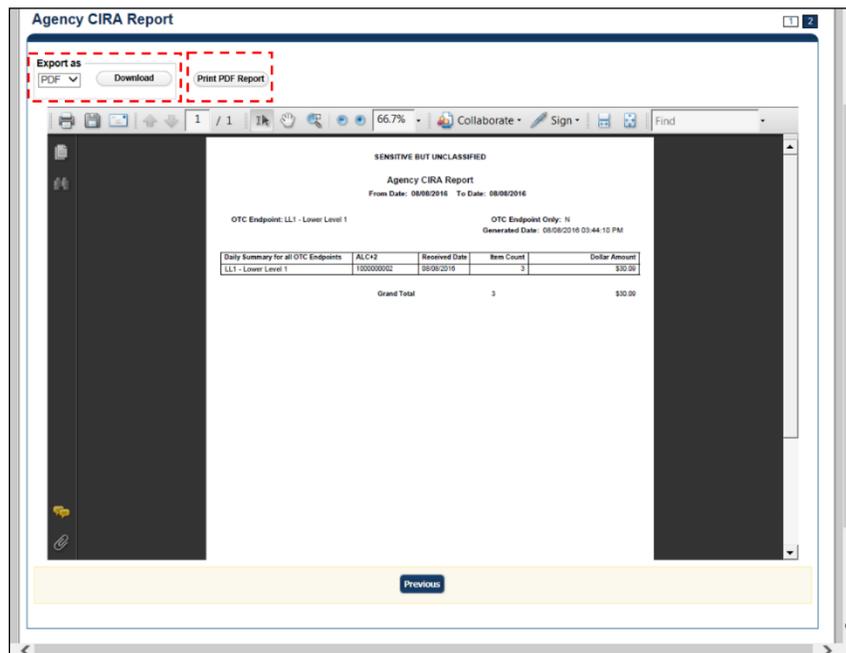


## Agency CIRA Report

To view an Agency Check Image and Research Archive (CIRA) report, complete the following steps:

1. From the **Reports** tab, click **Check Processing Reports**. The *View Check Processing Reports* page appears.
2. Under **Business Reports**, click **Agency CIRA Report**. The *Agency CIRA Report* parameters page appears as shown in Figure 1.

**Figure 1: Agency CIRA Report Parameters Page**



3. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select the **Date From** date
- Select the **Date To** date
- Click **Received Date** or **Captured Date**
- Enter the **Batch ID**
- Enter the **Cashier ID**
- Click **Yes** or **No** to Include Subordinate OTC Endpoints



### Application Tips

- Click **Yes** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
  - Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.
- 

4. Click an OTC Endpoint to initiate the report. The *Agency CIRA Report* preview page appears.



### Application Tip

**CHK** denotes a check capture OTC Endpoint; **TGA** denotes a deposit processing OTC Endpoint; **M** denotes a mapped accounting code; an open lock  denotes access permission; and a closed lock  denotes no access permission.

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5. Under Export as,
  - Select a **PDF**, **Excel** or **Word**
  - Click **Download**

Or

- Click **Print PDF Report**



### Additional Button

Click **Previous** to return to the previous page.

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