

CIRA CSV Report

To view a Check Image and Research Archive (CIRA) CSV 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 **CIRA CSV Report**. The *CIRA CSV Report* page appears.
3. Enter the search criteria for the report you would like to view.
 - Select an **OTC Endpoint**, *required*
 - Check/uncheck the **Include Subordinates** check box
 - Check/uncheck **Retrieve Mobile Check Transactions Only** check box



Application Tips

- If you do not know the full name of OTC Endpoint, enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass). The configured OTC Endpoints appear according to the user's access. Click 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.
- By default, the **Retrieve Mobile Check Transactions Only** check box is unchecked. Data for **Retrieve Mobile Check Transactions Only** is not yet available and will be included in a future release.

-
4. To search for a transaction:
 - Using the CIRA CSV Report search criteria, complete the following steps:
 - Select a **Form Name**
 - Select a **Deploy Date**



Application Tips

- By default, the **CIRA CSV Report** screen is expanded. If the **CIRA CSV Historical Report** screen is expanded, the **CIRA CSV Report - ACR** 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**
 - Under **Check Amount**, by completing the following:
 - 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**



Application Tips

- The **User Defined Fields** are visible based on the selected OTC Endpoint **Form Name** and **Deploy Date**.
- If an **IRN** or **Batch ID** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range.
- 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.

-
- Enter the **Cashier ID**

- Enter the **Batch ID**
- Click the Received Date: radio button
 - Select **From** and **To** Received Date range
 - Or
 - Select the **On** Received Date
 - Or
- Click the **Check Capture Date**: radio button
 - Select **From** and **To** Check Capture Date range
 - Or
 - Select the **On** Check Capture Date
 - Or
- Click the **Settlement Date**: radio button
 - Select **From** and **To** Settlement Date range
 - Or
 - Select the **On** Settlement Date
 - Or
- Click the **Return Settlement Date**: radio button
 - Select the **From/On** Date range
 - Select the **To** Date range
- To query for a CIRA CSV Report - ACR transaction, complete the following steps:
 - Click **Search ACR Transaction** 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 **Search ACR (Adjustment, Correction, and Rescission) Transaction** screen is collapsed. If the Search ACR Transaction screen is expanded, the CIRA Query 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, Transaction 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.
-