View a CIRA Record

To view a Check Image and Research Archive (CIRA) record, complete the following steps:

1. From the **Check Processing** tab click **CIRA Query**. The *CIRA Query* page appears.

2. Enter your search criteria.

   - Select an **OTC Endpoint**, *required*

> **Application Tip**
>
> If you do not know the full name of the 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.

   - Check/uncheck the **Include Subordinates** check box
   - Check/uncheck the **Retrieve Mobile Check Transactions Only** check box
   - Select a **Form Name**
   - Select a **Deploy Date**

> **Application Tips**
>
> - 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.
> - By default, the most recent **Deploy Date** and **Form Version** will populate the **Deploy Date** field, once the **Form Name** is selected.

3. To search for a transaction:

   - Using the CIRA Query search criteria, complete the following steps:
     - Under CIRA Query,
       - Select a **Form Name**
       - Select a **Deploy Date**
     - Under User Defined Fields,
       - Enter **User Defined Field 1**

- Enter **User Defined Field 2**
- Enter **User Defined Field 3**
- Enter **User Defined Field 4**

💡 **Application Tips**

- By default, the **CIRA Query** screen is expanded. If the **CIRA Query** screen is expanded, the **Search ACR Transaction** screen is collapsed.
- By default, the most recent **Deploy Date** and **Form Version** will populate the **Deploy Date** field once the **Form Name** is selected.
- The **User Defined Fields** are visible based on the selected OTC Endpoint **Form Name** and **Deploy Date**.

- Enter the **Account number**
- Enter the **Bank Routing Number**
- Enter the **IRN (Individual Record Number)**
- Enter the **Check Number**
- Under **Check Amount**
  - 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**

- 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 Numbe**r represents items returned to an agency due to unsuccessful collection efforts.
- The **215/Deposit Ticket Number** represents items credited into FRB CA$HLINK 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

Application Tips

- **Received Date (From)** and **(To)** represents the date range the check was received into OTCnet. **Received Date (On)** represents the single specific date the check was received into OTCnet.
- If the **Received Date** radio button is selected, OTCnet does not validate any other date range values (**Capture Date**, **Settlement Date** or **Return Settlement Date**).
- **Check Capture Date (From)** and **(To)** represents the date range the check was processed by the **Check Capture Lead Operator** or **Check Capture Operator**. **Check Capture Date (On)** represents the single specific end date the check was processed by the **Check Capture Lead Operator** or **Check Capture Operator**.
- If the **Check Capture Date** radio button is selected, OTCnet does not validate any other date range values (**Received Date**, **Settlement Date** or **Return Settlement Date**).

Or

- Click the **Settlement Date**: radio button

     - Select **From** and **To** Settlement Date range

          Or

     - Select the **On** Settlement Date

Application Tips

- **Settlement Date (From)** and **(To)** represents the date range when the payment amount was debited from the check writer's account. **Settlement Date (On)** represents the single specific date when the payment amount was debited from the check writer's account.
- If the **Settlement Date** radio button is selected, OTCnet does not validate any other date range values (**Received Date**, **Capture Date** or **Return Settlement Date**).

Or

- Click the **Return Settlement Date**: radio button

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- Select the **From/On** Date range
- Select the **To** Date range

Application Tips

- **Return Settlement Date (From)** and **(To)** represents the date range when the check item was returned. **Return Settlement Date (On)** represents the single specific date the check item was returned.
- When the **Return Settlement Date** radio button is selected, OTCnet does not validate any other date range values (**Received Date**, **Capture Date** or **Settlement Date**).
- By default, the **CIRA Query** screen is expanded. If the CIRA Query screen is expanded, the screen Search ACR Transaction collapsed.

Or

- To query for an 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

Application Tips

- By default, the **Search ACR 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 maximum date range for the **From** and **To ACR Settlement** range is 90 days.

4. Click **Search** to initiate the search.

5. The *Count* table and *Search Results* table appears as shown in Figure 1. Click the **IRN** for the check details you would like to view.

Figure 1. CIRA Query Results Showing Count and IRN Table

6. The *CIRA Details* page appears showing the **Check Details**, **User Defined Fields**, **Check Image** and **Check History** details as shown in Figure 2.
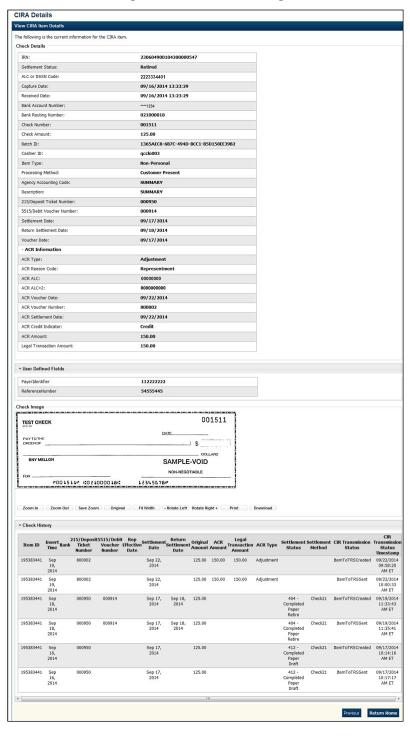
5

Figure 2: CIRA Details Page

CIRA Details

View CIRA Item Details

The following is the current information for the CIRA item.

Check Details

IRN:	230604900104200000547
Settlement Status:	Retired
ALC or DSSN Code:	2223334401
Capture Date:	09/16/2014 13:23:29
Received Date:	09/16/2014 13:23:29
Bank Account Number:	****1234
Bank Routing Number:	021000018
Check Number:	001511
Check Amount:	125.00
Batch ID:	1365AEC8-6B7C-494D-BCC1-B5D158EE39B2
Cashier ID:	qcclo003
Item Type:	Non-Personal
Processing Method:	Customer Present
Agency Accounting Code:	SUMMARY
Description:	SUMMARY
215/Deposit Ticket Number:	000950
5515/Debit Voucher Number:	000914
Settlement Date:	09/17/2014
Return Settlement Date:	09/18/2014
Voucher Date:	09/17/2014
- ACR Information	
ACR Type:	Adjustment
ACR Reason Code:	Representment
ACR ALC:	00000000
ACR ALC+2:	0000000000
ACR Voucher Date:	09/22/2014
ACR Voucher Number:	800002
ACR Settlement Date:	09/22/2014
ACR Credit Indicator:	Credit
ACR Amount:	150.00
Legal Transaction Amount:	150.00

▼ User Defined Fields

PayerIdentifier	112222222
ReferenceNumber	54555445

Check Image

TEST CHECK   001511

PAY TO THE ORDER OF ___ $ ___

DOLLARS

BNY MELLON   SAMPLE-VOID

NON-NEGOTIABLE

FOR ___

⑈001511⑈ ⑆021000018⑆ 12345678⑈

[Zoom In] [Zoom Out] [Save Zoom] [Original] [Fit Width] [- Rotate Left] [Rotate Right +] [Print] [Download]

▼ Check History

Item ID	Insert Time	Bank	215/Deposit Ticket Number	5515/Debit Voucher Number	Rep Effective Date	Settlement Date	Return Settlement Date	Original Amount	ACR Amount	Legal Transaction Amount	ACR Type	Settlement Status	Settlement Method	CIR Transmission Status	CIR Transmission Status Timestamp
195383441	Sep 19, 2014		800002			Sep 22, 2014		125.00	150.00	150.00	Adjustment			ItemToTRSCreated	09/22/2014 09:58:20 AM ET
195383441	Sep 19, 2014		800002			Sep 22, 2014		125.00	150.00	150.00	Adjustment			ItemToTRSSent	09/22/2014 10:00:33 AM ET
195383441	Sep 18, 2014		000950	000914		Sep 17, 2014	Sep 18, 2014	125.00				404 – Completed Paper Retire	Check21	ItemToTRSCreated	09/19/2014 11:33:43 AM ET
195383441	Sep 18, 2014		000950	000914		Sep 17, 2014	Sep 18, 2014	125.00				404 – Completed Paper Retire	Check21	ItemToTRSSent	09/19/2014 11:35:41 AM ET
195383441	Sep 16, 2014		000950			Sep 17, 2014		125.00				412 – Completed Paper Draft	Check21	ItemToTRSCreated	09/17/2014 10:14:16 AM ET
195383441	Sep 16, 2014		000950			Sep 17, 2014		125.00				412 – Completed Paper Draft	Check21	ItemToTRSSent	09/17/2014 10:17:17 AM ET

[Previous] [Return Home]

Application Tip

The CIRA Query details page is configured to display a maximum of 90 days of search results. This range parameter applies when a user searches using **Received Date**, **Check Capture Date**, **Settlement Date**, **Return Settlement Date** or **ACR Settlement date**. The system will display an error message if you search for results beyond the configured range.

Additional Buttons

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Count** to display the total number of check transactions and the total check amount for the specified search criteria.
- Click **Display First 1000** to retrieve the first 1000 records
- Click **Verification Detail** to view the corresponding MVD record for the check item. (Visible only if is a corresponding MVD record exists.)

Additional buttons exclusive to the *View CIRA Item Details* page:

- Click **Zoom In** to zoom in on the check image.
- Click **Zoom Out** to zoom out on the check image.
- Click **Save Zoom** to save the zoom percentage for the current session.
- Click **Original** to return the check image to the original display settings.
- Click **Fit Width** to fit the check image to the width of the open window.
- Click **Rotate Left** to rotate the check image counterclockwise 90 degrees.
- Click **Rotate Right** to rotate the check image clockwise 90 degrees.
- Click **Print** to the check image.
- Click **Download** to the check image.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.