



View Administration Reports: CIR File Status

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

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **View CIR File Status**. The *View CIR Transmission Status* page appears.



Application Tip

The **Collections Information Repository (CIR)** was formerly referred to as **Transaction Reporting System (TRS)**.

4. Under the **Transmission(s) Not Processed** section, click a **Transmission ID** of the CIR transmission details you would like to view.

Or

Under the **All Transmission(s)** section, click a **Transmission ID** of the CIR transmission details or processing errors you would like to view.



Application Tip

If a **Transmission ID** with 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.



Application Tip

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.

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

Under **Export as**,

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

Or

Click **Print PDF Report**

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

7. The *DepositVoucherDetail_XXX.pdf* or *AdjustmentVoucherDetail_ XXXX.pdf* dialog box appears. Click **Open**, **Save** or **Cancel**.



Application Tip

If **Open** is clicked, the PDF is displayed. If **Save** is clicked, choose the location where to save the file. If **Cancel** is clicked you will be returned to the View CIR File Status preview page.



Application Tip

Additional button on the page that helps you perform other tasks:

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