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.

Agency CIRA Report							1 2
Export as PDF V Download Print PDF Report							
🖶 🛅 🔄 🛧 🕀 1 / 1 1k 🖑 🥰 💿 🖲 66.7% • 🄬 Collaborate • 🥒 Sign • 😸 🔀 Find •							
SENSITIVE BUT UNCLASSIFIED							
Agency CIRA Report From Date: 08082916 To Date: 08082916							
	OTC Endpoint: LL1 - Lower Level 1			OTC Endpoint O Generated Date: 0	nily: N 8/08/2016 03:44:10 PM		
	Daily Summary for all OTC Endpoints	ALC+2	Received Date	Rem Count	Dollar Amount		
	LL1 - Lower Level 1	100000002	00/08/2010	\$	\$30.04		
•		Grand Total		3	150 DF		
Provins							
							¥
<							>

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.

- 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.