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.
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
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

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 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
    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*
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.