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 Number** 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
• 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**.
- 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](image)

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

![Image of CIRA Details Page]

- **Bureau of the Fiscal Service**
- **OTCnet Printable Job Aid**

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**Figure 2: CIRA Details Page**

**CIRA Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA</td>
<td>23800404080100990800800747</td>
</tr>
<tr>
<td>Settlement Status</td>
<td>Rejected</td>
</tr>
<tr>
<td>ACH/Wire Code</td>
<td>23800404</td>
</tr>
<tr>
<td>Capture Date</td>
<td>08/10/2014 12:23:39</td>
</tr>
<tr>
<td>Received Date</td>
<td>08/10/2014 10:23:29</td>
</tr>
<tr>
<td>Bank Account Number</td>
<td>0000</td>
</tr>
<tr>
<td>Bank Routing Number</td>
<td>238004040</td>
</tr>
<tr>
<td>Check Number</td>
<td>685103</td>
</tr>
<tr>
<td>Check Amount</td>
<td>125.00</td>
</tr>
<tr>
<td>BOC #</td>
<td>1120000-4490-5000-04001101010003</td>
</tr>
<tr>
<td>BOC #</td>
<td>904000</td>
</tr>
<tr>
<td>Check Date</td>
<td>08/10/2014</td>
</tr>
<tr>
<td>Voucher Date</td>
<td>08/10/2014</td>
</tr>
<tr>
<td>ACH Details</td>
<td>Adjustment</td>
</tr>
<tr>
<td>ACH Reason Code</td>
<td>Reimbursement</td>
</tr>
<tr>
<td>ACH W2.C</td>
<td>0000000000000000</td>
</tr>
<tr>
<td>ACH W2.C Void</td>
<td>0000000000000000</td>
</tr>
<tr>
<td>ACH Settled</td>
<td>08/10/2014</td>
</tr>
<tr>
<td>ACH Amount</td>
<td>125.00</td>
</tr>
<tr>
<td>Legal Transaction Amount</td>
<td>125.00</td>
</tr>
</tbody>
</table>

**Vendor Information**

- **Payee Vendor**: 9333000003
- **Reference Vendor**: 54255455

**Check Details**

- **Check Number**: 685103
- **Description**: Rejected
- **Processing Method**: Canceled/Processed
- **Agency Account Code**: 9000000000000000
- **Origiinal Total Amount**: 125.00
- **Voucher Number**: 0000000000000000
- **Settlement Date**: 08/10/2014
- **Return Settlement Date**: 08/10/2014

**Source Document Information**

- **Source Document**: 08/10/2014
- **Source Document**: 08/10/2014
- **Source Document**: 08/10/2014
- **Source Document**: 08/10/2014
- **Source Document**: 08/10/2014
- **Source Document**: 08/10/2014

**Check History**

- **Transaction Status**: Bounced
- **Transaction Status**: Bounced
- **Transaction Status**: Bounced
- **Transaction Status**: Bounced
- **Transaction Status**: Bounced
- **Transaction Status**: Bounced

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**Notes**

- **Additional Information**: None

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**Download**

- **Download**: None

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**References**

- **Reference**: None

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**Conclusion**

- **Conclusion**: None
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.