

## View Administrative Reports: CIR File Status

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

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Administration Reports**, select **View CIR File Status**. The *View CIR File Status* page appears.



### Application Tip

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

3. Select a **date (From and To)** using the date filter to filter CIR file status reports by date. (**From/To** dates cannot be in the future or older than 18 months.)
4. Select the **Submit** button under the date filter to retrieve the results.
5. Select the **Schedule** button under *Schedule Reports* as shown in Figure 1 to schedule an asynchronous report.
6. The system displays a message to inform the user that their request has been submitted.

**Figure 1: View CIR File and Schedule Report**

Transmission ID	Status	Create Timestamp	Transmit Timestamp	Acknowledge Timestamp	CASHLINK Type	CASHLINK Acknowledge Timestamp	Schedule Reports
OTCNETTGA2024-10-21T07:51:230061	TRS-CLII-SENT	10/21/2024 07:51:23 AM ET	10/21/2024 07:53:55 AM ET	10/21/2024 07:54:07 AM ET	CLII	10/21/2024 09:12:05 AM ET	Schedule
OTCNETTGA2024-02-28T13:24:020063	TRS-CLII-SENT	02/28/2024 01:24:02 PM ET	02/28/2024 01:25:50 PM ET	02/28/2024 01:26:11 PM ET	CLII		Schedule
OTCNETTGA2023-10-02T16:55:070044	TRS-CLII-SENT	10/02/2023 04:55:07 PM ET	10/02/2023 04:57:23 PM ET	10/02/2023 04:57:53 PM ET	CLII		Schedule
OTCNETTGA2021-04-01T09:03:450021	TRS-SENT	04/01/2021 09:03:45 AM ET	04/01/2021 09:05:37 AM ET		CLII		Schedule
OTCNETTGA2021-03-30T09:45:020001	TRS-SENT	03/30/2021 09:45:02 AM ET	03/30/2021 09:47:22 AM ET		CLII		Schedule
OTCNETTGA2019-12-19T10:33:360001	TRS-CLII-SENT	12/19/2019 10:33:36 AM ET	12/19/2019 10:35:45 AM ET	12/19/2019 10:35:41 AM ET	CLII		Schedule
OTCNETTGA2019-12-18T13:55:130004	TRS-CLII-SENT	12/18/2019	12/18/2019	12/18/2019	CLII		Schedule

7. To view the report and its sub-reports on the screen, under the **Transmission(s) Not Processed** section, select a **Transmission ID** of the CIR transmission details you must view.

Or

Under **the All Transmission(s)** section, select a **Transmission ID** of the CIR transmission details or processing errors you must view.



## Application Tips

- If a **Transmission ID** with Federal Reserve Bank (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.
  - 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.
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8. The *View CIR Transmission Status* preview page appears.

Under Export as, you have the following options:

- Select **PDF**, **Excel** or **Word** format
- Select **Download**

Or

- **Print PDF Report**

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

10. Select **Open**, **Save** or **Cancel**.

11. The *DepositVoucherDetail\_XXX.pdf* or *AdjustmentVoucherDetail\_ XXXX.pdf* report appears as shown in Figure 2.

Figure 2: Adjustment-Voucher Detail PDF

AdjustmentVoucherDetail\_969178-06242016\_104958.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

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**SENSITIVE BUT UNCLASSIFIED**  
Adjustment-Voucher Detail  
Generated: 06/24/2016 10:49:58 AM EDT

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Voucher #:	969178
Adjustment Type:	Credit
Voucher Date:	05/21/2015
ALC:	10000001
Deposit Date:	05/21/2015
CAN:	001035
Voucher Amount:	\$301.00
Original Deposit Date:	
Original Deposit #:	969178
Organization Name:	Training Lower Level 1
OTC Endpoint Short Name:	TLL 1
OTC Endpoint Description:	Training Lower Level 1
Financial Institution:	Bank of America
RTN:	021867400
DDA:	081000032
Created On:	05/24/2016 4:54:40 PM EDT
Created By:	otcnqe26
CLII Extract On:	06/06/2016 2:31:35 PM EDT
Sent To CLII On:	06/06/2016 2:34:08 PM EDT
Acknowledged By CLII On:	
CL II Trace #:	
Voucher Status History:	
VoucherConfirmed	05/24/2016 4:54:40 PM EDT
VoucherToTRSCreated	06/06/2016 2:31:36 PM EDT
VoucherToTRSSent	06/06/2016 2:34:08 PM EDT



### Additional Buttons

- Select **Open** the PDF is displayed.
- Select **Save** choose the location where to save the file.
- Select **Cancel** to return to the *View CIR File Status* preview page.
- Select **Previous** to return to the previous page.