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

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.

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

   Under Export as, you have the following options:

   o Select **PDF**, **Excel** or **Word** format

   o Select **Download**

   Or

   o **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

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.