View Business Reports: CIRA CSV

To view a CIRA CSV report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Check Processing** Reports. The *View Check Processing Reports* page appears.

3. Under **Business Reports**, click **CIRA CSV Report**. The *CIRA CSV Report* page appears.

4. Enter the search criteria for the report you would like to view.
    - Select an **OTC Endpoint**, *required*

> **Application Tip**
>
> If you do not know the full name of OTC Endpoint, you can 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

> **Application Tip**
>
> 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.

5. To search for a transaction:

    a. Using the CIRA CSV Report search criteria, you can:

        - Select a **Form Name**
        - Select a **Deploy Date**

Application Tip

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.

Application Tip

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.

Application Tip

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**

Application Tip

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**

Application Tip

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.

- Under **Check Amount**,
  - Select the appropriate drop-down field
  - Enter the check amount

- Select a **Settlement Status**
- Enter the **5515/Debit Voucher Number**

Application Tip

The **5515/Debit Voucher Number** represents items returned to agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**

Application Tip

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

Application Tip

Consider the following information about the **Received Date (From) and (To):**

- 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**).

- **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 **both** the **(From)** and **(To) Received Date** are more than 18 months from the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy. These transactions are viewable through the CIRA CSV Historical Report via Home>> Reports>> Historical Reports*." Refer to the *CIRA CSV Historical Report* printable job aid for more details. Any results that match the search parameters and have a Received Date older than 18 months from the current date are displayed.

- If the **(From) or (To) Received Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

Or

- Click the **Check Capture Date**: radio button
    - Select **From** and **To** Check Capture Date range

    Or

    - Select the **On** Check Capture Date

Application Tip

Consider the following information about the Check Capture **Date (From) and (To):**

- 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**).

- **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 **both** the **Check Capture Date (From)** and **(To)** are more than 18 months from the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy. These transactions are viewable through the CIRA CSV Historical Report via Home>> Reports>> Historical Reports*." Refer to the *CIRA CSV Historical Report* printable job aid for more details. Any results that match the search parameters and are with a Received Date older 18 months from the current date are displayed.

- If the **(From) or (To) Check Capture Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

Or

- Click the **Settlement Date**: radio button
  - Select **From** and **To** Settlement Date range

    Or
  - Select the **On** Settlement Date

Application Tip

Consider the following information about the **Settlement Date (From) and (To):**

- 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**).

- If **both** the **Settlement Date (From)** and **(To)** are more than 18 months from the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy. These transactions are viewable through the CIRA CSV Historical Report via Home>> Reports>> Historical Reports*." Refer to the *CIRA CSV Historical Report* printable job aid for more details. Any results that match the search parameters and are with a Received Date older 18 months from the current date are displayed.

- If the **(From) or (To) Settlement Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

Or

- Click the **Return Settlement Date**: radio button
    - Select the **From/On** Date range
    - Select the **To** Date range

Application Tip

Consider the following information about the **Return Settlement Date (From) and (To):**

- If the **Return Settlement Date** radio button is selected, OTCnet does not validate any other date range values (**Received Date**, **Capture Date** or **Settlement Date**).

- If **both** the **Return Settlement Date (From)** and **(To)** are more than 18 months from the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy. These transactions are viewable through the CIRA CSV Historical Report via Home>> Reports>> Historical Reports*." Refer to the *CIRA CSV Historical Report* printable job aid for more details. Any results that match the search parameters and are with a Received Date older 18 months from the current date are displayed.

- If the **(From) or (To) Return Settlement Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

Or

b. To query for a CIRA CSV Report - ACR transaction, you can:

- Click **Search ACR Transaction** to expand the screen

Application Tip

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.

- Select an **ACR Type**

Application Tip

Search ACR Transaction options include **All ACR**, **Adjustment**, **Correction**, and **Rescission**.

- Select an **ACR Reason Code**

Application Tip

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**.

- Enter an **ACR Voucher Number**

Application Tip

The maximum numeric characters value for **ACR Voucher Number** is six.

- Enter the **From** and **To** ACR Settlement range, *required*

Application Tip

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.

- Click **Download CSV File**. The *File Download* dialog box appears.

Application Tip

The CIRA CSV Report page is configured to download 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 to you if you attempt to search for results beyond the configured range.

Application Tip

The IRN column in the CIRA CSV report downloads in scientific notation format (e.g., 2.30913E+20). However, if you would like the IRN column to appear as standard text, you have the option to format this column when downloading the CIRA CSV report. To do so, complete the following steps.

Once you click **Download CSV File**:

1. Click the **Save** drop-down arrow, and select **Save As**. The *Save As* dialog box appears.
2. Navigate to the folder on your computer where you want to save the report.
3. In the **File name** field, enter **.xls** after the file name CiraReport.
4. In the **Save as type** field, click **All Files**.
5. Click **Save**.
6. Open a new Excel workbook by opening the Excel application, and clicking **Blank workbook**.
7. Click the **File** tab.
8. Under **Open**, select **Browse**. The *Open* dialog box appears.
9. To the right of the **File name** field, click the drop-down arrow, and select **All Files (*.*)**.
10. Navigate to the CiraReport file that you just saved on your computer.
11. Click **Open**.
12. You may receive the message, *"The file you are trying to open, 'CiraReport.xls,' is in a different format than specified by the file extension."* Click **Yes**.
13. The Text Import Wizard appears. Select **Delimited**, and click **Next**.
14. Under **Delimiters**, check the boxes for **Tab** and **Comma**.
15. Click **Next**.
16. The first column (which contains the IRNs) is highlighted. Under **Column data format**, select **Text**.
17. Click **Finish**.

- Click **Open** or **Save**.

Application Tip

Additional buttons on the page that help you perform other tasks:

- 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.