

CIRA CSV Historical Report

To view a Check Image and Research Archive (CIRA) CSV historical report, complete the following steps:

1. From the **Reports** tab, select **Historical Reports**.
2. Click **Generate Historical Reports**.
3. Under **Check Processing Historical Reports**, select **CIRA CSV Historical Report**. The *CIRA CSV Historical Report* page appears.



Application Tip

The CIRA CSV historical report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. Depending on the volume of data queried it can take between 5 and 20 minutes to generate the report.

4. Enter the search criteria for the report you would like to view.
 - Select an **OTC Endpoint**, *required*
 - Check/uncheck the **Include Subordinates** check box



Application Tips

- 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.
- 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:
 - Using the **CIRA CSV Historical Report** search criteria, complete the following steps:
Under **CIRA CSV Historical Report**,
 - Select a Form Name
 - Select a Deploy Date



Application Tips

- By default, the **CIRA CSV Historical Report** screen is expanded. If the **CIRA CSV Historical Report - ACR** screen is expanded, the CIRA CSV Historical Report 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



Application Tips

- The **User Defined Fields** are visible based on the selected OTC Endpoint **Form Name** and **Deploy Date**.
- If an **IRN** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range during report generation.

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**
- Enter the **Cashier ID**
- Enter the **Batch ID**



Application Tips

- 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.
 - If a **Batch ID** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range during report generation.
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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

Or

- To query for an ACR (Adjustment, Correction, and Recission) transaction, complete the following steps:
 - Click **CIRA CSV Historical Report - ACR** 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*



Application Tips

- By default, the **CIRA CSV Historical Report - ACR (Adjustment, Correction, and Rescission)** screen is collapsed. If the Search ACR Transaction screen is expanded, the **CIRA CSV Historical Report** 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, 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.

6. Click **Submit Request**. A “*Your report request has been successfully received*” message appears as shown in Figure 1.

Figure 1: CIRA CSV- Request Successfully Submitted

CIRA CSV Historical Report

Please enter CIRA CSV Historical Report search criteria.

Your report request has been successfully received.

* Denotes required fields.



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.