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CIRA CSV File

Reference Guide

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Audience

Audience

The intended audience for the *CIRA CSV File – Reference Guide* includes:

- Federal Program Agencies who are using OTCnet check processing and need to account for changes made to the CIRA CSV file between Release 1.5 and Release 2.0.

Overview

Welcome to the *CIRA CSV File – Reference Guide*. In this guide, you will learn about the following information:

- CIRA CSV File layout
- Available fields in the file
- Updates to the CIRA CSV File
- File layout
- Sample file layout

Topic 1. CIRA CSV File Overview

Introduction

The CIRA CSV File is the Comma Separated Value document that provides a line item with detailed information about all check transactions. OTCnet users with the appropriate roles have the ability to download item information in a standard format. There are additions and changes to the OTCnet CIRA CSV file from the Release 1.5 version to the Release 2.0 version which are described below and highlighted in yellow. The new fields are added to include the accounting classification information captured at the time of scanning the checks.

Layout

The CIRA CSV file consists of multiple lines and is defined as follows:

- Each line is terminated by a carriage return followed by a new line (OD0A)
- The first 6 lines consist of header information and always exist. The Agency's item data begins on line 7
- The file is terminated by an empty line followed by OD0A

Available Fields

All possible fields found in the file are as follows:

OTCnet CIRA CSV File Fields	
IRN	USER FIELD 12
OTC ENDPOINT	USER FIELD 13
ALC+2	USER FIELD 14
CAPTURE DATE	USER FIELD 15
RECEIVE DATE	USER FIELD 16
TRANSIT NUMBER	USER FIELD 17
CHECK NUMBER	USER FIELD 18
ACCOUNT	USER FIELD 19
AMOUNT	USER FIELD 20
CASHIER ID	USER FIELD 21
ITEM TYPE	USER FIELD 22
PROCESSING METHOD	USER FIELD 23
BATCH ID	USER FIELD 24
SETTLEMENT DATE	AGENCY ACCOUNTING CODE, DESCRIPTION, AND CLASSIFICATION AMOUNT
RETURN SETTLEMENT DATE	VOUCHER DATE
DEBIT VOUCHER NUMBER	ACR TYPE
DEPOSIT TICKET NUMBER	ACR REASON CODE
USER FIELD 1	ACR ALC
USER FIELD 2	ACR ALC+2
USER FIELD 3	ACR VOUCHER DATE
USER FIELD 4	ACR VOUCHER NUMBER
USER FIELD 5	ACR SETTLEMENT DATE
USER FIELD 6	ACR CREDIT INDICATOR
USER FIELD 7	ACR AMOUNT
USER FIELD 8	LEGAL TRANSACTION AMOUNT
USER FIELD 10	[blank field]
USER FIELD 11	

Location = OTC Endpoint
 Processing Mode = Processing Method
 Check Type = Item Type

Updates to the CIRA CSV File

Several updates are being made to the CIRA CSV File from the OTCnet Release 1.5 to Release 2.0

Report Modifications

- The field "Voucher Date" was added to the CSV file immediately after the "Agency Accounting Code, Description, and Classification" field
- The previous "Agency Accounting Code" field was renamed to "Agency Accounting Code, Description and Classification Amount"
- The field "Description", which was located after the "Agency Accounting Code, Description and Classification" field, was deleted from the file
- ACR fields were added to the report
- Two "SENSITIVE BUT UNCLASSIFIED" lines, one located at the top and another located at the bottom of the file, were added to the document

Please Note: Agencies that use the CIRA CSV document to feed OTCnet data into a secondary system need to adjust their file to account for the changes in the CIRA CSV Report.

When opening the CIRA CSV File in Excel, Excel automatically truncates the following fields: IRN, Transit Number, Account, User Fields if the column width is too small for the full value to be displayed. As such, it appears in scientific notation. Also, leading zeroes could disappear as Excel interprets the field to be a numeric field and not as a string. It is recommended to open the file in Notepad to view the entire IRN. All changes listed above are made in the Excel and Notepad formats of the CIRA CSV File.

File Layout

This section defines the size of all fields and the order in which the fields are laid out within the file:

Table 1: File Layout of CSV File

Line Number	Field Number	Name	Type	Format/Sample	Description
1		Report Title	String	CSV Agency Detailed Item Report	Report Title Constant
2		Date/Time	String	Thu May 05 12:27:53 EDT 2005	Date that the report was executed
3		Total Amount	String	TOTAL AMOUNT:	Constant String
		Total Amount Value	Float	39594.43	Total dollar amount of the items queried
4		Total number of items	String	TOTAL NUMBER OF ITEMS :	Constant String
		Total number of items value	Number	81	Number of items queried
4a		Error message	String	TOTAL NUMBER OF ITEMS EXCEEDS 65000. RETURNING FIRST 65000 ITEMS	Error message displayed if the number of items in the CSV exceeds 65,000 items.
5		IRN	String	IRN	Constant String column header, value of the IRN
		OTC ENDPOINT	String	OTC ENDPOINT	Constant String column header, ALC+2
		ALC + 2	String	ALC + 2	Constant String column header, ALC + 2
		CAPTURE DATE	String	CAPTURE DATE	Constant String column header, Time the image and data was originally captured
		RECEIVE DATE	String	RECEIVE DATE	Constant String column header, Time the data was processed by OTCnet
		TRANSIT NUMBER	String	TRANSIT NUMBER	Constant String column header, Routing number parsed from RAW MICR
		CHECK NUMBER	String	CHECK NUMBER	Constant String column header, Check number parsed from RAW MICR
	ACCOUNT	String	ACCOUNT	Constant String column header, Account number parsed from RAW MICR	

Line Number	Field Number	Name	Type	Format/Sample	Description
		AMOUNT	String	AMOUNT	Constant String column header, Amount of the payment
		CASHIER ID	String	CASHIER ID	Constant String column header, Value provided by A L C+2 for the operator id
		ITEM TYPE	String	ITEM TYPE	Constant String column header, Item Type – either “Personal” or “Non-Personal”
		PROCESSING METHOD	String	PROCESSING METHOD	Constant String column header, Processing Method – 3 options “Customer Not Present”, “Customer Present” or “Back Office”
		BATCH ID	String	BATCH ID	Constant String column header. Batch containing the IRN
		SETTLEMENT DATE	String	SETTLEMENT DATE	Constant String column header. Settlement Date
		RETURN SETTLEMENT DATE	String	RETURN SETTLEMENT DATE	Constant String column header. Return Settlement Date
		DEBIT VOUCHER NUMBER	String	DEBIT VOUCHER NUMBER	Constant String column header. Debit Voucher Number
		DEPOSIT TICKET NUMBER	String	DEPOSIT TICKET NUMBER	Constant String column header. Deposit Ticker Number
		USER FIELD 1	String	USER FIELD 1	Constant String column header
		USER FIELD 2	String	USER FIELD 2	Constant String column header
		USER FIELD 3	String	USER FIELD 3	Constant String column header
		USER FIELD 4	String	USER FIELD 4	Constant String column header
		USER FIELD 5	String	USER FIELD 5	Constant String column header
		USER FIELD 6	String	USER FIELD 6	Constant String column header
		USER FIELD 7	String	USER FIELD 7	Constant String column header
		USER FIELD 9	String	USER FIELD 9	Constant String column header
		USER FIELD 10	String	USER FIELD 10	Constant String column header

Line Number	Field Number	Name	Type	Format/Sample	Description
5		USER FIELD 11	String	USER FIELD 11	Constant String column header
		USER FIELD 12	String	USER FIELD 12	Constant String column header
		USER FIELD 13	String	USER FIELD 13	Constant String column header
		USER FIELD 14	String	USER FIELD 14	Constant String column header
		USER FIELD 15	String	USER FIELD 15	Constant String column header
		USER FIELD 16	String	USER FIELD 16	Constant String column header
		USER FIELD 17	String	USER FIELD 17	Constant String column header
		USER FIELD 18	String	USER FIELD 18	Constant String column header
		USER FIELD 19	String	USER FIELD 19	Constant String column header
		USER FIELD 20	String	USER FIELD 20	Constant String column header
		USER FIELD 21	String	USER FIELD 21	Constant String column header
		USER FIELD 22	String	USER FIELD 22	Constant String column header
		USER FIELD 23	String	USER FIELD 23	Constant String column header
		USER FIELD 24	String	USER FIELD 24	Constant String column header
		AGENCY ACCOUNTING CODE, DESCRIPTION AND CLASSIFICATION AMOUNT	String	AGENCY ACCOUNTING CODE, DESCRIPTION AND CLASSIFICATION AMOUNT	Constant String Column Header, accounting code value, description and classification amount
		VOUCHER DATE	String	VOUCHER DATE	Constant String column header, Time the voucher was originally created
		ACR TYPE	String	ACR TYPE	Constant String, column header containing the ACR Type
		ACR REASON CODE	String	ACR REASON CODE	Constant String, column header containing the ACR Reason Code
		ACR ALC	String	ACR ALC	Constant String, column header containing the ACR ALC
		ACR ALC+2	String	ACR ALC+2	Constant String, column header containing the ACR Endpoint
		ACR VOUCHER DATE	String	ACR VOUCHER DATE	Constant String, column header containing the ACR Voucher Date
		ACR VOUCHER NUMBER	String	ACR VOUCHER NUMBER	Constant String, column header containing the ACR Voucher Number
		ACR SETTLEMENT DATE	String	ACR SETTLEMENT DATE	Constant String, column header containing ACR Settlement Date
		ACR CREDIT INDICATOR	String	ACR CREDIT INDICATOR	Constant String, column header containing either Credit or Debit
		ACR AMOUNT	String	ACR AMOUNT	Constant String, column header containing the ACR amount
	Legal TRANSACTION AMOUNT	String	Legal TRANSACTION AMOUNT	Constant String, column header containing the Legal Transaction Amount	
	Blank Field (25)	N/A	BLANK FIELD 25		

Sample File Layout

The following is a sample file layout with details starting at Line Number 5:

- The system shall generate a report that can contain a possible maximum of 65,000 line items. This is an increase in the limit from PCC OTC, which currently caps the report at a possible maximum of 10,000 line items.
- If the CSV file contains more than 65,000 items, the system displays an error message preceding the IRN and enclosed in quotations.

Table 2 below displays the sample value format as would appear in Excel.

Table 2: Sample File Layout Formatting

Field Number	Name	Type	Sample value
	IRN	String	111201500244600000608
	OTC ENDPOINT	String	0000633502
	ALC + 2	String	0000633502
	CAPTURE DATE	Date/Time	1/29/2014 14:11:00
	RECEIVE DATE	Date/Time	1/30/2014 07:31:00
	TRANSIT NUMBER	String	251480576
	CHECK NUMBER	String	4114784
	ACCOUNT	String	787910415647
	AMOUNT	String	\$38.81
	CASHIER ID	String	Patrick
	ITEM TYPE	String	Personal / Non-Personal
	PROCESSING METHOD	String	Customer Not Present Customer Present Back Office
	BATCH ID	String	FF1E9FE2-FB22-4353-A27A-06C86FC3D2AA
	SETTLEMENT DATE	Date/Time	2/05/2014 07:43
	RETURN SETTLEMENT DATE	Date/Time	2/06/2014 07:43
	DEBIT VOUCHER NUMBER	String	24
	DEPOSIT TICKET NUMBER	String	8
	USER FIELD 1	String	USER FIELD 1
	USER FIELD 2	String	USER FIELD 2
	USER FIELD 3	String	USER FIELD 3
	USER FIELD 4	String	USER FIELD 4
	USER FIELD 5	String	USER FIELD 5
	USER FIELD 6	String	USER FIELD 6
	USER FIELD 7	String	USER FIELD 7
	USER FIELD 8	String	USER FIELD 8
	USER FIELD 9	String	USER FIELD 9
	USER FIELD 10	String	USER FIELD 10
	USER FIELD 11	String	USER FIELD 11
	USER FIELD 12	String	USER FIELD 12
	USER FIELD 13	String	USER FIELD 13
	USER FIELD 14	String	USER FIELD 14
	USER FIELD 15	String	USER FIELD 15
	USER FIELD 16	String	USER FIELD 16
	USER FIELD 17	String	USER FIELD 17
	USER FIELD 18	String	USER FIELD 18
	USER FIELD 19	String	USER FIELD 19

Field Number	Name	Type	Sample value
	USER FIELD 20	String	USER FIELD 20
	USER FIELD 21	String	USER FIELD 21
	USER FIELD 22	String	USER FIELD 22
	USER FIELD 23	String	USER FIELD 23
	USER FIELD 24	String	USER FIELD 24
	AGENCY ACCOUNTING CODE, DESCRIPTION AND CLASSIFICATION AMOUNT	String	ARMYCODE1: ARMYDESCRIPTION 1: 10.00; ARMYCODE2: ARMYDESCRIPTION 2: 10.00;
	VOUCHER DATE		1/31/2014 07:43:10
	ACR TYPE	String	Adjustment
	ACR REASON CODE	String	Transaction Amount Correction
	ACR ALC	String	20004444
	ACR ALC+2	String	2000444422
	ACR VOUCHER DATE	String	2/08/2014 07:43:10
	ACR VOUCHER NUMBER	String	5864000
	ACR SETTLEMENT DATE	String	2/12/2014 07:43:10
	ACR CREDIT INDICATOR	String	Credit
	ACR AMOUNT	String	\$100.00
	Legal TRANSACTION AMOUNT	String	\$138.81
	Blank Field (25)	N/A	Empty Value

CSV File Samples

Table 3. CSV File as displayed in Notepad

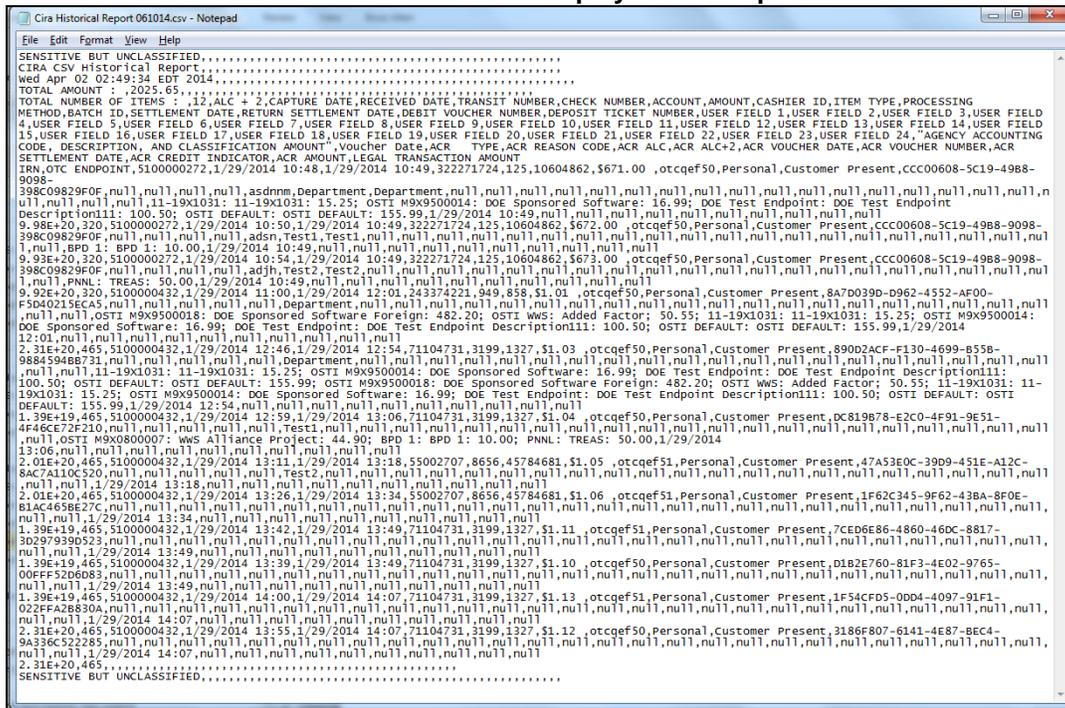


Table 4. CSV Files as displayed in Excel

A	B	C	D	E	F	G	H	I	J	K	L	M
SENSITIVE BUT UNCLASSIFIED												
CSV Agency Detailed Item Report												
Wed Apr 02 02:49:34 EDT 2014												
TOTAL AMOUNT :	2025.65											
TOTAL NUMBER OF ITEMS :	12 ALC + 2											
IRN	OTC ENDPOINT	5100000272	1/29/2014 10:48	1/29/2014 10:49	322271724	125	10604862	\$671.00	otcqef50	Personal	Customer Present	CCC00608-5C19-49B8-9098-398C09829F0F
9.98E+20	320	5100000272	1/29/2014 10:50	1/29/2014 10:49	322271724	125	10604862	\$672.00	otcqef50	Personal	Customer Present	CCC00608-5C19-49B8-9098-398C09829F0F
9.93E+20	320	5100000272	1/29/2014 10:54	1/29/2014 10:49	322271724	125	10604862	\$673.00	otcqef50	Personal	Customer Present	CCC00608-5C19-49B8-9098-398C09829F0F
9.92E+20	320	5100000432	1/29/2014 11:00	1/29/2014 12:01	243374221	949	858	\$1.01	otcqef50	Personal	Customer Present	8A7D039D-D962-4552-AF00-F5D40215ECA5
2.31E+20	465	5100000432	1/29/2014 12:46	1/29/2014 12:54	71104731	3199	1327	\$1.03	otcqef50	Personal	Customer Present	890D2ACF-F130-4699-B55B-98845948B731
1.39E+19	465	5100000432	1/29/2014 12:59	1/29/2014 13:06	71104731	3199	1327	\$1.04	otcqef50	Personal	Customer Present	DC819B78-E2C0-4F91-9E51-4F46CE72F210
2.01E+20	465	5100000432	1/29/2014 13:11	1/29/2014 13:18	55002707	8656	45784681	\$1.05	otcqef51	Personal	Customer Present	47A53E0C-39D9-451E-A12C-8AC7A110C520
2.01E+20	465	5100000432	1/29/2014 13:26	1/29/2014 13:34	55002707	8656	45784681	\$1.06	otcqef51	Personal	Customer Present	1F62C345-9F62-43BA-8F0E-B1AC4658E27C
1.39E+19	465	5100000432	1/29/2014 13:42	1/29/2014 13:49	71104731	3199	1327	\$1.11	otcqef51	Personal	Customer Present	7CED6E86-4860-46DC-8817-3D297939D523
1.39E+19	465	5100000432	1/29/2014 13:39	1/29/2014 13:49	71104731	3199	1327	\$1.10	otcqef50	Personal	Customer Present	D1B2E760-81F3-4E02-9765-00FF52D6D83
1.39E+19	465	5100000432	1/29/2014 14:00	1/29/2014 14:07	71104731	3199	1327	\$1.13	otcqef51	Personal	Customer Present	1F54CFD5-0DD4-4097-91F1-022FFA2B830A
2.31E+20	465	5100000432	1/29/2014 13:55	1/29/2014 14:07	71104731	3199	1327	\$1.12	otcqef50	Personal	Customer Present	3186F807-6141-4E87-BEC4-9A336C522285
SENSITIVE BUT UNCLASSIFIED												
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
SETTLEMENT DATE RETURN SETTLEMENT DATE DEBIT VOUCHER NUMBER DEPOSIT TICKET NUMBER USER FIELD 1 USER FIELL												
null	null	null	null	asdnnm	Departme	Departme	null	null	null	null	null	null
null	null	null	null	adsn	Test1	Test1	null	null	null	null	null	null
null	null	null	null	adjh	Test2	Test2	null	null	null	null	null	null
null	null	null	null	null	Departme	null	null	null	null	null	null	null
null	null	null	null	null	Departme	null	null	null	null	null	null	null
null	null	null	null	null	Test1	null	null	null	null	null	null	null
null	null	null	null	null	Test2	null	null	null	null	null	null	null
null	null	null	null	null	null	null	null	null	null	null	null	null
null	null	null	null	null	null	null	null	null	null	null	null	null
null	null	null	null	null	null	null	null	null	null	null	null	null
null	null	null	null	null	null	null	null	null	null	null	null	null
null	null	null	null	null	null	null	null	null	null	null	null	null
null	null	null	null	null	null	null	null	null	null	null	null	null

AO	AP	AQ	AR	AS	AT	AU
USER FIELD 24	AGENCY ACCOUNTING CODE, DESCRIPTION, AND CLASSIFICATION	Voucher Date	ACR TYPE	ACR REASON CODE	ACR ALC	ACR ALC+2
	11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI					
null	DEFAULT: 155.99	1/29/2014 10:49	null	null	null	null
null	BPD 1: BPD 1: 10.00	1/29/2014 10:49	null	null	null	null
null	PNNL: TREAS: 50.00	1/29/2014 10:49	null	null	null	null
	OSTI M9X9500018: DOE Sponsored Software Foreign: 482.20; OSTI WWS: Added Factor; 50.55; 11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI DEFAULT: 155.99					
null		1/29/2014 12:01	null	null	null	null
	11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI DEFAULT: 155.99; OSTI M9X9500018: DOE Sponsored Software Foreign: 482.20; OSTI WWS: Added Factor; 50.55; 11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI DEFAULT: 155.99					
null		1/29/2014 12:54	null	null	null	null
null	OSTI M9X0800007: WWS Alliance Project: 44.90; BPD 1: BPD 1: 10.00; PNNL: TREAS: 50.00	1/29/2014 13:06	null	null	null	null
AV	AW	AX	AY	AZ	BA	
ACR VOUCHER DATE	ACR VOUCHER NUMBER	ACR SETTLEMENT DATE	ACR CREDIT INDICATOR	ACR AMOUNT	LEGAL TRANSACTION AMOUNT	
null	null	null	null	null	null	
null	null	null	null	null	null	
null	null	null	null	null	null	
null	null	null	null	null	null	
null	null	null	null	null	null	
null	null	null	null	null	null	
null	null	null	null	null	null	