



## Check Processing Historical Report

To generate a Check Processing Historical Report:

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



### Application Tip

The Check Processing Historical Report is generated asynchronously (not occurring at the same time) allowing you to continue using the OTCnet application. The time it takes to generate a report depends on the volume of data queried and will vary.

3. The *CIRA CSV Historical Report* page appears. Enter the search criteria for the report you wish 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.

4a. To search for a transaction using the CIRA CSV Historical Report search criteria:



#### Application Tip

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.

- Under **CIRA CSV Historical Report**:
  - Select a **Form Name**
  - Select a **Deploy Date**



#### 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** 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 a condition from the drop-down list (Equal to, Not Equal to, Greater than or equal to, Greater than, Less than or equal to, Less than) and enter the amount

- Select a **Settlement Status** (All, Receive, Failed, Settled, Represented, Retired)
- 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** or select one of the date range types (**Received Date**, **Check Capture Date**, **Settlement Date**, or **Return Settlement Date**) by clicking the corresponding radio button and set the corresponding date range by using either **From** or **On** for the start date by selecting **From** or **On** from the drop-down list and selecting dates.



#### Application Tip

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



#### Application Tip

Consider the following information about selecting and setting one of the date range types (**Received Date**, **Capture Date**, **Settlement Date**, or **Return Settlement Date**):

- If one of the date range types is selected, OTCnet does not validate any date range values entered for the other date range types.
- The **From** and **To** fields represent the following date ranges:
  - a. **Received Date:** when the check was received in OTCnet
  - b. **Check Capture Date:** when the check was processed by the Check Capture Lead Operator or Check Capture Operator
  - c. **Settlement Date:** when the payment amount was debited from the check writer's account
  - d. **Return Settlement Date:** when the check item was returned
- The **On** field, if selected from the drop-down list, represents the following single specific dates:
  - a. **Received Date:** when the check was received in OTCnet
  - b. **Check Capture Date:** when the check was processed by the **Check Capture Lead Operator** or **Check Capture Operator**
  - c. **Settlement Date:** when the payment amount was debited from the check writer's account
  - d. **Return Settlement Date:** when the check item was returned
- The **From** and **To** fields are searchable for a duration up to 31 days.
- The **From** and **To** dates must be older than 18 months from the current date.

4b. To query for an ACR transaction:

- Click **CIRA CSV Historical Report - ACR** to expand the section



#### Application Tip

By default, the **CIRA CSV Historical Report - ACR (Adjustment, Correction, and Rescission)** section of the page is collapsed. If the **CIRA CSV Historical Report - ACR** screen is expanded, by clicking on it, the **CIRA CSV Historical Report** screen will be collapsed.

- Select an **ACR Type** (All ACR, Adjustment, Correction, Rescission)

- Select an **ACR Reason Code** (Duplicate Transaction Processed, Non-Cash Item, Representment, Transaction Amount Correction, Warranty Indemnity Claim, Account Switch, Transaction Account Switch, Voucher Date Change, Voucher Number Change, ACH Reversal)
- Enter an **ACR Voucher Number**



**Application Tip**

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

- Enter the **From** (or **On**) and **To** ACR Settlement date 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.

4. Click **Submit Request**.



**Application Tip**

Once a request has been submitted you will not be able to submit the same request again for seven days. If a duplicate request is submitted within seven days the following message will display: *“Duplicate Request: You have submitted a report request based on identical report criteria in the last 7 days. Please revise your report criteria or access the previously generated report request.”*



**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.

5. Once the request has been submitted, navigate to **Previously Generated Historical Reports (Reports tab>Historical Reports>View Previously Generated Historical Reports)** and download the report in CSV format by clicking  in the **Download** column for the report.