View Business Reports: Agency CIRA Report

To view an Agency CIRA 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 **Agency CIRA Report**. The *Agency CIRA Report* page appears.
4. Enter the search criteria for the report you would like to view.

   Under **Report Filters**,

   - Select the **Date From** date
   - Select the **Date To** date
   - Click **Received Date** or **Captured 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**).

- **Received Date (From)** and **(To)** represents the date range 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the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy.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.

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**).
- **(From)** and **(To) Check Capture Date** represents the date range the check was processed by the **Check Capture Lead Operator** or **Check Capture Operator**.
- If **both** the **(From)** and **(To) Check Capture 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the current date, an error message appears stating "*Check transactions with a Received Date older than 18 months have been archived to the archive database according to the Fiscal Service data retention policy.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 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.

- Enter the **Batch ID**
- Enter the **Cashier ID**
- Select a **Report Format**

Application Tip

You can view reports in HTML, PDF, Excel or PowerPoint format.

- Click **Yes** or **No** to Include Subordinate OTC Endpoints

Application Tip

Click the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Click the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

CHK denotes a check capture OTC Endpoint; **TGA** denotes a deposit processing OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

5. Click an OTC Endpoint to initiate the report. The report appears in a new window.

Application Tip

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

- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.