



## CIRA CSV Historical Report

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

1. Click the **Reports** tab.
2. Select **Historical Reports** and click **Generate Historical Reports**. 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.

3. 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.

4. To search for a transaction:
- a. Using the **CIRA CSV Historical Report** search criteria, you can:



**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**

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** 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**



#### 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**



#### Application Tip

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.

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.
- The **Received Date (From)** and **(To)** fields are searchable for a duration up to 31 days.
- The **Received Date (From)** and **(To)** dates must be older than 18 months from the current date.

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**.
- The **Check Capture Date (From) and (To)** fields are searchable for a duration up to 31 days.
- The Check Capture **Date (From) and (To)** dates must be older than 18 months from the current date.

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**).
- **Settlement Date (From) and (To)** represents the date range when the payment amount was debited from the check writer's account. **Settlement Date (On)** represents the single specific date when the payment amount was debited from the check writer's account.
- The **Settlement Date (From) and (To)** fields are searchable for a duration up to 31 days.
- The **Settlement Date (From) and (To)** dates must be older than 18 months from the current date.

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**).
- **Return Settlement Date (From)** and **(To)** represents the date range when the check item was returned. **Return Settlement Date (On)** represents the single specific date the check item was returned.
- The **Return Settlement Date (From)** and **(To)** fields are searchable for a duration up to 31 days.
- The **Return Settlement Date (From)** and **(To)** dates must be older than 18 months from the current date.

Or

b. To query for an ACR transaction, you can:

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



#### Application Tip

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.

- 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, Representation, Warranty Indemnity Claim, Voucher Date Change, Voucher Number Change, 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 **Submit Request**. A “*Your report request has been successfully received*” message appears.



#### 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.