



OTCnetSM
Deposits Made Simple

Chapter 8: Reporting on Scanned Checks and Viewing Historical Reports

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Reporting on Scanned Checks Participant User Guide* includes:

- Agency Manager
- CIRA Viewer
- MVD Editor
- MVD Viewer
- FMS Viewer
- FMS Security
- View Reports

Overview

Welcome to *Reporting on Scanned Checks*. In this chapter, you will learn:

- The purpose of accessing check processing reports
- How to view a CIRA Query
- How to view and download a CIRA CSV Report
- How to view and print a Check Image Report
- How to view and print an Agency CIRA Report
- How to view and print a OTC Endpoint Check Cashing Policy Report
- How to view and print a OTC Verification Groups report
- How to view and print a LVD Contents Report
- How to view and print a Organizational Hierarchy Report
- How to view and print a 215 Deposit Ticket Report
- How to view and print a 5515 Debit Voucher Report
- How to view and print a CIRA Transmission Summary Report
- How to view and print a CIRA Transmission (Detailed) Summary Report

- How to view and print an FMS Statistical Report
- How to view and download Historical Reports

Topics

This chapter is organized by the following topics:

1. The purpose of accessing check processing reports
2. CIRA Query
3. Business Reports
 - CIRA CSV Report
 - Check Image Report
 - Agency CIRA Report
 - OTC Verification Groups Report
 - OTC Endpoint Check Cashing Policy
 - LVD Contents Report
 - Organizational Hierarchy Report
 - 215 Deposit Ticket Report
 - 5515 Debit Voucher Report
4. Administration Reports
 - CIRA Transmission Summary Report
 - CIRA Transmission (Detailed) Summary Report
 - FMS Statistical Report
5. Historical Reports
 - CIRA CSV Historical Report
 - View Previously Generated Historical Reports

Topic 1. Purpose of Accessing Check Processing Reports

In this chapter, you will learn how to run and print **Check Processing reports**, query using the **View CIRA** functionality, as well as query and download **Historical reports**. Based on your user role, you will be able to 1) access one or more of the Check Processing reports, 2) view a CIRA record, and 3) view and download Historical reports available in OTCnet. The following roles are able to access reports:

- Agency Manager
- Check Capture Administrator
- MVD Editor/ MVD Viewer
- FMS Viewer/ FMS Security
- Report Viewer

There are 12 reports a user may have access to view and download/ print (see Table 1 below).

Table 1. Report Types and Descriptions

Business Report	Allows you to...
CIRA CSV	Export data based on a query to a comma separated value (CSV) report. The exported data can be used to import into other applications within an agency.
Agency CIRA	View the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.
LVD Contents	View the contents of a Local Verification Database (LVD) for a given OTC Endpoint.
Organization Hierarchy	View the structure of a Federal Program Agency as defined in OTCnet.
215 Deposit Ticket	View transaction information presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is auto-generated for Check Capture. The report is searchable using a date range of up to 45 days.
5515 Debit Voucher	View transaction information used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report auto-generated for Check Capture. The report is searchable using a date range of up to 45 days.
Check Image	View the front and back images of the checks for IRNs requested.
OTC Endpoint Check Cashing Policy	View the OTC Endpoint Check Cashing policies used in the processing and delivery. It displays the number of permissible returns, how many days the check writer is suspended for each occurrence and the return reason codes.
OTC Verification Groups	View the list of OTC Endpoints that belong to the selected OTCnet Verification Group.
Administration Report	Allows you to...
CIRA Transmission Summary	View the list of transactions sent to Debit Gateway.
CIRA Transmission (Detailed) Summary	View the detailed information about transactions sent to Debit Gateway.
FMS Statistical	View statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is searchable using a date range of up to 15 days.

Topic 2. View a CIRA Query

The **Central Image and Research Archive (CIRA)** is the image archive component of the OTCnet system from which authorized users are able to view transactions and images of all items processed. Users can perform searches and view groups of specific checks that have been archived. Access to the CIRA should be limited to authorized users due to the confidential nature of the items.

The CIRA contains an archive of all check images processed by participating agencies and locations. Once a batch has been approved, transactions are available for viewing shortly thereafter (volume and system activity affects the amount of time it takes to view the batch in CIRA).

As a **CIRA Viewer, MVD Editor, MVD Viewer** or **FMS Viewer** you can locate and view seven years of historical check data including check images and agency-entered information using the CIRA Query function. The CIRA provides batch level transaction activity for a specified OTC Endpoint.

You can filter by Received Date, Capture Date, Batch ID, or Check Capture Operator. You can search for checks by OTC Endpoint, Individual Reference Number (IRN), first four User Defined Fields, Suspension Status and other search criteria. If you run a search without specifying any criteria other than OTC Endpoint, the search results return all the checks that your access will permit you to view.

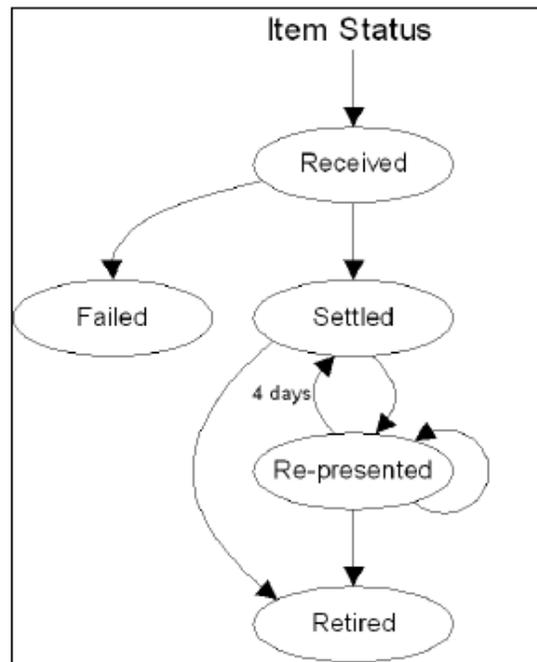
Search Criteria Includes:

- OTC Endpoint
- Include Subordinates
- Form Name
- Deploy Date
- User Defined Fields
- Account
- Bank Routing Number
- Item Reference Number (IRN)
- Check Number
- Check Amount
- Settlement Status
- 5515/ Debit Voucher Number
- 215/ Deposit Ticket Number
- Cashier ID
- Batch ID
- Received Date (filter)
- Capture Date (filter)
- Settlement Date (filter)
- Return Settlement Date (filter)

Item Status

In OTCnet, there is a status to indicate the current state of a transaction throughout the collection process (see Figure 3). Inquiries related to the status can aid with the research and troubleshooting of a particular transaction.

Figure 1. Item Status Process Flow



Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are items that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Settled- This transaction is completed and the funds have been credited to the agency's CA\$HLINK account. The effective date of the deposit and the 215 Deposit Ticket Report deposit ticket number are provided.

Represented- This transaction was returned with a reason code that allows for another collection attempt to be made (see *Chapter 10. Appendix of the Participant User Guides for Reason Codes*). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

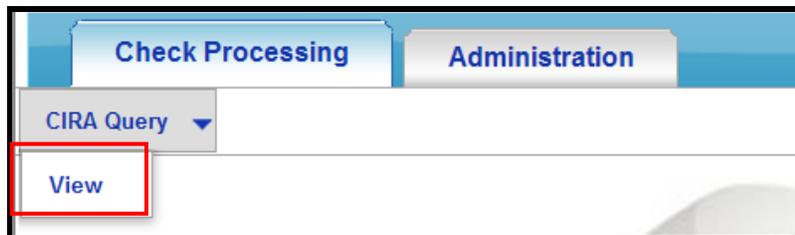
Retired- This transaction was unable to be collected. The Agency receives a SF5515 Report Debit Voucher report with a debit processed to Debit Gateway, the effective date and debit voucher number is provided. The offset to the agency's debit was an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

View a CIRA Record

Follow the steps below to view a **CIRA record**.

1. Click the **Check Processing** tab. Select **CIRA Query** and click **View** (see Figure 2 below).

Figure 2. Select Check Processing>CIRA Query>View



2. The *CIRA Query* page appears. Enter the search criteria for the report you would like to view, then click **Search** to initiate search, as shown in Figure 3.

Under **Search Criteria**,

- Select the **OTC Endpoint**, *required*

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 **Include Subordinates**

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.

- Select the **Form Name**
- Select the **Deploy Date**

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**

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**

If an **IRN** or **Batch ID** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range.

- Under **Check Amount**,
 - Select the appropriate drop-down field
 - Enter the check amount
- Select a **Settlement Status**
- Enter the **5515/Debit Voucher Number**

The **5515/Debit Voucher Number** represents items returned to an agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**

The **215/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**
- Click the **Received Date:** radio button
 - Select **From** and **To** Received Date range
 - Or
 - Select the **On** Received 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.

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**).

Or

- Click the **Check Capture Date:** radio button
 - Select **From** and **To** Check Capture Date range
 - Or
 - Select the **On** Check Capture 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**.

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**).

Or

- Click the **Settlement Date:** radio button
 - Select **From** and **To** Settlement Date range

Or

- Select the **On** 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.

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**).

Or

- Click the **Return Settlement Date:** radio button
 - Select the **From/On** Date range

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.

- Select the **To** Date range

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.

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**).

Figure 3. CIRA Query: Search Criteria

3. The *Count* table and *Search Results* table appears. Click the **IRN** of the check whose details you would like to view (see Figure 4 below).

Figure 4. Count and IRN Table

Cancel Clear Search Count Display First 1000

IRN >	OTC Endpoint >	ALC + 2 >	Capture Date >	Bank Routing Number >	Account Number >	Check Amount >	Cashier ID >	Item Type >	Processing Method >	Batch ID >
19232100000000000000000000	DO SAF	4777777701	04/10/2012 19:23:21	7777777	7777777	\$591.35	batchloader	Personal	Customer Not Present	ceed6dd0-25ba-40d7-a17e-ff920f4c5eac
19232100000000000000000001	DO SAF	4777777701	04/10/2012 19:23:21	7777777	7777777	\$2589.89	batchloader	Personal	Customer Not Present	ceed6dd0-25ba-40d7-a17e-ff920f4c5eac

- The *CIRA Details* page appears showing the **Check Details**, **User Defined Fields**, **Check Image** and **Check History** details (see Figure 5 below).

The CIRA Query details page is configured to display a maximum of 90 days of search results. This range parameter applies when a user searches using Received Date, Check Capture Date, Settlement Date or Return Settlement Date. The system will display an error message to you if you attempt to search for results beyond the configured range.

Figure 5. CIRA Details Page

CIRA Details

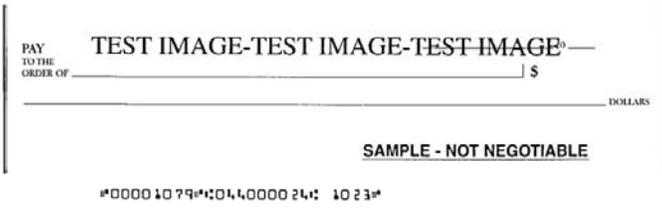
View CIRA Item Details

The following is the current information for the CIRA item.

Check Details	
JRN:	170611770218500005632
Settlement Status:	Received
ALC or DSSN Code:	1000000003
Capture Date:	03/14/2011 17:05:34
Received Date:	03/14/2011
Bank Account Number:	1023
Bank Routing Number:	044000024
Check Number:	00001079
Check Amount:	783.39
Batch ID:	93430E00-9E2F-477B-86E2-D515C5E41293
Cashier ID:	otcnqe89
Item Type:	Non Personal
Processing Method:	Customer Present
Agency Accounting Code:	
Description:	
215/Deposit Ticket Number:	
5515/Debit Voucher Number:	
Settlement Date:	
Return Settlement Date:	

- User Defined Fields

Check Image



TEST IMAGE

Zoom In Zoom Out Save Zoom Original Fit Width Rotate Left Rotate Right Print Download

Check History											
Item ID	Invert Time	Bank	215/Deposit Ticket Number	5515/Debit Voucher Number	Rep Effective Date	Settlement Date	Return Settlement Date	Settlement Status	Settlement Method	TRS Transmission Status	TRS Transmission Status Timestamp
Previous Return Home											



View a CIRA Record

To view a CIRA record, complete the following steps:

1. Click the **Check Processing** tab.
2. Select **CIRA Query** and click **View**. The *CIRA Query* page appears.
3. Enter the search criteria 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.

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

- 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 an agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**

**Application Tip**

The **215/Deposit Ticket Number** represents items credited into CA\$HLINK II for a given agency on a given day.

- Enter the **Cashier ID**
- Enter the **Batch ID**
- Click the **Received Date:** radio button
 - Select **From** and **To** Received Date range
 - Or
 - Select the **On** Received Date

**Application Tip**

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.

**Application Tip**

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**).

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**

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**.

**Application Tip**

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**).

Or

- Click the **Settlement Date:** radio button
 - Select **From** and **To** Settlement Date range

Or

- Select the **On** Settlement Date



Application Tip

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.



Application Tip

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**).

Or

- Click the **Return Settlement Date:** radio button
 - Select the **From/On** Date range
 - Select the **To** Date range



Application Tip

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.



Application Tip

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**).

4. Click **Search** to initiate the search.

5. The *Count* table and *Search Results* table appears. Click the **IRN** of the check whose details you would like to view.
6. The *CIRA Details* page appears showing the **Check Details**, **User Defined Fields**, **Check Image** and **Check History** details.



Application Tip

The CIRA Query details page is configured to display a maximum of 90 days of search results. This range parameter applies when a user searches using Received Date, Check Capture Date, Settlement Date or Return Settlement Date. The system will display an error message to you if you attempt to search for results beyond the configured range.



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.
- Click **Count** to display the total number of check transactions and the total check amount for the specified search criteria.
- Click **Display First 1000** to retrieve the first 1000 records
- Click **Verification Detail** to view the corresponding MVD record for the check item. (Visible only if is a corresponding MVD record exists.)

Additional buttons exclusive to the *View CIRA Item Details* page:

- Click **Zoom In** to zoom in on the check image.
- Click **Zoom Out** to zoom out on the check image.
- Click **Save Zoom** to save the zoom percentage for the current session.
- Click **Original** to return the check image to the original display settings.
- Click **Fit Width** to fit the check image to the width of the open window.
- Click **Rotate Left** to rotate the check image counterclockwise 90 degrees.
- Click **Rotate Right** to rotate the check image clockwise 90 degrees.
- Click **Print** to the check image.
- Click **Download** to the check image.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

Topic 3. Business Reports

There are nine Business Reports that you may access depending on your role. There are two reports that are exclusively accessible by the **FMS Viewer** role (as shown in Table 2 below). They include the **Check Image** and **OTC Endpoint Check Cashing Policy** reports. To print a report output, right click using your mouse and select *Print*.

Table 2. Business Reports and Access Type

Business Report	User Access Type					
	Agency Manager	Check Capture Administrator	MVD Viewer	MVD Editor	FMS Viewer	View Reports
CIRA CSV	X	X	X	X	X	
Agency CIRA	X	X	X	X	X	X
LVD Contents	X	X	X	X	X	X
Organization Hierarchy	X	X	X	X	X	X
215 Deposit Ticket	X	X	X	X	X	X
5515 Debit Voucher	X	X	X	X	X	X
Check Image					X	
OTC Endpoint Check Cashing Policy					X	
OTC Verification Groups	X	X	X	X	X	X

Legend:  = NA / X = Access

CIRA CSV Report

The **CIRA CSV** report is a business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency. Follow the steps below to view and/or download a **CIRA CSV Report**.

1. Click the **Reports** tab and click **Check Processing Reports** (see Figure 6 below).

Figure 6. Reports> Check Processing Reports



2. The *View Check Processing Reports* page appears. Under **Business Reports**, click **CIRA CSV Report**. The *CIRA CSV Report* page appears (see Figure 7 below).

Figure 7. Select CIRA CSV Report



3. Enter the search criteria for the report you would like to view (see Figures 8, 9 and 10 below).

- Select an **OTC Endpoint**, *required*

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). Based on your user role, the configured OTC Endpoints appear. Click the appropriate OTCnet Endpoint radio button.

- Check/uncheck the **Include Subordinates** check box

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 OTCnet.

- Select a **Form Name**
- Select a **Deploy Date**

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**

The **User Defined Fields** are visible based on the selected OTC Endpoint **Form Name** and **Deploy Date**.

Figure 8. CIRA CSV Report Page (OTC Endpoint, Form Name, Deploy Date, UDFs)

CIRA CSV Report

Enter search criteria for the CIRA Item(s) you would like to view.
 * Denotes required fields.

Search Criteria

OTC Endpoint:*

Configured OTC Endpoints

<< < 1-1 > >> of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input checked="" type="radio"/>	Test	Test Org

Include Subordinates

Form Name:

Deploy Date:

User Defined Fields:

User Defined Field 1:

User Defined Field 2:

User Defined Field 3:

User Defined Field 4:

- Enter the **Account** number
- Enter the **Bank Routing Number**
- Enter the **IRN** (Individual Record Number)
- Enter the **Check Number**

If an **IRN** or **Batch ID** and a date range (**Received Date**, **Capture Date**, **Settlement Date**, and **Return Settlement Date**) are entered, OTCnet ignores the date range.

- Under **Check Amount**,
 - Select the appropriate drop-down field
 - Enter the check amount
- Select a **Settlement Status**
- Enter the **5515/Debit Voucher Number**

The **5515/Debit Voucher Number** represents items returned to an agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**

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**

- Click the **Received Date:** radio button
 - Select **From** and **To** Received Date range

Or

- Select the **On** Received Date

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.

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.

Figure 9. CIRA CSV Search Criteria (Acct, Bank, IRN, Check, Amt and Status)

Account:	<input type="text"/>
Bank Routing Number:	<input type="text"/>
IRN:	<input type="text"/>
Check Number:	<input type="text"/>
Check Amount:	<input type="text"/>
	<input type="text"/>
Settlement Status:	<input type="text"/>
	<input type="text"/>

Or

- Click the **Check Capture Date:** radio button
 - Select **From** and **To** Check Capture Date range

Or

- Select the **On** Check Capture Date

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**.

If **both** the **Check Capture Date (From)** and **(To)** 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) Check Capture Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

Or

- Click the **Settlement Date:** radio button
 - Select **From** and **To** Settlement Date range

Or

- Select the **On** Settlement Date range

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**).

If **both** the **Settlement Date (From)** and **(To)** 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) Settlement Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

Or

- Click the **Return Settlement Date:** radio button
 - Select the **From/On** Date range
 - Select the **To** Date range

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**).

If **both** the **Return Settlement Date (From)** and **(To)** 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) Return Settlement Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

- After you make your selection, click **Download CSV File**.

The CIRA CSV Report page is configured to download a maximum of 90 days of search results. This range parameter applies when a user searches using **Received Date**, **Check Capture Date**, **Settlement Date** or **Return Settlement Date**. The system will display an error message to you if you attempt to search for results beyond the configured range.

Figure 10. CIRA CSV Search Criteria (Received Date, Check Capture Date, Settlement Date, and Returned Settlement Date)

Received Date:
 From: 04/04/2012
 To: 07/02/2012
 Check Capture Date:
 From:
 To:
 Settlement Date:
 From:
 To:
 Return Settlement Date:
 From:
 To:

Cancel Clear Count **Download CSV File**

- The *File Download* dialog box appears. Click **Open** or **Save** (see Figure 11 below).

Figure 11. Open/ Save or Download



HRN	OTC ENDPOINT	ALC + 2	CAPTURE DATE	RECEIVE DATE	TRANSIT NUMBER	CHECK NUMBER	ACCOUNT	AMOUNT	CASHIER ID	ITEM TYPE	PROCESSING METHOD
CSV Agency Detailed Item Report											
Wed Oct 05 15:36:04 EDT 2011											
TOTAL AMOUNT :		57382426.29									
TOTAL NUMBER OF ITEMS :		6									
15101477020020000000	999999995T	999999995T	7/14/2009 11:00	7/14/2009 11:04	44000011	null	1852	\$475.79	POS Super	Personal	Not Present
15101477020020000000	999999995T	999999995T	7/14/2009 11:00	7/14/2009 11:04	44000011	0-1	1062	\$5,637.38	POS Super	Non Personal	Back Office
15101477020020000000	999999995T	999999995T	7/14/2009 11:01	7/14/2009 11:04	41200555	null	1143	\$25.67	POS Super	Personal	Present
15101477020020000000	999999995T	999999995T	7/14/2009 11:02	7/14/2009 11:04	243374221	78971	1011	\$57,375,663.79	POS Super	Non Personal	Not Present
15101477020020000000	999999995T	999999995T	7/14/2009 11:07	7/14/2009 11:10	41200555	null	8273	\$46.28	POS Super	Personal	Not Present
15101477020020000000	999999995T	999999995T	7/14/2009 11:07	7/14/2009 11:10	8002	16995	7413	\$577.38	POS Super	Non Personal	Present



View Business Reports: CIRA CSV

To view a CIRA CSV 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 **CIRA CSV Report**. The *CIRA CSV Report* page appears.
4. 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.

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

- 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 **215/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**
- 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.
- 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.

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**.
- If **both** the **Check Capture Date (From) and (To)** 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.

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**).
- If **both** the **Settlement Date (From)** and **(To)** 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) Settlement Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

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**).
- If **both** the **Return Settlement Date (From)** and **(To)** 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) Return Settlement Date** is less than 18 months from the current date, the results that match the search parameters are displayed.

5. Click **Download CSV File**. The *File Download* dialog box appears.



Application Tip

The CIRA CSV Report page is configured to download a maximum of 90 days of search results. This range parameter applies when a user searches using **Received Date**, **Check Capture Date**, **Settlement Date** or **Return Settlement Date**. The system will display an error message to you if you attempt to search for results beyond the configured range.

6. Click **Open** or **Save**.



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.
- Click **Count** to display the total number of check transactions and the total check amount for the specified search criteria.

Check Image Report

The **Check Image Report** allows you to view the front and back images of a check for an Individual Record Number that you request.

Follow the steps below to view and/or print a **Check Image Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Business Reports**, click **Check Image Report** (see Figure 12).

Figure 12. Select Check Image Report

View Check Processing Reports

Please select the Check Processing report you would like to view.

▼ **Business Reports**

- CIRA CSV Report
- Check Image Report**
- Agency CIRA Report
- OTC Endpoint Check Cashing Policy Report
- OTC Verification Groups Report
- LVD Contents Report
- Organization Hierarchy Report
- 215 Deposit Ticket Report
- 5515 Debit Voucher Report

▼ **Administration Reports**

- CIRA Transmission Summary Report
- CIRA Transmission (Detailed) Summary Report
- FMS Statistical Report

3. The *Check Image Report* page appears. Enter the search criteria for the report you would like to view.
 - Under **Add IRNs to the list**, enter the IRN(s) (Individual Record Number) for the checks you would like to view. Click **Add to IRN List** (see Figure 13 below).

Figure 13. Check Image Report Page

Check Image Report

This report displays the PDF file with images for user entered IRNs.

Add IRNs to the list

IRN(s)

120922500128100000645

List of IRNs

IRN	Check All / Uncheck All
There are no IRN to generate report.	

Cancel Add to IRN List

 **Application Tip**

To enter multiple IRNs, separate by a space and/or comma. IRNs are between 20 and 32 alphanumeric.

 **Application Tip**

IRNs can be between 20 and 32 alphanumeric characters in length. They can start with numbers or R02_, BLOCK-, MANUAL-. Remaining characters in IRNs can only be digits.

- Check which IRN(s) you would like to submit (see Figure 14 below).

Figure 14. Check IRNs to Submit

List of IRNs

IRN	Check All / Uncheck All
120922500128100000645	<input checked="" type="checkbox"/>

7. Click **Submit**. Check image appears on the same page (see Figure 15).

Figure 15. Click Submit to View Check Image

The screenshot displays the 'Check Image Report' interface. At the top, it says 'Check Image Report' and 'This report displays the PDF file with images for user entered IRNs.' Below this is a section 'Add IRNs to the list' with an 'IRN(s)' input field. A 'List of IRNs' table is shown with one entry: IRN 12092250012810000645, with a 'Check All / Uncheck All' checkbox. At the bottom right of the interface are buttons: 'Cancel', 'Add to IRN List', 'Remove selected IRN', and 'Submit'.

The check image preview shows the following details:

- IRN : 12092250012810000645
- Check No. 1
- Payee: SAT Test 5.4.1, APT 2, 1223 Testing Circle, 7
- Bank: Small Bank, Box 7, 1 No Loan, Poor Pay_OH-44101
- Amount: \$ 2,073.00
- Date: 7/7/2008
- Pay to the order of: FRBC SAT Test
- Amount in words: TWO THOUSAND SEVENTY-THREE AND 00/100 DOLLARS
- Payee address: FRBC SAT Test, 1223 Testing Circle, NO Defects, OH 44101, 555 555-5555
- Signature line: AUTHORIZED SIGNATURE
- Barcode: ⑈ 5038 ⑈ ⑆04 ⑆ i



View Business Reports: Check Image Report

To view a Check Image 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 **Check Image Report**. The *Check Image Report* page appears.
4. Enter the search criteria for the report you would like to view.
 - Under **Add IRNs to the list**, enter the IRN(s) for the checks you would like to view.



Application Tip

To enter multiple IRNs, separate by a space and/or comma. IRNs are between 20 and 32 alphanumeric.



Application Tip

IRNs can be between 20 and 32 alphanumeric characters in length. They can start with numbers or R02_, BLOCK-, MANUAL-. Remaining characters in IRNs can only be digits.

5. Click **Add to IRN List**.
6. Verify the IRN(s) you would like to submit.
7. Click **Submit**. Check images appear on the same page.



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.

Agency CIRA Report

The **Agency CIRA Report** allows you to view the batch activity for specified OTC Endpoint and supplies, the sending OTC Endpoint receive date, item count and dollar amounts.

Follow the steps below to view and/or print an **Agency CIRA Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Business Reports**, click **Agency CIRA Report** (see Figure 16).

Figure 16. Select Agency CIRA Report



View Check Processing Reports

Please select the Check Processing report you would like to view.

- ▼ **Business Reports**
 - CIRA CSV Report
 - Check Image Report
 - Agency CIRA Report**
 - OTC Endpoint Check Cashing Policy Report
 - OTC Verification Groups Report
 - LVD Contents Report
 - Organization Hierarchy Report
 - 215 Deposit Ticket Report
 - 5515 Debit Voucher Report
- ▼ **Administration Reports**
 - CIRA Transmission Summary Report
 - CIRA Transmission (Detailed) Summary Report
 - FMS Statistical Report

3. The *Agency CIRA Report* page appears. Enter the search criteria for the report you would like to view (see Figure 17 below).

Under **Report Filters**,

- Select the **Date From** date
- Select the **Date To** date
- Click **Received Date**

If the **Received Date** radio button is selected, OTCnet does not validate any other date range values (**Capture Date**).

(From) and **(To) Received Date** 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.

Or

- Click **Capture Date**

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 have a Received Date older than 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**
- Click **Yes** or **No** to Include Subordinate OTC Endpoints

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.

Figure 17. Agency CIRA Report Page

Agency CIRA Report

This report displays the transaction activity for the specified OTC Endpoint.

Report Filters

Date From:
 

Date To:
 

Received Date
 Captured Date

Batch ID:

Cashier ID:

Report Format:
 

Include Subordinate OTC Endpoint:
 Yes No

- Click an OTC Endpoint to initiate the report. The report appears in a new window (see Figure 18).

Figure 18. Click OTC Endpoint to View Agency CIRA Report



Agency CIRA Report
From Date: 11/01/2010 To Date: 11/18/2010

OTC Endpoint: SreeLLEnd2 OTC Endpoint Only: N
Generated Date: 11/18/2010 9:55:12 AM

Daily Summary for all OTC Endpoints	ALC+2	Received Date	Item Count	Dollar Amount
SreeLLEnd2	9999999905	11/01/2010	1	\$1.03
Grand Total			1	\$1.03

Page 1 of 1

Page 1 of 1

View Business Reports: Agency CIRA Report

To view Agency CIRA report, complete the following steps:

2. Click the **Reports** tab.
3. Click **Check Processing Reports**. The *View Check Processing Reports* page appears.
4. Under **Business Reports**, click **Agency CIRA Report**. The *Agency CIRA Report* page appears.
5. 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. **Received Date (On)** represents the single specific date 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**, **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**.
- 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.

6. 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.

OTC Endpoint Check Cashing Policy Report

The **OTC Endpoint Check Cashing Policy Report** displays the OTC Endpoint check cashing policies used in the processing and delivery. It displays the number of permissible returns, how many days the check writer is suspended for each occurrence and the return reason codes.

The Check Cashing Policy was created for agencies that use the Master Verification Database (MVD). The MVD is a “negative” database containing “return” information on checks and accounts that have failed to clear in a previous transaction attempt, and “blocked” accounts/routing numbers or individuals that have been identified where future transactions are not desired.

Follow the steps below to view and/or print an **OTC Endpoint Check Cashing Policy Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Business Reports**, click **OTC Endpoint Check Cashing Policy Report** (see Figure 19 below).

Figure 19. Select OTC Endpoint Check Cashing Policy Report

View Check Processing Reports

Please select the Check Processing report you would like to view.

- ▼ **Business Reports**
 - CIRA CSV Report
 - Check Image Report
 - Agency CIRA Report
 - OTC Endpoint Check Cashing Policy Report**
 - OTC Verification Groups Report
 - LVD Contents Report
 - Organization Hierarchy Report
 - 215 Deposit Ticket Report
 - 5515 Debit Voucher Report
- ▼ **Administration Reports**
 - CIRA Transmission Summary Report
 - CIRA Transmission (Detailed) Summary Report
 - FMS Statistical Report

- The *OTC Endpoint Check Cashing Policy Report* page appears. Enter the search criteria for the report you would like to view and click an OTC Endpoint to initiate the report (shown in Figure 20 below).

Under **Report Filters**,

- Select a **Report Format**
- Click **Yes** or **No** to Include Subordinate OTC Endpoints

Figure 20. Click OTC Endpoint to View Check Cashing Policy Report

OTC Endpoint Check Cashing Policy Report

This report displays the OTC Endpoint policies used in the feed processing and delivery processes.

Report Filters

Report Format:

Include Subordinate OTC Endpoint:
 Yes No

CHK denotes check capture *TGA* denotes deposit processing *M* denotes mapped accounting code(s) denotes

OTC Endpoint

[Contract All](#)

[ALL - All OTC Endpoints](#)

OTC Endpoint Check Cashing Policy Report	
Home OTC Endpoint: #@!@!@!@	
OTC Endpoint Only: N	
Generated Date: 12/01/2010 6:09:25 PM	
OTC Endpoint: #@!@!@!@	Level: 1
Policy Holder: ALL	
Include Prior History?	Represented/Retired
Yes	Include Represented and Retired Checks
Suspension Periods	
Occurrence	Days
1	30
2	60
3	90
Acceptable Return Reason Codes	
Code	Description
01	Insufficient Funds
02	Account Closed

View OTC Endpoint Check Cashing Policy Report

To view an OTC Endpoint Check Cashing Policy 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 the **OTC Endpoint Check Cashing Policy Report**. The *OTC Endpoint Check Cashing Policy Report* page appears.
4. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- 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.

OTC Verification Groups Report

The **OTC Verification Groups Report** displays the list of OTC Endpoints that belong to a selected OTCnet Verification Group.

Follow the steps below to view and/or print an **OTC Verification Groups Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Business Reports**, click **OTC Verification Groups Report** (see Figure 21 below).

Figure 21. Select OTC Endpoint Check Cashing Policy Report

View Check Processing Reports

Please select the Check Processing report you would like to view.

▼ **Business Reports**

- CIRA CSV Report
- Check Image Report
- Agency CIRA Report
- OTC Endpoint Check Cashing Policy Report
- OTC Verification Groups Report**
- LVD Contents Report
- Organization Hierarchy Report
- 215 Deposit Ticket Report
- 5515 Debit Voucher Report

▼ **Administration Reports**

- CIRA Transmission Summary Report
- CIRA Transmission (Detailed) Summary Report
- FMS Statistical Report

3. The OTC Verification Groups Report page appears. Enter the search criteria for the report you would like to view and click an OTC Endpoint to initiate the report (shown in Figure 22 below).

Under **Report Filters**,

- Select a **Report Format**

Figure 22. Click OTC Endpoint to View Verification Groups Report

OTC Verification Groups Report

This report displays OTC Endpoints sharing MVD records.

Report Filters

Report Format:

CHK denotes check capture
 TGA denotes deposit processing
 M denotes mapped accounting code(s)
 denotes

OTC Endpoint

[Contract All](#)

[ALL - All OTC Endpoints](#)

OTC Verification Group Report

For OTC Endpoint: L3AFI BOA

OTC Endpoint Only: N

Generated Date: 09/23/2010 10:55:33 AM

Group	L3AFI BOA	
	OTC Endpoint	Description
	L3AFI BOA	Level 3A Agency-FI Bank of America1
	L3BFI C2	Level 3C Agency-FI Bank of America

Page 1 of 1

OTC Verification Groups Report

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

Under **Report Filters**,

- Select a **Report Format**



Application Tip

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



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.

LVD Contents Report

The **LVD Contents Report** allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

Follow the steps below to view and/or print a **LVD Contents Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Business Reports**, click **LVD Contents Report** (see Figure 23 below).

Figure 23. Select LVD Contents Report



The screenshot shows a web interface titled "View Check Processing Reports". Below the title is a prompt: "Please select the Check Processing report you would like to view." There are two main sections: "Business Reports" and "Administration Reports". Under "Business Reports", the "LVD Contents Report" is highlighted with a red rectangular box. Other reports listed include CIRA CSV Report, Check Image Report, Agency CIRA Report, OTC Endpoint Check Cashing Policy Report, OTC Verification Groups Report, Organization Hierarchy Report, 215 Deposit Ticket Report, and 5515 Debit Voucher Report. Under "Administration Reports", the reports listed are CIRA Transmission Summary Report, CIRA Transmission (Detailed) Summary Report, and FMS Statistical Report.

- The *LVD Contents Report page* appears. Enter the search criteria for the report you would like to view and click an OTC Endpoint to initiate the report. (shown in Figure 24 below).

Under **Report Filters**,

- Select a **Transaction Type**
- Select a **Trade Status**
- Click **Received Date** or **Captured Date**

Trade Status represents the status of the verification records (All, Cleared, Dynamic, Suspend, Denied, Blocked).

- Enter **For Account**
- Enter the **User Defined Field 1**
- Enter the **Bank Routing Number**
- Select a **Report Format**

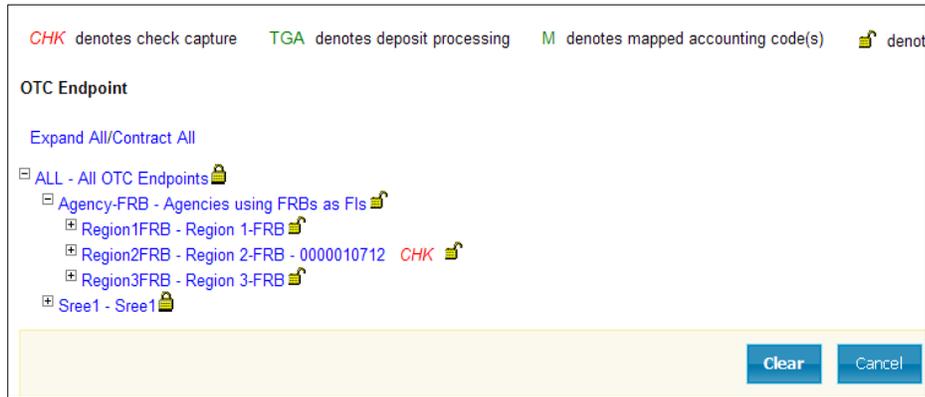
Figure 24. LVD Contents Report Page

The screenshot displays the 'LVD Contents Report' page. At the top, it states: 'This report displays the contents of a Local Verification Database (LVD) for a given ALC+2.' Below this is a section titled 'Report Filters' containing several input fields:

- Transaction Type:** A dropdown menu with 'ALL' selected.
- Trade Status:** A dropdown menu with 'ALL' selected.
- For Account:** A text input field containing 'ALL'.
- User Defined Field 1:** A text input field containing 'ALL'.
- Bank Routing Number:** A text input field containing 'ALL'.
- Report Format:** A dropdown menu with 'HTML' selected.

- Click an OTC Endpoint to initiate the report. The report appears in a new window (see Figure 25).

Figure 25. Click OTC Endpoint to View LVD Contents Report



LVD Contents Report

Requested By: sga0001 Date: 11/10/2010
 Target OTC Endpoint: Region2FRB Num of records: 70
 ALC + 2: 0000010712

User Defined Field 1	Routing Number	Account Number	Closed Account	Denied Until	Trade Status	MVD Date	Description
123*6789	011000130	****		09/09/2009	BLOCKED	04/19/2010	All OTC Endpoints
123*6	101108319	****1913		09/09/2009	BLOCKED	06/15/2010	All OTC Endpoints
	043312373	****3776		08/11/2010	SUSPENDED	08/11/2010	Development Level 3
	042000424	****3727		08/08/2009	BLOCKED	08/15/2010	All OTC Endpoints
	042000424	****3727		09/09/2009	BLOCKED	07/02/2010	Level 3 Agency-FRB St. Louis
MVD*Suspended Record 1	101217888	****1946		07/21/2010	SUSPENDED	07/20/2010	Level 3 Agency-FRB St. Louis
123*1123	042000424	****3718		09/09/2009	BLOCKED	07/07/2010	Development Level 3
234*4222	102100400	****5538	09	08/08/2009	D DENED	10/14/2010	Level 3 Agency-FRB St. Louis
	041215508	****67	02	09/09/2009	CLEARED	09/24/2010	All OTC Endpoints

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View Business Reports: LVD Contents Report

To view an LVD Contents report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **LVD Contents Report**. The *LVD Contents Reports* page appears.
4. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **Transaction Type**
- Select a **Trade Status**
- Click **Received Date** or **Captured Date**



Application Tip

Trade Status represents the status of the verification records (All, Cleared, Dynamic, Suspend, Denied, Blocked).

- Enter **For Account**
- Enter the **User Defined Field 1**
- Enter the **Bank Routing Number**
- Select a **Report Format**



Application Tip

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



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 **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.

Organization Hierarchy Report

The **Organization Hierarchy Report** allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

Follow the steps below to view and/or print an **Organization Hierarchy Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Business Reports**, click **Organization Hierarchy Report** (see Figure 26 below).

Figure 26. Select LVD Contents Report

View Check Processing Reports

Please select the Check Processing report you would like to view.

▼ **Business Reports**

- CIRA CSV Report
- Check Image Report
- Agency CIRA Report
- OTC Endpoint Check Cashing Policy Report
- OTC Verification Groups Report
- LVD Contents Report
- Organization Hierarchy Report**
- 215 Deposit Ticket Report
- 5515 Debit Voucher Report

▼ **Administration Reports**

- CIRA Transmission Summary Report
- CIRA Transmission (Detailed) Summary Report
- FMS Statistical Report

3. The *Organization Hierarchy Report* page appears. Select a **Report Format** and click an OTC Endpoint to initiate the report. The report appears in a new window (see Figure 27 below).

Figure 27. Click OTC Endpoint to View Organization Hierarchy Report

Organization Hierarchy Report

This report displays the requested OTC Endpoints based on your search access level.

Report Filters

Report Format:
HTML

CHK denotes check capture TGA denotes deposit processing M denotes mapped accounting code(s)  denotes

OTC Endpoint

[Expand All/Contract All](#)

[ALL - All OTC Endpoints](#) 

[Clear](#) [Cancel](#)

Organization Hierarchy Report

Generated: 11/18/2010 6:09:34 PM
Home OTC Endpoint: Region2FRB

Ancestor of OTC Endpoint: Region2FRB

Level
2 _____Region2FRB
Region 2-FRB
1 _____Agency-FRB
Agencies using FRBs as Fis
0 ___ALL
All OTC Endpoints

Descendant of OTC Endpoint: Region2FRB

Level
2 _____Region2FRB
Region 2-FRB
3 _____L3FRB ATL
Level 3 Agency-FRB Atlanta

1       A=



View Business Reports: Organization Hierarchy Report

To view an Organization Hierarchy report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **Organization Hierarchy Report**. The *Organization Hierarchy Report* page appears.
4. Select a **Report Format**



Application Tip

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

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 **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.

215 Deposit Ticket Report

The **215 Deposit Ticket Report**, also known as the SF215 is report run daily that includes all items deposited and processed into FRB CA\$HLINK within the preceding 24 hours. The report is searchable for a duration of up to 45 days.

Follow the steps below to view and/or print a **215 Deposit Ticket Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Business Reports**, click **215 Deposit Ticket Report** (see Figure 28 below).

Figure 28. Select LVD Contents Report

View Check Processing Reports

Please select the Check Processing report you would like to view.

▼ **Business Reports**

- [CIRA CSV Report](#)
- [Check Image Report](#)
- [Agency CIRA Report](#)
- [OTC Endpoint Check Cashing Policy Report](#)
- [OTC Verification Groups Report](#)
- [LVD Contents Report](#)
- [Organization Hierarchy Report](#)
- [215 Deposit Ticket Report](#)**
- [5515 Debit Voucher Report](#)

▼ **Administration Reports**

- [CIRA Transmission Summary Report](#)
- [CIRA Transmission \(Detailed\) Summary Report](#)
- [FMS Statistical Report](#)

3. The *215 Deposit Ticket* page appears. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To** Start Date range

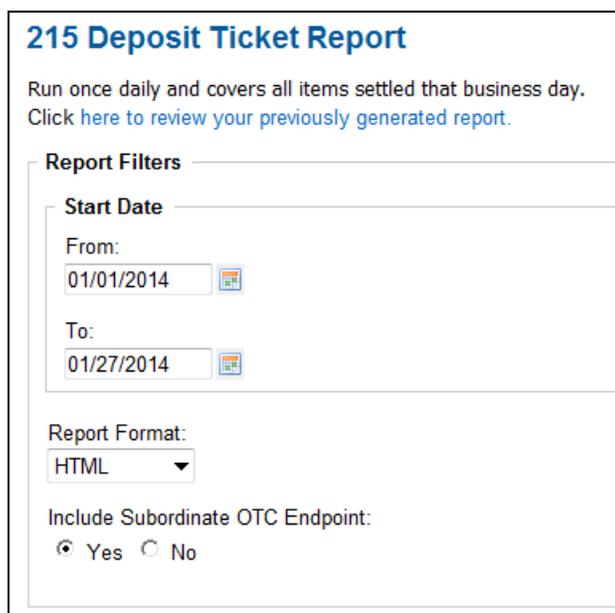
The **From** and **To** Start Date range is searchable for a duration of up to 45 days.

- Select a **Report Format**.

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

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

Figure 29. 215 Deposit Ticket Report Page



215 Deposit Ticket Report

Run once daily and covers all items settled that business day.
Click [here](#) to review your previously generated report.

Report Filters

Start Date

From: 01/01/2014 

To: 01/27/2014 

Report Format: HTML 

Include Subordinate OTC Endpoint:
 Yes No

- Click an OTC Endpoint to initiate the report. The report appears in a new window (see Figure 30). A 215 Deposit Ticket report will not generate for any day that is deemed a holiday during Monday-Friday hours.

Figure 30. Click OTC Endpoint to View 215 Deposit Ticket Report

OTC Endpoint

[Expand All/Contract All](#)

- [-] ALL - All OTC Endpoints
- [-] Agency-FRB - Agencies using FRBs as Fls
- [-] Region1FRB - Region 1-FRB
- [-] L3Cody - Level 3 Cody - 1236985754 CHK TGA
- [-] L3Cody

PLEASE CHECK THE <http://www.fms.treas.gov/otcnet/index.html> WEBSITE FOR CURRENT INFORMATION ON THE OTCNET PROGRAM

215 Deposit Ticket Report
 Generated: 01/27/2014 11:41:17 AM ET
 From Date: 01/01/2014
 To Date: 01/27/2014

215 - Deposit Ticket
 OTC Automation Deposit Ticket No: 000014 Settlement Date: 01/17/2014 Voucher Date: 01/16/2014
 Endpoint:

Fiscal Agent: FRB Cleveland
 Cashier ID Transaction Date Summary Count Summary Amount

215 - Detail
 OTC Endpoint: Automation Description: Automation testing org ALC+2: 1236985754

Cashier ID	Transaction Date	Summary Count	Summary Amount
batchloader	01/16/2014	2	\$40.00
qccl003	01/16/2014	2	\$6,962.00
qcco0003	01/15/2014	2	\$18,116.00
qcco0003	01/16/2014	3	\$101.00
Total ALC: 1236985754		9	\$25,219.00

215 - Deposit Ticket
 OTC Automation Deposit Ticket No: 000015 Settlement Date: 01/21/2014 Voucher Date: 01/20/2014
 Endpoint:

Fiscal Agent: FRB Cleveland
 Cashier ID Transaction Date Summary Count Summary Amount

215 - Detail
 OTC Endpoint: Automation Description: Automation testing org ALC+2: 1236985754

Cashier ID	Transaction Date	Summary Count	Summary Amount
qccl003	01/16/2014	1	\$456.00
qccl003	01/17/2014	10	\$2,220.00
Total ALC: 1236985754		11	\$2,676.00

215 - Deposit Ticket
 OTC 0000005102 Deposit Ticket No: 000930 Settlement Date: 01/21/2014 Voucher Date: 01/20/2014
 Endpoint:

Fiscal Agent: FRB Cleveland
 Cashier ID Transaction Date Summary Count Summary Amount

215 - Detail
 OTC Endpoint: 0000005102 Description: Collections 0051 ALC+2: 0000005102

Cashier ID	Transaction Date	Summary Count	Summary Amount
qccl003	01/17/2014	7	\$4,160.00
Total ALC: 0000005102		7	\$4,160.00

215 - Deposit Ticket

Page 1 of 2

View Business Reports: 215 Deposit Ticket Report

To view a 215 Deposit Ticket report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **215 Deposit Ticket Report**. The *215 Deposit Ticket* page appears.
4. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To** Start Date range



Application Tip

The **From** and **To** Start Date range is searchable for a duration of up to 45 days.

- 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**

A 215 Deposit Ticket report will not generate for any day that is deemed a holiday during Monday-Friday hours.

**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.

5515 Debit Voucher Report

The **5515 Debit Voucher Report**, also known as the SF5515 is a report run daily that includes all retired items processed within the preceding 24 hours. The report is searchable for a duration of up to 45 days and will not generate for any day that is deemed a holiday during Monday-Friday hours.

The 5515 report contains the debit voucher number for each item that is retired by the Federal Reserve Bank. The report provides detailed information on the Unique Transaction ID (or IRN number) for easy research in OTCnet.

Follow the steps below to view and/or print a **5515 Debit Voucher Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Business Reports**, click **5515 Debit Voucher Report** (see Figure 31 below).

Figure 31. Select LVD Contents Report

View Check Processing Reports

Please select the Check Processing report you would like to view.

▼ **Business Reports**

- [CIRA CSV Report](#)
- [Check Image Report](#)
- [Agency CIRA Report](#)
- [OTC Endpoint Check Cashing Policy Report](#)
- [OTC Verification Groups Report](#)
- [LVD Contents Report](#)
- [Organization Hierarchy Report](#)
- [215 Deposit Ticket Report](#)
- [5515 Debit Voucher Report](#)**

▼ **Administration Reports**

- [CIRA Transmission Summary Report](#)
- [CIRA Transmission \(Detailed\) Summary Report](#)
- [FMS Statistical Report](#)

3. The *5515 Debit Voucher* page appears. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To** Start Date range

The **From** and **To** Start Date range is searchable for a duration of up to 45 days.

- Select a **Report Format**.

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

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

Figure 32. 5515 Debit Voucher Report Page

5515 Debit Voucher Report

Run once daily and covers all retired items settled for that business day.
Click [here](#) to review your previously generated report.

Report Filters

Start Date

From:
01/01/2014 

To:
01/27/2014 

Report Format:
HTML ▼

Include Subordinate OTC Endpoint:
 Yes No

View Business Reports: 5515 Debit Voucher Report

To view a 5515 Debit Voucher report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Business Reports**, click **5515 Debit Voucher Report**. The *5515 Debit Voucher* page appears.
4. Enter the search for the report you would like to view.

Under Report Filters,

- Select a **From** and **To** Start Date range



Application Tip

The **From** and **To** Start Date range is searchable for a duration of up to 45 days.

- 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**

A 5515 Debit Voucher report will not generate for any day that is deemed a holiday during Monday-Friday hours.

**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.

Topic 4. Administration Reports

There are three Administration reports that you may access depending on your role. As a **FMS Viewer**, you will be able to access the **CIRA Transmission Summary**, **CIRA Transmission (Detailed) Summary** and the **FMS Statistical** Administration reports (see Table 4 for details). To print a report output, right click using your mouse and select *Print*.

Table 3. Administration Reports and Access Type

Administration Report	User Access Type					
	Agency Manager	Check Capture Administrator	MVD Viewer	MVD Editor	FMS Viewer	View Reports
CIRA Transmission Summary Report					X	
CIRA Transmission (Detailed) Summary Report					X	
FMS Statistical					X	

Legend:  = NA / X = Access

CIRA Transmission Summary Report

The **CIRA Transmission Summary Report** allows you to view a list of transactions sent to Debit Gateway.

Follow the steps below to view and/or print a **CIRA Transmission Summary Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Administration Reports**, click **CIRA Transmission Summary Report** (see Figure 34).

Figure 34. Select CIRA Transmission Summary Report



View Check Processing Reports

Please select the Check Processing report you would like to view.

- ▼ **Business Reports**
 - CIRA CSV Report
 - Check Image Report
 - Agency CIRA Report
 - OTC Endpoint Check Cashing Policy Report
 - OTC Verification Groups Report
 - LVD Contents Report
 - Organization Hierarchy Report
 - 215 Deposit Ticket Report
 - 5515 Debit Voucher Report
- ▼ **Administration Reports**
 - CIRA Transmission Summary Report**
 - CIRA Transmission (Detailed) Summary Report
 - FMS Statistical Report

- The *CIRA Transmission Summary Report* page appears. Enter the search criteria for the report you would like to view (see Figure 35).

Under **Report Filters**,

- Select a **Date**
- Click **Submit Request**. The *Transmission Files* table for the selected date appears

The *Transmission Files* table lists all the transmissions for the selected date.

- Select a **Report Format**
- Click **Yes** or **No** to Include Subordinate OTC Endpoints

Figure 35. CIRA Transmission Summary Report Page

CIRA Transmission Summary Report

This report is used to view the detailed transactions sent to Debit Gateway.

Report Filters

Date:

Transmission Files for 11/01/2010

Current USD Documents		Select
From [10/26/2010 12:44]	To [11/01/2010 10:30]	<input checked="" type="radio"/>
From [10/18/2010 15:09]	To [11/01/2010 10:35]	<input type="radio"/>
From [10/26/2010 12:19]	To [11/01/2010 10:27]	<input type="radio"/>
From [11/01/2010 10:34]	To [11/01/2010 10:34]	<input type="radio"/>
From [10/29/2010 19:05]	To [11/01/2010 10:32]	<input type="radio"/>
From [11/01/2010 10:47]	To [11/01/2010 10:47]	<input type="radio"/>
From [10/29/2010 15:28]	To [10/31/2010 17:28]	<input type="radio"/>
From [11/01/2010 11:32]	To [11/01/2010 11:32]	<input type="radio"/>
From [10/22/2010 13:11]	To [10/26/2010 09:16]	<input type="radio"/>
From [10/29/2010 15:30]	To [11/01/2010 07:00]	<input type="radio"/>
From [11/01/2010 07:00]	To [11/01/2010 09:00]	<input type="radio"/>
From [11/01/2010 09:00]	To [11/01/2010 15:30]	<input type="radio"/>

Report Format:

Include Subordinate OTC Endpoint: Yes No

- Click an OTC Endpoint to initiate the report. The report appears in a new window (see Figure 36 below).

Figure 36. Click OTC Endpoint to View CIRA Transmission Summary Report

OTC Endpoint

Contract All

- ALL - All OTC Endpoints
- 0000789502 - Test Agency 5 - 0000789502 CHK
- 0000854701 - 9th FB - 0000854701 CHK

CIRA Transmission Summary Report

From Date: 11/16/2010 08:34:20 To Date: 11/16/2010 08:35:03

	Items	Amount
Total Activity:	2	\$2.00

OTC Endpoint: ALL
OTC Endpoint Only: N

OTC Endpoint	Description	ALC+2	Items	Amount
DO SAF	Disbursing Office	0000659902	2	\$2.00
Total Transmission Activity:			2	\$2.00



View Administration Reports: View CIRA Transmission Summary Report

To view a CIRA Transmission Summary report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports**. The *View Check Processing Reports* page appears.
3. Under **Administration Reports**, click **CIRA Transmission Summary Report**. The *CIRA Transmission Summary Report* page appears.
4. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **Date**
- Click **Submit Request**. The *Transmission Files* table for the selected date appears.



Application Tip

The *Transmission Files* table lists all the transmissions for the selected date.

- 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.

CIRA Transmission (Detailed) Summary Report

The **CIRA Transmission (Detailed) Summary Report** allows you to view the detailed information about transactions sent to Debit Gateway.

Follow the steps below to view and/or print a **CIRA Transmission (Detailed) Summary Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Administration Reports**, click **CIRA Transmission (Detailed) Summary Report** (see Figure 37).

Figure 37. Select CIRA Transmission (Detailed)

View Check Processing Reports

Please select the Check Processing report you would like to view.

▼ **Business Reports**

- [CIRA CSV Report](#)
- [Check Image Report](#)
- [Agency CIRA Report](#)
- [OTC Endpoint Check Cashing Policy Report](#)
- [OTC Verification Groups Report](#)
- [LVD Contents Report](#)
- [Organization Hierarchy Report](#)
- [215 Deposit Ticket Report](#)
- [5515 Debit Voucher Report](#)

▼ **Administration Reports**

- [CIRA Transmission Summary Report](#)
- [CIRA Transmission \(Detailed\) Summary Report](#)
- [FMS Statistical Report](#)
- [View TRS Transmission Status for Check Processing](#)

- The *CIRA Transmission Summary (Detailed) Report* page appears. Enter the search criteria for the report you would like to view (see Figure 38).

Under **Report Filters**,

- Select a **Date**
- Click **Submit Request**. The *Transmission Files* table for the selected date appears

The *Transmission Files* table lists all the transmissions for the selected date.

- Select a **Report Format**
- Click **Yes** or **No** to Include Subordinate OTC Endpoints

Figure 38. CIRA Transmission (Detailed) Summary Report Page

CIRA Transmission (Detailed) Summary Report

This report is used to view the detailed transactions sent to Debit Gateway.

Report Filters

Date:

Transmission Files for 11/17/2010

Current USD Documents		Select
From [11/17/2010 11:18]	To [11/17/2010 14:00]	<input checked="" type="radio"/>
From [11/17/2010 14:00]	To [11/17/2010 14:17]	<input type="radio"/>
From [11/17/2010 14:17]	To [11/17/2010 14:45]	<input type="radio"/>
From [11/17/2010 14:45]	To [11/17/2010 15:30]	<input type="radio"/>
From [11/17/2010 15:30]	To [11/17/2010 23:02]	<input type="radio"/>
From [11/16/2010 23:02]	To [11/17/2010 09:00]	<input type="radio"/>
From [11/17/2010 09:00]	To [11/17/2010 11:18]	<input type="radio"/>

Report Format:

Include Subordinate OTC Endpoint: Yes No

- Click an OTC Endpoint to initiate the report. The report appears in a new window (see Figure 39 below).

Figure 39. Click OTC Endpoint to View CIRA Transmission (Detailed) Report

OTC Endpoint

[Contract All](#)

- ALL - All OTC Endpoints
- 0000789502 - Test Agency 5 - 0000789502 CHK
- 0000854701 - 9th FB - 0000854701 CHK

CIRA Transmission (Detailed) Summary Report					
From Date: 09/27/2010 16:17:30 To Date: 09/28/2010 16:04:57					
OTC Endpoint: ALL			OTC Endpoint Only: Y		
OTC Endpoint:	ALC + 2:	Date / Time	IRN	Items	Amount
9999999902					
	9999999902	09/27/2010 16:22:51	12856189710025746724	1	\$3,453.34
	9999999902	09/27/2010 16:17:30	12856186490015746724	1	\$234.55



View Administration Reports: CIRA Transmission (Detailed) Summary Report

To view a CIRA Transmission (Detailed) Summary report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports**. The *View Check Processing Reports* page appears.
3. Under **Administration Reports**, click **CIRA Transmission (Detailed) Summary Report**. The *CIRA Transmission (Detailed) Summary Report* page appears.
4. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **Date**
- Click **Submit Request**. The *Transmission Files* table for the selected date appears



Application Tip

The *Transmission Files* table lists all the transmissions for the selected date.

- 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.

FMS Statistical Report

The **FMS Statistical Report** allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to an agency, and total returns received. The report is available for 15 rolling days.

Follow the steps below to view and/or print a **FMS Statistical Report**.

1. Click the **Reports** tab and click **Check Processing Reports**. The *View Check Processing Reports* page appears (refer to Figure 6).
2. Under **Administration Reports**, click **FMS Statistical Report** (see Figure 40 below).

Figure 40. Select FMS Statistical Report



The screenshot shows a web interface titled "View Check Processing Reports". Below the title is a prompt: "Please select the Check Processing report you would like to view." There are two main sections: "Business Reports" and "Administration Reports". The "Administration Reports" section is expanded, showing a list of reports. The "FMS Statistical Report" is highlighted with a red box.

Business Reports
CIRA CSV Report
Check Image Report
Agency CIRA Report
OTC Endpoint Check Cashing Policy Report
OTC Verification Groups Report
LVD Contents Report
Organization Hierarchy Report
215 Deposit Ticket Report
5515 Debit Voucher Report

Administration Reports
CIRA Transmission Summary Report
CIRA Transmission (Detailed) Summary Report
FMS Statistical Report

3. The *FMS Statistical Report* page appears. Enter the search criteria for the report you would like to view (see Figure 41).

Under **Report Filters**,

- Select a **From** and **To** Start Date range

The **From** and **To** Start Date range is searchable using a date range of up to 15 days.

- Click the **Personal**, **Non Personal** or **Both** radio button for Item Type
- Click the **Present**, **Not Present** or **Both** radio button for Processed At
- Click the **ACH**, **Paper Items** or **Both** radio button for Process Type
- Select a **Report Format**
- Click **Yes** or **No** to Include Subordinate OTC Endpoints

Figure 41. FMS Statistical Report Page

FMS Statistical Report

This report can be generated only by FMS members.

Report Filters

Start Date

From: 

To: 

Item Type:

Personal Non Personal Both

Processed At:

Present Not Present Both

Process Type:

ACH Paper Items Both

Report Format:



Include Subordinate OTC Endpoint:

Yes No

- Click an OTC Endpoint to initiate the report. The report appears in a new window (see Figure 42 below).

Figure 42. Click OTC Endpoint to View FMS Statistical Report

OTC Endpoint

[Contract All](#)

- ALL - All OTC Endpoints
- 0000789502 - Test Agency 5 - 0000789502 CHK
- 0000854701 - 9th FB - 0000854701 CHK

FMS Statistical Report

Generated: 11/18/2010 11:49:35 AM ET
 From Date: 11/01/2010 To Date: 11/15/2010
 OTC Endpoint: Region2FRB OTC Endpoint Only: N

Description	Number of Items	Dollar Value of Items	% of Dollar Value	% Number of Items
Total Transactions	3	\$116.70	n/a	n/a
Total ACH Transactions	2	\$115.69	99.13%	66.67%
Total Paper Transactions	1	\$1.01	0.87%	33.33%
Cancelled	0	\$0.00	0.00%	0.00%
Overall Success Rate	3	\$116.70	100.00%	100.00%
Total Items Sent Back to Agency	0	\$0.00	0.00%	0.00%
Total Returns Received	2	\$115.69	99.13%	66.67%
Returns Currently Eligible for Representation	0	\$0.00	0.00%	0.00%
Returns Successfully Processed	2	\$115.69	100.00%	100.00%
Returns Unsuccessfully Processed	0	\$0.00	0.00%	0.00%

Over the Counter Channel Application (OTCnet) Page 1 of 1

Page 1 of 1

View Administration Reports: FMS Statistical Report

To view an FMS Statistical report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Administration Reports**, click **FMS Statistical Report**. The *FMS Statistical Report* page appears.
4. Enter the search criteria for the report you would like to view.

Under **Report Filters**,

- Select a **From** and **To** Start Date range



Application Tip

The **From** and **To** Start Date range is searchable using a date range of up to 15 days.

- Click the **Personal**, **Non Personal** or **Both** radio button for Item Type
- Click the **Present**, **Not Present** or **Both** radio button for Processed At
- Click the **ACH**, **Paper Items** or **Both** radio button for Process Type
- 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 will appear in a new window.



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.

Topic 5. Historical Reports

Historical reports are used to query check records that are associated with batches that have a Received Date older than 18 months. All batches including batches with an **Open** or **Closed** status with a Received Date older than 18 months are saved in the Historical database. Historical reports are generated asynchronously (not occurring at the same time), allowing you to continue to use OTCnet.

Note: Depending on the volume of data requested, it can take between 5 and 20 minutes for the report to generate.

If you are assigned the role of **Agency Manager**, **Check Capture Administrator**, **MVD Editor**, **MVD Viewer**, or **FMS Viewer**, you are authorized to query and download CIRA CSV Historical reports.

You can search for check records by OTC Endpoint, User Defined Fields, Account Number, Bank Routing Number, Individual Reference Number (IRN), and other search criteria. If you run a search without specifying any criteria other than an OTC Endpoint, the search results include all checks in the system that you have access to view.

When the report request is submitted, its status is set to **Submitted**. After the report is successfully generated, the status is set to **Completed** and the report is available for download in CSV format.

Previously generated reports are available for 7 days and can be downloaded using the *View Previously Generated Reports* function. Duplicate report requests based on identical search parameters cannot be made within the same 7 day period; however, after 7 days the same report request can be submitted.

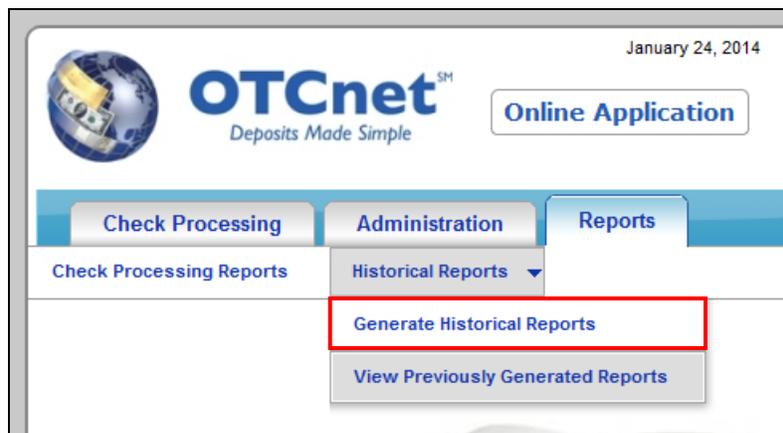
The OTCnet does not limit the number of rows that can be downloaded in a CIRA CSV historical report. However, if you use Microsoft Excel 2010 or higher, you will be able to view all records returned in a CIRA CSV historical file up to approximately 1 million rows. **If you use Microsoft Excel 2003 and generate a CIRA CSV Historical report, any rows after 65,000 rows will not be displayed because Microsoft Excel 2003 has a 65,000 row limit.**

CIRA CSV Historical Report

Follow the steps below to generate a **CIRA CSV Historical Report**.

1. Click the **Reports** tab and select **Historical Reports** and click **Generate Historical Reports** (see Figure 43 below).

Figure 43. Reports Tab> Historical Reports>Generate Historical Reports



2. The *CIRA CSV Historical Report* page appears. Enter the search criteria for the report you would like to view (See Figures 44–46).
 - Select an **OTC Endpoint**, *required*

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

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.

- Select a **Form Name**
- Select a **Deploy Date**

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**

The **User Defined Fields** are visible based on the selected OTC Endpoint **Form Name** and **Deploy Date**.

Figure 44. CIRA CSV Historical Report (OTCnet Endpoint, Include Subordinates, Form Name, Deployment Date, UDFs)

CIRA CSV Historical Report

Please enter CIRA CSV Historical Report search criteria.

* Denotes required fields.

Search Criteria

OTC Endpoint:*

Configured OTC Endpoints

<< < 1-1 > >> of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input checked="" type="radio"/>	OTS	Bureau of the Public Debt

Include Subordinates

Form Name:

Deploy Date:

User Defined Fields:

User Defined Field 1:

User Defined Field 2:

User Defined Field 3:

User Defined Field 4:

- Enter the **Account** number
- Enter the **Bank Routing Number**
- Enter the **IRN** (Individual Record Number)
- Enter the **Check Number**

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**

The **5515/Debit Voucher Number** represents items returned to agency due to unsuccessful collection efforts.

- Enter the **215/Deposit Ticket Number**

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**

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.

Figure 45. CIRA CSV Historical Report (Account, BRN, IRN, Check Number, Check Amount, Settlement Status, 5515, 215, Cashier ID, and Batch ID)

Account:	<input type="text"/>
Bank Routing Number:	<input type="text"/>
IRN:	<input type="text"/>
Check Number:	<input type="text"/>
Check Amount:	<input type="text"/>
	<input type="text"/> Equal to <input type="text"/>
Settlement Status:	<input type="text"/> ALL <input type="text"/>
5515/Debit Voucher Number:	<input type="text"/>
215/Deposit Ticket Number:	<input type="text"/>
Cashier ID:	<input type="text"/>
Batch ID:	<input type="text"/>

- Click the **Received Date:** radio button
 - Select **From** and **To** Received Date range
 - Or
 - Select the **On** Received Date

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

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

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

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.

3. Click **Submit Request**. A “*Your report request has been successfully received*” message appears (see Figure 46).

Figure 46. CIRA CSV Historical Report (Received Date, Check Capture Date, Settlement Date and Return Settlement Date)

The screenshot shows a web form for generating a CIRA CSV Historical Report. It features four radio button options for selecting the report criteria: Received Date, Check Capture Date, Settlement Date, and Return Settlement Date. Each option is followed by 'From' and 'To' date selection fields, each with a calendar icon. At the bottom of the form, there are three buttons: 'Cancel', 'Clear', and 'Submit Request' (which is highlighted with a red border).

Figure 47. CIRA CSV- Request Successfully Submitted

The screenshot shows a success message box titled 'CIRA CSV Historical Report'. The text inside reads: 'Please enter CIRA CSV Historical Report search criteria.' followed by 'Your report request has been successfully received.' in red. Below this, a note states '* Denotes required fields.'



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**. 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.

- 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 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 CASHLINK 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.

4. 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.

View Previously Generated Historical Reports

Follow the steps below to view **previously generated historical reports**.

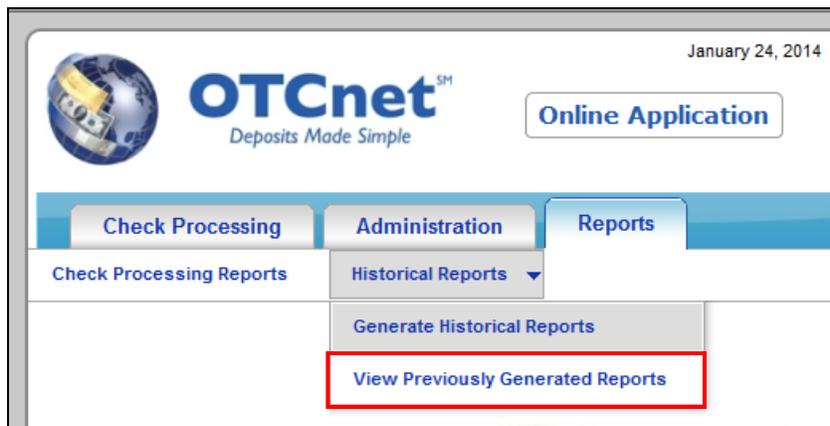
1. Click the **Reports** tab and select **Historical Reports** and click **View Previously Generate Historical Reports**. The *CIRA CSV Historical Report* page appears (see Figure 48).

When the report request is submitted, its status is **Submitted**. When a report is successfully generated, the status is **Completed** and available for download.

When a report request is submitted and the Historical Database is unavailable, an informational message appears stating “*Historical Database is currently unavailable. All reports in Submitted status will be processed when the Historical Database is available.*” Report requests that are in **Submitted** status will remain in **Submitted** status until the database is available and the report is generated. After the report is generated a **Completed** status is displayed.

When a report request is submitted and the report could not generate (e.g. code error), its status is **Error**. Resubmit your report request to ensure your report is generated. If a report displays an **Error** status, the request can be resubmitted at any time without receiving a duplicate request message.

Figure 48. Reports Tab>Historical Reports>View Previously Generated Reports

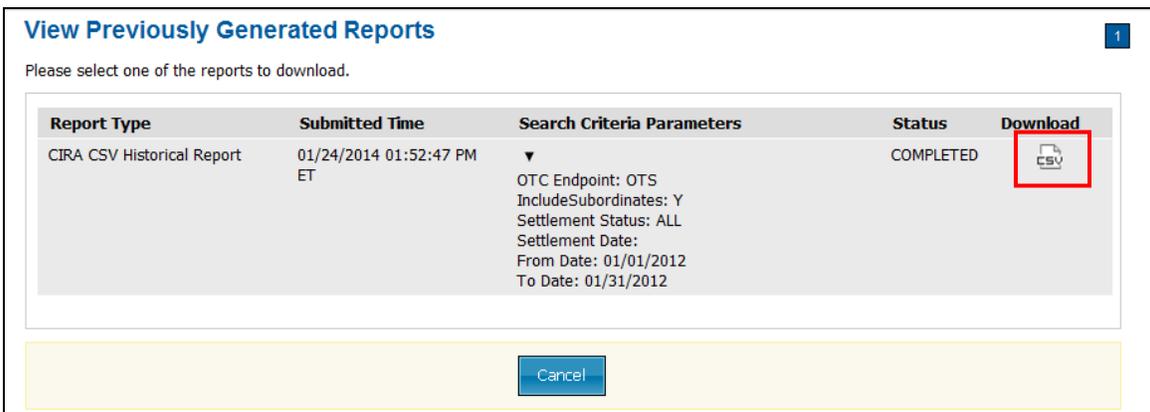


2. Under the Download column, click  **Download**.

Previously generated reports are available for 7 days. Duplicate report requests based on identical report parameters cannot be made within the same 7 day period; however, after 7 days a duplicate report request can be submitted. Report requests are user specific and are not viewable by other users.

The CIRA CSV Historical Report page is configured to download a maximum of 31 days of search results. This range parameter applies when a user searches using **Received Date**, **Check Capture Date**, **Settlement Date** or **Return Settlement Date**. The system will display an error message to you if you attempt to search for results beyond the configured range.

Figure 49. View Previously Generated Reports - Completed Status



View Previously Generated Reports 1

Please select one of the reports to download.

Report Type	Submitted Time	Search Criteria Parameters	Status	Download
CIRA CSV Historical Report	01/24/2014 01:52:47 PM ET	▼ OTC Endpoint: OTS IncludeSubordinates: Y Settlement Status: ALL Settlement Date: From Date: 01/01/2012 To Date: 01/31/2012	COMPLETED	

- The *File Download* dialog box appears. Click **Open** or **Save** or **Cancel** (see Figures 50–51).

Click **Open** to display the contents of the file. Click **Save** to choose the location where you want to save the file. Click **Cancel** to close the dialog box and **save no data**.

Figure 50. File Download

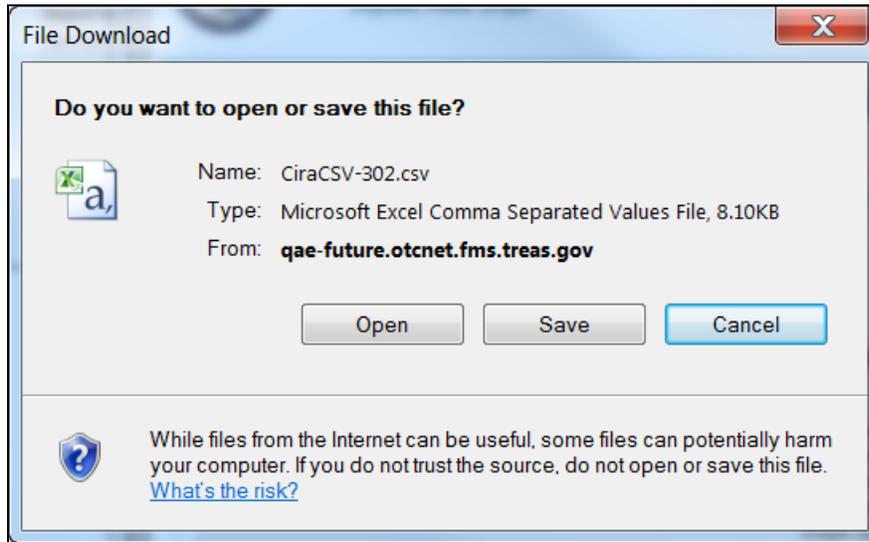


Figure 51. Opened CIRA CSV Historical Report

Agency	Date	Amount	IRN	OTC ENDP	ALC	CAPTURE	RECEIVED	TRANSIT	CHECK NU	ACCOUNT	AMOUNT	CASHIER	ITEM TYPE	PROCESSIF	BATCH ID	SETTLEME RETU
CSV Agency	Fri Jan 24 01:53:03 EST 2014	3013.5	17													
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$65.25	otcqef50	Personal	Customer	689BA499	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$69.36	otcqef50	Personal	Customer	689BA499	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$6.02	otcqef50	Personal	Customer	752B1CCF	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$7.05	otcqef50	Personal	Customer	752B1CCF	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$6.36	otcqef50	Personal	Customer	41099F12	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$8.36	otcqef50	Personal	Customer	41099F12	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$6.34	otcqef50	Personal	Customer	41099F12	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$78.22	otcqef50	Personal	Customer	4B58BFBC	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$8.25	otcqef50	Personal	Customer	4B58BFBC	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	2.56E+08	3269	601829	\$6.30	otcqef50	Personal	Customer	4B58BFBC	##### null
1.21E+20	OTS	2.07E+09	#####	#####	#####	#####	#####	2.76E+08	1073	3333874	\$5.00	otcqef50	Personal	Customer	29BC71A4	##### null
1.51E+20	OTS	2.07E+09	#####	#####	#####	#####	#####	51000020	1373	33334161	\$812.42	otcqef50	Personal	Customer	E6C2A187	##### null
1.51E+20	OTS	2.07E+09	#####	#####	#####	#####	#####	51000020	1373	33334161	\$1.92	otcqef50	Personal	Customer	E6C2A187	##### null
1.51E+20	OTS	2.07E+09	#####	#####	#####	#####	#####	51000020	1373	33334161	\$934.22	otcqef50	Personal	Customer	7457D8FF	##### null
1.51E+20	OTS	2.07E+09	#####	#####	#####	#####	#####	51000020	1373	33334161	\$992.38	otcqef50	Personal	Customer	7457D8FF	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	3.25E+08	925	33334122	\$2.69	otcqef50	Personal	Customer	D1E40273	##### null
1.33E+19	OTS	2.07E+09	#####	#####	#####	#####	#####	42000424	1057	38	\$3.36	otcqef50	Personal	Customer	D1E40273	##### null

View Previously Generated Historical Reports

To view previously generated historical reports, complete the following steps:

1. Click the **Reports** tab.
2. Select **Historical Reports** and click **View Previously Generated Reports**. The *View Previously Generated Reports* page appears.



Application Tip

Consider the following information about generating a Historical Report:

- When a report request is submitted, its status is **Submitted**.
- When a report is successfully generated, the status is **Completed** and available for download.
- When a report request is submitted and the Historical Database is unavailable, an informational message appears stating, “*Historical Database is currently unavailable. All reports in Submitted status will be processed when the Historical Database is available.*” Report requests that are in **Submitted** status will remain in **Submitted** status until the database is available and the report is generated. After the report is generated a **Completed** status is displayed.
- When a report request is submitted and the report could not generate (e.g. code error), its status is **Error**. Resubmit your report request to ensure your report is generated. If a report displays an **Error** status, the request can be resubmitted at any time without receiving a duplicate request message.

3. Under the Download column, click  **Download**. The *File Download* dialog box appears.



Application Tip

Previously generated reports are available for 7 days. Duplicate report requests based on identical report parameters cannot be made within the same 7 day period; however, after 7 days a duplicate report request can be submitted. Report requests are user specific and are not viewable by other users.

**Application Tip**

The CIRA CSV Historical Report page is configured to download a maximum of 31 days of search results. This range parameter applies when a user searches using **Received Date**, **Check Capture Date**, **Settlement Date** or **Return Settlement Date**. The system will display an error message to you if you attempt to search for results beyond the configured range.

4. Click **Open**, **Save**, or **Cancel**.

**Application Tip**

If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the dialog box closes and no data will be saved.

**Application Tip**

Additional button on the page that helps you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.

Summary

In this chapter, you learned:

- The purpose of accessing check processing reports
- How to view a CIRA Query
- How to view and download a CIRA CSV Report
- How to view and print a Check Image Report
- How to view and print an Agency CIRA Report
- How to view and print an OTC Endpoint Check Cashing Policy Report
- How to view and print an OTC Verification Groups report
- How to view and print an LVD Contents Report
- How to view and print an Organizational Hierarchy Report
- How to view and print a 215 Deposit Ticket Report
- How to view and print a 5515 Debit Voucher Report
- How to view and print a CIRA Transmission Summary Report
- How to view and print a CIRA Transmission (Detailed) Summary Report
- How to view and print an FMS Statistical Report
- How to view and download Historical Reports

This completes the series of seven primary Chapters for *Check Capture and Check Processing Participant User Guide*. You can continue to use these guides as reference or extract the *How To Steps* at the end of each *Topic* for quick application. Additionally, you can access the following Chapter, *Chapter 9. Troubleshooting Participant User Guide* if you would like.

Notes

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Accounting Code - A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one or many agency defined accounting codes or TAS.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Key - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which resulted in a batch being updated to Acknowledgment Error.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact - A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

Bureau of the Fiscal Service (FS) – (formerly FMS) The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Business Event Type Code (BETC) - A code used in the CARS/GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

C

CA\$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA\$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – (formerly GWA)The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; to configure Check Capture functions and perform upgrades of the application; to create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, close a batch, balance check amounts and enter batch control values during batch closing. Additionally, the user is authorized to accept checks with poor quality, make MICR line

corrections, and accept duplicate checks. This user is not authorized; however, to use an out-of-date LVD.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch and close a batch. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established.

Check Capture Supervisor - An agency user that has the authorization to perform all the functions on the Check Capture. The user has authorization to accept duplicates (not recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality as well as view, modify, import, and modify endpoint mappings.

Check Number - The printed number of the check writer's check.

CIRA CSV Historical Report - A check processing business report that allows you to query check records that are associated with batches that have been forwarded for settlement more than 18 months ago. The exported comma separated value report (CSV) data can be used to import into other applications within an agency.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files.

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Collections Information Repository (CIR)- (formerly TRS) A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file, and performing check clearing/transaction settlement as the 'debit gateway'.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is searchable for a duration of up to 15 days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Forwarded File - A term that is assigned to a file that contains the check transactions that is send from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

Franker - An internal stamp unit that stamps a check with "Electronically Processed" after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet connectivity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet connectivity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Personally Identifiable Information (PII) - It is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual. Examples of PII include but are not limited to social security numbers, dates and places of birth, mothers' maiden names, biometric records.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The payment date of a check item, which is when the deposit is debited from the check writer's account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This

report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days in OTCnet.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days in OTCnet.

Share Accounting Module (SAM) - The application that facilitates the process of validating or deriving Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS/GWA in classifying financial transactions as they occur.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA\$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

View FRB CA\$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The business processing day the check transaction is received by the Debit Gateway from the channel applications.

Voucher Number - The number assigned to a deposit by OTCnet.

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