



# OTCnet<sup>SM</sup>

*Deposits Made Simple*

CIRA CSV File

---

[Reference Guide](#)

**TABLE OF CONTENTS**

Audience.....	3
Overview.....	3
Topic 1. CIRA CSV File Overview .....	4

**LIST OF TABLES**

Table 1: File layout of CSV File.....	5
Table 2: Sample file layout.....	7
Table 3: CSV File Sample in Notepad.....	9
Table 4. CSV File Sample in Excel.....	9

## Audience

### Audience

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

- Federal Program Agencies who are already converted to OTCnet and use check processing will need to account for changes made to the CIRA CSV file between the previous release (1.2.2) and the current release (1.3).

### Overview

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

- CIRA CSV File layout
- Available fields in the file
- Updates to the CIRA CSV File from previous OTCnet Release 1.2.2
- File layout
- Sample file layout

## Topic 1. CIRA CSV File Overview

### Introduction

The CIRA CSV File is the Comma Separated Value document that provides a line item with detailed information about all check transactions. OTCnet users with the appropriate roles have the ability to download item information in a standard format. There are additions and changes to the OTCnet CIRA CSV file from the Release 1.2.2 version to the Release 1.3 CSV file which are described below and highlighted in yellow. The new fields are added to include the accounting classification information captured at the time of scanning the checks.

### Layout

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

- Each line is terminated by a carriage return followed by a new line (0D0A)
- The first 5 lines consist of header information and always exist. The Agency's item data begins on line 6
- The file is terminated by an empty line followed by 0D0A

### Available Fields

All possible fields found in the file are as follows\*:

OTCnet CIRA CSV File Fields	
IRN	USER FIELD 6
OTC ENDPOINT	USER FIELD 7
ALC+2	USER FIELD 8
CAPTURE DATE	USER FIELD 9
RECEIVE DATE	USER FIELD 10
TRANSIT NUMBER	USER FIELD 11
CHECK NUMBER	USER FIELD 12
ACCOUNT	USER FIELD 13
AMOUNT	USER FIELD 14
CASHIER ID	USER FIELD 15
ITEM TYPE	USER FIELD 16
PROCESSING METHOD	USER FIELD 17
BATCH ID	USER FIELD 18
SETTLEMENT DATE	USER FIELD 19
RETURN SETTLEMENT DATE	USER FIELD 20
DEBIT VOUCHER NUMBER	USER FIELD 21
DEPOSIT TICKET NUMBER	USER FIELD 22
USER FIELD 1	USER FIELD 23
USER FIELD 2	USER FIELD 24
USER FIELD 3	AGENCY ACCOUNTING CODE
USER FIELD 4	DESCRIPTION
USER FIELD 5	[blank field]

**\*Please note:** Some of the labels in the CIRA CSV file were changed in the transition from PCC OTC to OTCnet; these labels have not been changed from Release 1.2.2 to 1.3. Below are the changes to note:

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

## Updates to the CIRA CSV File

Several updates were made to the CIRA CSV File from the OTCnet Release 1.2.2 to Release 1.3

Report Header Modifications
<ul style="list-style-type: none"><li>▪ The field "Agency Accounting Code" was added to the CSV file immediately after User Defined Field 24, in Column AP</li><li>▪ The field "Description" was added to the file after "Agency Accounting Code" in Column AQ</li><li>▪ The previous [blank field] that appeared at the end of User Field 24, which was displayed in the CSV as " ", has been moved to exist after the "Description" field in the column AR.</li></ul>

**Please Note: If your agency uses the CIRA CSV File to feed OTCnet data into a secondary system, the modifications listed below will require file re-coding.**

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

## File Layout

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

**Table 1: File layout of CSV File**

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

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

Line Number	Field Number	Name	Type	Format/Sample	Description
5		USER FIELD 11	String	USER FIELD 11	Constant String column header
		USER FIELD 12	String	USER FIELD 12	Constant String column header
		USER FIELD 13	String	USER FIELD 13	Constant String column header
		USER FIELD 14	String	USER FIELD 14	Constant String column header
		USER FIELD 15	String	USER FIELD 15	Constant String column header
		USER FIELD 16	String	USER FIELD 16	Constant String column header
		USER FIELD 17	String	USER FIELD 17	Constant String column header
		USER FIELD 18	String	USER FIELD 18	Constant String column header
		USER FIELD 19	String	USER FIELD 19	Constant String column header
		USER FIELD 20	String	USER FIELD 20	Constant String column header
		USER FIELD 21	String	USER FIELD 21	Constant String column header
		USER FIELD 22	String	USER FIELD 22	Constant String column header
		USER FIELD 23	String	USER FIELD 23	Constant String column header
		USER FIELD 24	String	USER FIELD 24	Constant String column header
		AGENCY ACCOUNTING CODE	String	AGENCY ACCOUNTING CODE	Constant String Column Header, accounting code value
		DESCRIPTION	String	DESCRIPTION	Constant String Column Header, accounting code description value
		Blank Field (25)	N/A	BLANK FIELD 25	Empty value

### Sample File Layout

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

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

**Table 2: Sample File Layout**

Field Number	Name	Type	Sample value
	IRN	String	111201500244600000608



Field Number	Name	Type	Sample value
	OTC ENDPOINT	String	0000633502
	ALC + 2	String	0000633502
	CAPTURE DATE	Date/Time	2002-07-19 14:11:14
	RECEIVE DATE	Date/Time	2002-07-22 07:31:19
	TRANSIT NUMBER	String	251480576
	CHECK NUMBER	String	4114784
	ACCOUNT	String	787910415647
	AMOUNT	String	\$38.81
	CASHIER ID	String	Patrick
	ITEM TYPE	String	Personal Non-Personal
	PROCESSING METHOD	String	Customer Not Present Customer Present Back Office
	BATCH ID	String	FF1E9FE2-FB22-4353-A27A-06C86FC3D2AA
	SETTLEMENT DATE	Date/Time	2002-08-22 07:43:10
	RETURN SETTLEMENT DATE	Date/Time	2002-08-23 07:43:10
	DEBIT VOUCHER NUMBER	String	24
	DEPOSIT TICKET NUMBER	String	8
	USER FIELD 1	String	USER FIELD 1
	USER FIELD 2	String	USER FIELD 2
	USER FIELD 3	String	USER FIELD 3
	USER FIELD 4	String	USER FIELD 4
	USER FIELD 5	String	USER FIELD 5
	USER FIELD 6	String	USER FIELD 6
	USER FIELD 7	String	USER FIELD 7
	USER FIELD 8	String	USER FIELD 8
	USER FIELD 9	String	USER FIELD 9
	USER FIELD 10	String	USER FIELD 10
	USER FIELD 11	String	USER FIELD 11
	USER FIELD 12	String	USER FIELD 12
	USER FIELD 13	String	USER FIELD 13
	USER FIELD 14	String	USER FIELD 14
	USER FIELD 15	String	USER FIELD 15
	USER FIELD 16	String	USER FIELD 16
	USER FIELD 17	String	USER FIELD 17
	USER FIELD 18	String	USER FIELD 18
	USER FIELD 19	String	USER FIELD 19
	USER FIELD 20	String	USER FIELD 20
	USER FIELD 21	String	USER FIELD 21
	USER FIELD 22	String	USER FIELD 22
	USER FIELD 23	String	USER FIELD 23
	USER FIELD 24	String	USER FIELD 24
	AGENCY ACCOUNTING CODE	String	121020
	DESCRIPTION	String	Fines, Fees, Forfeitures
	Blank Field (25)	N/A	Empty Value

## CSV File Samples

Table 3. CSV File as displayed in Notepad

CSV Agency Detailed Item Report "Fri Jun 15 09:02:28 EDT 2012" "TOTAL AMOUNT : ", "47605279.64" "TOTAL NUMBER OF ITEMS : ", "68"  
 "IRN", "OTC ENDPOINT", "ALC + 2", "CAPTURE DATE", "RECEIVE DATE", "TRANSIT NUMBER", "CHECK NUMBER", "ACCOUNT", "AMOUNT", "CASHIER ID", "ITEM  
 TYPE", "PROCESSING METHOD", "BATCH ID", "SETTLEMENT DATE", "RETURN SETTLEMENT DATE", "DEBIT VOUCHER NUMBER", "DEPOSIT TICKET  
 NUMBER", "USER FIELD 1", "USER FIELD 2", "USER FIELD 3", "USER FIELD 4", "USER FIELD 5", "USER FIELD 6", "USER FIELD 7", "USER FIELD  
 8", "USER FIELD 9", "USER FIELD 10", "USER FIELD 11", "USER FIELD 12", "USER FIELD 13", "USER FIELD 14", "USER FIELD 15", "USER FIELD  
 16", "USER FIELD 17", "USER FIELD 18", "USER FIELD 19", "USER FIELD 20", "USER FIELD 21", "USER FIELD 22", "USER FIELD 23", "USER FIELD  
 24", "AGENCY ACCOUNTING CODE", "DESCRIPTION", "13358778930016025587", "DFAS", "0000619201", "2012-05-01 09:11:33", "2012-05-01  
 08:55:06", "031100209", "132292", "12345678", "\$15.00", "qcco0003", "Personal", "Customer Not Present", "C3DCDB18-AD0E-41AC-B272-  
 8D3756BADC07", "2012-05-09  
 00:00:00", "null", "null", "000903", "05/01/2012", "Test", "9874561", "null", "null", "null", "null", "null", "null", "null", "null", "null", "nul  
 l", "null", "null", "null", "null", "null", "null", "null", "null", "null", "null", "97X8358.1", "97X8358.1", "",  
 "13358778940026025587", "DFAS", "0000619201", "2012-05-01 09:11:34", "2012-05-01  
 09:12:35", "031100209", "132284", "12345678", "\$25.00", "qcco0003", "Personal", "Customer Not Present", "C3DCDB18-AD0E-41AC-B272-  
 8D3756BADC07", "2012-05-09  
 00:00:00", "null", "null", "000903", "05/01/2012", "Tester", "1236547", "null", "null", "null", "null", "null", "null", "null", "null", "null", "n  
 ull", "null", "null", "null", "null", "null", "null", "null", "null", "null", "null", "97X8358.2", "97X8358.2", "",  
 "13358778950036025587", "DFAS", "0000619201", "2012-05-01 09:11:36", "2012-05-01  
 09:14:12", "031100209", "132285", "12345678", "\$35.00", "qcco0003", "Personal", "Customer Not Present", "C3DCDB18-AD0E-41AC-B272-  
 8D3756BADC07", "2012-05-10  
 00:00:00", "null", "null", "000904", "05/01/2012", "Testerr", "789", "null", "null", "null", "null", "null", "null", "null", "null", "null", "nul  
 l", "null", "null", "null", "null", "null", "null", "null", "null", "null", "null", "97X8358.2", "97X8358.2", "",  
 "13358805000016025587", "DFAS", "0000619201", "2012-05-01 09:55:00", "2012-05-01  
 09:53:25", "031100209", "132300", "12345678", "\$16.00", "qcco0003", "Personal", "Customer Not Present", "C3DCDB18-AD0E-41AC-B272-  
 8D3756BADC07", "2012-05-09  
 00:00:00", "null", "null", "000903", "05/01/2012", "Tester", "55555", "null", "null", "null", "null", "null", "null", "null", "null", "null", "nul  
 l", "null", "null", "null", "null", "null", "null", "null", "null", "null", "null", "97X8358.2", "97X8358.2", "",  
 "13358805950016025587", "DFAS", "0000619201", "2012-05-01 09:56:35", "2012-05-01  
 09:55:33", "031100209", "132259", "12345678", "\$26.00", "qcco0003", "Personal", "Customer Present", "C3DCDB18-AD0E-41AC-B272-  
 8D3756BADC07", "2012-05-09  
 00:00:00", "null", "null", "000903", "05/01/2012", "Tester", "6666", "null", "null", "null", "null", "null", "null", "null", "null", "null", "nul  
 l", "null", "null", "null", "null", "null", "null", "null", "null", "null", "null", "97X8358.2", "97X8358.2", "",  
 "13358820680016025587", "DFAS", "0000619201", "2012-05-01 10:21:08", "2012-05-01  
 10:19:43", "031100209", "132274", "12345678", "\$17.00", "qcco0003", "Personal", "Customer Present", "C3DCDB18-AD0E-41AC-B272-  
 8D3756BADC07", "2012-05-09  
 00:00:00", "null", "null", "000903", "05/01/2012", "Test", "99999", "null", "null", "null", "null", "null", "null", "null", "null", "null", "nul  
 l", "null", "null", "null", "null", "null", "null", "null", "null", "null", "null", "97X8358.2", "97X8358.2", "",  
 "13358823720016025587", "DFAS", "0000619201", "2012-05-01 10:26:12", "2012-05-01  
 10:25:28", "031100209", "132277", "12345678", "\$17.00", "qcco0003", "Non Personal", "Customer Present", "C3DCDB18-AD0E-41AC-B272-  
 8D3756BADC07", "2012-05-09  
 00:00:00", "null", "null", "000903", "05/01/2012", "Test", "12222", "null", "null", "null", "null", "null", "null", "null", "null", "null", "nul  
 l", "null", "null", "null", "null", "null", "null", "null", "null", "null", "null", "97X8358.2", "97X8358.2", "",  
 "13358830670016025587", "DFAS", "0000619201", "2012-05-01 10:37:47", "2012-05-01  
 10:36:51", "031100209", "132276", "12345678", "\$18.00", "qcco0003", "Non Personal", "Customer Present", "C3DCDB18-AD0E-41AC-B272-

Table 4. CSV Files as displayed in Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1	CSV Agency Detailed Item Report											
2	Fri Jun 15 09:02:28 EDT 2012											
3	TOTAL AMOUNT :		47605279.64									
4	TOTAL NUMBER OF ITEMS :		68									
5	IRN	OTC ENDPOINT	ALC + 2	CAPTURE DATE	RECEIVE DATE	TRANSIT NUMBER	CHECK NUMBER	ACCOUNT	AMOUNT	CASHIER ID	ITEM TYPE	PROCESSING METHOD
6		1.33588E+19	DFAS	842916	5/1/2012 9:11	5/1/2012 8:55	31100209	132292	12345678	\$15.00	qcco0003	Personal Customer Not Present
7		1.33588E+19	DFAS	837459	5/1/2012 9:11	5/1/2012 9:12	31100209	132284	12345678	\$25.00	qcco0003	Personal Customer Not Present
8		1.33588E+19	DFAS	901253	5/1/2012 9:11	5/1/2012 9:14	31100209	132285	12345678	\$35.00	qcco0003	Personal Customer Not Present
9		1.33588E+19	DFAS	153625	5/1/2012 9:55	5/1/2012 9:53	31100209	132300	12345678	\$16.00	qcco0003	Personal Customer Not Present

  

	M	N	O	P	Q	R	S	T	U	V	W
1											
2											
3											
4											
5	BATCH ID	SETTLEMENT DATE	RETURN SETTLEMENT DATE	DEBIT VOUCHER NUMBER	DEPOSIT TICKET NUMBER	USER FIELD 1	USER FIELD 2	USER FIELD 3	USER FIELD 4	USER FIELD 5	USER FIELD 6
6	C3DCDB18-AD0E-41AC-B272-8D3756BADC07	5/9/2012 0:00	null	null		903	5/1/2012 Test	9874561	null	null	null
7	C3DCDB18-AD0E-41AC-B272-8D3756BADC07	5/9/2012 0:00	null	null		903	5/1/2012 Tester	1236547	null	null	null
8	C3DCDB18-AD0E-41AC-B272-8D3756BADC07	5/10/2012 0:00	null	null		904	5/1/2012 Testerr	789	null	null	null
9	C3DCDB18-AD0E-41AC-B272-8D3756BADC07	5/9/2012 0:00	null	null			5/1/2012 Tester	55555	null	null	null

  

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1															
2															
3															
4															
5	USER FIELD 7	USER FIELD 8	USER FIELD 9	USER FIELD 10	USER FIELD 11	USER FIELD 12	USER FIELD 13	USER FIELD 14	USER FIELD 15	USER FIELD 16	USER FIELD 17	USER FIELD 18	USER FIELD 19	USER FIELD 20	USER FIELD 21
6	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null
7	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null
8	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null
9	null	null	null	null	null	null	null	null	null	null	null	null	null	null	null

  

	AM	AN	AO	AP	AQ
1					
2					
3					
4					
5	USER FIELD 22	USER FIELD 23	USER FIELD 24	AGENCY ACCOUNTING CODE	DESCRIPTION
6	null	null	null	97X8358.1	97X8358.1
7	null	null	null	97X8358.2	97X8358.2
8	null	null	null		
9	null	null	null		