PCC OTC to OTCnet CIRA CSV Conversion Document

Overview

OTCnet allows users to search the system for past scanned check information by running a CIRA (Central Image Research Archive) query. The results of CIRA queries are available for download into a CSV file, which is similar to an Excel document. CSV files are generic and may be uploaded into separate agency financial systems.

The CIRA CSV File is the Comma Separated Value document that provides line items with detailed information about all check transactions. Changes were made to the CIRA CSV file as part of the upgrade to OTCnet CIRA CSV. The changes include modifications to file layout, additional data elements, label changes and display formats in Notepad and Excel. If your agency uses the CIRA CSV file for your own agency systems, an understanding of the CSV file format and its changes from PCC OTC to OTCnet is critical to ensuring that the data is successfully fed to your system(s) after your conversion to OTCnet

CIRA CSV Label Language Changes

Alterations in the label language can be found in the following table:

CIRA CSV File Labels	
Old PCC OTC CIRA CSV Labels	**New OTCnet CIRA CSV Labels**
Location	OTC Endpoint
Processing Mode	Processing Method
Check Type	Item Type

Note: When opening the CIRA CSV File in Excel, Excel automatically displays the following fields in scientific notation: IRN, Transit Number, Account, and User Fields. Extending the column width will allow for the full value to be displayed (with the exception of the IRN). It is recommended to open the file in Notepad to view the entire IRN. Also, leading zeroes could disappear when viewing the report in Excel, if it interprets the field to be a numeric field and not as a string, however, the full value will still be visible if viewing in Notepad. This view ensures that the data feeding your system is as intended. All changes listed above are visible in the Excel and Notepad formats of the CIRA CSV File.

Display Readout Changes

The table below describes alterations in the CIRA CSV readouts generated through Excel and Notepad. Numbered items are circled and identified on the screenshots which follow.

Readout List of Changes by Number	
Change Number	**Change**
1	Changed "LOCATION" to "OTC ENDPOINT"
2	Added "ALC+2"
3	Changed "CHECK TYPE" to "ITEM TYPE"
4	Changed "PROCESSING MODE" to "PROCESSING METHOD"
5	Added "RETURN SETTLEMENT DATE"

The table below contrasts the previous labels with the newest labels for CIRA CSV readouts, per column, in Excel. The additions of "ALC+2" (Change Number 2) and "RETURN SETTLEMENT DATE" (Change Number 5) to the OTCnet data set shift existing labels into new columns.

Change Number	PCC OTC		OTCnet	
	Column	Data Entries	Column	Data Entries
	A	IRN	A	IRN
1	B	LOCATION	B	OTC ENDPOINT
2			C	ALC + 2
	C	CAPTURE DATE	D	CAPTURE DATE
	D	RECEIVE DATE	E	RECEIVE DATE
	E	TRANSIT NUMBER	F	TRANSIT NUMBER
	F	CHECK NUMBER	G	CHECK NUMBER
	G	ACCOUNT	H	ACCOUNT
	H	AMOUNT	I	AMOUNT
	I	CASHIER ID	J	CASHIER ID
3	J	CHECK TYPE	K	ITEM TYPE
4	K	PROCESSING MODE	L	PROCESSING METHOD
	L	BATCH ID	M	BATCH ID
	M	SETTLEMENT DATE	N	SETTLEMENT DATE
5			O	RETURN SETTLEMENT DATE
	N	DEBIT VOUCHER NUMBER	P	DEBIT VOUCHER NUMBER
	O	DEPOSIT TICKET NUMBER	Q	DEPOSIT TICKET NUMBER
	P	USER FIELD 1	R	USER FIELD 1
	Q	USER FIELD 2	S	USER FIELD 2
	R	USER FIELD 3	T	USER FIELD 3

Note: "User Field" entries in OTCnet starting in row "R" and continuing onward will be numbered lower than their corresponding "User Field" in PCC OTC by two (2), all the way until User Field 24. For example, in row T, PCC OTC will read "USER FIELD 5" whereas OTCnet will read "USER FIELD 3".

Note 2: The Cashier ID will display the check capture user's Login ID in the OTCnet version of the report. This is a change from PCC OTC, in which a user's first name and last name were instead displayed.

PCC OTC CIRA CSV File (as displayed in Excel)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	CSV Agency Detailed Item Report															
	Wed Oct 05 15:36:04 EDT 2011															
	TOTAL AMOUNT :	57382426														
	TOTAL NUMBER OF ITEMS :	6														
	IRN	LOCATION	CAPTURE DATE	RECEIVE DATE	TRANSIT N	CHECK NU	ACCOUNT	AMOUNT	CASHIER ID	CHECK TYPE	PROCESSING MODE	BATCH ID	SETTLEMENT	DEBIT VOUC	DEPOSIT TIC	USER FIEL
	1.51015E+20	854701	7/14/2009 11:00	7/14/2009 11:04	44000011	null	1852	$475.79	POS Super	Personal	Not Present	1138DD56	null	null	null	5.73E+08
	1.51015E+20	854701	7/14/2009 11:00	7/14/2009 11:04	44000011	0-1	1062	$5,637.38	POS Super	Non Personal	Back Office	1138DD56	null	null	null	5.64E+08
	1.51015E+20	854701	7/14/2009 11:01	7/14/2009 11:04	41200555	null	1143	$25.67	POS Super	Personal	Present	1138DD56	null	null	null	5.64E+08
	1.51015E+20	854701	7/14/2009 11:02	7/14/2009 11:04	2.43E+08	78971	1011	$57,375,663.79	POS Super	Non Personal	Not Present	1138DD56	null	null	null	7.75E+08
	1.51015E+20	854701	7/14/2009 11:07	7/14/2009 11:10	41200555	null	8273	$46.28	POS Super	Personal	Not Present	4BB163C9	null	null	null	7.38E+08
	1.51015E+20	854701	7/14/2009 11:07	7/14/2009 11:10	8002	16995	7413	$577.38	POS Super	Non Personal	Present	4BB163C9	null	null	null	5.74E+08

OTCnet CIRA CSV File (as displayed in Excel)

	A	B	C	D	E	F	G	H	I	J	K	L
1	CSV Agency Detailed Item Report											
2	Mon Nov 28 05:29:12 EST 2011											
3	TOTAL AMOUNT :		57000576.58									
4	TOTAL NUMBER OF ITEMS :		3									
5	IRN	OTC ENDPOINT	ALC + 2	CAPTURE DATE	RECEIVE DATE	TRANSIT NUMBER	CHECK NUMBER	ACCOUNT	AMOUNT	CASHIER ID	ITEM TYPE	PROCESSING METHOD
6	1.32252E+19	DOD_Test	1.11E+09	11/28/2011 17:18	11/28/2011 17:16	243374221	1045	891	$475.79	otcnqe88	Personal	Customer Not Present
7	1.32252E+19	DOD_Test	1.11E+09	11/28/2011 17:19	11/28/2011 17:18	44000024	78971	433740	$57,000,000.79	otcnqe88	Non Personal	Customer Present
8	1.32252E+19	DOD_Test	1.11E+09	11/28/2011 17:20	11/28/2011 17:19	243374221	1045	891	$100.00	otcnqe88	Personal	Customer Present

	M	N	O	P	Q	R	S	T	U	V
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
6	8A2C9BB6-8DAB-4007-884C-828986DDBDFC	null	null	null	null	222222222	null	null	null	null
7	8A2C9BB6-8DAB-4007-884C-828986DDBDFC	null	null	null	null	555555555	null	null	null	null
8	8A2C9BB6-8DAB-4007-884C-828986DDBDFC	null	null	null	null	333333333	null	null	null	null

	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
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
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

	AL	AM	AN	AO
5	USER FIELD 21	USER FIELD 22	USER FIELD 23	USER FIELD 24
6	null	null	null	null
7	null	null	null	null
8	null	null	null	null

The following screenshots capture changes in the Notepad display as a result of upgrading to OTCnet 1.2.2:

PCC OTC CIRA CSV File (as displayed in Notepad)

CIRAReportELVISQAI.csv - Notepad

File Edit Format View Help

```
"CSV Agency Detailed Item Report"□"Wed Oct 05 15:36:04 EDT 2011"□"TOTAL AMOUNT : ","57382426.29"□"TOTAL NUMBER OF
ITEMS : ","6"□"IRN","LOCATION NAME","CAPTURE DATE","RECEIVE DATE","TRANSIT NUMBER","CHECK
NUMBER","ACCOUNT","AMOUNT","CASHIER ID","CHECK TYPE","PROCESSING MODE","BATCH ID","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"□"151014770200200001732","0000854701","2009-07-14
11:00:26","2009-07-14 11:04:19","044000011","null","1852","$475.79","POS Super","Personal","Not
Present","1138DD56-6652-49FC-A7ED-5450F3C68F38","null","null","null","573398474","null","null","null","null","null",
"null","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nul
l","null",""□"151014770200200001733","0000854701","2009-07-14 11:00:56","2009-07-14
11:04:19","044000011","0-1","1062","$5,637.38","POS Super","Non Personal","Back
Office","1138DD56-6652-49FC-A7ED-5450F3C68F38","null","null","null","563887478","null","null","null","null","null",
"null","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nul
l","null",""□"151014770200200001734","0000854701","2009-07-14 11:01:24","2009-07-14
11:04:19","041200555","null","1143","$25.67","POS
Super","Personal","Present","1138DD56-6652-49FC-A7ED-5450F3C68F38","null","null","null","563820847","null","null","n
ull","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nul
l","null","null","null",""□"151014770200200001735","0000854701","2009-07-14 11:02:32","2009-07-14
11:04:19","243374221","0000078971","1011","$57,375,663.79","POS Super","Non Personal","Not
Present","1138DD56-6652-49FC-A7ED-5450F3C68F38","null","null","null","775395839","null","null","null","null","null",
"null","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nul
l","null",""□"151014770200200001736","0000854701","2009-07-14 11:07:28","2009-07-14
11:10:17","041200555","null","8273","$46.28","POS Super","Personal","Not
Present","4BB163C9-B3CD-4513-9BE3-6C451ACF303F","null","null","null","737837583","null","null","null","null","null",
"null","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nul
l","null",""□"151014770200200001737","0000854701","2009-07-14 11:07:58","2009-07-14
11:10:17","000008002","016995","7413","$577.38","POS Super","Non
Personal","Present","4BB163C9-B3CD-4513-9BE3-6C451ACF303F","null","null","null","573783758","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","null",
"null","null","null",""□□
```
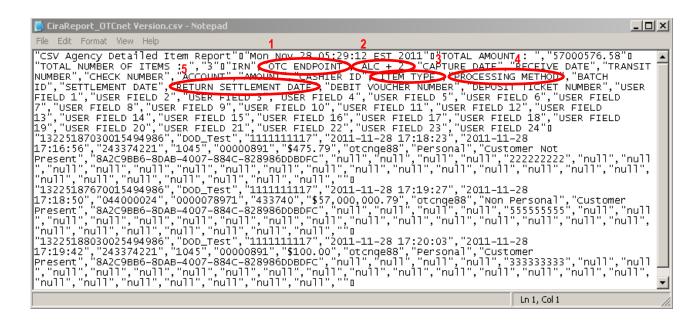
Ln 1, Col 1

OTCnet CIRA CSV File (as displayed in Notepad)

CiraReport_OTCnet Version.csv - Notepad

File Edit Format View Help

```
"CSV Agency Detailed Item Report"□"Mon Nov 28 05:29:12 EST 2011"□"TOTAL AMOUNT : ","57000576.58"□
"TOTAL NUMBER OF ITEMS :","3"□"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"□
"132251870030015494986","DOD_Test","1111111117","2011-11-28 17:18:23","2011-11-28
17:16:56","243374221","1045","00000891","$475.79","otcnge88","Personal","Customer Not
Present","8A2C9BB6-8DAB-4007-884C-828986DDBDFC","null","null","null","null","222222222","null","null
","null","null","null","null","null","null","null","null","null","null","null","null","null","null",
"null","null","null","null","null","null",""□
"132251876700015494986","DOD_Test","1111111117","2011-11-28 17:19:27","2011-11-28
17:18:50","044000024","0000078971","433740","$57,000,000.79","otcnge88","Non Personal","Customer
Present","8A2C9BB6-8DAB-4007-884C-828986DDBDFC","null","null","null","null","555555555","null","null
","null","null","null","null","null","null","null","null","null","null","null","null","null","null",
"null","null","null","null","null","null",""□
"132251880030025494986","DOD_Test","1111111117","2011-11-28 17:20:03","2011-11-28
17:19:42","243374221","1045","00000891","$100.00","otcnge88","Personal","Customer
Present","8A2C9BB6-8DAB-4007-884C-828986DDBDFC","null","null","null","null","333333333","null","null
","null","null","null","null","null","null","null","null","null","null","null","null","null","null",
"null","null","null","null","null","null",""□
```

Ln 1, Col 1

CIRA CSV File Change Considerations

The changes described in this document have the following considerations which may vary by agency:

- Alterations to relative positioning of data fields within the CSV file and label changes may require interface changes for agencies to integrate with the internal systems.
- Users with necessary roles may need to manipulate the file generated by OTCnet differently based on the changes.