



## PCC OTC to OTCnet CIRA CSV Conversion Document

### Overview

OTCnet allows users to search the system for previously 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 will be made to the CIRA CSV file as part of the upgrade to OTCnet Release 1.3 that allows the ability to report accounting classification information at individual check level for government-wide accounting. The two new fields added in OTCnet Release 1.3 are: Agency Accounting Code and Description. The full scope of changes includes 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	
PCC OTC CIRA CSV Labels	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. Changes associated with the release of OTCnet version 1.3 are highlighted in yellow. 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"
6	Added "AGENCY ACCOUNTING CODE"
7	Added "DESCRIPTION"

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.

Readout List of Excel Column Header Changes				
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
	S	USER FIELD 4	U	USER FIELD 4
	T	USER FIELD 5	V	USER FIELD 5
	U	USER FIELD 6	W	USER FIELD 6
	V	USER FIELD 7	X	USER FIELD 7
	W	USER FIELD 8	Y	USER FIELD 8
	X	USER FIELD 9	Z	USER FIELD 9
	Y	USER FIELD 10	AA	USER FIELD 10
	Z	USER FIELD 11	AB	USER FIELD 11
	AA	USER FIELD 12	AC	USER FIELD 12
	AB	USER FIELD 13	AD	USER FIELD 13



	AC	USER FIELD 14	AE	USER FIELD 14
	AD	USER FIELD 15	AF	USER FIELD 15
	AE	USER FIELD 16	AG	USER FIELD 16
	AF	USER FIELD 17	AH	USER FIELD 17
	AG	USER FIELD 18	AI	USER FIELD 18
	AH	USER FIELD 19	AJ	USER FIELD 19
	AI	USER FIELD 20	AK	USER FIELD 20
	AJ	USER FIELD 21	AL	USER FIELD 21
	AK	USER FIELD 22	AM	USER FIELD 22
	AL	USER FIELD 23	AN	USER FIELD 23
	AM	USER FIELD 24	AO	USER FIELD 24
6			AP	AGENCY ACCOUNTING CODE
7			AQ	DESCRIPTION
	AN	Blank Field (25)	AR	Blank Field (25)

**Note:** "User Field" entries in OTCnet starting in row "R" and continuing to row "AO" 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 displayed instead.



### 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 :															
TOTAL NUMBER OF ITEMS :															
IRN	LOCATION	CAPTURE DATE	RECEIVE DATE	TRANSIT NUMBER	CHECK NUMBER	ACCOUNT	AMOUNT	CASHIER ID	CHECK TYPE	PROCESSING MODE	BATCH ID	SETTLEMENT	DEBIT VOUCHER	DEPOSIT TICKET	USER FIELD
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	48B163C9	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	48B163C9	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			
CSV Agency Detailed Item Report														
Fri Jun 15 09:02:28 EDT 2012														
TOTAL AMOUNT :														
TOTAL NUMBER OF ITEMS :														
IRN	OTC ENDPOINT	ALC + 2	CAPTURE DATE	RECEIVE DATE	TRANSIT NUMBER	CHECK NUMBER	ACCOUNT	AMOUNT	CASHIER ID	ITEM TYPE	PROCESSING METHOD			
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			
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			
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			
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				
BATCH ID														
SETTLEMENT DATE														
RETURN SETTLEMENT DATE														
EBIT VOUCHER NUMBER														
DEPOSIT TICKET NUMBER														
USER FIELD 1														
USER FIELD 2														
USER FIELD 3														
USER FIELD 4														
USER FIELD 5														
USER FIELD 6														
C3DCDB18-AD0E-41AC-B272-8D3756BADCD7	5/9/2012 0:00	null	null	903	5/1/2012	Test	9874561	null	null	null	null			
C3DCDB18-AD0E-41AC-B272-8D3756BADCD7	5/9/2012 0:00	null	null	903	5/1/2012	Tester	1236547	null	null	null	null			
C3DCDB18-AD0E-41AC-B272-8D3756BADCD7	5/10/2012 0:00	null	null	904	5/1/2012	Testerr	789	null	null	null	null			
C3DCDB18-AD0E-41AC-B272-8D3756BADCD7	5/9/2012 0:00	null	null	null	5/1/2012	Tester	55555	null	null	null	null			
X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
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														
null	null	null	97X8358.1	97X8358.1										
null	null	null	97X8358.2	97X8358.2										
null	null	null												
null	null	null												



The following screenshots capture changes in the Notepad display as a result of upgrading to OTCnet 1.3:

### 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 : ","68""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","573398474","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""0151014770200200001733","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","563887478","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""0151014770200200001734","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","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""0151014770200200001735","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","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""0151014770200200001736","0000854701","2009-07-14 11:07:28","2009-07-14
11:10:17","041200555","null","8273","$46.28","POS Super","Not
Present","4BB163C9-B3CD-4513-9BE3-6C451ACF303F","null","null","null","737837583","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""0151014770200200001737","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","573783758","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""00
  
```

### OTCnet CIRA CSV File (as displayed in Notepad)

```

CiraReport_null.csv - Notepad
File Edit Format View Help
"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-
8D3756BADCD7","2012-05-09
00:00:00","null","null","000903","05/01/2012","Test","9874561","null","null","null","null","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""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-
8D3756BADCD7","2012-05-09
00:00:00","null","null","000903","05/01/2012","Tester","1236547","null","null","null","null","null","null","null","null","n
ull","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""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-
8D3756BADCD7","2012-05-10
00:00:00","null","null","000904","05/01/2012","Testerr","789","null","null","null","null","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""1335880500016025587","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-
8D3756BADCD7","2012-05-09
00:00:00","null","null","000904","05/01/2012","Tester","55555","null","null","null","null","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""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-
8D3756BADCD7","2012-05-09
00:00:00","null","null","000903","05/01/2012","Tester","6666","null","null","null","null","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""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-
8D3756BADCD7","2012-05-09
00:00:00","null","null","000903","05/01/2012","Test","99999","null","null","null","null","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""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-
8D3756BADCD7","2012-05-09
00:00:00","null","null","000903","05/01/2012","Test","12222","null","null","null","null","null","null","null","null","nu
ll","null","null","null","null","null","null","null","null","null","null","null","null","null","null","nu
ll","null","""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-
  
```



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## 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.