

Using the Bank Activity Inquiry Report

You can use the Bank Activity Inquiry Report to review all bank activity related to prepaid VISA debit cards. The main use of this report is to verify that cards have been successfully loaded. Note: To perform this process, you must have the following myUFL security role:

UF_FI_HSP_PMT_PROCESSOR

To run the Bank Activity Inquiry Report, perform the following steps:

1. Click the **Menu** icon. Navigate to **Main Menu > Financials > UF Research Participant Payments > Reports and Logs > Bank Transaction Inquiry**. The Bank Activity Inquiry page displays.
2. In the RPP Request ID field, type the **RPP Request ID** for the study for which transactions will be viewed.
3. Optionally, specify a transaction date range using the **From Date** and **To Date** fields.
4. Optionally, select a **Card Load Request Type**. Available options include:
 - Initial – Initial request to load card
 - Reload – Request to reload card
 - Reversal – Payment reversed and card provided to another party
5. Optionally, select a **Card Load Request Status**. Available options include:
 - New – Request not yet transmitted to the bank
 - Sent – Request transmitted to the bank
 - Completed – Card successfully loaded
 - Bypassed – Transaction will not be sent
 - Removed – Card or payment removed from study by Treasury Management.
 - Error – Payment not applied successfully (Treasury Management will work to correct)
6. To run the report, click **Search**. The search results display in the lower section of the page.

The screenshot shows the 'Bank Activity Inquiry' page. At the top, there is a search criteria section with fields for 'HSP Request ID' (0000000138), 'From Date', and 'To Date'. Below these are dropdown menus for 'Card Load Request Type' and 'Card Load Request Status'. There are 'Clear Results' and 'Search' buttons. Below the search criteria is a table with the following data:

HSP Request ID	Card Number	Transaction Number	Transaction Date	Payment Sequence	Amount	Card Load Request Type	Card Load Request Status	Last Update User ID	Last Update Date/Time
1 0000000138	4234001	1	06/05/2014		100.000	Initial	Sent	66919621	06/16/14 9:49:35AM
2 0000000138	4234002	1	06/05/2014		100.000	Initial	Sent	66919621	06/16/14 9:49:35AM
3 0000000138	4234011	1	06/05/2014		100.000	Initial	Sent	66919621	06/16/14 9:49:35AM
4 0000000138	4234011	2	06/05/2014		100.000	Initial	Bypassed	FIHSPADM	06/05/14 2:48:50PM

Figure 1: Bank Activity Inquiry page