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 **Main Menu**, click **UF Human Subject Payments**, click **Reports and Logs**, and then click **Bank Transaction Inquiry**. The Bank Activity Inquiry page displays.

2. In the HSP Request ID field, type the **HSP 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.

![Bank Activity Inquiry page](image-url)