



Activity History Reporting System
User Guide

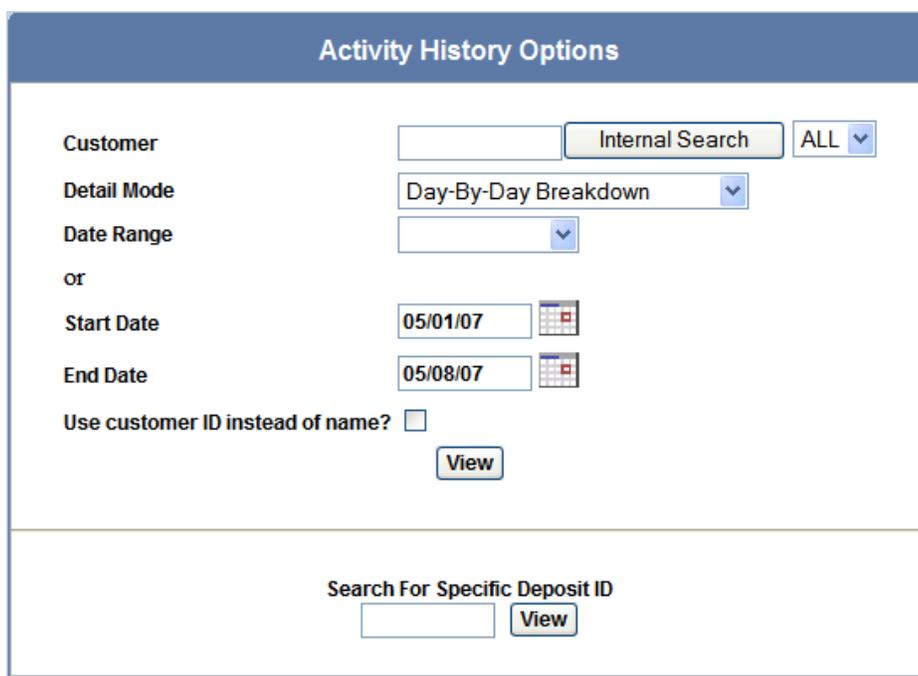
Overview

The Activity History System (AHS) is provided to allow you to view deposit activity submitted to iStream. Unlike the Item History System (which focuses upon individual check/ACH items), the AHS is oriented toward deposits. This makes it an ideal platform for generating reports that can be used in reconciliations, and reviewing organizational performance goals.

The Activity History System is available to all customers of iStream Financial Services.

Accessing the Activity History System

After logging into the back office website, click the Account Activity tab, then the Activity History tab. As the purpose of the AHS is to look up deposit activity, you will be presented with the Activity History Options form shown in Figure 1.



The screenshot shows a web form titled "Activity History Options". The form is divided into two main sections. The top section contains the following fields and controls:

- Customer:** A text input field, an "Internal Search" button, and a dropdown menu currently set to "ALL".
- Detail Mode:** A dropdown menu currently set to "Day-By-Day Breakdown".
- Date Range:** A dropdown menu.
- or**
- Start Date:** A date input field showing "05/01/07" with a calendar icon.
- End Date:** A date input field showing "05/08/07" with a calendar icon.
- Use customer ID instead of name?:** An unchecked checkbox.
- View:** A button.

The bottom section of the form is separated by a horizontal line and contains:

- Search For Specific Deposit ID:** A text input field and a "View" button.

Figure 1 – The Activity History Options Form

Searching for Activity

Using the Search Options form above, you have a number of ways to quickly locate deposit activity.

Use the Customer field to select a company or location to locate deposit activity for. You may type the company name, company ID, location name, or location ID in this field. Typing the first few characters of any of these items will result in the dropdown list box containing "ALL"

in the example above being populated with all locations or companies beginning with the characters you typed. From this list, you may select the specific company or location you wish to view deposit activity for. To view activity for all of your locations, leave the Customer field empty, and the dropdown list set to “ALL”.

The Detail mode dropdown is used to group activity. Day-by-Day Breakdown will group activity into days, then into locations within each day. Individual Location Breakdown will group activity by location first, then by day.

There are two ways to specify a time period to report on. The simplest is to use the Date Range dropdown. From this dropdown you may select to report on the following pre-defined date ranges:

- Today
- Yesterday
- Current Month
- Last Month
- Last 30 Days
- Last 60 Days
- Last 90 Days

For more precise control over the time period, you may use the Start Date and End Date calendar controls to specify a specific date range. Note that when specifying a date range using the Start Date and End Date fields, the AHS interprets this as “all activity *on or after* the start date, and *on or before* the end date”.

In some cases, you may wish to view the location ID, rather than the location name in reports. Checking the Use customer ID instead of name? checkbox will display location information using the ID rather than the name.

You may also search for deposit activity for a specific deposit. For users of the iStream Client application (Remote Deposit Capture), once the deposit is complete, you will receive a ‘successful deposit’ message which provides you with that deposit’s deposit ID. Placing that deposit ID in this field will return only deposit activity surrounding that specific deposit.

To search for a check item, perform the following:

1. Specify the criteria in the top portion of Activity History Options form (Figure 1).
2. Click the View button above the horizontal line.

- or -

1. Type the Deposit ID in the Deposit ID field.
2. Click the View button below the horizontal line.

If there is any deposit activity that matches the criteria you specified, it will be displayed in a search results page (Figure 2). If no activity meet the criteria you specified, “Nothing found to display” will be shown. If this occurs, you may click the Change Options link in the menu to the left to change your search criteria.



Note: You cannot perform an Individual Location Breakdown of activity with the Customer dropdown set to “ALL”. Doing so will result in “Nothing found to display”.

The Deposit Summary Page

The deposit summary page is the most general grouping of deposit activity in the AHS. Depending upon whether you selected Day-By-Day Breakdown, or Individual Location Breakdown, this page may show deposit activity grouped by location, or grouped by date. Figure 2 shows the deposit summary page in which the user selected Day-By-Day Breakdown.

Client: 00100101592 - ACME Corporation
Date Range: 05/01/07-05/08/07
Customer Accounting

You have one or more deposits that are still being processed. Click [here](#) to see them.

Date	Beginning Balance	Submitted Deposits	Deposits Posted	Returns	Resubmits	Adjustments	Fees	Funds Transferred	Ending Balance
05/01/07	21,419.45	31,023.00	31,023.00					(14,500.00)	37,942.45
05/02/07	37,942.45	1,028,412.36	16,150.35					(6,919.45)	47,173.35
05/03/07	47,173.35	11,625.35	1,079.00				(347.57)	(31,023.00)	16,881.78
05/04/07	16,881.78	2,929.00						(15,802.78)	1,079.00
05/05/07	1,079.00								1,079.00
05/06/07	1,079.00		2,929.00						4,008.00
05/07/07	4,008.00	29,089.00	14,712.00					(1,079.00)	17,641.00
05/08/07	17,641.00	2,100.00	2,100.00					(2,929.00)	16,812.00
TOTALS		1,105,178.71	67,993.35	.00	.00	.00	(347.57)	(72,253.23)	

Export options: [CSV](#) | [Excel](#) | [PDF](#)

One or more deposits have adjustments.

Figure 2 – The Deposit Summary Page

In this report, you can see the location and date range selected specified in the header of the report. In addition, the table displays all of the activity for the location (ACME Corporation) for the date range specified. The system is also reporting (in red text) that not all deposits have gone through proofing, providing a link to view the deposits awaiting this Quality Assurance step. At the bottom of the table, three links are provided to allow you to export this table of data for use in another application.

The following details about deposit activity are contained in the table:

Field	Contents
Date	The date being reported on
Beginning Balance	Represents the carryover of volume that has not been transferred to your bank for deposit – Beginning of Day
Submitted Deposits	Any deposits scanned and submitted on the respective date. If the deposit was scanned or submitted after the cutoff time, it will show up in this column, but will not post until the net post date.*
Deposits Posted	Any deposits submitted prior to the cutoff on the respective date will be posted that same day. (This will also include deposits scanned after the cutoff time on the previous day.)
Returns	Any item that is returned “unpaid” by the bank that the check/ACH was issued from for NSF, Stop Payment, Closed Account, etc.
Resubmits	If a returned item is resubmitted a second time (sent back to the issuing bank for a second attempt at clearing and settlement) it will be represented in this column.
Adjustments	Any debits or credits to your account that are for reasons such as incorrectly supplied check amounts.
Fees	Represents the monthly processing fees associated with the account.
Funds Transferred	The amount of money that is available in your bank account as a result of deposit activity, less fees.
Ending Balance	Represents the carryover of volume that has not yet been transferred to your bank for deposit – End of Day.

* The Federal Reserve accepts deposits Sunday evening through Thursday evening, and does not accept deposits on the day before a federal holiday.

Each value in the table represents a link which allows you to drill down into the data that made up that value. For example, to see which deposits were included in the amount under Submitted Deposits for a particular day, click the amount under the Submitted Deposits column for the desired day.

Drill-Down Results

You can drill down into results for each column in the table. Following are the results of drilling down into each column.

Date

Displays the same table of information, for only the date selected (clicked).

Beginning Balance

Displays all deposits that went into the Beginning Balance amount. These are typically the previous day’s posted activity.

Submitted Deposits

Clicking an amount in the Submitted Deposits column displays all of the deposits which went into the Submitted Deposits amount. These are typically any deposits submitted on the same day (before or after the cutoff) as the submitted amount that was clicked.

Deposits Posted

Clicking an amount in the Deposits Posted column displays all of the deposits that were posted on the date in which the Deposits Posted amount was clicked. This typically includes all deposits submitted after cutoff on the previous day, and before cutoff on the date that the Deposits Posted amount was listed on.

Returns

This brings up a list of all items received from the Federal Reserve on the date for which the Returns amount was clicked.

Resubmits

This displays a list of all return items that were resubmitted on the date for which the Resubmits amount was clicked.

Adjustments

This amount displays a list of all adjustments applied on the date for which the Adjustments amount was clicked.

Fees

This amount displays a list of all fees applied on the date for which the Fees amount was clicked.

Funds Transferred

This brings up a table which shows the amount transferred into your bank account on the date for which the Funds Transferred amount was clicked. From this table, you can drill down further to view the amounts transferred from deposit activity, the fees charged on that date, etc.

Ending Balance

This brings up a table listing the amount of deposits which have been received, but not yet transferred to your bank account, and the amount of fees (if any) charged to your account.

Daily Deposit Listing

The daily deposit listing displays all deposits submitted or posted for a location in a single day. This is accessed by clicking on the Submitted Amount or Posted columns in the Deposit Summary page (see the previous section). The following illustration shows a daily deposit listing for one day for ACME Corporation.

The menu to the left contains three options. Change Options displays the Activity History Options form so you may start a new search for deposit activity. Original Results will display the report showing all of the deposits for all days in the date range specified for the current customer that was originally selected in the Activity History Options page. The View Deposit link presents a report listing all of the check/ACH items in the deposit which included the currently visible check item and/or ACH item details.

The individual deposit listing adds additional information for you about the deposit under the menu to the left about the deposit. This information is identical to that found in the line item you clicked to get to this page.

Exporting Activity

There are two methods of exporting activity in the AHS; using the export link at the bottom of each report, or using the Export Activity form.

Export Links

In each report, there are links to export the current table as a CSV or Excel file for use in other applications, or as a PDF file. This method involves simply clicking the link below each table. You are presented with a Save As dialog box in which you may specify a file name for the exported file, and the ability to save (and possibly) open the file. The contents of this file will always match what is displayed on the screen and will not contain field headers.

File layouts for files exported using this method appear in the Reference section at the end of this user guide.

Export Activity Form

The second option for exporting data is to use the Export Activity link in the menu at the left of the screen. This brings up a form in which you specify criteria for the data that you wish to export. This form is shown in Figure 6 below.

Figure 6 – Export Activity Form

The Export Activity form contains the following controls to specify what is exported in the file:

First row should contain field names?

If you wish to have field names exported with your data, place a check mark in this checkbox. This is very useful in the event that you will be analyzing data in Microsoft Excel using Pivot Tables.

Include returns/representments?

If you wish to add return and representment information to the exported file, place a check mark in this checkbox.

Company/Location

Use the Company/Location field to select a company or location to locate deposit activity for. You may type the company name, company id, location name, or location id in this field. Typing the first few characters of any of these items will result in the dropdown list box to the right being populated with all locations or companies beginning with the characters you typed. From this list, you may select the specific company or location you wish to view deposit activity for.

Date Range

The Date Range dropdown list box allows you to select from a predefined set of date ranges. These include:

- Today
- Yesterday
- Current Month
- Last Month

Start Date / End Date

For more precise control over the time period, you may use the Start Date and End Date calendar controls to specify a specific date range. Note that when specifying a date range using the Start Date and End Date fields, the AHS interprets this as “all activity *on or after* the start date, and *on or before* the end date”.

To export a file using this method, perform the following steps:

1. Specify the details in the form for the content and format of the data you wish to export.
2. Click the Export button. This will result in a Save As dialog box.
3. If provided the option, select a location on your hard disk to place the file.
4. Provide a name for the file. This name should have a ‘.CSV’ extension, as all files exported through this form are comma-separated variable files.
5. Click the Save (or OK) button.

The file containing the exported data will now reside on your hard disk under the name you specified in step 4.