

**Accounting Information Services (AIS) Subscription  
INSTRUCTIONS**



**Accounting Information Services (AIS) forms are used to add, modify, or delete AIS service subscriptions as well as identify specific delivery methods/times for applicable statements/files. Please complete and return only those forms required for the services your institution elects to subscribe to. Forms must be signed by an individual on the Official Authorization List (OAL) on file for your institution with the Federal Reserve Bank. (See the [Board Resolution/Authorized Approver documents](#) on the Federal Reserve Financial Services website.)**

Note: Retrieving information from the Account Management Information (AMI) application requires FedLine Web<sup>®</sup> or FedLine Advantage<sup>®</sup> access and applicable credential access. To obtain credentials for Subscribers, an End User Authorization Contact (EUAC) must submit a Subscriber request via the EUAC Center within [FedLine® Home](#) for each individual who will be authorized to access the service.

AIS Form Title	Statement/File Types	Description	Available to Account Types:	Available Delivery Methods
<b>AIS Form 1</b> –Daily Statement of Account and Monthly Statement of Service Charges Delivery Options  <b>Note:</b> <i>A Daily Statement of Account and Monthly Statement of Service Charges are automatically generated for Master Account Holders and does not require a subscription request.</i>	Daily Statement of Account: Items Through Your Correspondent or Master Account	The Statement of Items Through Your Correspondent/Master/Parent contains transaction detail for all immediate and future activity processed for a Respondent, Subaccount and/or OSRTN and settling with the Correspondent/Master/Parent respectively.	All Account Types	This statement is available in a print display format (PDF) in AMI, which can be requested by completing AIS Form 1. A customer may elect to receive the text statement via FedMail <sup>®</sup> by completing the <a href="#">FedMail Request Form</a> .
	Monthly Statement of Service Charges:	The Monthly Statement of Service Charges provides summarized charges by each service area for the Respondent, Subaccount and/or OSRTN that are reporting to the Correspondent/Master/Parent respectively.	All Account Types	This statement is available in a print display format (PDF) in AMI, which can be requested by completing AIS Form 1. A customer may elect to receive the text statement via FedMail by completing the <a href="#">FedMail Request Form</a> .
	Machine Readable Financial Institution Reconciliation Data File (FIRD)	FIRD is a machine-readable Statement of Account Reconciliation file designed to interface with an institution's internal accounting system. It allows institutions to streamline internal processes, improve and/or automate posting and reconciliation functions, and gain efficiencies, such as the use of auto matching. The information provided on the reconciliation file is the same as that provided on the print display copy and also includes Fedwire <sup>®</sup> Funds and Fedwire Securities details.	Master Accounts and Subaccounts	Available via AMI and/or FedLine Command <sup>®</sup> or FedLine Direct <sup>®</sup>
	Reconciliation Statement of Account Spreadsheet Format (SASF)	SASF allows you to download and/or open your end of day statements using spreadsheet software to perform internal reconciliation and posting functions more easily. The SASF includes your Fedwire Funds and Securities Services detail information.	Master Account Holders and Subaccounts	Available in AMI
	Machine Readable Service Charge Reconciliation Data File (SCRD)	The SCRd is a machine readable Statement of Service Charges file designed to interface with an institution's internal accounting systems. It allows institutions streamline internal processes, improve reconciliation functions and gain efficiencies.	Master Account Holders	Available via AMI and/or FedLine Command or FedLine Direct
	<b>AIS Form 4b</b> – Delivery Profile for Intra-day Premium Services	Cash Management Services (CMS) Plus	CMS Plus provides you with intra-day detail activity - Comma Separated Value (CSV) files through Account Management Information (AMI) for all transactions settling in your Master Account, excluding Fedwire Funds and Fedwire Securities (including r Respondents, Other secondary RTNs, and Subaccounts' activity). Can be received up to 12 times a day.	Master Account Holders
Intra-Day (IDAY) Reconciliation File		The IDAY file is an electronic delivery of an intra-day reconciliation file through FedLine Direct or FedLine Command. The IDAY file includes detail activity in machine readable format for all transactions settling in your Master Account, excluding Fedwire Funds and Fedwire Securities (including Respondents, Other secondary RTNs	Master Account Holders	Available as a data file delivered via FedLine Command or FedLine Direct

\* All AIS Forms must be signed by an authorized signer as listed on the Customer's Official Authorization List (OAL).

Allow 5 -7 business days for a subscription form to be processed at the Federal Reserve Bank. The completed form can be e-mailed to [ccc.bankservices@kc.frb.org](mailto:ccc.bankservices@kc.frb.org), faxed to (877) 281-3647, or mailed to the Federal Reserve's Customer Contact Center at P.O. Box 219416, Kansas City, MO 64121-9416. Retrieving information from the Account Management Information (AMI) application requires FedLine Web<sup>®</sup> or FedLine Advantage<sup>SM</sup> access and applicable credential access. To obtain credentials for Subscribers, an End User Authorization Contact (EUAC) must submit a Subscriber request via the EUAC Center within [FedLine® Home](#) for each individual who will be authorized to access the service. For applicable fee information regarding Electronic Access and Account Services, go to the Federal Reserve's Financial Services website <https://www.frbfinancialservices.org/resources/fees/index.html>.

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AIS Form Title	Statement/File Types	Description	Available to Account Types:	Available Delivery Methods
		and Subaccounts' activity). Can be received up to 12 times a day.		
	Accounting Totals by Service Category (ACTS)	The ACTS file is available intra-day and is delivered via FedLine Direct or FedLine Command. The file includes summary totals for transactions, excluding Fedwire Funds and Fedwire Securities, at the service category level.	Master Account Holders and Subaccounts	Available as a data file delivered via FedLine Command or FedLine Direct
	Intra-day Download Search Results	This service provides you with the ability to download information related to transactions in the Find Fedwire and Find Non-Fedwire transactions via the search features.	All Account Types	Available in AMI
	Correspondent/ Respondent Report	This report identifies all Correspondent/Respondent relationships as well as subaccount and other secondary RTNs for your master account.	Master Account Holders	Available in AMI
<b>AIS Form 6 –</b> Affiliate Access for Account Management Information (AMI) Service	Affiliate Access	Affiliate access provides the option for your financial institution to designate another separately chartered financial institution the ability to view Account Balance, Daylight Overdraft Balance, Available Funds Balance information, Accounting transactions, Billing transactions, daily Accounting statements and monthly Billing statements via the AMI application. Service Bureaus are limited to the Find Transaction features for cash letter service categories (e.g. 15 and 30) only.	All Account Types	Available in AMI
<b>AIS Form 7 –</b> Request for Fedwire Details via the Search Feature in the AMI Application	Find Fedwire Details	This service provides you with access to search Fedwire Transactions.	Master Account Holders and Subaccounts	Available in AMI
	Intra-day Download Search Results	This service provides you with the ability to download information related to transactions in the Find Fedwire and Find Non-Fedwire transactions via the search features.	All Account Types	Available in AMI

For more information regarding Accounting Information Services, please visit Account Services on the Financial Services website: [www.frbsservices.org](http://www.frbsservices.org).

- Information is also available in the Account Management Guide (Section IV-Billing and Section II-Information Tools). *Select Accounting Guides under Rules and Regulations.*
- For applicable fee information regarding Account Services, *select Account Services under Service Fees.*
- For most services electronic access fees also apply, *select Access Solutions under Service Fees* for fee information regarding these services.