Push/Pull EFT in HSBC

1. Open MediDirect (O) drive
2. Open 04 – HRand Accounting
3. Select the folder (HSBC – EFT Creator – push/pull)
4. Open the most current spreadsheet
5. "Save as" – change date to today
6. Clear contents – Name, Route, Transit, Account No, Amount
7. Change date to next day
8. Open HRMS – banking tab – outstanding – Mail Out Processing
9. Select all EFT's ready to be mailed (check dates to make sure it has been 5 days)
10. Click mail now
11. Login to HSBC to get next file number (Menu, Accounts, Reports and Files Download)
12. Make sure date range is correct – click the download next to the first FTS Received Transmission File Report
13. A new window will open - find file creation number (*If there are FTS reports immediately before or after you must check those too as the file numbers sometimes are out of order) at top of page about 7 lines down.
14. Make note of file number – and use next one in sequence (ex: file creation number 1119 was last used; next creation number will be 1120)
15. In banking tab on HRMS – click EFT's on the left
16. Select the EFT's (pushes/pulls/insurance are all separate and must be processed that way)
17. Change file number to the next creation number – change date to next day
18. Click process entries – this will create your file – click on printer icon on right side of file
19. Print EFT transcription report and save it to send to Murray after all steps are complete
20. Enter the names, banking information, Doc ID, Amount (as a negative if pushing as a positive if pulling) of each person/company on the EFT report
21. <mark>Make sure to double check banking (as some gets cut off if it is a long account number) and the Amount (gets cut off if it is over 5 digits)</mark>
22. Double check all highlighted areas to make sure all numbers match (make sure the debits/credits reflect what you are doing (push -numbers/pull +numbers)
23. Change file number highlighted in green
24. Process entries – save spreadsheet and close
25. When you are ready to upload the file - Log back into HSBC - Menu, Payments and Transfers, File Upload
26. Click payments on the left – Select Mixed Instructions – Under file format select CPA 1464
27. Click attach file – Navigate to the EFT Creator folder – inside there is a folder called HSBC pull/push – upload files – click on that folder to open – sort date range to make sure you get todays date – double click on correct file
28. Choose authorization level – File Level Authorization (Detailed) – click Authenticate – follow online prompts to upload file
29. Once uploaded send all the EFT transcription reports that you saved to Murray and ask him to approve files in HSBC.
30. Once approved – sign back in to HSBC – Reports and Files Downloads – open the newest FTS report and make sure all EFT's were successful.

31. Take EFT transcription report and copy all EFT's pushed into the Trust Cheque Tracking spreadsheet – MediDirect (O) drive – 04 – Hrand Accounting – Trust cheque tracking – tracking of cheques through trust account
32. Date and "EFT" only need to be entered once, followed by amount of reimbursement, what company the employee works for, followed by last name and first initial – once all are entered click the open cell at the bottom of the Amounts and click Auto Sum on the top right corner of the spreadsheet.
33. Bold the number so it is easier to find if needed – note total
34. Open Outstanding Cheque Worksheet and record EFT total with date.
35. Open Freshdesk – find the tickets for these employees – Reply they will receive their reimbursement tomorrow and attach their EFT/details of claims for their records – Make sure to close ticket when complete