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| **How to Post Wires** |
| First Step: Downloading File from EFS Site and Saving it  Log in EFS Site  Go to: Select Program > Report/ Exports > Issued Money Code Report |
| SCREEN: Issued Money Code Report  *Parameters are automated set, as example image displayed below,* ***EXCEPT****: dates and Vie*w *Format Type*  **DATES**: Should be the same date of wire transactions  *This is NEVER a present date, must be a date in the past.*  **VIEW** **FORMAT** **TYPE**: Excel  Click **SUBMIT** to download the report. |
| SCREEN: Document Complete | Opening the XLS Issued Money Code Report  Click on ‘Click here to view the document’ to proceed with the downloading.  Click OPEN: This will open the XLS Issued Money Code Report |
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| Understanding the Columns and its’ Definition’s  COLUMN A: [**ID**] is known as the Control Number *(Company Reference No.)*  COLUMN B: [**Transfer Code**] is known as the Check Code Number *(Driver’s Reference No.)*  COLUMN C: [**Original Amount**] is known as the amount the code was generated for, including the fee.  If this field is empty along with Columns D and E, this indicates that the wire was void out. AND would still need to be entered in DSS, Inc McLeod.  COLUMN D: [**Amount Used**] displays the amount used VS. column C  COLUMN E: [**Remaining Amount**] how much money is left of the used amount.  COLUMN H: [**Issued To**] sould display the payee code or a unit number *(Required for whe*n *entering money codes genreated via website)*  COLUMN I: [**Issued** **By**] Denotes the name who created the wire  wsfastcargo1= Created via McLeod System  *If this field has a diifrrent title other than ‘wsfastcargo1’ this measn the wire was done through EFS site and thus needs manually entered in DSS, Inc. McLeod.*  COLUMN K: [**Issued Date**] This column must have all the same dates, if not, re-run the report.  COLUMN M: [**Notes**] this field should have a brief description of what the wire was for.  *This field sometimes cuts when there are too many characters within the notes.* |
| Entering EFS Wire Codes into DSS  If you found any codes within Column I denoting an entity name other than wsfastcargo1, it must be manually entered.  Procedure:  Open DSS, Inc. McLeod > Settlement Processing > Wire Funds Processing     1. Wire Funds Transaction Screen: Click **Add** 2. **Date**: match with the issue date on the spreadsheet 3. **Driver** **Code**: Enter the driver Code 4. **Payee** **Code**: Enter the driver’s corresponding payee code 5. **Order** : Enter the the seven digit order number this should be found under the notes description. 6. If no order number is described, send an e-mail to the Issuer to associtaed the wire with it. To: Issuer, Issuers’ Manager; CC: Your manager 7. OR: Search drivers or units view history activity and assoicate the order with the possible date match. 8. **Wire** **Code**: Insert the wire service code that best fits the wire. If unknown, ask your manager. 9. **Provider** **Code**: Automated 10. **Control** **Number**= Column A from the spreadsheet 11. **Check** **Code** **Number** = Column B from the spreadsheet 12. **Wire** **Serivce** **Charge**: The wire fee 13. Via McLeod Fee: $2.00 14. Via EFS Site Fee: $0.00 15. If it is a void check, it is also $0.00 16. **Check** **Amount**: Match with Column C from the spreadsheet If it is a VOID check the amount should be 0.00 17. **Fee to driver**: If the wire is to deduct the fee, this field should automatically be filled in, on the account of the *WIRE CODE* itself, it’s an automated switch. 18. **BOX Create Deduction**: Mark this box in order to create a deduction.   This should box should never be marked it the wire is a void check.  *See TABLE CHART below of WIRES that should NOT TO CHARGE certain drivers.*  Image example of an EFS genrated wire from 07/08/14 entered into DSS, Inc. McLeod below. |
| AUDITING: Lumpers /Match Amounts  Audit all the Lumpers and make sure that they are entered into the loads they have been issued against in both DSS and Xpress. If it isn’t attached you will need to enter it on the loads.  Audit the Totals From DSS, Inc. McLeod vs. Totals in Spreadsheet.  Once Matched you can post.  If it does not match, please re-audit. |
| Final Step: POSTING WIRES  Open DSS, Inc. McLeod > Settlement Processing > Wire Funds Processing    **Procedure**:   1. Click Search 2. On the date field and enter only the single date of which wire transactions your posting. 3. Click on Print/Post Wire Funds      1. Next Screen: Print/Post Wire Funds- DSS, Inc. a.) Cutoff date= single date in the past, never present. Should match with that of the date of the wires.  b.) Unselect the BOX Print edit list c.) Select the BOX Post transactions |
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| Send out a notification e-mail of wires being posted:  Include only your department of the notification and provide the totals. |
| TABLE CHART of WIRES that should NOT CHARGE certain drivers   |  |  |  |  | | --- | --- | --- | --- | |  | **Company** | **Lease Driver** | **Owner Operator** | |  | applicable on own equipment, otherwise consult | | | **CADV** | YES, no fee | YES, include fee | YES, include fee | | **DUMPER** | NO | NO | NO | | **HOTEL** | NO | YES | YES | | **LUMPER** | NO | NO | NO | | **PERMITS** | NO | NO | YES, only if OWN authority | | **MISC** | Consult | Consult | Consult | | **ORIENT** | NO | YES | YES | | **ORN. ADV** | NO | YES | YES | | **PAYADV** | YES, no fee | YES, consult fee | YES, consult fee | | **TOLLS** | NO | Consult | Consult | | **TRUCK REP.** | NO | YES | YES | | **TRL REP.** | NO | Consult | Consult | | **WASH** | NO | YES | YES | |