

Control Account Activity Report

IDS Version

You'll find the **Control Account Activity Report** on your **Report Request List** on HSBCnet. It's been developed to support you with your monthly statement reconciliation and is to be used in conjunction with your **Client Statement** and **Transaction History**. This report shows you the last date and balance that your account has been reconciled to, as well as transactions received after that date and details of items we haven't been able to reconcile.

Example Control Account Activity Report

Account Item ID	Item Date	Payment Date	Item Type	Item Subtype	Item Status	Manually Notified	Variance Narrative	Remitter Name	Reference	Item Classification	Item Value	
							BALANCE AS AT 26/4/2022					
128778469	02/05/2023	02/05/2023	BAL	OPN	Open						50824	
128778476	02/05/2023	02/05/2023	NOT	CRN	Open				124282749		-822.5	
128778477	02/05/2023	02/05/2023	NOT	INV	Open				124282744 Query		27556	
128778482	02/05/2023	02/05/2023	NOT	ADI	Open				124282748		11.75	
128778483	02/05/2023	02/05/2023	NOT	CRN	Open				124282750		-10181.91	
128778484	02/05/2023	02/05/2023	NOT	INV	Open				124282751		300922.98	
128778489	02/05/2023	02/05/2023	NOT	INV	Open				124282756 Query		6995.25	
128778490	02/05/2023	02/05/2023	NOT	ADI	Open				124282757		50	
128778491	02/05/2023	02/05/2023	NOT	INV	Open				124282758		333	
128778492	02/05/2023	02/05/2023	NOT	ADI	Open				124282759		-67.5	
128778493	02/05/2023	02/05/2023	NOT	INV	Open				124282760		58750	
128778496	02/05/2023	02/05/2023	NOT	ADI	Open				124282765		831.9	
128778498	02/05/2023	02/05/2023	NOT	INV	Open				124282766		16179.75	
128778499	02/05/2023	02/05/2023	NOT	ADI	Open				124282768		-14086.5	
128778500	02/05/2023	02/05/2023	NOT	ADI	Open				124282767		4876.25	
128778508	03/05/2023	03/05/2023	NOT	CRN	Open				124282775		-4876.25	
128778509	03/05/2023	03/05/2023	NOT	INV	Open				124282776 Suspended		144986.5	
128778548	04/05/2023	04/05/2023	NOT	ADI	Open				124282815		-16179.75	
128778549	04/05/2023	04/05/2023	NOT	ADI	Open				124282816		-8951.25	
128778550	04/05/2023	04/05/2023	NOT	ADI	Open				124282817 Query		-8325.88	
128778551	04/05/2023	04/05/2023	NOT	ADI	Open				124282818		3888	
128778552	04/05/2023	04/05/2023	NOT	ADI	Open				124282819		-61.75	
128778596	05/05/2023	05/05/2023	NOT	ADI	Open				124282828		-1891	
128778558	05/05/2023	05/05/2023	NOT	ADI	Open				124282825 Suspended		-140110.25	
128778561	05/05/2023	05/05/2023	NOT	INV	Open				124282828		16179.75	
128778562	05/05/2023	05/05/2023	NOT	INV	Open				124282829		1692	
128778563	05/05/2023	05/05/2023	NOT	CRN	Open				124282830		-3888	
128778564	05/05/2023	05/05/2023	NOT	INV	Open				124282831		8325.88	

Balance Information

- **eADR Balance** – this is the balance of your electronic Aged Debt Report for debts notified to HSBC which should mirror your Aged Debt Report on your Accounts Package (less the non-notified debts).
- **Outstanding** – the current total of debts outstanding on your HSBC ledger, which is also shown in the ledger balance column of your HSBC Client Statement.
- **eADR Diff Value** – this is the difference between the Outstanding Balance and the eADR Balance. When completing your monthly Statement Reconciliation, this would be the value reflected in box N if you do not account for any timing differences in boxes E to K. The most common reason for this difference is unallocated cash, however, some other causes for this can also be:
 - payments received into your current account instead of the bank account linked to your ledger, or manual adjustments that need to be notified to us through HSBCnet.

- **Queried Debit Balance** – any debit items relating to a reconciliation query. See the Item Classification section of this guide.
- **Queried Credit Balance** – any credit items relating to a reconciliation query. See the Item Classification section of this guide.
- **Opening Balance** – the HSBC ledger balance at the latest point at which the account was reconciled.

Key Column Headings

- **Item Type** – this shows the type of transactions outstanding on your HSBC ledger. **REM** = Remittance, **NOT** = Notification, **BAL** = Balance.
- **Item Subtype** – this column gives further details about the item type:
 - **CRA** = Credit Advice Payment which is either a same day payment received directly to your HSBC ledger or payments received via a Trust Account if you have one.
 - **BACS** = BACS payment received directly into your HSBC ledger.
 - **CHQ** = Cheque payments banked on your HSBC Paying in Book for your ledger.
 - **INV** = Invoices received to your HSBC ledger.
 - **CRN** = Credit Notes received to your HSBC ledger.
 - **DISC** = Discounts received to your HSBC ledger.
 - **ADJ** = Debit and Credit Adjustments received to your HSBC ledger.
 - **RCN** = Reconciliation items raised by HSBC when reconciling your ledger.
 - **OPN** = Opening Balance which is the HSBC ledger balance at the last point the account was reconciled.
- **Manually Notified** – for all item types with the reference **NOT**, this column shows how the item was notified to HSBC. Items with a **Y** in this column are items manually notified by you through HSBCnet, items with an **N** are items either received automatically through the system or manually raised on the account by HSBC.
- **Variance Narrative** – the description of all Reconciliation Items will show in this column.
- **Remitter Name** – this will show the Name of the customer who has made either a BACS or Credit Advice payment to your HSBC ledger. If you have a Trust Account linked to your ledger the bank account number will appear here.

- **Item Classification** – items can have either a classification of **Suspended** or **Query** in this column. For any item with the **Suspended** classification you will receive an email from our ID Validation team to seek further information on the transaction. Items with the classification of **Query** relate to items we have not been able to reconcile and you will have received a **Message Centre** through HSBCnet to provide details of the query.
- **Item Value** – this shows the value of each item, credit items appear with a minus sign.
- **Reference** – if a customer has provided a reference number for a payment it will appear in this column. Reference numbers can be added to any Notification items.

This guide is intended to support you in completing your monthly Statement Reconciliation but also assist you in understanding the entries that make up your HSBC ledger balance, and any queries raised to you.

You can also contact the team for additional support on **0345 587 3671**.
We're open Monday to Friday, 09:00 to 17:00 (excluding bank holidays).

Accessibility

If you need any of this information in a different format, please let us know. **This includes large print, braille, or audio.** You can speak to us using the live chat on our website, visiting one of our branches, or by giving us a call.

There are also lots of other options available to help you communicate with us. Some of these are provided by third parties who are responsible for the service. These include a Text Relay Service and a British Sign Language (BSL) Video Relay Service. To find out more, please get in touch. You can also visit [**business.hsbc.uk/accessibility**](https://business.hsbc.uk/accessibility) or [**business.hsbc.uk/contact-us**](https://business.hsbc.uk/contact-us).

business.hsbc.uk

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