ICW PHARMACY SCRIPT MANAGEMENT

BANK RECONCILIATION PROCESS

Once month-end has been completed and the bank statements have been received, ICW can then start with bank recons. Once the reconciliation is completed, it will then be sent to the client.

Please note that for manual recons, bank statements are to be sent before the 15th of each month.

The first tab 'ICW' is an overview/ summary of the recon per month. This indicates whether the recon balances.
If all totals equals = 0, the recon balances.

ICW

RBMG PHARMACY COMPANY PTY LTD

A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R	S	U	V	X	Y
Month	Bank	SPR	On SPR not Bank	In Bank No Remit		ERA Loaded	PBR not on ERA	Admin Fees	Unbalanced/ Incorrect statements to be reversed	Balance B/F	Negative Totals	to be processed/ corrected on next ERA/SPR	Payment Processed by Client or Rx cancelled therefore no ERA	GP Payments	To be investigated	Total	Bank vs ERA	SPR v ERA		DOC REG	DIFFS
Mar-23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jul-24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Aug-24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sep-24	-	122	-	-	- 122	-	-	-	-	-	-	-	-	-	-	-	-	(122)	-	-	-
Oct-24	51 834	52 104	- 481	89	122	-	-	-	-	-	-	-	-	-	-	-	- 51 834	(52 104)	-	-	-
Nov-24	111 052	41 162	- 8 987	78 877	-	(102 839)	-	-	-	- 155 064	-	-	-	-	155 064	- 102 839	- 213 891	(144 000)	-	-	(102 839)
Dec-24	51 862	46 454	-	5 407	- 0	196 213	-	-	-	- 29	42	-	-	-	-	196 226	144 364	149 758	13	-	196 213
Jan-25	-	-	-	-	-	46 454	-	-	-	-	-	-	-	-	-	46 454	46 454	46 454	-	-	46 454
Feb-25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mar-25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr-25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May-25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	214 749	139 842	- 9 467	84 374	(0.00)	139 829	-	-	-	- 155 093	42	-	-	-	155 064	139 842	- 74 907	(13)	13	-	139 829
		74 907															-		0.00		
		-																			

ICW | on SPR | PM Unreslvd | H Savr Matched | on bank | PM Unrslvd | matched | Bank | SPRfull | SPR unDRUK | dates | issues | MAP xtract

EXPLAINING THE COLUMNS

Column A	Dates per month / year
Column B	Statement totals processed and printed
Column C	Scheme receipts in the bank
Column D	Payments in the bank missing from SPR
Column E	Statement totals on the SPR not yet received in the bank
Column F	Sum of the difference
Column H	Individual Payments on statements from the pharmacy
Column J	What Discovery pays. It is a performance remittance
Column K	Something processed that needs to be reversed by us
Column M	Balance carried forward from previous statement amount
Column O	Admin fee from MediKredit
Column P	Everything combined
Column Q	Comparing what is in the bank with what is on ICW's ERA
Column R	Totals
Column S	Statement totals Vs Payments
Column U	ERA totals for the month
Column Y	Differences

BANK RECONCILIATION PROCESS *(continued)*

All statement totals that did not reconcile will move to the **"On SPR"** Sheet

ON SPR

	A	B	C	D
1	REMITTANCES RECEIVED			
2	NOT ON BANK STATEMENT			
3	Scheme		Date	Value
4	MATCHED	2024/10/01	2024/10/01	480.50
5				
6	DISCOVERY	2024/11/20	2024/11/19	527.24
7	LAHEALTH	2024/11/20	2024/11/19	937.15
8	MEDSHIELD	2024/11/20	2024/11/20	128.78
9	BONITAS	2024/11/21	2024/11/21	1 275.56
10	SAMWUMED	2024/11/21	2024/11/21	206.81
11	MEDSHIELD	2024/11/22	2024/11/22	367.32
12	NATIONAL HEALTH CARI	2024/11/21	2024/11/23	419.79
13	DISCOVERY	2024/11/27	2024/11/26	93.54
14	MEDSHIELD	2024/11/27	2024/11/27	484.31
15	MBMED	2024/11/28	2024/11/28	474.73
16	POLMED	2024/11/28	2024/11/28	2 691.45
17	NATIONAL HEALTH CARI	2024/11/28	2024/11/30	1 380.09
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				

on SPR | PM Unreslvd | H Savr Ma

The **"on SPR"** tab shows the statement totals that have been processed, but which do not reflect in the bank account.

On this sheet, the column indicating **"Notes"** has been made by ICW. These highlight any issues that ICW should attend to, and you will be informed once the issues are resolved.

Notes	Statement Processed Correctly	Acc Number used for Payment

BANK RECONCILIATION PROCESS *(continued)*

REMITTANCES RECEIVED

Once the payments reflects in the bank account , the statement total will be moved over to **'Remittances Received'.**
This is to assist your bookkeeper by showing which unreconciled items cleared in the current month.

REMITTANCES RECEIVED
PREVIOUSLY NOT ON BANK STATEMENT - NOW PAID

Scheme		Date	Value

SPR MATCHED

When there is one statement but two payments, or two statements and one payment, they will show on this sheet as they are in fact reconciled.

PM UNRESOLVED

These are old items that ICW urgently needs to resolve. If there are items on On SPR and On Bank that are older than 3 months, both items will then be urgently investigated and resolved by ICW.

PREVIOUS REMITTANCES UNRESOLVED
STILL NOT ON BANK STATEMENT

Scheme		Date	Value		Notes
TOTAL			-	-	

ICW | on SPR | PM Unreslvd | H Savr Matched

BANK RECONCILIATION PROCESS *(continued)*

ON BANK

All scheme receipts in the bank that did not reconcile will be shown on this sheet. The **"on bank"** sheet indicates the scheme receipts that reflect in the bank account, but for which we have not yet received a scheme statement.

	A	B	C	D	E	F	G	
1	PAYMENTS							
2	REMITTANCES NOT RECEIVED							
3	Date	Scheme	Amount					Note
4	2024/04/01	MATCHED	-	-		-	✔	
5						-		
6	2024/10/30	MEDICAL AID REFUND BONCAP PMTP1048368 3010 000000000006083Income	89.23			-		
7	2024/11/09	SALARY GBT-2154 0911 000000000006061Income	1 607.66			-		
8	2024/11/18	MAGTAPE CREDIT NDF PAID VIA ACB 1811 000000000001000Income	77 269.57			-		
9	2024/12/03	BOLSA THIRD PARTY PAYMENT PATH001 0312 000000000000134Income	5 122.10			-		
10	2024/12/19	MEDICAL AID REFUND BONCAP PMTP1048368 1912 000000000006083Income	196.12			-		
11	2024/12/24	MEDICAL AID REFUND LAH SUPP 1048368 -266421794 2412 000000000006083In	89.21			-		
12						-		
13						-		
14						-		
15						-		
16						-		
17						-		
18						-		
19						-		
20						-		
21						-		
22						-		
23						-		
24						-		
25						-		
26						-		
27						-		
28						-		
29						-		
30						-		
31						-		

ICW | on SPR | PM Unreslvd | H Savr Matched | on bank | PM Unrslvd | matched

Once the payments reflects in the below column as **"Now Matched"**, the payment amounts will be moved over to the '**Remittances Received'** and once resolved the item will display in **"Remittances Not received – Now Received"** section.

R
NOW MATCHED
-
-
-
-
-
-

J	K	L
PAYMENTS		
REMITTANCES NOT RECEIVED - NOW RECEIVED		
Date	Scheme	Amount

BANK RECONCILIATION PROCESS *(continued)*

PBR MATCHED

This is known is known Mediscor PBR's. These are payments pharmacies receives. There will two payments and only 1 statement.

matched

	Date	Scheme	Amount		Notes/Actions
		PAYMENTS REMITTANCES NOT RECEIVED			
	Date	Scheme	Amount		Notes/Actions
✔					no statements for PBRs
✔					statements processed in prior month
	TOTAL		-	0.00	

Below is an example of a recon that has 2 payments on 1 statement.

Date	Scheme		Amount	
	PAYMENTS REMITTANCES NOT RECEIVED			
2023/11/28	ACB KREDIET	VEREFFEN MEDISCOR PBR 231122	140.30	
2023/12/28	ACB KREDIET	VEREFFEN MEDISCOR PBR 231212	154.10	
2024/03/28	ACB KREDIET	VEREFFEN MEDISCOR PBR 240318	341.55	
2024/04/29	ACB KREDIET	VEREFFEN MEDISCOR PBR 240419	339.02	
2024/05/28	ACB KREDIET	VEREFFEN MEDISCOR PBR 240522	303.60	
2024/02/01	SASOLSUPP 1134884 -250519527			342 580.01
2024/02/07	SASOLSUPP 1134884 -250689522			878 797.37
2024/06/28	ACB KREDIET	VEREFFEN MEDISCOR PBR 240624	296.01	
2024/07/29	ACB KREDIET	VEREFFEN MEDISCOR PBR 240722	227.70	
TOTAL			1 802.28	1 221 377.38

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