



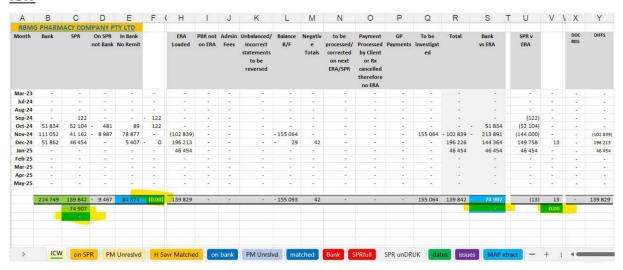
BANK RECONCILIATION PROCESS

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



EXPLAINING THE COLUMNS

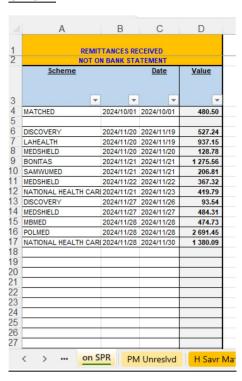
Column A	Dates nor month / year				
	Dates per month / year				
Column B	Statement totals processed and printed				
Column C	Scheme receipts in the bank				
Column D	Payments in the bank missing from SPR				
Column E	Statement totals on the SPR not yet received in the bank				
Column F	Sum of the difference				
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				





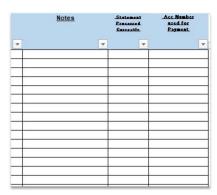
All statement totals that did not reconcile will move to the "On SPR" Sheet

ON SPR



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.







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.



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.

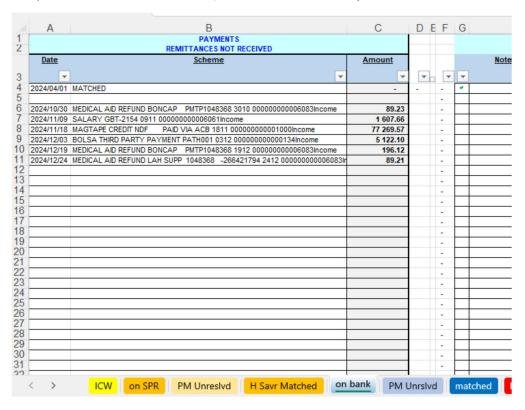






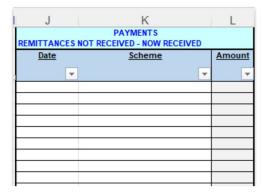
ON BANK

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.



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.







PBR MATCHED

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





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

	R	MITTANCES NOT RECEIVED		
Date	Scheme		Amount	
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 11	34884 -250519527		342 580.01
2024/02/07	SASOLSUPP 11		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	1 221 377.3