FOR SUPPLIERS AND THIRD PARTIES

Reconciliation Lite

How the workbook checks your claim evidence, and what we need from you

Five sources, tested against each other

1

Invoices

One row per invoice, with its budget item and amount excl VAT

2

GL

Ledger lines posted for each invoice, with the supplier

3

Bank

Payments made, matched to invoices or allocated across them

4

Cost report

Costs by GL account, checked against the GL

5

Form C

The claim by budget line, checked against the invoices

If the sources agree, the line shows Reconciled. If not, it tells you why.

What you type in

Sheet	You enter
Invoices	Unique invoice number, date, supplier, description, budget item, amount excl VAT, VAT
GL	Journal ref, GL account, narration, invoice number, amount, and the supplier on each line
Bank	Payment reference, date, payee, amount paid, and the invoice number it settles
Allocation	For one payment covering several invoices: the payment, each invoice and the amount
Cost_Report	GL account, budget item, description and amount for each cost report line
Form_C	The applicant's Form C figure for each budget line (column C)

THE ONE RULE

Every invoice needs its own unique number. Use the same number everywhere.

- The same number links the invoice to its GL lines and its bank payment
- Payroll or batch references that repeat must be rolled up to one invoice row
- If one invoice covers several budget items, give each its own row: InvoiceNo / Budget item

Reading the status on each invoice

Status	What it means
Reconciled	Invoice agrees with the GL and the bank
Duplicate invoice no.	The number appears more than once on Invoices
Budget item missing/invalid	The budget item is blank or not on the list
No GL entry / GL differs	No ledger lines, or their total is different
No bank payment	No payment is linked to this invoice
Bank differs	The payment is part -paid or over -paid

Differences inside the rounding tolerance on the Summary sheet are ignored.

Cost report and Form C

Cost report

The cost report is a summary by GL account, so it has no invoice numbers. Each line is tested against the GL total for the same account. Status: Matched, GL differs or Budget item invalid.

Form C

Your Form C figure for each budget line is compared with the invoices and the cost report for that line. Lines marked Agrees need no action. The line list follows the programme's own Form C.

Foreign Film has 44 lines. SA Film and Co - Production add Completion Bond. Emerging also adds Production Equipment.

How to complete it

1. Enter your invoices, then the GL, bank, allocation and cost report data
2. Type the Form C figure for each budget line
3. Open the Summary sheet and read the result for each check
4. Fix the invoices that show a status other than Reconciled
5. Return the workbook when the Summary shows READY

Cream cells are yours. Other cells are protected so the formulas stay intact.