

SUPPORT DOCUMENT

Trade Creditor Reconciliations

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GENERAL

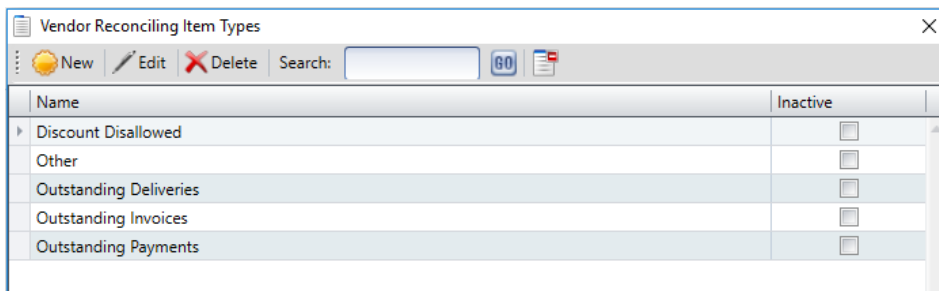
This document will assist you in applying the Supplier Reconciliation functionality available in Palladium Premium Edition.

OVERVIEW

Probably the most important function that is overlooked in most businesses and not catered for in the “Traditional” Accounting Software program is that of Supplier Reconciliations. It is because of this, that Financials are generally misstated with belated Supplier Invoices getting processed after the fact. With our Supplier Reconciliation function, managers can print one Control Sheet that will display all the Reconciliations with all the Reconciling Items grouped. In addition you can even perform Zero-value reconciliations for completeness. In addition users can perform Reconciliations at any day, catering for Monthly, Weekly or even Daily Controls.

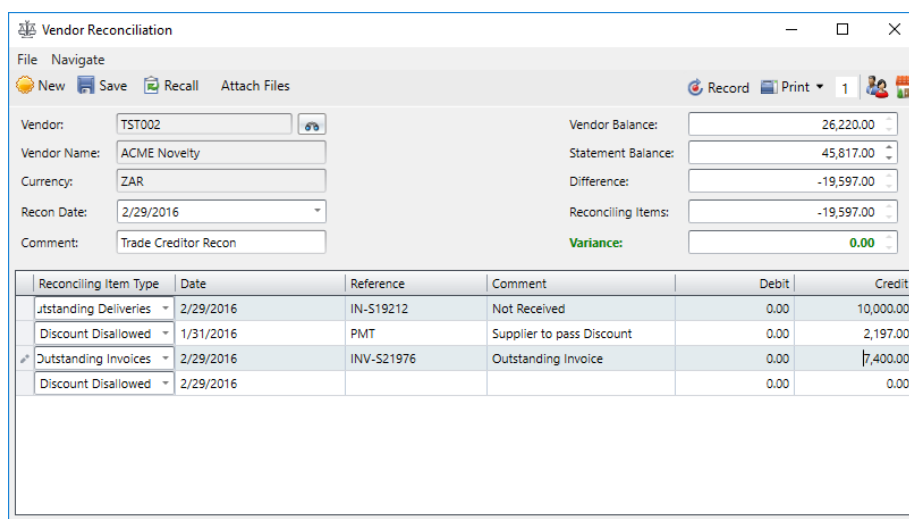
SETTING UP RECONCILIATION REASONS

Users can set as many Reconciliation Item Types as required, in addition to the Standard types as displayed below.



PROCESSING A RECONCILIATION

You can process a Reconciliation either by selecting the Supplier Recon icon or by drilling down from the Reconciliation Control Sheet. In terms of processing, once you have selected the Reconciliation Date, Palladium will populate the Supplier Balance for the selected date. Once you have entered the Supplier Statement Balance, you will be required to enter the variances and reasons in order to reconcile back to your Palladium System Balance.



Reconciliation Control Sheet

The reconciliation control sheet performs a dual function in that it displays a summary of the Supplier Reconciliations grouping the Reconciliation Reasons, but also acts as a proof of Evidence for the reconciliations completed, or not completed for a period, allowing management and external stakeholders like Auditors to be able to place additional reliance thereon.

Below is an example of the control sheet where you can see which Vendor Accounts have been **reconciled** and which haven't. You will also see that accounts with Zero balance have also been reconciled from a completeness point of view. The columns in **red** show the different reconciling item types with the columns on the right totalling the balance on the left.

Vendor No	Vendor Name	Currency	Vendor Balance	Statement Balance	Reconciling Items	Variance	Reconciled	Discount Disallowed	Other	Outstanding Deliveries	Outstanding Invoices	Outstanding Payments
TST001	Abercrombie Hardware	ZAR	13.68	0.00	13.68	0.00	<input checked="" type="checkbox"/>	13.68	0.00	0.00	0.00	0.00
TST002	ACME Novelty	ZAR	26,220.00	45,617.00	-19,597.00	0.00	<input checked="" type="checkbox"/>	-2,197.00	0.00	-10,000.00	-7,400.00	0.00
TST003	Barclay's Bank	ZAR	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST004	Blackwell Rentals	ZAR	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST005	Cable and Wireless	ZAR	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST006	Catanach, Douglas	ZAR	52,900.00	52,900.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST007	Cheshire Development	ZAR	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST008	Dextor, Drew & Angus	ZAR	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST009	Dunwoody Wire & Cable	ZAR	11,500.00	11,500.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST010	Eagle Engineering	ZAR	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST011	Gibson, Michael	ZAR	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST012	Giengarry, Heather	ZAR	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST013	GWG Computer Services	ZAR	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST014	Harry's Industrial Supplies	ZAR	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST015	Hesiman Construction	ZAR	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST016	Inglewood Drafting Service	ZAR	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
TST017	Jackson Construction	ZAR	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00
			90,633.68	110,217.00	-19,583.32	0.00		-2,183.32	0.00	-10,000.00	-7,400.00	0.00