

Bank to POS Reconciliation - Action Plan

Current Status of Payment Matching

 **Completed Matches**

Major Customers Identified

Customer	Bank Reference	2024 Total	2025 YTD	Payment Method
African Paper Products	"African Paper Produc"	R180,000	R178,777	EFT/Settlement
Vegmore Distribution	Cards/Various	R295,409	R177,950	Mixed
Egg Designs	"Egg Designs"	R435,199	R48,999	EFT/Settlement
Kamel Kilns	"Kamel" references	Various	R27,620	Internal transfer

Recurring Card Payments Identified

- **Card ending 2676:** Astron Energy, Genashle, Durban locations
- **Card ending 2702:** Multiple transactions, appears to be main business card
- **Card ending 2759:** External/Brolink transactions

 **In Progress - Need Resolution**

Unmatched Bank Deposits (Examples from Feb 2024)

Date	Amount	Reference	Likely Match
23/02/2024	R1,500.00	Digital Payment Cr	?
23/02/2024	R1,000.00	Digital Payment Dt	?
26/02/2024	R23,786.73	Digital Payment Dt	Large customer?
26/02/2024	R20,000.00	Digital Payment Dt	Possibly African Paper
26/02/2024	R6,000.00	Digital Payment Dt	?

Mystery Payments Needing Investigation

1. **ACB Credit entries** - Appear regularly, varying amounts
2. **Spar River/La Lucia B** - R2,000-4,000 recurring
3. **Vodacom references** - Multiple small payments
4. **Settlement entries** - Generic, need specific customer links

Recommended Reconciliation Process

Step 1: Data Preparation (Day 1-2)

1. **Export all bank statements to Excel**
 - Columns: Date, Description, Reference, Debit, Credit, Balance
 - Clean data: Remove duplicates, fix formatting

2. Export POS sales data

- Daily sales summaries
- Individual transaction logs if available
- Payment method breakdowns

3. Create matching template

Date | Bank Amount | Bank Ref | POS Amount | Customer | Status | Notes

Step 2: Automated Matching (Day 3-4)

Python Script Framework:

```
python

# Key matching rules to implement:
1. Exact amount match within 2-day window
2. Reference text pattern matching (fuzzy logic)
3. Card number last 4 digits extraction
4. Regular customer pattern recognition
5. Round amount identification (likely invoice payments)
```

Step 3: Manual Review Process (Day 5-7)

Priority Matches to Confirm

1. All payments over R10,000 - Major customers
2. Recurring monthly amounts - Contract customers
3. Round numbers (R20,000, R5,000) - Invoice settlements
4. Card clusters - Same card, multiple daily transactions

Investigation Required

- Contact customers for payment confirmations
- Cross-reference with invoice numbers
- Check delivery records for timing matches

Customer Identification Enhancement

Immediate Actions

1. Create Customer Database

Customer ID | Name | Card Numbers | Bank Ref | Avg Transaction | Frequency

2. Pattern Recognition Rules

- Egg Designs: Look for "Egg" in reference
- African Paper: "African", "Paper", round R20,000 amounts
- Vegmore: Multiple small transactions, cards 2676/2702
- Digital payments: Match amounts to invoices

3. Missing Customer Investigation

- Art Culture Alliance - Last payment date?
- Mathnwu Pottery - Contact details?
- Roti and Chai - Payment pattern?

Technology Implementation Plan

Week 1: Quick Wins

1. Excel Macro for Basic Matching

- VLOOKUP for exact amounts
- Text search for customer names
- Date range matching

2. Bank Statement Parser

- PDF to CSV converter
- Standardize formats
- Clean reference fields

Week 2: Advanced Matching

1. Database Setup

- Customer master table
- Transaction history table
- Payment method mapping

2. Matching Algorithm

- Implement fuzzy matching
- Machine learning for patterns
- Confidence scoring system

Week 3: Reporting System

1. Dashboard Creation

- Matched vs unmatched percentages
- Customer payment trends
- Outstanding reconciliation items

2. Alert System

- Large unmatched deposits
- Missing regular payments
- Unusual transaction patterns

Specific Tasks for Allen Van Houten

This Week

☐ Request from Diana:

- Complete invoice listing for 2024-2025
- Customer contact database
- Any manual payment records/notes
- Explanation for major unmatched deposits

☐ Analysis to complete:

- Calculate match rate for September 2025
- Identify top 10 unmatched deposits
- List all recurring payment patterns

Next Week

☐ Customer outreach:

- Call Egg Designs about payment status
- Confirm African Paper Products payment schedule
- Verify Vegmore Distribution payment methods

☐ System setup:

- Install reconciliation software
- Create customer ID mapping table
- Set up automated matching rules

Before Deal Closure

☐ Complete reconciliation:

- 100% of 2024 payments matched
- 95%+ of 2025 YTD matched
- All customers identified and verified

☐ Documentation:

- Customer payment history report

- Aged receivables analysis
- Payment method breakdown

Risk Flags to Monitor

⚠ High Priority Concerns:

1. Multiple R20,000 payments - verify all are from African Paper
2. Large February deposit (R23,786) - identify customer
3. Declining card transaction volumes in 2025
4. No clear Art Culture Alliance payments in 2025

🔍 Investigation Required:

1. Why are Egg Designs payments dropping?
2. Are Vegmore payments being made regularly?
3. Any bounced payments or reversals?
4. Customer credit terms being extended?

Success Metrics

Reconciliation Targets

- **Week 1:** 70% of transactions matched
- **Week 2:** 85% matched, all major customers identified
- **Week 3:** 95% matched, system automated
- **Month end:** 100% reconciled, dashboard operational

Customer Identification Goals

- Identify 100% of customers over R10,000 annual spend
- Map 90% of card payments to specific customers
- Create profiles for top 20 customers
- Document payment patterns for all regular customers

Action Plan Created: October 4, 2025

Priority: Bank-to-POS Reconciliation

Timeline: 3-4 weeks to full implementation

Critical Path: Customer identification for due diligence