

# TAC/WORKCOVER PAYMENT RECONCILIATION

**In this topic:**

---

<b>TAC/WorkCover Payment Reconciliation .....</b>	<b>1</b>
Reconciling TAC/WorkCover payments .....	1
Unlinking reconciled payments .....	4

# TAC/WORKCOVER PAYMENT RECONCILIATION

## Reconciling TAC/WorkCover payments

For TAC/WorkCover payments a new *Reconcile* feature (Figure 1) allows you to record and reconcile reimbursed items to the actual price sold. If required, manual adjustments can be made for the difference between the amount paid by TAC/WorkCover and the retail price sold to the customer to correct the account balance.

**NEW RECONCILE PAYMENTS SCREEN**

Reconcile Payments

Account Activity Detail

Show All Items From 16/05/2011 To 16/08/2012 Refresh

Select items to reconcile, adjust paid amount if required.

Sel...	Date	Description	Ext. Retail	Paid	Difference	Remarks	Payment Ref
<input type="checkbox"/>	08-Sep-11 15:33	DUROGESIC 25 PATCH XS	\$34.20	\$0.00	\$0.00	Script No: 476186	Not Linked
<input type="checkbox"/>	30-Aug-11 10:20	ENDEP TAB 25MG 50	\$13.55	\$0.00	\$0.00	Script No: 475462	Not Linked
<input checked="" type="checkbox"/>	24-Aug-11 14:45	STELAX 10 TAB 10MG 100	\$34.20	\$4.00	-\$30.20	Script No: 474938	Payment: \$99.60 3/08/20...
<input checked="" type="checkbox"/>	24-Aug-11 14:45	ACTONEL EC COMBI D	\$34.20	\$9,999.99	\$9,965.79	Script No: 474941	Payment: \$34.20 5/09/20...
<input type="checkbox"/>	24-Aug-11 14:45	GENLAC 500ML	\$14.95	\$0.00	\$0.00	Script No: 474937	Not Linked
<input checked="" type="checkbox"/>	04-Aug-11 13:23	ACTONEL EC COMBI D	\$55.00	\$3.00	-\$52.00	Script No: 473064	Payment: \$99.60 3/08/20...
<input type="checkbox"/>	28-Jul-11 15:51	DUROGESIC 25 PATCH XS	\$34.20	\$0.00	\$0.00	Script No: 473065	Not Linked
<input type="checkbox"/>	26-Jul-11 12:46	OXYNORM CAP 10MG 20 DD	\$20.40	\$0.00	\$0.00	Script No: 472858	Not Linked
<input type="checkbox"/>	26-Jul-11 12:46	OXYNORM CAP 5MG 20	\$17.30	\$0.00	\$0.00	Script No: 472859	Not Linked
<input checked="" type="checkbox"/>	23-Jul-11 11:33	STELAX 10 TAB 10MG 100	\$34.20	\$3.00	-\$31.20	Script No: 472383	Payment: \$116.50 5/07/2...
<input type="checkbox"/>	28-Jun-11 12:34	DUROGESIC 25 PATCH XS	\$34.20	\$0.00	\$0.00	Script No: 470762	Not Linked
<input type="checkbox"/>	22-Jun-11 10:17	ENDEP TAB 50MG 50	\$13.90	\$0.00	\$0.00	Script No: 470290	Not Linked
<input type="checkbox"/>	22-Jun-11 10:17	STELAX 10 TAB 10MG 100	\$34.20	\$0.00	\$0.00	Script No: 470289	Not Linked
<input type="checkbox"/>	21-Jun-11 09:39	OXYNORM CAP 5MG 20	\$17.30	\$0.00	\$0.00	Script No: 470121	Not Linked

Payments

Choose payment to reconcile against selected items

\$34.20 5/07/2011

Payment Amount	Payment Date	Reference
\$34.20	5/07/2011	
\$134.85	3/06/2011	
\$99.60	4/05/2011	
\$136.55	5/04/2011	
\$114.80	3/03/2011	
\$13.69	3/03/2011	
\$167.35	3/03/2011	

Selected Activity Summary

Total Selected Ext. Retail \$0.00

Total Selected Paid \$0.00

Total Difference \$0.00

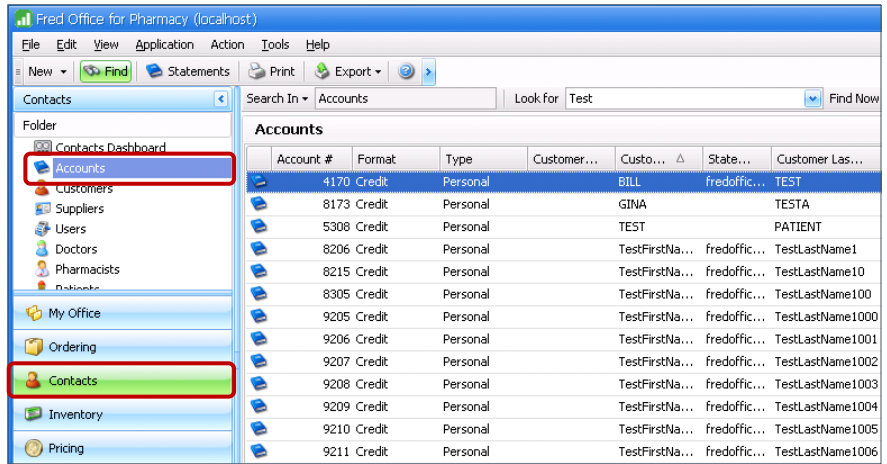
Create Adjustment for Total Difference

OK Cancel Apply

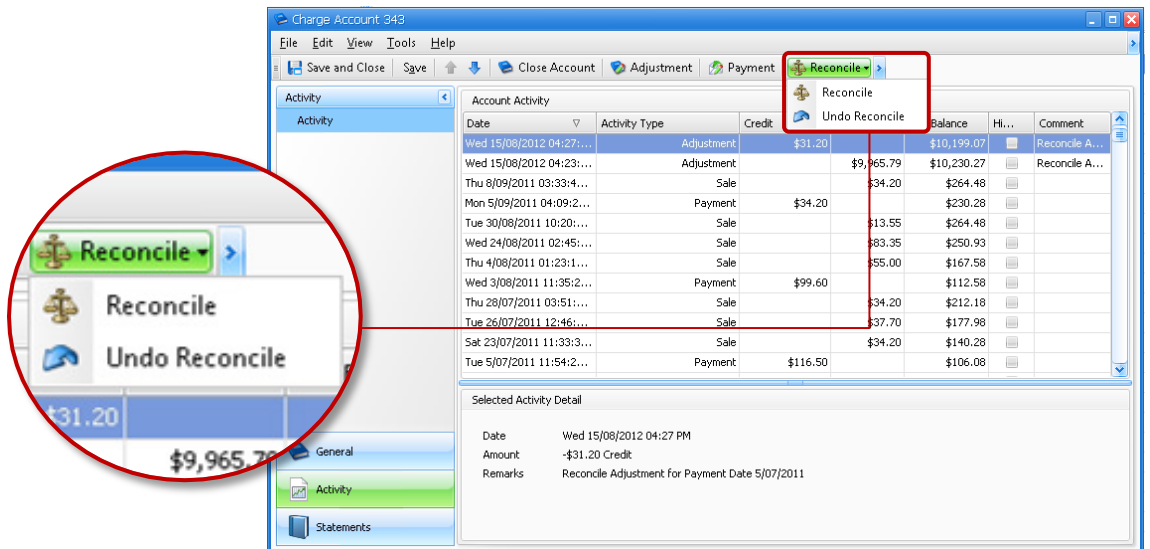
FIGURE 1: RECONCILE PAYMENTS SCREEN

To use the new Reconcile feature and to reconcile TAC/WorkCover payments:

1. In the **Contacts** tab, click **Accounts**, and open an existing account card to reconcile payments.

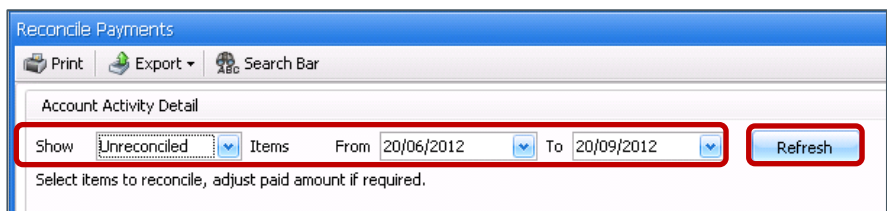


2. Click the **[Reconcile]** button from the toolbar, and then select **Reconcile**.



Reconcile Payments screen appears.

3. Under the *Account Activity Detail* group, select the date range and then click the **[Refresh]** button.



Unreconciled items for the date range are displayed in the *Account Activity Detail* grid. The default filters display the last three months of unreconciled items.

4. In the **Select** column, click the checkbox to match individual items to the WorkCover statement as required. **A**
5. Enter the amount reimbursed by WorkCover in the **Paid** column **B**

**Note:** Fred Office will default this value to the **Extended Retail** price.

6. Once all items have been selected to link to a payment, choose a payment from the **Payments** drop-down. **C**

The total difference between the **Total Paid** and **Total Ext. Retail** value will be displayed under the *Selected Activity Summary* group (bottom right-hand corner). **D**

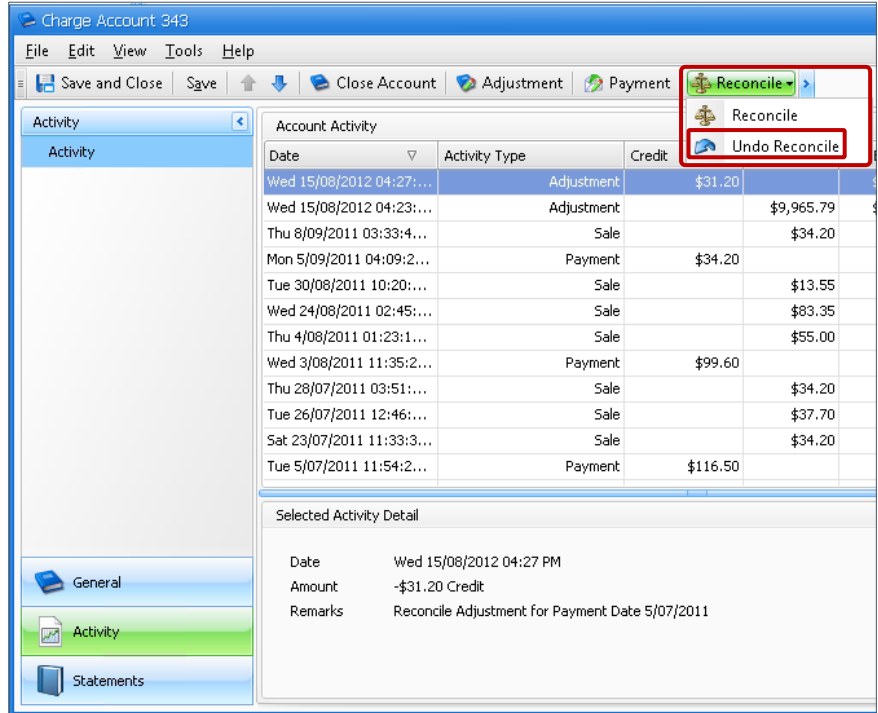
7. If the **Total Difference** is non-zero, the **Create Adjustment for Total Difference** option will be automatically selected to create an adjustment equal to the difference between the initial total **Extended Retail** price and the **Total Paid by WorkCover**. Deselect this option if you do not want an adjustment to be made. **E**
8. Click **[Apply]**.  
Confirmation message appears.
9. Click **[Yes]** to continue.

## Unlinking reconciled payments

If you have incorrectly reconciled a payment, you can undo (or unlink) these payments at any time.

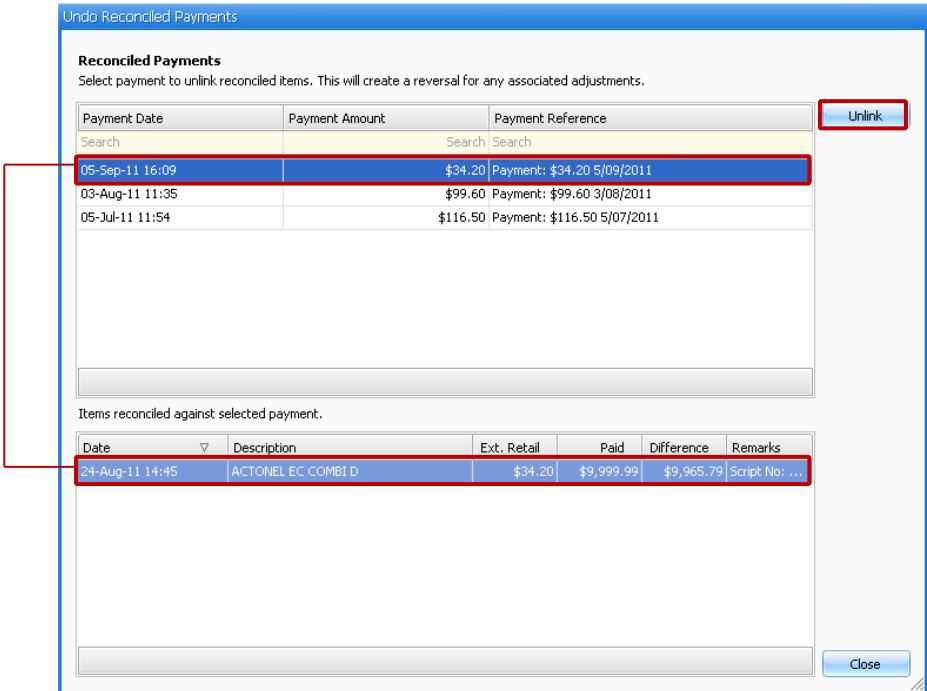
To unlink reconciled payments:

1. From the Account Card, click the **[Reconcile]** button from the toolbar, and then click **Undo Reconcile**.



- To unlink any payments, select a payment from the list, and then click the **[Unlink]** button.

Items linked against the highlighted payments are shown in the lower grid.



If an adjustment has been made as part of the original reconcile, a counter adjustment is automatically made to reverse it. These adjustments are hidden when undoing reconciliations.

The figure below displays the **Activity** tab showing a reversed reconcile adjustment for a particular payment in the **Hidden** and **Comment** columns.

