



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

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Accounts Payable

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To whom it may concern

Re: Implementation of Supplier Statement Reconciling (SSR) at the City of Cape Town

This is to confirm that the City of Cape Town has implemented Supplier Statement Reconciling (SSR) in June 2013 in its Accounts Payable (AP) Department.

In the past vendor reconciliations were handled manually on an Excel-based system. This process was extremely labour intensive, not transparent and very time-consuming, especially when reconciling the large vendor accounts.

It was important for the City of Cape Town to find an electronic solution with seamless integration into its SAP Enterprise Resource Planning System to replace its manual reconciliation process. The City of Cape Town sought an automated workflow solution to handle exception processing and dispute resolutions.

The implementation of SSR has enabled the AP Department to reconcile their vendor accounts efficiently and accurately.

SSR resulted in the following advantages and efficiencies:

- Time saved – reconciliations are done instantly.
- Improved accuracy – human error is eliminated as reconciliations are done electronically.
- Improved analysis of accounts – the reconciliation ages the reconciling items on the accounts. AP supervisors and managers are able to obtain a high-level view of an account at a glance.
- More accurate matching – invoice numbers must match invoice numbers on the statement exactly. This highlights invoices where incorrect numbers have been used. The invoice number can then be corrected.
- Audit trail – the fact that the statement is uploaded to SAP results in the user being identified. This allocates responsibility to a specific AP clerk when there are errors and enquiries.
- Additional time to focus on enquiries and reconciling items – less time is spent on manual reconciliations, therefore, clerks have more time to focus on resolving enquiries and clearing reconciling items.
- Reduced paper wastage – manual statements are no longer printed and this results in paper being saved.
- Completeness – SSR assists in identifying statements that have not been posted.

SSR has improved processes, efficiency and accuracy when reconciling vendor accounts. The feedback from both vendors and AP clerks has been positive.

The Accounts Payable department recommends SSR.

Kind regards


Piet du Toit
Manager: Accounts Payable