



Reconcile BDX to Vitesse cash payments

Quick reference guide

A DCA must ensure their Claims Management System-generated monthly BDX matches all Vitesse cash payments that are requested on behalf of beneficiaries and reported via the Vitesse cashbook.

Getting started

What is meant by cash 'reconciliation'?

Cash 'reconciliation' in FCP is defined as **the Vitesse cashbook (indemnity and fee payments) being equivalent to the payments reported on the DCA's monthly claims BDX** (against the 'Paid this time'/ 'Paid this month' field), at a claims reference level for each payment account in Vitesse.

For FCP, any payment processed via Vitesse needs to be included on the monthly claims BDX, and reconciliation of the Vitesse cashbook and BDX should include total fees incurred by the DCA (including DCA fees).

Before requesting a payment through Vitesse, ensure:

- ✓ All payments in Vitesse (incl. e-cheques) have been approved and processed in the same month as the BDX

Key steps for DCAs:

1. Download the Vitesse cashbook and prepare the data for reconciliation
2. Prepare the data in the monthly claims BDX for reconciliation
3. Reconcile the Vitesse cashbook against the monthly claims BDX to ensure payment data matches
4. Send the reconciled BDX and supporting evidence to the broker



1. Prepare Cashbook

Prepare Cashbook for reconciliation



1. Download the Vitesse cashbook
2. Filter the cashbook by date, clicking on 'Created on' and selecting the date range of the BDX period
3. Filter the transaction 'Type' on the cashbook to see any payments or returns made
4. Organise the data by the claims reference
5. Aggregate and record all associated 'Paid this time' Indemnity Debits/Credits and Total Fee Debits/Credits

The cashbook shows payouts made to (or returns from) beneficiaries

Payouts are split into 'Indemnity', 'DCA Fees' and 'Other Fees'

The total balance is represented by a number of claims references



2. Prepare monthly BDX

Prepare monthly BDX for reconciliation



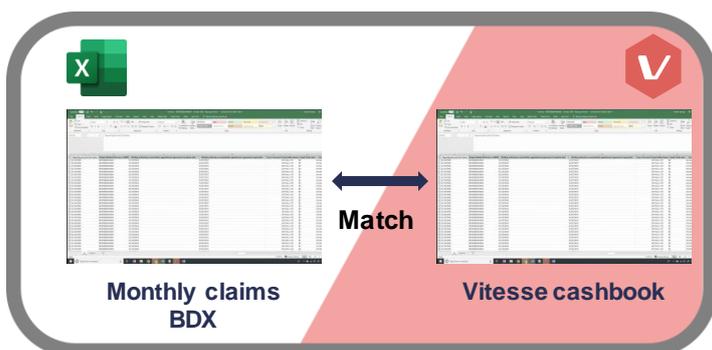
1. Filter data by the 'Claims Reference', ensuring this matches with the claims reference submitted in the payment request and reflected in the Vitesse cashbook
2. Aggregate and record all associated 'Paid this month - Indemnity' amounts per claim reference
3. Aggregate and record all 'Paid this month - Fees' amounts per claims reference

Key items for reconciliation include the 'Paid This Month - Indemnity' and 'Paid This Month - Fees' fields

'Paid This Month - Indemnity' and 'Paid This Month - Fees' amounts in the BDX should be equivalent to the Vitesse cashbook for each claims reference



3. Perform reconciliation



Against **each claim reference**, ensure the **indemnity** and **total fees** match in both the cashbook and monthly claims BDX.

4. Submit reconciled BDX



Submit as non-cash to relevant party (usually the broker)



- If payments match, **the reconciled BDX is ready to be submitted** so it can be processed as 'non-cash' in ECF
- If payments don't match, **the reconciliation difference will need to be resolved**, a new BDX generated and the steps repeated
- DCAs must include any supporting documents in their submission, including **evidence of reconciliation activity**