

Monthly Claims Report Procedure

1. Define Report Purpose & Audience

- Clarify that this report is for offsetting claim amounts against finance ledger accounts.
- Its main readers are: Finance Department, accounting staff, and potentially audit/management reviewers.

2. Establish Reporting Framework

- Use a consistent template/layout each month (e.g., spreadsheet or Word form).
- Sections should include:
 - 1. Cover/Header
 - 2. Summary/Executive Overview
 - 3. Detailed Claim Entries
 - 4. Totals & Analysis
 - 5. Supporting Documentation Index

3. Gather Required Data

- Collect all claims processed within the payroll period.
- For each claim, ensure accuracy of:
 - Client's Name (who requested the claim)
 - o Payroll Period (e.g., May 1–31, 2025)
 - Customer's Name (the end-customer or third party)
 - o Dates of claim, amounts, reason/details, invoice or reference numbers
 - Supporting docs (receipts, approvals, correspondence)

4. Organize & Categorize Claims

- Group claims by Client's Name.
- Order claims chronologically or by Customer's Name within each client.
- Use consistent categories (e.g., travel, medical, equipment) to simplify finance processing

5. Compile the Report

A. Cover Page / Header

- Report title ("Monthly Claims Report"), Month/Payroll Period, Prepared by, Date submitted.
- Include a brief summary statement of total claims per client.

B. Executive Summary

 High-level totals: total claims amount per client, key observations (e.g., trends or anomalies), and any late or pending claims.

C. Detailed Claim Table

Include columns for:

Iten	n Column	Description
1	Client's Name	Claim requester or account
2	Payroll Period	e.g., "2025-06" or specific dates
3	Customer's Name	End-customer or claimant
4	Claim Date	Submission or event date
5	Claim Description / Reason	Short explanation
6	Claim Amount	Local currency
7	Reference / Invoice No.	For traceability
8	Status / Notes	e.g. Approved/Reversed/Pending

D. Totals & Reconciliation

- Summarize amounts per client and overall.
- Reconcile totals with what's recorded in the claims tracking system and payroll offsets.

E. Supporting Attachments

- Index of documents: includes scanned receipts, emails, and approvals.
- Ensure each supporting doc is labeled with a reference number matching the table.

6. Review & Quality Assurance

- Double-check every row's details: Client's Name, payroll period, customer, and amounts.
- Validate totals match supporting documentation.
- Flag any missing or delayed invoices or approvals.

7. Submit Report

- Save the report in an agreed format (e.g., PDF + underlying Excel file).
- Submit via predefined channel (e.g., Finance inbox or workflow system), naming format like "ClaimsReport_2025-06_ClientXYZ.pdf".

8. Follow-up & Tracking

- If Finance has questions or requires clarification, respond promptly.
- Keep a log of which claims have been fully reimbursed or offset, and note any unsettled items for the next month's report.

9. Continuous Improvement

- After each cycle, gather feedback from Finance (errors, missing data, etc.).
- Update the template or process to fix recurring issues.

 Consider automation or digital workflows that pre-populate repetitive fields and minimize errors

Summary Checklist

- 1. Prepare a standard template with appropriate sections.
- 2. Gather all claim data and supporting documents.
- 3. Populate a detailed table with Client's Name, Payroll Period, Customer's Name, etc.
- 4. Summarize and reconcile totals.
- 5. Review for accuracy and completeness.
- 6. Submit the report to Finance in the agreed format.
- 7. Track offsets and follow up.
- 8. Iterate template or process based on feedback.

Following this procedure ensures that the Finance Department receives consistent, accurate, and audit-ready monthly claim offsets, tied clearly to Client, Payroll Period, and Customer details. Let me know if you'd like a downloadable template version or an integrated checklist!