

The Reconciliation Report compares your physical equipment quantities with the closing balance on your previous bill. You use it to summarise your pallet position after reconciling the bill and entering stocktakes .

	Step	Comments
Creating a Reconciliation Report	1. From the Main form, select the Reports tab, then click Bill Reports. The Report Options window displays.	By default, the Reconciliation Report option on the Reconciliation tab is already selected.
	2. In the Location TP field, select a location from the drop-down list.	You can choose a specific location, though most users use the default setting of 'Combined Locations'.
	3. In the Equipment field, select an equipment item from the drop-down list.	
	4. In the Date field, type a date for the report, or select a month and year from the drop down lists to automatically choose the end of the month.	A reconciliation is usually reported for the closing date of the last bill.
	5. Click on Open Report to view the report on screen.	You can also print the report if required.

Analysing the Reconciliation Report

- If any of the bills dated on or before the report date have not been fully reconciled, an extra section at the bottom of the report lists any unreconciled quantities.
- Next to each location in the Physical Counts section (at the top) the date of the last stocktake is displayed. This allows you to easily identify if any location did not submit a stocktake.
- The report identifies any Quantity owed by 3rd Parties, which should generally be kept to a minimum.
- The date of the last bill confirms that the most recent bill has been imported.
- If Unprocessed Transfer Ons & Issues are increasing each month, this may be due to the other trading partner failing to submit dockets for processing or duplicate records in the Movements form resulting from poor reconciling (typically accepting a movement when it should have been matched).
- If Unprocessed Transfer Offs & Dehires are higher than expected, this may be due to the pallet controller failing to export data.
- Unprocessed Corrections, Pallet Control Vouchers (PCVs) and Delayed Transfers are similar to regular unprocessed transfers, just split on the report because that is how the numbers are traditionally reported (PCVs are used with CHEP in the UK; Delayed Transfers are used with both CHEP and Loscam in Australia).
- If the Suspended quantity is non-zero, the pallet controller should aim to get these pallets back from the pallet company quickly so the pallets issued on to the account do not become permanent.
- The bottom line Variance is the most critical number on the page. It is best to monitor this over more than one reporting period to keep track of any trends. The '6-month variance summary' can be printed on the report to highlight trends.
- Detail reports explaining the various totals on the reconciliation report can be included.