Pallet companies that charge based on transactions provide an electronic bill. This takes the form of a text file which is either downloaded from the supplier's website or emailed to you, depending on the supplier. This file can be imported into 2ic Pallets and automatically reconciled.

	Step	Comments
1.	Save the supplier's bill file to a known folder on your computer or network.	
2.	From the Main form, select the Operations tab, then click Import Data.	
3.	Click on the Read Data button at the bottom of the window, then browse to the supplier's bill file and open it. Click OK to confirm that the file format has been correctly identified.	Transaction records display in the data grid to the right, and the 'field template' displays to the left.
4.	Click on the Check Data button at the bottom of the window.	2ic Pallets checks that all required fields are present and that all data is correctly formatted. If a problem exists with any record, the import will stop on that record allowing you to fix the problem.
5.	On the Supplier Movements tab at the top of the window, check that the Closing Balance calculated by 2ic Pallets is the same as the paper bill.	If they differ, you can correct the Quantity On, Quantity Off or Equipment Days fields to rectify the problem, but it is most likely that the error originates from the pallet supplier.
6.	Click on the Save Records button at the bottom of the window.	2ic Pallets now attempts to match each imported record against existing movements. Fields used for matching are indicated by a tick in the Match column. Imported records that do not match are imported as 'exceptions' and sent to the Imported Movements form, with the 'NM' (no match) import code.