

Reconciling Imported Movements

The Imported Movements form has two halves. The bottom half lists existing movements and the top half lists imported movements which have not yet been processed. Imported movements are 'exceptions' which are used to 'fix' the existing movement data and are then deleted.

For each imported movement record, you must perform one of the following actions:

Processing options

<p>Accept – Copies the imported movement record into the existing movements because there is no matching existing movement and the record is OK.</p> <p>Request Copy – Sends an email to the other trading partner asking for a copy of the docket before you decide to accept or reject the imported movement. This function is typically used for missing Transfer On movements, which form the bulk of imported movements.</p> <p>Reject – Copies the imported movement into the existing movements to reconcile the bill and create a corresponding rejection movement. The supplier (pallet company) is notified of the rejection via email.</p> <p>Match/Update – Matches the imported movement to an existing movement, and allows you to update any errors in the existing movement. Tick Match for the corresponding existing movement and in the Match Options popup window, update any incorrect fields from the imported movement.</p> <p>Match/Correct – Matches the imported movement to an existing movement, and links the existing movement as a correction, indicating to the supplier that you do not agree with the imported movement. Tick Match for the corresponding existing movement and in the Match Options popup window, select Accept & Correct to accept the imported movement, add a reversal movement, change the existing movement to a correction and link it to the accepted. The supplier is notified of the correction via email.</p>

A suggested approach for processing imported movements

You must process all imported movements in one of the ways specified above, but there is no set order in which they need to be processed. It's also possible to import another file before you finish processing imported movements from a previous import.

The following steps show one suggested approach for processing imported movements:

Step	Comments
1. From the Main form, select the Operations tab, then click Imported Movements.	The top half of the form lists unprocessed imported movements.
2. In the Sort field at the top of the form, select Reverse Matched, then tick the Docket No. checkbox to the left to filter by docket number.	
3. Scroll to the first record with a tick in the Reverse Matched column. For each Reverse Matched imported movement, compare the details with your paper docket to determine whether the existing or imported movement is correct.	
4. If the imported movement is correct, then Match/Update. If the existing movement is correct, then Match/Correct	
5. Click the Delete Matched button to clear out all matched records.	
6. In the Sort field at the top of the form, select Import Codes.	

Procedure 9 Reconciling Imported Movements (continued)

7. Process all imported movements with an import code other than 'NM' (no match).

You can double-click on the Import Code field in any record to see an explanation of that import code.

8. In the Sort field at the top of the form, select Transaction.

9. Process all the 'Issue', 'Dehire' and 'Transfer Off' movements.

Note that Loscam often switches the Reference and Docket Number fields in its issues and dehires, so it is best to search for matching existing movements with the Equipment, Transaction and Quantity filter boxes ticked (and Docket Number unticked).

For the other imported movements it is also good practice to untick Docket Number and use other filters to thoroughly search for a corresponding record to avoid accepting and creating a duplicate.

10. In the Sort field at the top of the form, select Date, then scroll through the list to find any 'Rejection', 'Reversal' or 'Correction' movements.

To make it easier to find the corresponding existing movements, select the trading partner in the TP Filter field at the top of the form, and tick the Date checkbox in the filter list to the left.

11. Match any rejections & corrections that were generated by you and either accept or reject/correct those generated by the other trading partner.

For CHEP equipment, the Notes field usually details who generated the rejection or correction. Right-click on the Notes field and 'zoom' to view the notes in a popup box.

For other suppliers, rejections or corrections in your favour are usually generated by you.

12. If you disagree with a rejection generated by the other party, you can reject it. This creates a 'reversal' record which can be emailed to the other party for forwarding on to the pallet supplier.

Attach supporting documentation to the email, for example, a scanned copy of the pape docket. The same process also applies to correcting a correction.

13. In the Sort field at the top of the form, select Sending Trading Partner, then process the remaining 'Transfer On' movements.

Most will be due to missing dockets, but use the filter checkboxes (except Docket No.) to search thoroughly for each one.

14. Send a consolidated 'request copy' email to each trading partner for the missing dockets.

To do this, tick the Request Copy checkbox for each of the remaining records, and with one of the ticked records as the current record, click on the Request Copy button at the bottom of the form.

Procedure 9 Reconciling Imported Movements (continued)

15. When the requested dockets are received, process the remaining transactions.

Unsubstantiated transfers on should be rejected before the suppliers' cut-off dates.

16. After dealing with all imported movements, click the Delete Matched button.

Tips for reconciling imported movements

- Accepting imported movements in bulk is quicker than processing them individually. To do this, tick the Accept checkbox for each required imported movement, make sure a ticked record is currently selected and click the Accept button. All of the usual checks are run on each record and a popup message at the end summarises how many records were accepted and rejected. Excluded records have a tick in the Accept field but no tick in the Matched field. If an excluded record ought to have been accepted, then untick the Accept checkbox and click the Accept button to copy in only the current record, then click through the warnings which display.
- Rejections & Corrections are typically sent to the supplier in bulk rather than one at a time as imported movements are processed. When 2ic Pallets asks whether to email the supplier, click 'No'. When you have finished processing all imported movements, click 'Email All Rej/Corr' to send a single email to each supplier. The records that are emailed are all of those with Rej/Corr ticked that do not have a Rej/Corr Date/Time. This latter field is usually hidden, but can be displayed & cleared if you want a rejection or correction to be re-sent in the next bulk email.