

Fuji Film / DBL King & Wood Mallesons

Invoice Reconciliation Function

February 2025

King & Wood Mallesons	Version: 1.1
Outbound Bookings	Date: 10/07/2024
User Guide	

Revision History

Date	Version	Description	Author
22 th Jan 2024	1.1	Initial Version	RM, AL

Table of Contents

- 1. Introduction 4
 - 1.1 Purpose 4
 - 1.2 Scope 4
- 2. Invoice Reconciliation Function 5
 - 2.1 Invoice Reconciliation Function 5
 - 2.2 File Upload Validations 5
 - 2.3 Upload Invoice Files 6
 - 2.4 Reconciling Booking with Amount Mismatches 11
 - 2.5 Reconciling Unmatched Bookings..... 12
 - 2.6 Reconciliation..... 13

King & Wood Mallesons	Version: 1.1
Outbound Bookings	Date: 10/07/2024
User Guide	

1. Introduction

This document is designed to provide users at King & Wood Mallesons the ability to understand the Invoice Reconciliation functionality offered by the Digital Mail Room product of the Digital Hub suite of products, by Drake Business Logistics, and to guide users through how to use these function.

Invoice Reconciliation function allows users to upload the invoice files received by the courier companies and match the amounts in those invoices with the booking costs in the Digital Hub system and generate the final Reconciliation file.

1.1 Purpose

The purpose of the document is to give users a step-by-step guide on how to access the following functions:

- Invoice Reconciliation Function

1.2 Scope

The scope of this document will be limited to the specific functionality made available to King and Wood users who will use the Invoice Reconciliation Function only.

2. Invoice Reconciliation Function

2.1 Invoice Reconciliation Function

Once logged in to your Digital Hub account, click on the "INVOICE RECONCILIATION" page on the side panel.



Then you will be redirected to the below page.

2.2 File Upload Validations

For Star Track & Star Track Courier, files need to be in the original name to be successfully uploaded. If the naming template has been changed, the system will reject the file.

Below is the expected naming template for the files.

Star Track Invoice File

Electronic Invoice Reporting - Leader Debtor - xxxxxxxx - 2xxx-xx-xx-xx-xx-xx.xlsx

Star Track Courier Invoice File

DBLA_WEEKLY_xxxxxxxx.xlsx

DIGITALHUB

Powered by Babel Business Logistics

Version: 3.0.0

Hub Admin

[Home](#)
[Invoice Clerk](#)
[Invoice Reconciliation](#)
[Invoice Reconciliation Process](#)

Welcome Jehan Hub Admin

20/11/2024 17:23:49

+

INVOICE RECONCILIATION PROCESS

Carrier:

DHL

Uploaded By:

Jehan Hub Admin

File:

BYDR933211760.csv

Status:

Upload

Uploaded Date:

2024/11/25

Updated Time:

17:25

Matched Invoices (0)

Multiple Lines (0)

Unmatched with previous invoices (0)

Unmatched Shipments (0)

Invoice Number	Invoice Date	Shipment Number (API)	Shipment Reference 1	Extra Charges (KZ)	Invoice Amount	Shipping Cost	Total Invoiced Amount	Invoice Status	Client	Carta	YAMA	Estimated	Action
Include Stop BYDR933211760	2024-09-19	7152340712	CB05A0007054	Fuel Surcharge: \$ 11.49	\$ 54.37	\$ 34.07	-	Matched with the System	WFM	Master Number	402-0000141		
Include Stop BYDR933211760	2024-09-19	1609121205	CB05A0007108	Fuel Surcharge: \$ 7.50	\$ 35.43	\$ 36.02	-	Matched with the System	WFM	CI Code	400-0000200-008		
Include Stop BYDR933211760	2024-09-19	3248440484	CB05A0007399	Fuel Surcharge: \$ 8.34	\$ 35.54	\$ 36.34	-	Matched with the System	WFM	CI Code	402-0000200-008		
Include Stop BYDR933211760	2024-09-19	4009117811	CB05A0007919	Fuel Surcharge: \$ 14.02	\$ 40.05	\$ 40.39	-	Matched with the System	WFM	CI Code	500-0000200-008		
Include Stop BYDR933211760	2024-09-19	3082984670	CB05A0007981	Fuel Surcharge: \$ 8.10	\$ 39.57	\$ 38.57	-	Matched with the System	WFM	CI Code	600-0000200-008		

RECONCILE

On the first tab, you can see the bookings which are in the uploaded invoice, that match with the bookings in the system.

DIGITALHUB

Powered by Astra Business Engine

Version: 3.0.0

Hub Admin

Welcome, Johan Hub Admin

Home

Invoice Chart

Invoice Reconciliation

Invoice Reconciliation Process

20/11/2024 15:47:38

+

INVOICE RECONCILIATION PROCESS

Carrier:

DHL

Uploaded By:

Johan Hub Admin

File:

8YDR83211768.csv

Status:

Updated

Uploaded Date:

2024/11/25

Updated Time:

17:25

Marked Bookings (1)

Multiple (10)

Exploited with previous invoices (5)

Orphaned Bookings (0)

	Invoice Number - Invoice Date		Shipment Number (API)		Shipment Reference 1		Sales Charges (KZ)		Invoice Amount		Booking Cost		Total Invoiced Amount		Invoice Status	Client	Order Details		Excessed	Action	
																Order	Values				
<div>Invoice</div>	8YDR83211768 - 2024-09-18		1712345678		028543007034		Fuel Surcharge: 3.11.45		\$ 54.37		\$ 54.37		-		Matched with the System	IBM	Master Number	402-88802-208-008			
<div>Update</div>	8YDR83211768 - 2024-09-18		1609121350		028543007038		Fuel Surcharge: 3.13.45		\$ 35.45		\$ 35.45		-					400-88802-208-008			
<div>Invoice</div>	8YDR83211768 - 2024-09-18		5048430464		028543007039		Fuel Surcharge: 3.13.44		\$ 35.54		\$ 35.54		-		Matched with the System	IBM	CI Code	402-88802-208-008			
<div>Update</div>	8YDR83211768 - 2024-09-18		4809111811		028543007019		Fuel Surcharge: 3.14.02		\$ 48.05		\$ 48.05		-					508-88802-208-008			
<div>Invoice</div>	8YDR83211768 - 2024-09-18		2485284479		028543007081		Fuel Surcharge: 3.13.15		\$ 35.57		\$ 35.57		-		Matched with the System	IBM	CI Code	600-88802-208-008			
<div>Update</div>																					

RECONNECT

If you wish to reconcile a booking, click on the **"Include"** button.

If you wish a record to not be included in the reconciliation file, click on the **"Drop"** button.

King & Wood Mallesons	Version: 1.1
Outbound Bookings	Date: 10/07/2024
User Guide	

If there is a mismatch in the invoice file and the system, amount from the invoice file will be taken as the final cost of a booking.

You can move to another tab, by clicking on them.

Multiple Lines Tab

This tab contains the bookings which have multiple lines in the same invoice file.

Once included, all the bookings will be shown as one single booking in the reconciliation file, and the amounts will be added together.

Hub Admin

Welcome Jehan Hub Admin

Home
>
Invoice Check
>
Invoice Reconciliation
>
Invoice Reconciliation Process

30/11/2024 10:38:51

+

INVOICE RECONCILIATION PROCESS

Carrier: TIG
Uploaded By: Jehan Hub Admin
File: INVDIC_12412_20241115.xls

Status: Reconciled
Uploaded Date: 2024/11/15
Uploaded Time: 21:29

Matched Bookings (79)

Multiple Lines (4)

Duplicated with previous invoice (0)

Unmatched Bookings (0)

Invoice No (NIN)	Year Ref	Invoice Number	Invoice Date	Booking ID	Service	Chargings	Invoice Amount	Booking Cost	Total Received Amount	Invoice Status	IDate	Ext Order Code	Value	Comment	Action
Reconciled 8037158666		Y2048600	2024/11/11	CS08A100A001	Airweight Tkg Est (Overnight)	Security Surcharge: \$ 0.71 Fuel Levy: \$ 2.35 Domestic Screening Surcharge: \$ 1.81	\$ 34.12	\$ 26.12	\$ 109.36	Reconciled with No Conflicts		KRM - 00 Code	125-02-403-205-000		
Reconciled 8037158666 / 1987 (KAC)	Chassis wt on con 8037158666	Y2048600	2024/11/11	CS08A100A001	Airweight Tkg Est (Overnight)	Security Surcharge: \$ 1.41 Fuel Levy: \$ 4.71 Domestic Screening Surcharge: \$ 3.63	\$ 11.24	\$ 34.12	\$ 109.36	Not found in Booking Cost		KRM - 00 Code	125-02-403-205-000	Chassis wt on con 8037158666	
Reconciled 8037158676		Y2048600	2024/11/11	CS08A100A001	Airweight Tkg Est (Overnight)	Security Surcharge: \$ 0.37 Fuel Levy: \$ 1.35 Domestic Screening Surcharge: \$ 0.84	\$ 18.89	\$ 18.89	\$ 207.71	Reconciled with No Conflicts		KRM - 00 Code	125-02-403-205-000		
Reconciled 8037158676 / 1987 (KAC)	Chassis wt on con 8037158676	Y2048600	2024/11/14	CS08A100A001	Airweight Tkg Est (Overnight)	Security Surcharge: \$ 3.89 Fuel Levy: \$ 11.75 Domestic Screening Surcharge: \$ 5.42	\$ 189.82	\$ 18.89	\$ 207.71	Not found in Booking Cost		KRM - 00 Code	125-02-403-205-000	Chassis wt on con 8037158676	

GENERATE PAYMENT APPROVAL FILE

King & Wood Mallesons	Version: 1.1
Outbound Bookings	Date: 10/07/2024
User Guide	

Unmatched Bookings

This tab will show bookings that are in the invoice file but is not in the Digital Hub system.

If included, relevant information will be shown in the Invoice Reconciliation file.

Hub Admin

Welcome Jehan Hub Admin

[Home](#)
[Invoice Check](#)
[Invoice Reconciliation](#)
[Invoice Reconciliation Process](#)

25/11/2024 18:21:00

+

INVOICE RECONCILIATION PROCESS

Carrier: TGE

Uploaded By: Jehan Hub Admin

Files: INVOICE_12412_20241011.xls

Status: Uploaded

Upload Date: 2024/11/25

Upload Time: 18:27

[Matched Bookings \(14\)](#)
[Multiple Lines \(3\)](#)
[Duplicate with previous invoices \(2\)](#)
[Unmatched Bookings \(1\)](#)

	Container No. (JMS)	Trailer Ref	Invoice Number	Invoice Date	Service	Surcharges	Invoice Amount	Unit Invoiced Amount	Cost Center	Unit	Rate	Comment	Action
Invoice Stop	MTT1742429	21159 000000 164 75407 200 000	P25K0299	2024-10-26	Acquire 1kg Gel Strength	Security Surcharge : \$ 0.22 Fuel Levy : \$ 1.24 Demurr: Stacking Surcharge : \$ 0.02	\$ 128.87	128.87					Info

RECONCILE

2.4 Reconciling Booking with Amount Mismatches

If the amount does not match in a booking, you will need to add a comment.

[illegible]

King & Wood Mallesons	Version: 1.1
Outbound Bookings	Date: 10/07/2024
User Guide	

2.5 Reconciling Unmatched Bookings

If you wish to include and reconcile a booking in the invoice, but not in the Digital Hub system, please add a **Cost Center** and **Comment**.

DIGITALHUB
Powered by Drake Business Logistics

Hub Admin | Welcome Jethan Hub Admin | 20/11/2024 20:19:56

Home > Invoice Detail > Invoice Reconciliation > Invoice Reconciliation Process

INVOICE RECONCILIATION PROCESS

Carrier: TOS | Uploaded By: Jethan Hub Admin | Files: INVOICE.12412.20241611.x06
 Status: Unmatched | Uploaded Date: 2024/11/25 | Uploaded Time: 18:27

Matched Bookings (10) | Multiple Lines (1) | Duplicated with previous Invoices (0) | **Unmatched Bookings (1)**

Invoice No. (DHL)	Invoice Ref	Invoice Number	Invoice Date	Service	Description	Invoice Amount	Total Unmatched Amount	Cost Center	Comment	Action
4875270625	31130-800000-00415-802-100-000	F03882546	2024-12-08	Express 1kg flat (Overnight)	Security Surcharge: -0.22 Fuel Load: 0.128 Automatic Screening Surcharge: 0.00	8 139.87	139.87			OK Cancel Print

RECONCILE

All the bookings must be either included or dropped to reconcile.