# Fuji Film / DBL King & Wood Mallesons

**Invoice Reconciliation Function**February 2025





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# **Revision History**

Date	Version	Description	Author
22 <sup>th</sup> Jan 2024	1.1	Initial Version	RM, AL

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# 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.

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## 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**

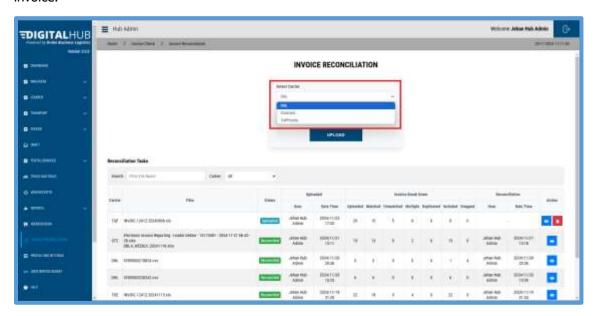
Electronic Invoice Reporting - Leader Debtor - xxxxxxxx - 2xxx-xx-xx-xx-xx-xx.xlsx

#### **Star Track Courier Invoice File**

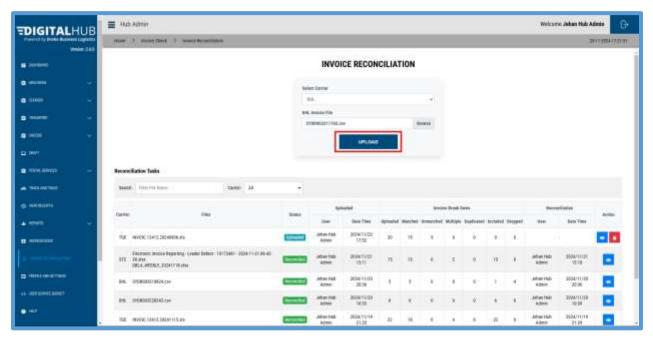
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#### 2.3 Upload Invoice Files

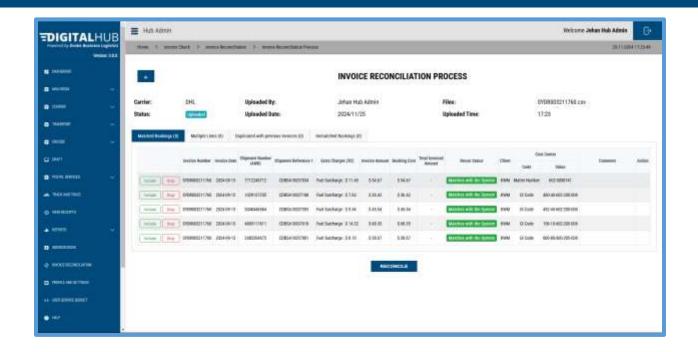
Click on the dropdown icon and choose the courier company, which you are willing to reconcile the invoice.



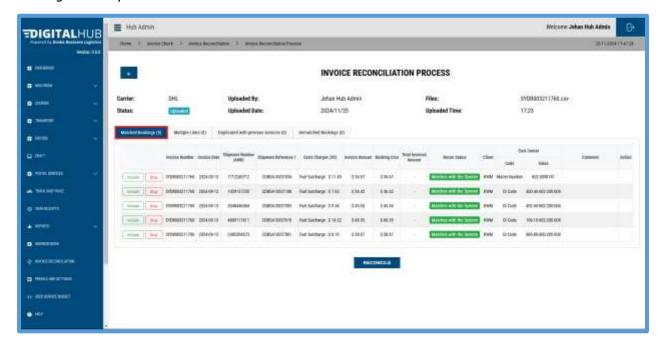
Then click on "Browse", select the correct invoice file and then click on "Upload".



Once clicked, you will be redirected to the below "Invoice Reconciliation Process" page.



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



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.

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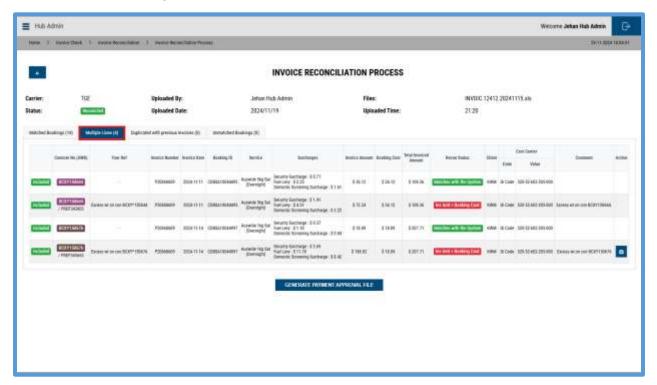
If there is a mismatch in the invoice file and the system, amount from the invoice file will be taken as the final cost of a booking.

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.

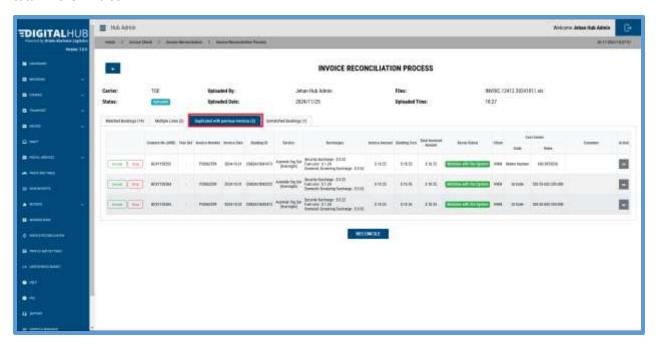


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#### **Duplicated with Previous Invoices Tab**

This tab will show the bookings that have been included in previous invoice files & reconciled.

If included the amount in this invoice file will be added to the current amount of the booking & show that total in the invoice

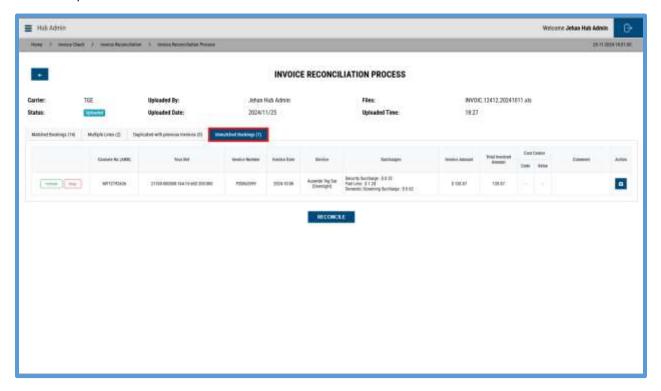


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## **Unmatched Bookings**

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

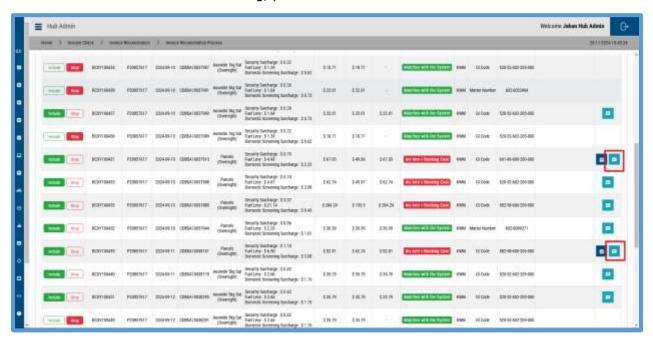
If included, relevant information will be shown in the Invoice Reconciliation file.



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#### 2.4 Reconciling Booking with Amount Mismatches

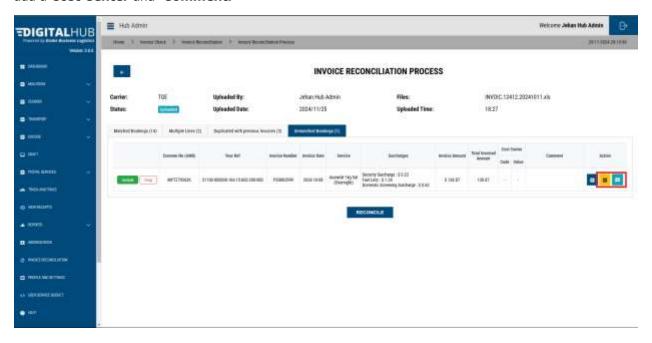
If the amount does not match in a booking, you will need to add a comment.



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#### 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.** 



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#### 2.6 Reconciliation

To reconcile the files, click on the **"Reconcile"** button.

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

