

Steps for reconciliation process are explained below along with screenshots. Discrepancies observed during this reconciliation process are covered in below 2 scenarios:

**Scenario 1:** Assets present in asset master list but not captured in scanned data (Scanned data mismatch for Internal Inventory Number)

**Scenario 2:** Assets present in scanned data but not in asset master list (asset master data mismatch for Internal Inventory Number)

Please refer to RFQ floated (Annexure D) for detailed explanation on action items in case of above scenarios and pointers on possible reasons for these discrepancies.

Copy CBS Asset master list (shared by Bank) and RFID scanned data in new excel sheet in two different tabs (naming as Asset Master and Scanned Data respectively) - As shown in screenshot below.

**Step 1**

**Note:** Data for all departments should be combined together.

Internal Inventory Number	Parent/Land Inventory	Inventory Number	Asset Desc	Branch	Asset Type	Premises Sl.	Dept	Section	Sub Section
25004		18RBIPremisesCOB COBM1FA	2 fir extinguishers for Fire Cell	41	18		BD41	38	
25005		151RBIPremisesCOB COBM2RA	2 cassette AC's for lift lobby	41	15		BD41	38	
25013		2RBIPremisesCOB COBM31RA	46 chairs for Premises Dept	41	2		BD41	38	
25014		2RBIPremisesCOB COBM1RA	5 chairs for Premises Dept	41	2		BD41	38	
25015		2RBIPremisesCOB COBM2RA	5 chairs for Premises Dept	41	2		BD41	38	
25016		2RBIPremisesCOB COBM3RA	5 chairs for Premises Dept	41	2		BD41	38	
25017		2RBIPremisesCOB COBM4RA	5 chairs for Premises Dept	41	2		BD41	38	
25018		2RBIPremisesCOB COBM5RA	5 chairs for Premises Dept	41	2		BD41	38	
25019		2RBIPremisesCOB COBM6RA	46 chairs for Premises Dept	41	2		BD41	38	
25020		2RBIPremisesCOB COBM7FA	46 chairs for Premises Dept	41	2		BD41	38	
25021		2RBIPremisesCOB COBM8RA	46 chairs for Premises Dept	41	2		BD41	38	
25022		2RBIPremisesCOB COBM9RA	46 chairs for Premises Dept	41	2		BD41	38	
25023		2RBIPremisesCOB COBM10RA	46 chairs for Premises Dept	41	2		BD41	38	
25024		2RBIPremisesCOB COBM11RA	46 chairs for Premises Dept	41	2		BD41	38	
25025		2RBIPremisesCOB COBM12RA	46 chairs for Premises Dept	41	2		BD41	38	
25026		2RBIPremisesCOB COBM13RA	46 chairs for Premises Dept	41	2		BD41	38	
25027		2RBIPremisesCOB COBM14RA	46 chairs for Premises Dept	41	2		BD41	38	
25029		2RBIPremisesCOB COBM16RA	46 chairs for Premises Dept	41	2		BD41	38	
25030		2RBIPremisesCOB COBM17RA	46 chairs for Premises Dept	41	2		BD41	38	
25031		2RBIPremisesCOB COBM18RA	46 chairs for Premises Dept	41	2		BD41	38	
25032		2RBIPremisesCOB COBM19RA	46 chairs for Premises Dept	41	2		BD41	38	
25033		2RBIPremisesCOB COBM20RA	46 chairs for Premises Dept	41	2		BD41	38	
25034		2RBIPremisesCOB COBM21RA	46 chairs for Premises Dept	41	2		BD41	38	
25035		2RBIPremisesCOB COBM22RA	46 chairs for Premises Dept	41	2		BD41	38	
25036		2RBIPremisesCOB COBM23RA	46 chairs for Premises Dept	41	2		BD41	38	
25037		2RBIPremisesCOB COBM24RA	46 chairs for Premises Dept	41	2		BD41	38	

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Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Currency, Accounting

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Ideas: Ideas, Sensitivity

Share Comments

Internal Inventory Number

Internal Inventory Number																				
25003																				
25004																				
25005																				
25006																				
25013																				
25015																				
25016																				
25017																				
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Asset Master Scanned Data 100%

- Step 2** For reconciliation and doing a vlookup - Add a new blank column in both the sheets.
- Step 2.1** In Asset Master sheet: Add new column naming as "Reconciliation- Internal Inventory Number".

The screenshot shows an Excel spreadsheet titled "Reconciliation\_Example\_27thJune". The active sheet is "Asset Master". The table contains the following data:

	A	B	C	D	E	F	G	H	I	J	K
	Internal Inventory Number	Reconciliation - Internal Inventory Number	Parent/Land Inventory	Inventory Number	Asset Desc	Branch	Asset Type	Premises Sl.	Dept	Section	Sub Se
1	25004			18RBIPremisesCOB COBM1FA	2 fir extinguishers for Fire Cell	41	18		BD41	38	
2	25005			151RBIPremisesCOB COBM2RA	2 cassette AC's for lift lobby	41	15		BD41	38	
3	25013			2RBIPremisesCOB COBM31RA	46 chairs for Premises Dept	41	2		BD41	38	
4	25014			2RBIPremisesCOB COBM1RA	5 chairs for Premises Dept	41	2		BD41	38	
5	25015			2RBIPremisesCOB COBM2RA	5 chairs for Premises Dept	41	2		BD41	38	
6	25016			2RBIPremisesCOB COBM3RA	5 chairs for Premises Dept	41	2		BD41	38	
7	25017			2RBIPremisesCOB COBM4RA	5 chairs for Premises Dept	41	2		BD41	38	
8	25018			2RBIPremisesCOB COBM5RA	5 chairs for Premises Dept	41	2		BD41	38	
9	25019			2RBIPremisesCOB COBM6RA	46 chairs for Premises Dept	41	2		BD41	38	
10	25020			2RBIPremisesCOB COBM7FA	46 chairs for Premises Dept	41	2		BD41	38	
11	25021			2RBIPremisesCOB COBM8RA	46 chairs for Premises Dept	41	2		BD41	38	
12	25022			2RBIPremisesCOB COBM9RA	46 chairs for Premises Dept	41	2		BD41	38	
13	25023			2RBIPremisesCOB COBM10RA	46 chairs for Premises Dept	41	2		BD41	38	
14	25024			2RBIPremisesCOB COBM11RA	46 chairs for Premises Dept	41	2		BD41	38	
15	25025			2RBIPremisesCOB COBM12RA	46 chairs for Premises Dept	41	2		BD41	38	
16	25026			2RBIPremisesCOB COBM13RA	46 chairs for Premises Dept	41	2		BD41	38	
17	25027			2RBIPremisesCOB COBM14RA	46 chairs for Premises Dept	41	2		BD41	38	
18	25029			2RBIPremisesCOB COBM16RA	46 chairs for Premises Dept	41	2		BD41	38	
19	25030			2RBIPremisesCOB COBM17RA	46 chairs for Premises Dept	41	2		BD41	38	
20	25031			2RBIPremisesCOB COBM18RA	46 chairs for Premises Dept	41	2		BD41	38	
21	25032			2RBIPremisesCOB COBM19RA	46 chairs for Premises Dept	41	2		BD41	38	
22	25033			2RBIPremisesCOB COBM20RA	46 chairs for Premises Dept	41	2		BD41	38	
23	25034			2RBIPremisesCOB COBM21RA	46 chairs for Premises Dept	41	2		BD41	38	
24	25035			2RBIPremisesCOB COBM22RA	46 chairs for Premises Dept	41	2		BD41	38	
25	25036			2RBIPremisesCOB COBM23RA	46 chairs for Premises Dept	41	2		BD41	38	

Step 2.2 In Scanned Data sheet: Add new column naming as "Reconciliation- Internal Inventory Number".

The screenshot shows the Microsoft Excel interface with the following details:

- Title Bar:** Reconciliation\_Example\_27thJune
- File Name:** Reconciliation - Internal Inventory Number
- Worksheet Name:** Scanned Data
- Columns:** A through S
- Row 1:**
  - Column A: Internal Inventory Number
  - Column B: Reconciliation - Internal Inventory Number
- Data Rows (Rows 2-17):**

Internal Inventory Number	Reconciliation - Internal Inventory Number
126352	
126353	
126354	
130595	
130602	
132960	
133500	
133501	
133502	
133503	
133504	
133505	
133506	
133507	
133508	
133509	
135025	
9000082	
136419	
136420	
136545	
136546	
136547	
138165	

Step 3 Add vlookup formula in both the newly added column in both the sheets and highlight the ones which has discrepancies.

Step 3.1 Asset Master: Apply vlookup formula (highlighted in screenshot below) in Reconciliation - Internal Inventory Number column and post applying the formula all the discrepancies will be highlighted as "#N/A" by default.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

Internal Inventory Number	Reconciliation - Internal Inventory Number	Parent/Land Inventory	Inventory Number	Asset Desc	Branch	Asset Type	Premises Sl.	Dept	Section	Sub Se
25004	25004		18RBIPremisesCOB COBM1FA	2 fir extinguishers for Fire Cell	41	18		BD41	38	
25005	25005		151RBIPremisesCOB COBM2RA	2 cassette AC's for lift lobby	41	15		BD41	38	
25013	25013		2RBIPremisesCOB COBM31RA	46 chairs for Premises Dept	41	2		BD41	38	
25014	#N/A		2RBIPremisesCOB COBM1RA	5 chairs for Premises Dept	41	2		BD41	38	
25015	25015		2RBIPremisesCOB COBM2RA	5 chairs for Premises Dept	41	2		BD41	38	
25016	25016		2RBIPremisesCOB COBM3RA	5 chairs for Premises Dept	41	2		BD41	38	
25017	25017		2RBIPremisesCOB COBM4RA	5 chairs for Premises Dept	41	2		BD41	38	
25018	25018		2RBIPremisesCOB COBM5RA	5 chairs for Premises Dept	41	2		BD41	38	
25019	25019		2RBIPremisesCOB COBM6RA	46 chairs for Premises Dept	41	2		BD41	38	
25020	25020		2RBIPremisesCOB COBM7FA	46 chairs for Premises Dept	41	2		BD41	38	
25021	25021		2RBIPremisesCOB COBM8RA	46 chairs for Premises Dept	41	2		BD41	38	
25022	25022		2RBIPremisesCOB COBM9RA	46 chairs for Premises Dept	41	2		BD41	38	
25023	25023		2RBIPremisesCOB COBM10RA	46 chairs for Premises Dept	41	2		BD41	38	
25024	25024		2RBIPremisesCOB COBM11RA	46 chairs for Premises Dept	41	2		BD41	38	
25025	25025		2RBIPremisesCOB COBM12RA	46 chairs for Premises Dept	41	2		BD41	38	
25026	25026		2RBIPremisesCOB COBM13RA	46 chairs for Premises Dept	41	2		BD41	38	
25027	25027		2RBIPremisesCOB COBM14RA	46 chairs for Premises Dept	41	2		BD41	38	
25029	25029		2RBIPremisesCOB COBM16RA	46 chairs for Premises Dept	41	2		BD41	38	
25030	#N/A		2RBIPremisesCOB COBM17RA	46 chairs for Premises Dept	41	2		BD41	38	
25031	25031		2RBIPremisesCOB COBM18RA	46 chairs for Premises Dept	41	2		BD41	38	
25032	25032		2RBIPremisesCOB COBM19RA	46 chairs for Premises Dept	41	2		BD41	38	
25033	25033		2RBIPremisesCOB COBM20RA	46 chairs for Premises Dept	41	2		BD41	38	
25034	25034		2RBIPremisesCOB COBM21RA	46 chairs for Premises Dept	41	2		BD41	38	
25035	25035		2RBIPremisesCOB COBM22RA	46 chairs for Premises Dept	41	2		BD41	38	
25036	25036		2RBIPremisesCOB COBM23RA	46 chairs for Premises Dept	41	2		BD41	38	

Step 3.2 Scanned Data Sheet: Apply vlookup formula (highlighted in screenshot below) in Reconciliation- Internal Inventory Number column and post applying the formula all the discrepancies will be highlighted as "#NA" by default.

The screenshot shows the Microsoft Excel interface with the following details:

- File Name:** Reconciliation\_Example\_27thJune
- Formula Bar:** =VLOOKUP(A2,'Asset Master'!A:A,1,FALSE) (circled in red)
- Worksheet:** Scanned Data
- Columns:** A (Internal Inventory Number), B (Reconciliation - Internal Inventory Number), D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S
- Rows:** 1 to 26
- Data in Column A:** 25004, 25005, 25006, 25013, 25015, 25016, 25017, 25018, 25019, 25020, 25021, 25022, 25023, 25024, 25025, 25026, 25027, 25028, 25029, 25031, 25032, 25033, 25034, 25035
- Data in Column B:** #N/A, 25004, 25005, #N/A, 25013, 25015, 25016, 25017, 25018, 25019, 25020, 25021, 25022, 25023, 25024, 25025, 25026, 25027, #N/A, 25029, 25031, 25032, 25033, 25034, 25035

**Step 4 Highlight the discrepancies.**

**Step 4.1 Asset master Sheet: Column Reconciliation - Internal Inventory Number needs to filtered by value as "#N/A". The filtered data will be the list of records which has discrepancies.**

Reconciliation\_Example\_27thJune

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Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

B5 =VLOOKUP('Asset Master'!A5,'Scanned Data'!A:A,1,FALSE)

	A	B	C	D	E	F	G	H	I	J	K
	Internal Inventory Number	Reconciliation - Internal Inventory Number	Parent/Land Inventory	Inventory Number	Asset Desc	Branch	Asset Type	Premises SL	Dept	Section	Sub Se
1											
5	214	#N/A		2RBIPremisesCOB COBM1RA	5 chairs for Premises Dept	41		2	BD41		38
20	25030	#N/A		2RBIPremisesCOB COBM17RA	46 chairs for Premises Dept	41		2	BD41		38
57	25067	#N/A		2RBIPremisesCOB COBM55RA	19 chairs fo Premises	41		2	BD41		38
77	25089	#N/A		18RBIPremisesCOB COBM13RA	Halotren 5 kg fire extiguisher- 18 Nos	41		18	BD41		38
182	35375	#N/A		4RBIBD4138COB 2RA	Filing Cabinets	41		4	212	BD41	38
183	35376	#N/A		4RBIBD4138COB 3RA	Filing Cabinets	41		4	212	BD41	38
201	38328	#N/A		16RBIBD4138COB 14RA	Printer DGM N	41		16	212	BD41	38
202	38329	#N/A		16RBIBD4138COB 15RA	Printer DGM SBJ	41		16	212	BD41	38
219	45822	#N/A		16RBIBD4138COB 33RA	printer GAD	41		16	212	BD41	38
220	45823	#N/A		16RBIBD4138COB 35RA	Printer-COBM	41		16	212	BD41	38
299	98730	#N/A		3003RBIBD4138COB3RA	wooden rack	41		3	212	BD41	38
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Asset Master Scanned Data

Filter Mode

Count: 11

100%

Step 4.2

Scanned Data Sheet: Column Reconciliation - Internal Inventory Number needs to be filtered by value as "#N/A". The filtered data will be the list of records which has discrepancies.

The screenshot shows an Excel spreadsheet with a ribbon at the top and a formula bar. The formula bar contains the formula: `=VLOOKUP(A2,'Asset Master'!A:A,1,FALSE)`. The spreadsheet has two columns: 'Internal Inventory Number' in column A and 'Reconciliation - Internal Inventory Number' in column B. The data is filtered to show only rows where the reconciliation result is '#N/A'. The visible data is as follows:

	A	B
1	Internal Inventory Number	Reconciliation - Internal Inventory Number
2	2	#N/A
5	25006	#N/A
20	25028	#N/A
335	133506	#N/A
340	90000082	#N/A
346	138165	#N/A

The status bar at the bottom indicates '6 of 345 records found' and 'Count: 6'. The zoom level is set to 100%.



**Step 5.2 Scanned Data Sheet: Investigate reasons for discrepancies as per pointers provided in RFQ (Annexure D) for both the scenarios. Take help of coordinators from Bank's end for the same. List verified reason against each discrepancy.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Internal Inventory Number	Reconciliation - Internal Inventory Number	Reason for discrepancy											
2	25003	#N/A	Assets accepted/updated for transfer in CBS/Excel by other office location but still physically present in old office location											
5	25006	#N/A	Assets written off/marked for disposal in CBS/Excel but still physically present in office location											
20	25028	#N/A	Assets written off/marked for disposal in CBS/Excel but still physically present in office location											
335	133506	#N/A	Assets accepted/updated for transfer in CBS/Excel by other office location but still physically present in old office location											
340	9000082	#N/A	Assets accepted/updated for transfer in CBS/Excel by other office location but still physically present in old office location											
346	138165	#N/A	Assets written off/marked for disposal in CBS/Excel but still physically present in office location											
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**Step 6 Basis outcome of investigation of discrepancies, provide reconciliation report/certificate to Bank in requested format.**