Steps for reconcillation 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 below.

Note: Data for all departments should be combined together.

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5	25014		2RBIPremisesCOB COBMINA 2RBIPremisesCOB COBM2RA	5 chairs for Premi	ises Dept	41	2		BD41 BD41	38		-		
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Step 2 For reconcillation 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 "Reconcillation- Internal Inventory Number".

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6	25015			2RBIPremisesCOB COBM2RA	5 chairs for	Premises Dept		41	2	2	BD41	38	
7	25016			2RBIPremisesCOB COBM3RA	5 chairs for	Premises Dept		41	2	2	BD41	38	
8	25017			2RBIPremisesCOB COBM4RA	5 chairs for	Premises Dept		41	2	2	BD41	38	
9	25018			2RBIPremisesCOB COBM5RA	5 chairs for	Premises Dept		41	2	2	BD41	38	
10	25019			2RBIPremisesCOB COBM6RA	46 chairs fo	r Premises Dept		41	2	2	BD41	38	
11	25020]		2RBIPremisesCOB COBM7FA	46 chairs fo	r Premises Dept		41	. 2	2	BD41	38	
12	25021			2RBIPremisesCOB COBM8RA	46 chairs fo	r Premises Dept		41	2	2	BD41	38	
13	25022			2RBIPremisesCOB COBM9RA	46 chairs fo	r Premises Dept		41	2	2	BD41	38	
14	25023			2RBIPremisesCOB COBM10RA	46 chairs fo	r Premises Dept		41	. 2	2	BD41	38	
15	25024			2RBIPremisesCOB COBM11RA	46 chairs fo	r Premises Dept		41	. 2	2	BD41	38	
16	25025			2RBIPremisesCOB COBM12RA	46 chairs fo	r Premises Dept		41	. 2	2	BD41	38	
17	25026			2RBIPremisesCOB COBM13RA	46 chairs fo	r Premises Dept		41	2	2	BD41	38	
18	25027			2RBIPremisesCOB COBM14RA	46 chairs fo	r Premises Dept		41	2	2	BD41	38	
19	25029			2RBIPremisesCOB COBM16RA	46 chairs fo	r Premises Dept		41	. 2	2	BD41	38	
20	25030			2RBIPremisesCOB COBM17RA	46 chairs fo	r Premises Dept		41	. 2	2	BD41	38	<u> </u>
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Step 2.2 In Scanned Data sheet: Add new column naming as "Reconcillation- Internal Inventory Number".

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- 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 (higlighted in screenshot below) in Reconcilliation Internal Inventory Number column and post applying the formula all the descripances will be higlighted as "#NA" by default.

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2	25004	25004	,	18RBIPremisesCOB COBM1FA	2 fir extinguis	hers for Fire Cell		41	18		BD41	38	
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7	25016	25016		2RBIPremisesCOB COBM3RA	5 chairs for P	remises Dept		41	2	2	BD41	38	
8	25017	25017		2RBIPremisesCOB COBM4RA	5 chairs for P	remises Dept		41	2	!	BD41	38	· · · · · ·
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12	25021	25021		2RBIPremisesCOB COBM8RA	46 chairs for	Premises Dept		41	2	2	BD41	38	
13	25022	25022		2RBIPremisesCOB COBM9RA	46 chairs for	Premises Dept		41	2	2	BD41	38	
14	25023	25023		2RBIPremisesCOB COBM10RA	46 chairs for	Premises Dept		41	2	2	BD41	38	
15	25024	25024		2RBIPremisesCOB COBM11RA	46 chairs for	Premises Dept		41	2	!	BD41	38	
16	25025	25025		2RBIPremisesCOB COBM12RA	46 chairs for	Premises Dept		41	2	!	BD41	38	
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18	25027	25027		2RBIPremisesCOB COBM14RA	46 chairs for	Premises Dept		41	2		BD41	38	<u> </u>
19	25029	25029		2RBIPremisesCOB COBM16RA	46 chairs for	Premises Dept		41	2	2	BD41	38	
20	25030	#N/A		2RBIPremisesCOB COBM1/RA	46 chairs for	Premises Dept		41	2		BD41	38	<u> </u>
21	25031	25031		2RBIPremisesCOB COBM18RA	46 chairs for	Premises Dept		41	2		BD41	38	<u> </u>
22	25032	25032		2RBIPremisesCOB COBM19RA	46 chairs for	Premises Dept		41	2		BD41	38	<u> </u>
23	25033	25033		2RBIPremisesCOB COBM20RA	46 chairs for	Premises Dept		41	2		BD41	38	<u> </u>
24	25034	25034		2KBIPremisesCOB COBM21RA	46 chairs for	Premises Dept		41	2		8041	38	<u>+ </u>
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Step 3.2 Scanned Data Sheet: Apply vlookup formula (higlighted in screenshot below) in Reconcilliation- Internal Inventory Number column and post applying the formula all the descripances will be higlighted as "#NA" by default.

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Step 4 Highlight the discrepancies.

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

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1	Internal Inventory Number	Reconciliation -	Parent/Land Inventory	Inventory Number	Asset Desc	-	Branch	Asset Type 🔻	Premises SI. 🔻	Dent 👻	Section -	Sub Sec
5	2 1 4	#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		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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Step 4.2 Scanned Data Sheet: Column Reconcillation - Internal Inventory Number needs to filtered by value as "#NA". The filtered data will be the list of records which has discrepancies.

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- Step 5 Against consolidate discrepancies, in both the sheets, add new column as "Reason for discrepency" for specifying reasons for each discrepency.
- Step 5.1 Asset Master 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.

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77 25089 #N/A	Assets not present in department		18RBIPremisesCOB COBM13RA	Halotren 5 kg fire extiguisher- 18 Nos	41					
182 35375 #N/A	Assets not captured during first scan		4RBIBD4138COB 2RA	Filing Cabinets	41					
183 35376 #N/A	Assets with damaged RFID tags		4RBIBD4138COB 3RA	Filing Cabinets	41					
201 38328 #N/A	Assets not captured during first scan		16RBIBD4138COB 14RA	Printer DGM N	41					
202 38329 #N/A	Assets with no RFID tags		16RBIBD4138COB 15RA	Printer DGM SBJ	41					
219 45822 #N/A	Lost Assets		16RBIBD4138COB 33RA	printer GAD	41					
220 45823 #N/A	Assets not captured during first scan		16RBIBD4138COB 35RA	Printer-COBM	41					
	Assets transferred to other office location									
299 98730 #N/A	without acceptance/update in CBS/Excel		3003RBIBD4138COB3RA	wooden rack	41					
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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.

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5	25006	5 #N/A	present in office location												
			Assets written off/marked for disposal in	CBS/Excel but still physically											
20	25028	8 #N/A	present in office location												
		[.	Assets accepted/updated for transfer in C	BS/Excel by other office											
335	133506	5 #N/A	location but still physically present in old	office location											
240	0000083	#51/6	Assets accepted/updated for transfer in C	BS/Excel by other office											
540	5000082	#N/A	Assets written off/marked for disposal in	CBS/Excel but still physically											
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Step 6 Basis outcome of investigation of discrepancies, provide reconciliation report/certificate to Bank in requested format.