

# SAVI Training Manual

## Crate Reconciliation Report

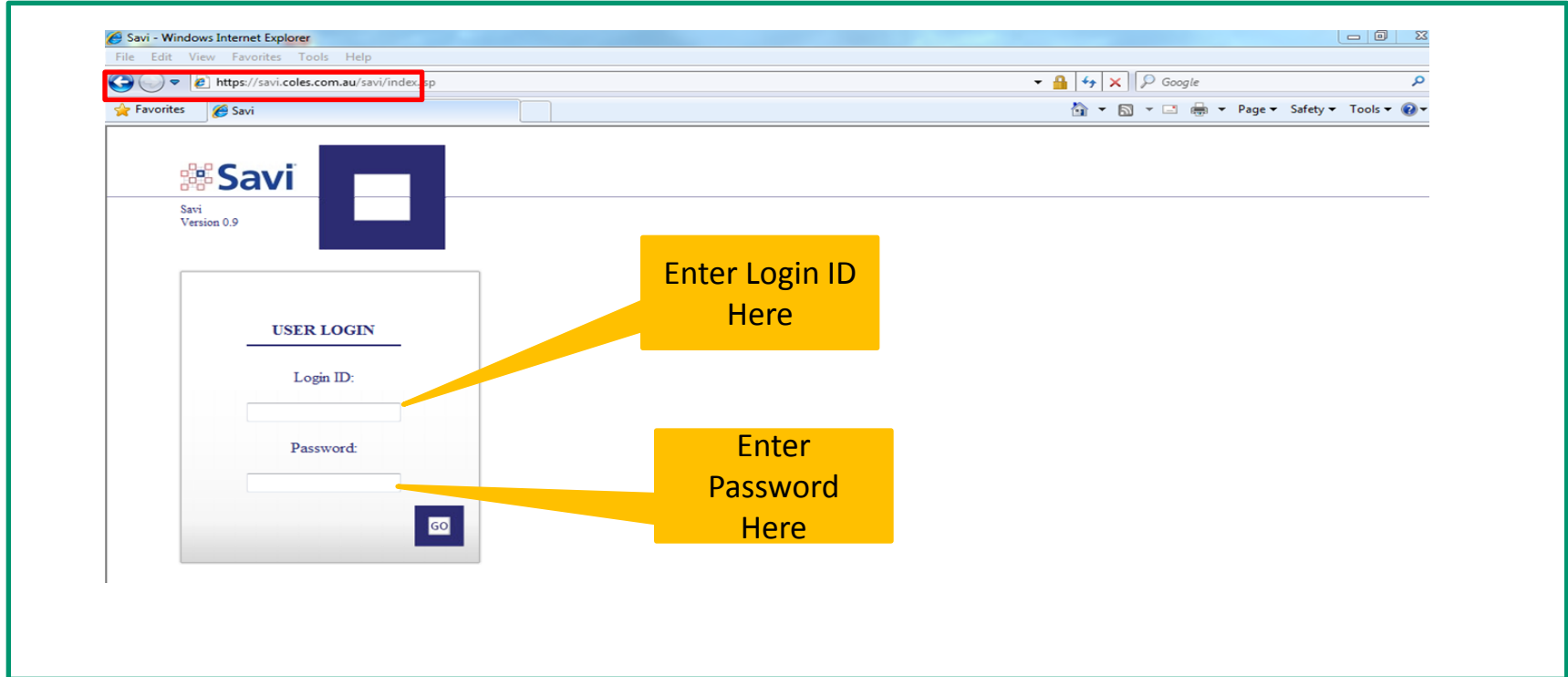
# Crate Reconciliation Report

- ✓ Recommended practice would be to schedule a crate reconciliation to take place once per week
- ✓ This should keep the process manageable and not too time consuming

Accurate supplier SAVI accounts reduces time spent on phone calls and emails by both Suppliers and Logtek

# How to Log On

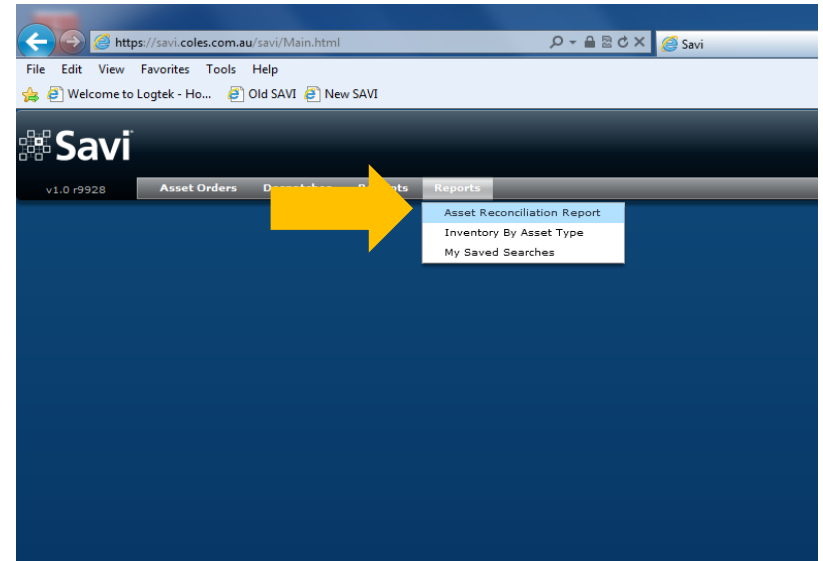
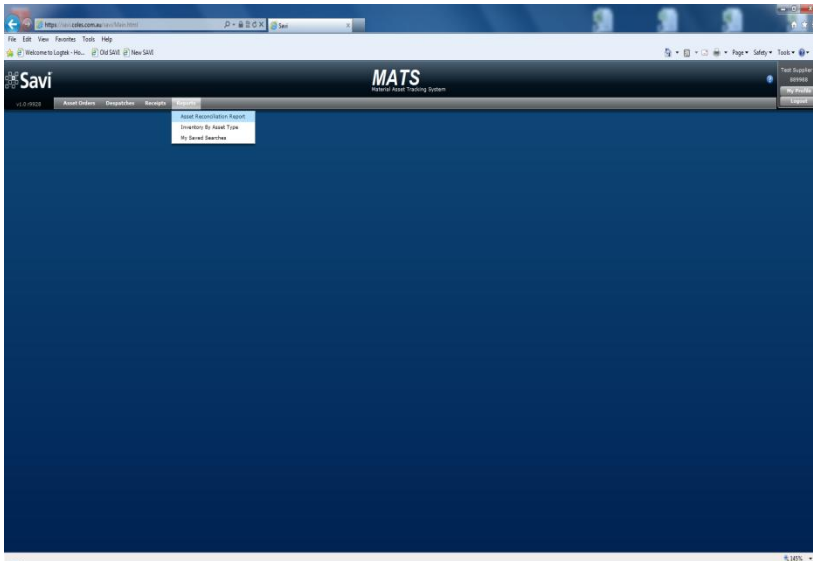
Currently there is only 1 way to log onto SAVI by typing in the web address into the address line, refer below:



1. The SAVI internet address is <https://savi.coles.com.au>
2. Once opened, this web page can be saved in your favourites
3. Enter your Userid & Password – after your first log in you will need to change your password

**Note:** Your Userid & initial password will be provided to you by Cratesrus via email. Passwords can be changed at anytime by using the My Profile option once logged on.

# Crate Reconciliation Report



Select **'Asset Reconciliation Report'** from the main menu bar

# Crate Reconciliation Report

The screenshot shows the 'Asset Reconciliation Report' window. At the top, there are filters for 'Despatch/Receipt Date' (01/03/2013 to 28/03/2013), 'Site Code' (TEST\_SUPPLIER2), and 'Asset Type'. There are checkboxes for 'Reconciled' (unchecked) and 'Unreconciled' (checked). A 'Search' button is highlighted with callout 4. Below the filters is a table with columns for 'Asset Type', 'Opening Balance', and 'Closing Balance'. Callout 3 points to the 'Asset Type' column, and callout 5 points to the 'Closing Balance' column. The main data table has columns for 'Type', 'Ref #', 'Despatch Date', 'Receipt Date', 'Origin Site Code', 'Origin Site Name', 'Destination Site Code', 'Destination Site Name', and various quantity and balance columns for CRATE-A through CRATE-E and XDR. Callout 6 points to the 'Type' column, and callout 7 points to the 'Ref #' column. At the bottom right, there is a 'Reconcile' button.

Asset Type	Opening Balance	Closing Balance
CRATE-E	0	-141
CRATE-A	0	1002
CRATE-C	0	-384
CRATE-B	0	444

Type	Ref #	Despatch Date	Receipt Date	Origin Site Code	Origin Site Name	Destination Site Code	Destination Site Name	Qty CRATE-A	Qty CRATE-B	Qty CRATE-C	Qty CRATE-E	Qty CRATE-XDR	Balance CRATE-	Balance CRATE-	Balance CRATE-	Balance CRATE-	Balance CRATE-
RC	CTD000000	04/03/2013 7:00	04/03/2013 7:00	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	258	0	0	0	0	258	0	147	0	0
RC	CTD000000	04/03/2013 7:20	04/03/2013 7:20	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	744	0	372	0	0	1002	0	519	0	0
RC	CTD000000	27/03/2013 3:50	27/03/2013 3:50	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	0	589	0	0	0	1002	589	519	0	0
DE	INV45678	28/03/2013 11:00	28/03/2013 11:00	TEST_SUPPLIER2	Test Supplier 2	9225FV	Costa NSW	0	145	445	0	0	1002	444	74	0	0
DE	INV443377	28/03/2013 11:00	28/03/2013 11:00	TEST_SUPPLIER2	Test Supplier 2	9415FV	Parkinson FV	0	0	458	141	0	1002	444	-384	-141	0

- Using the pop up calendar in the **Despatch/Receipt Date** field to select the required date range
- Untick the box **Reconciled**
- Tick the box **Unreconciled**
- Click on the **Search** button
- All the transactions both credit and debit will appear in the **Data Table**
- Any transaction in the **Type** field with a **RC** refers to a receipt transaction onto your account
- Any transaction in the **Type** field with a **DE** refers to a despatch transaction from your account

# Crate Reconciliation Report

Asset Reconciliation Report

Despatch/Receipt Date: 01/03/2013 to 28/03/2013  
Site Code: TEST\_SUPPLIER2  
Asset Type: [Dropdown]  
Buttons: Search, Clear Criteria

Asset Type	Opening Balance	Closing Balance
CRATE-E	0	-141
CRATE-A	0	1002
CRATE-C	0	-384
CRATE-B	0	444

Type	Ref #	Despatch Date	Receipt Date	Origin Site Code	Origin Site Name	Destination Site Code	Destination Site Name	Qty CRATE-A	Qty CRATE-B	Qty CRATE-C	Qty CRATE-E	Qty CRATE-XDR	Balance CRATE-	Balance CRATE-	Balance CRATE-	Balance CRATE-	Balance CRATE-
RC	CTD000000	04/03/2013 7:0	04/03/2013 7:0	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	258	0	147	0	0	258	0	147	0	0
RC	CTD000000	04/03/2013 7:2	04/03/2013 7:3	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	744	0	372	0	0	1002	0	519	0	0
RC	CTD000000	27/03/2013 3:5	27/03/2013 4:4	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	0	589	0	0	0	1002	589	519	0	0
DE	INV45678	28/03/2013 11:0	28/03/2013 11:0	TEST_SUPPLIER2	Supplier 2	9225FV	Costa NSW	0	145	445	0	0	1002	444	74	0	0
DE	INV443377	28/03/2013 11:0	28/03/2013 11:0	TEST_SUPPLIER2	Test Supplier 2	9415FV	Parkinson FV	0	0	458	141	0	1002	444	-384	-141	0

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Reconcile

8. Select the transaction you wish to reconcile by clicking on the transaction (example is highlighted in blue above)
9. Use the **Slide Bar** at the bottom to move across the page to the right hand side

# Crate Reconciliation Report

**Asset Reconciliation Report**

Despatch/Receipt Date: 01/03/2013 to 28/03/2013  Reconciled  Unreconciled

Site Code: TEST\_SUPPLIER2 X

Asset Type: Type and select

Search Clear Criteria

Asset Type	Opening Balance	Closing Balance
CRATE-E	0	-141
CRATE-A	0	1002
CRATE-C	0	-384
CRATE-B	0	444

Receipt Date	Origin Site Code	Origin Site Name	Destination Site Code	Destination Site Name	Qty CRATE-A	Qty CRATE-B	Qty CRATE-C	Qty CRATE-E	Qty CRATE-XDR	Balance CRATE-	Balance CRATE-	Balance CRATE-	Balance CRATE-	Balance CRATE-	Reconciled By	Reconciled On
04/03/2013 7:0	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	258	0	147	0	0	258	0	147	0	0		
04/03/2013 7:3	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	744	0	372	0	0	1002	0	519	0	0		
27/03/2013 4:4	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	0	589	0	0	0	1002	589	519	0	0		
28/03/2013 11:1	TEST_SUPPLIER2	Test Supplier 2	9225FV	Costa NSW	0	145	445	0	0	1002	444	74	0	0		
28/03/2013 11:1	TEST_SUPPLIER2	Test Supplier 2	9415FV	Parkinson FV	0	0	458	141	0	1002	444	-384	-141	0		

10. Click on the **Reconcile** button if the transaction is correct

11. Your username will now appear in the **Reconciled By** field

12. Today's date will also appear in the **Reconciled On** field

**Note: Do not click on Reconcile if the transaction is incorrect – the reconcile process cannot be reversed**

Reconcile

# Crate Reconciliation Report

**Asset Reconciliation Report**

Dispatch/Receipt Date: 01/03/2013 to 28/03/2013  Reconciled  Unreconciled

Site Code: TEST\_SUPPLIER2 X

Asset Type: Type and select

Asset Type	Opening Balance	Closing Balance
CRATE-E	0	-141
CRATE-A	0	1002
CRATE-C	0	-384
CRATE-B	0	444

Receipt Date	Origin Site Code	Origin Site Name	Destination Site Code	Destination Site Name	Qty CRATE-A	Qty CRATE-B	Qty CRATE-C	Qty CRATE-E	Qty CRATE-XDR	Balance CRATE-	Balance CRATE-	Balance CRATE-	Balance CRATE-	Balance CRATE-	Reconciled By	Reconciled On
04/03/2013 7:01	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	258	0	147	0	0	258	0	147	0	0		
04/03/2013 7:31	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	744	0	372	0	0	1002	0	519	0	0		
27/03/2013 4:44	TEST_SUPPLIER	Test Supplier	TEST_SUPPLIER2	Test Supplier 2	0	589	0	0	0	1002	589	519	0	0		
28/03/2013 11:11	TEST_SUPPLIER2	Test Supplier 2	9225FV	Costa NSW	0	145	445	0	0	1002	444	74	0	0		
28/03/2013 11:11	TEST_SUPPLIER2	Test Supplier 2	9415FV	Parkinson FV	0	0	458	141	0	1002	444	-384	-141	0		

13. You also have the option to **Export** the data into an **Excel file**

14. If you wish to **Print** a copy of the report, click the **Print Icon**



# Crate Reconciliation Report

## What if the transaction is incorrect?

- DESPATCH INTO A COLES DC
- GROWER TO GROWER TRANSFER
- CRATE ORDER
- DC REJECTION (Knock out)

Send an email to [cratesrus@logtek.com.au](mailto:cratesrus@logtek.com.au) requesting to change the quantity