

NLIS how-to: Conduct a PIC Reconciliation – type in details

Introduction

A PIC reconciliation is a stocktake of all electronic NLIS devices on a property. This process identifies discrepancies between the total number of electronic devices physically on a property and the number of electronic devices registered to that property (PIC) on the NLIS database.

All devices/tags purchased for your PIC – those attached to livestock and those not yet used – are considered ‘active’ tags. The database does not differentiate between devices/tags applied to animals and those still in the cupboard.

This database action will identify the specific differences between the NLIS records and the devices/tags on your property. The results generated by completing this process will assist you to take further action to ensure your device/tag records in the NLIS database are accurate. ISC recommends completing a PIC reconciliation either annually or on a regular basis appropriate to your operation.

Two methods to conduct a PIC reconciliation

There are two commonly selected methods when conducting a PIC reconciliation. The difference between the methods

relates to how you input the NLIS ID or RFID details into the database function and how the results are presented.

- **PIC Reconciliation: type in the details**
(The process detailed in this NLIS how-to.)

This method will require a manual entry of the NLIS ID or RFID details by either typing in the details or a copy/paste from an existing file.

The results of the reconciliation will be presented on the screen outlining any discrepancies.

This is an efficient option as the database will assist you to take some necessary actions to fix the discrepancies on the screen during the reconciliation process.

This method is ideal for PICs with less than 1000 devices/tags.

- **PIC Reconciliation: file upload**
This method will request the NLIS ID or RFID details be uploaded in a .csv spreadsheet (Microsoft Excel).

The results of the reconciliation will be emailed with up to four spreadsheets attached outlining any discrepancies.

This will be an efficient option for producers with a large number of devices/tags.

Before you start:

- **Gather** the NLIS ID or RFID details of all the devices/tags physically on your PIC.

Preparing a list of NLIS ID or RFID details can be achieved by scanning or recording all devices at an annual muster or on an ongoing basis at times convenient to usual management practices such as when you are moving stock, at weaning, preg-testing or when accounting for deaths.

A PIC reconciliation is a whole of PIC review, not a paddock-by-paddock glance, therefore the list needs to contain every tag, including the unused tags.



*QUICK TIP

All devices/tags purchased on your PIC are considered ‘active’ tags. The database does not differentiate between devices/tags applied to animals and those not yet used. This means that all unused tags must be included in the reconciliation.

- **Log-in** to the NLIS database at www.nlis.com.au with your username and password.



*QUICK TIP

A myMLA account can provide access to your NLIS and LPA accounts with just one log-in. Link your accounts today.



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STEP 1: Once logged into the NLIS database, select the species you are working with and the action 'PIC reconciliation'. Click 'Go'. Then click 'Continue.'

STEP 2: Read the explanatory message and select 'Continue'.

Click on 'Type in details'. The database will then request that the NLIS ID or RFID details be copied into the box and that the corresponding PIC is selected from the drop down.

There are two options to manually enter the NLIS ID or RFID details:

Option a: Each number can be typed one at a time into the small field. It is critical that you double check that the data has been transcribed correctly. This will reduce errors in the results due to incorrect tag numbers being manually entered.

***QUICK TIP**

- When manually entering NLIS ID or RFID numbers ensure there is one number per line, as per the example. For RFIDs, leave a space after the first three digits e.g. 999 000011114445 and then hit enter.
- Double check that the numbers have been entered correctly because this will reduce errors in the results.



For more Quick Tips, click the 'Help' buttons for each field to see a pop-up window of information relevant to that question.

Option b: All device numbers can be brought in from an existing list in a spreadsheet or other file. This list can be copied and pasted directly into the large box. The existing list must have one NLIS ID or RFID per line for the large box to accurately read the data.

With the NLIS ID or RFID details entered and the PIC selected, click 'Continue'.

STEP 3: The database will display results on the screen over two pages.

On the first page, three of five results are listed:

> Devices are active and registered to the PIC

This lists the devices currently on your property that match the record on the database. This list is for your reference and requires no further action.

> Devices are not registered to the PIC

These devices were included in the list you submitted, however the NLIS database has them on another PIC. This means they have not yet been transferred onto your property or they have been transferred off your PIC after you scanned your livestock.

NLIS ID	RFID
ND553016XBZ00022	982_000025884234
ND553016XBZ00027	982_000025884658
QA2Z7777NB300007	999_999999990007
QA2Z7777NB300008	999_999999990008
QA2Z7777NB300009	999_999999990009
QBZZ2222XB400054	982_000031250230
QBZZ2222XB400056	982_000031250242
QBZZ2222XB400057	982_000031250244
QBZZ2222XB400061	982_000031250238
QBZZ2222XB400064	982_000031250278
QBZZ2222XB400075	982_000031250436
QBZZ2222XE400001	982_000031253898
QBZZ2222XE400002	982_000031322230
QBZZ2222XE400005	982_000031253947
QBZZ2222XE400008	982_000031253882
QBZZ2222XE400009	982_000031253893
QBZZ2222XE400010	982_000031253901
QBZZ2222XE400011	982_000031252940
QBZZ2222XE400012	982_000031252993
QBZZ2222XE400015	982_000031253856

Uploaded TagID	Status
PICTEST1PB400011	Not on PIC
PICTEST1XB100025	Not on PIC

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Action required: You will need to investigate and determine why the database is listing a discrepancy. You will need to move these stock onto your PIC to reconcile your records with the database. Click 'Export' to list these devices in a file so that you can follow up after this reconciliation process is finished. Once you have transferred the correct tags back onto your PIC you can repeat the reconciliation steps to ensure this results section is now reconciled.

Don't forget you can contact ISC Customer Service on 1800 683 111 for clarification if required.

***QUICK TIP**

You can use the Beast Enquiries report to assist your investigation as to why the devices are not registered to your PIC. This report will show:



- Devices that have been transferred off your PIC – these may have been sold or moved after you started creating your reconciliation list. If that's the case, then these devices do not need any further action in the database.
- Devices that have never been transferred to your PIC – this means that the movement onto your PIC was not done or they could be stranger/neighbour's cattle that were accidentally scanned.

> Devices are not the species selected to reconcile

The database will only reconcile one species type at a time; therefore it will list any other species other than what is selected to be reported on in this results list.

Click 'Continue' to view the second page of results. (pictured below)

Results
Step 1 2 3 4 5

Following are the PIC reconciliation results for PIC **QBZZ2222**.

[Help](#)

The following devices are registered to the PIC, but were not submitted in Step 1 of the PIC Reconciliation. If these devices are no longer active on the PIC, you can select to assign these devices an Inactive status.

Displaying items 1 - 1 of 1
Number of selected items: 0

		NLIS ID	RFID
1	<input type="checkbox"/>	QKZZ1111XEA00009	982 000031254000

[Select all](#) [Deselect all](#) Items per page: 20 [Export](#)

These devices are registered to the PIC as Inactive devices. If these devices are active on the PIC, you can select to remove the Inactive status.

Displaying items 1 - 1 of 1
Number of selected items: 0

		NLIS ID	RFID
1	<input type="checkbox"/>	QBZZ2222XEA00018	982 000031253822

[Select all](#) [Deselect all](#) Items per page: 20 [Export](#)

[Back](#) [Continue](#)

> Devices to be made inactive

This outlines the devices that are missing from the list entered at step 2 but are registered to the PIC on the database. The database concludes that these devices are from animals that have died in the paddock, lost their tags or have been sold but the receiver has not conducted the movement.

Action required: You will need to update the status of these devices to 'inactive'. Click 'Select All' to place a tick next to each device. This will allow the database to update the status of these devices to inactive.



***QUICK TIP**

If you make a device inactive and if the receiver does conduct the movement onto their PIC, the database will automatically make the device active again.

> Devices to be made active

These devices have previously had their status set to inactive but have been included in the list entered at step 2. Perhaps they were missing at your last PIC reconciliation and were set to inactive but have now been found.

Action required: You will need to update the status of these devices to 'active'. Click 'Select All' to place a tick next to each device. This will allow the database to update the status of these devices to active.

If needed, click 'Back' to return to the first page of results. Click 'Continue' to prepare the actions ready to submit.

STEP 4: Confirm all details you have entered are correct, and then submit the information to the database by clicking 'Send'.

Confirm details Step 1 2 3 4 5

If these details are correct, click 'Send' to continue. If they are incorrect, click 'Back' to change them.

[Help](#)

Assign Inactive Status:
You are about to change the status of the following devices on **24/08/2021** with the status of: **Inactive device (IA)** and status setting: **On**

Displaying items 1 - 1 of 1

	NLIS ID	RFID
1	QKZZ1111XEA00009	982 000031254000

Items per page: 20

Remove Inactive Status:
You are about to change the status of the following devices on **24/08/2021** with the status of: **Inactive device (IA)** and status setting: **Off**

Displaying items 1 - 2 of 2

	NLIS ID	RFID
1	QBZZ2222XEA00016	982 000031253856
2	QBZZ2222XEA00018	982 000031253822

Items per page: 20

[Back](#)
[Send](#)

STEP 5: The database will provide a receipt on-screen. It's recommended to record the Upload ID (or to print this receipt for reference) and click 'View my transaction' history to confirm the status of your transaction.

Receipt Step 1 2 3

This receipt confirms you have sent your transaction details to the NLIS database.

Your reference number for this transaction is
Upload ID: **82859663**

When the NLIS database has processed your information, an e-mail will be sent to producer.nlis@gmail.com letting you know if the transaction was successful or if there was a problem. This usually takes a few minutes.

The phone number for the NLIS Database Helpdesk is **1800 683 111**.

[Help](#)

[Print this receipt](#)

[View my transaction history](#)

[Submit another upload](#)
[Back to home](#)



***QUICK TIP**

To ensure the transfer was received by database, click 'View my transaction history' to check the status of your 'Upload ID' is marked as Complete. If another status is shown, you will need to read the generated email for specific details about the outcome. These other status notes may be:

- Warning: the transfer is complete but a tag or tags were marked with a message that you will need to investigate / review.
- Error: One or more tags were not able to be moved and need your review / investigation.
- Failure: Technical issues occurred with the database and the movement was not completed.
- Bad Format: There were errors in the preparation of the .csv Microsoft excel file. Review and or contact ISC Customer Service on 1800 683 111.