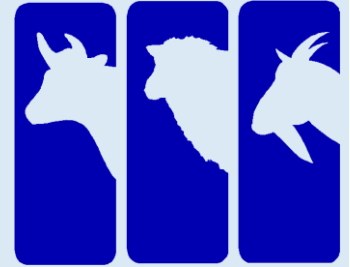




December 2016

## PIC Reconciliation by file upload

1. What is a PIC reconciliation?
2. Why do a PIC reconciliation?
3. How do I perform a PIC reconciliation?
4. How do I create a file for a PIC reconciliation?



### 1. What is a PIC reconciliation?

A PIC Reconciliation is a stocktake of all electronic devices on a property. This process identifies discrepancies between the **total** number of livestock on a property, and the number of electronic devices registered to that property (PIC) on the NLIS Database. At the end of the reconciliation process, the device numbers on your property will be reflected in the 'Active devices on PIC report' on the NLIS Database. If you farm cattle **and** sheep or goats identified with electronic devices, do a separate PIC reconciliation for each species.

### 2. Why do a PIC reconciliation?

You may need to complete a PIC reconciliation as part of the EU accreditation process, or you may wish to simply 'tidy up' your NLIS Database records.

### 3. How do I perform a PIC reconciliation?

There are 2 methods:

- **Type in the details manually on-screen** – refer to Tech Tip [PIC Reconciliation by manual upload \(Dec 16\)](#)
- **Upload a file** - If your property holds more than 300 device numbers, it is recommended that you use this method to submit your list of devices. This method is discussed in this Tech Tip.

### 4. How do I create a file for a PIC reconciliation?

You will need to compile a list of all the electronic devices **attached to animals** that are on the PIC, **and** those **not yet attached to animals**. Your list can contain the **NLISID** number (printed on the ear tag and read visually) or the matching **RFID** number (the electronic chip inside the device).

Once your file has been uploaded successfully, you will receive a 'result' in the form of files attached to an email.

Please note that you cannot reconcile your livestock paddock-by-paddock; for the reconciliation to be successful, all devices must be uploaded together in a single Excel file.

## Step 1: Create a file in Microsoft Excel

### To create your file:

- Open a new Microsoft Excel spreadsheet
- Do not include any headings
- Type the **PIC** (8 characters) in column **A**
- Type (or copy and paste) the **device numbers** in column **B**

### Once you have created your file:

- Choose 'File', then 'Save as' from the drop-down menu
- Select a location for your file, for example 'Desktop'
- Give your file a name
- Save the list as a **' .csv (comma delimited)'** file

PIC reconciliation 100810		
	A	B
1	QBZZ2222	QDD09006LB00107
2	QBZZ2222	QDD09006LB00109
3	QBZZ2222	3ALDE032XEX00027
4	QBZZ2222	982 000031248839

Use Excel's 'auto-fill' function to ensure your PIC appears in column A, next to each device number: type the PIC in cell A1, then highlight A1 and every cell below it that needs filling. Press the 'Ctrl' key and the letter 'D' simultaneously to autofill the highlighted cells.

Use Excel's 'Remove duplicates' function, under the 'Data' tab, to ensure that no tag number appears more than once in your file.

## Step 2: Log in to the NLIS Database at [www.nlis.com.au](http://www.nlis.com.au)

- Enter your user ID and password and click
- Select **cattle** as the livestock type
- Select **PIC reconciliation** and click **Go**
- Click **Continue** on the next screen

LOG IN

Which livestock do you want to work with?

I want to work with

What do you want to do today?

I want to (Please select)

Notify the database of:

- Device status
- EU enquiry
- Livestock moved off my property
- Livestock moved onto my property
- Livestock that have died on property
- PIC reconciliation**
- Transfer correction
- Reports

Go

## Step 3: Upload your file to the Database

You will be asked a series of questions:

How would you like to record your information?

- Choose **upload a file**

Choose your method

How would you like to record your information?

Click on the button to choose the option you want.

I want to **type in the details manually on-screen.**

I want to **upload a file** I have created on my computer

Which file would you like?

- Click **Choose file** or **Browse**
- Locate your saved file
- Click **Open**
- Click **Continue**
- Click **Send** on the **Confirm details** screen

Choose your file

Which file would you like?

Click 'Browse' to find the file you have already created. Select the file and click 'Continue'.

**Choose File** PIC Reconciliation 100810.csv

Help

View files I've already uploaded

**Note:** Once you have uploaded your file, you will see a 'Receipt' screen. Here you can view your transaction history to see if the upload was successful, or go back to the homepage

## Step 4: View your PIC reconciliation 'result'

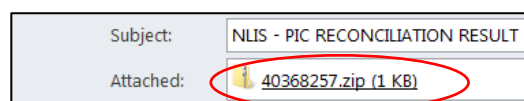
**Note:** You should receive 2 separate email messages from the Database





- An **Acknowledgement**, confirming the transaction
- A **PIC Reconciliation Result**, advising you of any discrepancies between the number of devices on the property, and the number of devices registered to that PIC on the Database. Your result will contain between 1 and 4 Excel spreadsheets



To finalise your PIC Reconciliation:

- Open the **PIC Reconciliation result** email
- Double click the '.zip' file attachment to open it
- Double-click on each spreadsheet to view its contents
- Follow the instructions in the next step to finalise your reconciliation



Name	
	40365574_1_Active devices - no action required.csv
	40365574_2_Devices not on PIC - Please contact NLIS for clarification if required.csv
	40365574_3_Devices to be made Inactive.csv
	40365574_4_Devices to be made Active.csv

## Step 5: Eliminate any discrepancies on your PIC

**Note:** Your result may contain some or all of the spreadsheets listed below

Title	Action required
Active devices – no action required	<b>No action is required for devices in this spreadsheet</b>
Devices not on PIC – please contact NLIS for clarification if required	<p><b>This spreadsheet will contain devices that have:</b></p> <ul style="list-style-type: none"> <li>• Not yet been transferred onto your property, or;</li> <li>• Been transferred off your property after you scanned your livestock</li> </ul> <p>You must move any devices not yet transferred onto your property through the <b>Livestock moved onto my property</b> function.</p> <p>Devices that have left your property since you scanned them can be disregarded.</p>
Devices to be made Inactive	<p><b>Assign the IA (Inactive) status to these devices:</b></p> <p>To do this:</p> <ul style="list-style-type: none"> <li>• Save this spreadsheet to your computer</li> <li>• Upload it to the Database through the 'Device status' function</li> </ul> <p>See the <a href="#">Device status (Dec 13)</a> Tech Tip for assistance</p>
Devices to be made Active	<p><b>Remove the IA status from these devices:</b></p> <p><u>Note:</u> Follow the same process as above.</p>