Auto-Reconcile Vendor Orders

Setup Guide

Document Details

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Overview

This document provides details to help corporate users set up the Auto-Reconcile feature.

Download the latest version of this document here:
https://links.crunchtime.com/EMSG-AutoReconcileSetup

… or scan the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
Vendor Details	Add/Delete/Save	Add information to the Vendor Details screen, delete non-required information, and make changes to the screen.

SETUP GUIDE

Auto-Reconcile Setup

Important: To ensure that Auto-Reconcile will function, you should disable the following features, since they require manual user interaction during the Reconcile process:

- Purchasing > Vendors > Vendor Details – the *COD* flag.
- Corporate > Preferences > Purchasing – *Vendor Feedback is Necessary*.

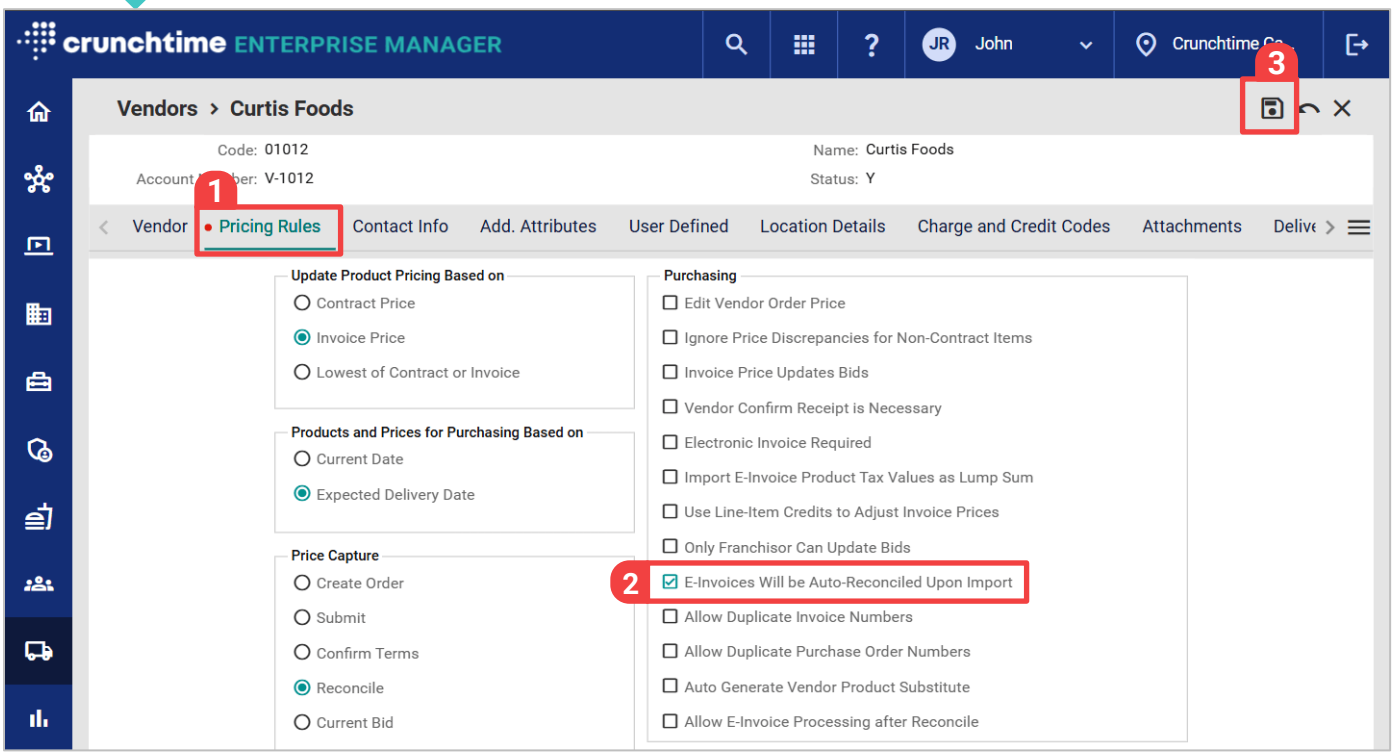
Overview

Vendor Orders can be reconciled automatically when an e-invoice is imported or when the order is invoiced via Crunchtime Xchange. This feature must be enabled on a per Vendor basis.

Follow the steps below to enable this feature for locations with no record on the Location Details tab.

Vendor Details

Enterprise Manager > Purchasing: Vendors



1. In the Vendor Details screen, select the *Pricing Rules* tab.
2. Check the box to indicate that *E-Invoices will be Auto-Reconciled Upon Import*.
3. Click the *Disk* (Save) icon.

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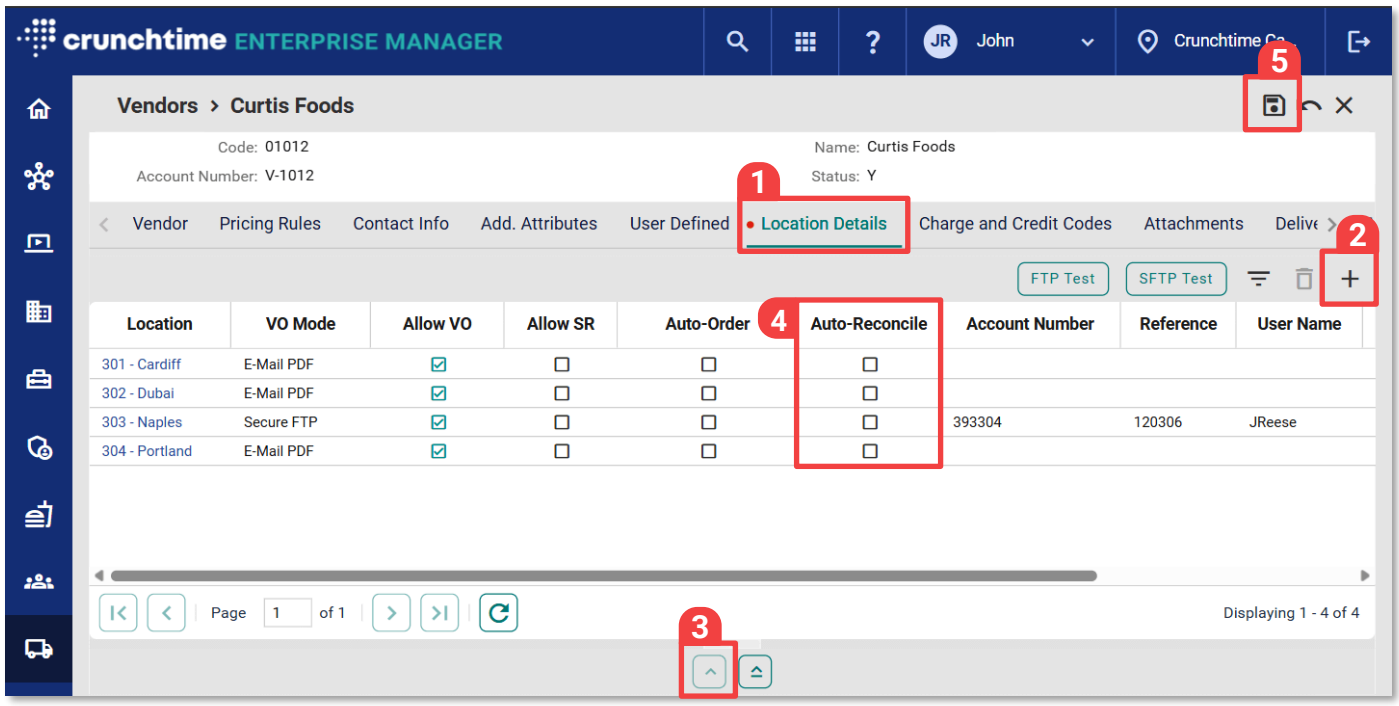
Auto-Reconcile Setup (Continued)

For locations with a record on the Location Details tab, *Auto-Reconcile* is unchecked by default. This setting is NOT inherited from the Vendor tab.

- You need to enable *Auto-Reconcile* for the locations that you do want to use it.
- Otherwise, you can choose not to enable it for any locations that you don't want to use it.

Vendor Location Details

Enterprise Manager > Purchasing: Vendors > Location Details tab



1. Select the *Location Details* tab.
2. Click the + (*Add*) icon to add locations to the tab.
3. In the lower half of the screen (not shown), select the location(s) to add and click the ^ button.
4. Check the *Auto-Reconcile* box if the location should use this feature; leave it unchecked if the location should not.
5. Click the *Disk* (Save) icon.

Tip: These settings can be updated by importing the following CDP files or via the related APIs:
- Vendors [010] file OR Vendor Service API
- Vendor Location Details [259] file OR Vendor Location Service API

Note: An order will ***not*** be auto reconciled under certain circumstances. For most of these, the order will appear as "Ready for Reconcile" along with a Dashboard task to remind the user to do so. See the next section for descriptions of these scenarios.

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Appendix

Situations that Block Auto-Reconcile

Vendor Orders will not be auto-reconciled if any of the following situations occur:

- There is no open Post Period:
  - This occurs when there is no Post period available to associate with the order.
  - There must be an open Post period that includes the current date.
- There is an Over/Short for any reason:
  - This occurs when the Invoice Total from the vendor's invoice doesn't match the Invoice Total calculated on screen, which is based on the system's order details.
  - The Over/Short value must be '0.00' for the order to reconcile.
- Vendor Feedback is Required:
  - This occurs when the preference indicating *Vendor Feedback is Necessary* has been enabled.
  - Auto-Reconcile is effectively disabled when this setting is enabled.
- The Vendor is a COD Vendor:
  - This occurs if the *COD* flag is enabled, either on the Location Details tab or the Vendor tab, in the record for the vendor associated with the order.
  - Auto-Reconcile is effectively disabled for this vendor when the above setting is enabled.
- An E-Invoice with Unresolved Product(s) was received and needs remediation:
  - This occurs if the *Do Not Import Electronic Invoices with Unresolved Items* preference is enabled and the vendor sent one or more additional products or substitute items that do not have a bid price defined for that vendor.
  - Auto-Reconcile is effectively disabled for these orders when the above setting is enabled, The e-invoice will not import successfully, so the order won't even be "Ready for Reconcile".
- A Lot Number is Required:
  - This occurs if the Lot Tracking feature is enabled for the location and for one or more products on the order.
  - Auto-Reconcile is effectively disabled for orders containing these products when the above setting is enabled.
  - The Net-Chef user must reconcile manually and, on the Allocate tab of the Reconcile screen, must enter or generate Lot Numbers for the lot-tracked products.

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