



Receive Credits

Quick Start Guide

Document Details

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Overview

When reconciling a Vendor Order there may be discrepancies between the amount of product received at the store and the amount the location was invoiced. This document shows you how to receive credits for these discrepancies in Net-Chef.

System Requirements

- CES Version 10.00.00 or higher



Be sure to grab the latest version of this document here:

<https://links.crunchtime.com/NCQS-ReceiveCredits>

OR by scanning the QR code to the left.

Other Related Documentation

- NCQS – Reconcile a Vendor Order: <https://links.crunchtime.com/NCQS-ReconcileVendorOrder>

Related User Group Permissions

Screen Name	Control Name	Description
NC-Other Store Tasks	View/Edit Recent Vendor Orders	Enables <i>Recent Vendor Orders</i> on the Purchasing menu.
NC-Purchasing	Reconcile	Allows users to complete the reconcile process.



Receive Credits

Adjust Invoice Quantity and Physical Quantity

In this example, the invoice is reconciled with a corrected Invoice Quantity and Physical Quantity which will update the total for the invoice. This will not show a Variance on the Purchase Journal.

When processing a credit this way, the restaurant records and then pays for what was received, as opposed to paying the invoice in full and trying to get the credit from the vendor at a later date.

Net-Chef > Purchasing: Recent Vendor Orders > Reconcile

CrunchTime! Net-Chef

Purchase Order Number: ORD22060130000447299 Order Date: 06/01/2022 Expected Delivery Date: 06/01/2022

Vendor: Hallsmith Sysco Reference Number: 300004060122 Actual Delivery Date: 06/01/2022

Vendor Invoice Number: 748326 Invoice Date: 06/01/2022 Reconcile Date: 06/01/2022

Vendor Currency: USD - US Dollar Currency Conversion: 1.0000 [Vendor Feedback \(0\)](#)

[Reconcile](#) [Allocate](#)

Actual Delivery Date: 06/01/2022

[Substitute](#) [Attach Files](#) [Labels](#) [Save](#) [Reconcile](#) [Close](#)

Product #	Product Name	Order Quantity	Unit Price (\$)	Invoice Quantity	Physical Quantity	Unit	Conversion	Contract Price (\$)	Invoice Price (\$)	Invoice Extended Value (\$)
2056	Wine - Red, Cabernet	4 CS	59.8400	2.00	2.00	CS	10.0000	59.8400	59.8400	119.68
2083	Wine - Red, Merlot	4 CS	64.6700	2.00	2.00	CS	12.0000	64.6700	64.6700	129.34
2096	Wine - White, Zinfandel	4 CS	51.5000	2.00	2.00	CS	8.0000	51.5000	51.5000	103.00
Invoice Subtotal:										352.02

GL

GL Number	GL Name	GL Amount
5000-0001	Beverages	352.02

Tax: — Freight/Shipping: — Misc. 1: — Misc. 2: —

Invoice Total: 352.02 **Invoice Total:** 352.02 **Over/Short:** 0

1. From the Recent Vendor Orders screen, select *Reconcile*.

2. Acknowledge the credit by changing the *Invoice Quantity* and the *Physical Quantity*.

3. The *GL Amount* is updated based on Vendor Pricing Rules (Contract, Invoice, or Lowest) and will reflect the Physical Quantity received.



Note: *Invoice Total* = Sum of [Invoice Quantity X Invoice Price] for all products

GL Amount = *Invoice Total*

4. Continue reconciling the vendor order as normal.

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Receive Credits

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Adjust Physical Quantity Only

In this example, the invoice is reconciled with the Physical Quantity corrected to match what was received but the Invoice Quantity is left alone, to match the paper invoice. This discrepancy will show on the Purchase Journal as a Variance for this invoice.

When processing a credit this way, the restaurant records and then pays for what was invoiced and has the Vendor send a credit memo at a later date.

Net-Chef > Purchasing: Recent Vendor Orders > Reconcile

CrunchTime! Net-Chef | KP Kim | 304 - Portland

Purchase Order Number: ORD22060130000447299 | Order Date: 06/01/2022 | Expected Delivery Date: 06/01/2022

Vendor: Hallsmith Sysco | Reference Number: 300004060122 | Actual Delivery Date: 06/01/2022

Vendor Invoice Number: 748326 | Invoice Date: 06/01/2022 | Reconcile Date: 06/01/2022

Vendor Currency: USD - US Dollar | Currency Conversion: 1.0000 | [Vendor Feedback \(0\)](#)

Reconcile | Allocate

Actual Delivery Date: 06/01/2022 | [Substitute](#) | [Attach Files](#) | [Labels](#) | [Save](#) | [Reconcile](#) | [Close](#)

Product #	Product Name	Order Quantity	Unit Price (\$)	Invoice Quantity	Physical Quantity	Unit	Conversion	Contract Price (\$)	Invoice Price (\$)	Invoice Extended Value (\$)
2056	Wine - Red, Cabernet	4 CS	59.8400	4.00	2.00	CS	10.0000	59.8400	59.8400	239.36
2083	Wine - Red, Merlot	4 CS	64.6700	4.00	2.00	CS	12.0000	64.6700	64.6700	258.68
2096	Wine - White, Zinfandel	4 CS	51.5000	4.00	2.00	CS	8.0000	51.5000	51.5000	206.00

Invoice Subtotal: 704.04

GL Number	GL Name	GL Amount
5000-0001	Beverages	352.02

Tax: --- | Freight/Shipping: --- | Misc. 1: --- | Misc. 2: ---

Invoice Total: 704.04 | Invoice Total: 704.04 | Over/Short: 0

1. From the Recent Vendor Orders screen, select *Reconcile*.
2. Acknowledge the credit by changing the *Physical Quantity* only.
3. The *GL Amount* is updated based on Vendor Pricing Rules (Contract, Invoice, or Lowest) and will reflect the Physical Quantity received.



Note: *Invoice Total* = Sum of [Invoice Quantity X Invoice Price] for all products
GL Amount = Sum of [Physical Quantity X Invoice Price] for all products

4. Continue reconciling the vendor order as normal.

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Receive Credits

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Retrieve the Purchase Journal

Net-Chef > Purchasing: Reports > Purchase Journal

CrunchTime! Net-Chef

Date Range Start: 05/01/2022 Date Range Finish: 06/01/2022 Default Date Range: N/A Group By: N/A Retrieve

Invoice	Trans. Type	Invoice Date	Delivery Date ↓	Reconcile Date	Supplier	Invoice Total	Actual Total	Variance	Misc
748326	VO	06/01/2022	06/01/2022	06/01/2022	Hallsmith Sysco	704.04	352.02	352.02	352.02
KF-702	VO	05/29/2022	05/29/2022	05/31/2022	Kiza Foodservice	213.25	213.25	0	213.25
748325	VO	05/25/2022	05/25/2022	05/26/2022	Hallsmith Sysco	204.70	193.42	11.28	193.42
HS-701	VO	05/25/2022	05/25/2022	05/25/2022	Hallsmith Sysco	730.73	730.73	0	730.73
KF-701	VO	05/25/2022	05/25/2022	05/25/2022	Kiza Foodservice	672.26	672.26	0	672.26
HF-701	VO	05/23/2022	05/23/2022	05/25/2022	Hunchuck Foods	262.45	262.45	0	262.45
Total:						2,787.43	2,424.13		2,424.13

A The *Purchase Journal* shows the Variance between the Invoice Total and the Actual Total.





Auto-Generate Credits and Debits

Auto-Generate Credits and Debits

Two scenarios will generate Credits or Debits:

Enterprise Manager > Interfaces: Export Mapping > Standard AP Export

Export Mapping > STANDARD

Export Name: STANDARD Export Description: Standard AP Export Export Type: Accounts Payable

Active: Y

Export Detail Export File Components

Export Type: * Accounts Payable
Export Name: * STANDARD
Export Description: Standard AP Export

Active ☒

Date Format: * MM/DD/YY
Number Format: * 0000.00
Negative Numbers: * N/A
Decimal Places: * 2
Time Format: HHmmss
File Extension: * .txt
Field Delimiter Type: * Variable Width
Field Delimiter: * Tab
File Name Delimiter Type: * Variable Width
File Name Delimiter: * Other
File Name Date Format: * MMDDYYYY
File Name Time Format: * HHmmss

Export Preferences

- ☒ Export zero values in file
- ☒ Auto-Generate AP Export Credits/Debits (A)
- ☐ Exclude Transactions with Check Number
- ☐ Exclude Transactions with Payment Information
- ☐ Export Transactions for Internal Vendors
- ☒ Export Transactions for Non-COD Vendors
- ☒ Export Transactions for COD Vendors

- (A) When the preference to Auto-Generate AP Export Credits and Debits is enabled, a Credit or Debit will be generated in the AP Export if the Physical Quantity is different from the Invoice Quantity.

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Auto-Generate Credits and Debits

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Auto-Generate Credits and Debits (continued)

Enterprise Manager > Corporate: Purchasing > Preferences > Purchasing tab

Preferences

General Inventory **Purchasing** Customer Suggested Order Labor Language Audit

Vendor Alerts

Highlight Price when Invoice Price varies % from Issue Price

Order Alert if Quantity is % greater than the Average Ordered Quantity

☒ Warn User When Order Quantity is % less than or % greater than the Suggested Order Quantity

Price Capture

☐ Create Order

☐ Submit

☐ Confirm Terms

☒ Reconcile

☐ Current Bid

Update Product Pricing Based on

☒ Contract Price

☐ Invoice Price

☐ Lowest of Contract or Invoice

Exchange Rate Capture

☐ Create Order

☒ Submit

☐ Confirm Terms

On Hand Includes

☒ Central Storage

☐ Customer Storage

☐ Both

Purchasing Threshold Settings

	Confirm Terms Ignore	Threshold	Physical Reconcile Ignore	Threshold
Quantity % - Piece Based	☒	0.00 %	☐	0.00 %
Quantity % - Weight Based	☒	0.00 %	☐	0.00 %

- B** A Credit or Debit will also be generated if *Update Product Pricing Based on* = 'Contract Price' and there is a discrepancy between the Invoice Price and Contract Price. This applies to both Contracted and Non-Contracted products.



Warning: If *Update Product Pricing is Based on* = 'Invoice Price', CrunchTime will not create any Credits or Debits in the AP Export for any item that has a discrepancy between Invoice Price and Contract Price. This includes Contracted and Non-Contracted products. You will have to use the Contract Discrepancy Report and/or the Purchase Journal to see those discrepancies.

