



Reconcile Commissary Order

Quick Start Guide

Document Details

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Overview

Commissary Orders must be reconciled to complete the transaction and place the ordered product into inventory. This guide will show you how to complete the reconciliation process at both the receiving and supply locations.

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-ReconcileCommissaryOrder>

OR by scanning the QR code to the left.

Related User Group Permissions

Screen Name	Control Name	Description
NC-Other Store Tasks	View/Edit Recent Commissary Order	Enables the <i>Recent Commissary Orders</i> option on the Purchasing menu.
NC-Purchasing	Reconcile	Allows users to perform reconcile. (This enables users to reconcile both Commissary Orders and Vendor Orders)
NC-Customer Order	Summary	Enables the <i>Recent Customer Orders</i> option on the Sales menu.
NC-Customer Order	Reconcile	Enables the “Reconcile” link on the Recent Customer Orders screen. (This enables supply locations to complete Final Reconcile of Customer Orders)



Complete Physical Reconcile

Overview

Companies may require Commissary Orders to be reconciled by the receiving location to validate the amount of each product received on the order. Once an order is reconciled, the products will be removed from the supply location's inventory and placed into inventory at the receiving location. Before the order is reconciled, the products will be "In Transit" at the supply location.



Tip: If you are at a supply location and need to complete a *Final Reconcile*, skip to page 6.

Getting Started

Net-Chef > Purchasing > Recent Commissary Orders

CrunchTime! Net-Chef							301 - Cardiff
Recent Commissary Orders							
Reference #	Transaction Number	Order Date	Expected Delivery Date	Post Date	Status	Actions	
300001032023	CO22053130000132845	03/20/2023	03/23/2023	03/26/2023	Reconciled Final	View View CO	
300001032523	CO23041330000132852	03/25/2023	03/28/2023	04/02/2023	Reconciled Final	View View CO	
300001032723	CO23041330000132885	03/27/2023	03/31/2023	04/02/2023	Reconciled Final	View View CO	
300001040323	CO23041430000132890	04/03/2023	04/04/2023	04/09/2023	Canceled	View View CO	
300001040423	CO23041330000132888	04/04/2023	04/07/2023	04/09/2023	Invoiced	View View CO Reconcile	2
300001040823	CO23041330000132889	04/08/2023	04/11/2023	04/16/2023	Submitted	View View CO Edit Cancel	
300001041523	CO23041330000132891	04/09/2023	04/13/2023	04/16/2023	Submitted	View View CO Edit Cancel	

1. From the Purchasing menu, select *Recent Commissary Orders*.
2. Select *Reconcile* for the order you are receiving.



Note: Orders can only be reconciled after the supply location has invoiced the order. If the order's status is not *Invoiced* when it is received, contact the supply location and request they complete the Invoice step in Net-Chef.

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Complete Physical Reconcile

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Confirm Order Details

Net-Chef > Purchasing > Recent Commissary Orders > Reconcile

CrunchTime! Net-Chef Kim 301 - Cardiff

Commissary Order No.: CO23041330000132888 Order Date: 04/04/2023 Group By: **Category** **A**
Supply Location: 303 - Naples Reference Number: 300001040423 Order Status: Invoiced
Production Run: Expected Delivery Date: 04/08/2023 **3**
Invoice Date: 04/07/2023 Physical Reconcile Date: 04/08/2023 **3**

Reconcile Allocate

5 **Reconcile** **Close**

Product #	Product Name	Order Quantity	Invoice Quantity	Invoice Price	4 Physical Quantity	Issue Unit	Unit Price	Extended Value (£)
Beverage								
P-2101	Coffee Beans	5.00	5.00	12.0532	5.00	Bag	12.0532	60.27
P-2102	Espresso Grounds	3.00	3.00	14.2344	3.00	Bag	14.2344	42.70
P-1002	Wine - Red, Cabernet	1.00	1.00	57.2495	1.00	CS	57.2495	57.25
P-1003	Wine - Red, Merlot	2.00	2.00	61.9966	1.00	CS	61.9966	62.00
P-1004	Wine - White, Zinfandel	1.00	1.00	49.4563	1.00	CS	49.4563	49.46
Subtotal:								271.68
Retail								
R-1004	Marinara Sauce	1.00	1.00	28.7040	1.00	GAL	28.7040	28.70
Subtotal:								28.70

- 3** If necessary, update the *Physical Reconcile Date* to the date you received the order.

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Tip: Use the *Group By* menu to see the products grouped by Category (default), Subcategory, or Microcategory. You can also use this setting to view the order with no grouping.

- 4** Confirm the *Physical Quantity* for each product is correct. Change the quantity if the amount received does not match the *Invoice Quantity*.
- 5** Once all order information is accurate, select *Reconcile*.



What Happens Next: When the order is reconciled without discrepancy, or when Final Reconcile is not required by your corporate team, the products on the order will be placed into inventory.

If there is a discrepancy between the Invoice Quantity and the Physical Quantity for any product contained within the order, the supply location may be prompted to perform a Final Reconcile. In this case, Crunchtime will not place the ordered products into inventory until Final Reconcile is complete.





Final Reconcile Customer Order

Overview

Supply locations may be prompted to complete a Final Reconcile for any order that has a discrepancy between the *Invoice-Quantity* and the *Physical Quantity* counted by the receiving location.

Getting Started

Net-Chef > Sales > Recent Customer Orders

CrunchTime! Net-Chef

Recent Customer Orders

All 10 Ready for Submit 1 Ready for Picklist 4 Ready for Invoice 2 Ready for Final Reconcile 1 Canceled 1

	Customer	Order #	Reference #	Order Date	Exp. Del. Date	Invoice Date	Physical Reconcile Date	Final Reconcile Date	Value (€)	Actions
Ready for Final Reconcile (Physical Reconciled/Invoiced)										
☐	301 - Cardiff	CO23041330000132888	300001040423	04/04/2023	04/07/2023	04/07/2023	04/08/2023		362.36	Reconcile View Duplicate Invoice

1. From the Sales menu, select *Recent Customer Orders*.

2. Optionally, choose the *Ready for Final Reconcile* status bin to see all orders with this status.

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Can't find this status bin? Click or tap on the *Menu* icon to adjust the visible status bins.

3. Select *Reconcile* for the order you would like to review.

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Final Reconcile Customer Order

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Final Reconcile

Net-Chef > Sales > Recent Customer Orders > Reconcile

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RS Ron 303 - Naples

5 Reconcile Close

Customer: 301 - Cardiff Expected Delivery Date: 04/08/2023 Post Date: 04/09/2023
Order #: CO23041330000132888 Reference #: 300001040423 Message:
Entry Date: 04/04/2023 Invoice Date: 04/07/2023 Final Reconcile Date:
Entered By: KPOSSIBLE Invoiced By: RSTOPPABLE Final Reconciled By:

Product #	Product Name	Issue Unit	Order Quantity	Invoice Quantity	Physical Reconcile Quantity	Final Reconcile Quantity	Unit Price	Extended Value (€)	Storage Location
P-1002	Wine - Red, Cabernet	CS	1.00	1.00	1.00	1.00	57.2495	57.25	Wine Stores
P-1003	Wine - Red, Merlot	CS	2.00	2.00	1.00	1.00	61.9966	62.00	Wine Stores
P-1004	Wine - White, Zinfandel	CS	1.00	1.00	1.00	1.00	49.4563	49.46	Wine Stores
P-2101	Coffee Beans	Bag	5.00	5.00	5.00	5.00	12.0532	60.27	Dry Good Stores
P-2102	Espresso Grounds	Bag	3.00	3.00	3.00	3.00	14.2344	42.70	Dry Good Stores
R-1004	Marinara Sauce	GAL	1.00	1.00	1.00	1.00	28.7040	28.70	Prep Kitchen Cooler
Totals:			13.00	13.00	12.00	12.00		300.38	

- 4 Review the *Final Reconcile Quantity* column for any discrepancies. Depending on your corporate settings, you may be able update these quantities as needed. If you are unable to make necessary changes, contact the receiving location and request they update the reconcile quantity.



Tip: Any products with a discrepancy between the *Invoice Quantity* and *Physical Reconcile Quantity* will be highlighted.

- 5 Select *Reconcile* to finalize the transaction. At this time product will be placed into inventory at the receiving location.





Commissary Order Settings

Enterprise Manager Settings

Corporate teams can configure which reconcile steps are required for Commissary/Customer Orders based on a selection of preferences in Enterprise Manager. These preferences are applied to all Locations.

Enterprise Manager > Preferences > Customer tab

CrunchTime! Enterprise Manager

Preferences

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

Controls

- ☐ Allow Invoicing When Quantity On Hand is Insufficient
- ☐ Approval is Necessary
- ☒ Picklist is Necessary
- ☒ Invoice is Necessary
- ☒ Physical Reconcile is Necessary
- ☒ Allow quantity changes at Physical Reconcile
- ☒ Automatically Final Reconcile Commissary Orders without discrepancies at Physical Reconcile
- ☒ Final Reconcile is Necessary
- ☐ Allow quantity changes at Final Reconcile
- ☒ Picklist Starts New Page for Each Storage
- ☐ Automatically Print Labels when Invoicing
- ☐ Customer Order Daypart/Commissary Order Production Run is Necessary
- ☒ Apply Sales Tax to Commissary Orders and Location Transfers only if Location Ownership Entities are different

Determine taxable items and Tax Code (Customer, Commissary, Warehouse Orders, and Location Transfers) based on

- ☒ Customer State/Province Taxable Products list and Customer Tax Code
- ☐ Company Product Tax Code

- A** These controls on the Customer tab will determine if *Physical Reconcile* and *Final Reconcile* are necessary, and if the locations are able to make quantity changes during the reconcile process.



Super User Tip: When the *Physical Reconcile is Necessary* preference is **disabled**, the commissary order will be reconciled automatically when the supply location completes the *Invoice* step.

