

Reconcile a Vendor Order

Quick Start Guide

Document Details

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Download the latest version of this document here:

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

... or scan the QR code to the left.



Watch the video tutorial:

[NCO 103 - Reconcile a Vendor Order](#)

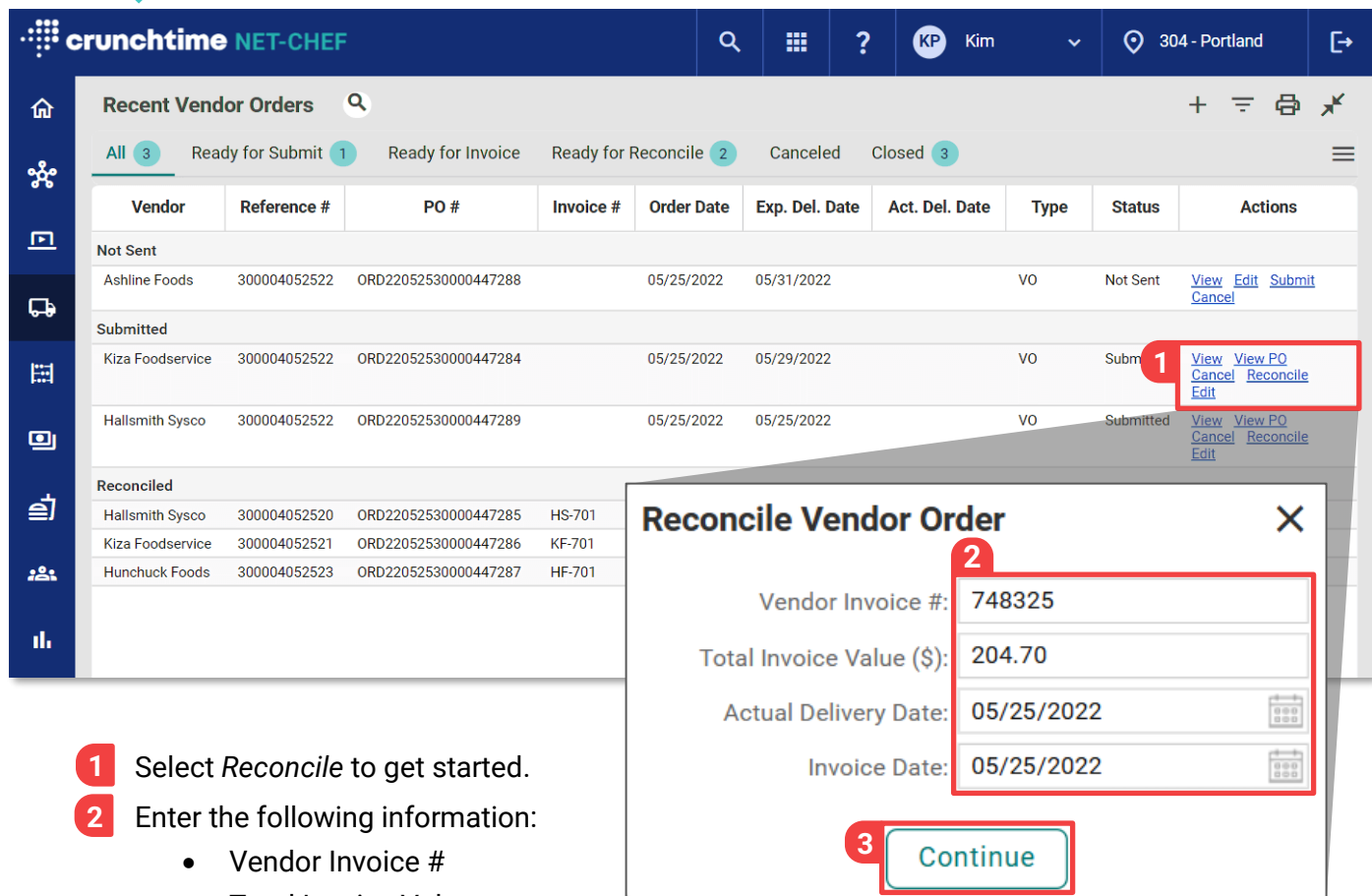
Related User Group Permissions

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	Attach Files	Allows users to upload and link files to a vendor order.
NC-Purchasing	Create Back Order during VO Reconcile	Allows users to create back orders for items not completely fulfilled on a Vendor Order.
NC-Purchasing	Edit Conversion during VO Reconcile	Allows users to edit the Conversion value.
NC-Purchasing	Edit Electronic Invoice	Allows edits to an e-invoice data uploaded for an order.
NC-Purchasing	Edit Reference # during VO Reconcile	Allows reference number to be edited during reconcile.
NC-Purchasing	Edit Tax Code during VO Reconcile	Allows tax code to be edited during reconcile.
NC-Purchasing	Labels	Allows users to print labels during reconcile.
NC-Purchasing	Override Check Number Requirement	Displays a check box beside the "Check Number" field in the Reconcile screen; when unchecked, this clears and disables the "Check Number" field.
NC-Purchasing	Reconcile	Allows users to complete the reconcile process.

Reconcile a Vendor Order

Getting Started

Net-Chef > Purchasing: Recent Vendor Orders



Recent Vendor Orders

All 3 Ready for Submit 1 Ready for Invoice Ready for Reconcile 2 Canceled Closed 3

Vendor	Reference #	PO #	Invoice #	Order Date	Exp. Del. Date	Act. Del. Date	Type	Status	Actions
Not Sent									
Ashline Foods	300004052522	ORD22052530000447288		05/25/2022	05/31/2022		VO	Not Sent	View Edit Submit Cancel
Submitted									
Kiza Foodservice	300004052522	ORD22052530000447284		05/25/2022	05/29/2022		VO	Submitted	View View PO Cancel Reconcile Edit
Hallsmith Sysco	300004052522	ORD22052530000447289		05/25/2022	05/25/2022		VO	Submitted	View View PO Cancel Reconcile Edit
Reconciled									
Hallsmith Sysco	300004052520	ORD22052530000447285	HS-701						
Kiza Foodservice	300004052521	ORD22052530000447286	KF-701						
Hunchuck Foods	300004052523	ORD22052530000447287	HF-701						

Reconcile Vendor Order

Vendor Invoice #: 748325
 Total Invoice Value (\$): 204.70
 Actual Delivery Date: 05/25/2022
 Invoice Date: 05/25/2022

Continue

- 1 Select *Reconcile* to get started.
- 2 Enter the following information:
 - Vendor Invoice #
 - Total Invoice Value
 - Actual Delivery Date
 - Invoice Date
- 3 Choose *Continue*.



E-Invoice Note: If an e-invoice was already received for this order, you will be brought directly to the reconcile screen, skipping the pop-up.



What if I don't have the invoice? If you haven't yet received an invoice from the vendor, either paper or electronic, in step 3 authorized users can select *Continue Without Invoice* (not shown) to proceed.

If you would like instructions for reconciling without an invoice, check out the Receive Vendor Order guide here: <https://links.crunchtime.com/NCQS-ReceiveVendorOrder>

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Reconcile a Vendor Order

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Net-Chef > Purchasing: Recent Vendor Orders > Reconcile

crunchtime NET-CHEF												
Reconcile Allocate												
Actual Delivery Date: 05/25/2022												
Substitute Attach Files Labels Save Reconcile Close												
Catch Weight	Product #	Product Name	Order Quantity	Unit Price (\$)	A Invoice Quantity	Physical Quantity	B Unit	Conversion	Contract Price (\$)	C Invoice Price (\$)	Invoice Extended Value (\$)	
☐	SPC-874	Produce - Carrots	2 Bag	11.2800	2.00	2.00	Bag	15.0000	11.2800	11.2800	22.56	
☐	SPL-846	Produce - Lettuce_Romaine	2 CS	27.9500	2.00	2.00	CS	40.0000	27.9500	27.9500	55.90	
☐	SPM-814	Produce - Mushrooms	1 CS	24.8900	1.00	1.00	CS	30.0000	24.8900	24.8900	24.89	
☐	SP0-841	Produce - Onions	10 LB	0.7600	10.00	10.00	LB	1.0000	0.7600	0.7600	7.60	
☐	SPP-848	Produce - Potatoes	3 Bag	10.5400	3.00	3.00	Bag	15.0000	10.5400	10.5400	31.62	
☐	SPT-867	Produce - Tomatoes	2 CS	21.9200	2.00	2.00	CS	30.0000	21.9200	21.9200	43.84	
										Invoice Subtotal:	186.41	

4. Review and update the following fields as necessary:

- A** Invoice Quantity – The quantity of product the vendor is charging for on the invoice.
- B** Physical Quantity – The quantity of product physically received at the location.
- C** Invoice Price – The price the vendor is charging for each product.

5 Select the Show/Hide Order info icon to display additional order information and continue reconciling the order.

(Continued)

Reconcile a Vendor Order

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Net-Chef > Purchasing: Recent Vendor Orders > Reconcile

crunchtime NET-CHEF

Purchase Order Number: ORD22052530000447289 Order Date: 05/25/2022 Expected Delivery Date: 05/25/2022

Vendor : Hallsmith Sysco **6** Reference Number: 300004052522 Actual Delivery Date: 05/25/2022

Vendor Invoice Number: 748325 Invoice Date: 05/25/2022 Reconcile Date: 05/25/2022

Vendor Currency: USD - US Dollar Currency Conversion: 1.0000 **7** Check Number: ☐ [Vendor Feedback \(0\)](#)

Reconcile Allocate

Actual Delivery Date: 05/25/2022 **10** **Reconcile** Close

Catch Weight	Product #	Product Name	Order Quantity	Unit Price (\$)	Invoice Quantity	Physical Quantity	Unit	Conversion	Contract Price (\$)	Invoice Price (\$)	Invoice Extended Value (\$)
☐	SPC-874	Produce - Carrots	2 Bag	11.2800	2.00	1.00	Bag	15.0000	11.2800	11.2800	22.56
☐	SPL-846	Produce - Lettuce, Romaine	2 CS	27.9500	2.00	2.00	CS	40.0000	27.9500	27.9500	55.90
☐	SPM-814	Produce - Mushrooms	1 CS	24.8900	1.00	1.00	CS	30.0000	24.8900	24.8900	24.89
☐	SPO-841	Produce - Onions	10 LB	0.7600	10.00	10.00	LB	1.0000	0.7600	0.7600	7.60
☐	SPP-848	Produce - Potatoes	3 Bag	10.5400	3.00	3.00	Bag	15.0000	10.5400	10.5400	31.62
☐	SPT-867	Produce - Tomatoes	2 CS	21.9200	2.00	2.00	CS	30.0000	21.9200	21.9200	43.84
Invoice Subtotal:											186.41

GL Number	GL Name	GL Amount
6000-0006	Fuel Surcharges	11.16
5010-0005	Produce Costs	175.13
7395-00	Tax on Invoices	7.13

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Tax:	Tax on Invoices	7.13
Freight/Shipping:	Fuel Surcharges	11.16
Misc. 1:	---	
Misc. 2:	---	
Invoice Total:		204.70
Invoice Total:		204.70
Over/Short:		0

9

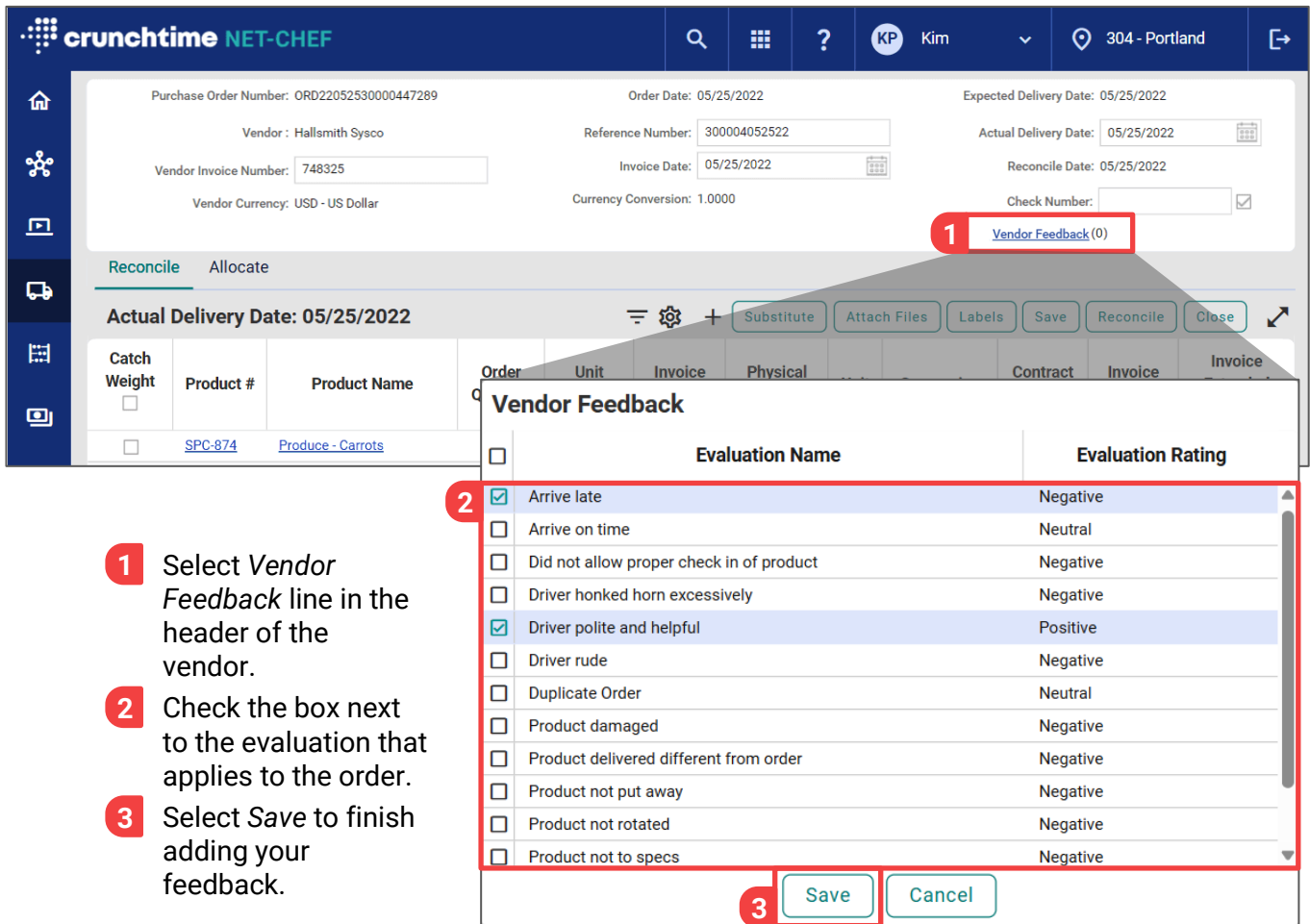
- 6** If necessary, update the *Reference Number*.
 - This field can be edited only when the "NC-Purchasing > Edit Reference # during VO Reconcile" permission is enabled for your User Group.
- 7** If necessary, enter the *Check Number*.
 - This field will only appear if the COD setting is enabled in the Vendor record.
 - When the "NC-Purchasing > Override Check Number Requirement" permission is enabled, users can bypass this step by unchecking the *Check Number* box.
- 8** Enter any *Tax, Freight/Shipping, or Miscellaneous* charges.
- 9** Confirm the *Invoice Totals* are equal, and the *Over/Short* value is zero (0).
- 10** Select *Reconcile*.

Reconcile a Vendor Order

Provide Vendor Feedback

Vendor Feedback allows you to enter comments on your overall experience with the order. This information helps inform the corporate team on trends with the vendor's performance, allowing them to make a more informed decision when establishing future contracts.

Net-Chef > Purchasing: Recent Vendor Orders > Reconcile



The screenshot shows the Net-Chef interface for reconciling a vendor order. The top navigation bar includes the Crunchtime logo, user information (Kim), and location (304 - Portland). The main header displays order details: Purchase Order Number (ORD22052530000447289), Order Date (05/25/2022), Expected Delivery Date (05/25/2022), Vendor (Hallsmith Sysco), Reference Number (300004052522), Actual Delivery Date (05/25/2022), Vendor Invoice Number (748325), Invoice Date (05/25/2022), Reconcile Date (05/25/2022), Vendor Currency (USD - US Dollar), Currency Conversion (1.0000), and Check Number. A red box labeled '1' highlights the 'Vendor Feedback (0)' link in the top right corner of the header.

Below the header, the 'Reconcile' tab is selected. The 'Actual Delivery Date' is 05/25/2022. A table lists items for reconciliation, including 'SPC-874' and 'Produce - Carrots'. A red box labeled '2' highlights the 'Vendor Feedback' modal window, which is open over the table. The modal has a title 'Vendor Feedback' and a table with two columns: 'Evaluation Name' and 'Evaluation Rating'. The table contains 12 rows of feedback items, each with a checkbox. A red box labeled '3' highlights the 'Save' button at the bottom right of the modal.

Evaluation Name	Evaluation Rating
☒ Arrive late	Negative
☐ Arrive on time	Neutral
☐ Did not allow proper check in of product	Negative
☐ Driver honked horn excessively	Negative
☒ Driver polite and helpful	Positive
☐ Driver rude	Negative
☐ Duplicate Order	Neutral
☐ Product damaged	Negative
☐ Product delivered different from order	Negative
☐ Product not put away	Negative
☐ Product not rotated	Negative
☐ Product not to specs	Negative

- 1 Select *Vendor Feedback* line in the header of the vendor.
- 2 Check the box next to the evaluation that applies to the order.
- 3 Select *Save* to finish adding your feedback.



Note: The *Vendor Feedback* link will be available only if Vendor Evaluation options have been defined in Enterprise Manager. Users can be required to enter Vendor Feedback by enabling the "Vendor Feedback is Necessary" purchasing preference.

Reconcile a Vendor Order

Allocate Products

The Allocate tab allows you to provide comments on individual products, as well as receive products into specific storage locations.



Note: The *Over/Short* value must equal zero and *Vendor Feedback* must be applied (if required) before the Allocate tab can be opened.

Net-Chef > Purchasing: Recent Vendor Orders > Allocate

crunchtime NET-CHEF

Purchase Order Number: ORD22052530000447289 Order Date: 05/25/2022 Expected Delivery Date: 05/25/2022

Vendor: Hallsmith Sysco Reference Number: 300004052522 Actual Delivery Date: 05/25/2022

Vendor Invoice Number: 748325 Invoice Date: 05/25/2022 Reconcile Date: 05/25/2022

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

Reconcile **Allocate**

Actual Delivery Date: 05/25/2022

Product #	Product Name	Order Quantity	Unit Price (\$)	Invoice Quantity	Physical Quantity	Storage Location	Qualitative Judgment
SPC-874	Produce - Carrots	2.00	11.28	2.00	1.00	Produce Cooler	Incomplete Order
SPL-846	Produce - Lettuce, Romaine	2.00	27.95	2.00	2.00	Produce Cooler	---
SPM-814	Produce - Mushrooms	1.00	24.89	1.00	1.00	Produce Cooler	---
SPO-841	Produce - Onions	10.00	0.76	10.00	10.00	Produce Cooler	---
Allocation For: Produce - Lettuce, Romaine - P-1030		54		3.00	3.00	Produce Cooler	---

1 + -

Quantity	Qualitative Judgment	Storage Location
1.00	---	Produce Cooler
1.00	---	Prep Kitchen Cooler

2

Total: 2.00
Control Total: 2.00
Variance: 0.00

3 **Save** **Cancel**

A The *Product Name* link opens a pop-up window to assign product to more than one *Storage Location* and if necessary, apply a separate *Qualitative Judgment* for each.

1 Choose the *Add (+)* icon.

2 Assign products to a particular *Storage Location* or give them a *Qualitative Judgment*.

3 Select *Save*.

B Select a *Qualitative Judgment* to comment on the quality of a product. This may be required to record why a product was received at a quantity other than the *Invoice Quantity*.

C Edit the *Storage Location* to receive product into a storage other than its primary storage.



Tip: The Allocate page is pre-filtered to display only products that require action. If you don't see all or any of the products, select the *Funnel* (filter) icon, and uncheck the *Storage Location Required* and *Qualitative Judgment Required* filters.

Reconcile a Vendor Order

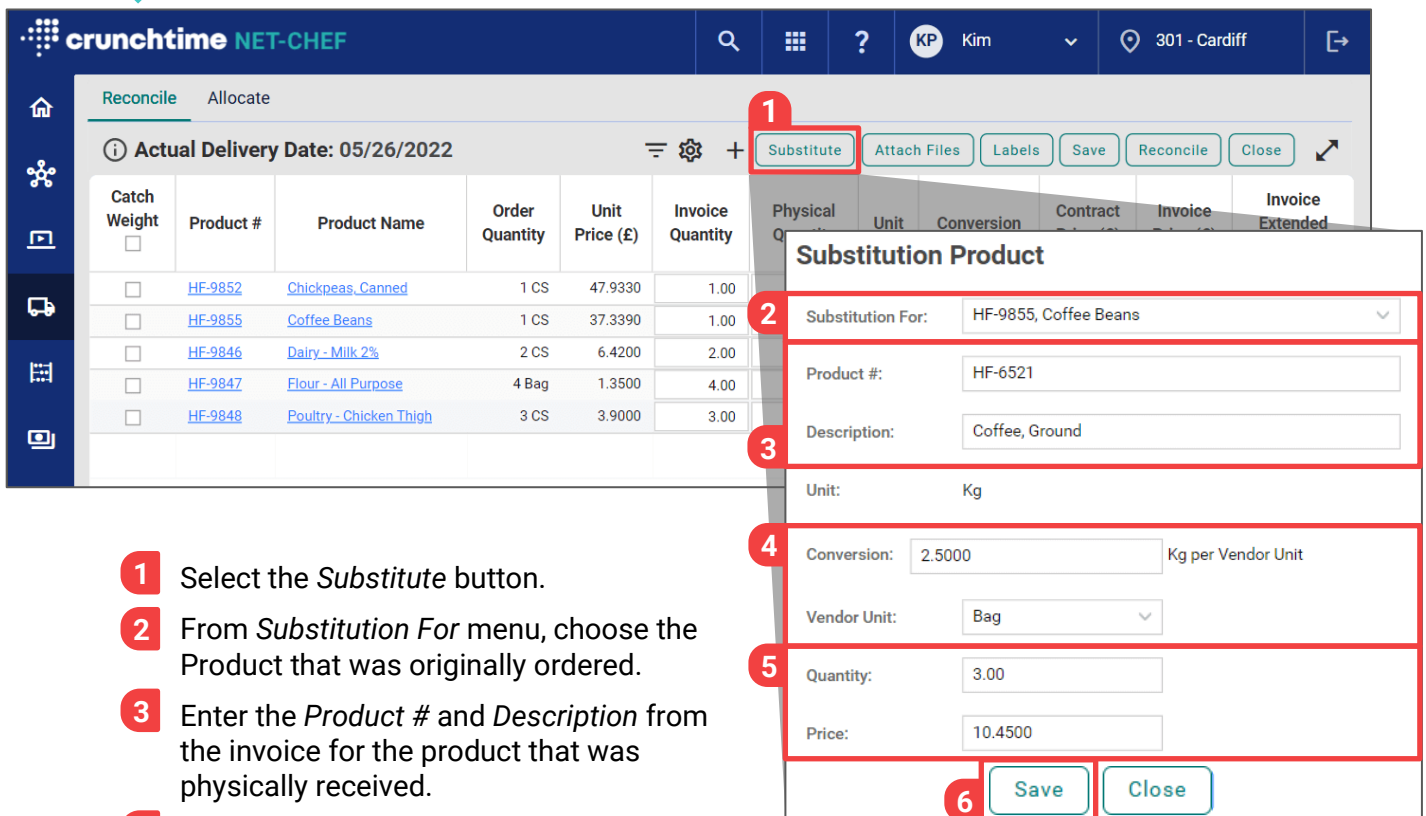
Add a Substitute Product

Any alternative products that were sent by the vendor can be accounted for by using the Substitute function. This allows you to easily account for any unexpected replacement products, while keeping your inventory costs accurate.



Note: These instructions are for manually adding a substitute product to a vendor order upon reconcile. If an E-Invoice is received with a substitute product, then the order will automatically update to reflect the accepted substitute.

Net-Chef > Purchasing: Recent Vendor Orders > Reconcile



1 Select the *Substitute* button.

2 From *Substitution For* menu, choose the Product that was originally ordered.

3 Enter the *Product #* and *Description* from the invoice for the product that was physically received.

4 If necessary, update the *Conversion* and *Vendor Unit*. To determine the conversion, ask yourself "How many Inventory Units are in one Vendor Unit?"

5 Update the *Quantity* and *Price* to match the invoice.

6 Select *Save* to add the substitute product.

Catch Weight	Product #	Product Name	Order Quantity	Unit Price (£)	Invoice Quantity
☐	HF-9852	Chickpeas, Canned	1 CS	47.9330	1.00
☐	HF-9855	Coffee Beans	1 CS	37.3390	1.00
☐	HF-9846	Dairy - Milk 2%	2 CS	6.4200	2.00
☐	HF-9847	Flour - All Purpose	4 Bag	1.3500	4.00
☐	HF-9848	Poultry - Chicken Thigh	3 CS	3.9000	3.00

Substitution Product

Substitution For: HF-9855, Coffee Beans

Product #: HF-6521

Description: Coffee, Ground

Unit: Kg

Conversion: 2.5000 Kg per Vendor Unit

Vendor Unit: Bag

Quantity: 3.00

Price: 10.4500

Save Close



Tip: The substitute product will be added into inventory, counted, and depleted as if it were the original product.

Reconcile a Vendor Order

Apply Catch Weight

There are instances where vendors may send product that varies in size between orders. Selecting Catch Weight allows you account for the varying size by receiving product by the Inventory Unit, rather than the Vendor Unit. This ensures you receiving into inventory exactly as much product as was sent by the vendor.

Net-Chef > Purchasing: Recent Vendor Orders > Reconcile

crunchtime NET-CHEF												
Reconcile Allocate Actual Delivery Date: 05/26/2022 Substitute Attach Files Labels Save Reconcile Close												
Catch Weight	Product #	Product Name	Order Quantity	Unit Price (£)	Invoice Quantity	Physical Quantity	Unit	Conversion	Contract Price (£)	Invoice Price (£)	Invoice Extended Value (£)	
☐	HF-9852	Chickpeas_Canned	1 CS	47.9330	1.00	1.00	CS	6.0000	47.9330	47.9330	47.93	
☐	HF-6521 *sub*	Coffee_Ground	1 CS	37.3390	3.00	3.00	Bag	2.5000	10.3719	10.4500	31.35	
☐	HF-9846	Dairy - Milk 2%	2 CS	6.4200	2.00	2.00	CS	9.0000	6.4200	6.4200	12.84	
☐	HF-9847	Flour - All Purpose	4 Bag	1.3500	4.00	4.00	Bag	3.0000	1.3500	1.3500	5.40	
☒	HF-9848	Poultry - Chicken Thigh	3 CS	3.9000	28.00	28.00	Kg	1.0000	0.3900	0.3900	10.92	
										Invoice Subtotal:	108.44	

- 1 From the Vendor Reconcile screen, check the *Catch Weight* box.
- 2 Update the *Invoice Quantity* and *Physical Quantity* to the amount of product that was invoiced and received (in Inventory Units).
- 3 If necessary, update the *Invoice Price* to match the price on the invoice.



Tip: There are several fields on the vendor order that will automatically update when Catch Weight is selected for a Product:

- The *Invoice Quantity* and *Physical Quantity* will update to reflect the Order Quantity in Inventory Units (rather than Vendor Units).
- The *Unit* updates to match the Product's Inventory Unit (rather than Vendor Unit).
- The *Conversion* updates to '1' since the *Unit* and *Inventory Unit* are now the same.
- The *Invoice Price* updates to reflect the cost per inventory unit (rather than the cost per Vendor Unit).

Reconcile a Vendor Order

Create a Back Order

Overview

When a vendor cannot fulfill a complete order for one or more products, the missing products may be placed on Back Order, and shipped to the location at a later date.

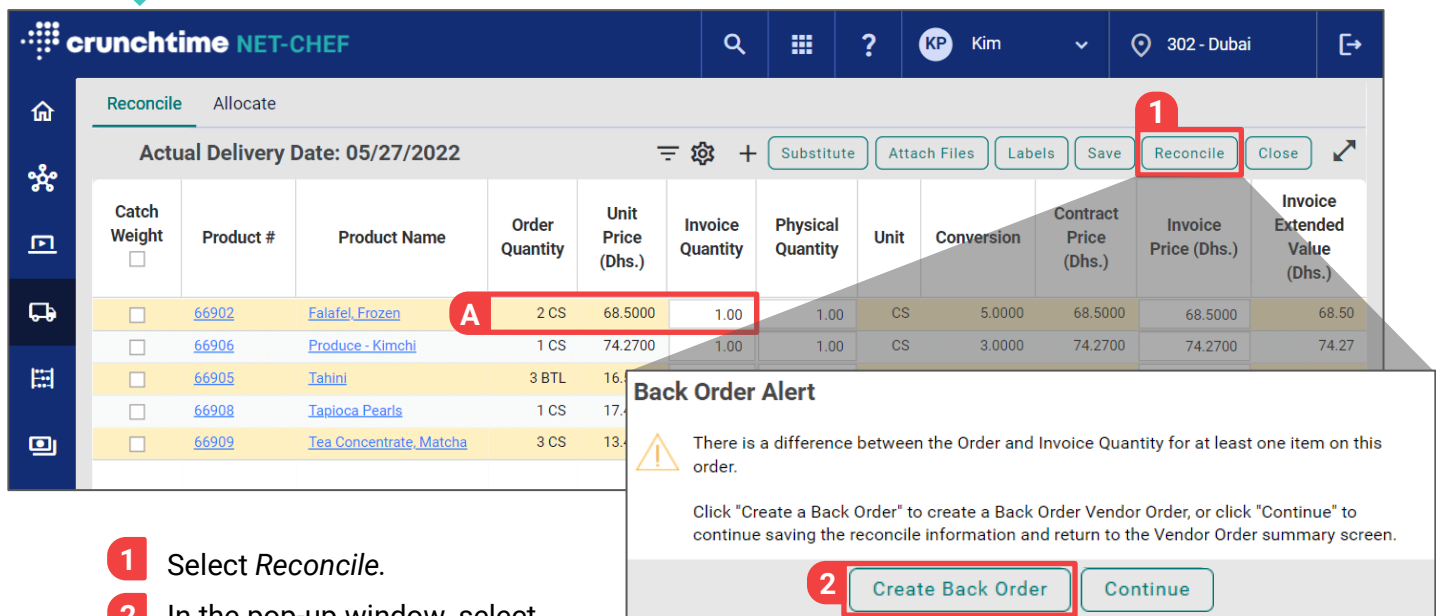
Requirements

A Back Order can only be created when the following conditions are met:

- The reconciling user has the "NC-Purchasing > Create Back Order during VO Reconcile" permission enabled.
- The vendor order has not been saved or reconciled previously (the application will not perform this check if a reconciled order is edited and re-reconciled).
- A** The *Invoice Quantity* is less than (<) the *Order Quantity* for any product on the order where the *Invoice Quantity* is not equal to zero.

Create Back Order

Net-Chef > Purchasing: Recent Vendor Orders > Reconcile



The screenshot shows the 'Reconcile' screen in Net-Chef. At the top, there's a breadcrumb trail: 'Net-Chef > Purchasing: Recent Vendor Orders > Reconcile'. The main header includes the 'crunchtime NET-CHEF' logo, a search icon, a user profile 'KP Kim', and a location '302 - Dubai'. Below the header, there are tabs for 'Reconcile' and 'Allocate'. The 'Actual Delivery Date' is set to '05/27/2022'. A table lists vendor order items with columns: Catch Weight, Product #, Product Name, Order Quantity, Unit, Unit Price (Dhs.), Invoice Quantity, Physical Quantity, Unit, Conversion, Contract Price (Dhs.), Invoice Price (Dhs.), and Invoice Extended Value (Dhs.). The first row for 'Falafel_Frozen' has an 'A' in a red circle next to the 'Invoice Quantity' of 1.00, which is less than the 'Order Quantity' of 2 CS. A 'Back Order Alert' pop-up is displayed, stating: 'There is a difference between the Order and Invoice Quantity for at least one item on this order. Click "Create a Back Order" to create a Back Order Vendor Order, or click "Continue" to continue saving the reconcile information and return to the Vendor Order summary screen.' The 'Create Back Order' button is highlighted with a red circle and the number '2'.

1 Select *Reconcile*.

2 In the pop-up window, select *Create Back Order*.

The original vendor order will be reconciled, and a new vendor order will be created containing the products that were not included on the original order.



Alert: The Back Order will appear on the Recent Vendor Orders screen in "submitted" status but will not be transmitted to the vendor.