PCARD RECONCILIATION IN CRUNCHTIME

Purchase Card expenses will now be reconciled in Crunchtime as a Purchase By Invoice (PBI).

Follow the steps below to create the PBI:

- Log into Net-Chef ٠
- From the Purchasing Tab Select: Create Purchase by Invoice (see right) •
- Select PCARD from the Vendor drop down •
- For the Invoice #, please enter the date and your initials: •

Create new Purchase by Invoice transaction									
Please select the Vendor and enter the Invoice # for the transaction:									
Vendor:	PCARD	Ŧ							
Invoice #:	08112020RCJ								
Create Cancel									



Click Create

Once the new PBI has opened on screen:													
CrunchTime	Information System: X New Tab		× +								- 0	×	
$\leftrightarrow \rightarrow c$	unos.net-chef.com/ncext/next.	ct#PurchaseByInvoice	?mode=create8	vendorld=1000	0034&invoiceNumber=	08112020RCJ			1	· 💿 🔤	w. 🐅 🖪	E	
Apps 빈 U	UltiPro 😂 🔇 Daniel Dowd's Wee	Welcome to Uno I	Pi M Gmail	😚 Facebook	Uno Pizzeria & Grill	Mirus Login	🍄 When Wi	ll True Lov	Find what	you need] iSolved HCM	»	
CRUNCHTIMFT Net-Chef.com													
0				Dashbo	ard Purchasing	Inventory	Sales	Production	Labor	Reports	Administ	ration	
Purchase by Inv	oice - Invoice Information						Save a	nd Create New	Save	Attachments	₹ @ (+	$\odot \otimes$	
Vendor:	PCARD	Invoice Total:	0.00		Invoice Number:	08112020RCJ		6 Reconci	le Use	RJEROME	4		
Delivery Date:	08/11/2020	Entry User:	RJEROME		Post Date:	08/11/2020		Reconci	le Date:	08/11/2020			
Invoice Date:	08/11/2020	Entry Date:	08/11/2020										
-	Category, Subcategory \uparrow				Value 2				Mem	0	3		
N/A		~ ()									<u> </u>		
Adult Bev, Beer		A											
Adult Bev, Other	Bar												
Controllables, Ba	ar Mug Chillers												
Controllables, Be	eer Systems												
Controllables, Be	everage Gas Delivery												
Controllables, Concrete Curbs & Sidewa													
Controllables, Dis	sh Machine												
Controllables, Do	oors & Hardware												
Controllables, Du	ues Licenses & Subscri												
Controllables, Ele	ectrical - Bulk Light												
Controllables, Ele	ectrical - Fixtures												
Controllables, En	ntertainment	-											

of0 > > C No data to display

- 1. Click the *Category/Sub Category* drop down and select the GL account for the expense.
- 2. Type in the Amount of the expense in the Value column
- 3. Enter any notes in the Memo field.
- 4. Hit the "+" Sign in upper right corner to add another expense.
- 5. Click the Save button to save and exit
- 6. Click the *Save and Create New* Button to add another PBI for a different vendor.