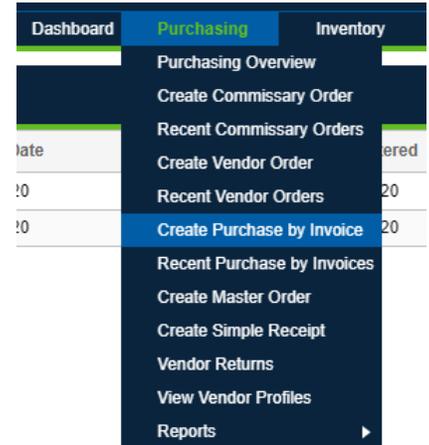


# PCARD RECONCILIATION IN CRUNCHTIME

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
- 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:



- Click Create

Once the new PBI has opened on screen:

The screenshot shows the 'Purchase by Invoice - Invoice Information' screen with the following details:

- Vendor: PCARD
- Invoice Total: 0.00
- Invoice Number: 08112020RCJ
- Reconcile User: RJEROME
- Reconcile Date: 08/11/2020
- Delivery Date: 08/11/2020
- Entry User: RJEROME
- Post Date: 08/11/2020
- Invoice Date: 08/11/2020
- Entry Date: 08/11/2020

The table below the form has three columns: Category, Subcategory (1), Value (2), and Memo (3). The dropdown menu for Category, Subcategory is open, showing various options like 'Adult Bev, Beer', 'Controllables, Bar Mug Chillers', etc.

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.