RECONCILING KEG DEPOSITS

Keg credits should be entered in when reconciling an invoice, not when you place the order.

1. When you are reconciling the order, you will see the add button in the top right corner.

CRUNCHTIME! Net-Ch	nef.com			Dashboard	Q	Josh Matulsky 👻	Bellingham* Crossroads Sl Sales	hopping Ctr; 205 Production	Hartford Ave Labo
Purchase Order Number:	VO1280	Order Date:	08/31/2020				Expected D	elivery Date: 08/31	/2020
Vendor : /	ATLAS DISTRIBUTORS	Reference Number:	236083120				Actual D	elivery Date: 09/0	2/2020
Vendor Invoice Number:	1	Invoice Date:	09/02/2020				Re	concile Date: 09/02	/2020
Vendor Currency: USD - US Dollar		Currency Conversion: 1			Vendor Feedback (0)				
Reconcile Allocate									
Actual Delivery Date: 09/0	2/2020					•	+ Substitute	Attach Files	Labels
		Order Helt Drise	Involos	Dhualaal		Contrast	Involas	Invoice	

2. This window will pop up, and this is where you will add the keg deposits:

Add Product					
		- 0	Quantity:	1	Pric
	Add Cancel				24.

3. Use the drop down button and choose correct amount for the deposit:

F	- O	Quantity:		
1 This field is required 801, Case(24u.)	<u> </u>			61
LTZER, 42058, CASE				24
COOR'S LT KEG, 42230, KEG				
CORONA LT BTL, 41842, Case(24u.)	(4u.)	24.0000	32.5000	32
DOGFISH THE PERFECT DISGUISE, P2121, KEG	KEG	1.0000	143.0000	143
DOS EQUIS AMBER BTL, P1552, Case(24u.)	(4u.)	24 0000		
GUINNESS DRAUGHT, 42023, CASE				
KEG DEPOSIT \$30, P1658, EA	KEG	1.0000	110.0000	110
KEG DEPOSIT \$50, P1660, EA	!4u.)	24.0000	31.9500	31
KILLIAN'S KEG, 42270, KEG	240.)	24.0000	31 2000	31
MILLER LIGHT BTL, 41895, Case(24u.)		24.0000	01.2000	
MODELO ESPECIAL BTL, 41897, Case(24u.)	KEG	1.0000	161.0000	161
NEW BELGIUM CRAET KEG 47468 KEG	•			

4. Make sure when you enter the quantity for the keg deposit, that it is a negative number when reconciling the invoice. If this is a positive number the dollar amount on the hard copy invoice will not match with Crunchtime.