

# RECONCILING A VENDOR ORDER

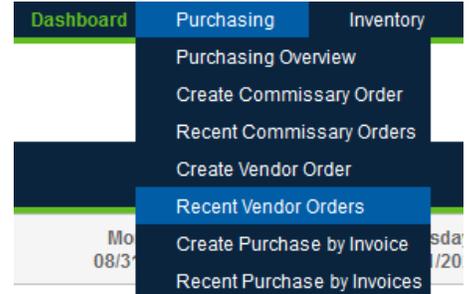
Reconciling a vendor order includes:

- Adjusting item quantities and prices as necessary
- Accounting for non-product changes to an invoice (tax/freight)
- Documenting problems with an order

It's important to reconcile your vendor orders correctly and in a timely fashion so that it doesn't improperly affect your inventory counts or your food cost.

1. Start by finding the vendor order in the system. There are two ways to do this:

- Go to the **Purchasing** tab and select **Recent Vendor Orders**
- Or, on the main dashboard, scroll down to the **Today's Tasks** section of the screen and you will see your tasks that are automated based on your vendor delivery schedules



Today's Tasks <span style="float: right;">60 Tasks Overdue 71 Tasks Incomplete <a href="#">Task Audit Report</a></span>				
Administration Location	Task Type	Description	Due Date	Actions
Winter Garden	<a href="#">Vendor Order Receive</a>	PFG ORLANDO	08/14/2020	
Winter Garden	<a href="#">Vendor Order Receive</a>	PFG ORLANDO	08/18/2020	

2. Once you've found the order, on the **Reconcile** tab, you will see all of the items listed. This is screen you will use to communicate if you received everything as listed on the invoice or not.

- If this was an electronic invoice, all of the fields will be filled in, otherwise you will have to fill in the quantities and prices.
- If there is a difference in what was actually received versus what is on the invoice, you will need to adjust either the **Physical Quantity** column

Purchase Order Number: VO1118      Order Date: 08/23/2020      Expected Delivery Date: 08/24/2020  
 Vendor: PFG SPRINGFIELD      Reference Number: 217082320      Actual Delivery Date: 08/25/2020  
 Vendor Invoice Number: 1255183      Invoice Date: 08/25/2020      Reconcile Date: 08/26/2020  
 Vendor Currency: USD - US Dollar      Currency Conversion: 1      Vendor Feedback (0)

Product #	Product Name	Temperature	Order Quantity	Unit Price (\$)	Invoice Quantity	Physical Quantity	Unit	Conversion	Contract Price (\$)	Invoice Price (\$)	Invoice Extended Value (\$)	Tax Value	Tax Code	Gross Extended Value (\$)
607725	APPLE COBBLER		1 3/72CT	67.0600	1.00	1.00	3/72CT	72.0000	67.0600	67.0600	67.06	0.00	N/A	67.06
621207	POTATOES-MASHER		4 6/8LB	29.6600	4.00	4.00	6/8LB	36.0000	29.6600		118.64	0.00	N/A	118.64
Invoice Subtotal:											185.70	0.00		185.70

3. You will need to enter in the tax and freight/shipping charges on the bottom right of the screen:

Tax:	---	
Freight/Shipping:	---	
Misc. 1:	---	
Misc. 2:	---	
Invoice Total:		185.70
Invoice Total:		185.70
Over/Short:		0.00

4. If there are any issues with any of the items that you received, click on the **Allocate** tab and you can enter the specific issue for each item that was received on this page:

Reconcile		Allocate					
Actual Delivery Date: 08/25/2020							
Product #	Product Name	Order Quantity	Unit Price (\$)	Invoice Quantity	Physical Quantity	Storage Location	Qualitative Judgment
607725	<a href="#">APPLE COBBLER</a>	1.00	67.08	1.00	1.00	Walk-In Freezer	---
621207	<a href="#">POTATOES- MASHED</a>	4.00	29.68	4.00	4.00	Walk-In Cooler	---

5. Once this is complete, click back to the **Reconcile** tab. There are a few other options on this page before you complete reconciling the invoice:

- If you click on the **Labels** tab on the top right, you can print labels with barcodes to place on each of the products
- The **Attach File** tab allows you to attach a scanned copy of the paper invoice if you would like



6. Once completed, select **Reconcile** to complete the process of reconciling your vendor order