



Create Purchase by Invoice

Quick Start Guide

Document Details

Document #: 160_QS610_190719

Release Version: 10.00.00.00

Version Release Date: July 2022

Overview

Purchase by Invoice (PBI) allows a location to enter invoice information into Net-Chef for purchasing transactions that do not affect inventory, in order to capture these expenses and associate them with a particular Category/GL Account.

System Requirements

- CES Version 10.00.00 or higher



Be sure to grab the latest version of this document here:

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

OR by scanning the QR code to the left.



Watch the tutorials on MainCourse:

<https://links.crunchtime.com/NCVO106j4s9>



Related User Group Permissions

Screen Name	Control Name	Description
NC-Daily Store Tasks	Purchase By Invoice	Enables <i>Create Purchase By Invoice</i> on the Purchasing menu.
NC-Other Store Tasks	View/Edit Recent Purchase By Invoice	Enables <i>Recent Purchase By Invoices</i> on the Purchasing menu.
NC-Purchase By Invoice	Allocate Invoice Total to Categories	Allows users to assign Categories to Purchase by Invoice transactions created in CrunchTime! Xchange.
NC-Purchase By Invoice	Attach Files	Allows users to upload files and link them to a PBI
NC-Purchase By Invoice	Reconcile with Modifications	Allows users to reconcile (or edit reconciled) PBI transactions and make changes prior to reconciling.
NC-Purchase By Invoice	Reconcile without Modifications	Allows users to reconcile (or access reconciled) Purchase by Invoice transactions, but only modify transactions that they created.
NC-Purchase By Invoice	Cancel	Allows users to cancel Purchase by Invoice transactions that are "Awaiting Reconcile" or "Reconciled" (but not yet posted). Only users that are also allowed to create and reconcile (with modifications) will be allowed to cancel reconciled transactions that they did not create.
NC-Purchase By Invoice	View Payment Information	Allows users to see and click the icon that opens the payment information pop-up.
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



Create Purchase by Invoice

Required Setup

The following Enterprise Manager setup is required to create a PBI transaction:

- At least one Category/Subcategory grouping is linked to a GL account with the “PBI” flag enabled.
- At least one Vendor has “Allow PBI” enabled in the Vendor record.

Getting Started

Net-Chef > Purchasing > Create Purchase by Invoice

CrunchTime! Net-Chef

Period: January 2 - January 8 2023 | Currency: USD (\$) | Layout: My Layout | Last Refresh: 01/07/2023 22:34

Purchasing

- Purchasing Overview
- Create Commissary Order
- Recent Commissary Orders
- Create Vendor Order
- Recent Vendor Orders
- Create Purchase by Invoice** (1)
- Recent Purchase by Invoices
- Create Master Order
- Create Simple Receipt
- Messages
- Vendor Returns

Create new Purchase by Invoice transaction

Please select the Vendor and enter the Invoice # for the transaction:

Vendor: Brothers Equipment Service (2)

Invoice #: 119042 (3)

Create (4) Cancel

- 1 Choose *Create Purchase by Invoice* from the Purchasing menu.
- 2 Select the *Vendor* from the drop-down
- 3 Enter the *Invoice #* for the transaction.
- 4 Select *Create*.

(Continued)



Create Purchase by Invoice

(Continued)

Enter Transaction Details

Net-Chef > Purchasing > Create Purchase by Invoice > Create

CrunchTime! Net-Chef

Purchase by Invoice - Invoice Information

Vendor: Brothers Equipment Service Invoice Total: 268.00 Invoice Number: 119042 Accrual: ☐

Delivery Date: 11/02/2022 Entry User: KPOSSIBLE Check Number: 97-189536 Reconcile User: KPOSSIBLE

Invoice Date: 11/02/2022 Entry Date: 11/02/2022 Post Date: 11/06/2022 Reconcile Date: 11/02/2022

Category, Subcategory ↑	Value	Memo
-------------------------	-------	------

- 1 Enter the *Invoice Total*.
- 2 Update the *Delivery Date* and *Invoice Date* as needed.



Note: You will only be able to enter a *Delivery Date* that falls within an open period. Recording PBIs in the correct period will help keep your reporting as accurate as possible.

CrunchTime! Net-Chef

Purchase by Invoice - Invoice Information

Vendor: Brothers Equipment Service Invoice Total: 268.00 Invoice Number: 119042 Accrual: ☐

Delivery Date: 11/02/2022 Entry User: KPOSSIBLE Check Number: 97-189536 Reconcile User: KPOSSIBLE

Invoice Date: 11/02/2022 Entry Date: 11/02/2022 Post Date: 11/06/2022 Reconcile Date: 11/02/2022

Category, Subcategory ↑	Value	Memo
Non-Food, Maintenance	119.00	Hood Cleaning
Non-Food, Repair equipment	149.00	Fix Exhaust Fan

Repeat Steps 3-6 for all line items on the invoice:

- 3 Select the *Add (+)* icon to add a new line item to the invoice.
- 4 Choose a *Category/Subcategory* grouping from the drop-down menu. This action associates the line item charge with a particular General Ledger account.
- 5 Enter the *Value* of the charge. The sum of all values entered must equal the Invoice Total.
- 6 Enter a *Memo* to describe the charge (optional).



Tip: Once a *Category/Subcategory* has been used for a PBI transaction, it will automatically appear on future PBIs created for this same location and vendor. Users are not required to enter a value for the saved Categories. Any unused Categories will not appear on the finalized transaction. Saved Categories will stop appearing automatically for this vendor/location if they are not been used within 45 days of the last Delivery Date.

(Continued)



Create Purchase by Invoice

(Continued)

Enter Transaction Details (continued)

Net-Chef > Purchasing > Create Purchase by Invoice > Create

CrunchTime! Net-Chef

9 Save and Create New 9 Save 8 Attachments

Vendor: Brothers Equipment Service Invoice Total: 268.00 Invoice Number: 119042 Accrual: ☐

Delivery Date: 11/02/2022 Entry User: KPOSSIBLE Check Number: 97-189536 ☒ Reconcile User: KPOSSIBLE

Invoice Date: 11/02/2022 Entry Date: 11/02/2022 Post Date: 11/06/2022 Reconcile Date: 11/02/2022

Category, Subcategory ↑	Value	Memo
Non-Food, Maintenance	119.00	Hood Cleaning
Non-Food, Repair equipment	149.00	Fix Exhaust Fan

- 7 If necessary, enter the *Check Number*.
 - This field will only appear if the COD setting is enabled on 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 Use *Attachments* to add a scanned copy of the invoice to the PBI transaction (optional).
- 9 Select *Save* to complete the transaction.





Reconcile Purchase by Invoice

Overview

In some cases, Purchase by Invoice transactions are imported through the CDP for a location by corporate headquarters, since they are conducted by corporate on behalf of the location. In these instances, they may require a manager from the location to reconcile the invoice after it has been entered.

Required Setup

Enterprise Manager > Corporate: Locations > Location Details > PBI Vendors tab

CrunchTime! Enterprise Manager

View Locations > 304 - Portland

Code: 300004 Name: 304 - Portland Create User: KPOSSIBLE
Create Date: 05/16/2022 Last Edit User: KPOSSIBLE Last Edit Date: 11/04/2022
Active: Y

< Location Suggested Order Labor Supply Locations Transfer Locations **PBI Vendors** Taxation Alternate Address Projected Sales >

Show All Active PBI Vendors: ☒ Purchase by Invoice Reconcile is Necessary: ☒ **A**

Vendor Code	Vendor Name	City	State/Province	Country
-------------	-------------	------	----------------	---------

- A** The *Purchase by Invoice Reconcile is Necessary* preference requires users to perform an additional step to reconcile PBI transactions at this Location.



Note: To complete the additional Reconcile step, users must have the “NC-Purchase By Invoice > Reconcile with Modifications” or “NC-Purchase By Invoice > Reconcile without Modifications” user group permission enabled.

Reconcile *with* Modifications

This permission enables users to do the following:

- Reconcile all PBIs
- Modify PBIs created by the same user
- Modify PBIs created by another user

Reconcile *without* Modifications

This permission enables users to do the following:

- Reconcile all PBIs
- Modify PBIs created by the same user

(Continued)



Reconcile Purchase by Invoice

(Continued)

Reconcile

After a PBI transaction has been created, either manually or via CDP import, the invoice will appear in “Awaiting Reconcile” status:

Net-Chef > Purchasing > Recent Purchase by Invoices

CrunchTime! Net-Chef

Recent Purchase by Invoice

Vendor	Invoice #	\$ Total	Invoice Date	Delivery Date	Date Enter...	Entry User	Status	Actions
Brothers Equipment Service	119043	\$119.00	06/02/2022	06/02/2022	06/02/2022	KPOSSIBLE	Awaiting Reconcile	View Edit Reconcile Cancel
Dale Hardware, Inc.	128040	\$129.00	05/09/2022	05/09/2022	05/23/2022	KPOSSIBLE	Reconciled	View Edit Cancel
Dale Hardware, Inc.	128042	\$268.00	05/23/2022	05/23/2022	05/23/2022	KPOSSIBLE	Reconciled	View Edit Cancel
AlSCO Linen Service	45700	\$75.00	05/03/2022	05/01/2022	05/18/2022	KPOSSIBLE	Reconciled	View Edit Cancel
Brothers Equipment Service	119040	\$185.00	04/27/2022	04/27/2022	05/18/2022	KPOSSIBLE	Reconciled	View Edit Cancel

1 From the *Recent Purchase By Invoice* screen, select the *Reconcile* link.

CrunchTime! Net-Chef

Purchase by Invoice - Invoice Information

Reconcile and Create New Reconcile Attachments

Vendor: Brothers Equipment Service Invoice Total: 119.00 Invoice Number: 119043 Accrual: ☐

Delivery Date: 06/02/2022 Entry User: KPOSSIBLE Post Date: 06/05/2022 Reconcile User:

Invoice Date: 06/02/2022 Entry Date: 06/02/2022 Reconcile Date:

Category, Subcategory ↑	Value	Memo
Non-Food, Maintenance	119.00	Hood Cleaning

2 Select *Reconcile* to finalize the transaction.



Note: The *Purchase By Invoice – Awaiting Reconcile* task will appear on the Dashboard to help alert users to transactions that need their attention. The due date on the task will be determined by the *Delivery Date* on the PBI transaction.





Additional PBI Integrations

Imported Payment Information

In some cases, the corporate team may upload payment information for the vendor into Net-Chef. The payment information can be found when viewing past PBI transactions.

Net-Chef > Purchasing > Recent Purchase by Invoices > View

Purchase by Invoice - Invoice Information

Vendor:	Brothers Equipment Service	Invoice Total:	268.00	Invoice Number:	119042	Accrual:	No
Delivery Date:	05/18/2022	Entry User:	KPOSSIBLE	Post Date:	05/22/2022	Reconcile User:	KPOSSIBLE
Invoice Date:	05/18/2022	Entry Date:	05/18/2022			Reconcile Date:	05/18/2022

View Payment Information

Check Number	Check Date	Check Amount	Invoice Allocation
36875934	05/22/2022	268.00	

- A Select *View Payment Information* to see payment details, such as check number, check date, and check amount.



Tip: The corporate team must upload payment information for this PBI transaction in order for the *View Payment Information* option to appear. Users must also have the “NC-Purchase By Invoice > View Payment Information” permission enabled.

Imported PBI from Xchange

When a PBI transaction is received from CrunchTime! Xchange, it will appear on the *Recent Purchase By Invoices* screen in “Awaiting Allocation” status. These transactions will need to be updated so each expense is linked to the appropriate *Category/Subcategory* before they can be reconciled.



Setup: Users must have the NC-Purchase By Invoice > Allocate Invoice Total to Categories permission enabled to complete this action.



Note: The *Purchase By Invoice – Awaiting Allocation* task will appear on the Dashboard to help alert users to transactions that need their attention. The date on the task will be determined by the *Delivery Date* on the PBI transaction.

