Purchase By Invoice

Reference Guide

Document Details

Document #: 160_PBIRG_260608
Release Version: 11.00.00.00
Version Release Date: October 2023

Overview

This guide explains how to set up for, create, and import Purchase By Invoice (PBI) transactions.

Download the latest version of this document here:
https://links.crunchtime.com/RG-PurchaseByInvoice

… or scan the QR code to the left.

Watch the video tutorial on how to Create a PBI:
NCO 106 - Create Purchase By Invoice

Related User Group Permissions

Screen Name	Control Name	Description
General Ledger	Add/Delete/Save	Add or delete General Ledger accounts, make and save changes to the list.
Vendor Details	Add/Delete/Save	Add information to the Vendor Details screen, delete non-required information, and make changes to the screen.
User Groups	Add/Delete/Save	Add or delete User Groups, make and save changes to the control settings.
NC-Daily Store Tasks	Purchase By Invoice	Enables *Create Purchase By Invoice* on the Purchasing menu.
NC-Other Store Tasks	View/Edit Recent Purchase By Invoice	Enables *Recent Purchase By Invoices* on the Purchasing menu.
Inbound Integrations	Import	Enables the Import button, to import integration files.

Related Documentation

- User Groups Configuration Worksheet: https://links.crunchtime.com/LatestUserGroupWorksheet
- All Import Templates Worksheet: https://links.crunchtime.com/LatestImportTemplates
- Developer Hub: https://developer.crunchtime.com/

© 2026 Crunchtime - All Rights Reserved

REFERENCE GUIDE

Purchase By Invoice

Related Setup

Overview

Purchase By Invoice transactions are a means to track General Ledger level transactions in Net-Chef for things that are NOT inventoried. Entering these transactions in the system allows for a more robust Profit & Loss report at the location level. Invoices for services, repair and maintenance, restaurant equipment etc. are logged by the location giving the operator greater visibility into exactly where different operating expenses are impacting their profitability. These transactions, when logged at the location level, can also be rolled up for more complete consolidated reporting to be viewed by regional managers, directors, corporate users etc. Depending on your needs, the number and level of Purchase by Invoice documents loaded into Crunchtime may vary; the more information provided, the more detailed the Profit & Loss report.

Decision Time

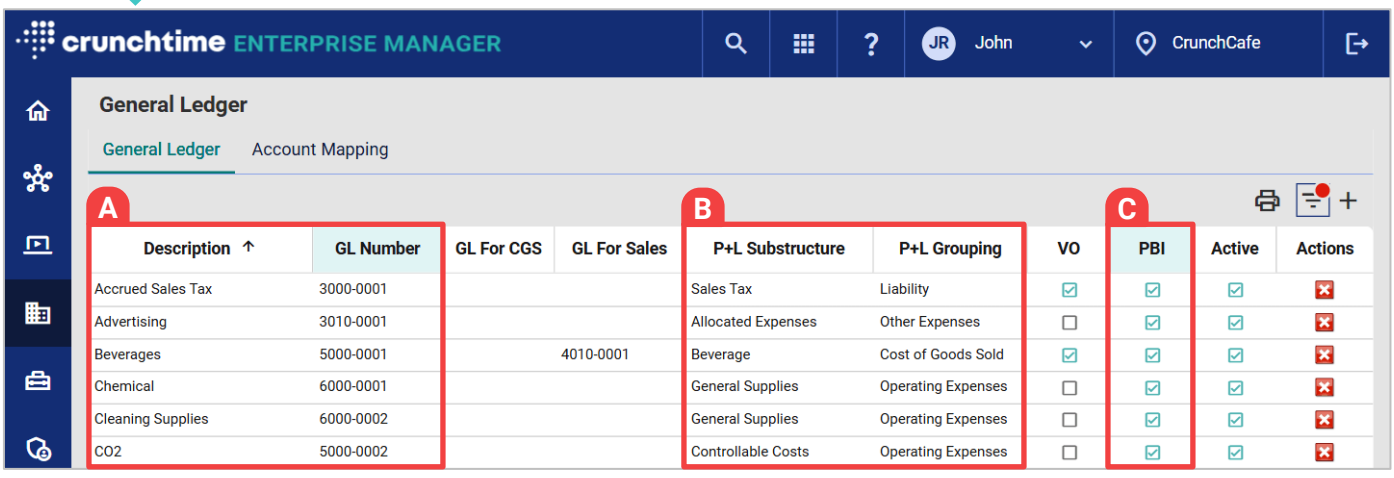
Before setting up General Ledgers and Vendors, you need to decide what level of granularity you want for tracking these transactions. There are typically two schools of thought:

1. Include as many reasonable controllable operating expenses as I have General Ledgers for. This level of granularity gives great clarity to the operator where their non-product purchases are going. There will likely be more entries required in Net-Chef to gain this level of clarity, so administration time and accuracy should be considered.
2. Create one or two 'catch all' General Ledgers and/or Vendors to track operating expenses in the system for P&L visibility, but without the level of granularity as stated above.

Tip: If you choose the second approach, you can create vendors like 'Operating Expenses' & 'Grocery'.

General Ledger Setup

Enterprise Manager > Corporate: General Ledger



A Enter the proper *Description* (Name) and *GL Number* for each account.

B Select the *P+L Substructure/P+L Grouping* combination to be used for reporting details.

C Enable the *PBI* flag for accounts related to Categories that managers will select when entering transactions in Net-Chef.

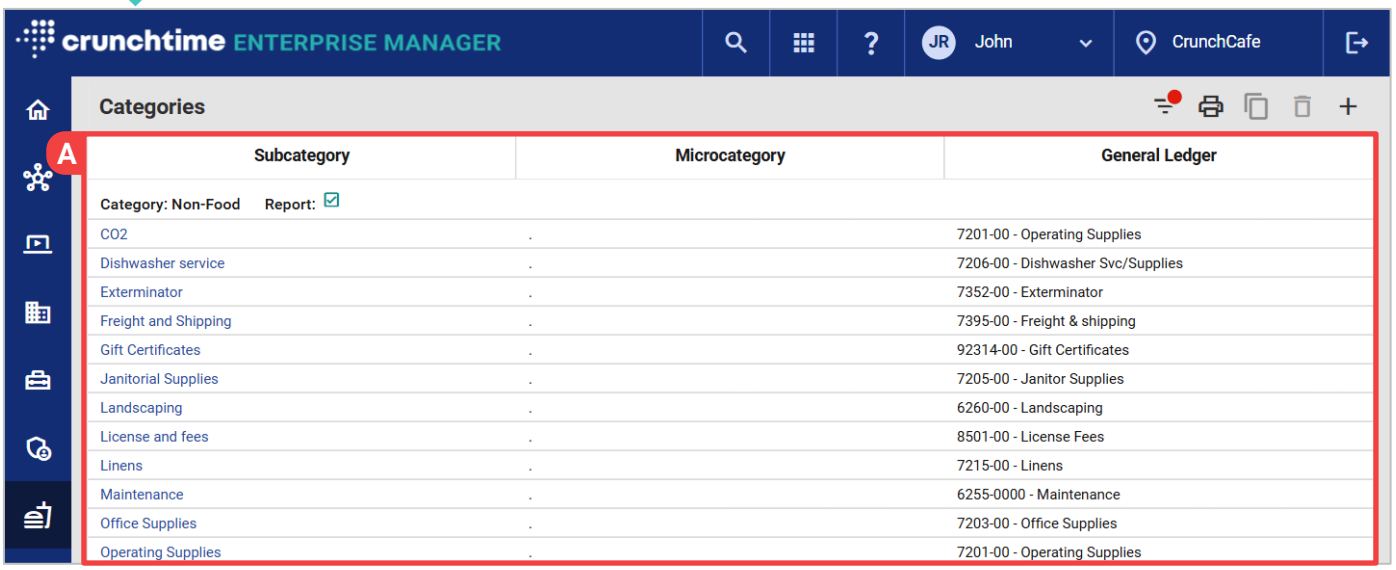
© 2026 Crunchtime - All Rights Reserved

Purchase By Invoice

Related Setup (Continued)

Category Setup

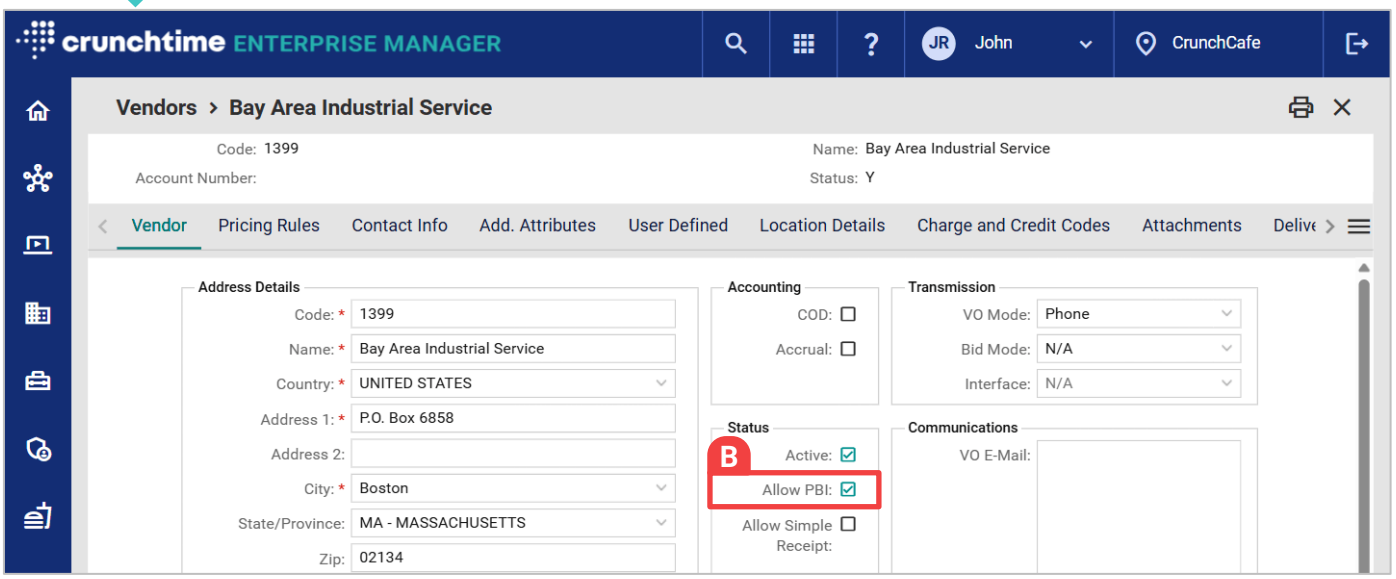
Enterprise Manager > Products: Category



A *Category/Subcategory* (and sometimes *Microcategory*) combinations are linked to GL accounts. In Net-Chef, PBI costs are associated with categories linked to GLs with the "PBI" flag enabled.

Vendor Setup

Enterprise Manager > Purchasing: Vendors



B For each vendor, the *Allow PBI* box is enabled by default in the Vendor record. If a vendor should not be available for PBIs (i.e. they *only* sell inventoried products), this can be unchecked.

© 2026 Crunchtime - All Rights Reserved

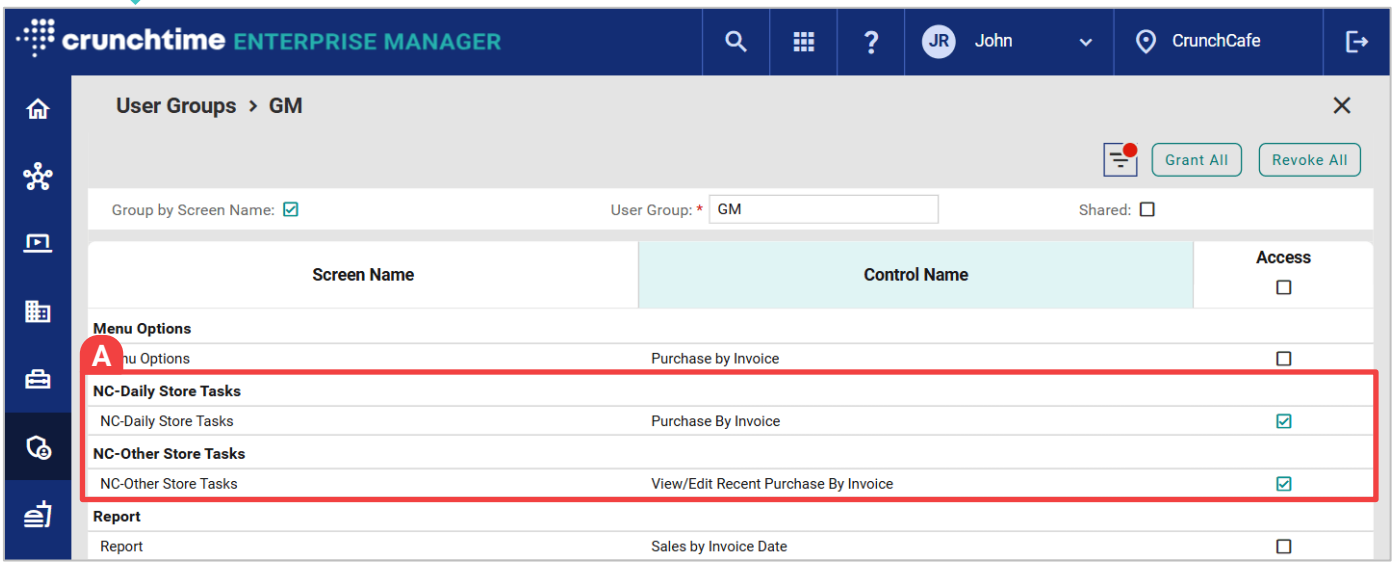
Purchase By Invoice

Related Setup (Continued)

User Group Controls

User Groups allow for Application Users within Crunchtime to access various screens and complete necessary transactions. They are completely customizable and you can create as many as needed to manage security and access permissions for all users.

Enterprise Manager > Security: User Groups > {Edit}



A For each User Group that should be allowed to enter PBI transactions, enable *Access* for the two controls shown above.

Note: To access our interactive User Groups Configuration Worksheet, use this link: https://links.crunchtime.com/LatestUserGroupWorksheet.

© 2026 Crunchtime - All Rights Reserved

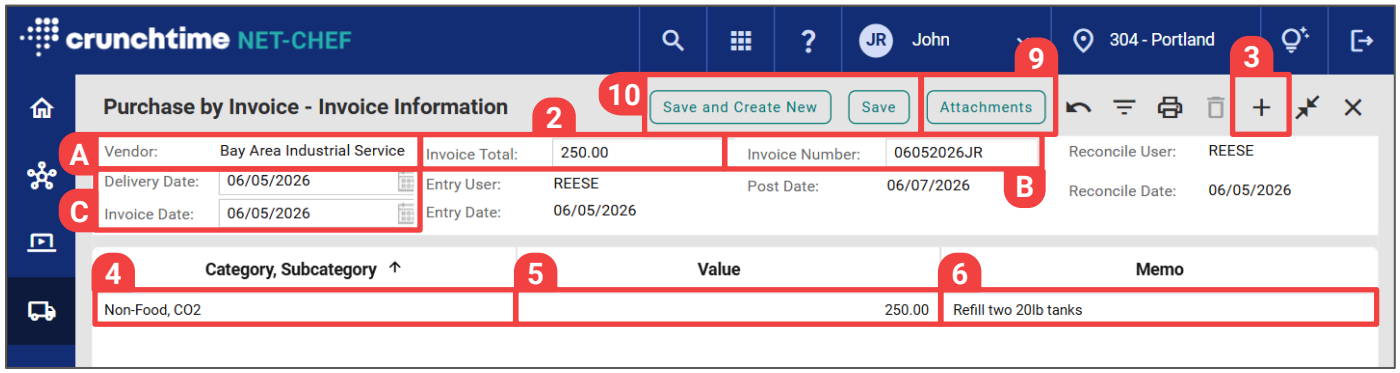
REFERENCE GUIDE

Purchase By Invoice

Create Transactions

Enter a Purchase By Invoice

Net-Chef > Purchasing: Create Purchase By Invoice



1. From the Purchasing Menu, select *Create Purchase By Invoice*. In the pop-up (not shown) select the *Vendor*, enter the *Invoice #* from the invoice or receipt, then click *Create*.
   - **A** The selected *Vendor* is displayed here.
   - **B** The *Invoice #* is displayed here. *Tip: If you don't have an invoice number, you can create one using the date + the users initials, as shown.*
   - **C** The *Delivery Date* and *Invoice Date* default to the current date; they can be edited if needed.
2. Enter the *Invoice Total*; this should include taxes and surcharges, if any.
3. Click the + (Add) icon to add a detail row to the screen.
4. Select the appropriate *Category/Subcategory* combination to associate with the cost entry.
5. Enter the cost *Value* for that detail row. (*The sum of these entries must match the Invoice Total.*)
6. If desired, enter a *Memo* providing details regarding the transaction or service.
7. Click off of the row to finalize the entry.
8. Repeat steps 3-7 to enter additional charges.
9. If desired, you can add *Attachments* to the PBI record like a scanned copy of the paper invoice.
10. Once complete, click *Save* or *Save and Create New* if more transactions need to be entered.

Tip: The Memo field a great tool to track repair types for restaurant equipment.

Note: Use this link to watch the video tutorial: NCO 106 - Create Purchase By Invoice

© 2026 Crunchtime - All Rights Reserved

REFERENCE GUIDE

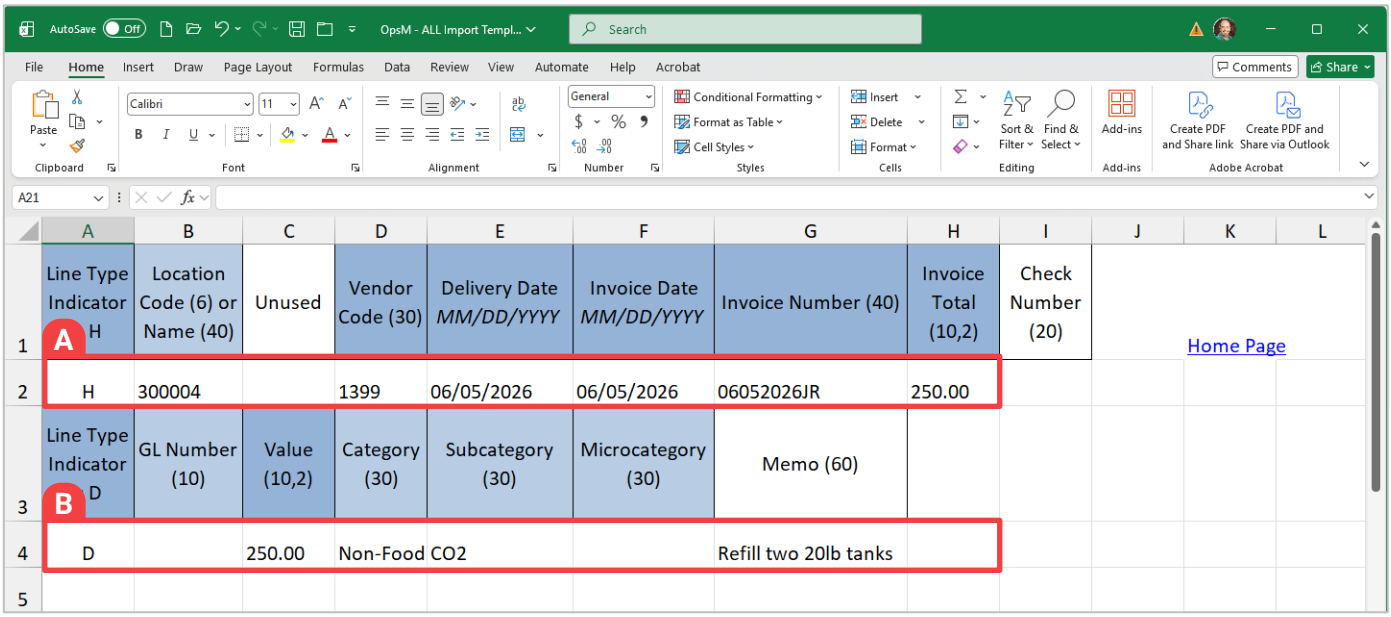
Purchase By Invoice

Import Transactions

Create a PBI Import File

Purchase By Invoice records can also be imported directly to Crunchtime, thus bypassing the need to enter the transactions manually. The import function is often used for any invoices or costs that would not have gone directly to the location and is managed at the above-store level by a corporate user. Using the '006' import template a user can create multiple records quickly on behalf of the locations.

Below is an example of the format needed to create the PBI shown on the previous page. The process requires completing the necessary fields in the Excel template, copying the data into Notepad, and saving it as a **.txt** file. The naming convention should be **"006" + Location Code + Optional text + ".txt"**.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Line Type Indicator H (A)	Location Code (6) or Name (40)	Unused	Vendor Code (30)	Delivery Date *MM/DD/YYYY*	Invoice Date *MM/DD/YYYY*	Invoice Number (40)	Invoice Total (10,2)	Check Number (20)		Home Page	
2	H	300004		1399	06/05/2026	06/05/2026	06052026JR	250.00				
3	Line Type Indicator D (B)	GL Number (10)	Value (10,2)	Category (30)	Subcategory (30)	Microcategory (30)	Memo (60)					
4	D		250.00	Non-Food	CO2		Refill two 20lb tanks					
5												

A This row contains the header details.

B This and any additional rows contain the details for each cost entry.

The fields with darker highlighting are required. Those with lighter highlighting are recommended and those without highlighting are optional but both can be used to track specific information for each cost entry.

Tip: The Header & Detail field guides in Rows 1 & 3 are not part of the import data. To create the text file, delete Row 3, copy everything from Row 2 down and paste it into Notepad, then save it as noted above.

Once saved, the file can be imported via the CDP or the Import button located in the Inbound Integrations screen of Enterprise Manager (see next page for details).

Note: To access our All Import Templates Worksheet, use this link: https://links.crunchtime.com/LatestImportTemplates.

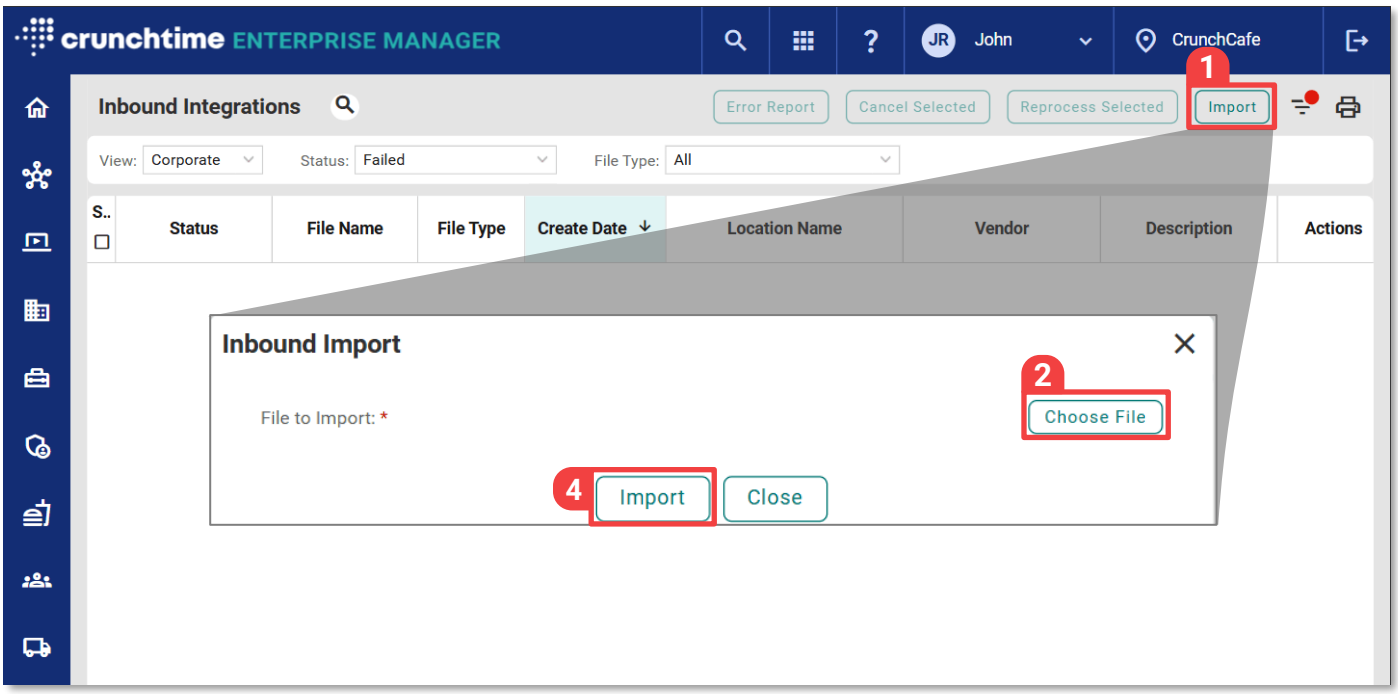
© 2026 Crunchtime - All Rights Reserved

Purchase By Invoice

Import Transactions (Continued)

Import a PBI File

Enterprise Manager > Interfaces: Inbound Integrations



1. From the Inbound Integrations screen, select the *Import* button.
2. In the Inbound Import pop-up, click the *Choose File* button.
3. In the file selection pop-up (not shown), locate and double-click the file you want to import.
4. To import the file, click the *Import* button.

© 2026 Crunchtime - All Rights Reserved