SynergySuite Quick Guide

Employees

- When adding employees, make sure to enter all the required information, save, reopen the employee, generate pos code, save and then sync to pos. This will bring the employee to Revel.
- Revel PINs are adjusted in SynergySuite under the employee, payrolls, POS access code.
  - Recommend using the "Generate POS Code" button so it is unique.
- Employee Cards for Revel are still adjusted in Revel currently.
- Employee ID: Reach out to your Owner/Payroll for how they would like you to enter Employee IDs.

Cash Management

- End of Night Cash (Deposits) are completed in Location -> Cash Up (check the box at the top to skip slides).
  - Enter Payout Reasons when asked.
  - **Variance is NOT cash over short**. Variance is a system issue – email pos_support@brixholdings to inform of the variance.
  - Cash sheets can be deleted by owner if mistake is made.
- Safe Counts are for counting opening safe and counting closing safe. You can do a mid-day safe count as well if you choose to.

Inventory/Purchasing/Delivery Management

- Inventory Counts – check the bubble at the top to ensure if you are counting before opening or after opening.
- Inventory Counts – watch units of measure, as they are different.
- Inventory Reports – you can adjust count numbers directly in the report if you have not locked the report. You can export to excel for easier reading.
- Orders are placed under orders – then submit to USF. No need to go anywhere. You will see a confirmed under status within 15 minutes.

- Orders move from orders to deliveries automatically when USF is delivered. Please accept this without editing it. Credits come separately. Accept those.

- Credits come in as a negative invoice – these need to be accepted. These normally appear in the same weekly period so it will offset your receiving invoice; however, on the occasion they do not you will see a high COGs one week and then a lower COGs the following week.

- Direct shipped items – the invoice for these items is created when USF creates the invoice. In the system, you will need to adjust the date to the day you physically receive the product. This will put that product on both inventory and purchasing reports.

Timekeeping

- Is completed in the schedule editor. You need to "unlock" the day you need to adjust. Locked days show with a gray background. Once unlocked, use the drop down to go back to "sign off day". This will open the end of night process. Adjust the person you need to adjust and click save. This will relock the day.
- It is important to ensure each day is locked so you can send to payroll on Monday.