



## To add a Grocery Pay In:

1. Go to Purchasing, then Deliveries.

<b><sup>22</sup></b> SynergySuite		-		Q Search		@ Ⅲ	ୟ 🥬 ()
Cash - Dashboards - Financial - HRM - Inventory - Location	n Daily Summary Operations Purchasing 🗸	eporting					
Home > Transaction	Auto Order G	eneration					
	Deliveries	ins.				New Trans	sactions View
20520- South Weymouth - Delivery	Line Cost App	proval					
Start Date End Date 20520- South Wey v 🛱 Start Date 🛱 End Date	Purchasing So Vendor Trans	actions					
Delivery •	Q. Search V	endor, references,				Pay In Vendor	• +
							Q 🛓
Partner Sys Ref Partner Ref	Parent Ref Status	Transaction Date $\ \downarrow$	Due Date	Tax	Net	Balance	Action
US Foods - Seabrook 🚥 GRN000094 1644316	POR000025	Apr 17, 2024	Apr 17, 2024	12.52	8,418.51	8,431.03	:
US Foods - Seabrook ( GRN000093 1644315		Apr 17, 2024	Apr 17, 2024	0.00	5.00	5.00	:

2. Choose to add a new delivery using the plus sign on the far right, then choose "Pay In Vendor"

Start Date	End Date		
📋 Start Date	🛱 End Date		
Delivery		Select a Vendor	•
		Pay In Vendor	
		US Foods - Seabrook	2 +

3. When the Pay In Vendor box opens, under Quantity you need to enter 1, then under Cost Per Unit, enter the TOTAL purchase price. This will add the price bought to your inventory to show under purchasing. It will not affect an individual item.

Transactio 4/19/24	n Date	0 4/19/24	Partner Ref		Status No Action Requir	ed 🖣
Transaction	Tax Linked Tra	nsactions Notes	Supplier Details			
Preferred: 🔘	Show Par Details:	O Order By Loca	tion: 🔘			Q
Quantity	Product Code	Product Description	Unit	Cost per Unit	Net Value	
1	1	Grocery Pay In	ст	15.00	15.00	÷
				Transaction Net	Transaction	τ
Created Us	er	Partner Gross	Transaction Tax			15.00





## 4. Hit "Save and Approve"



These items will NOT be counted on your next inventory. Your theoretical costs will show a variance (gain), however the purchased amount will be added to your Cost Of Goods for your overall price.