

How to Manually add a Scanned Invoice

Synergy<mark>Suite</mark>

How to add a manual invoice that is NOT USF to SynergySuite.

1) Scan the invoice using your printer to your computer and save it into the scanned document folder on your computer.

We Suggest naming it Invoice #- Vendor Name

2) Open Synergy, go to Purchasing, and then Deliveries.

SynergySuite										
Cash ~	Dashboards ~	Financial ~	HRM ~	Inventory ~	Location Daily Summary	Operations ~	Purchasing ~	Reporting		
Home > Product Management							Auto Order Generation			
	_						Deliveries			

## Product Tree

3) Go to the deliveries tab and create a delivery, choosing the appropriate vendor and then "create" button

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Transaction type Purchases	Location 27319- Myrtl	Ie Bea 🗸 📋 8	Date 3/20/24	End Date							
Orders Deliveries Inv	oice Credit M	Notes Return	Transfers In Transfer	Create Manual	Delivery						
👦 27319- Myrtle Beach			Vendor Select a Vendor		~						
Q Search Table				Breakthru Beverage	Group	15	∓ Filter Stat	us 📄 Downle	bad Table	Actions 🗸 🛛 C	reate Delivery
Partner	Туре	Sys Ref	Partner Ref	Pay In Vendor			Due Date	Net	Тах	Balance	Actions
EDI US Foods - Pittson	EDI	GRN000122	0335147	Southern Crown Par	tners	Å	ug 26, 2024	11,096.21	26.59	11,122.80	:
EDI US Foods - Pittson	EDI	GRN000121	2981934	The Yahnis Compan US Foods - Pittson	y EDI	Å	ug 23, 2024	-12.00	0.00	-12.00	:

4) Once the delivery has been created and all appropriate items have been added. Use the "save and Approve" button.5) Use the tabs to go to Invoice tab, and using the 3 dots, open the transaction, and use the document tab. Here you can

b) Use the tabs to go to invoice tab, and using the 3 dots, open the transaction, and use the document tab. Here you can upload the scanned document. (use the cloud with an arrow to upload a document)
Purchases

Transaction type Purchases	∠ Location 27319- Myrtle	Start Da	vate /20/24	End Date				
Orders Deliveries	Invoice Credit N	otes Return T	Fransfers In Transf	ers Out				
Transactions	Tax Linked	Fransactions	Notes Supp	lier Details	Documents	History		
Document	List					९ 🛓 🚯		
	There are currently no documents stored							

We recommend doing this so that each manual receiving is attached to the paper invoice for easy processing and balancing. This will allow everything to be matched up together.