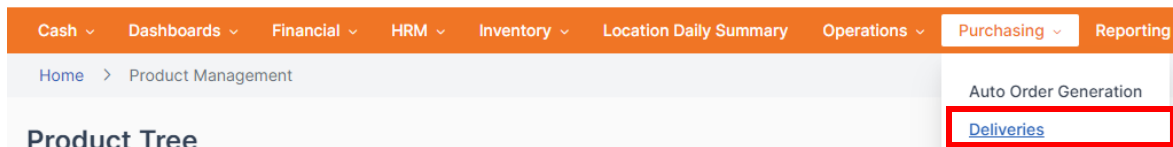
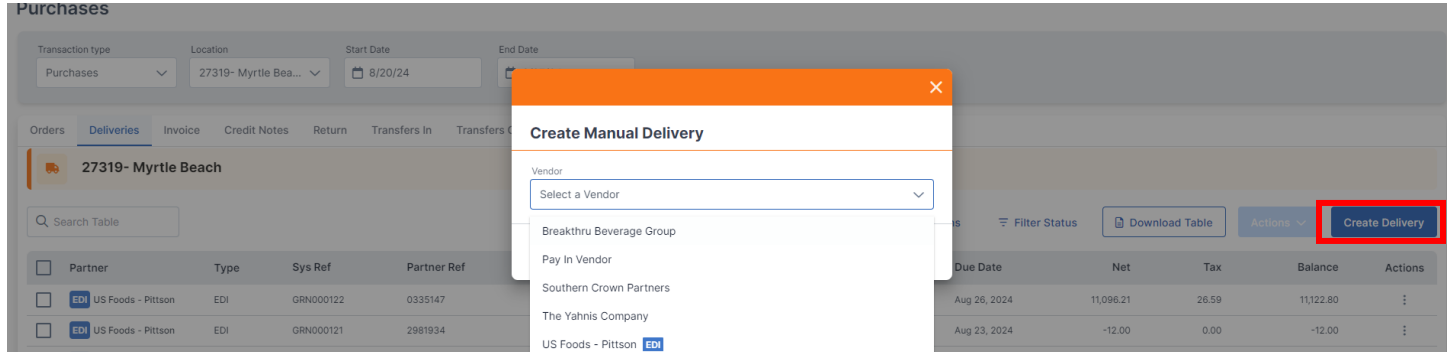


How to add a manual invoice that is NOT USF to SynergySuite.

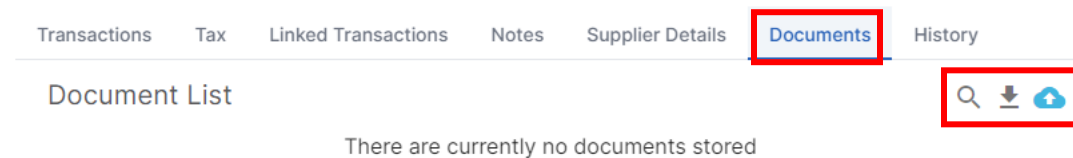
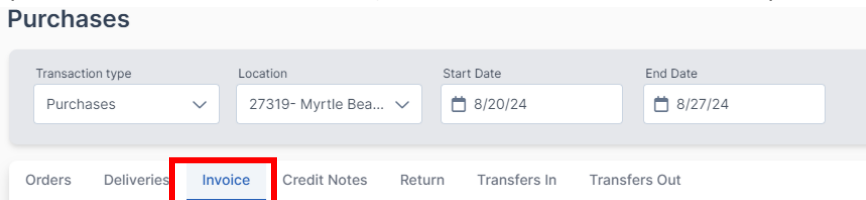
- 1) Scan the invoice using your printer to your computer and save it into the scanned document folder on your computer.
We Suggest naming it Invoice #- Vendor Name
- 2) Open Synergy, go to Purchasing, and then Deliveries.



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



- 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 upload the scanned document. (use the cloud with an arrow to upload a document)



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.