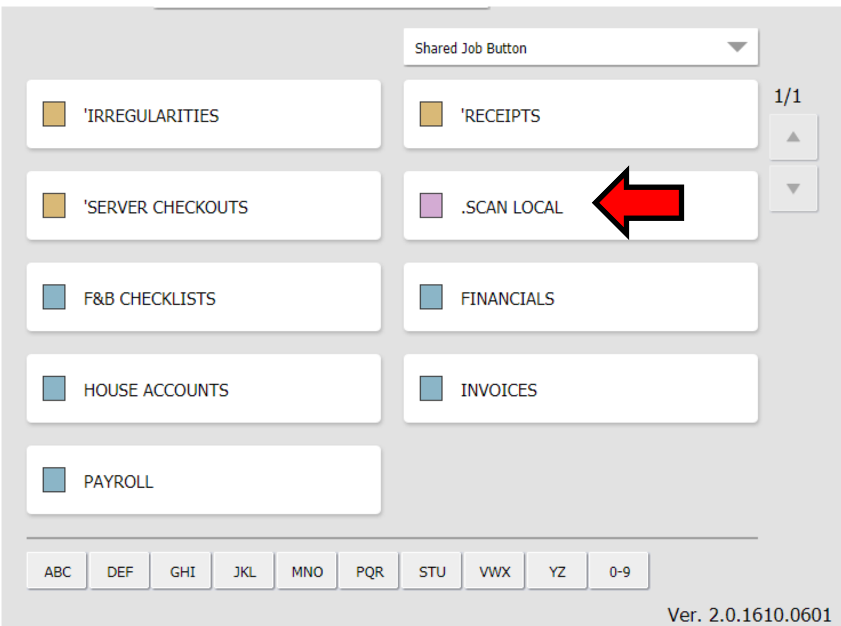
TOOJAY'S
DELI • BAKERY • RESTAURANT

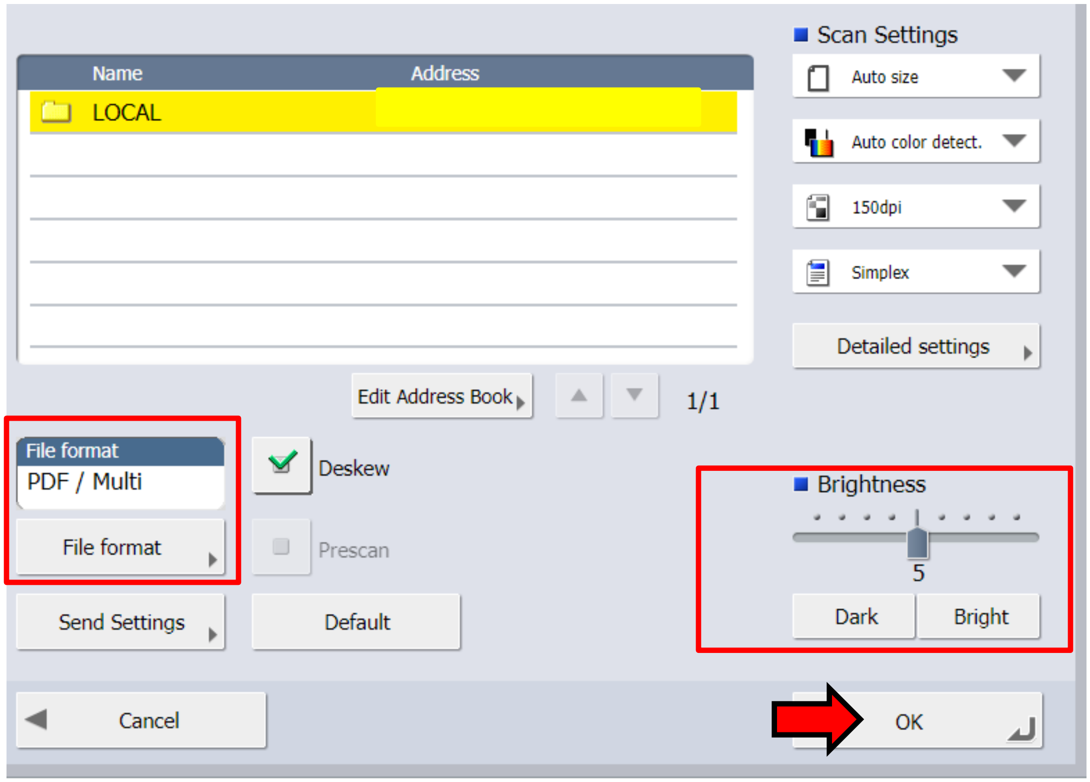
# Scan Assist Procedures

## <u>SCANNING INVOICES TO YOUR COMPUTER TO UPLOAD</u>

- Log into your Canon Scanfront 400 scanner using your stores credentials
- Load your invoices onto the scanner
  - You can scan them all in together
- Select **.Scan Local**



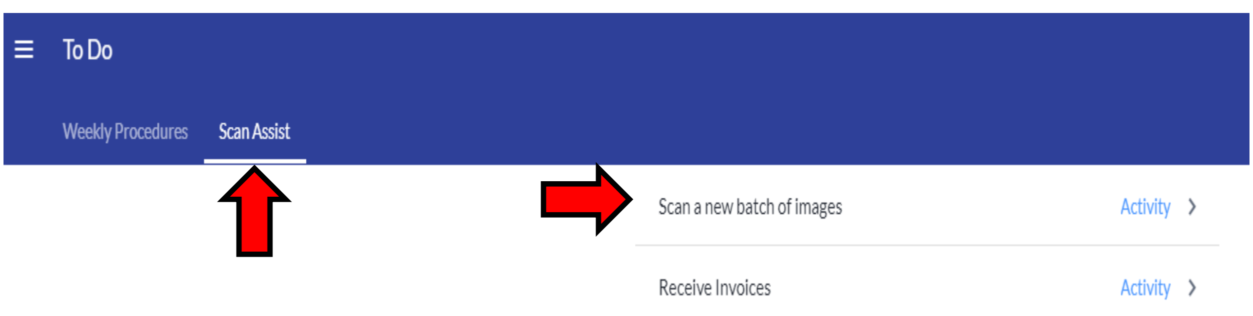

- Make sure the File format is set to PDF/Multi
  - If it is not that can be changed by selecting the file format button directly below
- Adjust the Brightness Dark or Bright to adjust for the invoices you are scanning
  - If the print is light then adjust Darker, or vice versa
- Select OK
- You will find this PDF of your invoices in your scans folder
  - Found at Local Disk (C:) > scans
  - You can rename this document to whatever you like to make it easier to find when uploading (**Invoices xx-xx-xx** with the date would be recommended)




- Select

**<u>UPLOADING INVOICES INTO DATA CENTRAL</u>**

- Double left click on the Data Central Portal shortcut on your desktop
    - This will take you to the To Do page in the Data Central Portal
- Select Scan Assist from the top options
- Select Scan a new batch of images



- Select the green circle with the camera in it

- Highlight PDF file that is your invoices and select Open
- You will now see all the invoices that you scanned on the screen
- Select SAVE from the top left

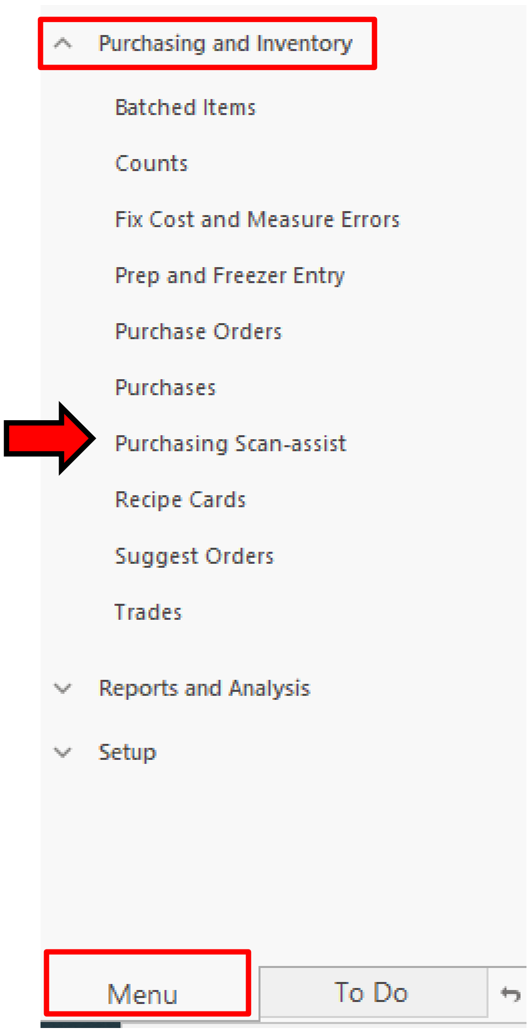

- Your invoices have now been uploaded

- You will receive an email from support@restaurantmagic.com once they are in the system
    - You will receive a separate email from the same letting you know if any invoices were unreadable and it will provide a selectable link with the image
    - Rescan this invoice, or manually enter it if it is illegible

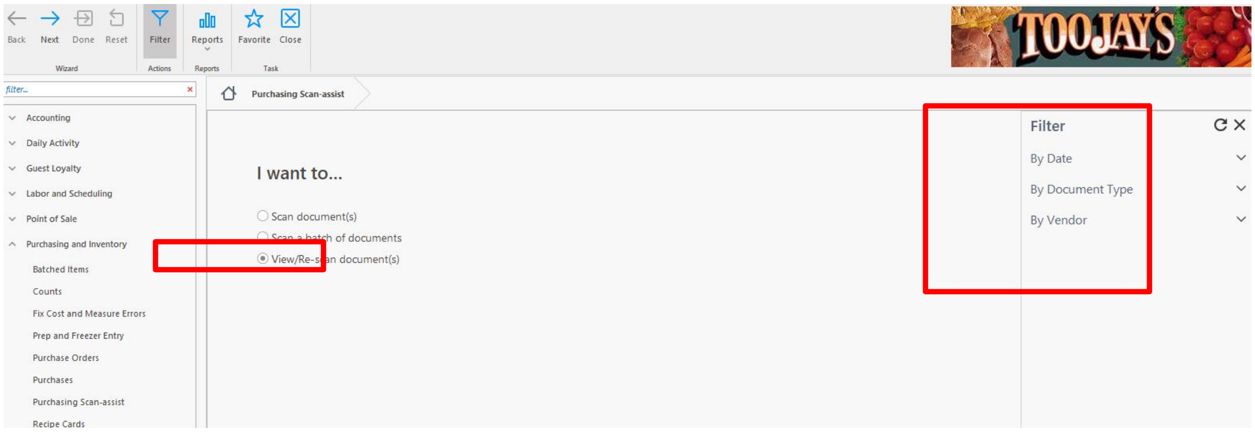
- They will be in the Data Central in the Purchasing > B2B Documents
    - Follow the same current procedures for accepting, correcting, and approving invoices.

## VIEWING YOUR SCANNED INVOICES IN DATA CENTRAL

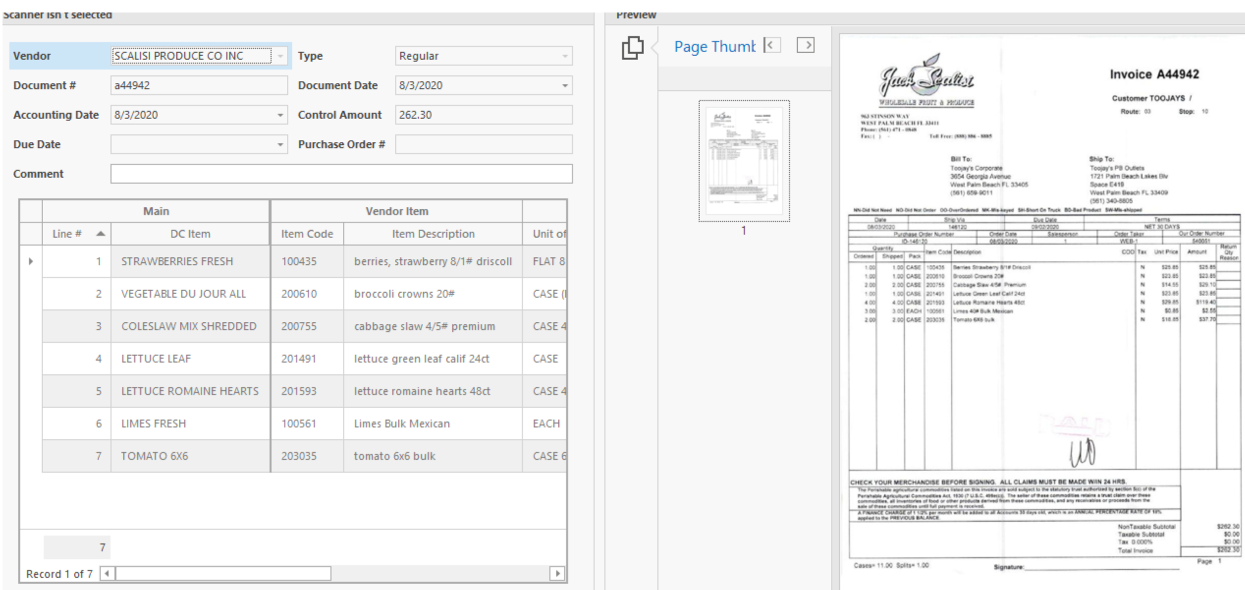
- Once logged into Data Central
  - Select Menu from the bottom left
  - Open the drop down for Purchasing and Inventory
  - Select Purchasing Scan-assist




- Select View/Re-scan document(s)
  - You can adjust the date range, document type, and specific vendor in the right side drop down menus
- Select next from the top left

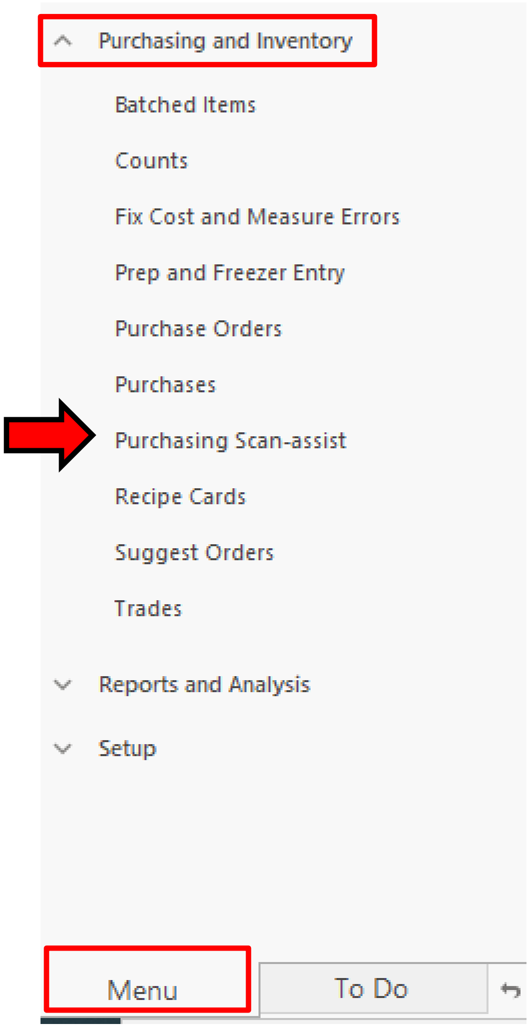



- Highlight the invoice you want to see
- Select Next from the top left
- Here you can see the invoice information in Data Central side by side with the document that was scanned

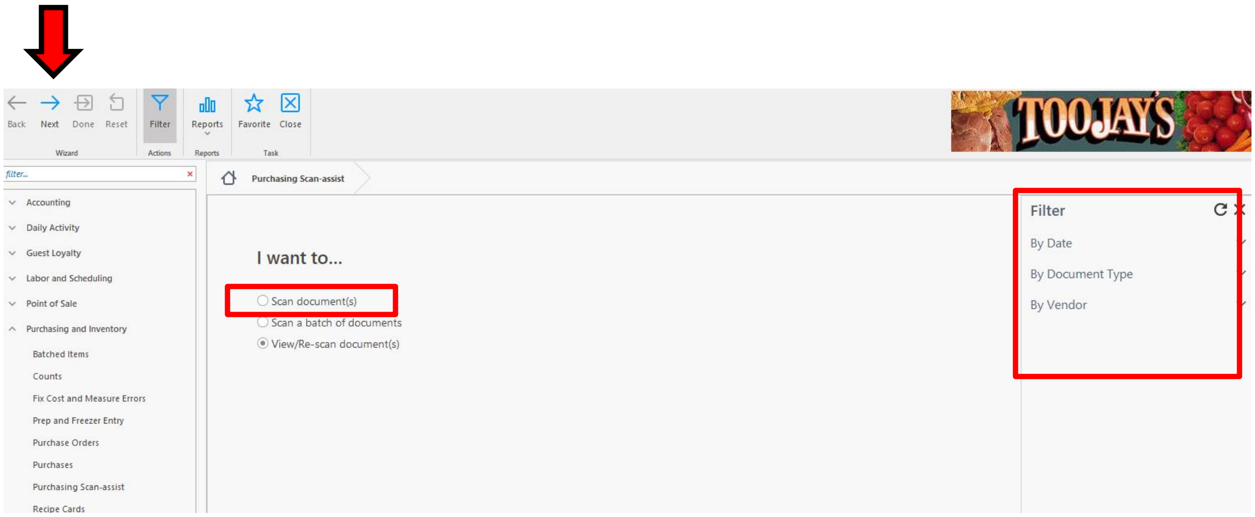



## ADDING AN INVOICE IMAGE TO AN EXISTING INVOICE IN DATA CENTRAL

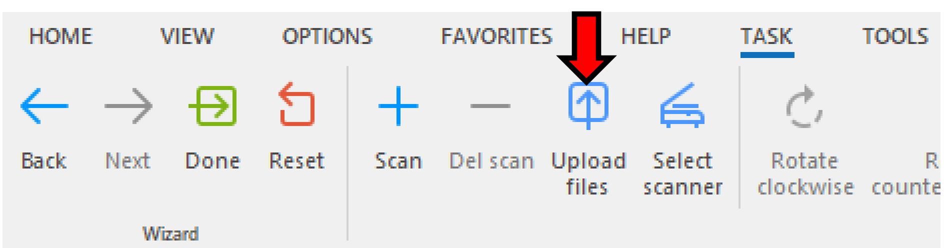
- Follow the procedures for **SCANNING INVOICES TO YOUR COMPUTER TO UPLOAD**
- Log into Data Central
    - Select Menu from the bottom left
    - Open the drop down for Purchasing and Inventory
    - Select Purchasing Scan-assist




- Select Scan document(s)
    - You can adjust the date range, document type, and specific vendor in the right side drop down menus
- Select next from the top left




- Highlight the invoice you want to see
- Select Next from the top left
- Select Upload files from the top center menu




- Locate your invoice by selecting from the left This PC > Local Disk (C:) > scans
    - Highlight the invoice you wish to upload
    - Select Open from the bottom right

- Select Done from the top left