Synergy Acc2026 - Purchase Invoices (Invoice Received)

This guide shows how to add a supplier, record a stock purchase in Invoice Received, record an expense bill, pay it, and correct or import purchase bills.

Before you start

- Know whether the bill is for a stock item or an expense.
- Know whether it is a cash purchase or on credit.
- Have the supplier's bill number ready.
- If you want to import many bills, get the Batch Invoice Import Excel template from Synergy support.

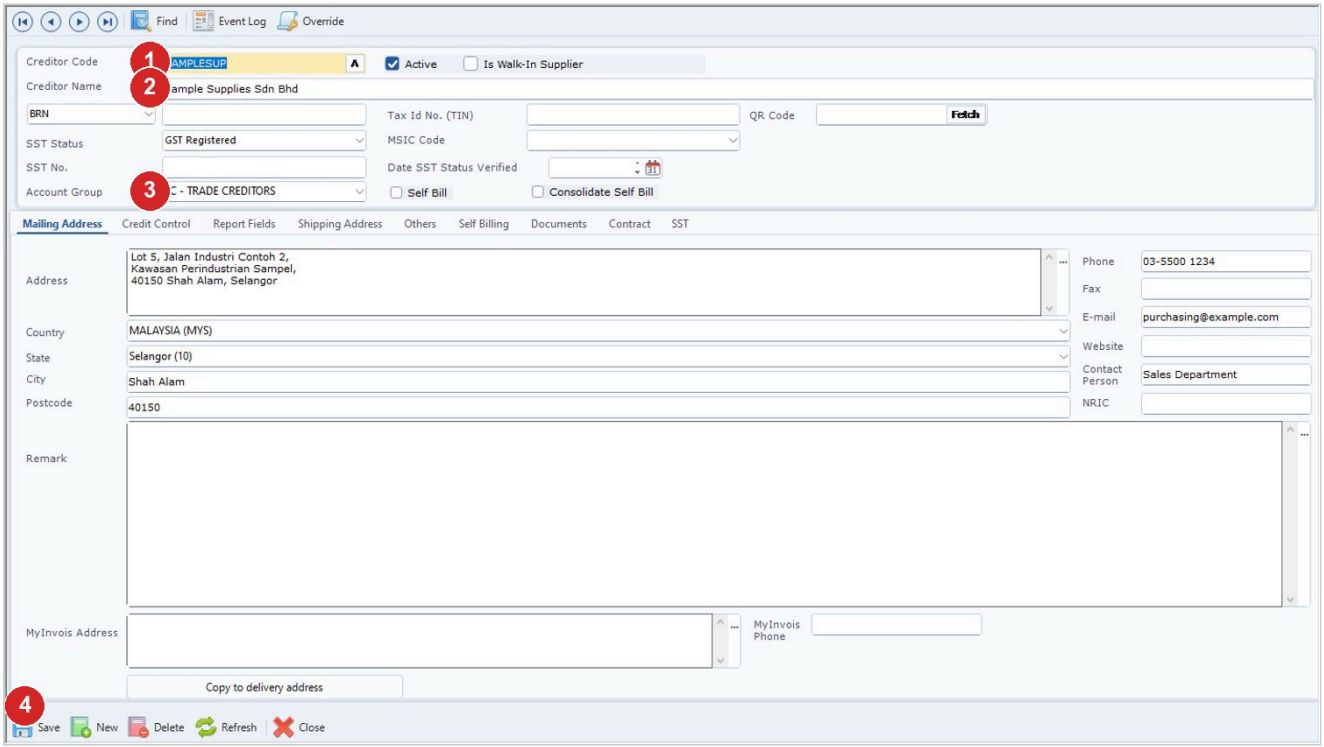
Steps

1. Open the Creditor screen

Go to Creditor Ledger > Masterfile > Creditor and click Add New Record.

2. Enter the supplier details

Fill in the supplier. Address, phone and e-mail go on the Mailing Address tab.



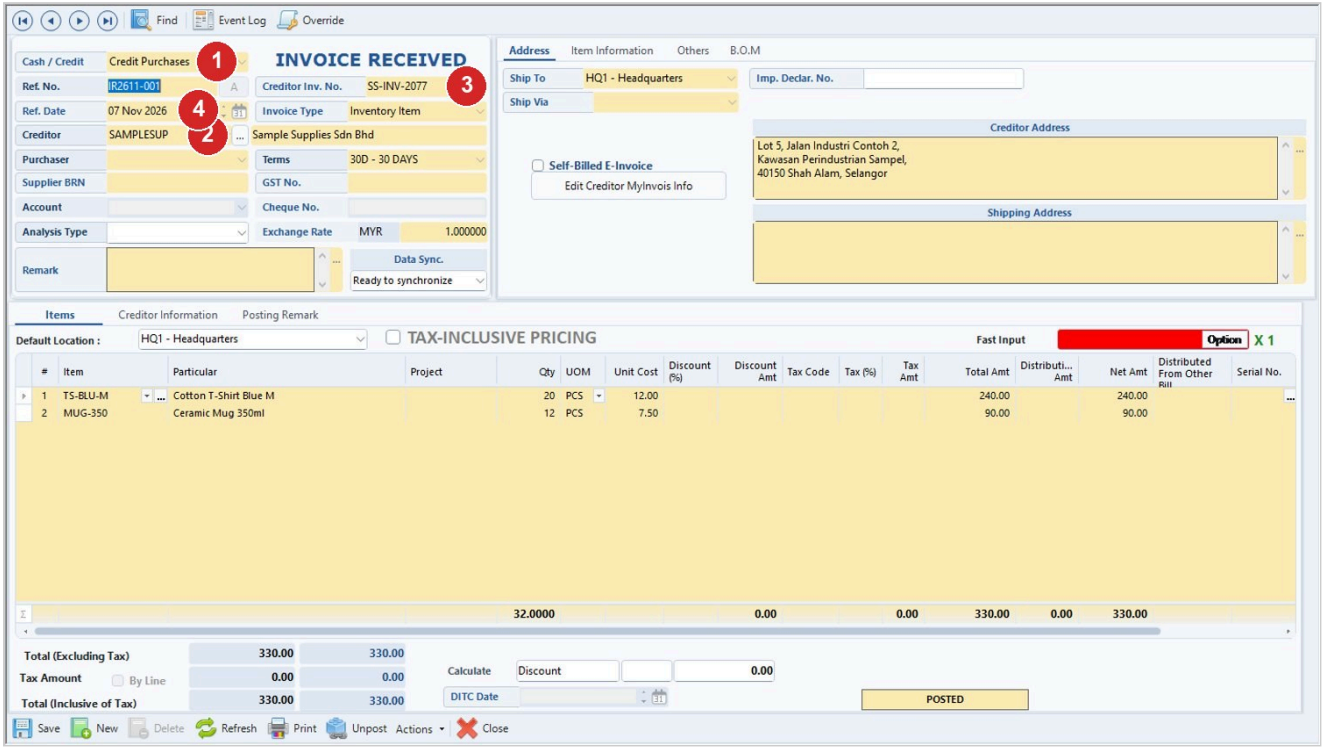
Step	What to do
1	Creditor Code: a short code of your own (here SAMPLESUP).
2	Creditor Name.
3	Account Group, for example TC - TRADE CREDITORS or OC - OTHER CREDITOR.
4	Click Save.

3. Open Invoice Received

For a stock purchase, go to Sales and Purchases > Transactions > Purchase Process > Invoice Received and click Add New Record.

4. Fill in the top of the form

Fill in the top of the form.



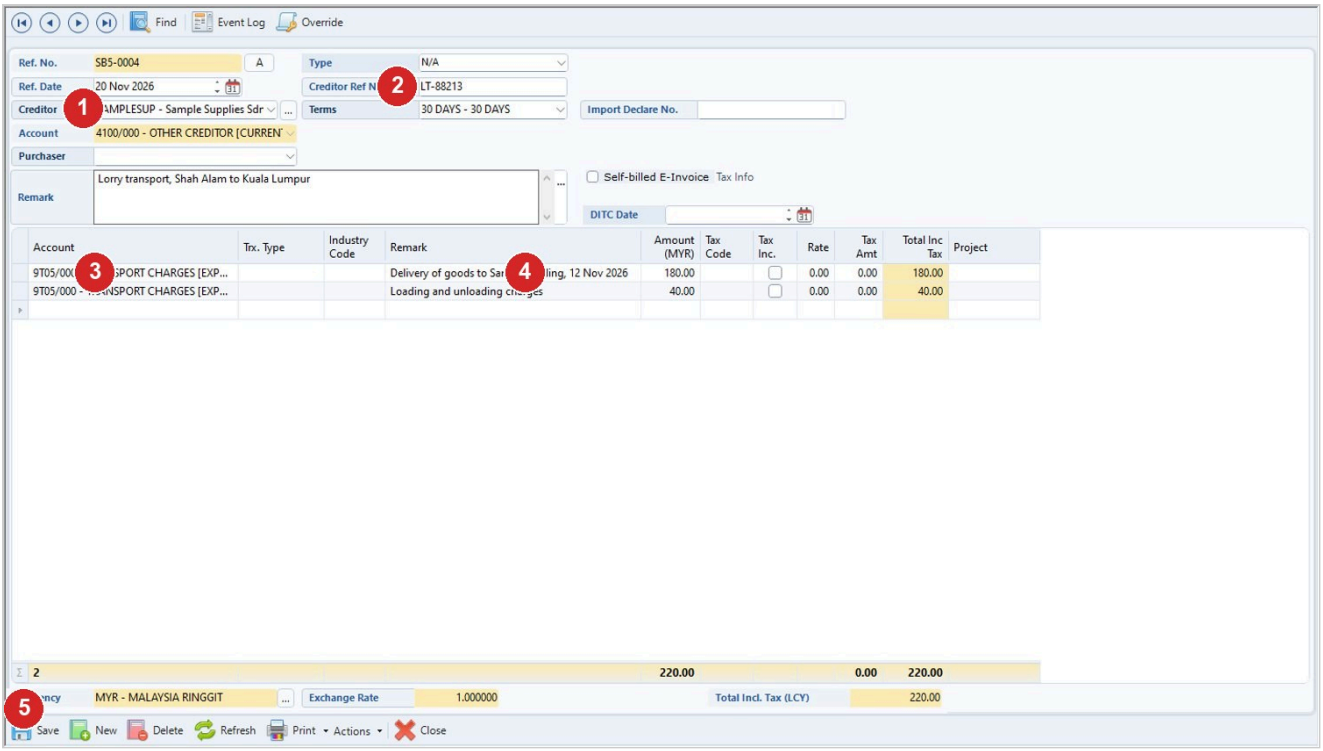
Step	What to do
1	Cash / Credit: Credit Purchases, or Cash Purchases for a cash purchase.
2	Creditor (here SAMPLESUP).
3	Creditor Inv. No.: the supplier's bill number (here SS-INV-2077).
4	Ref. Date.

5. Enter the items and save

Enter the items on the Items tab and click Save. It posts to the accounts by itself only if Purchase Invoice is ticked under Automatic Posting to GL/DL/CL in Sales and Purchases > Settings > System Settings. If not, click Post in the toolbar. You do not need to print it; it only records the purchase.

6. Record an expense that is not stock

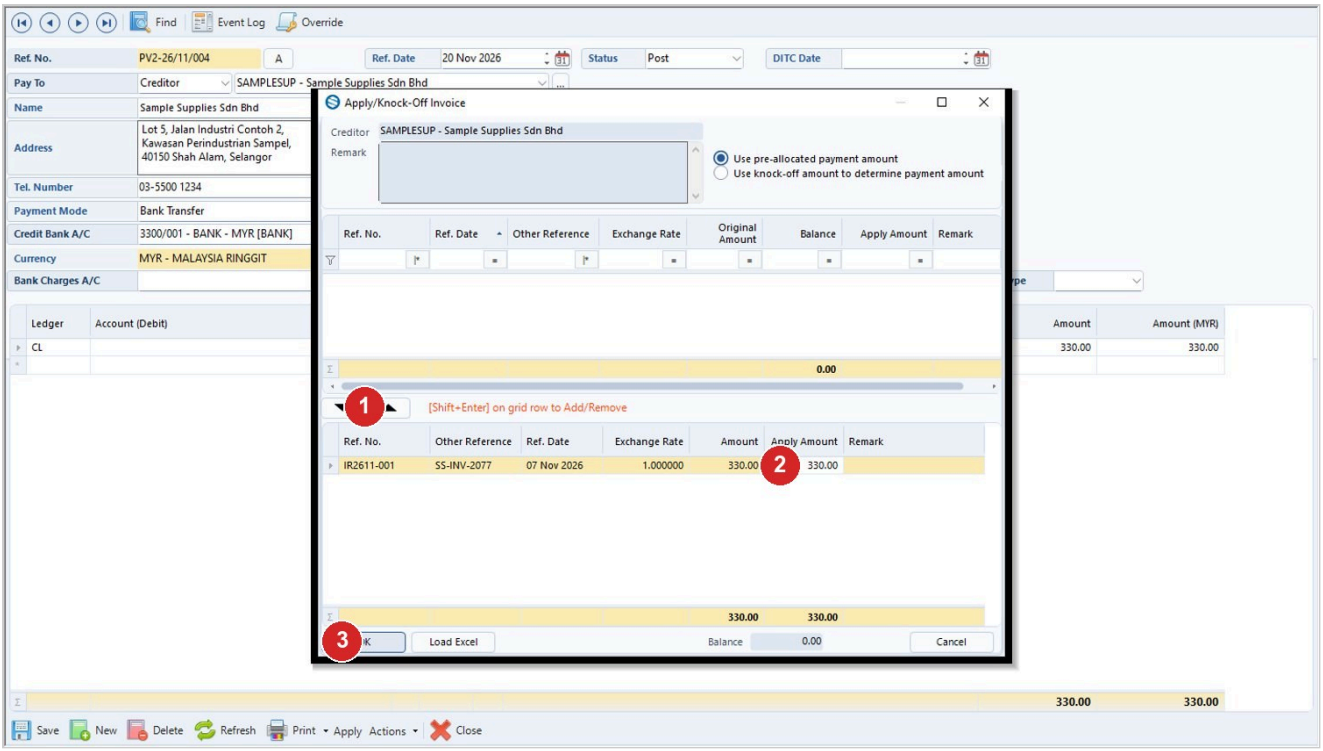
For an expense such as transport, go to Creditor Ledger > Transactions > Purchases > Purchase Invoice and click New. Ref. No. and Ref. Date fill in.



Step	What to do
1	Creditor (here SAMPLESUP).
2	Creditor Ref No.: the supplier's bill number (here LT-88213).
3	Account: the expense account of each line (here 9T05/000 TRANSPORT CHARGES), with a Remark.
4	Amount of each line (here 180.00 and 40.00).
5	Click Save.

7. Pay the invoice

Go to Cash Management System > Transactions > Bank > Bank Payment and click New. Choose Creditor and select the supplier in Pay To, enter the Bank Amount (LCY), set Status to Post, then click Apply at the bottom.



Step	What to do
1	In Apply/Knock-Off Invoice, move the bill down with the arrow (or Shift+Enter).
2	Apply Amount (here 330.00 for IR2611-001).
3	Balance shows 0.00; click OK, then Save.

8. Correct a wrong quantity or cost

Open the invoice and click Unpost in the toolbar. Answer Yes, correct it and click Save, then click Post again. Tick the Update Cost box on the item row to update the item cost.

9. Prepare many bills for import

Fill in the Batch Invoice Import Excel template. Total Amt and Net Amt are mandatory. The Req tab of the import screen lists the fields the template uses, so check it. Ask support which other columns you can remove, or what to put in a column if unsure.

10. Import the file

Go to Sales and Purchases > Transactions > Batch Import Invoice Received From Excel. Choose the Default Creditor and Location. On the Import From Excel tab, click Select File, then click Import Data and answer Yes to Do you want to import the data?

Tips

- Total Amt is the amount before tax (quantity x unit price, less discount). Tax Amt is the tax. Net Amt is the total including tax (Total Amt + Tax Amt). If the purchase has tax, do not put quantity x unit price in Net Amt.
- The import screen also needs other columns, for example the reference number and date, the creditor, the item code and the unit price. Use the template that comes with it.

- Try the import with one or two lines first and check the amounts on the Invoice Received that is created.
- Importing creates real purchase documents, stock and creditor entries. Take a backup first and check the Creditor, Location and Ref No columns, because rows with errors are skipped and the rest are still imported.
- To view cash purchases, go to Sales and Purchases > Reports > Purchases > Invoice Received > Invoice Received Summary Listing (or Detail Listing), set the date range, set Criteria: Purchase type > Equal > Cash Purchase, then click Preview.
- Back-dated invoices can be keyed in, but not on or before your GL lock date. Check the lock date in the GL system setting first.
- A back-dated Invoice Received goes into the earlier month, so reports for that month change. Check that month's reports (for example SST or MyInvois consolidation) have not already been submitted.
- If the reference number uses a Year-Month series, changing to an earlier month changes the reference number to that month's series.
- For a self-billed e-invoice supplier, the invoice date must be inside the approved self-billing date range or it will not save.
- A payment voucher too large for A4: change the paper to A5.

Common problems

Cash purchase does not appear where expected.

Check that Cash Purchases was chosen in Cash / Credit in Invoice Received.

The import does not work or amounts are wrong.

Check that Total Amt and Net Amt are filled in, and that Net Amt includes the tax.

Not sure which purchase document to use.

Stock items go in Invoice Received. Expenses that are not stock go in Purchase Invoice under Creditor Ledger. Creating an item is not done in Invoice Received.

Still stuck.

Contact Synergy support and have the screen and the error text ready.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

Synergy Acc2026 - Guide date 2026-11-13.