ChefMod · CrossDoc AP

INVOICE SCANNING BEST PRACTICE

Scan invoices the day they arrive. Every day.

Bulk upload is still a great tool. Keep using it. Just use it **every day**, not once a week. Your prices and your reports are only as fresh as your last scan.

WHY DAILY MATTERS

Three things get better when you scan daily

1

Truer prices when you order

Every invoice you scan updates marketplace pricing with what you really paid. When chefs order from suppliers outside the network, the price comparison they see is today's price, not last week's.

2

Reports you can trust today

The Daily Food Purchases Tracker, daily cost breakdowns and any report that runs day by day can only show what's been scanned. Scan weekly, and your daily reports run up to a week behind.

3

Problems fixed while they're easy

If an invoice comes back for a missing stamp, a missing signature or a blurry page, you can rescan it the same day while the paper is still in hand, not hunt for it a week later.

	Weekly bulk upload	Daily scan or daily bulk upload
Price comparison	Based on prices up to a week old	**Based on what you paid yesterday**
Daily reports	Gaps until upload day, then a jump	**Current every morning**
Fixing a rejected scan	Find last Tuesday's paper	**Paper is still on the desk**
Work at the desk	One big pile once a week	**A few minutes a day**

The 24-hour clock starts when we get the invoice. Upload weekly and Monday's invoice sits on a desk until upload day. Heavy weekly batches can also take longer than 24 hours to process. Scan daily and it's in by tomorrow.

WHO SHOULD SCAN

The person who signs for the delivery

Anyone on your team can scan an invoice and mark it scanned. The fastest person is almost always the one receiving the order. They already have the invoice in hand, they've checked the delivery, and they can scan it right there on the dock with the ChefMod mobile app.

No extra trip to the office. No pile on a desk. Done before the truck pulls away.

THE ONE-MINUTE DOCK ROUTINE

1. Check the delivery and sign.
2. Stamp it. Fill in date, amount and initials.
3. Scan it with the app or the scanner.
4. Tick **Scanned & Filed**, then file the paper.

HOW TO SEND INVOICES

Three ways. Pick the one that fits each location.

MOST PEOPLE MISS THIS

1. ChefMod mobile app

Best for: receivers on the dock

1. Install **ChefMod** from the App Store or Google Play. Same login as the desktop.
2. Tap the **CrossDoc** icon, bottom right.
3. Tap the camera. Keep all four corners in the frame.
4. Tap **+ Add Page** for more pages, then send.

The app sends one invoice at a time. For batches, use the desktop.

2. Desktop bulk upload

Best for: the end-of-day batch

1. Scan the day's invoices to files.
2. Log in at **MyChefMod.com** → Financials → **CrossDoc**.
3. Pick the location and select all of today's files at once.
4. Leave the type as **Invoice to Transcribe** and upload.

Bulk is great. Daily bulk is better.

3. Dedicated scanner

Best for: busy, high-volume locations

1. Set the scanner to email straight to your location's dedicated **@CrossDocAp.com** address.
2. Save it as a one-touch button.
3. Load the stack, press once. The rest is automatic.

No computer, no login, no file to find.

MAKE IT PART OF THE ROUTINE

Stamp every invoice. Ink or electronic.



Ink stamp

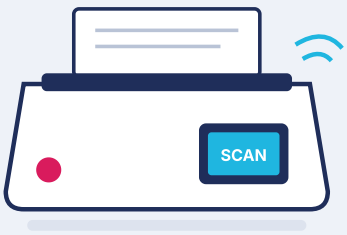


Electronic stamp

- The **Critical Control Point (CCP) stamp** shows the invoice was checked: **date, amount and initials**, plus a **Scanned & Filed** box.
- **Ink stamp:** buy it in the **ChefMod Store** on the desktop marketplace. Stamp at the dock, then scan.
- **Electronic stamp:** same design, applied in Financials when the paper wasn't stamped. The amount must match the invoice total.
- Use both. Ink on the dock, electronic as the backup, so no invoice slips through unchecked.

RECOMMENDED SCANNER

Brother ADS-1800W



- **Scans straight to email with no computer attached.** Send to your @CrossDocAp.com address.
- **One-touch shortcut** on the touchscreen. Save the CrossDoc address once.
- Wireless, compact, both sides in one pass, up to 30 pages a minute, 20-page feeder.

About $325 list at Brother (Nov 2026). Setup needs Wi-Fi and an outgoing email account for the scanner.

See the scanner →

brother-usa.com/products/ADS1800W

Want help setting up a scanner or the app for a location?
Join Erika's office hours: Tuesdays, 11 AM ET on Zoom.

ChefMod