Synergy - Glossary: Stock and POS

Plain meanings of the stock, buying, selling and point-of-sale words you see in Synergy Acc2026, from SOHQ and UOM to shifts, members and vouchers. Each entry points to the guide that explains it.

Before you start

- Screen names are shown in English, as they appear in the program.

Steps

1. SOHQ

Stock on hand quantity: how many of an item you have in stock. It is shown on the item information and on the POS matrix window, and Stock Balance Listing shows it for every item. See: Synergy Acc2026 - Inventory: Enter a Stock Adjustment

2. Location

An outlet, branch or warehouse where you keep stock. Items, prices and stock can be kept per location. See: Synergy Acc2026 - Set Up Locations and Bins

3. Bin

A storage spot inside a location, where goods are physically kept. A bin transfer records stock moving from one bin to another inside your warehouse. See: Synergy Acc2026 - Set Up Locations and Bins

4. UOM

Unit of measure, such as piece, box or kg. An item has a Stock UOM, a UOM To Buy, a Base UOM and a UOM To Sell. See: Synergy Acc2026 - Creating an Item: Type, Tax, Costing and Units

5. Costing Method

How the cost of an item is worked out, chosen on the item's Main tab. The guides describe FIFO costing for stock and average cost for some items. See: Synergy Acc2026 - Creating an Item: Type, Tax, Costing and Units

6. Standard Cost / Unit Cost

The Unit Cost in the item masterfile is the standard cost. Costs that are not yet posted show in red and use it; after Invoice Received, run Inventory Cost Posting so reports use the actual cost. See: Synergy Acc2026 - Stock Balance, Stock Value, Movement and Cost

7. Inventory Cost Posting

The step that posts stock transactions to cost tracking so the stock value and sales margin use the right cost. Run it before checking stock value or the closing stock list; stock value does not include adjustments not yet cost-posted. See: Synergy Acc2026 - Inventory Cost Adjustment, Cost Posting and Cost Distribution

8. Matrix Item

One parent item with many variants, such as every size and colour. You set up the dimensions and a template, then generate the variants. See: Synergy Acc2026 - Set Up and Use Matrix Items (Size and Colour)

9. Batch

A batch or lot number for an item, with an optional manufacture date and expiry date. Expiry dates are handled through batch tracking, so look for Batch rather than Expiry Date. See: Synergy Acc2026 - Batches and Expiry Dates

10. Serial Number

A number that identifies one unit of an item, such as a phone. It is entered on the document line where stock comes in, goes out or is transferred, and when selling at the POS; each number can appear only once in a list. See: Synergy Acc2026 - Serial Number Entry and Tracking

11. Stock Take

Counting your stock and recording the result. When you post it, the program adjusts the system quantity to match your count; only items whose count differs create an adjustment. See: Synergy Acc2026 - Stock Take Step by Step

12. Stock Adjustment

A document that changes the quantity (and cost) of items in stock, for example for damaged goods. It can also be used to break a bulk item into small packs, as there is no separate stock conversion function. See: Synergy Acc2026 - Stock Conversion: Bulk to Small Packs

13. Stock Transfer / Bin Transfer

A stock transfer moves stock from one location to another. A bin transfer records stock moving from one bin to another inside the same warehouse. See: Synergy Acc2026 - Stock Request and Bin Transfer

14. Stock Request

A request listing the items and quantities a location needs. It has a Ref Date, a Due Date and a Status, and at least one item is needed to save. See: Synergy Acc2026 - Stock Request and Bin Transfer

15. Product Assembly

Records making finished goods from raw materials. You list what you will make, the program works out the materials needed, and posting creates the stock movement. See: Synergy Acc2026 - Product Assembly

16. Packing List

Records the packages you prepare for shipment, with their weight and size, and which invoice items go into each package. See: Synergy Acc2026 - Packing List and Picking List

17. Picking List

Checks the items picked against a document. You scan or type what was picked, and the screen warns when the picked quantity differs from the document quantity. See: Synergy Acc2026 - Packing List

and Picking List

18. P/R (Purchase Requisition)

A list of what must be bought, by item and quantity, with no supplier or price. Generate P/O From P/R turns the approved lines into purchase orders. See: Synergy Web - Purchase Requisitions and Generate P/O From P/R

19. P/O (Purchase Order)

An order you place with a supplier. The Purchase Order has no tax field, so key in the amount and enter the tax later on the Invoice Received. See: Synergy Web - Purchase Orders, Goods Received and Invoices Received

20. G/R (Goods Received)

The document that records goods arriving from a supplier. Batch number and expiry date are keyed here, and the cost typed becomes the item's cost. See: Synergy Acc2026 - Batches and Expiry Dates

21. Invoice Received

The supplier's bill for a stock purchase. It posts to the accounts by itself only if Purchase Invoice is ticked under Automatic Posting; otherwise click Post. Tick Update Cost only if the item's standard cost should follow this invoice. See: Synergy Acc2026 - Purchase Invoices (Invoice Received)

22. S/O (Sales Order)

A customer's order recorded before delivery. A proforma invoice is made as a Sales Order; pending sales orders show as S/O Pending Delivery in the item information. See: Synergy Acc2026 - Sales Documents: From Quotation to Delivery Order to Invoice

23. D/O (Delivery Order)

The document that records goods delivered to a customer. One invoice can be made from one or more Delivery Orders with Load Delivery Order, and Remain Qty reduces on each DO selected. See: Synergy Acc2026 - Sales Documents: From Quotation to Delivery Order to Invoice

24. Price 1 to 6 / Min. Price

The selling price levels you set on the item in the Item Masterfile, and the lowest price allowed (Min. Price). A member's Basic Price Group decides which level that member gets. See: Synergy Acc2026 - Discounts, FOC and Special Prices

25. FOC

Goods given at no charge. On a Purchase Invoice you enter the quantity, put the total amount as 0.00 and write FOC as the remark; in a buy N get N promotion the extra item can be a Non-stock item named FOC. See: Synergy Acc2026 - Discounts, FOC and Special Prices

26. Promotion Bundle / Promotion Pricing

A Promotion Bundle is a fixed price for several items or a buy N get N offer. It does nothing until it is attached to items in Promotion Pricing, where you set dates, times, valid days and locations. See: Synergy Web - Making a Promotion

27. Member / Member ID

A customer recorded in the POS with a Member ID and Name. A member has a Basic Price Group, optionally an Advance Price Type, and can earn and redeem points. See: Synergy Acc2026 - POS Members: Points, Import and Vouchers

28. Member Points / Reward Point

Points a member earns from purchases when Enable Reward Point is ticked. A member can use them with Points Redemption or Redeem Item by Point, and old points can be forfeited. See: Synergy Acc2026 - POS Settings: Loyalty Programme and Reward Points

29. Voucher

A code with a fixed Voucher Amount or a Discount (%), with optional Valid From and Valid Until dates. Create vouchers at HQ, because vouchers created at a branch cannot synchronize to HQ. See: Synergy Acc2026 - POS Members, Points, Vouchers and SMS Blasting

30. Shift

One working period at a POS counter. You open it with the opening cash under OPEN CASH before taking sales, and close it with CLOSE CASH at the end. See: Synergy Acc2026 - POS Shifts, Cash In and Out, and Correcting a Sale's Shift

31. Cash In / Cash Out

Records money moved into or out of the cash drawer during a shift. See: Synergy Acc2026 - POS Shifts, Cash In and Out, and Correcting a Sale's Shift

32. Credit Settlement

The POS screen for receiving payment for credit bills. It lists the outstanding credit bills; type a Pay Amount for each, or use PAY ALL. See: Synergy Acc2026 - POS Credit Sales and Credit Settlement

33. Pax Count

The number of people at a table, entered with the Pax Count button on the POS sale screen. If Force Pax Count is on, you must enter it before leaving the screen. See: Synergy Acc2026 - POS Pax Count, Add-On Items, Sold Out Items and Timed Tables

34. Add-On Items

Choices asked when an item is sold, shown as groups with a minimum and maximum, for example (Min:1,Max:1). Add the main item to the sale first, before its add-on. See: Synergy Acc2026 - POS Pax Count, Add-On Items, Sold Out Items and Timed Tables

35. Mark As Sold Out

Right-click an item button on the POS sales screen to set a countdown quantity, remove the limit, or stop selling the item for now. The limit is saved against the item itself. See: Synergy Acc2026 - POS Pax Count, Add-On Items, Sold Out Items and Timed Tables

36. Void Sale / Refund Note

Voiding cancels a sale and needs a reason. For a return from an earlier sale do not void the old sale: issue a Refund Note with today's date and pick the original invoice. See: Synergy Acc2026 POS -

Returns, Voids and Corrections

37. Split Bills

Moves the marked items of one open bill onto a new bill or onto another table's bill. The bill needs at least 2 item rows, and add-on items are hidden from the list. See: Synergy Acc2026 - POS Void Sale, Split Bills and Discounts

38. Counter No.

The number that identifies the POS terminal you are using. Change it under Point of Sale Settings > General and click Save Counter Configurations. See: Synergy Acc2026 - POS Counter Number, Buttons and Shortcut Keys

39. Data Synchronization (HQ / Branch)

How head office (HQ) and branches share data. HQ uploads master data to branches and collects branch sales; a branch uploads its daily sales and downloads master data from HQ. See: Synergy Acc2026 - Head Office: Send Data to Branches and Collect Branch Sales

Tips

- Look up the word exactly as it appears on the screen, then open the guide named after See: for the steps.
- Stock documents are numbered in the order of the buying and selling flow: P/R, P/O, G/R, I/R on the buying side and S/O, D/O, invoice on the selling side.

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