Synergy Acc2026 - POS Cash In/Out Source and Destination

This guide shows how to set up the list of sources and destinations for cash put into or taken out of the till, and where they appear when you record cash in or cash out at the POS. For the daily cash in and cash out buttons, see the guide "Synergy Acc2026 - POS Shifts, Cash In and Out, and Correcting a Sale's Shift".

Before you start

- If you have branches, do this at head office (HQ).
- Know which ledger account each source or destination should post to.

Steps

1. Open the setup screen

Go to Point of Sale > Point of Sale Setup > Cash In/Out Source/Destination.

2. Enter the Code and Description

Type a Code and a Description. Both are required. The description says where the cash came from, or what it was paid out for.

3. Keep it Active

Leave Active ticked to keep the entry in use. Untick it to stop using the entry.

4. Choose what it is For

In For, choose Cash-In, Cash-Out or Both. If nothing was set, it is Both.

5. Add the location and ledger account

In the location list add one row per location and pick the ledger account for that location. In the account cell press F1 to search the accounts, or F2 to open the account screen to add or edit an account. A location can appear only once.

6. Save

Save the entry. Repeat for each source or destination you need.

7. Use it when recording cash in or cash out

At the POS open Cash In or Cash Out. The box is called Cash In From or Cash Out To. Fill it in when your POS posts cash in and cash out to the ledger. Enter the Remarks (required), then save.

Tips

- Create the sources and destinations at HQ. If you save them at a branch you are warned that related transactions will not synchronise to HQ, and you must tick a box to continue anyway.
- The Cash In From / Cash Out To box must be filled in only when your POS posts cash in and cash out to the ledger.
- Importing a list of cash in and cash out transactions from another cash system is not possible.

- Whether cash in can come from other branches is not covered here. Ask Synergy support.

Common problems

"Duplicate Location not allowed" appears.

The same location is in two rows. Remove one row.

"[Code] is required." or "[Description] is required." appears.

Fill in the Code and the Description, then save again.

"[Remark] is required." appears when saving cash in or cash out.

Type a remark and save again.

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