Synergy Acc2026 - Point of Sale: Menu, Buttons and Tables Set-Up

This guide shows how to set up how the Point of Sale (POS) sales screen looks and behaves, including the F&B (food and beverage) menu mode, your own buttons, the cash note buttons and the table settings.

Before you start

- This screen has no menu entry of its own. Open it from the System Setting Finder screen.
- Most of these settings are saved for the whole company. The menu criteria text is saved for each computer.

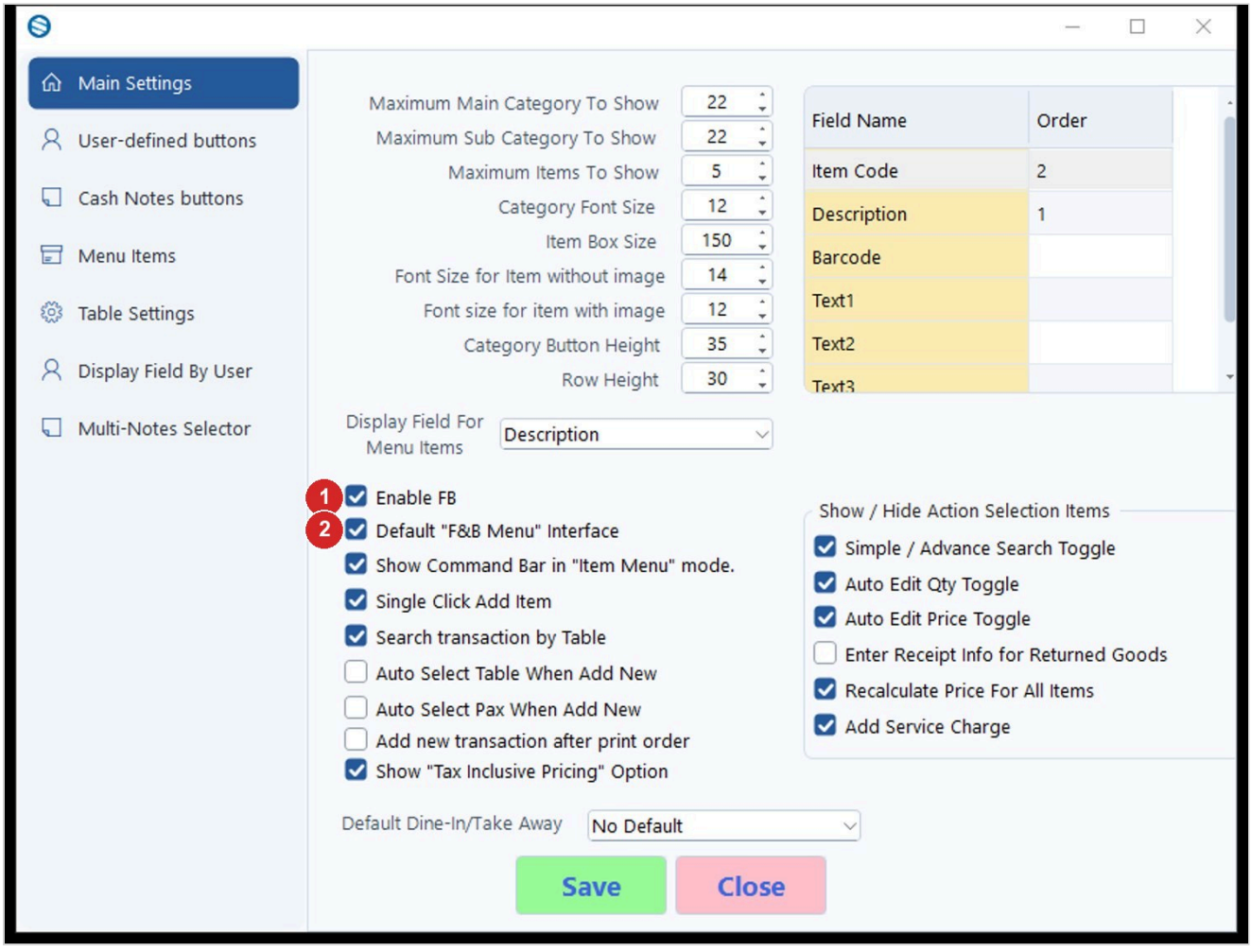
Steps

1. Open the settings

Open the System Setting Finder and open the Point of Sales System Settings screen. Pick the tab you need: Main Settings, User-defined buttons, Cash Notes buttons, Menu Items, Table Settings, Display Field By User or Multi-Notes Selector.

2. Choose the F&B features and the picture menu

On the Main Settings tab, choose how the sales screen works. The two ticks are separate.



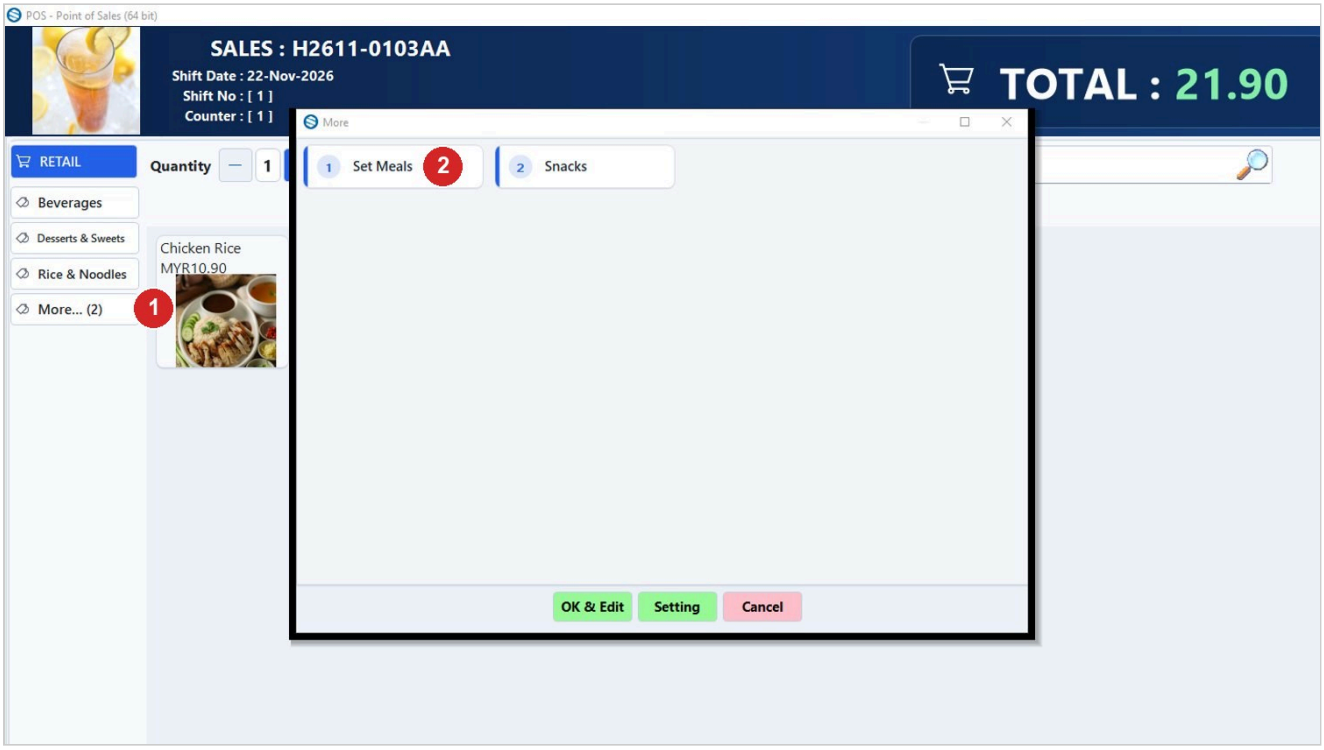
Step	What to do
1	Tick Enable FB to turn on the F&B features, such as tables and pax.
2	Tick Default "F&B Menu" Interface to open the sales screen on the picture menu. It also works without Enable FB: a takeaway or retail counter gets the picture menu, with no tables.

3. Set the sizes and limits

Still on Main Settings, set the sizes: Item Box Size, Category Font Size, Category Button Height, Row Height, Font size for item with image and Font Size for Item without image. Then set the limits: Maximum Main Category To Show, Maximum Sub Category To Show and Maximum Items To Show. A menu row with more groups than its limit is not cut short: the extra groups go under a More... button (next step).

4. Find the groups past the limit

On the sales screen, a row with more menu groups than Maximum Main Category To Show (or Maximum Sub Category To Show for the next rows) shows the first groups and then More... with the number of groups it holds. The default group always keeps its own button.



Step	What to do
1	Click More... (2) to list the other groups.
2	Click a group. Its items show, the same as with its own button.

5. Choose how the sales screen behaves

Tick the options you want, such as Single Click Add Item, Search transaction by Table, Auto Select Table When Add New, Auto Select Pax When Add New, Show Command Bar in "Item Menu" mode, Show "Tax Inclusive Pricing" Option and Add new transaction after print order. Use Default Dine-

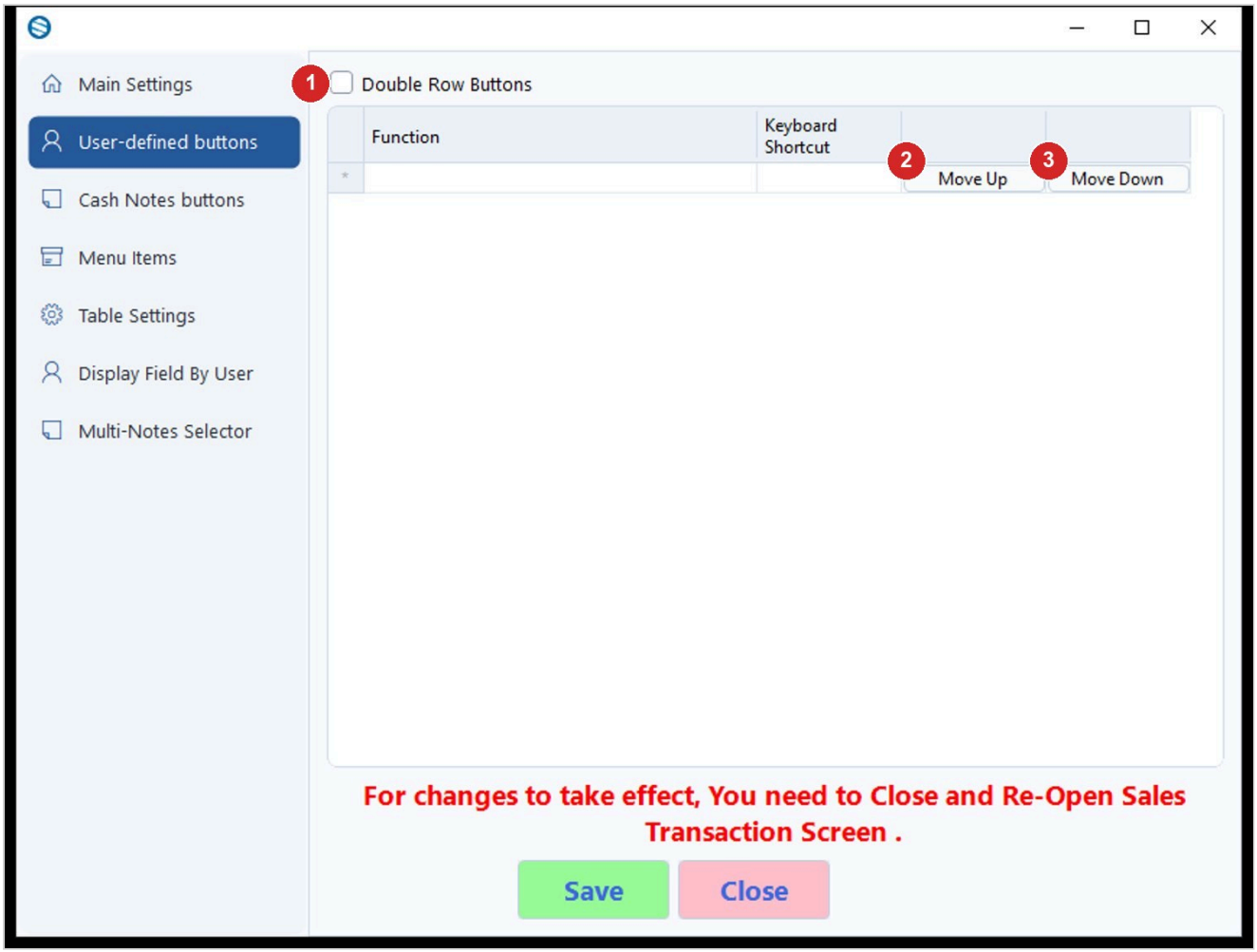
In/Take Away to set the starting choice and Display Field For Menu Items to choose the field shown on the menu item buttons.

6. Choose what shows in the Action selection

In the Show / Hide Action Selection Items group, choose which items appear: Simple / Advance Search Toggle, Auto Edit Qty Toggle, Enter Receipt Info for Returned Goods, Recalculate Price For All Items, Add Service Charge and Auto Edit Price Toggle.

7. Add your own buttons and cash note buttons

On the User-defined buttons tab, build your own list of buttons. On the Cash Notes buttons tab, give each of the six buttons a description and an amount.

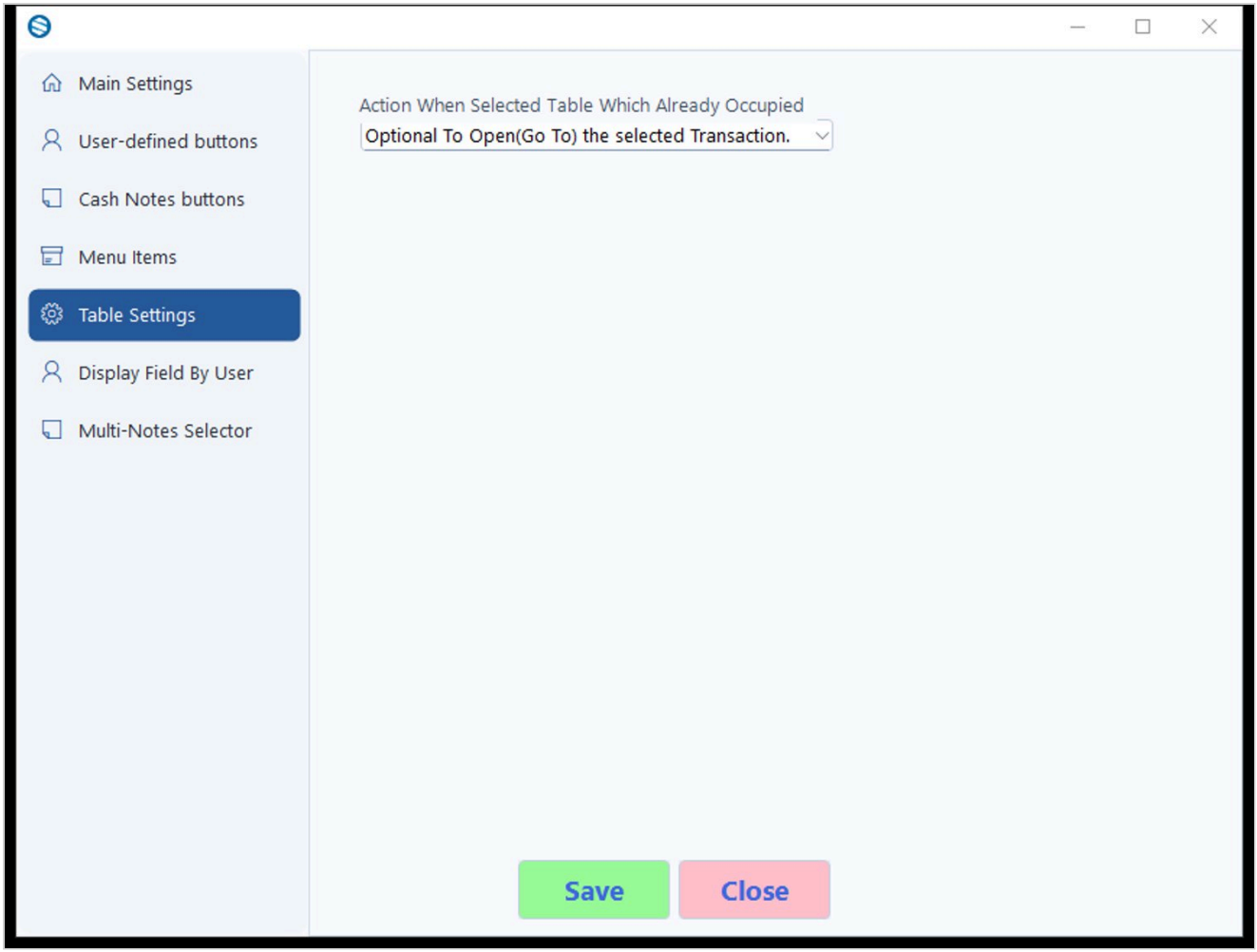


Step	What to do
1	Tick Double Row Buttons to show the buttons in two rows.
2	Click Move Up to move a row up in the list.
3	Click Move Down to move a row down in the list.

8. Set the menu, table and notes options

On the Menu Items tab, set Default Group 1. On the Table Settings tab, set Action When Selected Table Which Already Occupied. On the Multi-Notes Selector tab, tick Enable Multi Notes Selector and set Option Box Height, Option Box Width, Multi Notes Field and Font Size. For the note groups, the

item fields and taking orders with notes, read Synergy Acc2026 - POS Multi Notes Selector: Tap Choices Instead of Typing Remarks.



9. Save and reopen the sales screen

Click Save. Click Close to leave without saving. Then close and re-open the Sales Transaction screen so your changes show up.

Tips

- If you set nothing on the Cash Notes buttons tab, the buttons are RM1, RM5, RM10, RM20, RM50 and RM100.
- The Display Field By User tab chooses which field is used as the display field for menu items.
- Auto Select Pax When Add New only works when the F&B table mode (Enable FB) is turned on.
- Size popup: when the sizes of one item have the same name, each choice shows a size name in brackets, such as its UOM or item code. To show another item field as the size, for example Type3, add (PS.LinkItemSizeField=Type3) to Misc Flags in System Settings (Main), or ask Synergy to do it.

Common problems

A change does not appear in sales.

Close and re-open the Sales Transaction screen.

Auto Select Pax only works when 'Show Table' is enabled. appears when I save.

Auto Select Pax When Add New is ticked but Enable FB is not. Tick Enable FB, or untick Auto Select Pax When Add New.

Auto Select Pax does nothing.

Make sure the F&B table mode (Enable FB) is turned on.

A menu group is missing on the sales screen.

Look under the More... button at the end of that row, or raise Maximum Main Category To Show or Maximum Sub Category To Show.

Default "F&B Menu" Interface is ticked but the sales screen opens without the picture menu.

Update Synergy: older versions also needed Enable FB. Then close and re-open the Sales Transaction screen.

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.