Synergy Acc2026 - POS Settings: General, Show / Hide and Extra Columns

This guide shows how to set the basics of the point of sale: reference number series, branch code, how counters share transactions, which options each counter can set for itself, and a few optional features on the Show / Hide and Customize Columns tabs.

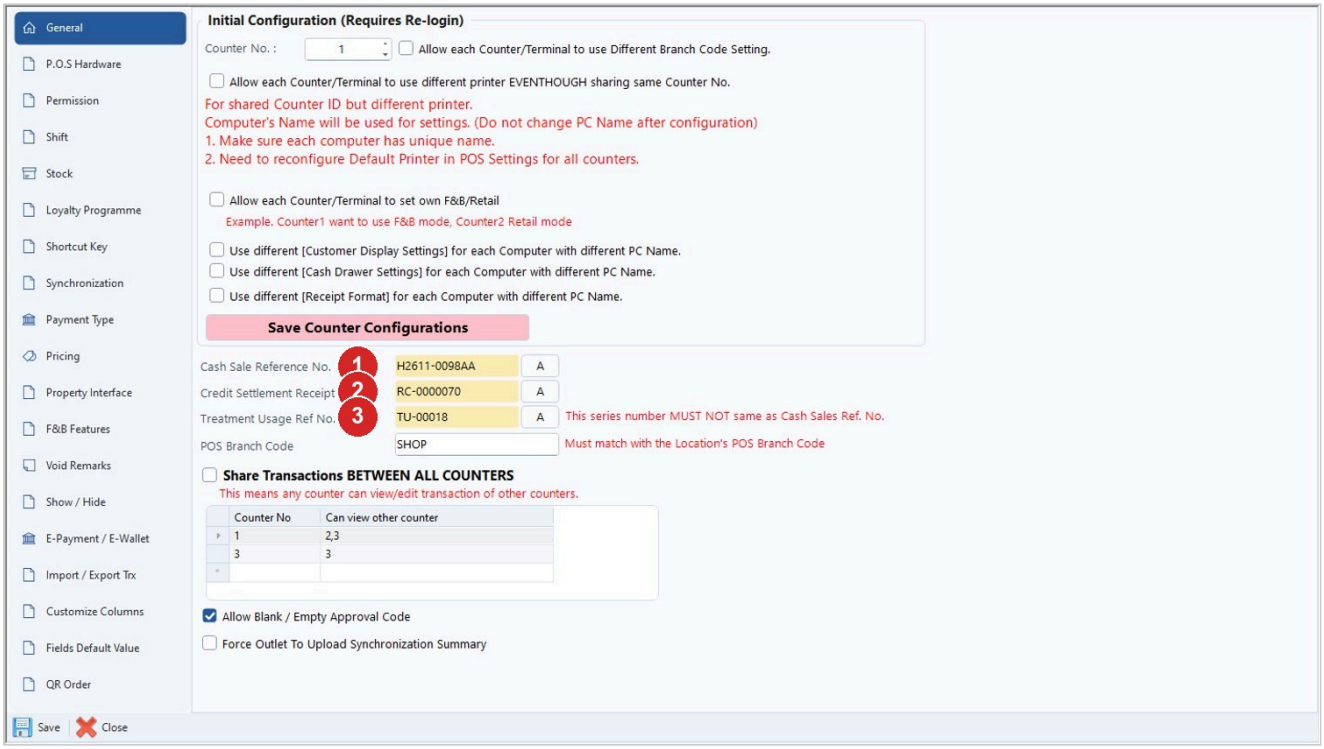
Before you start

- Open the settings from Point of Sale > Point of Sale Setup > Point of Sale Settings. The General tab is the first tab on the left.
- Changes in the Initial Configuration (Requires Re-login) box only take effect after you log in again.

Steps

1. Set the reference number series

On the General tab, check the series for Cash Sale Reference No., Credit Settlement Receipt No. and Treatment Usage Ref No. The screen reminds you that the series number must not be the same as the Cash Sale Reference No.



Step	What to do
1	Cash Sale Reference No. (here H2611-0098AA is the next number). The A button sets the numbering.
2	Credit Settlement Receipt No. (here RC-0000070).
3	Treatment Usage Ref No. (here TU-00018).

2. Enter the POS Branch Code

Type the POS Branch Code. It must match the POS Branch Code in the Location record. The program will not save the settings and shows 'POS Branch Code is required.' if this is empty.

3. Decide whether counters share transactions

Tick Share Transactions BETWEEN ALL COUNTERS if any counter should be able to view and edit the transactions of other counters. The list below it has the columns Counter No and Can view other counter, so you can choose which counters see which.

4. Set the Initial Configuration for each counter

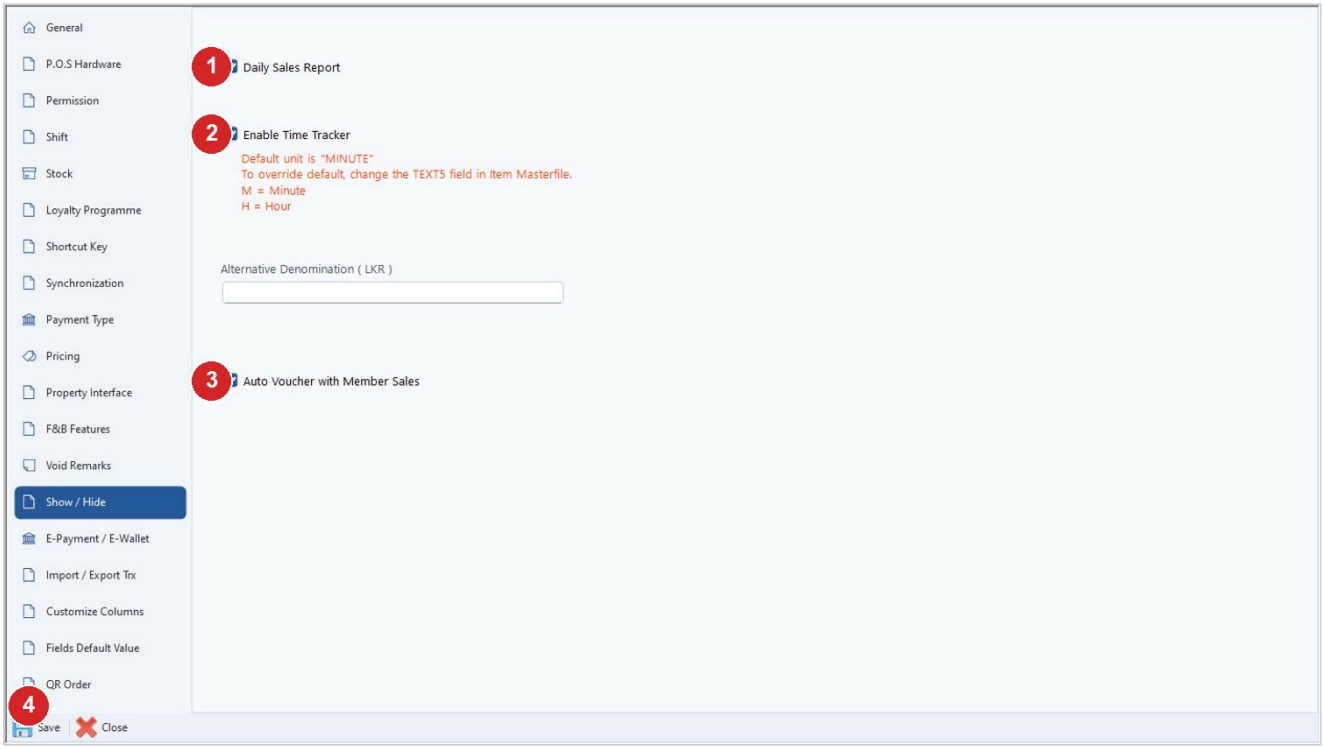
In the Initial Configuration (Requires Re-login) box, set the options for each counter.

5. Save the counter configuration and log in again

Click Save Counter Configurations, then click Save at the bottom of the screen, then log in to the program again so the counter options take effect.

6. Switch on optional features on the Show / Hide tab

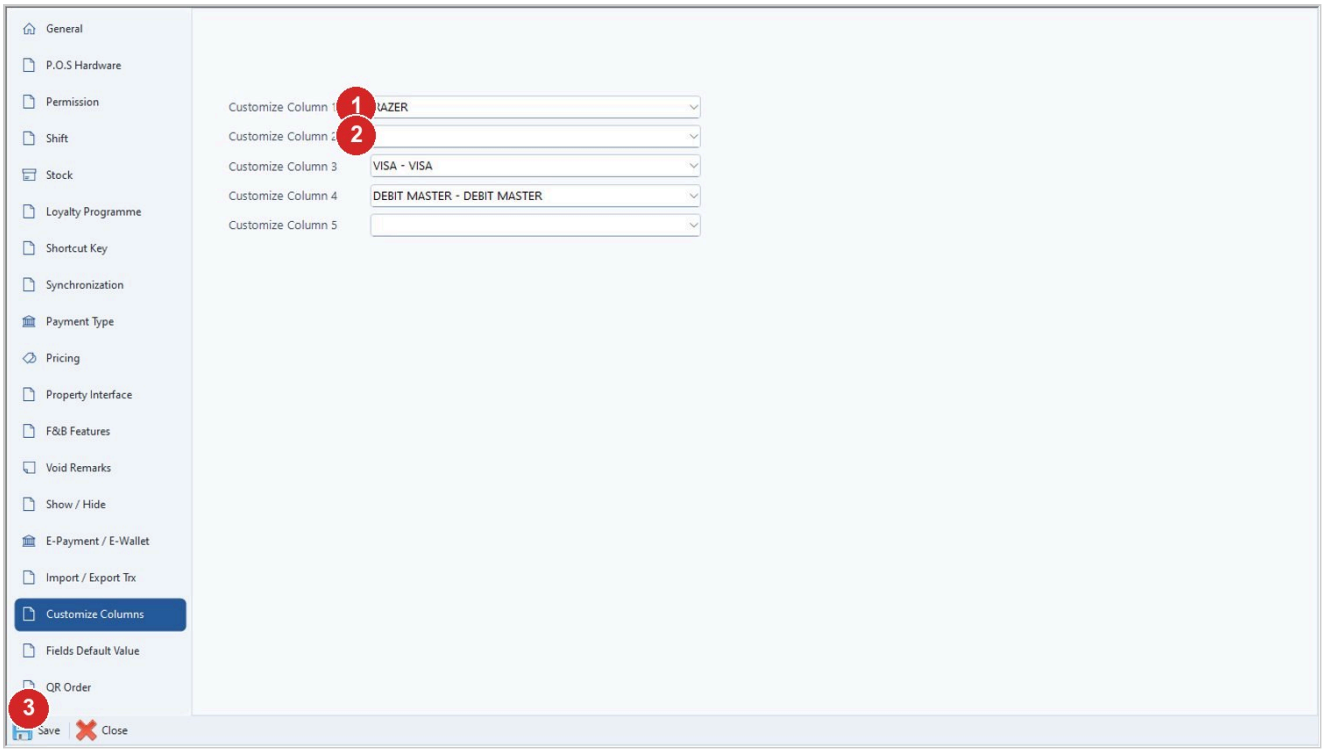
Switch on the optional features. Click Save, then sign out and sign in again so the change takes effect.



Step	What to do
1	Daily Sales Report.
2	Enable Time Tracker (for billing tables by time; the default unit is MINUTE).
3	Auto Voucher with Member Sales.
4	Click Save, then sign out and sign in again.

7. Add extra columns on the Customize Columns tab

Leave unused ones empty and click Save. The chosen entries become extra columns on the point of sale main screen.



Step	What to do
1	Customize Column 1 to 5: choose what each extra column shows, for example a payment type such as VISA.
2	Leave a column empty if you do not need it.
3	Click Save.

Tips

- A counter's printer, customer display, cash drawer and receipt format settings follow the computer name. Do not change the PC Name after you have set them up, or the settings will no longer be found.
- On the Time Tracker option, the screen says the default unit is MINUTE. To override it, change the TEXT5 field in the Item Master.
- Settings are saved together. If another tab has a required detail missing, a message appears when you click Save.

Common problems

A counter does not follow the new settings.

Click Save Counter Configurations and log in to the program again on that counter.

The Daily Sales Report does not appear in the report list.

Tick Daily Sales Report on the Show / Hide tab, save, then sign out and sign in again.

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

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