Synergy Acc2026 POS - Payment Types and Payment Shortcut Keys

This guide shows how to choose which payment methods the till accepts, and how to give each payment action on the POS payment screen its own keyboard key. It also shows how to make one PC a cashless counter that takes no cash at all.

Before you start

- Know which payment methods your shop accepts.
- For the account settings, know which accounts should receive the money.

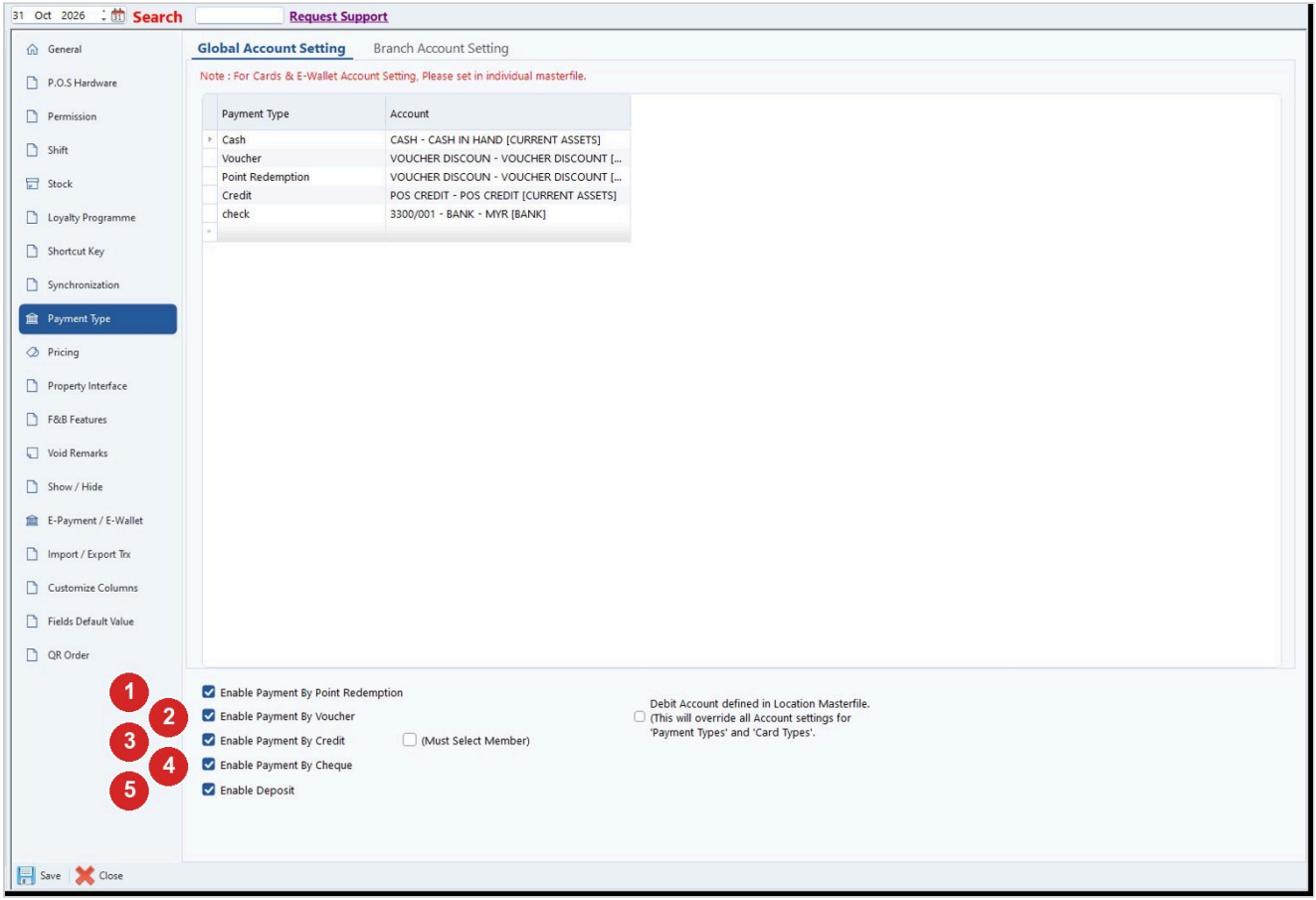
Steps

1. Open the Payment Type tab

From the menu, go to Point of Sale > Point of Sale Setup > Point of Sale Settings, then open the Payment Type tab.

2. Tick the payment methods

Tick the methods you want to allow.

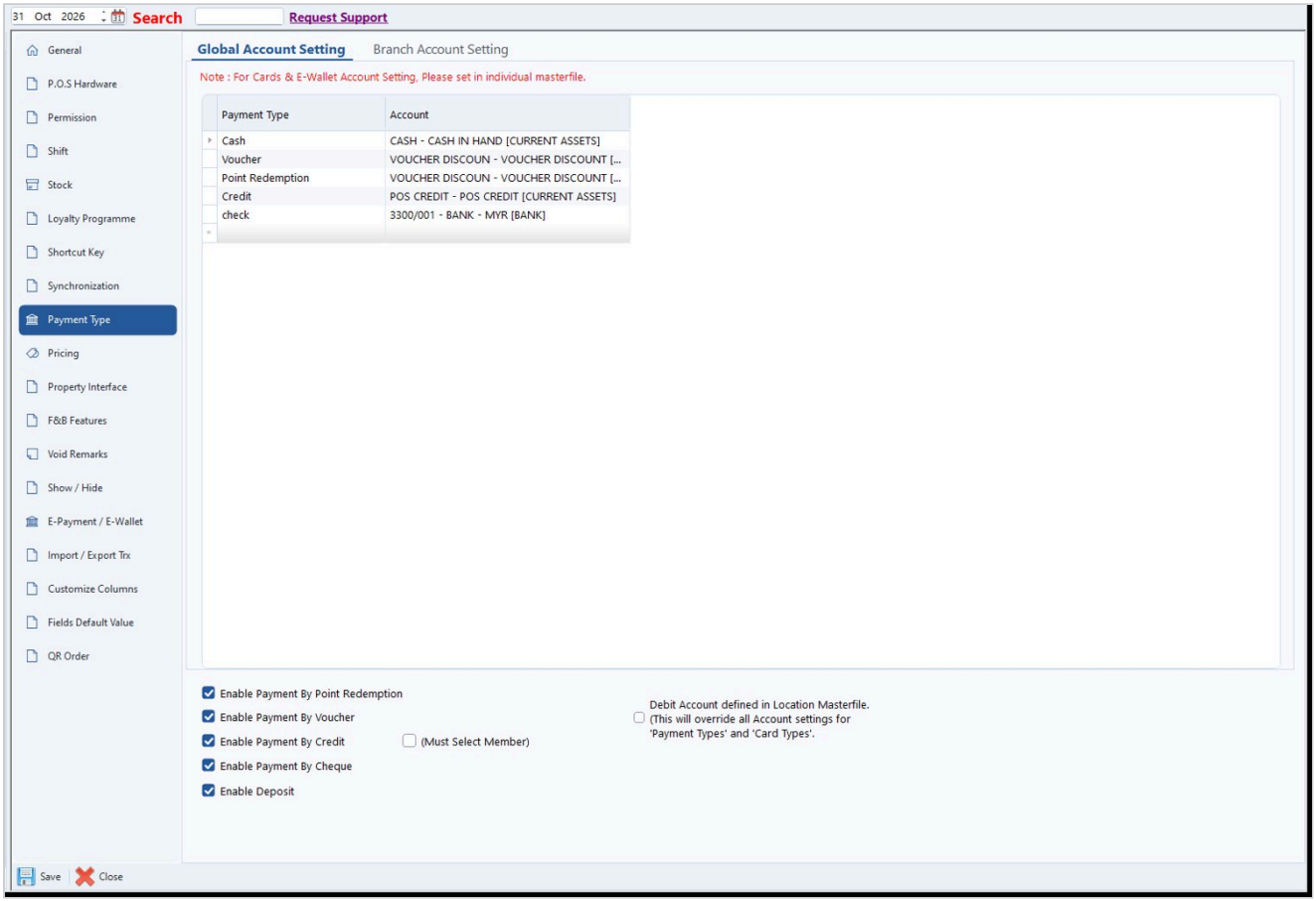


Step	What to do
1	Tick Enable Payment By Point Redemption.
2	Tick Enable Payment By Voucher.

Step	What to do
3	Tick Enable Payment By Credit.
4	Tick Enable Payment By Cheque.
5	Tick Enable Deposit.

3. Set the accounts

Use the Global Account Setting and Branch Account Setting sub-tabs to set the accounts. The Global Account Setting sub-tab notes that the accounts for bank terminal and e-wallet payments are set in their individual masterfile.



4. Use the Location debit account if needed

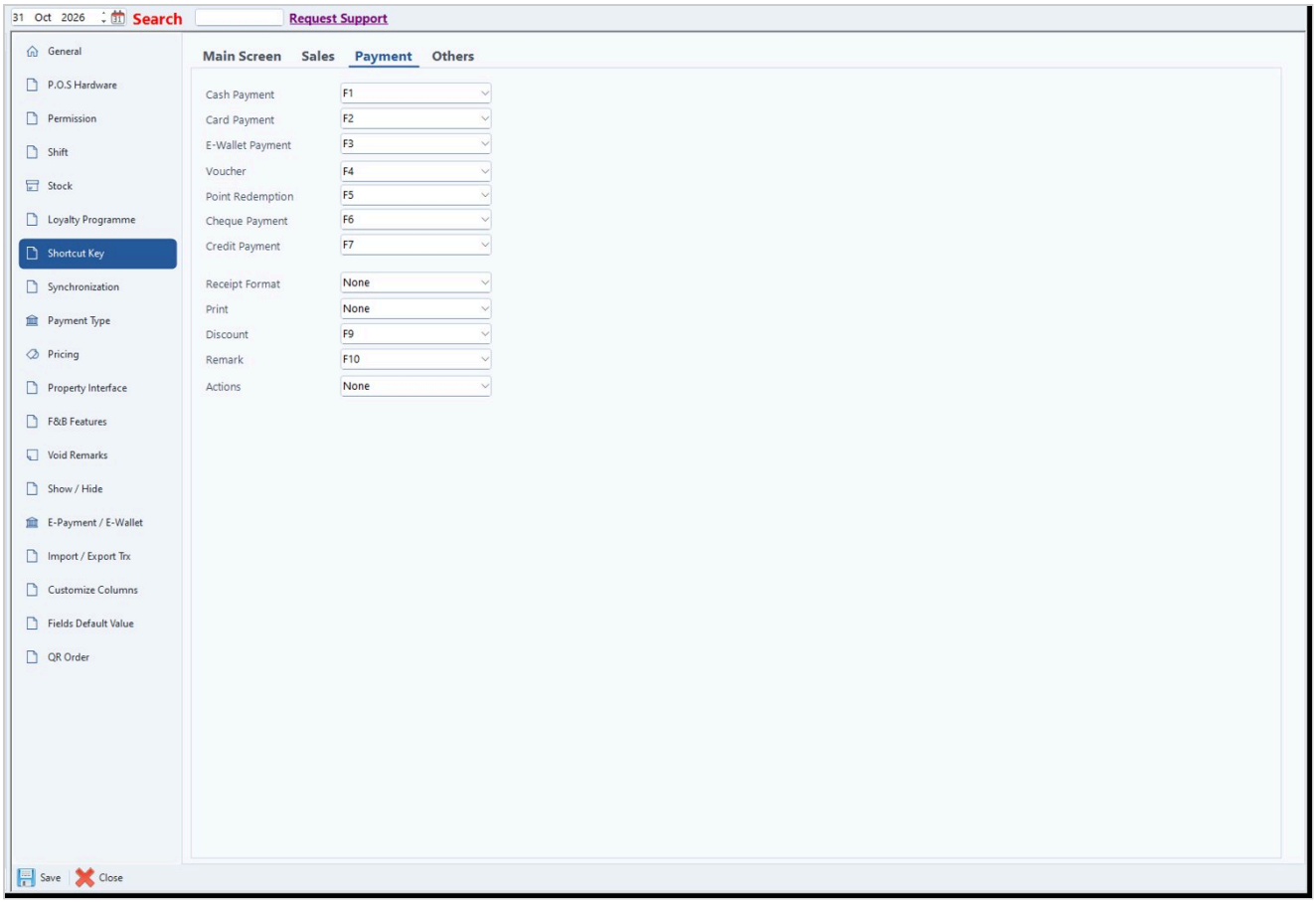
Tick the Debit Account defined in Location Masterfile box if the account should come from the Location masterfile. The screen warns that this overrides all account settings for the payment types.

5. Open the Payment shortcut keys

Open the Shortcut Key tab and its Payment sub-tab.

6. Choose a key for each action

Next to each item, pick a key from the list: None, F1 to F12 or ENTER. The items are Cash Payment, the bank terminal payment, Cheque Payment, Credit Payment, E-Wallet Payment, Voucher, Point Redemption, Discount, Receipt Format, Print, Remark and Actions.

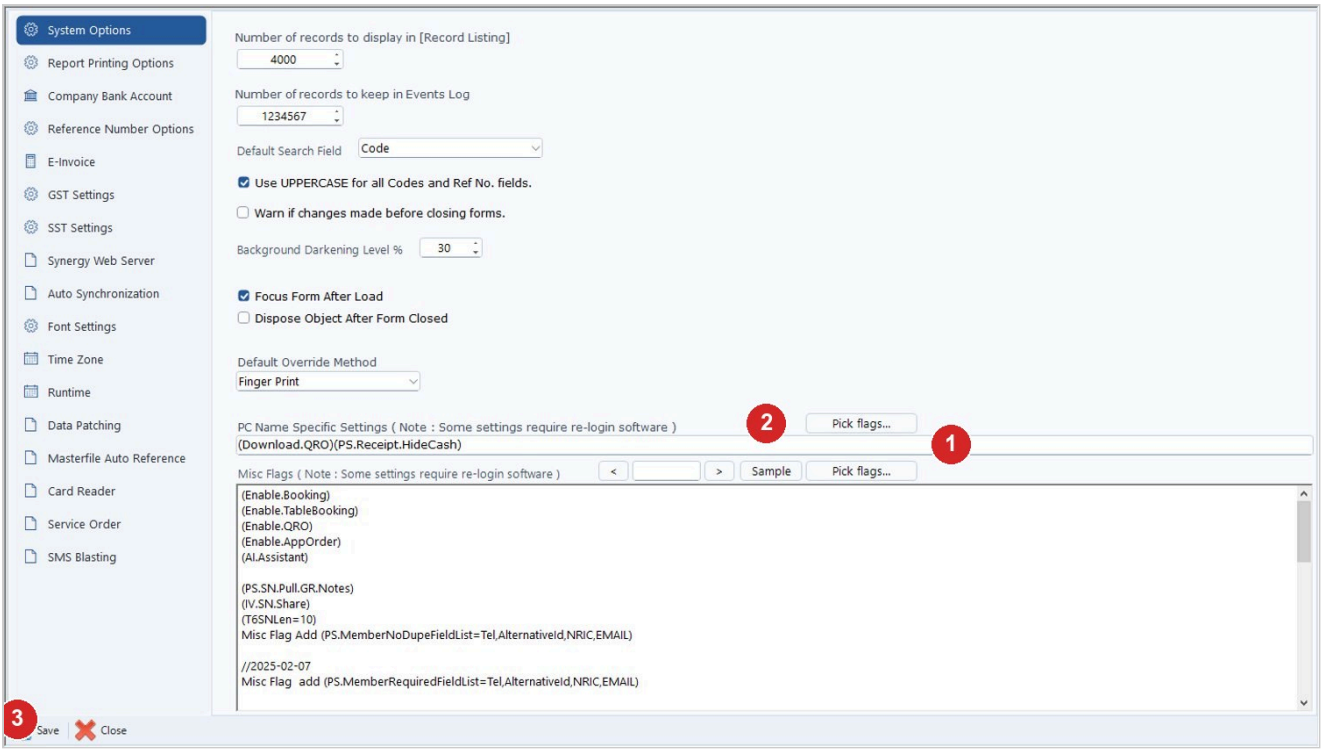


7. Save

Save the settings.

8. Make one PC a cashless counter (optional)

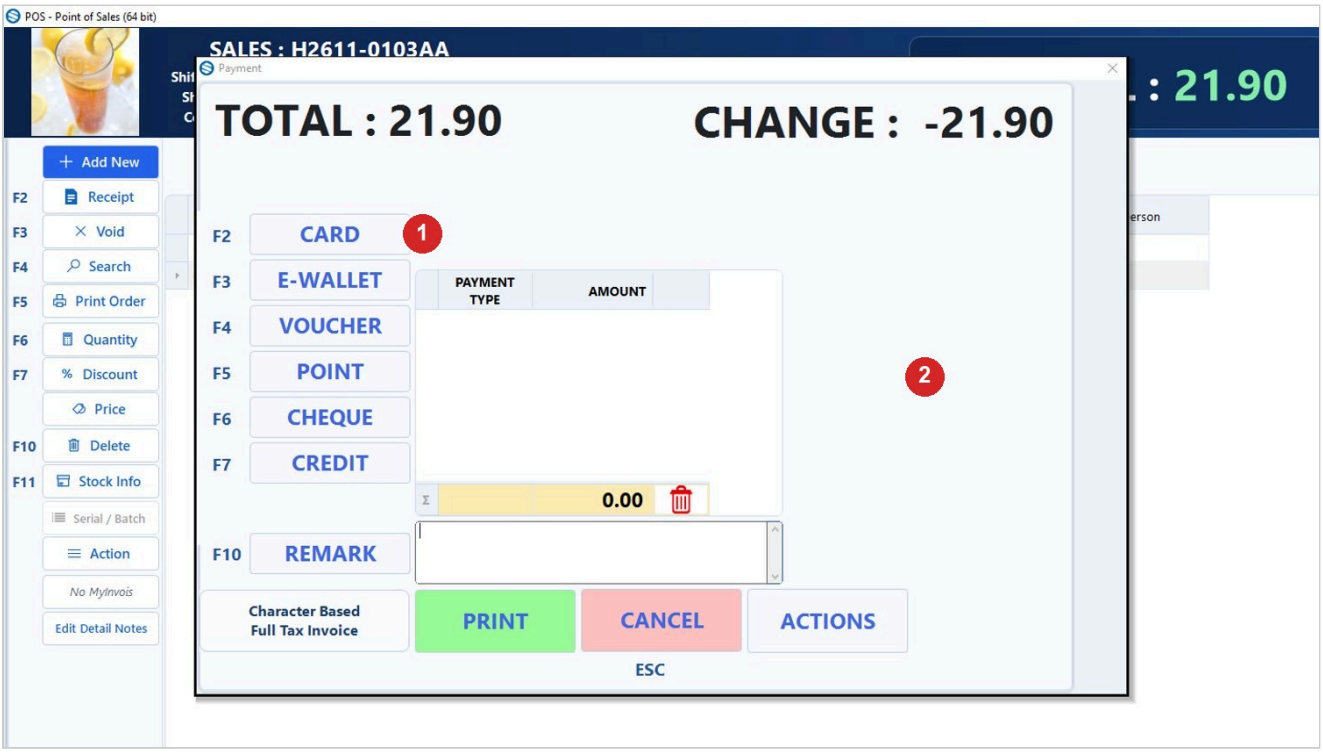
Do this on the PC that must take no cash, for example a counter that takes only bank terminal and e-wallet payments. Go to Main > System > System Settings (Main), System Options tab. The setting is kept for this PC only.



Step	What to do
1	PC Name Specific Settings: add (PS.Receipt.HideCash) after what is already in the box. Keep the brackets.
2	Or click Pick flags... next to it and pick PS.Receipt.HideCash from the list.
3	Click Save.

9. Check the payment screen on that PC

Ring up a sale on that PC and click Receipt (F2). The Payment window takes no cash.



Step	What to do
1	The other payment buttons, such as E-Wallet, Voucher, Point, Cheque and Credit, still work as usual.
2	No Cash button, no Cash line, no RM quick buttons, no cash box and no number pad. F1 does nothing, and a bill is never settled in cash by itself.

Tips

- The Payment sub-tab only sets keyboard keys. It does not decide which payment methods are accepted; that is the Payment Type tab.
- The cashless setting is for one PC only. The other counters still take cash. To take cash again on that PC, remove (PS.Receipt.HideCash) and click Save.

Common problems

A payment method does not appear at the counter

Open the Payment Type tab and check that the method is ticked, then save.

The cashless counter still shows the Cash button

Check that (PS.Receipt.HideCash) is in PC Name Specific Settings on that same PC, with its brackets. Close the payment window and open it again; if it still shows, log 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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