Synergy Acc2026 - POS Settings: Single Click Operation and Default Transaction Group

This guide covers two small point of sale settings: Single Click Operation, which makes the lists on the point of sale main screen react to one click (useful on a touch screen), and the default Transaction Group 1 that new transactions start with.

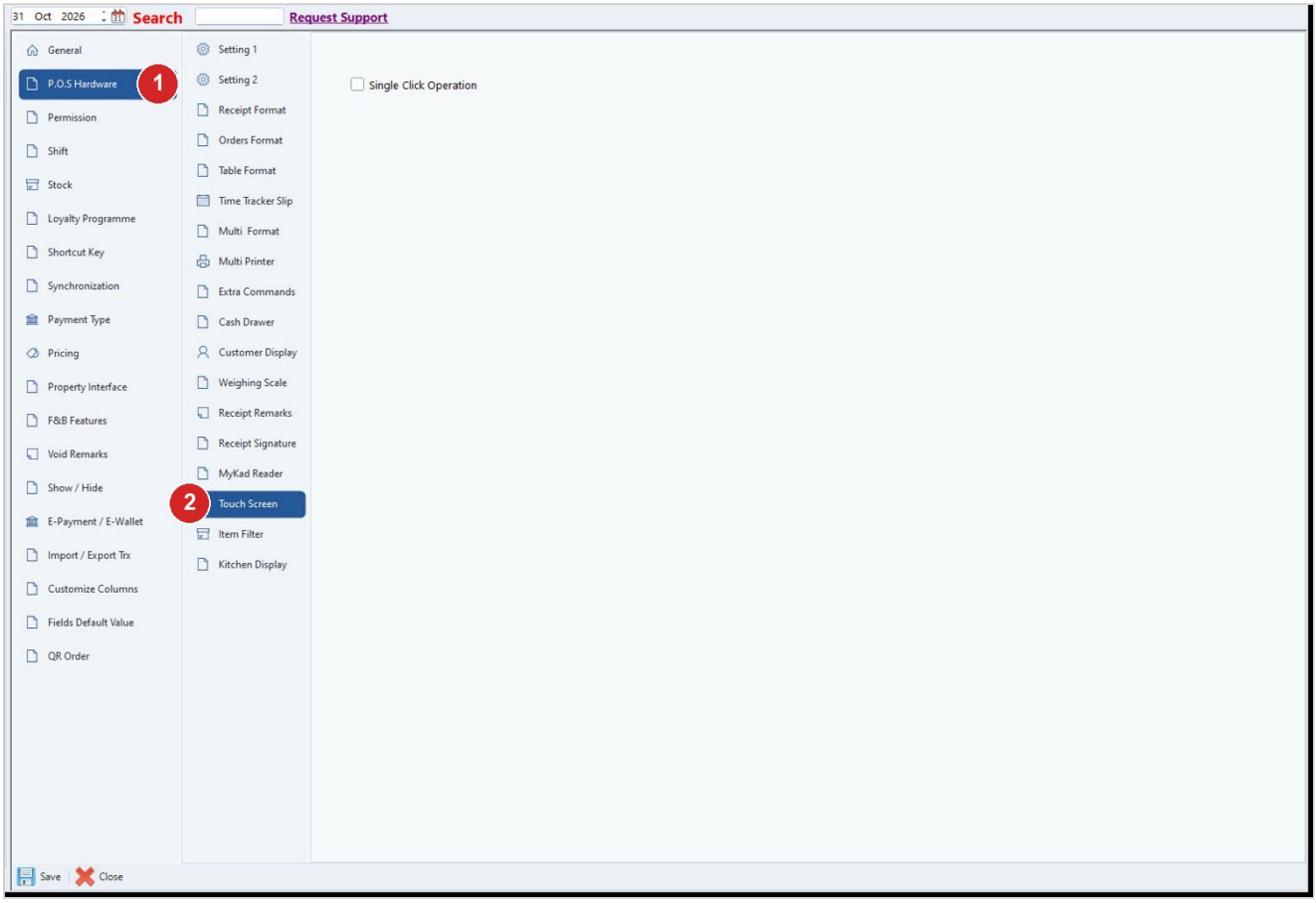
Before you start

- Open the settings from Point of Sale > Point of Sale Setup > Point of Sale Settings.
- Save the settings when you finish so that they are kept.

Steps

1. Open the Touch Screen tab

In the point of sale settings, go to the Touch Screen tab.



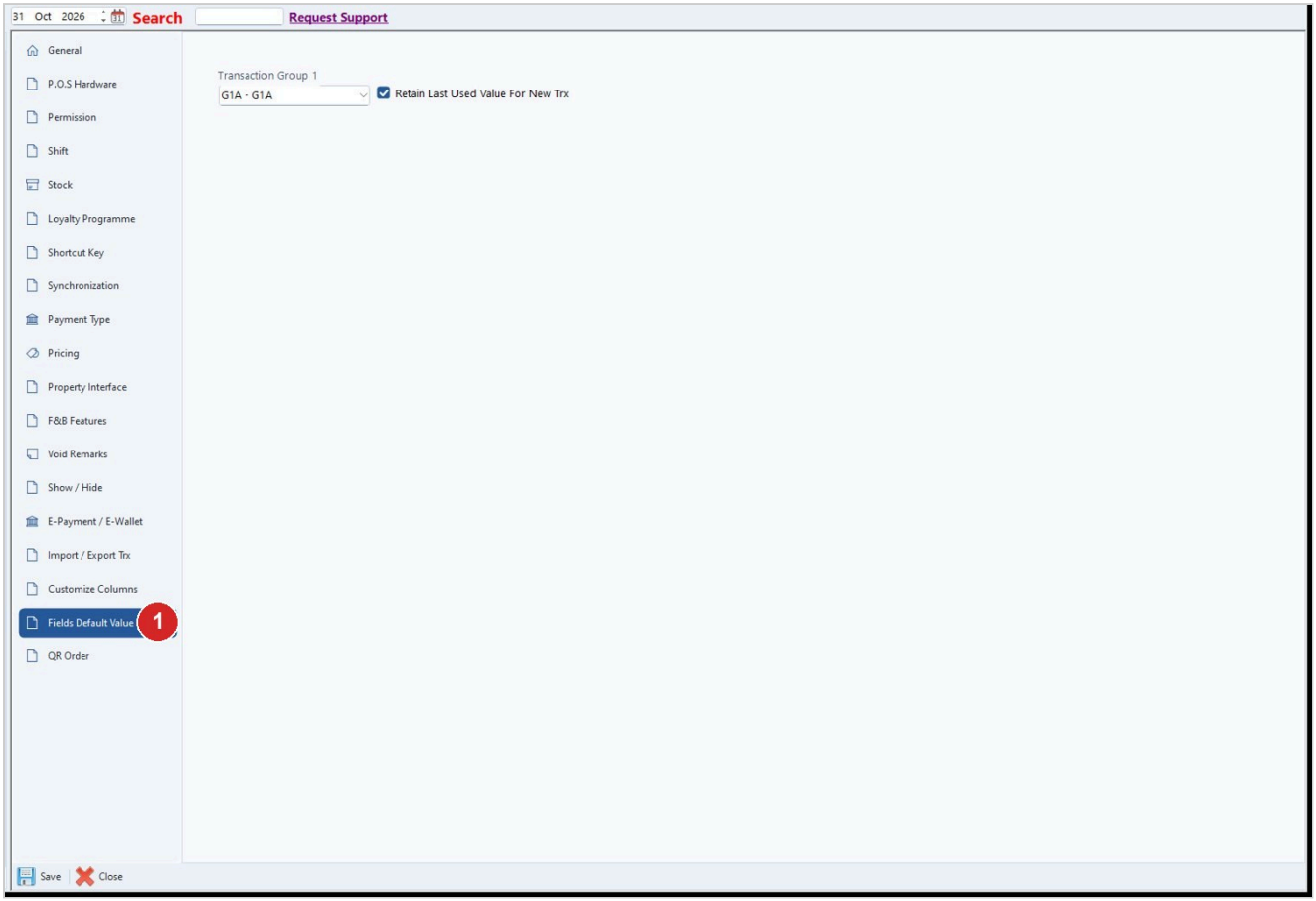
Step	What to do
1	Click P.O.S Hardware.
2	Click Touch Screen.

2. Switch on Single Click Operation

Tick Single Click Operation. With it ticked, one click on the lists of the point of sale main screen opens the record, or starts a new one when the list is empty. Without it, a double click is needed.

3. Open the Fields Default Value tab

Stay in the point of sale settings.



Step	What to do
1	Click the Fields Default Value tab.

4. Choose the default Transaction Group 1

In Transaction Group 1, choose the group that new transactions should start with.

5. Decide whether to keep the last used value

Tick Retain Last Used Value For New Trx if each new transaction should start with the group used last time. Leave it unticked to always start with the default group.

6. Save the settings

Save the point of sale settings.

Tips

- Single Click Operation changes how the point of sale main screen reacts. Tell your cashiers before you switch it on.
- If Retain Last Used Value For New Trx is ticked and a group was used before, that group is used. Otherwise the default group is used.

Common problems

New transactions do not start with the default group.

Check whether Retain Last Used Value For New Trx is ticked. When it is, the last used group is used first.

A double click is still needed on the main screen.

Check that Single Click Operation is ticked on the Touch Screen tab and that the settings were saved.

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

Synergy Acc2026 - Guide date 2026-10-30. Internal draft: not yet reviewed by Synergy staff.