Synergy Acc2026 - How to Get a Quotation to Add Users, Modules or Shops

You want to add another client PC, a module such as Payroll, a database, or licences for a new shop or branch. Prices come from the Synergy sales consultant or admin.

Before you start

- Have your company name or licence number ready.
- Know exactly what you want to add: a client PC, a module, a database or a new shop.
- Know how many users you need, and whether it is for a different location from your existing licence.

Steps

1. Tell Synergy what you need

Give your company name or licence number, the number of users, and the module, extra client or database you want to Synergy admin or the sales consultant.

2. Receive the quotation and invoice

Admin or the sales consultant gives you the quotation and invoice.

3. Pay

After payment, admin uploads the licence.

4. Update the version if needed

After a database or client licence is added, the update version must be increased.

5. Reopen the software on other PCs

Other PCs must reopen the software to pick up a new module such as Payroll.

Tips

- The software supports Windows only. For tablet or other device options, ask Synergy admin.
- Enabling a module such as Payroll is done by Synergy support in a remote session after the licence is in place.

Common problems

A new module does not appear on another PC

Close and reopen the software on that PC.

The module is not enabled

Contact Synergy support with the licence number and remote access details ready.

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

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