Synergy Acc2026 - Item Grouping: Supplier, Category, Brand and Groups

This guide shows how to link an item to its usual supplier, its category and brand, and to Group 1 to Group 7 so you can organise items and filter your reports.

Before you start

- The lists you choose from (Creditor, Category, Brand and the groups) must already be set up.
- Do this at head office. Changes made to an item at a branch do not synchronize back to head office.

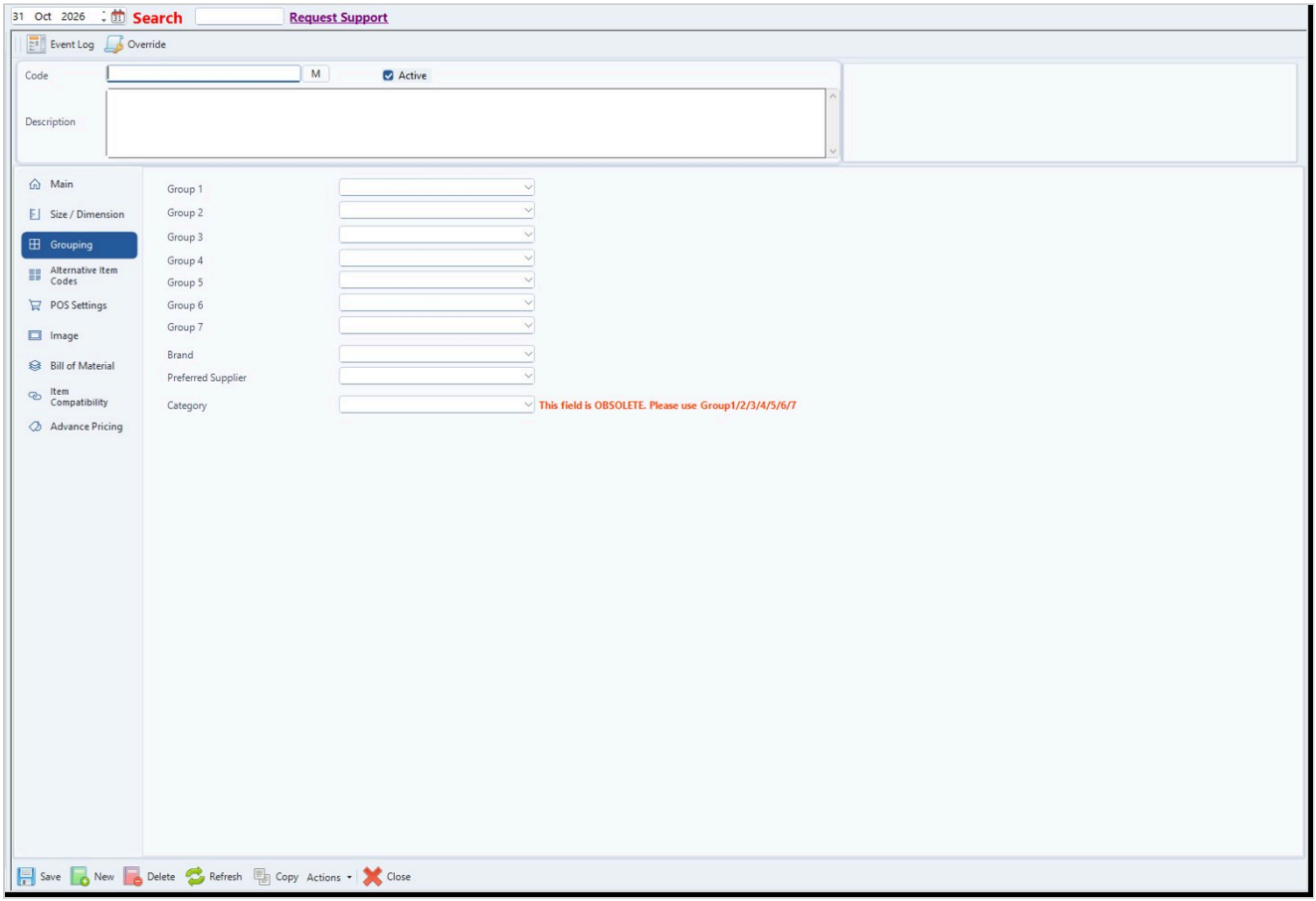
Steps

1. Open the item

From the menu, go to Inventory Management > Masterfile > Item and open the item.

2. Go to the Grouping tab

Click the Grouping tab.



3. Choose the supplier, category and brand

Choose a value in the boxes beside Preferred Supplier, Category and Brand. Clicking the label itself opens the setup screen for that list, where you can add or change entries.

4. Choose the groups

Choose Group 1 to Group 7 as your business uses them. Clicking a Group label opens that group's setup list if you have permission.

5. Save the item

Click Save.

Tips

- Your company can rename the Group captions, so your screen may show different names.
- Depending on the system settings, Group 2 to Group 7 may not be independent. Then each list shows only the entries that belong to the group chosen just above it.
- One field on this tab is marked as obsolete (This field is OBSOLETE. Please use Group1/2/3/4/5/6/7). Do not use it; use Group 1 to Group 7.
- There is no department setting for items. Use groups, then filter reports by group.

Common problems

Clicking a Group label shows an Access denied message.

You do not have permission to open that setup list. Ask your administrator to give you the permission.

A group list shows fewer entries than expected.

The group depends on the one above it. Choose the group above first, and check the system settings for items.

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

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