Synergy Acc2026 - Item POS Settings: Separate Row, Points, Colour and Add-Ons

This guide shows how to set how an item behaves at the point of sale: whether it shows on its own row, how many reward points it earns, its colour, add-on groups and service charge.

Before you start

- The POS Settings tab appears only if the Point of Sale module is licensed.

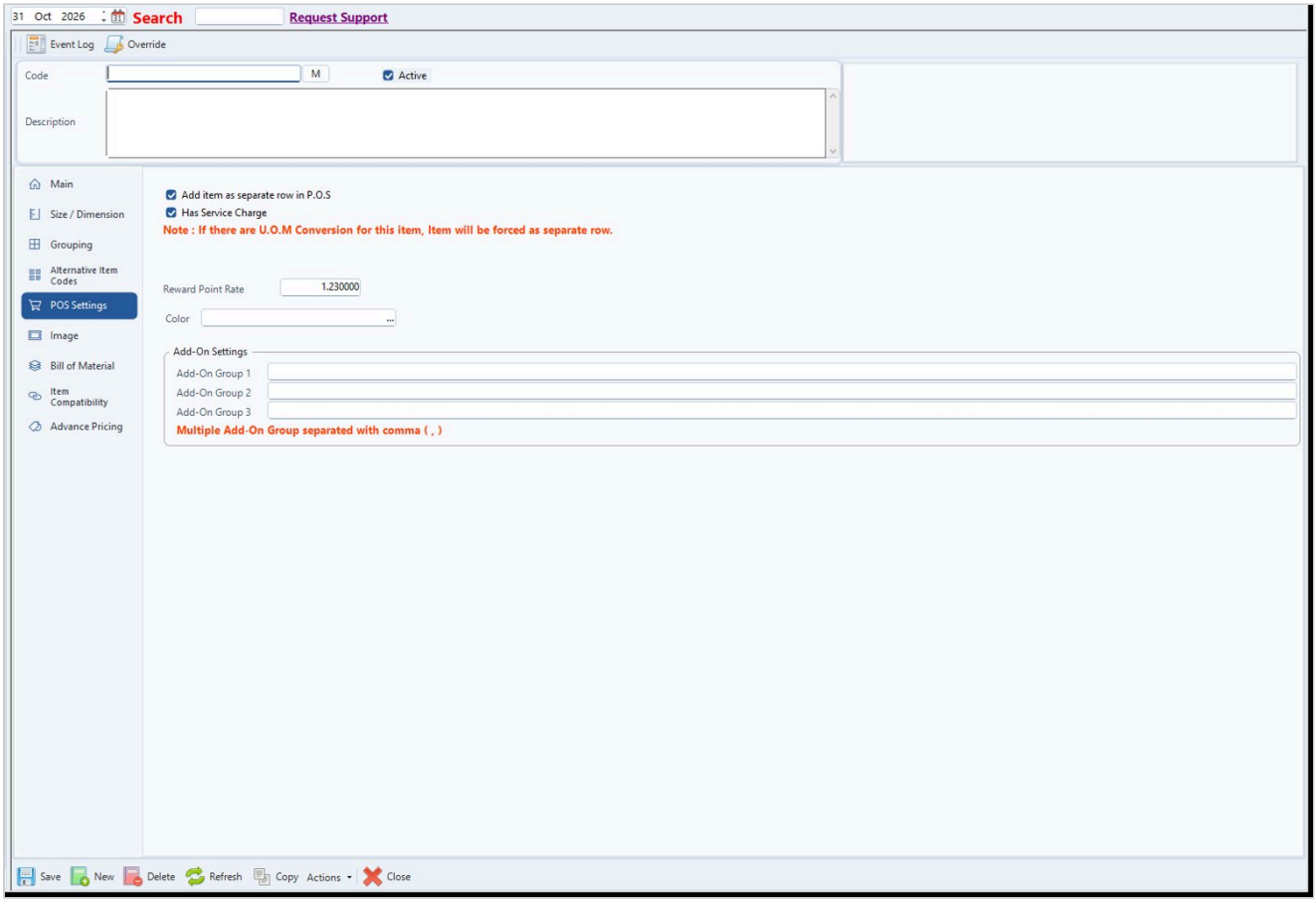
Steps

1. Open the item

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

2. Go to the POS Settings tab

Click the POS Settings tab.



3. Choose the row behaviour

Tick Add item as separate row in P.O.S if each sale of this item should appear as its own line.

4. Set the reward points

Enter the Reward Point Rate for the item.

5. Pick a colour

Click the button at the end of the Color box and pick a colour. Its name is shown in the box.

6. Set service charge

Tick Has Service Charge if service charge applies to this item.

7. Fill in the add-on groups

If the item has add-ons, fill in Add-On Group 1, Add-On Group 2 and Add-On Group 3 under Add-On Settings. To enter several groups in one box, separate them with a comma (,).

8. Save the item

Click Save.

Tips

- The default reward point rate for new items comes from the POS settings.
- A note on the screen says that if the item has unit-of-measure conversions, the item is forced to be a separate row in P.O.S.

Common problems

The item keeps appearing as a separate row in P.O.S.

The item probably has unit-of-measure conversions, which force this.

I cannot see the POS Settings tab.

The tab appears only when the Point of Sale module is licensed.

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.