Synergy Acc2026 - Record FOC Quantity on a Document

FOC means items given at no charge. This guide shows how to record FOC quantity on a Purchase Invoice, and what to do for a buy-and-get-more promotion at the point of sale. For ordinary discounts and special prices, see the guide Discounts, FOC and Special Prices.

Before you start

- Know which document you are working on. The steps below were confirmed for a Purchase Invoice (Invoice Received).
- Have the item code and the quantity received at no charge ready.

Steps

1. Open the purchase invoice

Open the Purchase Invoice (Invoice Received) where the goods were received.

2. Add the FOC item and quantity

Choose the item and key in the quantity you received at no charge.

3. Set the total amount to 0.00

Put the total amount of that row as 0.00.

4. Write FOC as the remark

Write FOC in the remark of that row, so the row is clearly marked as items given at no charge.

5. Save the document

Save the invoice as normal. When the cost posting is done, the average cost of the item goes down, because you received more quantity for the same money.

6. Remove a wrong row

If you keyed a row by mistake, press ESC, select the row, then press DEL.

Tips

- For a buy-and-get-more promotion at the point of sale (for example buy 2 and get 1 at no charge): if the item given at no charge is the same item as the promotion item and an error appears, do not use the item's own code. Create one Non-stock item with the code and description FOC and use it as the item given at no charge. Synergy can set up the promotion for you; have the item codes, prices and end date ready.
- At the point of sale the cashier just scans the items, for example 3 scans for buy 2 get 1.
- One item code cannot have two different promotions at the same time, but it can still be sold at the normal single price.
- For a discount instead of FOC goods: enter the amount in the discount field of the document, not per row. For an overall fixed discount, create an item named DISCOUNT and add it with a negative amount. The guide Discounts, FOC and Special Prices has the details.

- The cases do not show how to record FOC quantity on a sales invoice or other document types, so this is not covered here. Contact Synergy and tell them which document you are using.

Common problems

I do not know if my document type supports the FOC steps above.

The steps were confirmed for a Purchase Invoice only. Contact Synergy with the document type and the document number.

The promotion shows an error when the item given at no charge is the same as the promotion item.

Create a Non-stock item with the code and description FOC and use it as the item given at no charge.

My cost went down after I recorded FOC.

This is expected. The cost posting lowers the average cost because the extra quantity has no charge.

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