Synergy Acc2026 - Inventory: Item Compatibility Models and Series

This guide shows how to record item compatibility models (each under a brand) and component series (each linked to a model).

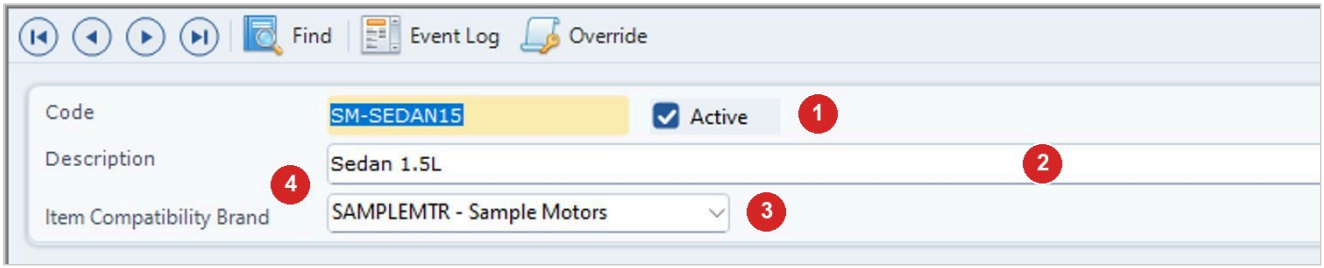
Before you start

- Only active brands are offered when you choose a brand for a model, and only active models are offered when you choose a model for a series. Create them first, or use the link on the screen to add them.

Steps

1. Add a model

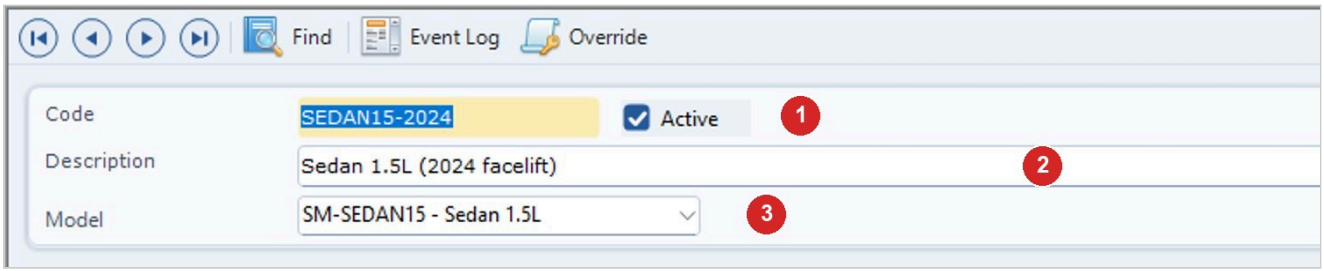
Go to Inventory Management > Item Compatibility > Model and start a new record. Save when done. Here model SM-SEDAN15, Sedan 1.5L, of brand Sample Motors.



Step	What to do
1	Code. Leave Active ticked if the model is in use.
2	Description.
3	Item Compatibility Brand it belongs to.
4	The Item Compatibility Brand caption is a link to the brand screen, to add or change a brand. The list refreshes when you come back.

2. Add a series

Go to Inventory Management > Item Compatibility > Series. Save when done. Here series SEDAN15-2024 of model Sedan 1.5L.



Step	What to do
1	Code. Active is ticked for a new record.

Step	What to do
2	Description.
3	Model the series belongs to, if any. The Model caption opens the model screen to add or change a model without leaving the record.

Tips

- A model can be saved with no brand, so check the Item Compatibility Brand before saving.
- Untick Active to retire a model or a series.

Common problems

[Code] is required, or [Description] is required.

Fill in the missing box and save again. The code is checked first, so you may see the second message only after fixing the first.

A brand is missing in the list.

It may be inactive or not created yet. Use the Item Compatibility Brand link to create it or make it active again.

A model does not appear in the Model list of a series.

It is probably inactive or not created yet. Use the Model link to add it or tick Active again.

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

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