Synergy Acc2026 - Set Up Item Categories, Groups, Units, Rates and Banks

These small lists help you sort your stock items, price them and post them to the right accounts. This guide covers main categories, sub categories, item groups, price groups, units of measure and account posting groups. It also covers rate groups, return reasons and bank accounts.

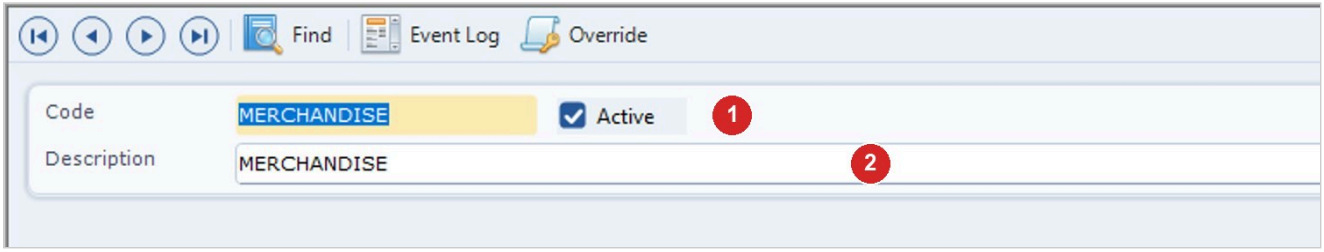
Before you start

- Each list is opened from the Inventory Management > Masterfile menu.
- Create the main category before its sub categories, and create the accounts before the account posting group.

Steps

1. Add a main category

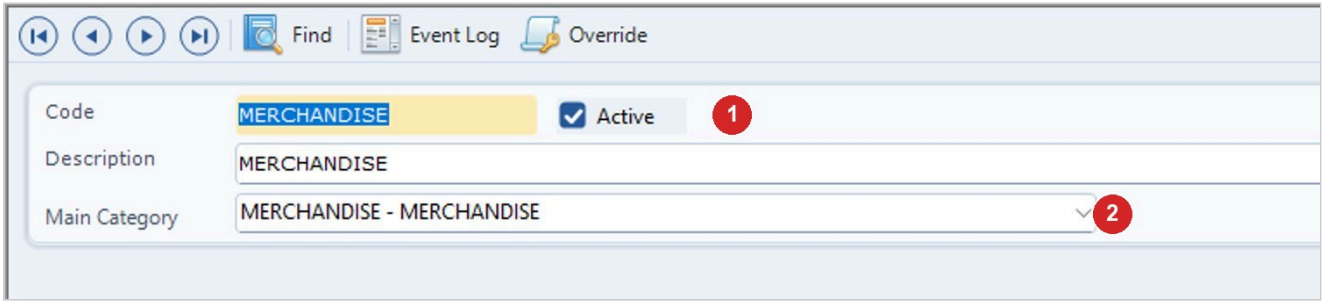
Go to Inventory Management > Masterfile > Sub-Masterfile > Main Category. Save when done.



Step	What to do
1	Code (here MERCHANDISE). Leave Active ticked.
2	Description.

2. Add a sub category

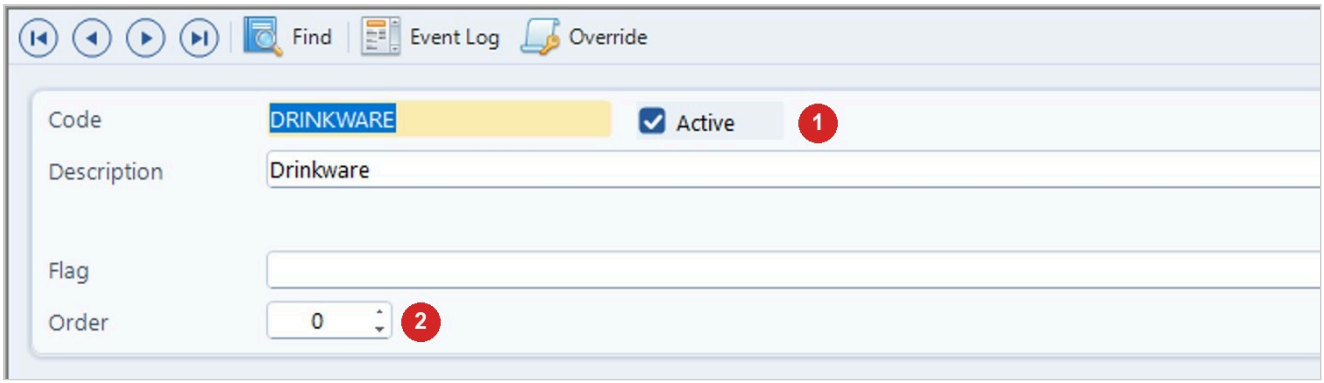
Go to Inventory Management > Masterfile > Sub-Masterfile > Category. Save when done.



Step	What to do
1	Code and Description.
2	Main Category it belongs to. The Main Category caption is a link that opens the main category screen if you need to add one.

3. Add an item group

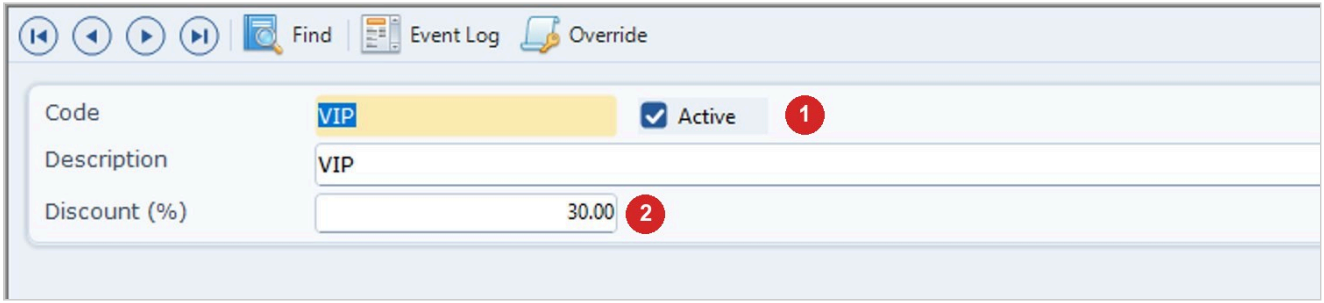
Go to Inventory Management > Masterfile > Item Grouping and choose the group level (UD_IV_Group1 to UD_IV_Group7; your company may have renamed them). For a level below the first, also choose the Parent Group. Save.



Step	What to do
1	Code and Description (here DRINKWARE, Drinkware).
2	Order: optional sort number.

4. Add a price group

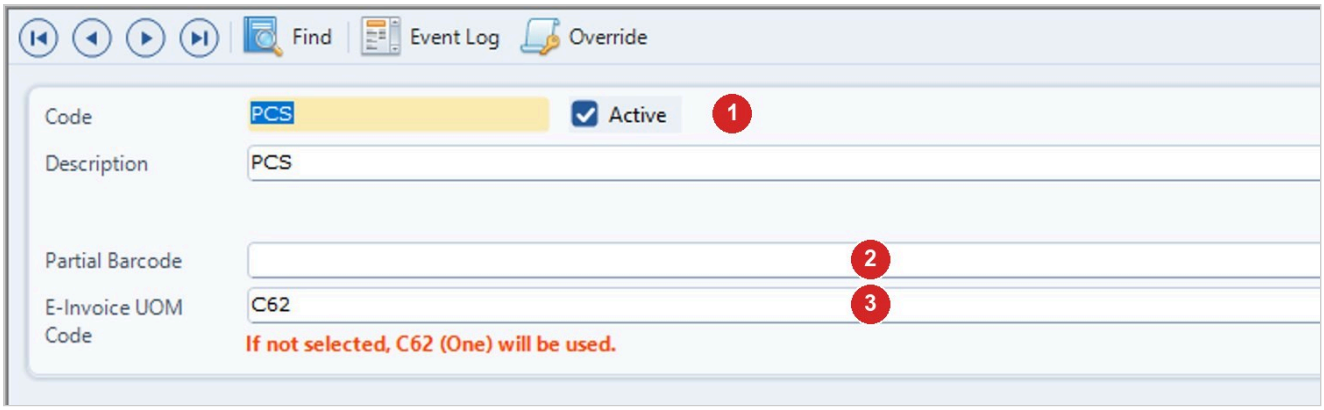
Go to Inventory Management > Masterfile > Sub-Masterfile > Price Type. Save. Locations can refer to a price group in their settings.



Step	What to do
1	Code and Description (here VIP).
2	Discount (%) from 0 to 100 (here 30.00).

5. Add a unit of measure

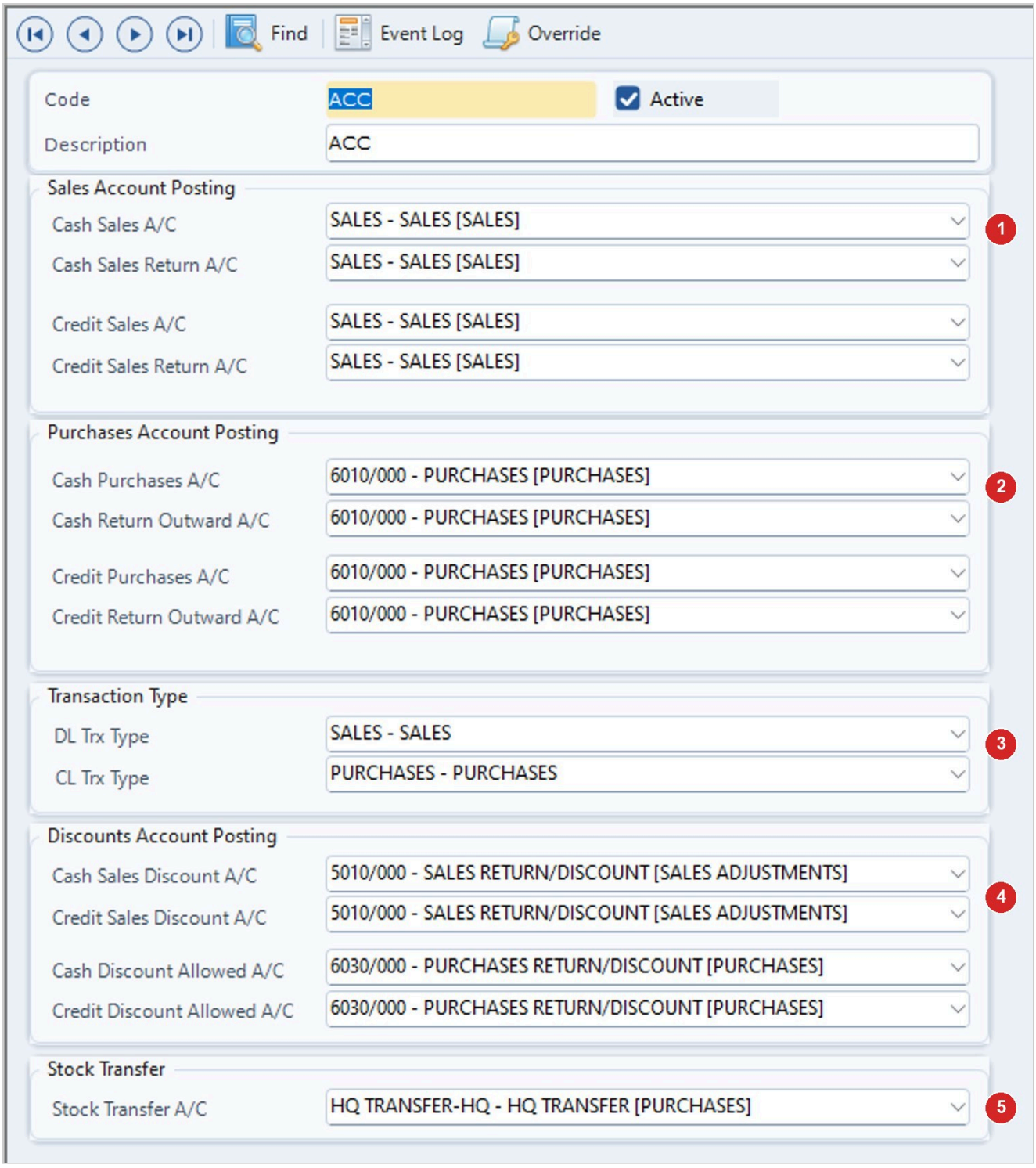
Go to Inventory Management > Masterfile > Sub-Masterfile > Unit of Measurement. Save.



Step	What to do
1	Code and Description (here PCS).
2	Partial Barcode if your scale or barcodes use it.
3	E-Invoice UOM Code (choose with the selection button). If not selected, C62 (One) is used.

6. Set up an account posting group

Go to Inventory Management > Masterfile > Sub-Masterfile > Account Posting Group. Type the Code and Description, choose the accounts, save, then assign the group to your items.



Step	What to do
1	Sales Account Posting: cash and credit sales and sales return accounts.
2	Purchases Account Posting: cash and credit purchases and return outward accounts.
3	Transaction Type: DL Trx Type and CL Trx Type.
4	Discounts Account Posting: sales discount and discount allowed accounts.
5	Stock Transfer A/C.

7. Add a rate group

Go to Inventory Management > Masterfile > Sub-Masterfile > Rate Group. Type the Code and Description. In the grid, add a line and choose a value in the Group 7 column (the caption follows the name your company gave to Group 7). Press F2 in that column to add a missing value. Save.

8. Add a return reason

Go to Sales and Purchases > Masterfile > Return Reason. Type the Code and Description (the wording people see when they choose the reason), keep Active ticked and save. A reason is saved in the list you opened and does not appear in other lists.

9. Add a bank account

Go to Sales and Purchases > Masterfile > Bank Accounts. Type a Code, then fill in Bank, Account Type, Account No. and Swift Code as needed. Save. The bank can then be chosen on sales documents such as sales orders, delivery orders, sales invoices and quotations.

Tips

- A main category or any list entry must be Active to be offered on other screens.
- If no E-Invoice UOM Code is selected for a unit, C62 (One) is used.
- Item groups at the second level and below can sit under a group of the level above. The Parent Group box is hidden on the top level.
- In an item group, the Flag button offers Back Colour. The name of the colour you pick is written into the Flag box.
- The account lists in the account posting group show only active accounts.
- On a bank account only Code must be filled in. Other boxes are not checked, so check the details yourself.
- Untick Active to stop a list entry being offered.

Common problems

Cannot save a list entry

Fill in the required boxes: Code and Description (and Main Category for a sub category).

Main Category is missing on the sub category screen

Check that the main category is Active. Only active ones are offered.

Invalid Discount (%) entered

The percentage is above 100. Enter a value from 0 to 100.

The e-invoice unit is wrong on invoices

Check that an E-Invoice UOM Code was selected for the unit instead of relying on C62.

An account is missing in the account posting group

It may be inactive or not created. Click the account caption to open the account screen, then return to the list.

Postings go to the wrong account

Check which account posting group the item is assigned to, and whether the cash or credit box was used.

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

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