Synergy Acc2026 - Web-Front: Settings, Synchronize Data and Import Sales Orders

This guide shows how to connect the program to your Web-Front site, send your data up to it, and bring the sales orders your customers placed on the site into the accounting program.

Before you start

- Have your Web Front URL, Login ID and Password ready.
- An internet connection is needed for the upload and the download.
- You need an automatic numbering set up for Sales Order Ref. No. before importing orders. Manual numbering is not accepted.

Steps

1. Open Web Front Settings

Go to Sales and Purchases > Web Front Integration > Web Front Settings.

2. Enter your Web-Front details

Under Web Front Access, type the Web Front URL (replace the address shown with the one for your site), your Login ID and your Password. The address must start with http.

3. Save the settings

Press Save. Settings saved. appears for about two seconds. The values are kept for the whole system, not for one user, and typing in the boxes has no effect until you press Save.

4. Send your data to Web-Front

Go to Sales and Purchases > Web Front Integration > Update Web Front Data. Set From and To under Sales Order Date Range. Use the same date range you selected for the previous sales order import.

5. Start the synchronisation

Press Synchronize data with Web-Front and answer Yes to Do you want to synchronize the data on Web-Front with the selected date range? Watch the progress text. When it finishes, a message from Web-Front tells you the result.

6. Download the web orders

Go to Sales and Purchases > Web Front Integration > Import Sales Order from Web Front. Check the Web-Front URL (display only) and set Date Range From and To. Both start as today. Press Download Sales Order and wait while the status line moves through preparing, downloading, extracting and importing.

7. Review the list

Review the orders shown in the list. The list is read-only, and its heading shows the date range of the last download.

8. Post the orders

Set Sales Order Ref. No. to an automatic numbering. Press Import Sales Orders and answer Yes to Do you want to post the transactions listed above? A summary tells you how many were posted and lists any that failed, with the reason.

Tips

- Your last choice of Sales Order Ref. No. is remembered.
- If some orders fail while others post, fix the reason shown and run the import again for the rest.

Common problems

Web Front URL not defined. or Login ID for Web Front not defined.

Open Web Front Settings, fill them in and press Save.

Invalid Uri Scheme

The Web-Front address is not an http address. Correct it in Web Front Settings.

No response data from Web-Front

The site answered with nothing the program could read. Try again later.

The list is empty after downloading.

There may be no orders in that date range, or Web-Front returned an error message. Widen the dates and try again.

Nothing happens after pressing Download Sales Order.

The Web-Front address may not start with http://, or Web-Front did not return a result.

[Auto Reference No.] is required.

Numbering is on manual mode. Choose an automatic numbering for Sales Order Ref. No. and try again.

Unable to extract file

The downloaded package could not be opened. Download again.

Nothing happens after the synchronise question.

You answered No. Press Synchronize data with Web-Front again and answer Yes.

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