

Settings

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How to Search in Settings?

Settings is overwhelming. There are a lot of options in here. So in **SenangUrus ERP** we implemented as easy way to search for any option. Follow the screenshot below.



Business Settings

Business Settings allows you to set some of the common business-related information.

Here you can change:

Business Settings

Search

Business	Business Name:*	Start Date:	Default profit percent:* ⓘ
Tax ⓘ	Vault Space	01/01/1970	25.00
Product	Currency:	Currency Symbol Placement:	Time zone:
Contact	Malaysia - Ringgits(MYR)	Before amount	Asia/Kuala_Lumpur
Sale	Upload Logo:	Financial year start month: ⓘ	Stock Accounting Method:* ⓘ
POS	Browse..	February	FIFO (First In First Out)
Purchases	Previous logo (if exists) will be replaced	Date Format:*	Time Format:*
Payment	Transaction Edit Days:* ⓘ	mm/dd/yyyy	24 Hour
Dashboard	30	Quantity precision:* ⓘ	
System	Currency precision:* ⓘ	2	
	2		

- Business name
- Start Date
- Set Default Profit margin
- Currency
- Timezone
- Logo
- **Financial year:** For some countries, the financial year starts from January and for some it starts on April. Here you can set the appropriate option for your country.
- Tax information
- Product SKU prefix: Enable this feature to generate a prefix for Product SKU. Once enabled, while adding a new product the SKU field with add this prefix along with the input given or if left empty will autogenerate a value along with this prefix.
- Default Sales discount
- Default Sales tax
- **Business Setting > Contact > Default credit limit:** The credit limit provided here will be used as default value when creating a customer or supplier
- **Business Setting > Sale > Default Sale Discount:** The default discount will be used for all sales in POS & Add sales screen.

Sales:

Sales Item Addition Method:

1. It has 2 options: "Add item in new row" & "Increase item quantity if it already exists"
2. This option is related to POS & Sales screen when a new product is added.
3. Add item in new row: It will always add a product in new row
4. Increase item quantity if it already exists: If the product already exists in the cart it will increase its quantity else it will add it in a new row.

Business Settings

Q

Search

▼

Business

Tax ⓘ

Product

Contact

Sale

POS

Purchases

Payment

Dashboard

System

Prefixes

Email Settings

SMS Settings

Reward Point Settings

Modules

Custom Labels

Default Sale Discount:*

% 0.00

Default Sale Tax:

i

None

▼

Sales Item Addition Method:

Increase item quantity if it already exists

Amount rounding method: ⓘ

None

▼

☐ Sales price is minimum selling price ⓘ

☐ Allow Overselling ⓘ

☐ Enable Sales Order ⓘ

☐ Is pay term required?

Commission Agent:

Sales Commission Agent:

i

Disable

▼

Commission Calculation Type:

i

Invoice value

▼

☐ Is commission agent required?

Payment Link ⓘ:

☐ Enable payment link

Toyyibpay: Do not account? [click here to create account](#)

Key:

Category Key:

Stripe:

Stripe public key:

Stripe secret key:

Amount rounding method:

The price of the products can be taken as a whole number or as a rounded decimal value by selecting the particular roundoff method. If none is selected the value is taken as a whole number.

Amount rounding method: ⓘ

None

▲

None

Round to nearest whole number

Round to nearest decimal (multiple of 0.05)

Round to nearest decimal (multiple of 0.1)

Round to nearest decimal (multiple of 0.5)

i

Disable

▼

Sales price is minimum selling price:

If this option is enabled then the product cannot be sold at a price lower than the selling price set for the product.

It can be sold at a higher price but not at a lower price.

Default Sale Tax:

	None	▼
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☐ Sales price is minimum selling price 

☐ Is pay term required?

Enable inline Tax:

To display the price inc. tax on the POS screen, kindly enable the check box in the Business Settings->Tax.

Business Settings

Search			
Business			
Tax 			
Product			
Contact			
Sale			
POS			
Purchases			
Payment			

Tax 1 Name:	Tax 1 No.:	Tax 2 Name:
 GST / VAT / Other		 GST / VAT / Other
Tax 2 No.:	☐ Enable inline tax in purchase and sell	
		

Enable Sales Order:

This will enable the [sales order](#) feature.

Business			
Tax 			
Product			
Contact			
Sale			
POS			

Default Sale Discount:*	Default Sale Tax:	Sales Item Addition Method:
% 0.00	 None	Increase item quantity if it already exists
Amount rounding method: 	☐ Sales price is minimum selling price 	☐ Allow Overselling 
None	☐ Is pay term required?	
☐ Enable Sales Order 		

Default Sale Discount:

The default sale discount can be added to products in **Business Settings -> Sale**

Business			
Tax 			
Product			
Contact			
Sale			
POS			

Default Sale Discount:*	Default Sale Tax:	Sales Item Addition Method:
% 0.00	 None	Increase item quantity if it already exists
Amount rounding method: 	☐ Sales price is minimum selling price 	☐ Allow Overselling 
None	☐ Is pay term required?	
☐ Enable Sales Order 		

Limit for Transaction Edit:

How to edit transactions for more than 30 days?

In order to increase the limit for editing the transaction, set the number of days in the business settings.

The screenshot shows the 'Business' settings page. On the left is a sidebar menu with options: Business, Tax, Product, Contact, Sale, POS, Purchases, Payment, Dashboard, and System. The main content area contains various settings. The 'Transaction Edit Days' field, located under the 'Upload Logo' section, is highlighted with a red rectangle. It currently shows the value '100'. Other visible settings include Business Name (Vault Space), Start Date (01/01/1970), Currency (Malaysia - Ringgits(MYR)), and Default profit percent (25.00).

Data table Entry Selection:

The default number of entries in the data tables can be selected in Business **Settings** -> **System**.

The screenshot shows the 'System' settings page. The sidebar menu is the same as the previous screenshot, but 'System' is now selected and highlighted in blue. In the main content area, the 'Default datatable page entries' field is highlighted with a red rectangle. It is a dropdown menu currently set to '100'. Other settings visible include Theme Color (Black) and a 'Show help text' checkbox which is checked.

Allow Overselling of Products:

In some cases, the products need to be sold even when they are out of stock. In such cases, you can enable the **"Allow Overselling"** Option from the **Business Settings > Sale**.

The screenshot shows the 'Sale' settings page. The sidebar menu has 'Sale' selected and highlighted in blue. The main content area contains settings for sales. The 'Allow Overselling' checkbox is highlighted with a red rectangle and is checked. Other settings include Default Sale Discount (0.00%), Default Sale Tax (None), and Sales Item Addition Method (Increase item quantity if it already exists).

This will allow you to add sales for non-stock products.

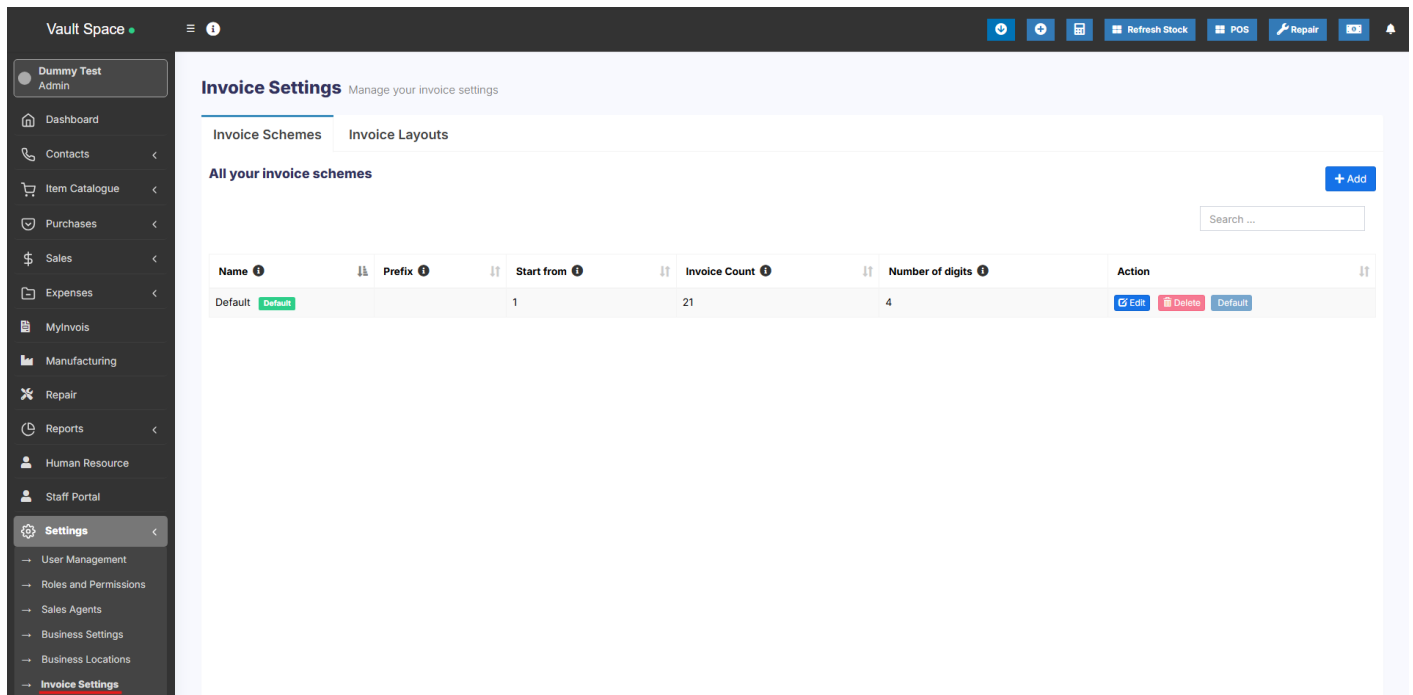
If the sale is added for products that are out-of-stock using the Allow Overselling Option, then the profit will be calculated as negative for those products.

Video Demonstration:

<https://www.youtube.com/embed/208dzjDJsyk>

Setting Invoice Scheme

With SenangUrus ERP you can configure the format for your invoice number.



Add new invoice scheme

FORMAT:
XXXX

FORMAT:
2025-XXXX

Preview:
Not selected

Name:*

Numbering Type:*

Sequential

Save

Close

To configure go to **Settings -> Invoice settings**

- Click on Add and select a scheme format.
Format can be **XXXX** or **<year>-XXXX**
- You can also provide a custom prefix, invoice start number, number of digits in the invoice number.
- The preview box will display the preview according to the chosen option.
- You will need to set a default invoice scheme for a business to use it.

Adding a new Label or barcode settings

SenangUrus ERP comes with some commonly used barcode configurations for you our-of-box. If your barcode configuration isn't covered then you can easily create a new configuration.

The screenshot shows the 'Add barcode sticker setting' form in the SenangUrus ERP system. The form is titled 'Add barcode sticker setting' and is located in the 'Settings' section of the application. The form contains several input fields and checkboxes for configuring a new barcode sticker setting.

Sticker Sheet setting Name: A text input field with the placeholder 'Sticker Sheet setting Name'.

Sticker Sheet setting Description: A text input field with the placeholder 'Sticker Sheet setting Description'.

☐ Continuous feed or rolls

Additional top margin (In Inches):* A numeric input field with a value of 0.

Additional left margin (In Inches):* A numeric input field with a value of 0.

Width of sticker (In Inches):* A numeric input field with a value of 0.

Height of sticker (In Inches):* A numeric input field with a value of 0.

Paper width (In Inches):* A numeric input field with a value of 0.

Paper height (In Inches):* A numeric input field with a value of 0.

Stickers in one row:* A numeric input field with a value of 0.

Distance between two rows (In Inches):* A numeric input field with a value of 0.

Distance between two columns (In Inches):* A numeric input field with a value of 0.

No. of Stickers per sheet:* A numeric input field with a value of 0.

☐ Set as default

Save

You must have all measurement details of the sticker to create a configuration. All dimensions need to be in inches.

Adding Barcode sticker settings

1. Go to settings -> Barcode Settings -> Add
2. Enter a descriptive name of the setting. Add some description for your information.
3. If you're using a Roll, then check the "Continues feed or rolls" checkbox.
4. Enter Additional top margin (In Inches), Additional left margin (In Inches), width of the sticker, Height of the sticker, Paper width, Paper height, number of stickers in one row, distance between 2 rows, distance between 2 columns and the total number of stickers per sheet.
5. Some of this information are not needed for Continues feed or rolls.

You **must** test you setting by printing a dummy sticker in Purchase – print label option. If something seems wrong then edit the measurement accordingly.

Changing the custom fields labels

To modify the labels of custom fields, go to **Settings -> Business Settings -> Custom Labels**

Business

Tax ⓘ

Product

Contact

Sale

POS

Purchases

Payment

Dashboard

System

Prefixes

Email Settings

SMS Settings

Reward Point Settings

Modules

Custom Labels

Labels for custom payments:

Custom Payment 1

Kiple

Custom Payment 2

Custom Payment 3

Custom Payment 4

Custom Payment 5

Custom Payment 6

Custom Payment 7

Labels for contact custom fields:

Custom Field 1

Custom Field 2

Custom Field 3

Custom Field 4

Custom Field 5

Custom Field 6

Custom Field 7

Custom Field 8

Custom Field 9

Custom Field 10

Labels for product custom fields:

Custom Field 1

Field Type ▾

Custom Field 2

Field Type ▾

Custom Field 3

Field Type ▾

Custom Field 4

Field Type ▾

Custom Field 5

Field Type ▾

Custom Field 6

Field Type ▾

Custom Field 7

Field Type ▾

Custom Field 8

Field Type ▾

Custom Field 9

Field Type ▾

Custom Field 10

Field Type ▾

Custom Field 11

Field Type ▾

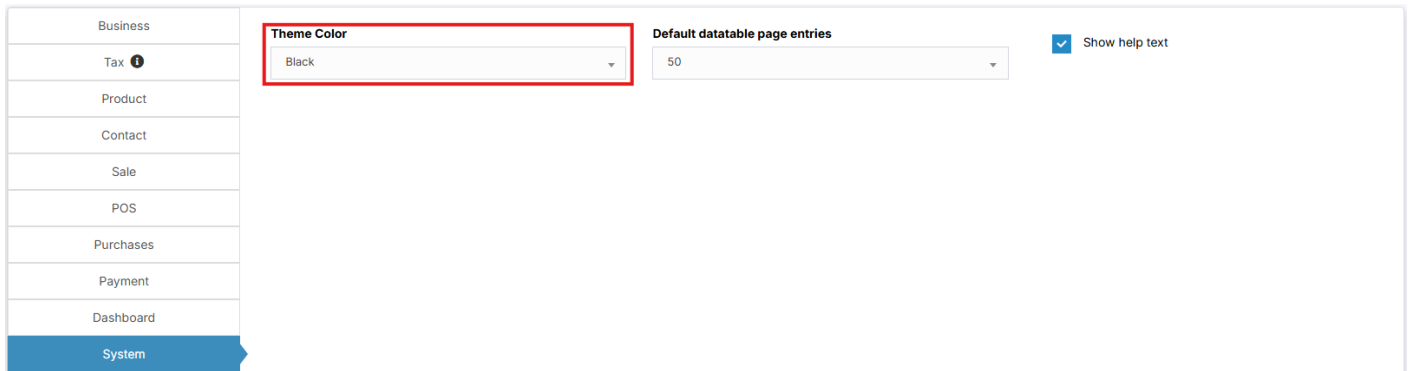
Custom Field 12

Field Type ▾

Here you can give names to all custom fields.

Changing Application/theme Color

To change Application or Theme color follow the below steps:



The screenshot displays a settings interface with a left-hand navigation menu and a main content area. The navigation menu includes the following items: Business, Tax (with a sub-menu icon), Product, Contact, Sale, POS, Purchases, Payment, Dashboard, and System (highlighted in blue). The main content area is titled 'Business Settings' and contains two sections: 'Theme Color' and 'Default datatable page entries'. The 'Theme Color' section features a dropdown menu currently set to 'Black', which is highlighted with a red rectangular box. The 'Default datatable page entries' section has a dropdown menu set to '50'. On the far right of the main content area, there is a checkbox labeled 'Show help text' which is checked.

1. Go to Settings -> Business Settings -> System (tab)
2. Change the **Theme Color** to your desired color. A total of 11 colors (Light & Dark options) are given