

Business Settings

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

Here you can change:

- 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.

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Default Sale Discount: % 0.00

Default Sale Tax: ⓘ 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: ⓘ Disable

Commission Calculation Type: ⓘ 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)

ⓘ 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:

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.

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Business	Tax 1 Name: <input type="text" value="GST / VAT / Other"/>	Tax 1 No.: <input type="text"/>	Tax 2 Name: <input type="text" value="GST / VAT / Other"/>
Tax ⓘ	Tax 2 No.: <input type="text"/>	<input type="checkbox"/> Enable inline tax in purchase and sell	
Product			
Contact			
Sale			
POS			
Purchases			
Payment			

Enable Sales Order:

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

Business	Default Sale Discount:* <input type="text" value="0.00"/>	Default Sale Tax: <input type="text" value="None"/>	Sales Item Addition Method: <input type="text" value="Increase item quantity if it already exists"/>
Tax ⓘ	Amount rounding method: ⓘ <input type="text" value="None"/>	<input type="checkbox"/> Sales price is minimum selling price ⓘ	<input type="checkbox"/> Allow Overselling ⓘ
Product	<input type="checkbox"/> Enable Sales Order ⓘ	<input type="checkbox"/> Is pay term required?	
Contact			
Sale			
POS			

Default Sale Discount:

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

Business	Default Sale Discount:* <input type="text" value="0.00"/>	Default Sale Tax: <input type="text" value="None"/>	Sales Item Addition Method: <input type="text" value="Increase item quantity if it already exists"/>
Tax ⓘ	Amount rounding method: ⓘ <input type="text" value="None"/>	<input type="checkbox"/> Sales price is minimum selling price ⓘ	<input type="checkbox"/> Allow Overselling ⓘ
Product	<input type="checkbox"/> Enable Sales Order ⓘ	<input type="checkbox"/> Is pay term required?	
Contact			
Sale			
POS			

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. The 'Transaction Edit Days' field is highlighted with a red box and set to 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 'Default datatable page entries' field is highlighted with a red box and set to 100. Other visible settings include Theme Color (Black) and a checked 'Show help text' option.

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 'Allow Overselling' checkbox is checked and highlighted with a red box. Other visible 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>

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