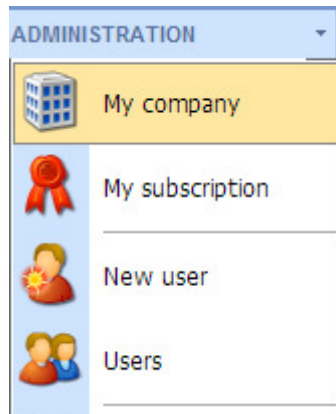


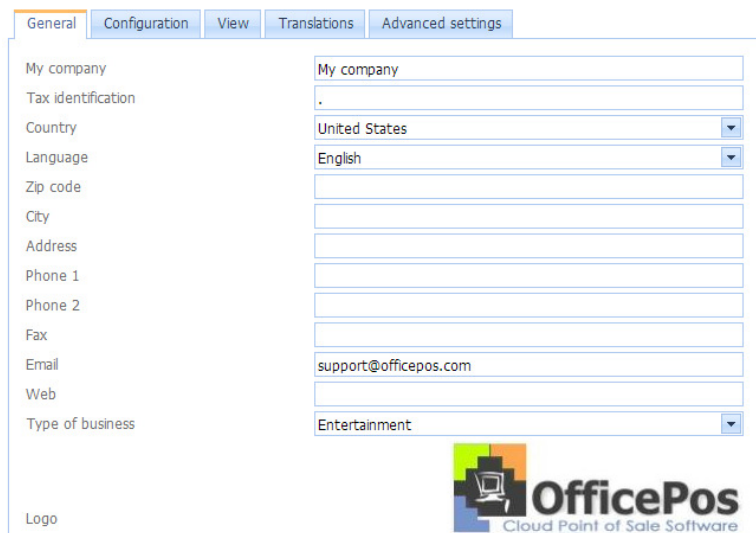
## Company and taxes configuration

### Set company

You can access the configuration of enterprise from administration → My company:




From the General tab, you can access the basic configuration of our company. You can specify company name, NIF, country, language, address, telephone and fax numbers and e-mail, web page, or type of business, also can be assigned to setup a company logo, which is then displayed on the terminal point of sale.



A screenshot of the company configuration form. The form has five tabs: "General", "Configuration", "View", "Translations", and "Advanced settings". The "General" tab is selected. The form contains the following fields:

My company	My company
Tax identification	.
Country	United States
Language	English
Zip code	
City	
Address	
Phone 1	
Phone 2	
Fax	
Email	support@officepos.com
Web	
Type of business	Entertainment

Logo



**OfficePos**  
Cloud Point of Sale Software

From the Configuration tab configures the default price of the company, and also the default tax and if prices have taxes included or not. From this section you should set the starting day of the week, the date format and time zone in which the company is located, and the currency with which we will operate. Finally in this section, you can configure for the thousands separator used to decimals and decimals few goes to work in amounts and quantities.

General	Configuration	View	Translations	Advanced settings
<i>General</i>				
Price default		Price 1		
TAX default		N - 21%		
Prices included TAX		<input checked="" type="checkbox"/>		
Enable tax 2		<input type="checkbox"/>		
Prices included tax 2		<input type="checkbox"/>		
<i>Date</i>				
First day of week		Sunday		
Format date		MM/dd/yyyy		
Time zone		(UTC+01:00) Bruselas, Copenhagen, Madrid, Paris		
<i>Currency</i>				
Currency		US Dollar		
<i>Amount / Quantity</i>				
Thousands separator		,		
Decimal		.		
Number of decimal places amount		2		
Number of decimal places quantity		2		

On view you can configure the information displayed in the summary of activity (short sales, family sales, sales by time period, top 10 items, last sales per store and sales). You can also enable / disable images in listing.

General	Configuration	View	Translations	Advanced settings
<i>Dashboard activity visible</i>				
Sales summary		<input checked="" type="checkbox"/>		
Sales by categorie		<input checked="" type="checkbox"/>		
Sales by time period		<input checked="" type="checkbox"/>		
Top 10 products		<input checked="" type="checkbox"/>		
Sales by store		<input checked="" type="checkbox"/>		
Latest sales		<input checked="" type="checkbox"/>		
<i>Others</i>				
Show picture in the list		<input checked="" type="checkbox"/>		



In translations it provides the ability to change the literals for tax articles, families and stores, showing the definition assigned to the different menus.

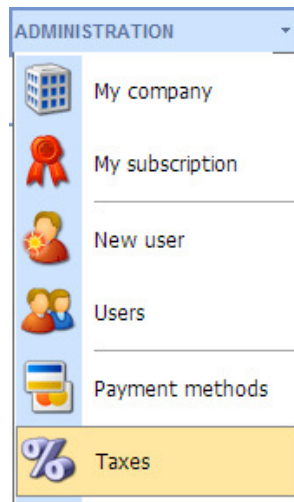
General	Configuration	View	Translations	Advanced settings
Taxes			TAX	
Products			Item	
Categories			Categories	
Stores			Stores	

In the Advanced settings tab appears the possibility of eliminating transactions, and can eliminate all sales and orders placed, restarting their accountants. You can also increase or reduce that appear in query logs from mobile. In the accounting section is the last issue of each document produced, and the last bar code released by the program.

General	Configuration	View	Translations	Advanced settings
<i>Initialize database</i>				
<a href="#">Delete transactions</a> It will remove all sales transactions, orders, and initialize counters				
<i>Mobile devices</i>				
Maximum records phone consultation <input type="text" value="100"/>				
<i>Last counters</i>				
Year <input type="text" value="2013"/>				
Barcode <input type="text" value="842300000000"/>				
Budgets <input type="text" value="0"/>				
Orders <input type="text" value="0"/>				
Delivery note <input type="text" value="0"/>				
Invoices <input type="text" value="0"/>				
Despatch transfer <input type="text" value="0"/>				

## Set TAX:

From administration → taxes, you can change settings taxes



Once in the menu, you see the different taxes discharged, and its value (default N, R and S).

ID	TAX %	New
N	21.00	<a href="#">Edit</a> <a href="#">Delete</a>
R	10.00	<a href="#">Edit</a> <a href="#">Delete</a>
S	4.00	<a href="#">Edit</a> <a href="#">Delete</a>

If you need to create a new type of tax, click on new:

Type	<input type="text"/>
TAX %	<input type="text" value="0.00"/>
<a href="#">Save</a> <a href="#">Cancel</a>	

You just need to specify a code for the new tax and its value, when entered, click on save.

You can also edit a tax clicking on edit:

Type	<input type="text" value="N"/>
TAX %	<input type="text" value="21.00"/>
<a href="#">Save</a> <a href="#">Cancel</a>	

After editing the value, click on save.