# Settings

## How to Search in Settings

The **Settings** section contains many options, which can sometimes feel overwhelming. To make things easier, XPOS provides a built-in search feature that helps you quickly find any setting.

## Steps to Search for a Setting

1. Go to **Settings**
2. Locate the **Search** field at the top of the Settings page
3. Type a keyword related to the option you are looking for
4. Matching settings will appear instantly as you type
5. Click the relevant result to open that setting

## 1. Business Settings Overview

**Business Settings** allow you to configure common information and rules used across your business operations. These settings help standardize sales, taxes, pricing, and system behavior.

## Basic Business Information

You can update the following details:

- **Business Name**
- **Business Start Date**
- **Default Profit Margin**
- **Currency**
- **Time Zone**
- **Business Logo**

## Financial Year Settings

- Set the **financial year** based on your country
- Some countries start the financial year in **January**
- Others start in **April**
- Select the option that applies to your business

## Tax and Pricing Settings

# Tax Information

- Configure your business tax details
- Set **default sales tax** applied to transactions

# Default Sales Discount

- Set a default discount that applies automatically to sales

### Product SKU Prefix

- Enable **Product SKU Prefix** to automatically add a prefix to product SKUs
- When enabled:
  - The prefix is added to manually entered SKUs
  - If SKU is left empty, the system auto-generates one with the prefix

### Contact Settings

# Default Credit Limit

- Location: **Business Settings > Contact**
- This value is used as the default credit limit when creating:
  - Customers
  - Suppliers

### Sales Settings

# Default Sale Discount

- Location: **Business Settings > Sale**
- Automatically applies a discount to sales in:
  - POS screen
  - Add Sales screen

# Sales Item Addition Method

Controls how products are added to the cart in POS and Sales screens.

Options:

1. **Add item in new row**

- Always adds the product as a new line
2. **Increase item quantity if it already exists**
    - Increases quantity if the product is already in the cart
    - Adds a new row only if the product is not present

# Amount Rounding Method

- Defines how product prices are rounded
- Options include:
    - Whole number
    - Rounded decimal values
- If no method is selected, prices remain as whole numbers

# Minimum Selling Price Rule

**Sales price is minimum selling price**

- Prevents selling a product below its set selling price
- Allows selling above the set price
- Useful for protecting profit margins

# Inline Tax Display

- Enable **Inline Tax** from **Business Settings > Tax**
- Displays prices including tax on the POS screen

# Enable Sales Order

- Turn on this option to use the **Sales Order** feature

### Transaction Edit Limit

# Edit Transactions Beyond 30 Days

- You can control how many days a transaction remains editable
- Set the allowed number of days in **Business Settings**
- Increasing this value allows older transactions to be edited

### System Settings

# Datatable Entry Selection

- Location: **Business Settings > System**
- Set the default number of rows displayed in data tables

### Allow Overselling of Products

- Location: **Business Settings > Sale**
- Enable this option to sell products even when stock is unavailable
- Useful for:
  - Non-stock items
  - Special order scenarios

**Important Note:**

- If a sale is made for out-of-stock products using this option:
  - The profit for those products will be calculated as **negative.**

## 2. Setting Invoice Scheme

XPOS allows you to customize how invoice numbers are generated for your business.

### How to Configure an Invoice Scheme

# Step 1: Open Invoice Settings

- Go to **Settings**
- Select **Invoice Settings**

# Step 2: Add a New Invoice Scheme

- Click **Add** to create a new invoice scheme

# Step 3: Choose Invoice Format

- Select an invoice number format, such as:
  - `XXXX`
  - `<Year>-XXXX`

# Step 4: Customize Invoice Details

You can configure the following options:

- **Custom prefix** (optional)
- **Starting invoice number**
- **Number of digits** for the invoice number

# Step 5: Preview the Invoice Number

- The **Preview** box shows how the invoice number will look based on your selected options

# Step 6: Set Default Invoice Scheme

- Choose one invoice scheme as the **default**
- Only the default scheme will be used when generating invoices for the business

### 3. Adding a New Label or Barcode Setting

XPOS includes several ready-to-use barcode and label configurations. If your label size or layout is not available, you can create a custom configuration.

Before you begin, make sure you have **all label measurement details**.
All measurements must be entered **in inches**.

## Steps to Add Barcode Sticker Settings

# Step 1: Open Barcode Settings

- Go to **Settings**
- Select **Barcode Settings**
- Click **Add**

# Step 2: Enter Basic Details

- Provide a **name** for the barcode setting
- Add a **description** for reference (optional but recommended)

# Step 3: Choose Sticker Type

- If you are using label rolls, enable **Continuous feed or rolls**
- Some measurement fields are not required when this option is enabled

# Step 4: Enter Measurement Details

(All values must be in inches)

Enter the following information as applicable:

- Additional top margin
- Additional left margin
- Sticker width
- Sticker height
- Paper width
- Paper height
- Number of stickers per row
- Distance between rows
- Distance between columns
- Total number of stickers per sheet

### Testing the Barcode Setting

# Step 5: Print a Test Label

- Go to **Purchase**
- Use the **Print Label** option to print a sample sticker

# Step 6: Adjust if Needed

- If alignment or size is incorrect, return to **Barcode Settings**
- Edit the measurements until the label prints correctly

### 4. Tax Rates

Tax Rates allow you to define and manage taxes applied to purchases and sales.

# How to Add a New Tax Rate

1. Go to **Settings > Tax Rates**
2. Click **Add**
3. Enter a **tax name** (for example: *VAT @ 5%*)
4. Enter the **tax percentage**
5. Save the tax rate

### Tax Groups

Sometimes, more than one tax needs to be applied to the same invoice or purchase. In such cases, you can use **Tax Groups**.

# How to Create a Tax Group

1. Go to **Settings > Tax Rates**
2. Click **Add Tax Group**
3. Enter a **meaningful group name**
4. Select the **tax rates** to include in the group
5. Save the tax group

# Important Points About Tax Groups

- The **tax rate of a tax group** is the total of all selected sub-tax rates
- If a sub-tax rate is updated, the related tax group rate updates automatically
- A tax rate **cannot be deleted** if it is already used in a tax group

### How to Disable Tax

If you do not want to use taxes in your system, follow these steps:

# Step 1: Open Business Settings

- Go to **Settings > Business Settings**

# Step 2: Disable Tax Options

- Uncheck **Enable inline tax in purchase and sell**
- Uncheck **Enable Price & Tax info**

# Step 3: Remove Default Sales Tax

- Set **Default Sale Tax** to **None**

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