

Company Data

Overview

Enter and manage your company's address, contact data and other details in the **Company Data** area. Data from here will auto-populate your printable accounting documents, such as Invoices, as well as certain areas of your Webshop. If your company's data changes in the future, it only needs to be changed in this one place.

This is also where you select the logo that will appear on your accounting documents. The logo should be the exact size you want it to appear on documents and must first be uploaded to your Document Management area in Administration.

Company Data

Website

1 | Web 1.0

☒ Default for Finance

Address Data

Name 1:
Name 2:
Street 1:
Street 2:
Zip Code: ..
City: ..
State:
Country: ..

Contact Data

Phone 1:
Phone 2:
Fax 1:
Fax 2:
E-mail:
Web:

Bank Data

Logo

admin/picturemaxx_logo.png


picturemaxx
241px * 40px 10,74 kB

Company Data

Tax Office:
Tax Number:
VAT ID:
District Court:
Commercial Register:
Commercial Register 2:
Executive Board 1:
Executive Board 2:
Executive Board 3:
Global Location Number (GLN):
Global Trade Identification Number (GTIN):

Company Data fields

Manage your company's business data

You can easily manage your company's business data in Backstage under **Administration > Company Settings > Company Data**.

If your company's details change in the future, for example, the company's address, you only need to update them in one place. The system will automatically apply the change everywhere it is displayed, including on your printable accounting documents.

- Go to **Administration > Company Settings > Company Data**.
- Optional for multiple websites.* Select the relevant Website to which the data relates.
 - This menu only appears if you manage multiple Websites through your picturemaxx Backstage.

- You can add company data for each separate Website.
 - To use the data from one of the sites for your printable accounting documents, enable the **Default for Finance** option.
3. In the **Logo** panel:
 - First, upload your logo (see the [Upload logo file](#) section below)
 - Select your logo image from the **Logo** drop-down menu.
 4. In the **Address Data** panel, enter your company address details.
 - If you have stored ZIP Codes, use the [...] button to select your ZIP Code and auto-populate the City field.
 5. In the **Contact Data** panel, enter your Phone, Fax, E-mail and Web data.
 6. In the **Company Data** panel, enter any relevant tax information for your company.
 7. In the **Bank Data** panel, you can add up to three different bank accounts.
 - Use the [...] button to select bank details that are stored in your system.
 8. Click **Save**.

Note

Use the button  to access system-provided postal codes and locations, countries, and bank details.

For more information, refer to FAQs [Zip Codes](#) and [Bank Codes](#).

If you would like detailed information about document management, please refer to our FAQ [Document Management](#).

Upload logo file

To display a company logo on your printable documents, upload the corresponding logo file to your Administration Document Management area.

The logo should be the exact size you want it to appear on documents.

To upload files to a Document Management folder, proceed as follows:

1. Go to **Administration > Templates > Company Logos**
2. Click **Upload Files** to open the **Upload** dialog.
 - In the dialog, click **Add Files** to select file from your computer or simply drag and drop the files directly from your Explorer (Windows) or Finder (Mac) into the upload area.
 - Click **Upload All** to start the upload.

- After the upload completes, click **Back to Overview**.
3. After the file uploads successfully, it appears in the Document Management panel. You can then select the logo file from the Company Data area.

Templates / Document Management

▼ Folders

admin

Please note that when renaming a folder, its file path changes and file associations (eg images in a web article) linked to it will not be correct anymore.

Cancel

▼ Document Management

Edit ▼ Upload Files

Search: Filename

Preview	Filename	File Size	Date Last
 COMPANY	company_dark.png	14061	18.12.2
 picturemaxx	picturemaxx_logo.png	10994	24.10.2

Choose

Document Management: List of uploaded files