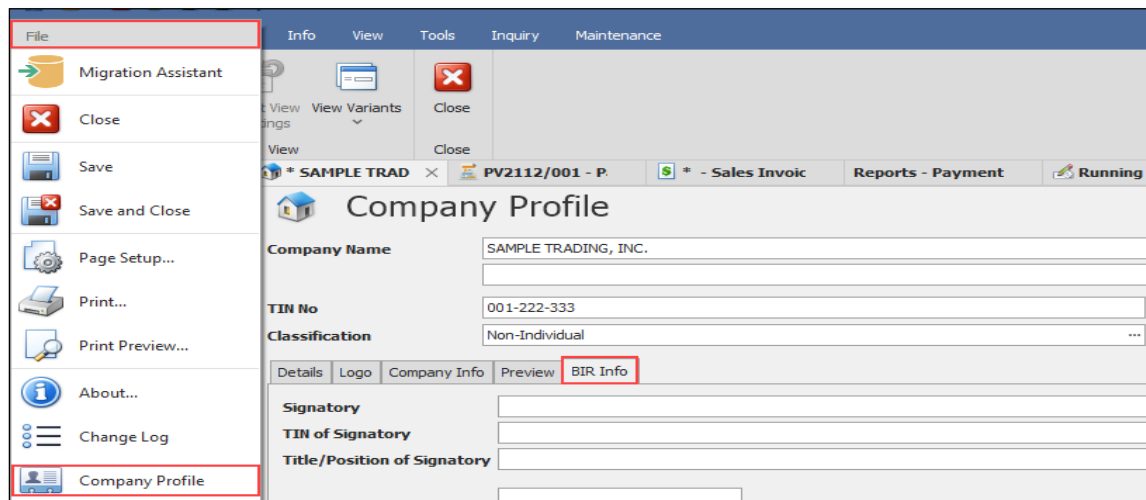# How to add the CAS Permit Information on the Form/Document Printout

Overview:

Once the Company is CAS approved by BIR, all registered forms must contain the permit information on their printouts. In the Company Profile, the system lets you easily set this up.
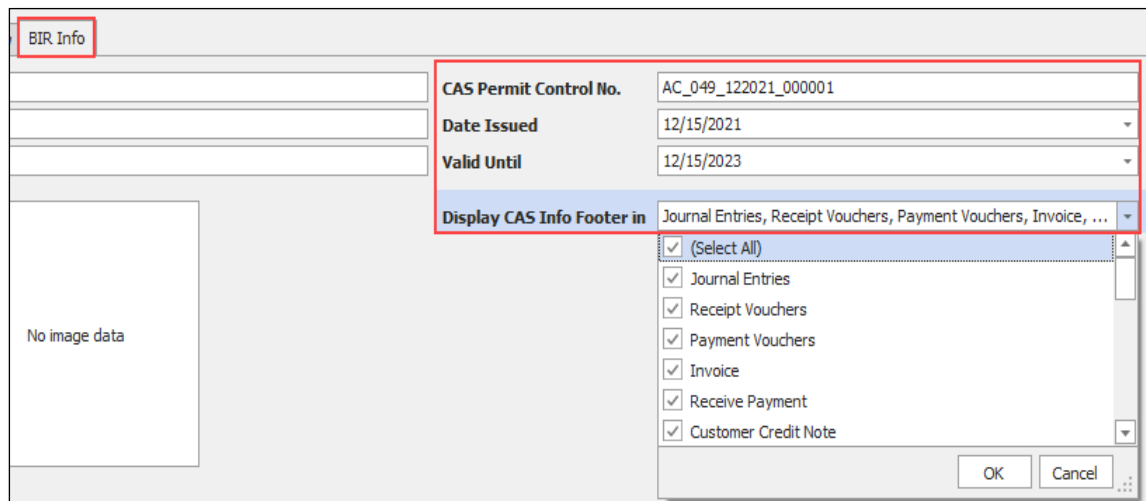
Procedure:

1. Go to *'File' > 'Company Profile' > 'BIR Info' tab*

2. Fill in the following fields.

Field	Description
CAS Permit Control No.	Control Number of the Permit to Use
Date Issued	Date of Issuance of the Registration
Valid Until	Validity of the Registration
Display CAS Info Footer In	Selection on which forms should have the CAS info be displayed

Application:

CAS permit information will now be included on the printout of the selected forms in Company Profile.

Example:
Transaction Form: Payment Voucher
System Default Formats:

<SR>01 - Payment Voucher
<SR>09 - Payment Voucher with Journal Details (Consolidated)

Preview *(Payment Voucher with Journal Details (Consolidated)*:

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://support.qne.com.ph