

## Title: How to check which invoice number is missing in a sequence?



HDPOS smart Tutorials

Sometimes you delete your old invoices and then in future you may want to check what all invoice numbers that are missing in sequence. In this document we will take you through the steps required to check missing invoice numbers.

To do this, follow the steps below.

1. Run HDPOS smart.
2. From main screen, select **Set-Up**.



3. From 1<sup>st</sup> page of Set-Up select 'Sales Invoice'.



4. Click on “Missing Sales Invoice Numbers” in Manage Sales Invoice screen.



**Manage Sales Invoice**

Show Invoices Only :  Cleared  Pending  Delivered  Not Delivered  Web-Shopping Carts  Search

Business Location	Inv Number	Estimate Inv Number	Invoice Date	Customer Name	Grand Total	Total Item Qty
HDIT Variety Store	HDI-I00028		02/06/2014 02:26 PM		1,475.00	
HDIT Variety Store	HDI-I00027		02/06/2014 02:09 PM	Aayushmaan	1,475.00	
HDIT Variety Store	HDI-I00025		31/05/2014 02:44 PM	Aarushi	4,750.00	20
HDIT Variety Store	HDI-I00024		31/05/2014 01:05 PM	Radhika	315.00	
HDIT Variety Store	HDI-I00023		31/05/2014 12:59 PM	Radhika	1,049.73	
HDIT Variety Store	HDI-I00022		31/05/2014 12:57 PM	Radhika	350.00	
HDIT Variety Store	HDI-I00020		31/05/2014 12:49 PM	Radhika	2,409.46	
HDIT Variety Store	HDI-I00019	HDI-EI00002	31/05/2014 12:05 PM	Radhika	37,441.90	50
HDIT Variety Store	HDI-I00018		31/05/2014 10:21 AM		150.00	
HDIT Variety Store	HDI-I00015		30/05/2014 05:41 PM	Aayushmaan	2,290.00	
HDIT Variety Store	HDI-I00014		30/05/2014 05:41 PM	Prerna	2,100.00	
HDIT Variety Store	HDI-I00013		30/05/2014 05:40 PM	Bharti	900.00	
HDIT Variety Store	HDI-I00012		30/05/2014 05:40 PM	Tapas	1,835.00	10
HDIT Variety Store	HDI-I00011		30/05/2014 05:33 PM	Aarushi	2,400.00	
HDIT Variety Store	HDI-I00009		30/05/2014 05:32 PM	Prerna	900.00	
HDIT Variety Store	HDI-I00010		30/05/2014 05:32 PM	Radhika	875.00	25
HDIT Variety Store	HDI-I00007		30/05/2014 05:32 PM		1,050.00	

Total Records : 24

Backup Database Restore Database Go Back To Main Screen About Us Feedback

5. You will see “Missing Sales Invoice Numbers” window. If you want you can change the prefix and date range.



**Missing SalesInvoice Numbers**

Prefix : HDI-I

From : 05/05/2014 To : 03/06/2014

Load Missing Numbers

Prefix : HDI-I

From : 05/05/2014 To : 03/06/2014

Close

6. Click on “Load Missing Numbers” button to view all missing invoice number(s) in between specified date range.



**Missing SalesInvoice Numbers**

Prefix : HDI-I

From : 05/05/2014 To : 03/06/2014 Load Missing Numbers

Prefix	Missing Absolute Number	Missing Document Number
HDI-I	2	HDI-I00002
HDI-I	3	HDI-I00003
HDI-I	4	HDI-I00004
HDI-I	8	HDI-I00008
HDI-I	17	HDI-I00017
HDI-I	21	HDI-I00021

Close