

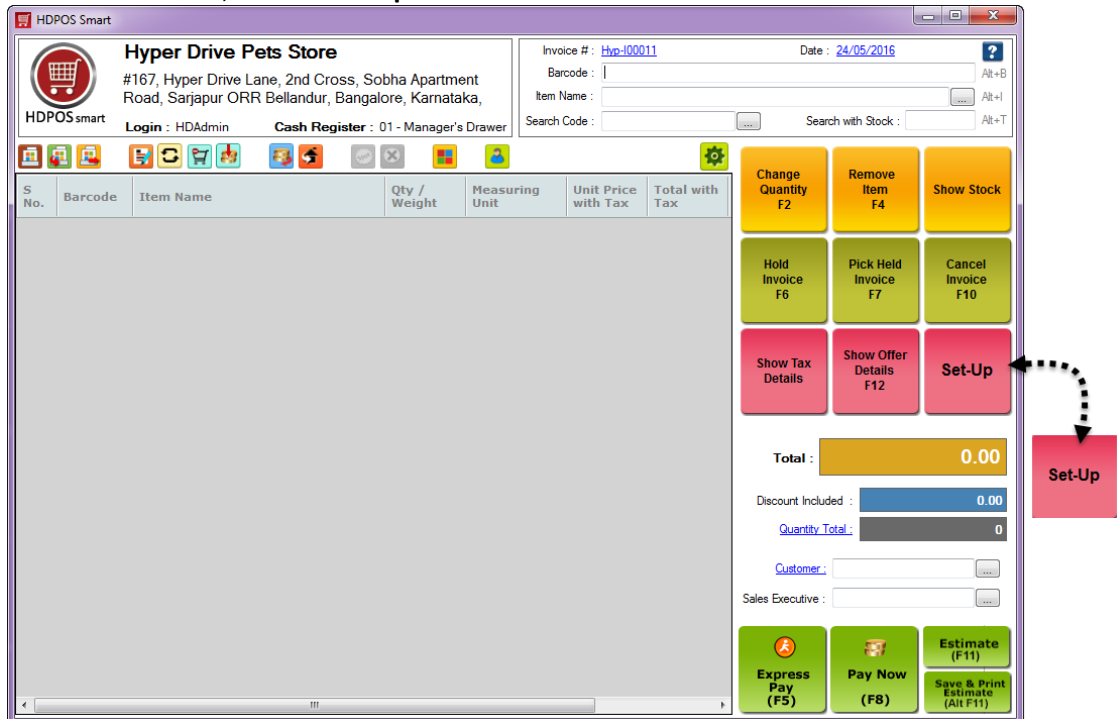
How to add fiscal year in my code format?



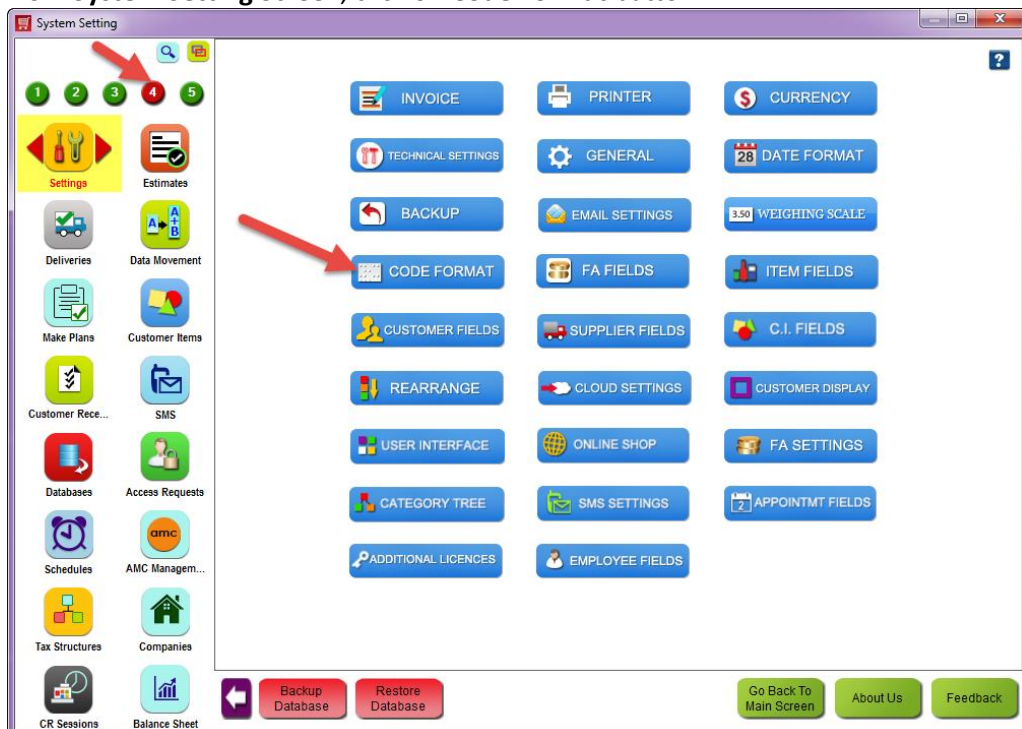
HDPOS smart Tutorials

Fiscal year is added to the code format by default. However, if fiscal year is not part of your code format, following are the steps to add it:

1. Run **HDPOS Smart**, click on **Set up** on **Main Screen**.



2. Go to **4th Page** from Set-up, click on **Settings**.
3. From **System Setting** Screen, click on **Code Format** button.





4. Update the code format if required, and the fiscal year

- **Select Type:** Select the document for which the changes needs to be done
- **Current Code Format:** This shows the current code format of selected type.
- **Business Location:** Select the business location for which you want to change the code format.
- **Select Prefix Template:** Select FISCALYEAR (this will add the fiscal year prefix to the selected type). Skip this if the Document prefix already has 'FISCALYEAR'
- **Document Prefix:** This will show you the document prefix.
- **Minimum Code Length:** Here you can specify the minimum length of the code.
- **Code Start Number:** Specify the start number from which the document number series starts.
- **Sample Code:** This displays a sample code according to settings done above.
- **Sample Barcode Format:** You can see the sample code in barcode format here.
- **Change:** Click on change and enter a value in **New Fiscal Year**, and then click on **OK**.

- You can see the following changes in the code format. Sample code and Current Fiscal Year get changed.





Code Format

Select Type : Invoice

Current Code Format : Hyp-I00001

Business Location : Hyper Drive Pets Store

Business Location Prefix : Hyp

Select Prefix Template : FISCAL YEAR

Document Prefix : -{FISCAL YEAR}-

Minimum Code Length : 5

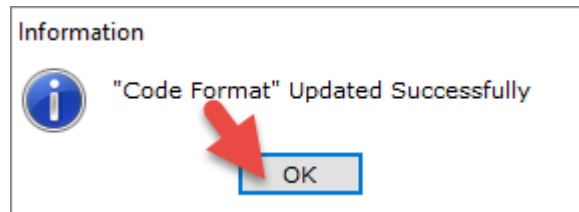
Code Start Number : 00001

Sample Code : Hyp-2015I-00001

Sample Barcode Format :

Change Current Fiscal Year : 2015 Apply Close

- Click on **Apply**.
- Click on **OK**



5. Repeat step (4) for each document type-business location combination
Note that however, the current fiscal year value remains same once set.