

How to define multiple invoice prefix for sales invoice in HDPOS smart



HDPOS smart Tutorials

Invoice prefix is the prefix you define before invoice number. Example HYP-I0001 here "HYP-I" is a prefix rest is the numbering which gets incremented by one.

However, you may need to have your invoices numbered in a different way. Steps for setting the multiple prefixes are as follows:-

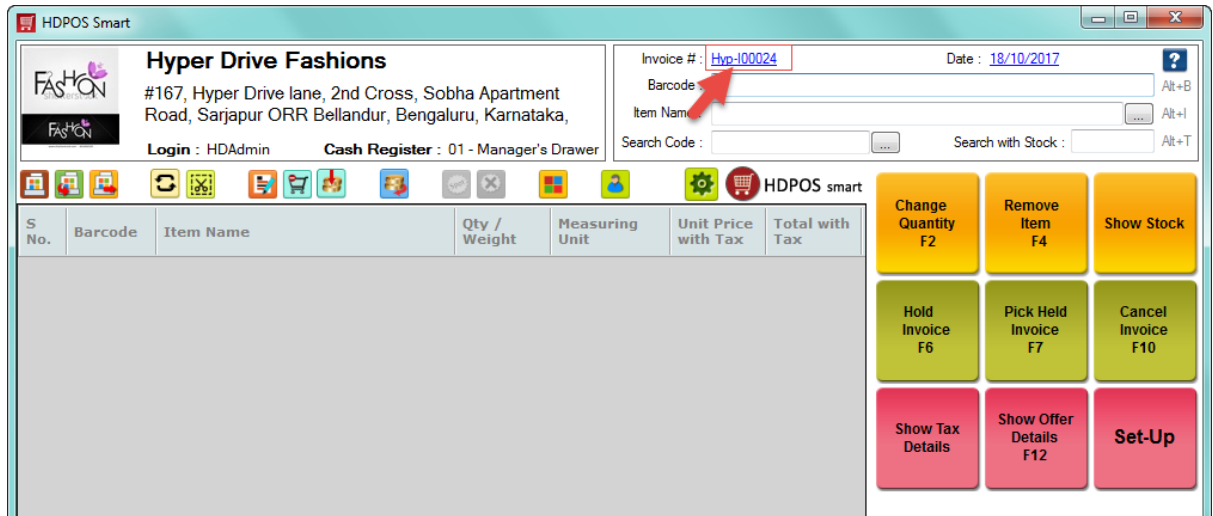
1. Run HDPOS Smart.

The screenshot shows the HDPOS Smart software interface. The window title is "HDPOS Smart". The main header displays "Hyper Drive Fashions" with the address "#167, Hyper Drive lane, 2nd Cross, Sobha Apartment Road, Sarjapur ORR Bellandur, Bengaluru, Karnataka". The invoice number is "Hyp-I0024" and the date is "18/10/2017". A red box highlights the "Hyp-I" part of the invoice number, with a red arrow pointing to it and the text "Invoice Prefix". The interface includes a table with columns for S No., Barcode, Item Name, Qty / Weight, Measuring Unit, Unit Price with Tax, and Total with Tax. On the right side, there are several buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Held Invoice (F7), Cancel Invoice (F10), Show Tax Details, Show Offer Details (F12), Set-Up, Express Pay (F5), Pay Now (F8), Estimate (F11), and Save & Print Estimate (Alt F11). The total amount is displayed as 0.00.

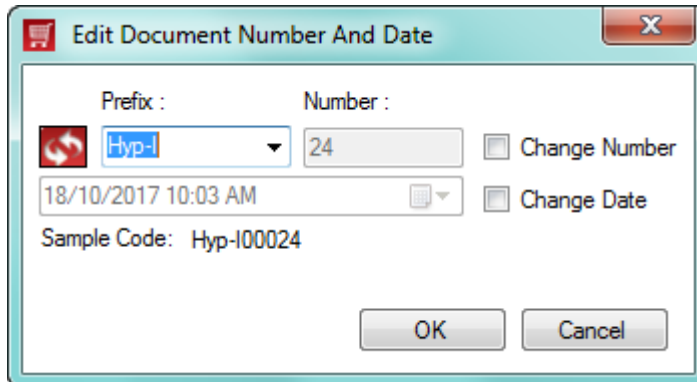




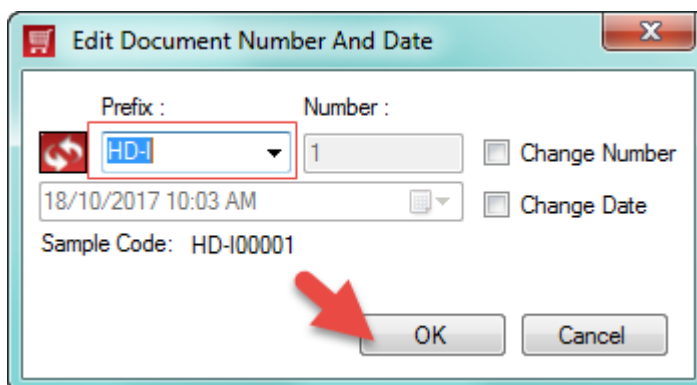
2. Click on 'Edit Document Number And Date' link.



3. From here you can set your own prefix according to your requirement.



4. From the 'Edit Document Number and Date' window enter the prefix in the prefix field and click on Ok.



Note: You cannot set the prefix which ends by number.

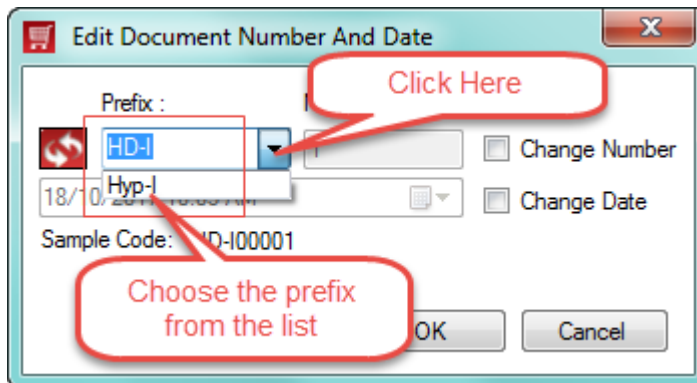




- Now you will see the invoice prefix is being changed as per the changes you made. In the above example I have changed invoice prefix to 'HD-I'

Note: Each of the invoices prefixes you have its own number series. Here invoice prefix 'HD-I' will start with invoice number 0001 and 'Hyp-I' will continue with the next number.

- To change the invoice prefix for running invoice, Click on 'Edit Document Number And Date' link and from 'Edit Document Number And Date' window choose the invoice the prefix among the defined ones.



- Click on Ok to set the invoice prefix for the running invoice.

