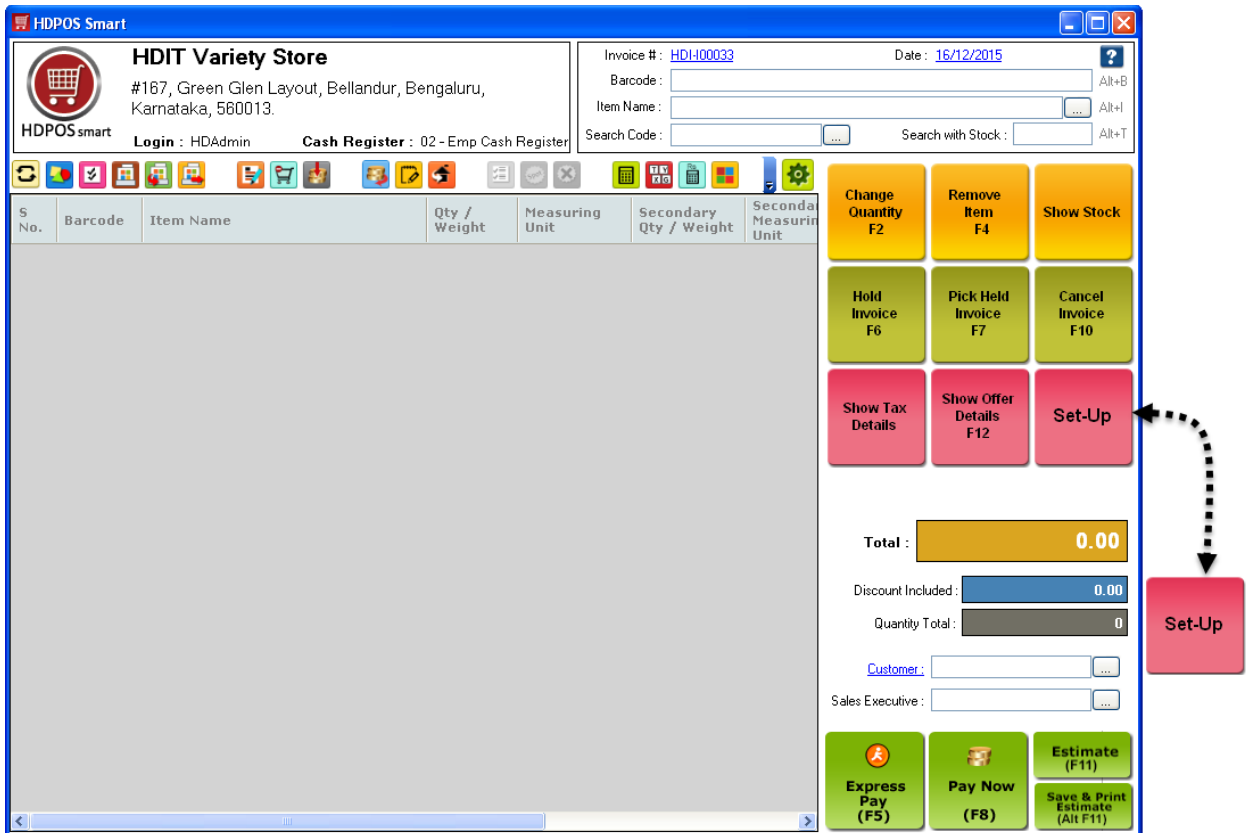


How to limit back date transactions till a particular day of a month?

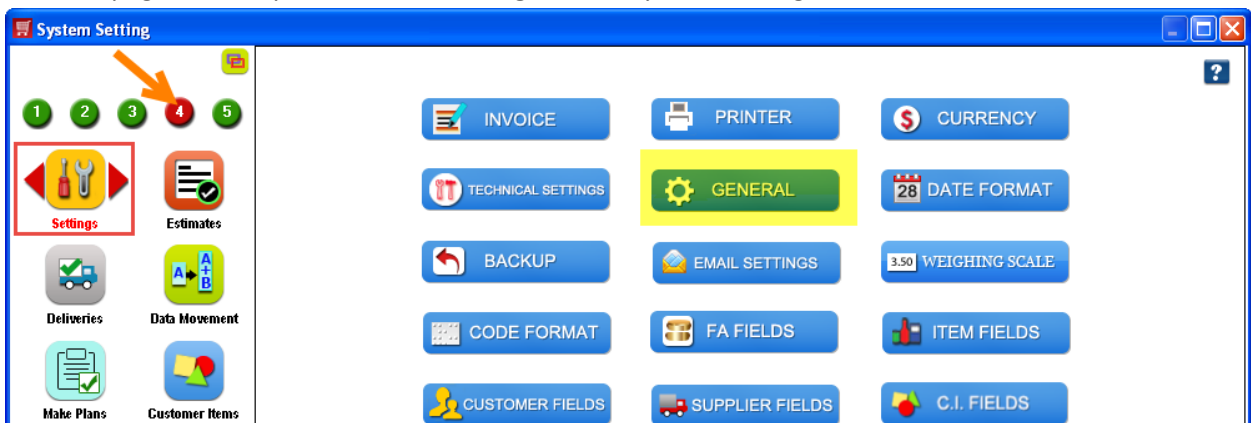
Sometimes, you may need to back date entries such as sales invoices or received item entries or JVs etc when you forget to do that. This can be done in HDPOS smart by editing the date and number of documents.

To limit your back date transactions to a certain period, follow the steps below:

1. Run **HDPOS smart**. Click on **Set-Up** button in the main screen.



2. Go to 4th page of Set-Up and click on **Settings**. From System Settings screen, click on **General**.



3. From **General Settings** screen, click on **Application** Tab. Under **Back Date** section, check the checkbox **“Use Back Max Date Period”**. You will see 2 radio buttons that are enabled.

Number of Days and Calendar Date of Month



General Setting

Application | Item Definition | All Documents | Label

Logo Setting
Change Logo
Remove Logo
HDPOS smart

Back Date
 Use Max Back Date Period
 Number of Days
 Calendar Date of Month
Day in Month:

Advance Functionalities
 Show Image with Selection Box
 Support Advance Tax Structure
 Enable AMC Management
 Enable Advance booking Management
 Use Container Stock Transfer
 Use Multiple Credit Card Terminals
 Use Multiple Types of Credit Cards
 Use Multiple Types of Food Coupons
 Use Stock In Transit

Application
Idle Time For Logout : 200 Minutes
 Warn To Change HDAdmin Password
 Warn to change SQLite Database to SQL Server

Financial Year
Day : 01 Month : 04
Apply date to existing records

Weighing Scale Barcode Sticker Settings
Barcode Prefix : W Item Barcode Length : 6 Including Prefix
Qty Length in Barcode : 6 Decimal Points in Qty : 3
Total Barcode Length : 12

Apply Cancel

4. **Calendar Date of Month:** Select this radio button you will see a text box beside this field is enabled. Enter the day in Month here. Click on **Apply**.

General Setting

Application | Item Definition | All Documents | Label

Logo Setting
Change Logo
Remove Logo
HDPOS smart

Back Date
 Use Max Back Date Period
 Number of Days
 Calendar Date of Month
Day in Month: 14

Advance Functionalities
 Show Image with Selection Box
 Support Advance Tax Structure
 Enable AMC Management
 Enable Advance booking Management
 Use Container Stock Transfer
 Use Multiple Credit Card Terminals
 Use Multiple Types of Credit Cards
 Use Multiple Types of Food Coupons
 Use Stock In Transit

Application
Idle Time For Logout : 200 Minutes
 Warn To Change HDAdmin Password
 Warn to change SQLite Database to SQL Server

Financial Year
Day : 01 Month : 04
Apply date to existing records

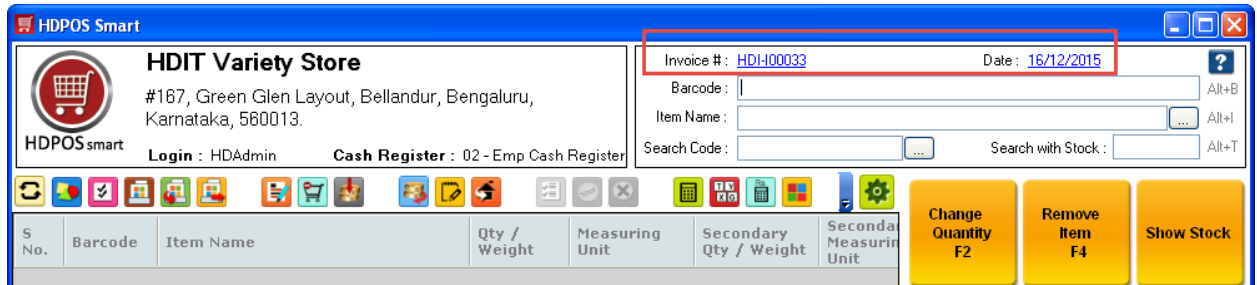
Weighing Scale Barcode Sticker Settings
Barcode Prefix : W Item Barcode Length : 6 Including Prefix
Qty Length in Barcode : 6 Decimal Points in Qty : 3
Total Barcode Length : 12

Apply Cancel

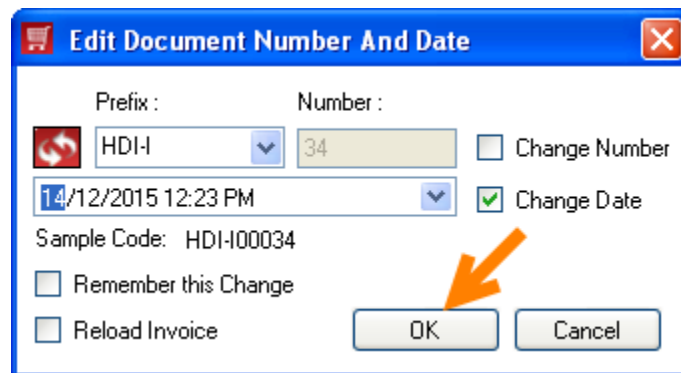


For Example, if you enter 14 here that mean the date can be back date till this month's 14th date starting from current date in the application. You cannot backdate to 13th date of this month.

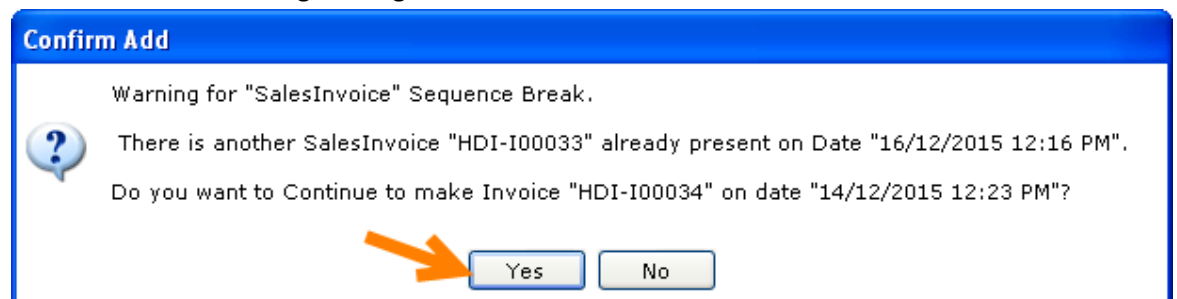
- I tried to change date of Sales Invoice from the main screen.
- Today's date is 16th December2015 and the Calendar date of month is 14.



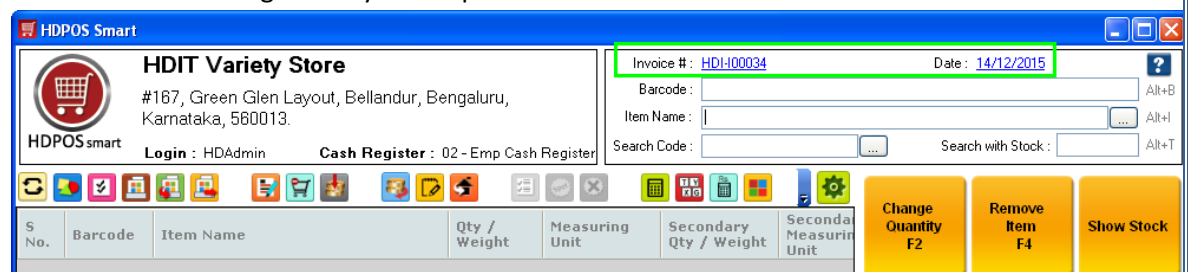
- You can backdate the document date till 14th of this month. Change the Date and click on **OK**.



- You will see the following message. Click on Yes.



- The date will be changed and you can proceed to make the sales invoice.





- You cannot backdate to 13th.

Edit Document Number And Date

Prefix : HDI-I Number : 34 Change Number

13/12/2015 12:23 PM Change Date

Sample Code: HDI-I00034

Remember this Change

Reload Invoice

OK Cancel

- You will see the following warning message. Click on **Yes**.

Confirm Add

Warning for "SalesInvoice" Sequence Break.

There is another SalesInvoice "HDI-I00033" already present on Date "16/12/2015 12:16 PM".
Do you want to Continue to make Invoice "HDI-I00034" on date "13/12/2015 12:23 PM"?

Yes No

- You will see the following message box.

Information

Max back date is "14/12/2015", you can not back date lesser than "14/12/2015".

OK

- If today's date is 5th December 2015 and Calendar day of Month is given as 14. That means you can do back date entries till 14th of November 2015. You can go back till the calendar date is 14th.