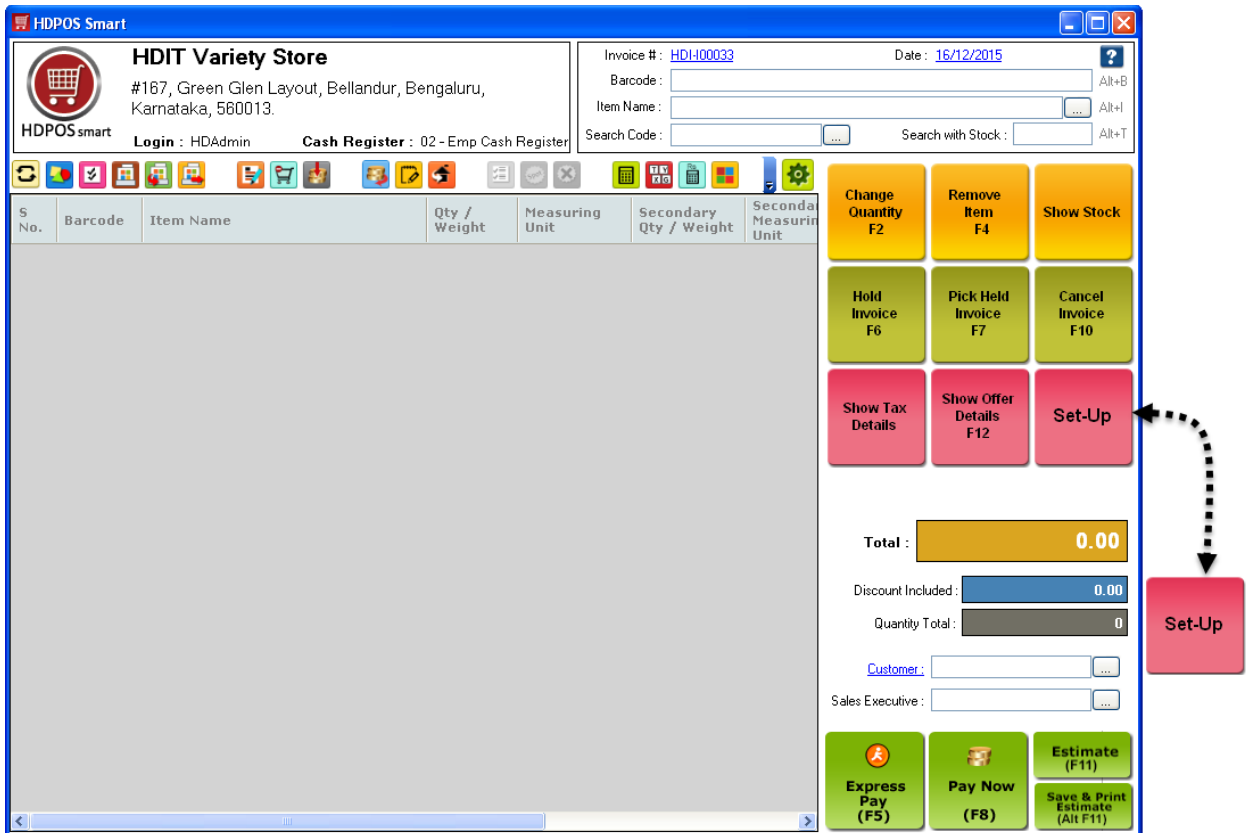


# How to limit back date transactions to certain number of days?

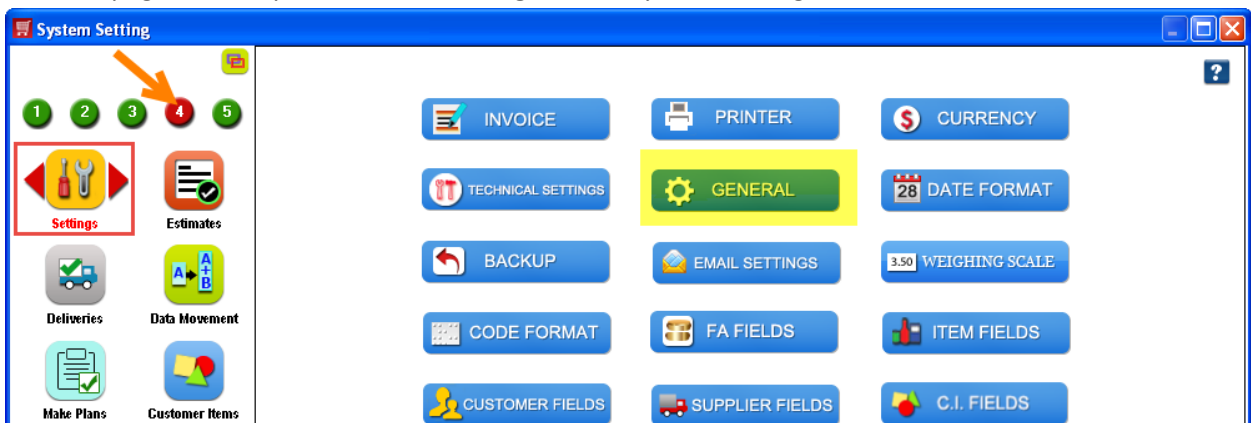
Sometimes, you may need to back date entries such as sales invoices or received item entries or JVs etc when you forget to do that. This can be done in HDPOS smart by editing the date and number of documents.

To limit your back date transactions to certain number of days, follow the steps below:

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



2. Go to 4<sup>th</sup> 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. **Number of Days:** Select this radio button you will see a text box beside this field is enabled. Enter the number of days 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:

**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

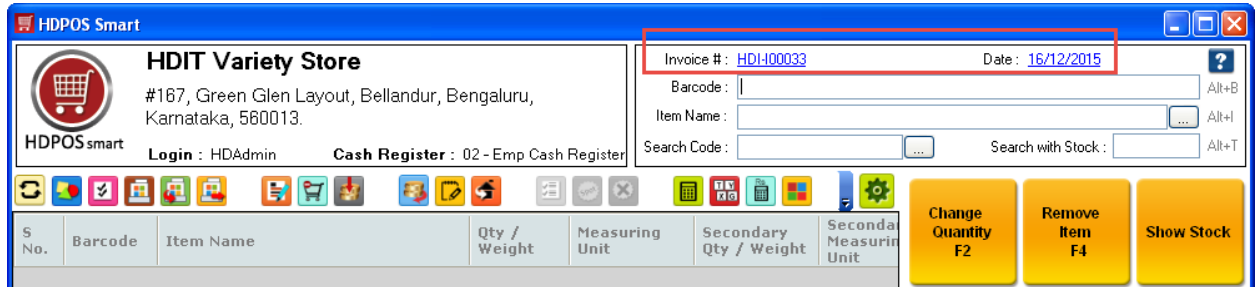
**Weighing Scale Barcode Sticker Settings**  
Barcode Prefix: W Item Barcode Length: 6 Including Prefix  
Qty Length in Barcode: 6 Decimal Points in Qty: 3  
Total Barcode Length: 12

Apply Cancel

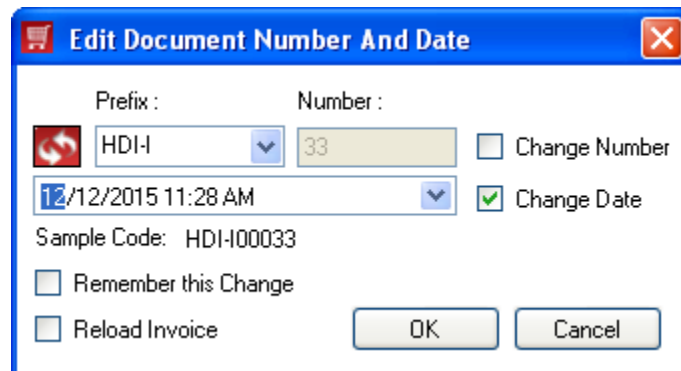


For Example, if you enter 5 days here, that means the date can be back dated to only 5 days starting from current date in the application. You cannot backdate for more than 5 days.

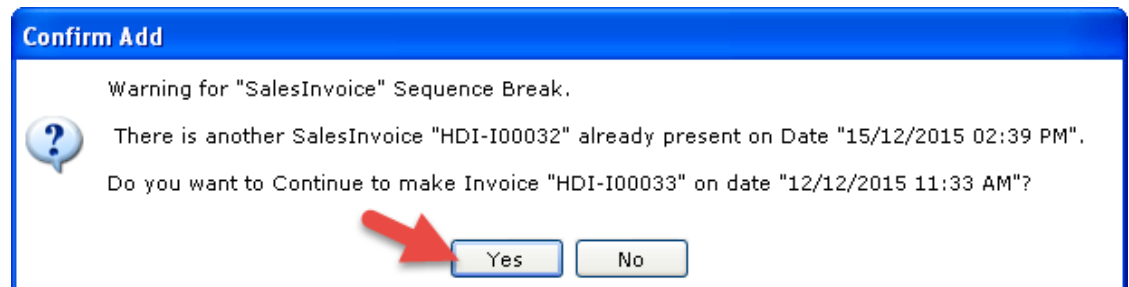
- I tried to change date of Sales Invoice from the main screen.
- Today's date is 16<sup>th</sup> December 2015 and the number days are 5.



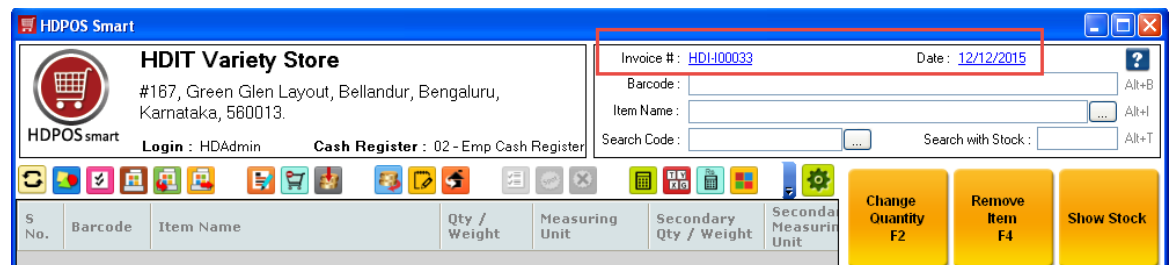
- You can backdate the document date to 15, 14, 13, 12 and 11. Change the Date and click on OK.



- 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 10<sup>th</sup>.

**Edit Document Number And Date**

Prefix : HDI-I      Number : 33       Change Number

10/12/2015 11:43 AM       Change Date

Sample Code: HDI-I00033

Remember this Change

Reload Invoice           

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

**Confirm Add**

Warning for "SalesInvoice" Sequence Break.

? There is another SalesInvoice "HDI-I00032" already present on Date "15/12/2015 02:39 PM".  
Do you want to Continue to make Invoice "HDI-I00033" on date "10/12/2015 11:43 AM"?

- You will see the following message box.

**Information**

i Max back date is "11/12/2015",you can not back date lesser than "11/12/2015".