

How to reset document numbers (code format) in HDPOS smart?

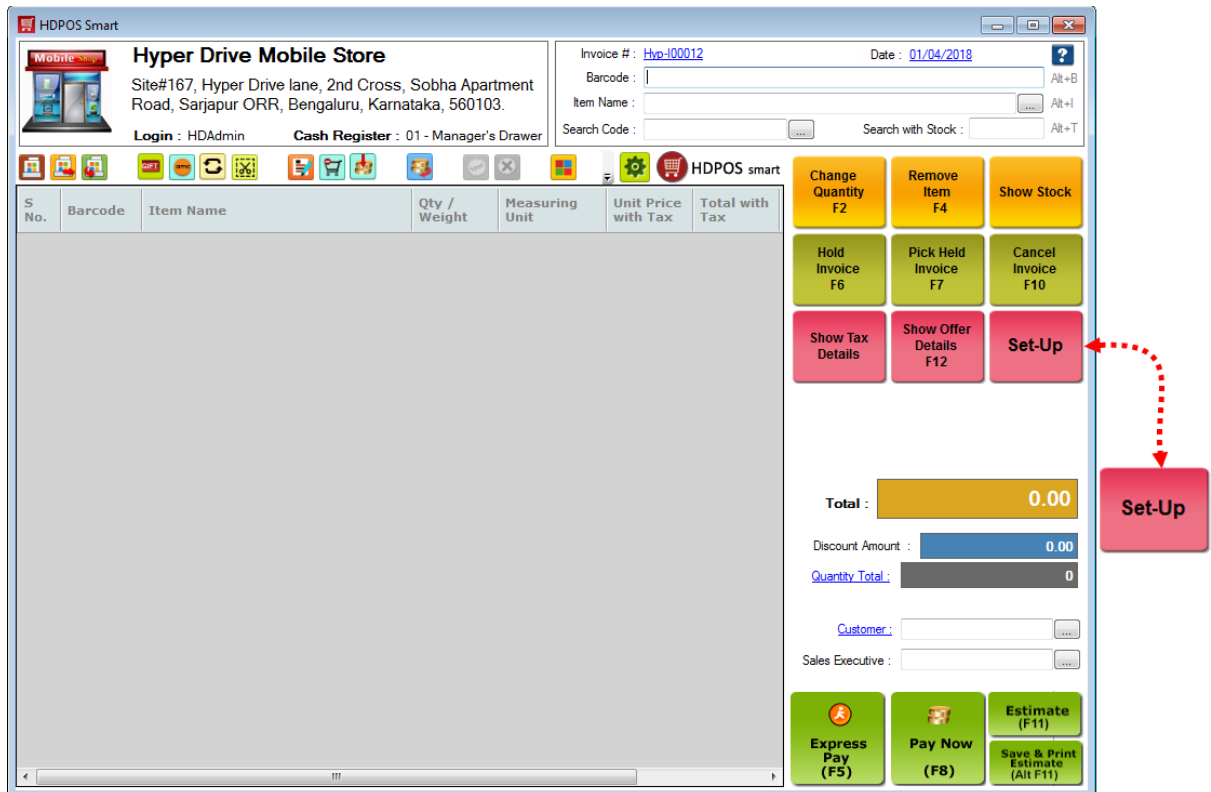


HDPOS smart Tutorials

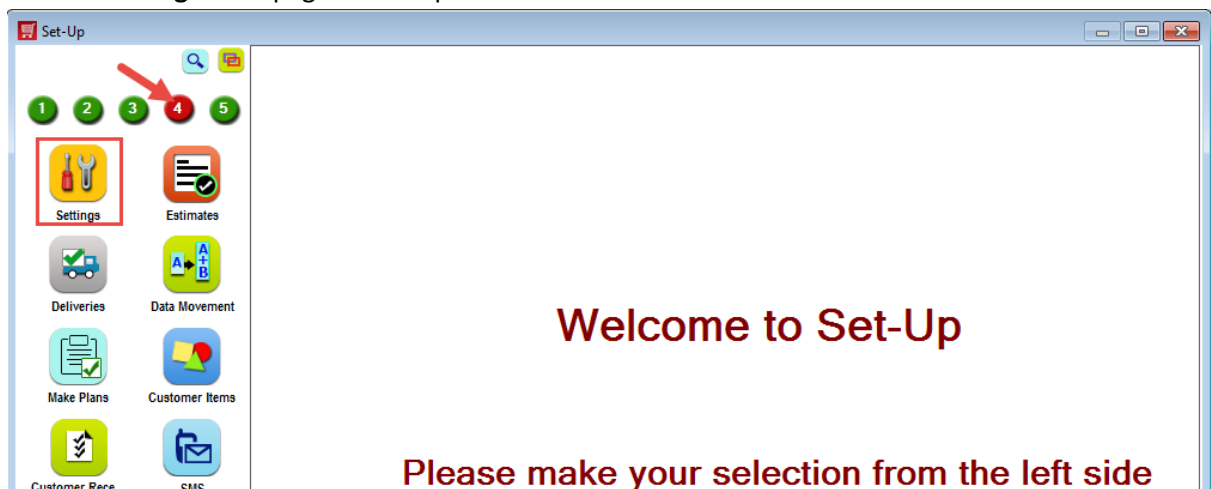
You can reset the document numbers to start from 1 for a new financial year by changing the fiscal year value in code format.

The steps to change the fiscal year are as shown below:

1. Run **HDPOS smart**.
2. Click on **Set-Up**.



3. Click on **Settings** in 4th page of Set-Up.

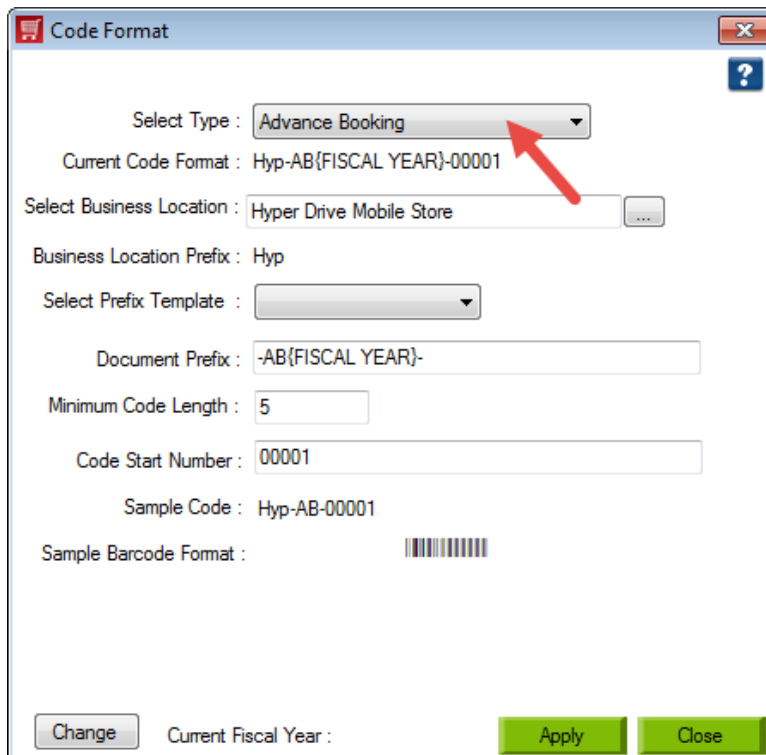




4. From **System Setting** window, click on **Code Format**.

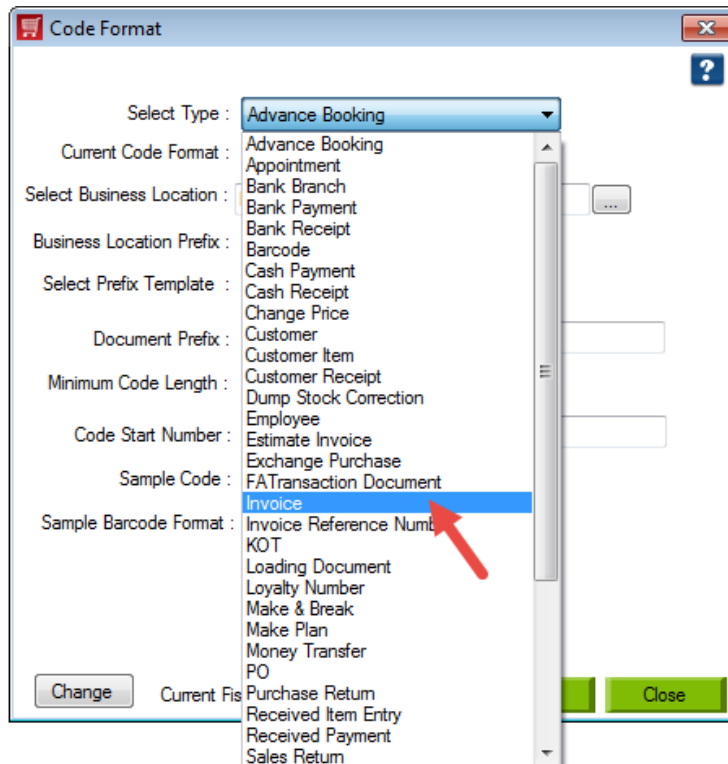


5. Change the document type by clicking on the drop down option.

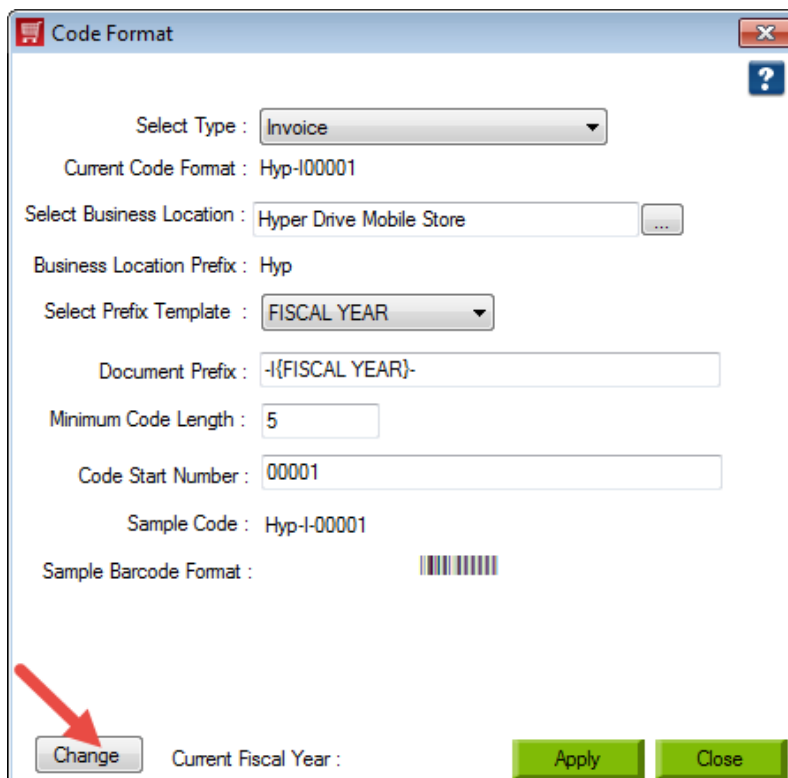




- From the drop down, select the document for which you want to apply Fiscal Year. In this case we will consider Sales Invoice, select Invoice from the list.

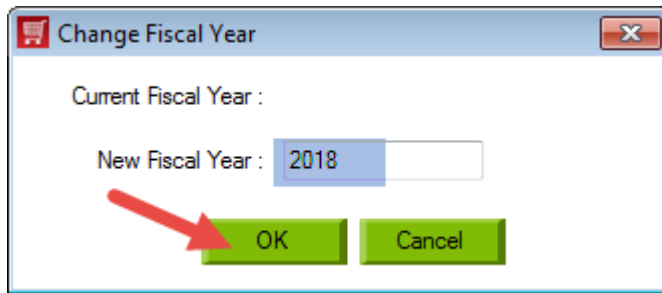


- Make sure **Prefix Template** includes '{FISCALYEAR}'; else [click here](#) to know how to do it. Click on **Change** button to enter the Fiscal Year.

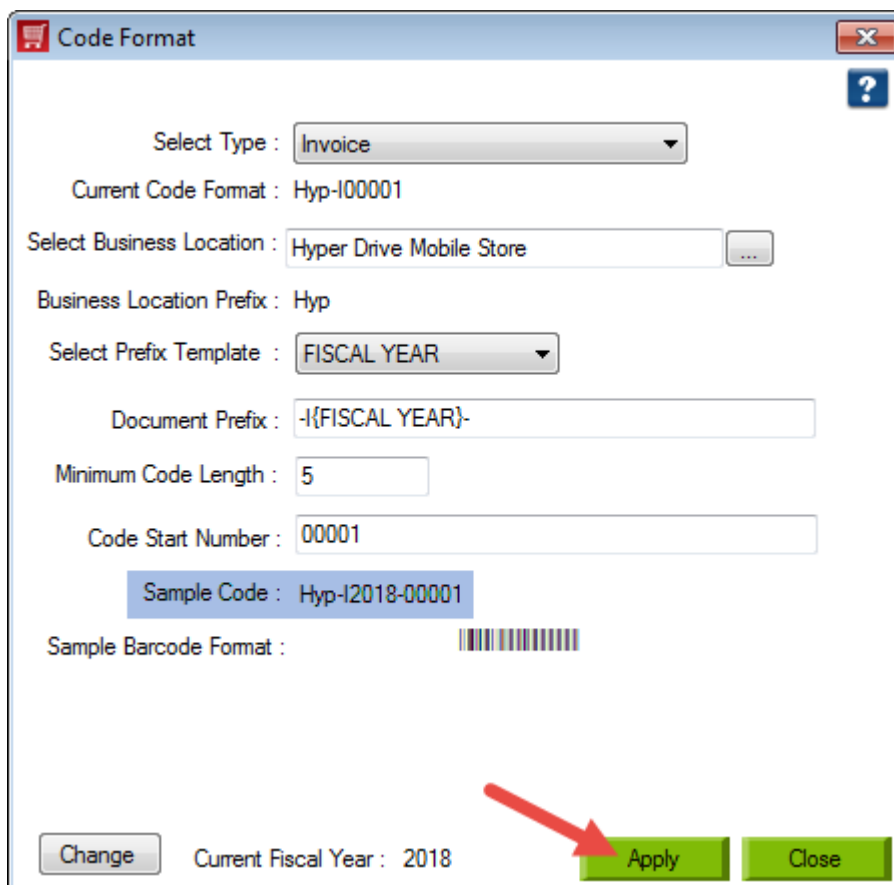




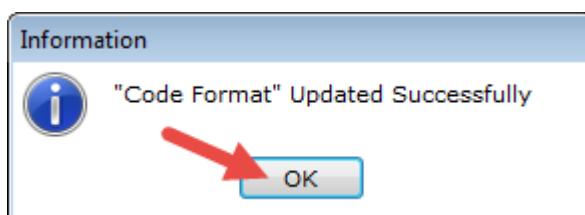
8. Change the fiscal year value and click on OK.



9. You can see the Fiscal Year is being applied in the Sample Code. Click on **Apply**.



10. You will see a success message. Click on **OK**

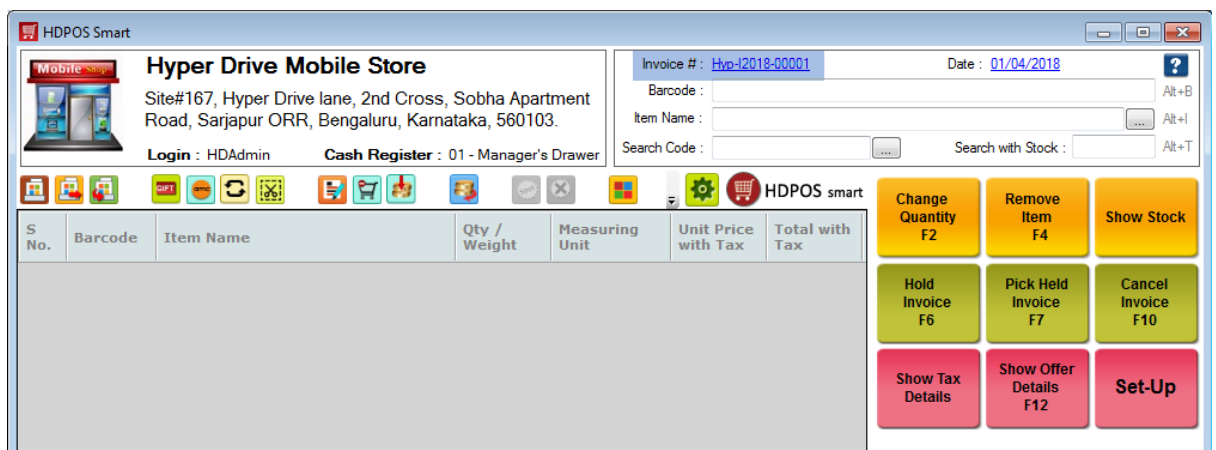




11. Close the window, and go back to main screen to check the Invoice number being reset.



12. You can see that Fiscal Year is being applied in the Invoice number and it is starting from 1.



Note:

- 1) Fiscal Year in the code format can be set to all your documents like Received Item Entry, Purchase Order, Receive Payment, Make Payment and other documents also.
- 2) If you have multiple business locations, then you will have to set Fiscal Year in code format for each of your locations.

