

# How to restart the sales invoice number from one?



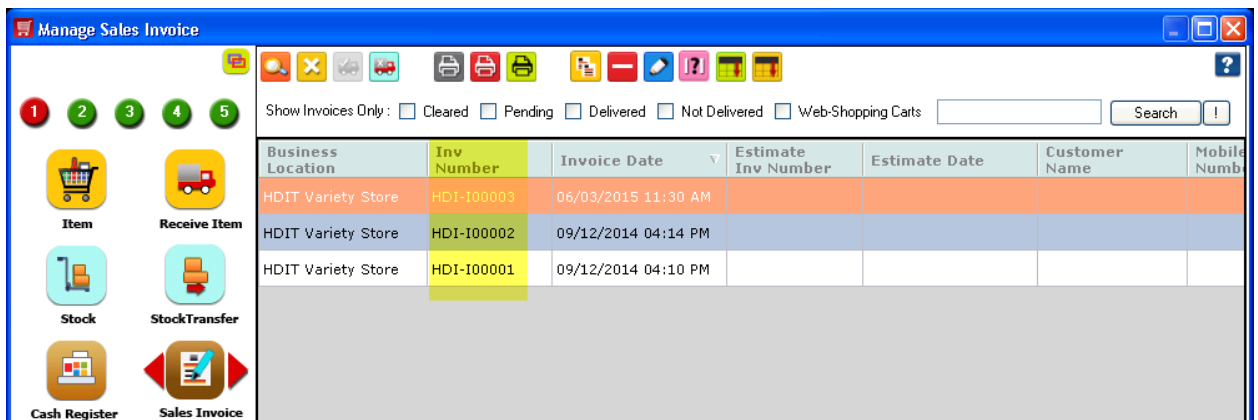
HDPOS smart Tutorials

To restart the sales invoice number from one, follow the steps below.

1. Run **HDPOS smart**. In the main screen, click on **Set-Up** button.

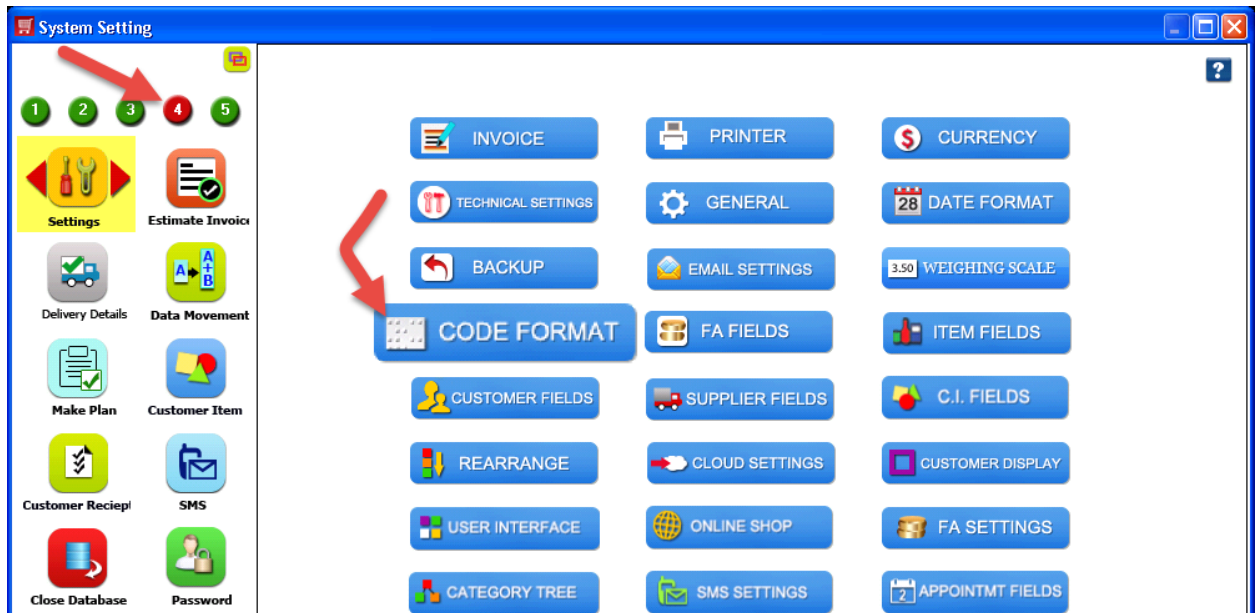


2. Go to 1<sup>st</sup> page of **Set-Up** and click on **Sales Invoice** icon. You can see from here, the last sales invoice number is HDI-I00003. So the next invoice number will be HDI-I00004. In HDI-I00003, **HDI--Business Location Prefix, I-- Document prefix and 00003 is invoice number.** (Here the document is Invoice).

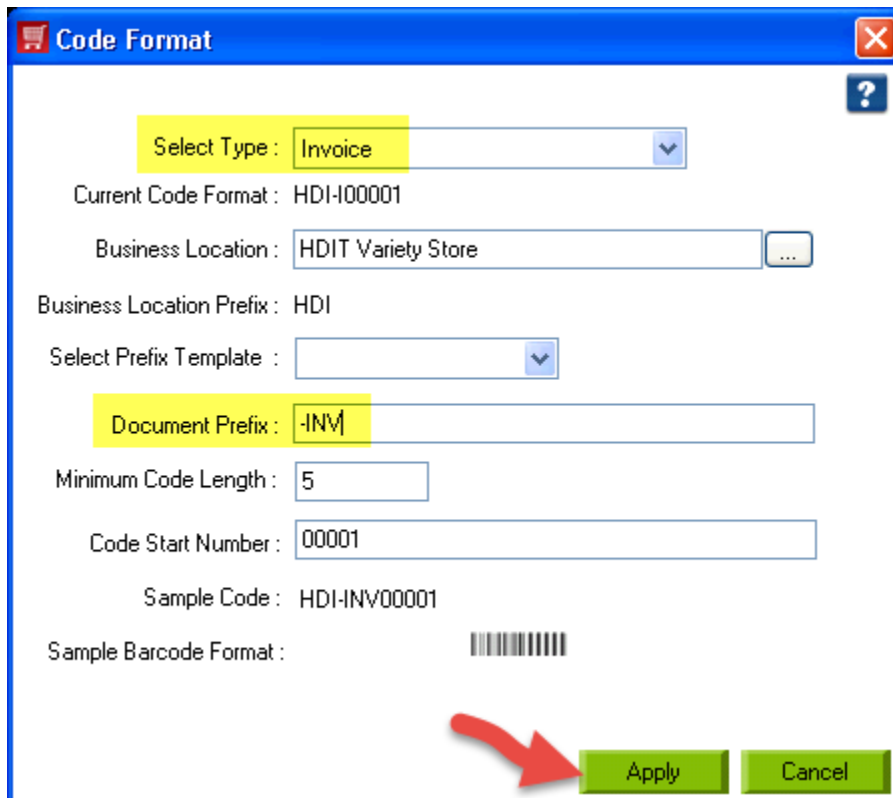




- Go to 4<sup>th</sup> page, click on **Settings**. From **System Setting** screen, click on **Code Format** button.



- In the Code Format screen,
  - Select Type as **Invoice**.
  - Change the **Document Prefix** to any other than the existing prefix.  
For e.g. I have changed the Document Prefix from I to **INV**.
  - Click on **Apply** button.





5. Click on Go Back to Main Screen button. Here you can see now the sales invoice number has been changed to 1 with the changed prefix.

HDPOS smart

**HDIT Variety Store**  
#187, Green Glen Layout,, Bellandur, Bengaluru,  
Karnataka, 560013.  
HDPOS smart Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice # : **HDI-INV00001** Date : 17/04/2015

Barcode :  Alt+B  
Item Name :  Alt+I  
Search Code :  Search with Stock :

S No.	Image	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax
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**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**

**Total : 0.00**

Discount Included : 0.00  
Quantity Total : 0

Customer :   
Sales Executive :

**Express Pay (F5)** **Pay Now (F8)** **Estimate (F11)**  
**Save & Print Estimate (Alt F11)**