

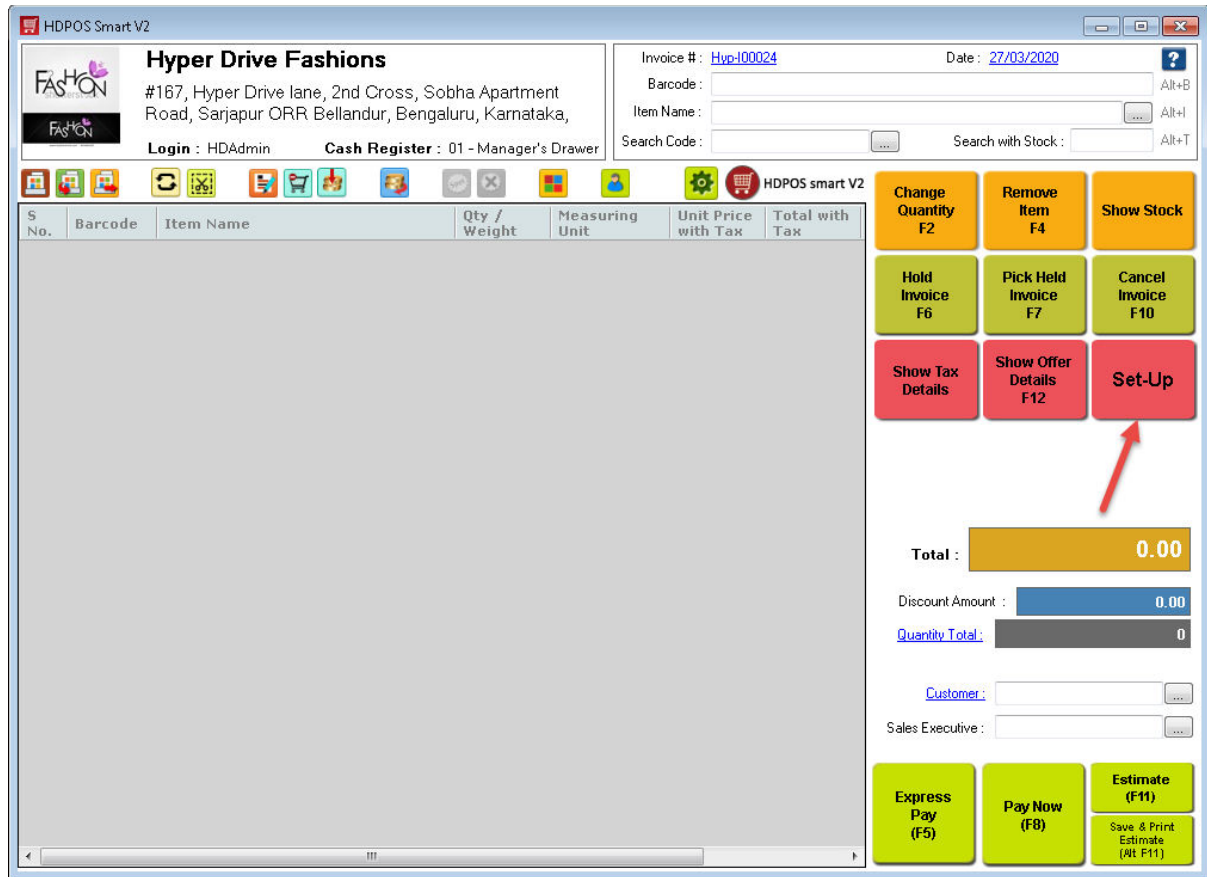
How to limit back date transactions till a particular day of a month?



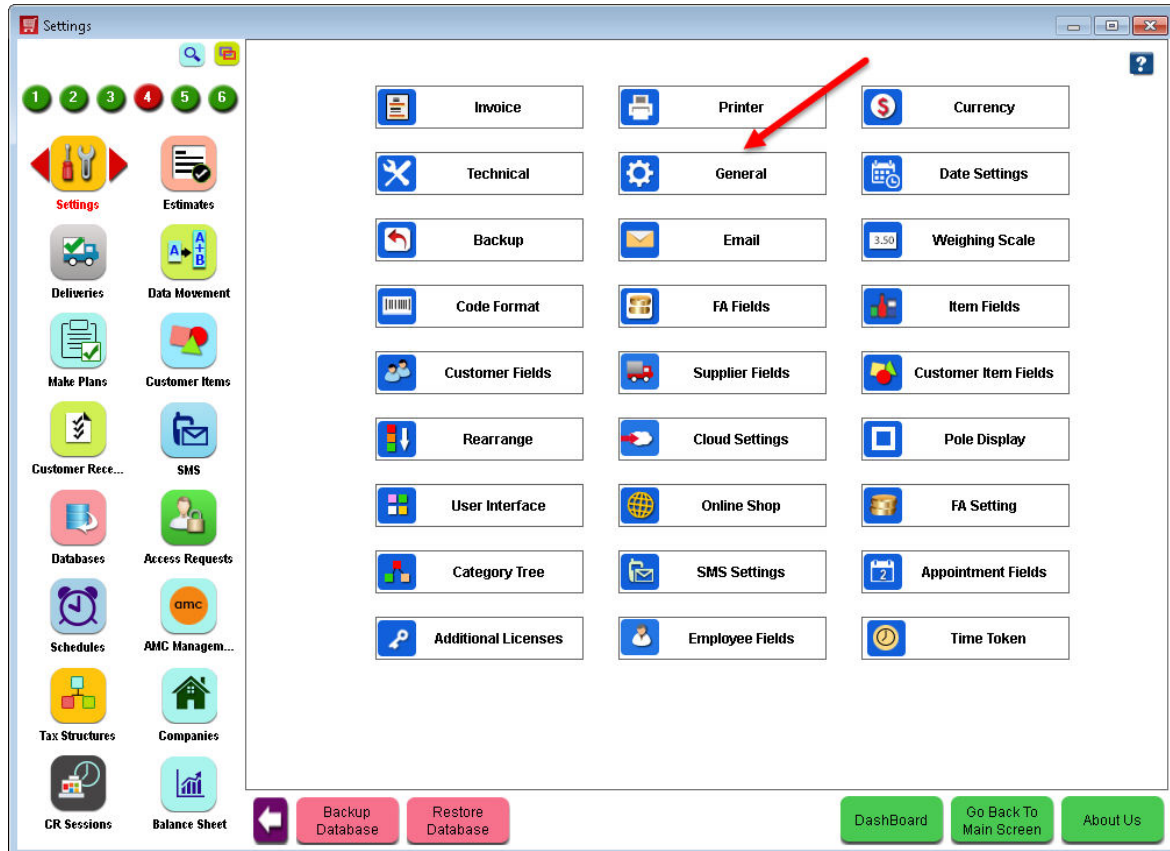
Sometimes, you may need to back date entries such as sales invoices or received item entries or JVs etc when you forget to do that. This can be done in HDPOS smart by editing the date and number of documents.

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**.




- 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 Settings

Application | Advance Functionalities | Item Definition | All Documents | Label | Stock Transfer | Customer Item | GST | Employee

Logo Setting:  [Change Logo](#) [Remove Logo](#)

Application: Idle Time For Logout: 300 Minutes; Startup Windows: Billing Window; Warn To Change HDAdmin Password; Warn to change SQLite Database to SQL Server; Remind Database Backup; Login Only With Password

Financial Year: Day: 01, Month: 04; [Apply date to existing records](#)

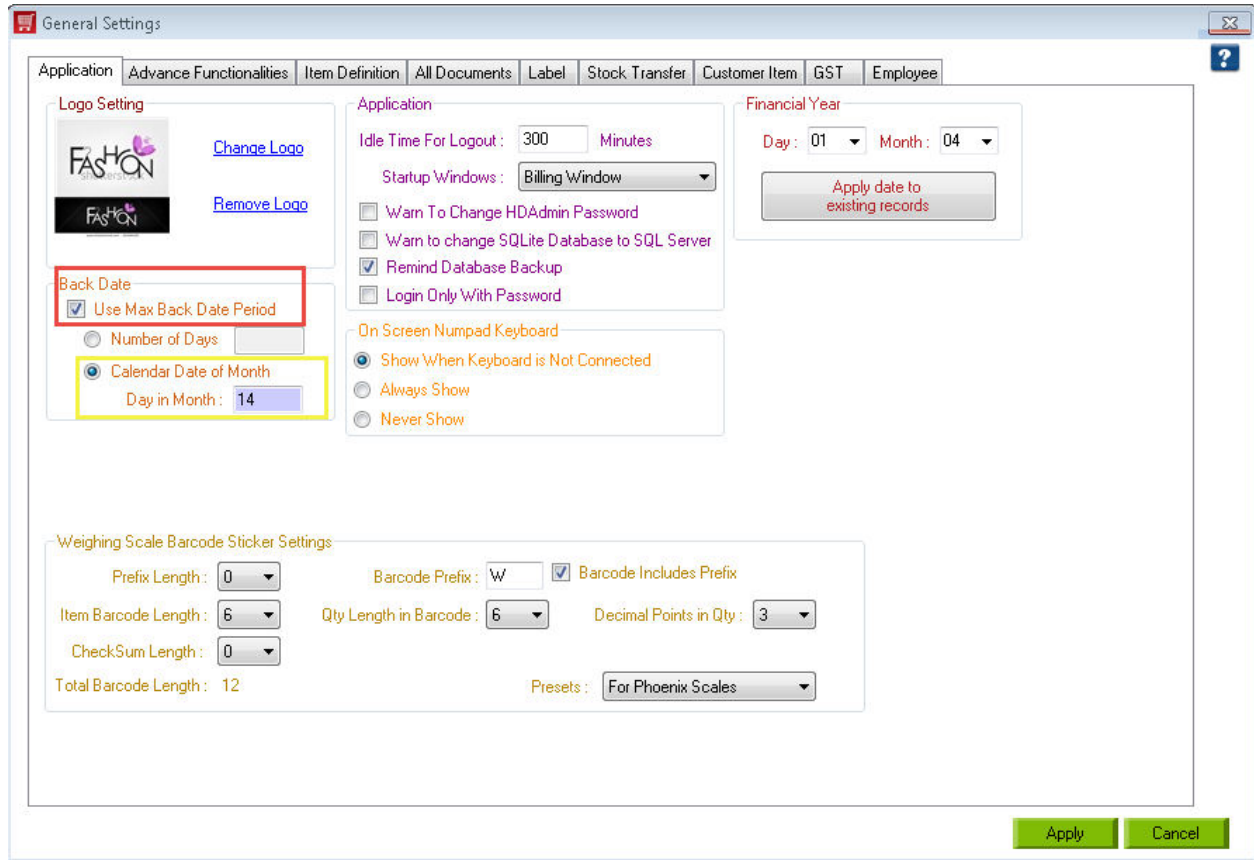
Back Date: Use Max Back Date Period; Number of Days; Calendar Date of Month; Day in Month:

On Screen Numpad Keyboard: Show When Keyboard is Not Connected; Always Show; Never Show

Weighing Scale Barcode Sticker Settings: Prefix Length: 0; Barcode Prefix: W; Barcode Includes Prefix; Item Barcode Length: 6; Qty Length in Barcode: 6; Decimal Points in Qty: 3; CheckSum Length: 0; Total Barcode Length: 12; Presets: For Phoenix Scales

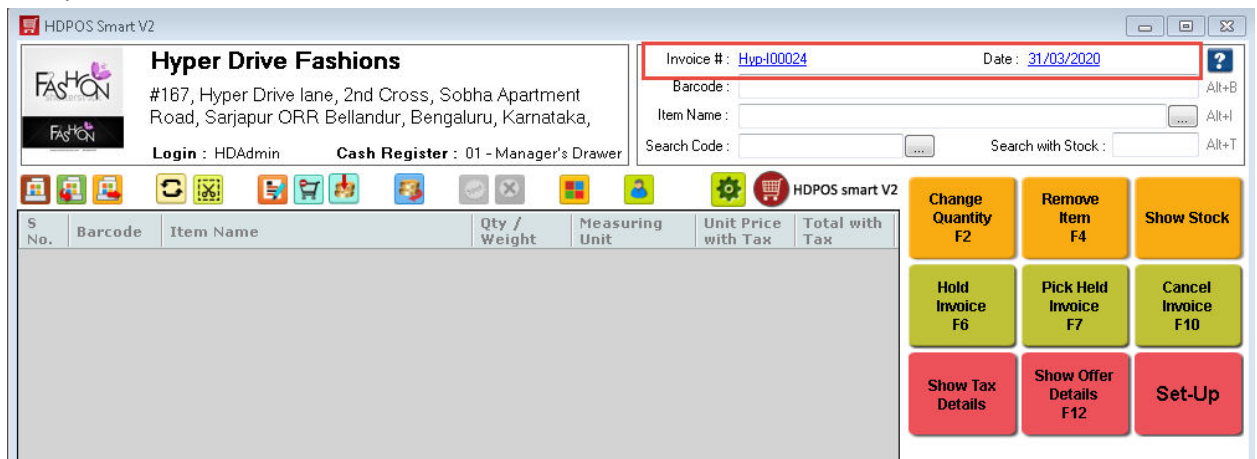
[Apply](#) [Cancel](#)

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**.



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 31st March 2020 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**.



Edit Document Number And Date

Prefix : Number : Change Number

Change Date


Sample Code: Hyp-I00024

Remember this Change

Reload Invoice

- You will see the following message box.

Information

 Max back date is "14/03/2020",you can not back date lesser than "14/03/2020".