# How to Reset Starting Numbers for Contract Management

Note: Reset Number can only be applied to transaction types with 'YYMMDD', 'DD-MM-YY', or 'DD-MMM-YYYY' date parameters.

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Starting Numbers**
3. On Starting Numbers screen, select Contract Management.
4. Enable the **Reset Number** column on a transaction type with the date parameters.
5. Select **Yes** on the message
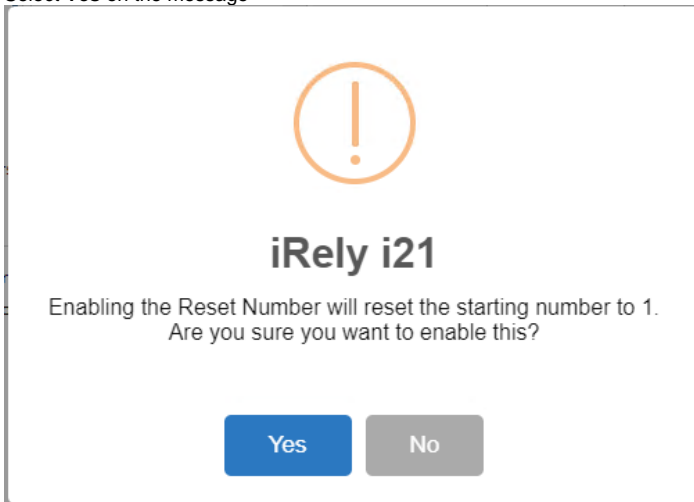
6. Save the changes
7. Starting Number will reset to 1 each day.