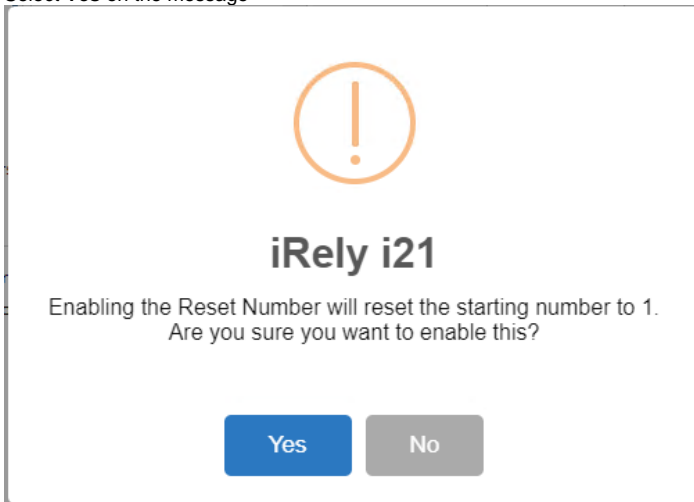


How to Reset Starting Numbers for Contract Management

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.

Starting Number will Reset to 0 each day.

Starting Numbers

Transaction Type	Prefix	Number	Digits	Use Location	Reset Number	Preview
ContractAdjNo	Adj -	20		<input type="checkbox"/>	<input type="checkbox"/>	Adj - 20
Price Fixation Trade No		278		<input type="checkbox"/>	<input type="checkbox"/>	278
Bag Mark		13		<input type="checkbox"/>	<input type="checkbox"/>	13
Clean Cost	CC-	5		<input type="checkbox"/>	<input type="checkbox"/>	CC-5
Price Contract		214		<input type="checkbox"/>	<input type="checkbox"/>	214
Amendment Number	AMD-	1	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AMD-11-10-18-001

Parameters

DD-MM-YY

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