

## Starting a new year with AlfaPro

The year almost ends. Often means this the software has to be prepared for the upcoming year. A difficult job while it's not an everyday job. Therefore we give you a couple of hints:

### Back-up

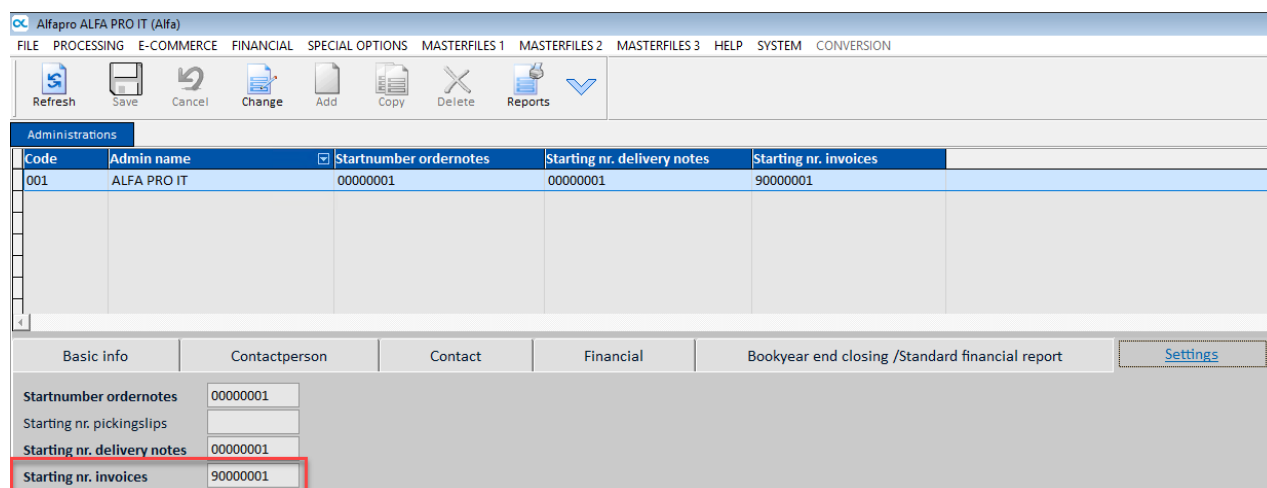
Be sure you've made a backup!

### Changings at start of the new year

Depending on your license you have to change the invoice numbers for your PC and/or handheld when you like to use yearnumbers.

### Invoices on the PC

If you're using the module Invoices on the PC than you can change the invoice number in the 'administration' section. Go to 'Masterfiles 1', 'Administration' for the following screen.



The screenshot shows the AlfaPro ALFA PRO IT software interface. At the top, there is a menu bar with options: FILE, PROCESSING, E-COMMERCE, FINANCIAL, SPECIAL OPTIONS, MASTERFILES 1, MASTERFILES 2, MASTERFILES 3, HELP, SYSTEM, and CONVERSION. Below the menu bar is a toolbar with icons for Refresh, Save, Cancel, Change, Add, Copy, Delete, and Reports. The main area is titled 'Administrations' and contains a table with the following data:

Code	Admin name	Startnumber ordernotes	Starting nr. delivery notes	Starting nr. invoices
001	ALFA PRO IT	00000001	00000001	90000001

Below the table, there is a 'Basic info' section with the following fields:

- Startnumber ordernotes: 00000001
- Starting nr. pickingslips:
- Starting nr. delivery notes: 00000001
- Starting nr. invoices: 90000001

The 'Starting nr. invoices' field is highlighted with a red box. There is also a 'Settings' button in the bottom right corner of the 'Basic info' section.

(picture is an example)

Invoice number format:

Y00NNNNN Y=Year 00=fixed number NNNNN=serial number.

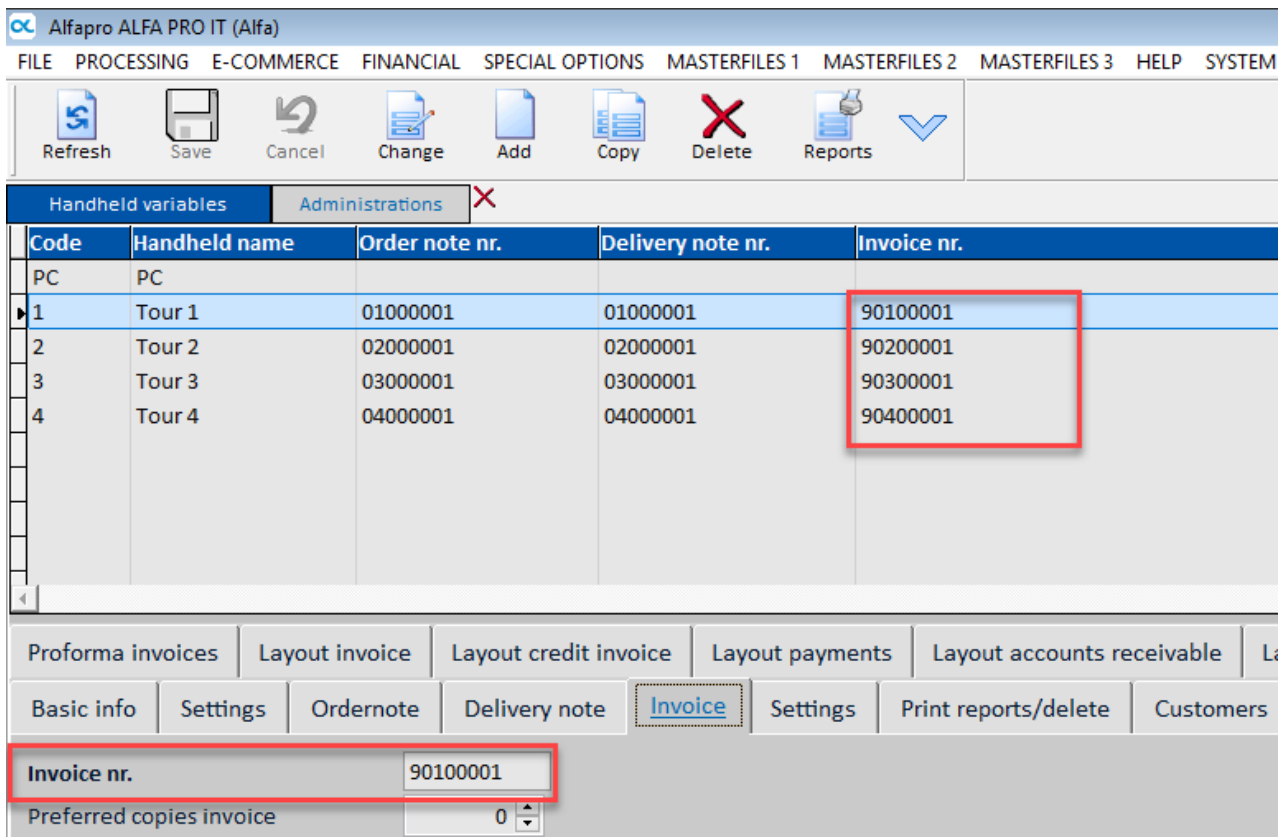
If you wish, ALFA PRO IT can assist you closing the financial year.

If you need help, please send an e-mail to [servicedesk@alfapro.com](mailto:servicedesk@alfapro.com). We'll contact you as soon as possible.

## Handheld/Tablet invoices

The invoice number of the handheld in AlfaPro is standard a consecutive number. You can adjust the invoice number for the new year by going to 'masterfiles 1', 'handhelds variables'. There you change, for each handheld, the invoice number using the right format. The format is build up as follow, start with the last number of the new year, followed by the handheld number, and ends with the serial number '00001'.

**IMPORTANT:** If you work with handhelds, it is important that you empty the handhelds before you change the invoice number. After adjusting the invoice number, you can refill the handheld.



The screenshot shows the AlfaPro ALFA PRO IT software interface. The main window displays a table of handheld variables. The table has the following columns: Code, Handheld name, Order note nr., Delivery note nr., and Invoice nr. The data rows are as follows:

Code	Handheld name	Order note nr.	Delivery note nr.	Invoice nr.
PC	PC			
1	Tour 1	01000001	01000001	90100001
2	Tour 2	02000001	02000001	90200001
3	Tour 3	03000001	03000001	90300001
4	Tour 4	04000001	04000001	90400001

Below the table, there is a form for editing the 'Invoice' settings. The 'Invoice nr.' field is highlighted with a red box and contains the value '90100001'. The 'Preferred copies invoice' field is set to '0'.

(picture is an example)

Invoice number format:

**YTTNNNNN** Y=Year TT=Handheld number NNNNN=serial number