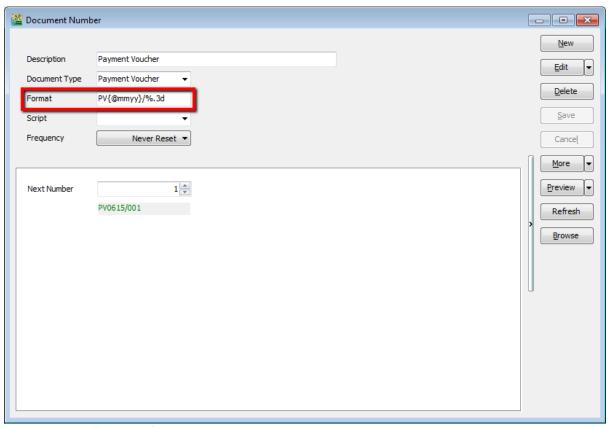**Set date format for Payment Voucher/ Official Receipt running no**
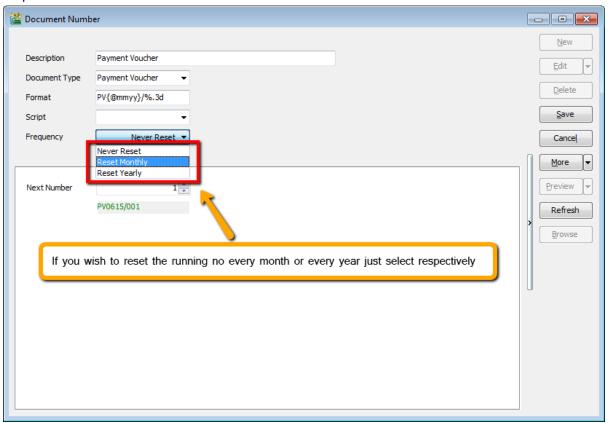
Sample: PV0615/001 (PVmmyy/001)

Step 1: Tools | Maintain Document No
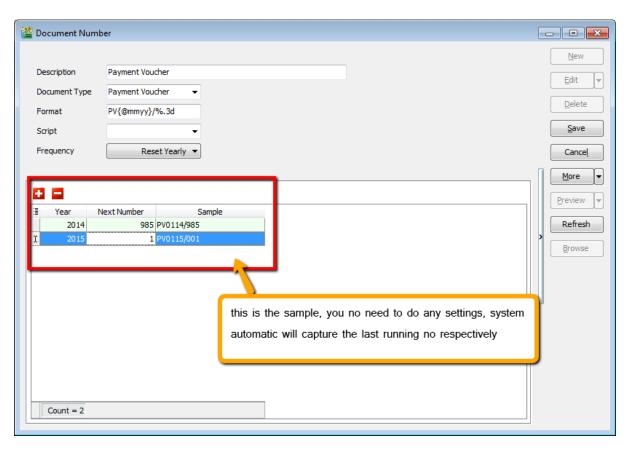
Step 2: Create New or amend from the existing

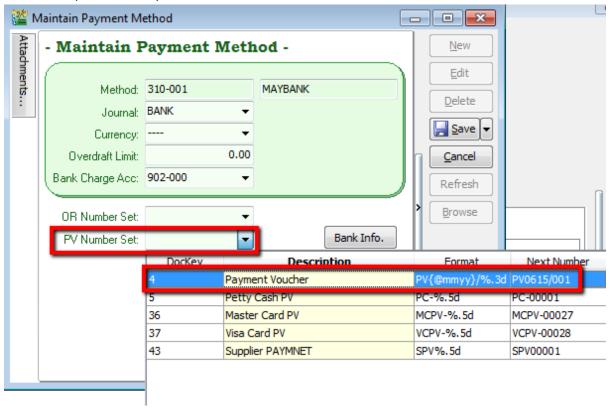make sure the format is follow the sample attached

Step 3:

If you wish to reset the running no every month or every year just select respectively

this is the sample, you no need to do any settings, system automatic will capture the last running no respectively
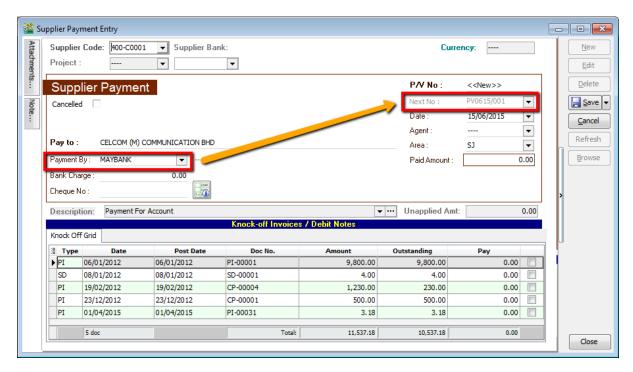
We can also set default running no at for default payment method

Go to tools | Maintain Payment Method

vice versa for Official Receipt