How to reset document numbering at year-end?

Before starting sales in the new fiscal year, make sure that document numbering is set up correctly. The cairo.ERP system automatically resets document numbering and also updates year symbols (e.g., **yyyy** or **yy**) and month symbols (**mm**) if they are used in the numbering format.

Regardless of the automatic settings, before you begin working in the new year, it is worth checking the following elements:

- Document numbering and number extensions
- Cash document numbering
- Numbering of RW (internal release) and K+ (stock correction) documents

Resetting numbering for all documents (for the highlighted warehouse)

If necessary, you can manually reset document numbering or change number extensions, such as the year or month.

1. Go to **ERP > Administration > Warehouse List**.
2. Highlight the warehouse you want to edit, then press the **[Insert]** key to enter the numbering and extension overview for that warehouse.
3. To reset the numbering, press the **[F2]** key.
4. If the year was entered manually in the number extension (e.g., **2025**), change it to the current year (e.g., **2026**). You can also use templates that the system updates automatically, such as:
   - **<yyyy>** (current year in four-digit format, e.g., **2026**)
   - **<yy>** (current year in two-digit format, e.g., **26**)
   - **<mm>** (current month, e.g., **08**)
   - **<mag>** (warehouse symbol, e.g., **CE**) You can also create your own combinations of templates, for example **/<mag>/<yyyy>**.

This procedure must be repeated for each warehouse. To change the warehouse, press the **[F5]** key.

Checking cash document numbering

You must check and, if necessary, edit cash document numbering in the cash register settings.

1. Go to **ERP > Administration > Parameters > Cash/Bank > Cash register list**.
2. Press the **[Enter]** key on the selected cash register.
3. Check and change the **KP NUMBER**, **KW NUMBER**, and **EXTENSION** parameters.

Checking RW and K+ document numbering

If the numbering of internal release (**RW**) and stock correction (**K+**) documents is based on groups, you must verify it in the document group dictionaries.

1. Go to **ERP > Administration > Dictionaries > K+ stock correction document groups**.
2. For each defined **K+** document group, press **[Enter]** and change the **LAST NUMBER** parameter setting.
3. Perform the same procedure for **RW** documents by going to **ERP > Administration > Dictionaries > RW document groups**.

After completing these steps, the numbering will be reset according to the selected method.

> Other ways to change numbering are described **>> HERE <<.**

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