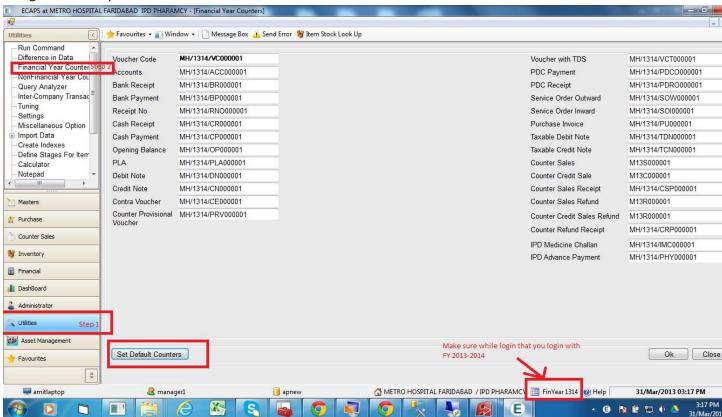# How to change the counters in ECAPS

Financial Year Counters

Make Sure you have changed the Financial Year to a new Year (FY 13-14)

In case you are running more than one company then you have to login to each company and then set the below screens.

Please goto Utilities->Finacial Year Counters

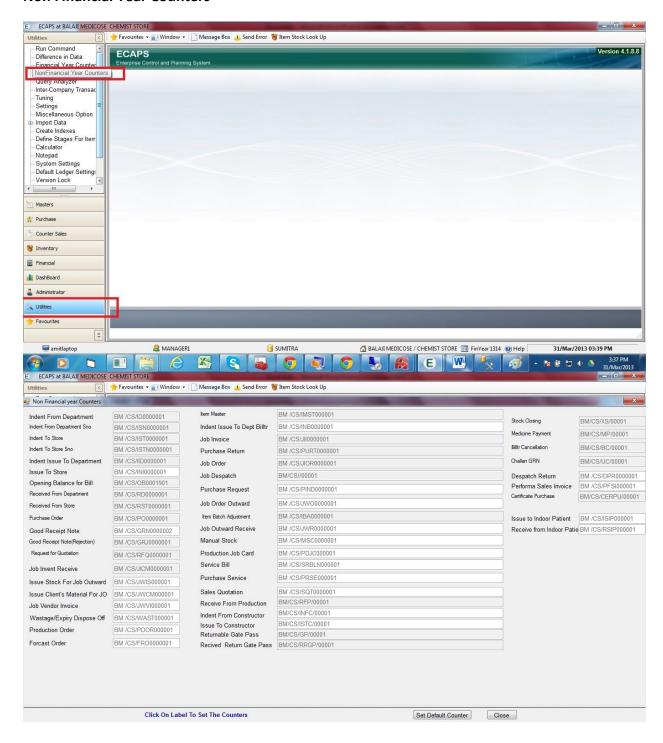Using this screen you can set all the financial related counters .

Now you can set the default counters by using the set default counters. And change the counters accordingly to your last year counters.

(Please open this screen with FY 2012-13 and check for Counters in Last Year)

IMPORTANT: If you want new number as P14/001, then write it as it is. (It is different from AP when we want P0001 we start with P0000)

Now if you also want to set the Non-Financial Year Counters please use the following

Non Financial Year Counters

You have to login to each different store and set these counters.