

## Counter / Billno / Serial No / Any no Series Changing at Year End in Administrator Plus

It's end of financial year 31 march of every year in India and 31 Dec in some other countries. Some people believe that Bill number / Receipt /OPD no /IPD no should be restart with 1 though technically from software point of view it doesn't matter. This document will demonstrate how to change series.

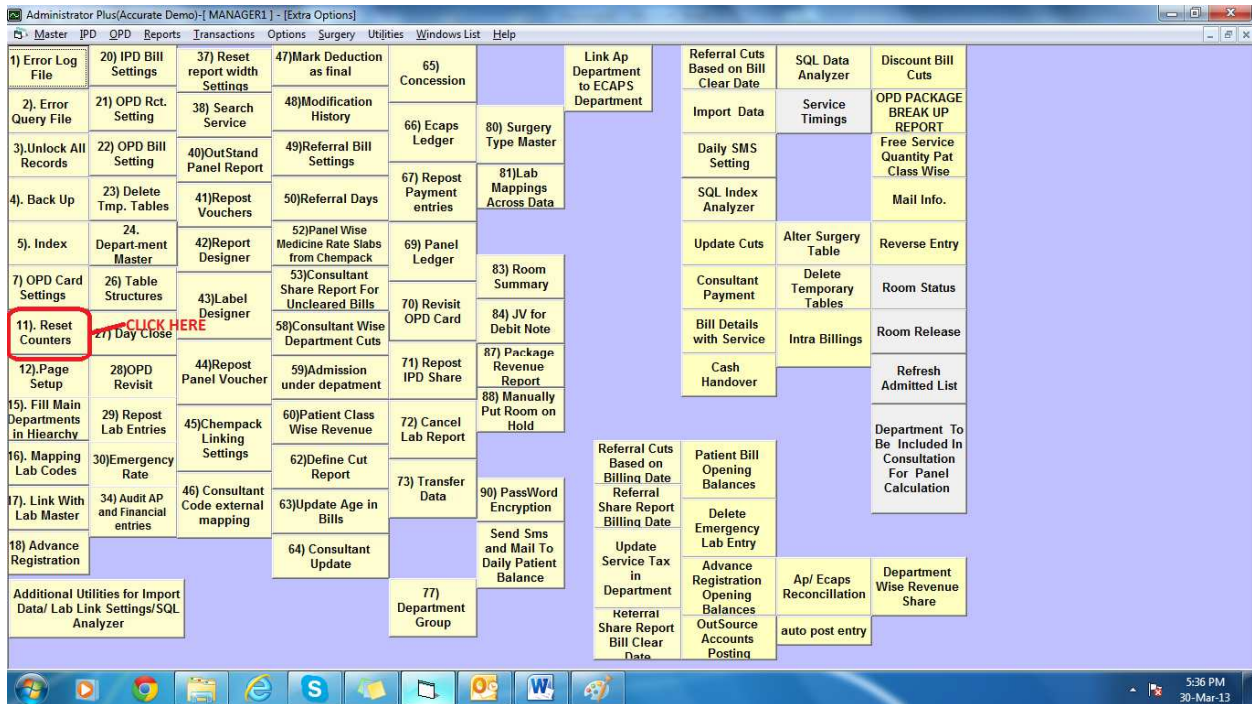
Run Administrator Plus

Go to Utilities >> Extra Option

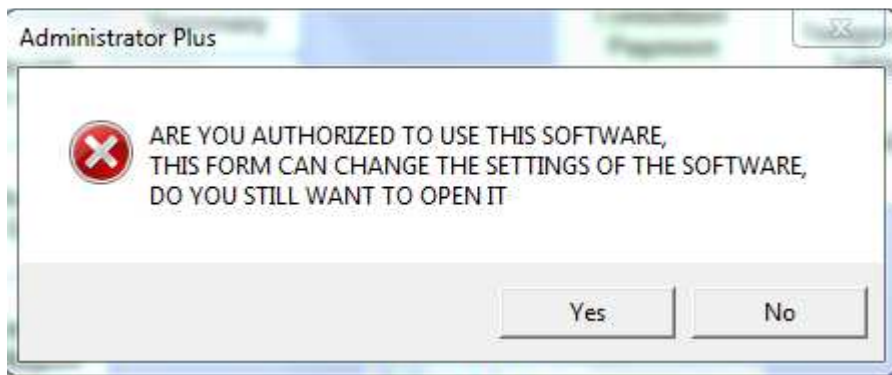
The screenshot shows the Administrator Plus software interface. The 'Utilities' menu is open, and 'Extra Options' is highlighted with a red box. Below the menu, a table displays patient admission records. The table has columns for IPD No, Name, Admission time, Consultant, Room Name, Panel, Case Type, Addl., PatientClass Name, and Cash. The table shows 20 rows of data, with some rows highlighted in yellow.

IPD No	Name	Admission time	Consultant	Room Name	Panel	Case Type	Addl.	PatientClass Name	Cash
IPD1101249	Mr. Manish (/M)	04-Dec-2012 15:26	K.B & Dr.Kunal	LW/05/GF				GENERAL WARD	CASH
IPD1101248	Mr. ABC (49 Yr /M)	04-Dec-2012 14:03	ZAFAR AHMED	ICU-7/SF	AIRPORT AUTH.			ICU	CASH
IPD1101247	Ramesh Kumar (38 Yr /M)	01-Nov-2012 17:49	A.K. SHARMA	ESDLX3/FF	PAID	Surgical Site		ESUPDLX	CASH
IPD1101245	Mr. Manish Gogia (40 Yr /M)	01-Nov-2012 17:30	A.K. SHARMA	HD-1/SF	AIRPORT AUTH.	Surgical Site		HAEMO DYSLASIS	CASH
IPD1101245	B/O SAVITA.MEENA (1 Dy /F)	29-Jun-2011 13:55	Ashish Agarwal	NICU 2/GF	PAID			NICU	CASH
IPD1101244	Mr. JAI SINGH MAWAR (25 Yr /M)	29-Jun-2011 12:50	KMB / VJ / MBB	DLX1/FF	FHPL (GE.CAP)			DELUXE	CASH
IPD1101243	Mrs. RAMA GAHLOT (42 Yr /F)	29-Jun-2011 11:19	Rekha Bhandari	FGW 2/FF(FG-2)	RAJ.STATE EMP/			GENERAL WARD	CASH
IPD1101242	Master LUKKY SINGH (7 Yr /M)	29-Jun-2011 09:38	K.M.Bhandari	MGW 13/SF	PAID			GENERAL WARD	CASH
IPD1101241	Mrs. KANTA DEVI (60 Yr /F)	29-Jun-2011 09:25	Rekha Bhandari	SM DLX7/FF	PAID			SEMI PRIVATE	CASH
IPD1101240	Mr. NARENDRA SHARMA (41 Yr /M)	29-Jun-2011 09:12	K.M.Bhandari	SM DLX14/SF	PAID			SEMI PRIVATE	CASH
IPD1101239	Master ADITYA SINGH (8 Yr /M)	29-Jun-2011 02:33	Ashish Agarwal	MGW 12/SF	PAID			GENERAL WARD	CASH
IPD1101238	Mrs. SAVITA.MEENA (21 Yr /F)	29-Jun-2011 00:31	Rekha Bhandari	FGW 4/FF(FG-4)	PAID			GENERAL WARD	CASH
IPD1101237	Mrs. SHIPRA JAIN (32 Yr /F)	28-Jun-2011 22:25	Kamlesh Bhatt	ESDLX2/FF	PAID			ESUPDLX	CASH
IPD1101236	Mrs. GAYATRI DEVI (60 Yr /F)	28-Jun-2011 21:44	K.B. & M.M.G.	ICU-3/SF	PAID			ICU	CASH
IPD1101235	Mr. DEV RAJ SINGH (25 Yr /M)	28-Jun-2011 19:16	K.M.Bhandari	MGW 12/SF	PAID			GENERAL WARD	CASH
IPD1101234	Mrs. NARAYANI DEVI (80 Yr /F)	28-Jun-2011 13:14	Sanjeev Saxena	ICU-5/SF	PAID			ICU	CASH
IPD1101232	Mrs. DROPATI (46 Yr /F)	28-Jun-2011 12:46	Rekha Bhandari	FGW 1/FF(FG-1)	PAID			GENERAL WARD	CASH
IPD1101231	Mrs. KANTA (50 Yr /F)	28-Jun-2011 12:36	K.M.Bhandari	SICU1/FF	RAJ.STATE EMP/			SURGICAL ICU	CASH

Choose option no. 11 in Extra option



It will ask for few confirmations



Press Yes



Press Yes

## Running Counters

COUNTERS	VALUES
IPD BILL NO.	IBN1101210
RECEIPT NO.	RN11013043
CREDIT NOTE NO.	CRN1000002
REFUND NO.	RFN110142
IPD REGN NO.	IPD1101249
OPD CARD NO.	OPC1102513



It will show value of all counters (Serial No)

You can view all by scroll down.

Click on Change button where you want to change

## Running Counters

COUNTERS	VALUES
CREDIT NOTE NO.	CRN1000002
REFUND NO.	RFN110142
IPD REGN NO.	IPD1101249
OPD CARD NO.	OPC1102513
PATIENT NO.	RG123162
OPD BILL NO.	ORN1110799

SELECT

<input checked="" type="radio"/> IPD BILL NO.	<input type="radio"/> RECEIPT NO	<input type="radio"/> CREDIT NOTE NO	<input type="radio"/> OPD CARD NO.
<input type="radio"/> REFUND NO.	<input type="radio"/> IPD NO.	<input type="radio"/> OPD BILL NO.	<input type="radio"/> OPD REGN. NO.
<input type="radio"/> PATIENT NO.	<input type="radio"/> Transaction ID	<input type="radio"/> Panel Receipt Credit Note(PAD)	<input type="radio"/> Credit Note Based on Transfer
<input type="radio"/> Payment Transfer	<input type="radio"/> Panel Discount(PDS)	<input type="radio"/> Debit Note No.	<input type="radio"/> Brough Dead Registration No
<input type="radio"/> Credit OPD Sno.	<input type="radio"/> Panel Approval No	<input type="radio"/> AmbulanceTrip	<input type="radio"/> Previos Payment Adjust(BKR)
<input type="radio"/> Link No	<input type="radio"/> Patient Payment No	<input type="radio"/> Add Bill Item No	<input type="radio"/> Refund External Test No
<input type="radio"/> Visitor Pass NO	<input type="radio"/> Emergency Letter No	<input type="radio"/> Attendent Pass No	<input type="radio"/> Approval Cancel Request NO
<input type="radio"/> Cheque Bounce No	<input type="radio"/> Transfer No OPD To IPD	<input type="radio"/> Token No Code	<input type="radio"/> Ambulance Request Code
<input type="radio"/> Request No for Medicine	<input type="radio"/> PAYMENT TRANSFER Betw Regi. No	<input type="radio"/> Additional Service Entry For IPD	<input type="radio"/> Panel Adjustment(PJS)
<input type="radio"/> Panel Receipt Voucher		<input type="radio"/> Panel Receipt Voucher (Bank)	<input type="radio"/> Ecaps Voucher Posting
<input type="radio"/> CREDIT NOTE No.(II)	<input type="radio"/> DEBIT NOTE No.(II)		<input type="radio"/> IPD Receipt (if separate)

BILL NO.

Choose the transaction type eg IPD BILL NO. , RECEIPT NO etc.

Examples of few Important No to be changed

OPD Regn NO. ( Generated at OPD regd no)

IPD NO. (Generated at IPD regd no)

OPD Card no. (Generated while creating OPD Card)

OPD Bill no. (Generated during OPD Bill no)

Receipt no (Generated at time of payment collection OPD/IPD)

Credit Note no .

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## Running Counters

COUNTERS	VALUES
IPD BILL NO.	IBN1101210
RECEIPT NO.	RN11013043
CREDIT NOTE NO.	CRN1000002
REFUND NO.	RFN110142
IPD REGN NO.	IPD1101249
OPD CARD NO.	OPC1102513

**SELECT**

<input type="radio"/> IPD BILL NO.	<input checked="" type="radio"/> RECEIPT NO	<input type="radio"/> CREDIT NOTE NO	<input type="radio"/> OPD CARD NO.
<input type="radio"/> REFUND NO.	<input type="radio"/> IPD NO.	<input type="radio"/> OPD BILL NO.	<input type="radio"/> OPD REGN. NO.
<input type="radio"/> PATIENT NO.	<input type="radio"/> Transaction ID	<input type="radio"/> Panel Receipt Credit Note(PAD)	<input type="radio"/> Credit Note Based on Transfer
<input type="radio"/> Payment Transfer	<input type="radio"/> Panel Discount(PDS)	<input type="radio"/> Debit Note No.	<input type="radio"/> Brough Dead Registration No
<input type="radio"/> Credit OPD Sno.	<input type="radio"/> Panel Approval No	<input type="radio"/> Ambulance Trip	<input type="radio"/> Previos Payment Adjust(BKR)
<input type="radio"/> Link No	<input type="radio"/> Patient Payment No	<input type="radio"/> Add Bill Item No	<input type="radio"/> Refund External Test No
<input type="radio"/> Visitor Pass NO	<input type="radio"/> Emergency Letter No	<input type="radio"/> Attendent Pass No	<input type="radio"/> Approval Cancel Request NO
<input type="radio"/> Cheque Bounce No	<input type="radio"/> Transfer No OPD To IPD	<input type="radio"/> Token No Code	<input type="radio"/> Ambulance Request Code
<input type="radio"/> Request No for Medicine	<input type="radio"/> PAYMENT TRANSFER Betw Regi. No	<input type="radio"/> Additional Service Entry For IPD	<input type="radio"/> Panel Adjustment(PJS)
<input type="radio"/> Panel Receipt Voucher	<input type="radio"/> Panel Receipt Voucher (Bank)	<input type="radio"/> Ecaps Voucher Posting	<input type="radio"/> IPD Receipt (if separate)
<input type="radio"/> CREDIT NOTE No.(II)	<input type="radio"/> DEBIT NOTE No.(II)		

RECEIPT NO.	R130000000	OK
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Above example shows how to change Receipt no

- Few things to remember while changing no  
It should not Create Duplicate receipt no. suppose existing Receipt no is R0023456 so you should not start series with R00000 it will create duplicate you should change prefix like RM00000 or R13/000000.
- There should be sufficient amount of 0 and no cannot be more than 10 digits . Suppose you keep series at R13001 it can only create 1000 receipts upto R13999. So best practice is to use 2or 3 prefix like R13 then 0000000 so no is R130000000
- Make no as RN0000000 not RN0000001 as it will generate RN0000002 as a first no. so number should be start with preceding no what we desire at first no.
- Patient no and OPD Bill no/IPD Billno can accept maximum 8 digits and rest 10 digits.

### Changing Lab Reporting counters

# Running Counters

COUNTERS	VALUES
IPD BILL NO.	IBN1101210
RECEIPT NO.	RN11013043
CREDIT NOTE NO.	CRN1000002
REFUND NO.	RFN110142
IPD REGN NO.	IPD1101249
OPD CARD NO.	OPC1102513

  
For changing Lab Reporting Counters

Change Lab Counters

### CHANGE LAB COUNTERS

Department	Department Name	Counter Value	Counter (IPD)
LAB	LAB	LAB1010590	
XRAY	X-RAY	XRY107162	
USG	ULTRASOUND	USG1007777	
2DECD	2D-Echo/ Color Doppler	EC100835	
USG	ULTRASOUND	USG1007777	
XRAY	X-RAY	XRY107162	
CGHSLAB	CGHS LAB	CLAB10000	
LAB	LAB	LAB1010590	

General      IPD (if separate)

USG                       

Settings

Use Counter System for Lab/XRay/ Other Investigations

Use Separate Counter for IPD Investigations

Suppose you need to change report no for Ultrasound patients

**CHANGE LAB COUNTERS**

Department	Department Name	Counter Value	Counter (IPD)
LAB	LAB	LAB1010590	
XRAY	X-RAY	XRY107162	
USG	ULTRASOUND	USG1007777	
ZDECD	ZD-Echo/ Color Doppler	EC100835	
USG	ULTRASOUND	USG1007777	
XRAY	X-RAY	XRY107162	
CGHSLAB	CGHS LAB	CLAB10000	
LAB	LAB	LAB1010590	

USG      **General**      IPD (if separate)

USG      USG1007777            OK      Cancel

Settings

Use Counter System for Lab/XRay/ Other Investigations

Use Separate Counter for IPD Investiagations

Save Settings

You can put separate Lab nos for OPD and IPD bookings.