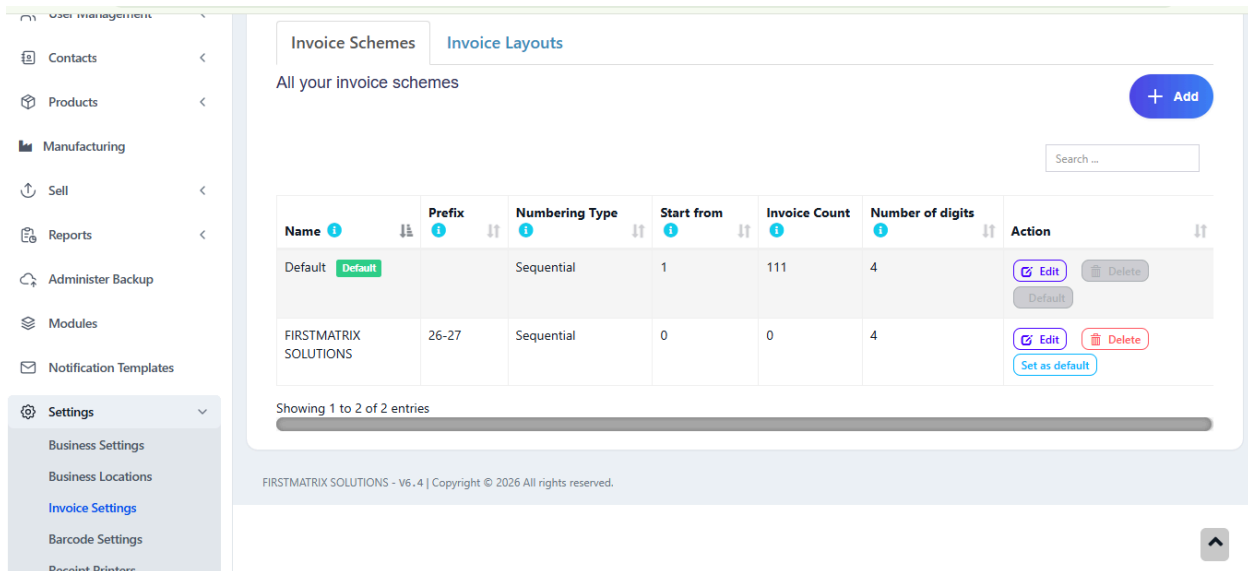


Invoice Scheme Setup – Year-End Update Guide

To ensure smooth billing for the new financial year, please follow the steps below to create and apply a new invoice scheme in your system.

Step 1: Create New Invoice Scheme



The screenshot shows the 'Invoice Schemes' management page in the FirstMatrix SOLUTIONS system. The left sidebar contains a navigation menu with 'Settings' expanded to show 'Invoice Settings'. The main content area displays a table of existing invoice schemes. The table has columns for Name, Prefix, Numbering Type, Start from, Invoice Count, Number of digits, and Action. Two schemes are listed: 'Default' (marked as Default) and 'FIRSTMATRIX SOLUTIONS'. The 'FIRSTMATRIX SOLUTIONS' scheme has a 'Set as default' button. An 'Add' button is visible in the top right corner of the main content area.

Name	Prefix	Numbering Type	Start from	Invoice Count	Number of digits	Action
Default		Sequential	1	111	4	Edit Delete Default
FIRSTMATRIX SOLUTIONS	26-27	Sequential	0	0	4	Edit Delete Set as default

Navigate to:


Settings → **Invoice Settings** → **Invoice Schemes** → **Add Button**

Fill in the details:

- **Name:** Enter your shop/business name
(Example: ShopName)
- **Numbering Type:**
Select **Sequential** (Do NOT change this option)
- Click **Save**

Step 2: Add Prefix to Invoice Scheme


Edit invoice scheme ✕


FORMAT:
XXXX 


FORMAT:
2026-XXXX


Preview:
#26-270000



Name:*

Numbering Type:* 

Sequential 

Prefix:  26-27

Start from:  0

Number of digits:  4 

Save **Close**

- Open the newly created scheme and click **Edit**
- Enter **Prefix** as per your requirement
(Example: 26-27 or any preferred format)
- *Start from 1 or 0 based on your invoice number series*
- Click **Save** again

Step 3: Assign Invoice Scheme to Business Location

updated-billing.fmsbilling.in.net/business-location

All your business locations

Search ...

Name	Location ID	Landmark	City	Zip Code	State	Country	Price Group	Invoice scheme	Invoice layout for POS	Invoice layout for sale	Action
ewe	wet	we	ewr	we	ewt	ewr		Default	Default	Default	Edit Sett Dea
FIRSTMATRIX SOLUTIONS	BL0001	292/7 Mahalakshmi complex 1st floor, Omalur Main Rd, Angammal Colony	Salem	636009	Tamilnadu	India		Default	Default	Default	Edit Sett Dea
TEST	BL0002		Salem	63605	Tamilnadu	India		Default	Default	Default	Edit Sett Dea

Salem

636009

State:*

Tamilnadu

Country:*

India

Mobile:

Mobile

Alternate contact number:

Alternate contact number

Email:

Email

Website:

https://firstmatrix.in/

Invoice scheme for POS:* ⓘ

Default

Invoice scheme for sale:*

Default

Invoice layout for POS:* ⓘ

Default

Invoice layout for sale:* ⓘ

Default

Default Selling Price Group: ⓘ

Please Select

Custom field 1: Custom field 1

Custom field 2: Custom field 2

Custom field 3: Custom field 3

Custom field 4: Custom field 4



Navigate to:

Settings → **Business Location** → **Edit Your Location**

- Select the newly created scheme in:
 - **Invoice Scheme for POS**
 - **Invoice Scheme for Sale**
 - Choose from the dropdown (the scheme you just created)
 - Click **Save**
-

Important Notes:

- Complete this setup **before creating new invoices** for the financial year.
 - Ensure the correct scheme is selected to avoid invoice numbering issues.
-

Support

If you face any issues while updating, please contact our support team for assistance.-**6380171735**