

How to Use the Location for the Starting Numbers

The Location added to the Starting Number is the Location Number of the user's default location.

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Starting Numbers**
3. On Starting Numbers screen, select any module on **Modules** panel.

Starting Numbers

OK Cancel

Details

Modules

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Entity Management
- General Ledger
- Grain
- Help Desk
- Inventory
- Logistics
- Manufacturing
- Notes Receivable
- Patronage

Starting Numbers

Transaction Type	Prefix	Number	Use Location	Preview
Module: Accounts Payable				
Bill Batch	BB-	4	<input checked="" type="checkbox"/>	010-BB-4
Payable	PAY-	8	<input checked="" type="checkbox"/>	010-PAY-8
Bill	BL-	56	<input checked="" type="checkbox"/>	010-BL-56
Vendor Prepay...	VPRE-	3	<input checked="" type="checkbox"/>	010-VPRE-3
Purchase Order	PO-	12	<input type="checkbox"/>	PO-12
Vendor Overp...	VOP-	1	<input type="checkbox"/>	VOP-1
Adjustment10...	ADJ1099-	1	<input type="checkbox"/>	ADJ1099-1
Module: Accounts Receivable				
Provisional Inv...	PI-	1	<input type="checkbox"/>	PI-1
Service Charge	SC-	1	<input type="checkbox"/>	SC-1
Comment Mai...	COM-	2	<input type="checkbox"/>	COM-2
Customer Prep...	CPP-	1	<input type="checkbox"/>	CPP-1
Customer Ove...	COP-	1	<input type="checkbox"/>	COP-1

Ready

4. Tick the Use Location check box to enable the use of location

Starting Numbers				
Transaction Type	Prefix	Number	Use Location	Preview
Provisional Invo...	PI-	1	<input checked="" type="checkbox"/>	010-PI-1
Service Charge	SC-	1	<input type="checkbox"/>	SC-1
Comment Maint...	COM-	2	<input type="checkbox"/>	COM-2
Customer Prepa...	CPP-	1	<input type="checkbox"/>	CPP-1
Customer Overp...	COP-	1	<input type="checkbox"/>	COP-1
Invoice	SI-	46	<input type="checkbox"/>	SI-46
Quote	QU-	3	<input type="checkbox"/>	QU-3
Sales Order	SO-	25	<input type="checkbox"/>	SO-25
Receive Paymen...	RCV-	9	<input type="checkbox"/>	RCV-9

- Locations panel will show, select which locations the Starting Number will apply. Note that this will start in 1 per location.

Starting Numbers

Save Close

Details

Modules

- Notes Receivable
- Patronage
- Payroll
- Posting
- Purchasing
- Quality
- Risk Management
- Store
- System Manager
- Tank Management
- Ticket Management
- Transports
- Vendor Rebates
- Warehouse

Starting Numbers

Export View Filter (F3)

Transaction Type	Prefix	Number	Use Location	Preview
Report Messages	REP-	11	<input checked="" type="checkbox"/>	0001-REP-11
Activity	ACT-	922	<input type="checkbox"/>	ACT-922

Locations

+ Add X Remove Export View Filter (F3)

Location	Number	Preview
0001	1	0001-REP-1
0003	1	0003-REP-1

? 1.62s Ready Refresh

- Preview will change to Location - Prefix - Number
- Click **Save** toolbar button to save the changes

- Log in as **Admin user**
- On user's menu panel, go to **System Manager** folder then click **Starting Numbers**
- On Starting Numbers screen, select any module on **Modules panel**.

Starting Numbers

OK Cancel

Details

Modules

- All
- Accounts Payable
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Starting Numbers

Transaction Type Prefix Number Use Location Preview

Module: Accounts Payable

Bill Batch	BB-	4	<input checked="" type="checkbox"/>	010-BB-4
Payable	PAY-	8	<input checked="" type="checkbox"/>	010-PAY-8
Bill	BL-	56	<input checked="" type="checkbox"/>	010-BL-56
Vendor Prepay...	VPRE-	3	<input checked="" type="checkbox"/>	010-VPRE-3
Purchase Order	PO-	12	<input type="checkbox"/>	PO-12
Vendor Overp...	VOP-	1	<input type="checkbox"/>	VOP-1
Adjustment10...	ADJ1099-	1	<input type="checkbox"/>	ADJ1099-1

Module: Accounts Receivable

Provisional Inv...	PI-	1	<input type="checkbox"/>	PI-1
Service Charge	SC-	1	<input type="checkbox"/>	SC-1
Comment Mal...	COM-	2	<input type="checkbox"/>	COM-2
Customer Prep...	CPP-	1	<input type="checkbox"/>	CPP-1
Customer Ove...	COP-	1	<input type="checkbox"/>	COP-1

? 1.62s Ready Refresh

4. Tick the Use Location check box to enable the use of location

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Invoice	SI-	46	<input type="checkbox"/>	SI-46
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Sales Order	SO-	25	<input type="checkbox"/>	SO-25
Receive Paymen...	RCV-	9	<input type="checkbox"/>	RCV-9

5. Preview will change to Location - Prefix - Number
6. Click **OK** toolbar button to save and close the screen