

How to Set Starting Numbers

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. Edit the **Number** of any transaction

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

5. Click **OK** toolbar button.

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**.

The screenshot shows the 'Starting Numbers' window. On the left, the 'Modules' panel is highlighted with a red box. It contains a list of 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, Payroll, Posting, Purchasing, and Quality. The main area displays a table of starting numbers for the selected module, 'Accounts Payable'.

Transaction Type	Prefix	Number	Preview
Module: Accounts Payable			
Bill Batch	BB-	0	BB-0
Payable	PAY-	4	PAY-4
Bill	BL-	30	BL-30
Vendor Prepayment	VPRE-	1	VPRE-1
Purchase Order	PO-	11	PO-11
Vendor Overpayment	VOP-	1	VOP-1
Adjustment1099	ADJ1099-	1	ADJ1099-1
Module: Accounts Receivable			
Provisional Invoice	PI-	1	PI-1
Service Charge	SC-	1	SC-1
Comment Maintenance	COM-	2	COM-2
Customer Prepayment	CPP-	1	CPP-1
Customer Overpayment	COP-	1	COP-1
Invoice	SI-	41	SI-41
Quote	QU-	3	QU-3
Sales Order	SO-	19	SO-19
Receive Payments	RCV-	9	RCV-9

4. Edit the **Number** of any transaction

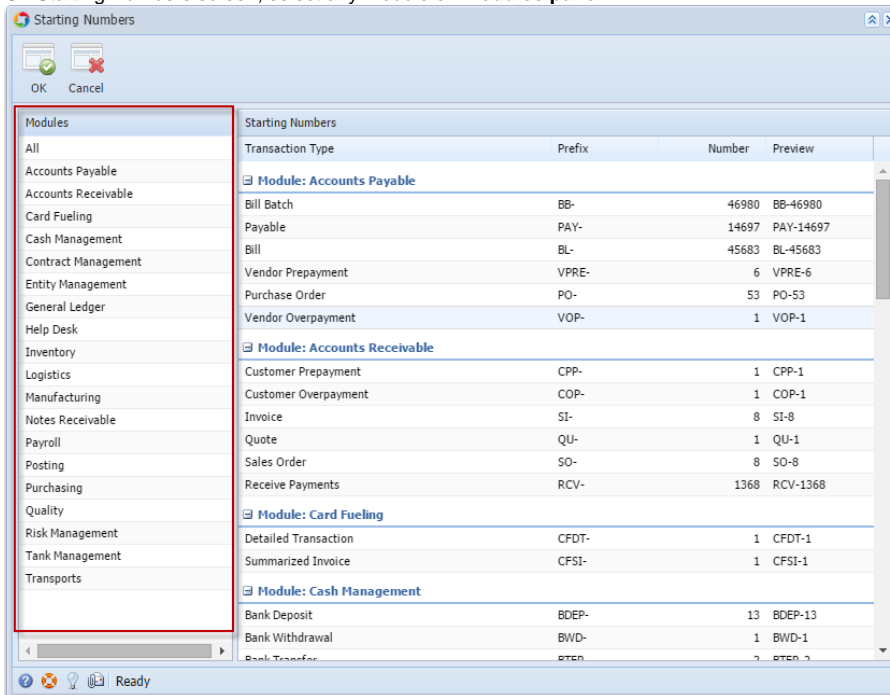
The screenshot shows the 'Starting Numbers' window. The 'Accounts Payable' module is selected in the 'Modules' panel. The 'Number' column in the table is highlighted with a red box, indicating where to edit the transaction number.

Transaction Type	Prefix	Number	Preview
Bill Batch	BB-	0	BB-0
Payable	PAY-	4	PAY-4
Bill	BL-	30	BL-30
Vendor Prepayment	VPRE-	1	VPRE-1
Purchase Order	PO-	11	PO-11
Vendor Overpayment	VOP-	1	VOP-1
Adjustment1099	ADJ1099-	1	ADJ1099-1

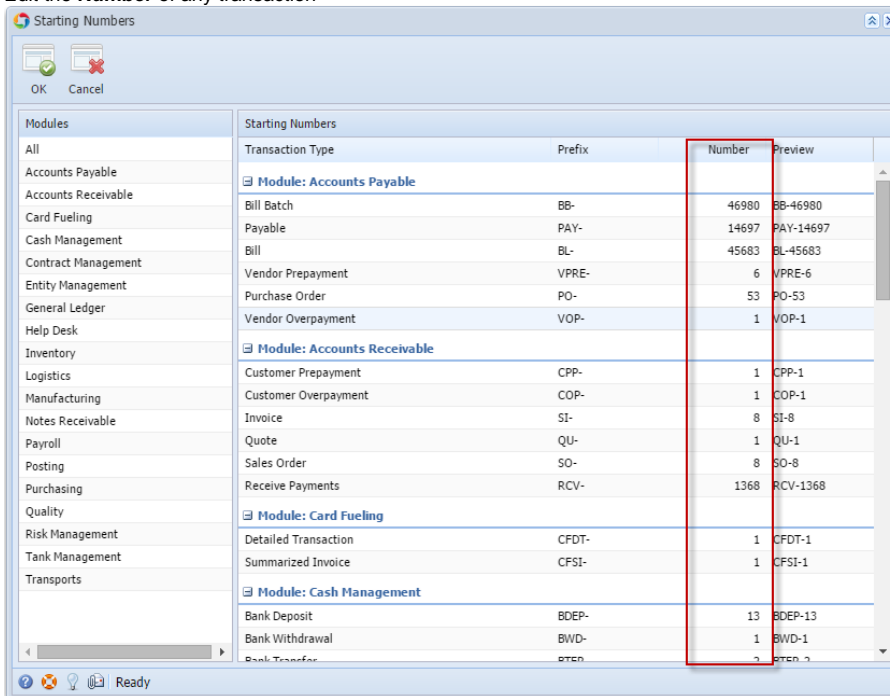
5. Click **OK** toolbar button.

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.



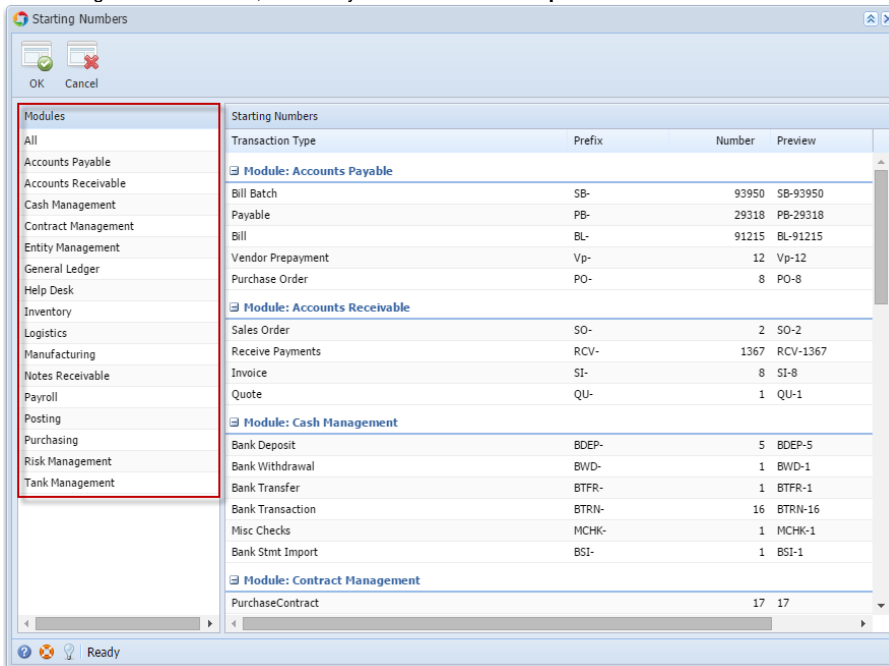
4. Edit the **Number** of any transaction



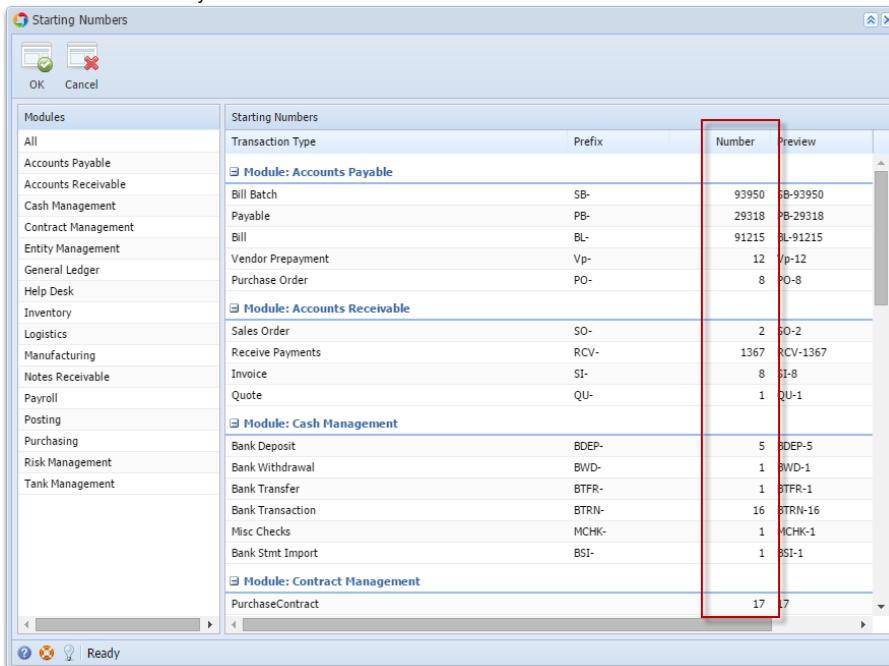
5. Click **OK** toolbar button.

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**.



4. Edit the Number of any transaction



5. Click **OK** toolbar button.

1. Login as **Admin user**
2. On the user's menu panel, select **Admin Folder**
3. Select and double click **Starting Numbers**

4. On Starting Numbers screen, select any module on **Modules** panel.

The screenshot shows the 'Starting Numbers' window. On the left, the 'Modules' panel is highlighted with a red rectangle. It contains a list of modules: All, Accounts Receivable, Notes Receivable, Contract Management, Inventory, Accounts Payable, Tank Management, Accounts Payable, Purchasing, Help Desk, Cash Management, General Ledger, and Posting. The main area on the right displays a table of transaction types and their starting numbers, grouped by module.

Transaction Type	Prefix	Number	Preview
Module: Accounts Payable			
Bill	BL-	45612	BL-45612
Bill Batch	BB-	46980	BB-46980
Payable	PAY-	14658	PAY-14658
Vendor Prepayment	VPRE-	7	VPRE-7
Module: Accounts Receivable			
Invoice	SI-	10	SI-10
Receive Payments	RCV-	1367	RCV-1367
Sales Order	SO-	1	SO-1
Module: Accounts Payable			
Purchase Order	PO-	1	PO-1
Module: Cash Management			
Bank Deposit	BDEP-	4	BDEP-4
Bank Stmt Import	BSI-	1	BSI-1
Bank Transaction	BTRN-	10	BTRN-10

5. Edit the Number of any transaction

The screenshot shows the 'Starting Numbers' window. The 'Number' column in the transaction table is highlighted with a red rectangle. The table structure is identical to the previous screenshot, showing transaction types and their starting numbers grouped by module.

Transaction Type	Prefix	Number	Preview
Module: Accounts Payable			
Bill	BL-	45612	BL-45612
Bill Batch	BB-	46980	BB-46980
Payable	PAY-	14658	PAY-14658
Vendor Prepayment	VPRE-	7	VPRE-7
Module: Accounts Receivable			
Invoice	SI-	10	SI-10
Receive Payments	RCV-	1367	RCV-1367
Sales Order	SO-	1	SO-1
Module: Accounts Payable			
Purchase Order	PO-	1	PO-1
Module: Cash Management			
Bank Deposit	BDEP-	4	BDEP-4
Bank Stmt Import	BSI-	1	BSI-1
Bank Transaction	BTRN-	10	BTRN-10

6. Click **OK** toolbar button.

1. Login as **Admin user**
2. On the user's menu panel, select **Admin Folder**
3. Select and double click **Starting Numbers**

4. On Starting Numbers screen, select any module on **Modules** panel.

The 'Starting Numbers' window displays a list of modules on the left and a table of transaction types and numbers on the right. The 'Modules' panel is highlighted with a red box.

Transaction Type	Prefix	Number	Preview
Module: Accounts Payable			
Vendor Prepayment	VPRE-	7	VPRE-7
Bill	BL-	45609	BL-45609
Payable	PAY-	14657	PAY-14657
Bill Batch	BB-	46980	BB-46980
Module: Accounts Receivable			
Invoice	SI-	1	SI-1
Receive Payments	RCV-	1367	RCV-1367
Module: Accounts Payable			
Purchase Order	PO-	1	PO-1
Module: Cash Management			
Bank Stmt Import	BSI-	1	BSI-1
Misc Checks	MCHK-	1	MCHK-1
Bank Transaction	BTRN-	8	BTRN-8
Bank Transfer	BTFR-	1	BTFR-1

5. Edit the Number of any transaction

The 'Starting Numbers' window displays a list of modules on the left and a table of transaction types and numbers on the right. The 'Number' column is highlighted with a red box.

Transaction Type	Prefix	Number	Preview
Module: Accounts Payable			
Vendor Prepayment	VPRE-	7	VPRE-7
Bill	BL-	45609	BL-45609
Payable	PAY-	14657	PAY-14657
Bill Batch	BB-	46980	BB-46980
Module: Accounts Receivable			
Invoice	SI-	1	SI-1
Receive Payments	RCV-	1367	RCV-1367
Module: Accounts Payable			
Purchase Order	PO-	1	PO-1
Module: Cash Management			
Bank Stmt Import	BSI-	1	BSI-1
Misc Checks	MCHK-	1	MCHK-1
Bank Transaction	BTRN-	8	BTRN-8
Bank Transfer	BTFR-	1	BTFR-1

6. Click **OK** toolbar button.