How to Set Starting Numbers

- Log in as Admin user
 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.

Details						
Modules		Starting Numbe	ers			
All	*	Transaction Type	Prefix	Number	Use Location	Preview
Accounts Payable		🗉 Module: Accou	ints Payable			
Accounts Receivable		Bill Batch	BB-	4	\checkmark	010-BB-4
Card Fueling		Payable	PAY-	8	\checkmark	010-PAY-8
Cash Management		Bill	BL-	56	\checkmark	010-BL-56
Contract Management		Vendor Prepay	VPRE-	3	\checkmark	010-VPRE-3
Entity Management		Purchase Order	PO-	12		PO-12
General Ledger		Vendor Overp	VOP-	1		VOP-1
Grain		Adjustment10	ADJ1099-	1		ADJ1099-1
Help Desk		B Module: Accou	ints Receivable			
Inventory		Provisional Inv	PI-	1		PI-1
Logistics		Service Charge	SC-	1		SC-1
Manufacturing		Comment Mai	COM-	2		COM-2
Notes Receivable		Customer Prep	CPP-	1		CPP-1
Patronage	_	Customer Ove	COP-	1		COP-1

4. Edit the Number of any transaction

Details							Ĩ
Modules		Starting Numbe	rs				
All		Transaction Type	Prefix	Number	Use Location	Preview	
Accounts Payable	-1	🗆 Module: Accou	nts Payable				
Accounts Receivable		Bill Batch	BB-	4	~	010-BB-4	
Card Fueling		Payable	PAY-	8	~	010-PAY-8	
Cash Management		Bill	BL-	56	~	010-BL-56	
Contract Management		Vendor Prepay	VPRE-	3	~	010-VPRE-3	
Entity Management		Purchase Order	PO-	12		PO-12	
General Ledger		Vendor Overp	VOP-	1		VOP-1	
Grain		Adjustment10	ADJ1099-	1		ADJ1099-1	
Help Desk		Module: Accou	nts Receivable				
Inventory		Provisional Inv	PI-	1		PI-1	
Logistics		Service Charge	SC-	1		SC-1	
Manufacturing		Comment Mai	COM-	2		COM-2	
Notes Receivable		Customer Prep	CPP-	1		CPP-1	
Patronage		Customer Ove	COP-	1		COP-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

etails					
Modules		Starting Numbers			
All		Transaction Type	Prefix	Number	Preview
Accounts Payable		A Medule: Asseunts Payable			
Accounts Receivable		Bill Patch	BB	0	PP 0
Card Fueling		Dili Datcri	DD-	0	
Cash Management		Bill	BL-	4	BL-30
Contract Management		Vendor Prenavment	VPPF-	1	VPDF-1
Entity Management		Purchase Order	PO	11	PO 11
General Ledger		Vendor Overnavment	VOP-	1	VOP-1
Grain		Adjustment1099	ADI1099-	1	ADI1099-1
Help Desk		Aujustineneross	ADJ1000-		ADJ1000-1
Inventory		Module: Accounts Receiva	ble		
Logistics		Provisional Invoice	PI-	1	PI-1
Manufacturing		Service Charge	SC-	1	SC-1
Notes Receivable		Comment Maintenance	COM-	2	COM-2
Patronage		Customer Prepayment	CPP-	1	CPP-1
Payroll		Customer Overpayment	COP-	1	COP-1
Posting		Invoice	SI-	41	SI-41
Purchasing		Quote	QU-	3	QU-3
Quality	-	Sales Order	SO-	19	SO-19
4	•	Receive Payments	RCV-	9	RCV-9

4. Edit the Number of any transaction

Cancel					
Details					
Modules		Starting Numbers		-	1
All		Transaction Type	Prefix	Number	Preview
Accounts Payable		Bill Batch	BB-	0	BB-0
Accounts Receivable		Payable	PAY-	4	PAY-4
Card Fueling		Bill	BL-	30	BL-30
Cash Management		Vendor Prepayment	VPRE-	1	VPRE-1
Contract Management		Purchase Order	PO-	11	PO-11
Entity Management		Vendor Overpayment	VOP-	1	VOP-1
General Ledger		Adjustment1099	ADJ1099-	1	ADJ1099-1
Grain				1	
Help Desk					
Inventory					
Logistics					
Manufacturing					
Notes Receivable					
Patronage					
Payroll					
Posting					
Purchasing					
Quality	-				
4	- F				

5. Click OK toolbar button.

Log in as Admin user
 On user's menu panel, go to System Manager folder then click Starting Numbers

OK Cancel					
Modules	Starting Numbers				
All	Transaction Type	Prefix	Number	Preview	
Accounts Payable	R Madula: Accounts Pavable				-
Accounts Receivable	Cill Patch	PD	46000	PR 46000	-
Card Fueling	Diri batch	DD-	46980	DD-40980	- 1
Cash Management	Payable	PAT-	14697	PAY-1469/	- 1
Contract Management	BII	BL-	45683	BL-45683	-
Entity Management	Vendor Prepayment	VPRE-	6	VPRE-6	-
General Ledger	Purchase Order	PO-	53	PO-53	- 1
Help Desk	Vendor Overpayment	VOP-	1	VOP-1	
Inventory	Module: Accounts Receivable				
Logistics	Customer Prepayment	CPP-	1	CPP-1	
Manufacturing	Customer Overpayment	COP-	1	COP-1	
Notes Receivable	Invoice	SI-	8	SI-8	
Payroll	Quote	QU-	1	QU-1	
Posting	Sales Order	SO-	8	SO-8	
Purchasing	Receive Payments	RCV-	1368	RCV-1368	
Quality	☐ Module: Card Fueling				
Risk Management	Detailed Transaction	CFDT-	1	CFDT-1	
Tank Management	Summarized Invoice	CFSI-	1	CFSI-1	
Transports	Module: Cash Management				
	Bank Deposit	BDEP-	13	BDEP-13	
	Bank Withdrawal	BWD-	1	BWD-1	
•	Pank Transfor	DTED	2	PTED 0	

4. Edit the Number of any transaction

OK Cancel				
Modules	Starting Numbers			
All	Transaction Type	Prefix	Number	Preview
Accounts Payable	Module: Accounts Payable			
Accounts Receivable	Bill Patch	DD	46090	PR 46090
Card Fueling	Buch	DD-	14607	DAY 14607
Cash Management	Bill	RI.	45602	81-45683
Contract Management	Dill Vandar Branzymant	DL-	45005	DL-43063
Entity Management	Burshase Order	VFKC-	52	PO-52
General Ledger	Vandas Quaras mant	P0-	55	PO-55
lelp Desk	venuor overpayment	VUP-	-	VOP-1
Inventory	Module: Accounts Receivable			
ogistics	Customer Prepayment	CPP-	1	CPP-1
Manufacturing	Customer Overpayment	COP-	1	COP-1
Notes Receivable	Invoice	SI-	8	SI-8
Payroll	Quote	QU-	1	QU-1
Posting	Sales Order	so-	8	SO-8
Purchasing	Receive Payments	RCV-	1368	RCV-1368
Quality	Module: Card Fueling			
Risk Management	Detailed Transaction	CEDT-	1	CEDT-1
Tank Management	Summarized Invoice	CFSI-	1	CFSI-1
Transports	Module: Cash Management			
	Bank Deposit	BDEP-	13	BDEP-13
	Bank Withdrawal	BWD-	1	BWD-1
	Pank Transfor	PTED	2	OTED 2

5. Click OK toolbar button.

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Modules	Starting Numbers			
All	Transaction Type	Prefix	Number	Preview
Accounts Payable	- Module: Accounts Pavable			
Accounts Receivable	Bill Batch	CR.	03050	CR-03050
Cash Management	Parable	DP-	30350	DB-20210
Contract Management	Bill	PD-	01215	RI-01215
Entity Management	Vender Prenzyment	Ve-	12	Vn-12
General Ledger	Purchase Order	Vp-	12	VP-12
Help Desk	Pulchase of del	10-	0	10-0
Inventory	Module: Accounts Receivable			
Logistics	Sales Order	SO-	2	SO-2
Manufacturing	Receive Payments	RCV-	1367	RCV-1367
Notes Receivable	Invoice	SI-	8	SI-8
Payroll	Quote	QU-	1	QU-1
Posting	Module: Cash Management			
Purchasing	Bank Deposit	BDEP-	5	BDEP-5
Risk Management	Bank Withdrawal	BWD-	1	BWD-1
Tank Management	Bank Transfer	BTFR-	1	BTFR-1
	Bank Transaction	BTRN-	16	BTRN-16
	Misc Checks	MCHK-	1	MCHK-1
	Bank Stmt Import	BSI-	1	BSI-1
	Module: Contract Management			
	Durch as Castra d		17	17

4. Edit the Number of any transaction

Cancel				
1odules	Starting Numbers			1
	Transaction Type	Prefix	Number	Preview
ccounts Payable	Module: Accounts Payable			
ccounts Receivable	Bill Batch	CR.	03050	CR-03050
ash Management	Pavable	DB-	20318	0B-20318
ontract Management	Bill	BI-	91215	81-91215
ntity Management	Vendor Prepayment	Vp-	12	/p-12
ieneral Ledger	Purchase Order	PO-	8	PO-8
ielp Desk	C Madelas Assesseda Davadarda			
nventory	Module: Accounts Receivable			
ogistics	Sales Order	SO-	2	60- <u>2</u>
Manufacturing	Receive Payments	RCV-	1367	RCV-1367
lotes Receivable	Invoice	SI-	8	5I-8
ayroll	Quote	QU-	1	QU-1
osting	🖃 Module: Cash Management			
urchasing	Bank Deposit	BDEP-	5	BDEP-5
tisk Management	Bank Withdrawal	BWD-	1	BWD-1
ank Management	Bank Transfer	BTFR-	1	BTFR-1
	Bank Transaction	BTRN-	16	BTRN-16
	Misc Checks	MCHK-	1	MCHK-1
	Bank Stmt Import	BSI-	1	BSI-1
	∃ Module: Contract Management			
	PurchaseContract		17	17

5. Click OK toolbar button.

- Login as Admin user
 On the user's menu panel, select Admin Folder
 Select and double click Starting Numbers

Starting Numbers					××
OK Cancel					
Modules	Starting Numbers				
All	Transaction Type 🔺	Prefix	Number	Preview	
Accounts Receivable	Module: Accounts Pay	able			<u> </u>
Notes Receivable	Bill	BI-	45612	BL-45612	
Contract Management	Bill Batch	BB-	46980	BB-46980	
Inventory	Pavable	PAY-	14658	PAY-14658	
AccountsPayable	Vendor Prenavment	VPRE-	7	VPRF-7	
Tank Management	vendor rrepuyment	VI KL	,	VINE /	
Accounts Payable	Module: Accounts Rec	eivable			
Purchasing	Invoice	SI-	10	SI-10	
Help Desk	Receive Payments	RCV-	1367	RCV-1367	
Cash Management	Sales Order	SO-	1	SO-1	
General Ledger	Module: AccountsPaya	ble			
Posting	Purchase Order	PO-	1	PO-1	
	Module: Cash Manage	ment			
	Bank Deposit	BDEP-	4	BDEP-4	
	Bank Stmt Import	BSI-	1	BSI-1	
	Bank Transaction	BTRN-	10	BTRN-10	-
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dit the Number of environ	a a ati a a				
Starting Numbers	nsaciion				
OK Cancel					
Modules	Starting Numbers				
All	Transaction Type 🔺	Prefix	Number	Preview	
Accounts Receivable	Module: Accounts Pay	able			-
Notes Receivable	Bill	RI -	45610	RI-45612	

All	Transaction Type 🔺	Prefix	Number	Preview
Accounts Receivable	Module: Accounts Pava	ble		
Notes Receivable	Bill	PI-	45612	RI-45612
Contract Management	Dill Batala	DL-	45012	DE-45012
Inventory		DD-	40900	DD-40900
AccountsPayable	Payable	PAY-	14658	PAY-1465
Tank Management	Vendor Prepayment	VPRE-	7	VPRE-7
Accounts Payable	Module: Accounts Rece	ivable		
Purchasing	Invoice	SI-	10	SI-10
Help Desk	Receive Payments	RCV-	1367	RCV-1367
Cash Management	Sales Order	SO-	1	SO-1
General Ledger	Module: AccountsPayal	ble		
Posting	Purchase Order	PO-	1	PO-1
	Module: Cash Managen	ient		
	Bank Deposit	BDEP-	4	BDEP-4
	Bank Stmt Import	BSI-	1	BSI-1
	Bank Transaction	BTRN-	10	BTRN-10

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- 1. Login as Admin user

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

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OK Cancel					
Modules	Starting Numbers				
All	Transaction Type	Prefix	Number	Preview	
Inventory	Module: Accounts Pay	able			
AccountsPayable	Vendor Prepayment	VPRE-	7	VPRE-7	
Tank Management	Bill	BL-	45609	BL-45609	
Accounts Payable	Payable	PAY-	14657	PAY-14657	
Accounts Receivable	Bill Batch	BB-	46980	BB-46980	
Purchasing	Module: Accounts Rec	eivahle			
Help Desk	Invoice	SI.	1	SI-1	
Lasn Management	Receive Payments	BCV-	1367	RCV-1367	
Posting	Module: AccountsPay	able			
	Purchase Order	PO-	1	PO-1	
	Module: Cash Manage	ment			
	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	
4	•				Þ

5. Edit the Number of any transaction

Starting Numbers				2
OK Cancel				
Modules	Starting Numbers			
All	Transaction Type	Prefix	Number Pre	view
Inventory	Module: Accounts Paya	ible		
AccountsPayable	Vendor Prepayment	VPRE-	7 /PI	RE-7
Tank Management	Bill	BL-	45609 BL-	45609
Accounts Payable	Payable	PAY-	14657 PA	(-14657
Accounts Receivable	Bill Batch	BB-	46980 BB-	46980
Purchasing Halo Dask	Module: Accounts Rec	eivable		
Cash Management	Invoice	SI-	1 51-	1
General Ledner	Receive Payments	RCV-	1367 RC	V-1367
Posting	Module: AccountsPaya	ble		
	Purchase Order	PO-	1 90-	-1
	Module: Cash Manager	nent		
	Bank Stmt Import	BSI-	1 BSI	-1
	Misc Checks	MCHK-	1 MC	HK-1
	Bank Transaction	BTRN-	8 BTF	N-8
	Bank Transfer	BTFR-	1 BTF	R-1 +
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6. Click OK toolbar button.