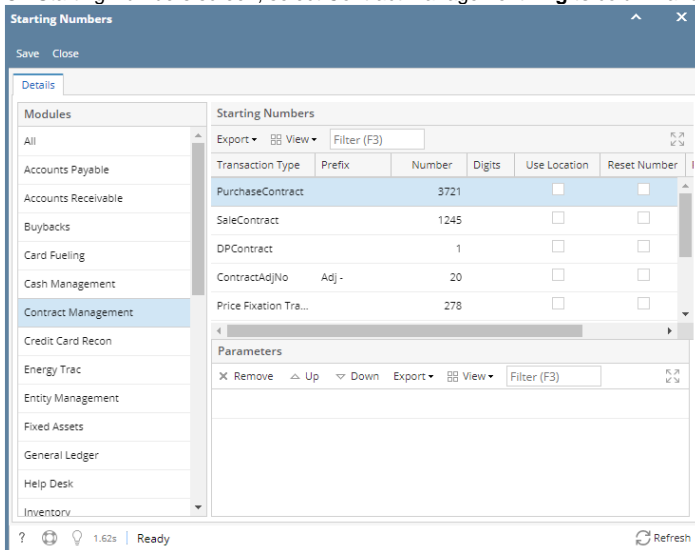


How to Setup Contract Parameters in Starting Numbers

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 Contract Management. **Digits** column and **Parameters** panel will show



Column	Description
Transaction Type	Transaction Type
Prefix	Prefix i.e SI
Digits	Defines how many number to show. This will add zeroes at the beginning of the number.
Use Location	If enabled, starting number can be set per location
Reset Number	If enabled, this will reset the starting number each day
Preview	Preview of complete Starting Number i.e CC-001

4. Select a transaction type then enter a digit
5. Select a parameter:
 - a. -
 - b. /
 - c. MMYYYY
 - d. YY
 - e. YYYY
 - f. YYMMDD
 - g. MON-YYYY
 - h. MON-YY
 - i. DD-MM-YY
 - j. DD-MMM-YYYY

- Starting Numbers

Export ▾

View ▾

Filter (F3)

Transaction Type	Prefix	Number	Digits	Use Location	Reset Number	Preview
ContractAdjNo	Adj -	20		<input type="checkbox"/>	<input type="checkbox"/>	Adj - 20
Price Fixation Trade No		278		<input type="checkbox"/>	<input type="checkbox"/>	278
Bag Mark		13		<input type="checkbox"/>	<input type="checkbox"/>	13
Clean Cost	CC-	5		<input type="checkbox"/>	<input type="checkbox"/>	CC-5
Price Contract		214		<input type="checkbox"/>	<input type="checkbox"/>	214
Amendment Number	AMD-	7	3	<input type="checkbox"/>	<input type="checkbox"/>	AMD-11-10-18-007

Parameters

X Remove

△ Up

▽ Down

Export ▾

View ▾

Filter (F3)

DD-MM-YY

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