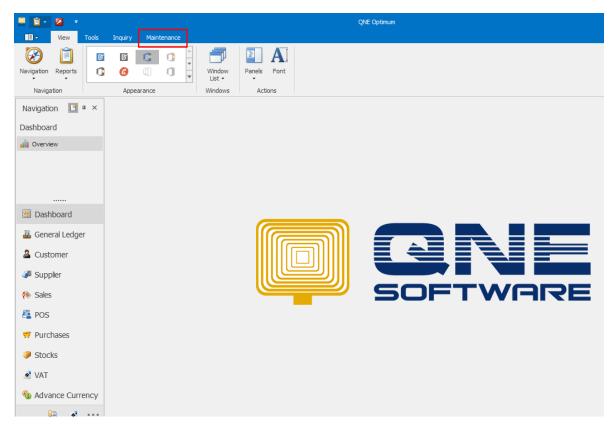


HOW TO CREATE NEW NUMBER SERIES

Number series is used to have a multiple kinds of document numbering depending on its use. In Optimum, we call it "Running Number". It will allow the user to use the latest document number upon creating a transaction.

In the Optimum main window, go to Maintenance using the menu bar.





Once done, look for the Running Numbers in the ribbon selection and click to open.

🔜 💼 - 🛙	-								QNE C	Optimum						
	View	Tools	Inquiry	Maintenance									_			
User Roles	Users	My Details	Projects	Cost Centres	Financial Period	Valid Posting Periods	Default Interface Accounts	S Currencies	C Terms	Areas	System Options	Running Numbers	User Default Form Format	Posting Account Gro		
De	efault	5						Maintenance					•		Gi .	
Navigation	n 🖪	ч×														
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00 Overview	,															
😬 Dashbo	oard													-		
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& Custon	ner							וווור					= 7			
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📇 POS								_								
🫒 Purcha	ases															
Stocks	;															

When the Running Numbers window appears, all of the system's transaction forms by modules will list down together its number series format.

Home Edit View Tools	Inquiry Maintenance		
New Reset View View Variants Settings	Audt Previous Next Record Record Navigation Full Text bearch Search Full Text Search Full Text Search	Cose Cose	6
Navigation 📑 💷 🖌 🖬 Running Num			
Dashboard 🖄 KU	Inning Number		
Name Name	*	Format	Default
	neral Ledger (Count=3)		
Journal		JV{yy}{mm}/{n3}	\checkmark
Payment		PV{yy}{mm}/{n3}	\checkmark
Receipt		OR{yy}{mm}/{n3}	\checkmark
····· 🖌 Type: Put	rchases (Count=9)		
B Dashboard AG&T Bilings		AG&T{yy}{mm}/{n3}	
Bil		BIL{yy}{mm}/{n3}	\checkmark
Under Cash Purchase Cash Purchase	'S	CP{yy}{mm}/{n3}	\checkmark
& Customer		GNY{yy}{mm}/{n3}	
Goods Receive	d Notes	GRN{yy}{mm}/{n3}	\checkmark
June Purchase Orde	rs	PO{yy}{mm}/{n3}	\checkmark
Purchase Requ	isitions	PR{yy}{mm}/{n3}	\checkmark
(Sales Supplier Credit	Notes	CCN{yy}{mm}/{n3}	\checkmark
Supplier Debit	Notes	CDN{yy}{mm}/{n3}	\checkmark
POS 4 Type: Sal	les (Count=8)		
🥶 Purchases Cash Sales		CS{n5}	\checkmark
Customer Cred	lit Notes	CN{yy}{mm}/{n3}	\checkmark
Stocks Customer Debi	t Notes	DN{yy}{mm}/{n3}	\checkmark
Delivery Order	S	DO{yy}{mm}/{n3}	\checkmark
VAT Invoice		INV{n5}	\checkmark
Advance Currency POS Full Tax Ir	nvoice	FTI{yy}{mm}/{n3}	\checkmark
Quotations		QT{yy}{mm}/{n3}	\checkmark
🗟 💉 🚥 Sales Orders		SO{yy}{mm}/{n3}	\checkmark

To create a new number series, click the New icon in the Records Creation.

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A window will appear that allows the user to create a new number series.

A Dur	× nning Number							
	2							
∧ -	Journals Jurnals JV{yy}{mm}/{n3}	Sample Start Sequence Space Holder	JV 180 1/092	0	Reset Monthly Default Different Project Different Running No.			
Date Type	Transaction date	O Current wo	rking date	🔿 Syste	m date			
{d} = Day (1, 2,	2_{2} , 0.3 ,, 3.1) 2_{3} , $$, 1.2 1, 0.2 , 0.3 ,, $1.20.0$, 0.1 ,, 80)							
{m} = Month (1, {mm} = Month (0 {yy} = Year (99, {yyyy} = Year (1	02, 03, 31) 2, 3 12) 11, 02, 03, 12) 00, 01, 98) 1999, 2000, 2001, 2098)							
<pre>{m} = Month (1, {mm} = Month (0, {yy} = Year (99, {yyyy} = Year (1) Variable (Running {nb} = Next Num</pre>	02, 03, 31) 2, 3 12) 11, 02, 03, 12) 0999, 2000, 2001, 2098) 1Number) 	r, this variable must begin with 'n'.						

In the Table field, select a transactional form you want to have a new number series format using a drop-down list.

ፊ Running Numbe	r x	
💰 Rur	nning Number	
- 🔺 – 💰 Running	Number	
Table	Journals	-
Name	Journals Payments	^
Format	Receipts Invoices	
Date Type	Account Payable Credit Notes Account Payable Debit Notes Account Receivable Credit Notes	· -

Once selected, provide a name that described to the new running number series.

🏑 Service Invoice - R	unnir 🗙
💰 Runi	ning Number
🗆 🧥 – 💰 Running Nu	mber
Table	Invoices
Name	Service Invoice
Format	INV{yy}{mm}/{n3}
Date Type	Transaction date

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In the format field, it allows you to modify the number series look and display on the transaction form. You may use a date stamp on the document by using the available format below.

Note: Details should be enclosed in curly braces due to its variable properties (changing).

Date:

{d} = Day (1, 2, 3, ... 31)
{dd} = Day (01, 02, 03, ... 31)
{m} = Month (1, 2, 3... 12)
{mm} = Month (01, 02, 03, ... 12)
{yy} = Year (99, 00, 01, ... 98)
{yyyy} = Year (1999, 2000, 2001, ... 2098)

For the number series, we will be using {nb} formula where "n" states that it is a next number and the "b" is the fixed length of the number series.

Sample:

{n2} = 01, 02 ... 99
{n3} = 001, 002 ... 999
{n4} = 0001, 0002 ... 9999
{n5} = 00001, 00002 ... 99999

🏑 Service Invoice - R	unnir X				
💰 Runr	ning Number				
– \land – 💰 Running Nu	mber				
Table	Invoices	Sample	SVC1801/00007		Reset Monthly
Name	Service Invoice	Start Sequence		0	Default
Format	SVC{yy}{mm}/{n5}	Space Holder	0		Different Project Different Running No.
Date Type	Transaction date	O Current wor	king date	⊖ Syste	em date

In the Date Type, select which date will the number series get. By default, it will be the transaction date.



The Start Sequence is where the number series starts when it is being first used in the transaction. The Sample shows how it will looks like in the transaction as a document number series format.

For Space Holder, the default value is always '0'.

🏑 Service Invoice - Ru	nnir 🗙				
💰 Runn	ing Number				
– \land – 💰 Running Num	ber				
Table	Invoices 🗸 🔻	Sample	SVC1801/00010		Reset Monthly
Name	Service Invoice	Start Sequence		50	Default
Format	SVC{yy}{mm}/{n5}	Space Holder	0		Different Project Different Running No.
Date Type	Transaction date	O Current wo	rking date	🔿 Syst	em date

Once done, click the "Save and Close" to save the new number series/running number format.

	Edit	Task	View Tools	Inquiry	Maintenance							
	H					$\overline{\mathfrak{S}}$	•	e	66	×		
New	Save	Save and Close	Save and New	Reset View Settings	View Variants	Audit Trail	Previous Record	Next Record	Search	Close		
Records Creation		Save			View		Re	cords Naviga	tion	Close		
Navigation	т×	🏑 Servio	ce Invoice - Runn	ir X								
Dashboard			Runni	ng Nui	mber							
00 Overview			Running Numbe	er								
		Table	I	invoices				• Sample SVC1801/00010			1/00010	Reset Monthly
		Name	5	Service Invoice				Start	Sequence		50	
		Forma	at S	SVC{yy}{mm}/	{n5}			Space	Holder	0		Different Project Different Running No.
Dashboard		Date	Гуре	Transaction	n date			(Current w	orking date	⊖ Sy	stem date
🗸 General Ledo	Pr											

Now to check its effect, go to the transaction form where the new Running Number is linked.

ustomer				× • Cu	rrency	PHP			×	Rate				1.000	000000 Exchar	nge Ra
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elivery Term					ent		× • 1					INV00024				
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			Batch No		Qty	UOM	Unit Price	Disc	Amount Ta			WTax Code	WTax	Net	Serial No	
Description		Stock Code	Batch No	F.Desc												
O Description		Stock Code	Batch No	F.Desc	Quy	0011	onicritice				Tun					
O Description		Stock Code	Batch No			0011	Unit file									
Description		Stock Code	Batch No	2			Chieffice									
Description		Stock Code	Batch No	2 2												
Description		Stock Code	Batch No	2 2 2												

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In the Invoice No. field, check the drop-down button and select the New Running Number format you created.

Sales Invoices	<						
💰 Sale	s Invoices						
Details Custom	er DO Address Others N	iotes Files Info	ö				
Customer	8	× - C	Currency	PHP ×	Rate		1.00000000 Exchange Rat
То		A	Attention		Doc Date	01/24/2018	· .
Delivery Term		A	Agent	x	Invoice No.	SVC{yy}{mm}/{n5}	
Term	C.O.D.	x • 0	Dur DO No		Reference No	INV{n5}	
Location		х т р	Project	x	Tax Indusive	SVC{yy}{mm}/{n5}	

Once done, continue creating your transaction by using your own Running Number!

	\$		s In	voices									 				
C T D T	o elive erm	omer ery Term	101-A00	Address Others	NC X	Attent Agent • Our DO	tion D No	PHP Ms.De La Cr CINDY	uz		× ×	Refere	01/24/2018 SVC1801/00	050	1.00000	0000 Exchang	e Rate
	Location C Stock Code VERBATIM		Sca	an Item	Batch No F		Qty	v Variants • V UOM PCS	Unit Price 130.00	Disc	× •	• 🖟 Tax Code			Net 129.00	Serial No	
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						Ż											
Тах	cable	2		115.18	Тах			13.3	82 Due Am	ount							129.00