Learn with us.
Grow with us.
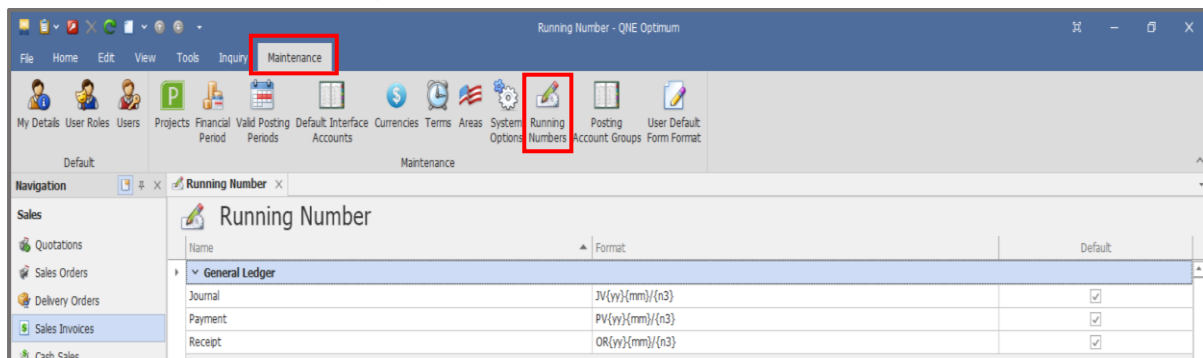QNE SOFTWARE
QNE KNOWLEDGE BASE
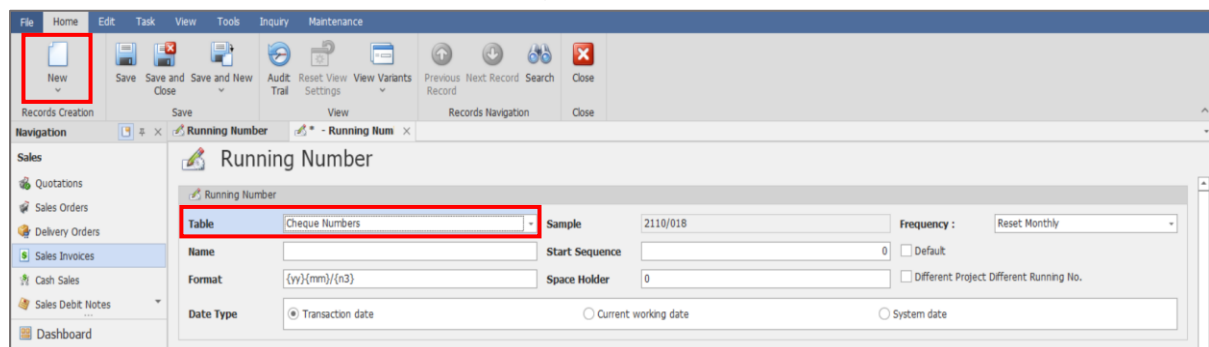
How to make Cheque Number automatic

Chart of Accounts can have more than one Bank Accounts. For Bank Account, it is very vital to have Cheque Numbers, especially if monitoring of disbursement documents will be required. To lessen the manual inputting of users, Cheque Numbers can be set to automatic with the use of 'Running Numbers.'
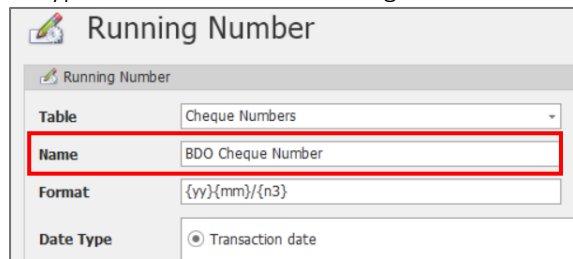
Procedure:

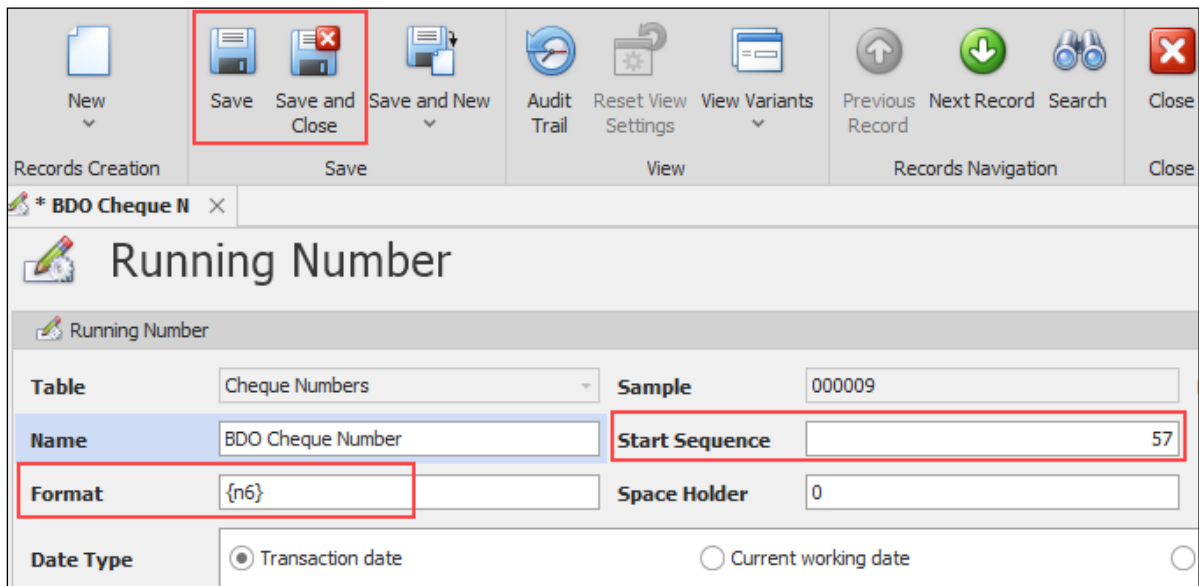1. Go to *Maintenance > Running Numbers*.

2. Click 'New.' In the Table field, choose 'Cheque Numbers.'

3. Type the name for the running number series.

![QNE KNOWLEDGE BASE]
Learn with us.
Grow with us.
QNE SOFTWARE
QNE KNOWLEDGE BASE

4. Enter the desired format.

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: Variables should be enclosed in curly brackets. Example: {yy}{mm}/{n3}

Variable 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)

Variable Running Number:
Syntax: {nb}
n = next number
b = is a number that defines the length of the running number series

Example:
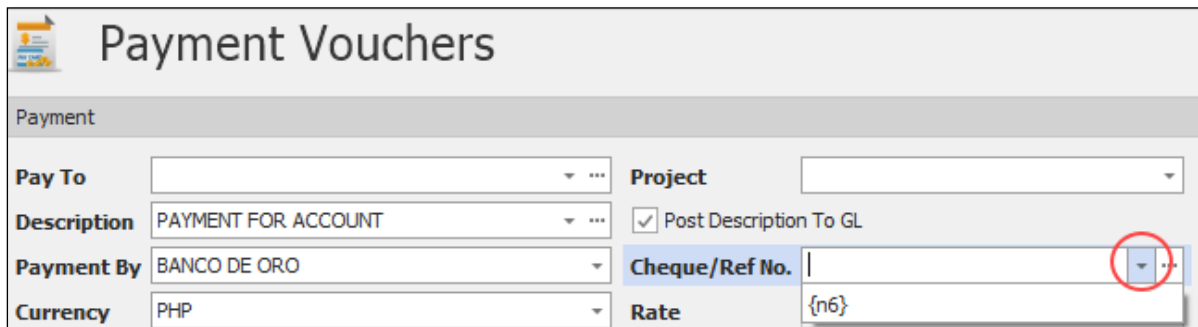{n2} = 01, 02 ... 99
{n3} = 001, 002 ... 999
{n4} = 0001, 0002 ... 9999

The 'Sample' field will show the preview of the running number format.

The 'Start Sequence' is the number that will be used first in the transaction.

Once done, click on the Save and Close button.

Upon creating transaction (e.g. Payment Voucher), click on the Cheque/Ref No. dropdown button and select the running number format.

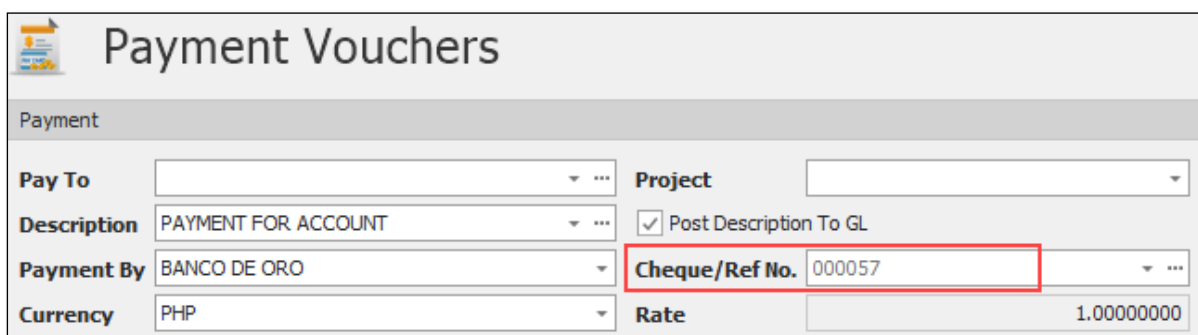**Note:** In any case the auto-generated Cheque Number does not match with what's on the actual Cheque, user can input it manually. This scenario happens if there are cheques subject to be skipped.

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://support.qne.com.ph