



HOW TO PROMPT RUNNING NO. SELECTION

Overview:

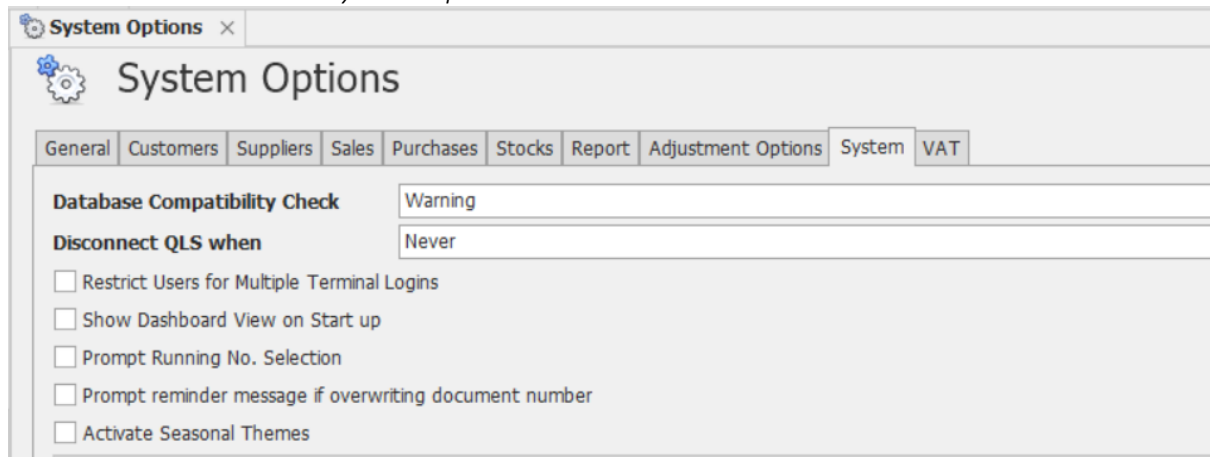
The system has a capability to maintain multiple *Running Numbers* per document type. Given the said feature, a selection must be shown to allow the user choose applicable series for a specific transaction.

Scenario:

Enabling *Prompt Running No. Selection* to allow the user select the *Running Number* to be used. In this case, prompt will inform the user to select the applicable running number before creating the document and will lessen the possibility to choose the incorrect series before saving.

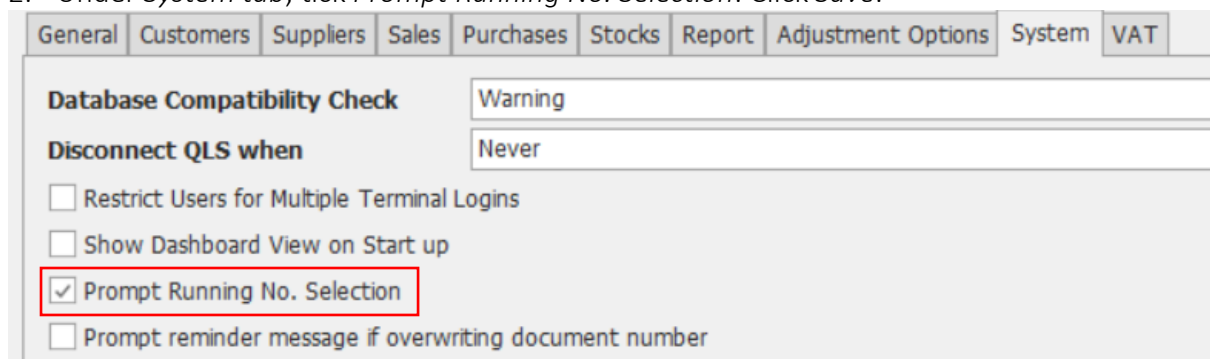
Procedure:

1. Go to *Maintenance > System Options*.



The screenshot shows the 'System Options' window with the 'System' tab selected. The 'Prompt Running No. Selection' checkbox is currently unchecked.

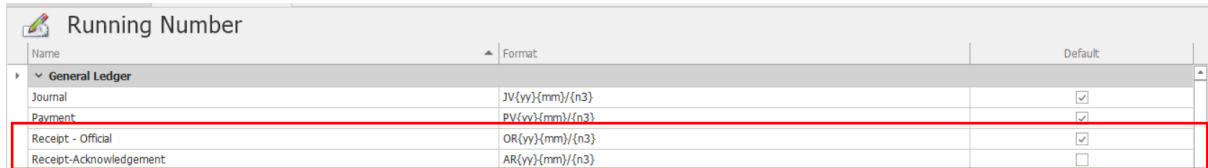
2. Under *System tab*, tick *Prompt Running No. Selection*. Click *Save*.



The screenshot shows the 'System Options' window with the 'System' tab selected. The 'Prompt Running No. Selection' checkbox is now checked, and it is highlighted with a red rectangular box.

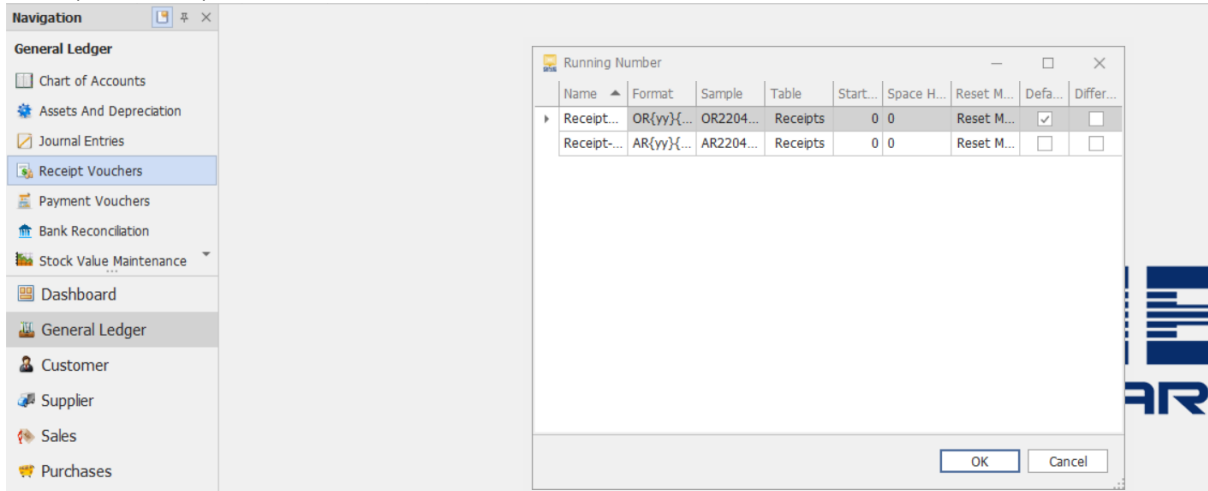
Application:

1. Create another Running Number for Receive Payment.



Name	Format	Default
Journal	JV{yy}{mm}/{n3}	<input checked="" type="checkbox"/>
Payment	PV{yy}{mm}/{n3}	<input checked="" type="checkbox"/>
Receipt - Official	OR{yy}{mm}/{n3}	<input checked="" type="checkbox"/>
Receipt-Acknowledgement	AR{yy}{mm}/{n3}	<input type="checkbox"/>

2. Open Receipt Voucher.



Name	Format	Sample	Table	Start...	Space H...	Reset M...	Defa...	Differ...
Receipt...	OR{yy}{...}	OR2204...	Receipts	0	0	Reset M...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Receipt-...	AR{yy}{...}	AR2204...	Receipts	0	0	Reset M...	<input type="checkbox"/>	<input type="checkbox"/>

Once the transaction has been opened, the selection for running numbers will show up.

Note: This feature will only work for transaction with multiple running numbers.



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