



Global 3000 Service Pack Note

DL Receipts - Semi-Automatic Document Reference

Author	DCP	
Project	ZD60_000349.docx	
Version	1.0	1 of 3

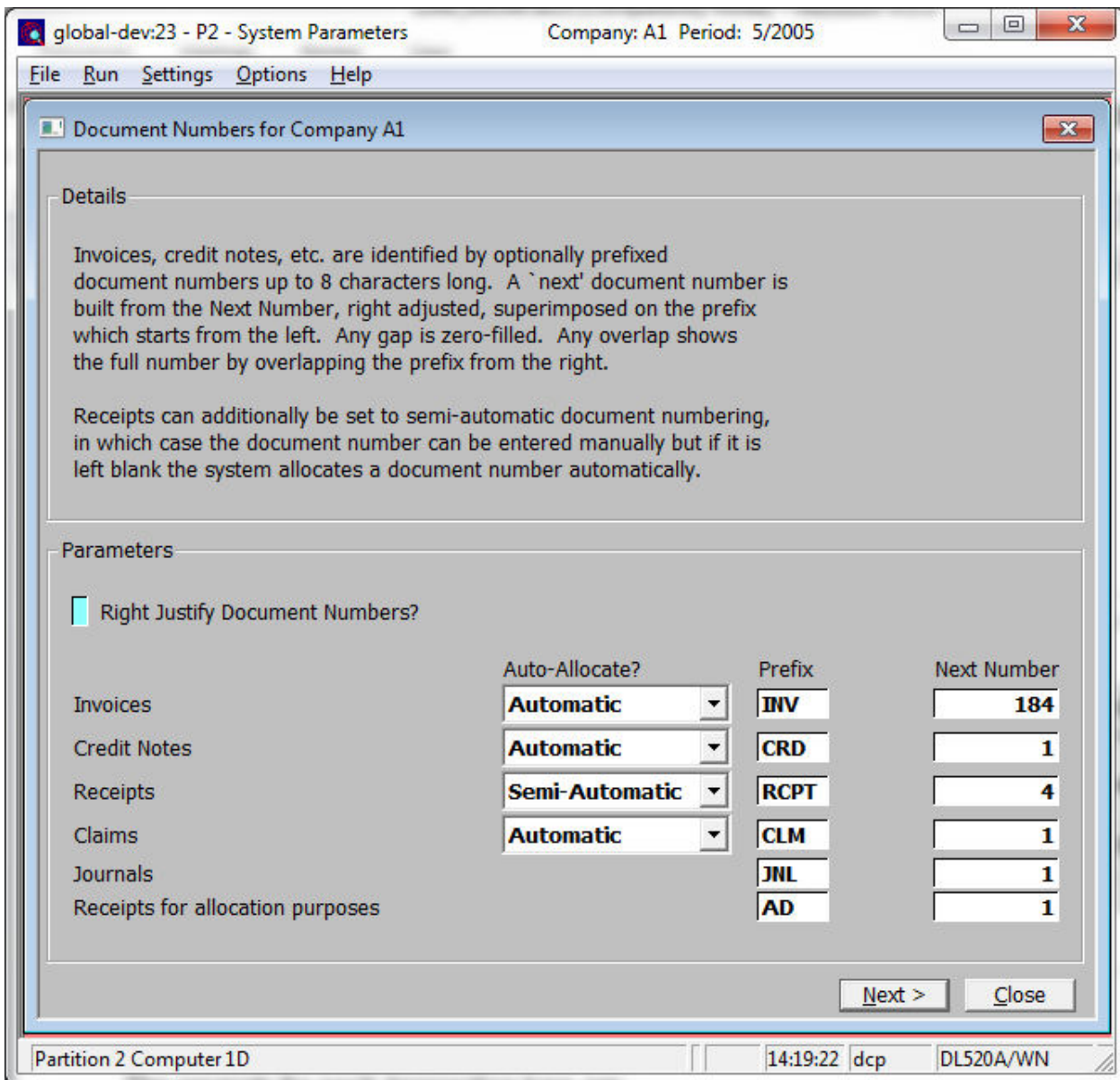
INTRODUCTION

This service pack updates Debtors Ledger to allow the document reference for receipts to be semi-automatic.

The changes are to update the system parameter controlling the document reference for receipts so that it has an additional option of 'Semi-automatic'. When set to semi-automatic, manual document references can be entered for receipts but if left blank the system will automatically generate a reference.

DOCUMENTATION CHANGES

DL System Parameters – Document Numbers



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Version	1.0	2 of 3

Purpose The settings in this window control document numbers for invoices, credit notes, receipts, credit claims, journals and receipts used for allocation purposes. Document numbers provide each transaction with a unique id.

Note The parameters in this window are company-specific. This means they only apply to the currently selected company. The code of the currently selected company is displayed in the window's title bar. You need to set the parameters up for each company in turn. To change the company, return to the Debtors Ledger Parameters Menu, and choose the Reselect Company option.

Warning Generally you should not change the settings in this window after initial set up. If you do need to change any of them, take great care to avoid duplicate references being generated.

The first prompt is:

Right justify document numbers Set this if you are using numeric document numbers. This does not affect document numbers which use a prefix, as the numeric part of the number is automatically right-justified.

The prompts for each transaction type are:

Auto-allocate *(Not journals or receipts for allocation purposes.)* Set this to '**Automatic**' if you want Debtors Ledger to automatically generate document numbers for this transaction type. Automatically generated document numbers cannot be changed. If you do not wish to generate automatic document numbers this can be set to '**Manual**' and you can enter document numbers manually for the transaction type. Receipts have a further option of '**Semi-automatic**', this allows a manual document number to be entered however if the document number is left blank the system will generate an automatic document number.

Each document number you enter must be unique.

Note References for Journals and receipts for allocation purposes are always allocated automatically.

Prefix You can optionally enter a prefix of up to four characters to be combined with the 'Next number' to form an eight character transaction reference. For example, a prefix of 'INV' and a next number of 56 are combined to form a document number of 'INV00056'.

Notes If wholly numeric references are required, leave this prompt blank and set the 'Right justify document numbers' prompt.

The use of a prefix for receipts for allocation purposes is not optional.

Next number The next number to be used for this transaction type to form a transaction reference. Although it can be changed, this should not be done unless there is a very good reason.

Author	DCP	
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Version	1.0	3 of 3