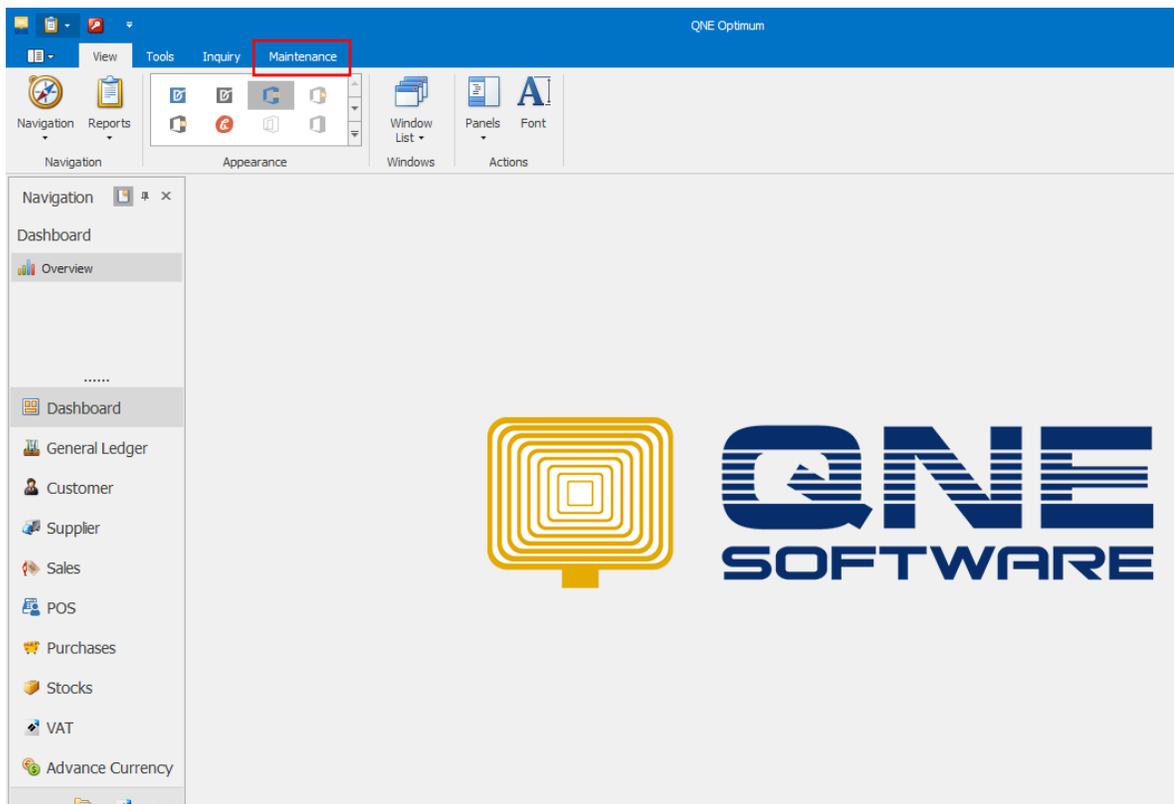




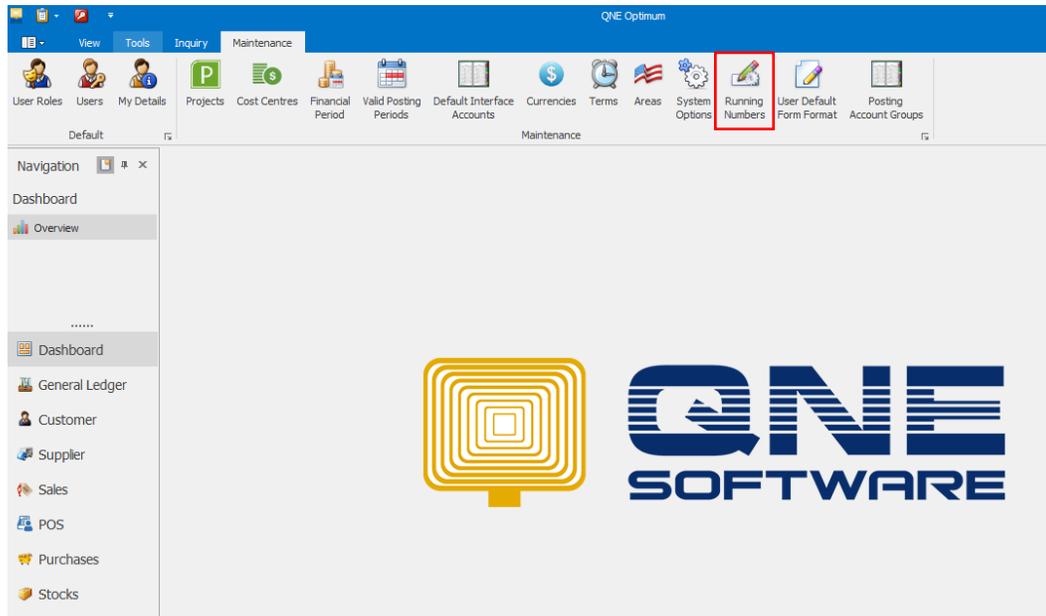
HOW TO CREATE NEW NUMBER SERIES

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.

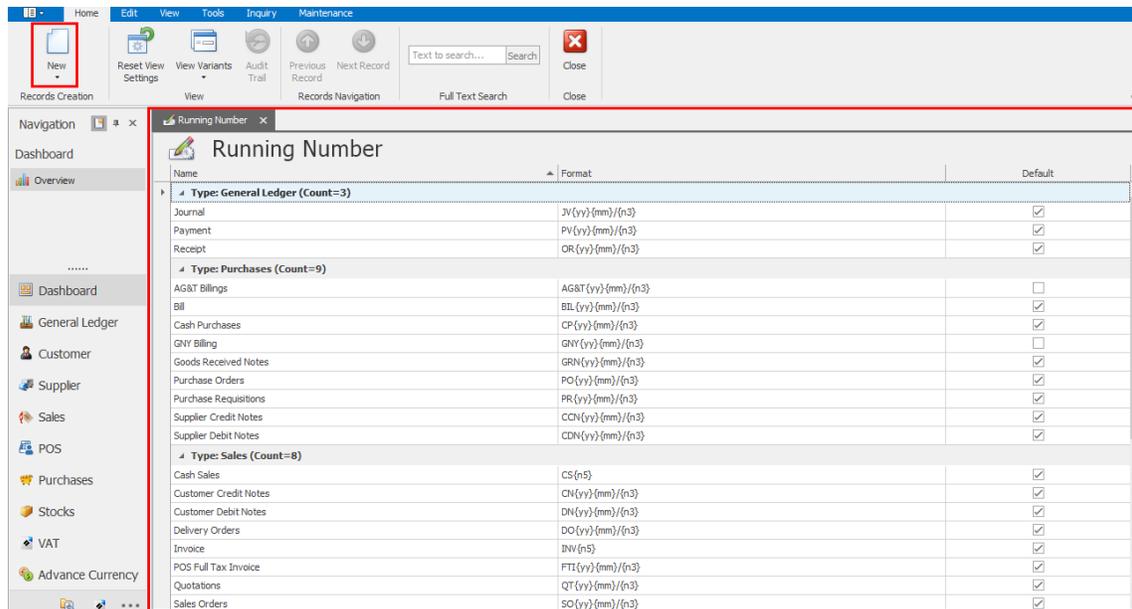
In the Optimum main window, go to Maintenance using the menu bar.



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

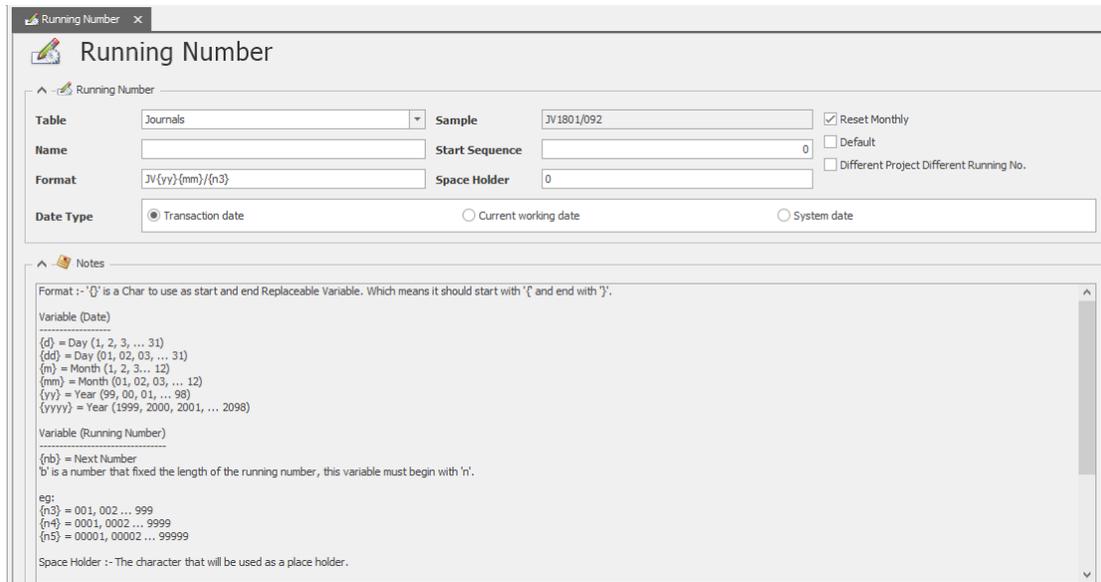


When the Running Numbers window appears, all of the system's transaction forms by modules will list down together its number series format.

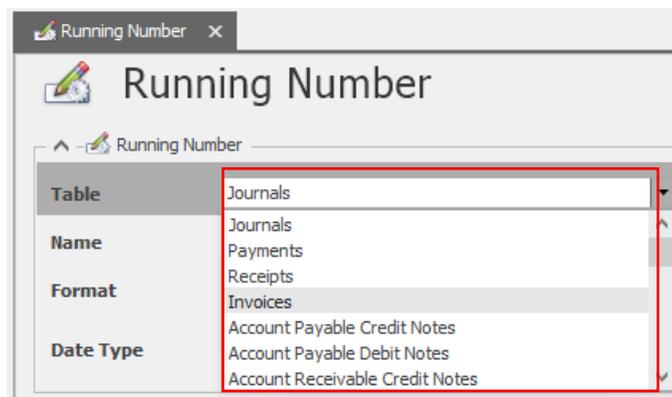


To create a new number series, click the New icon in the Records Creation.

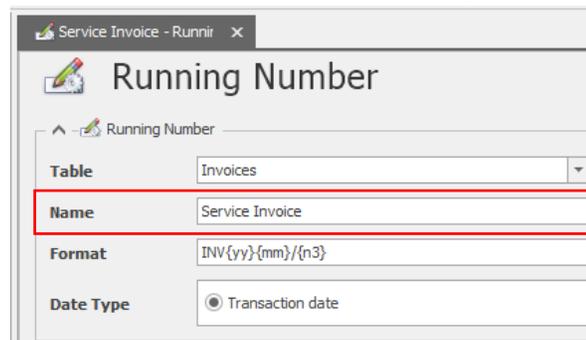
A window will appear that allows the user to create a new number series.



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



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



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.

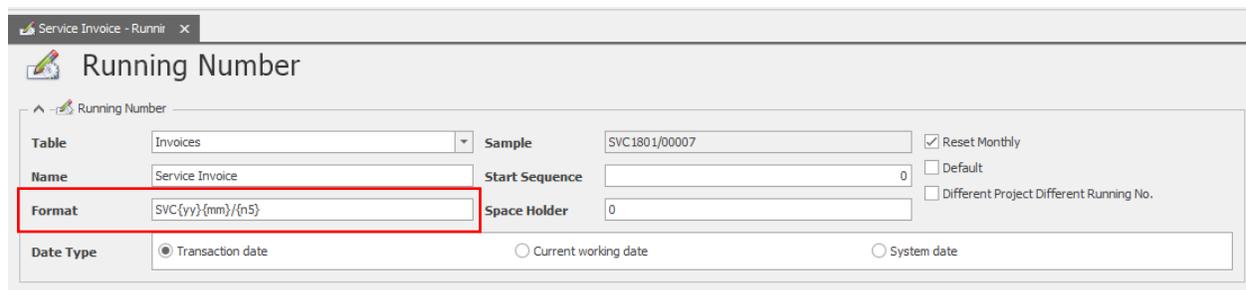
Sample:

{n2} = 01, 02 ... 99

{n3} = 001, 002 ... 999

{n4} = 0001, 0002 ... 9999

{n5} = 00001, 00002 ... 99999

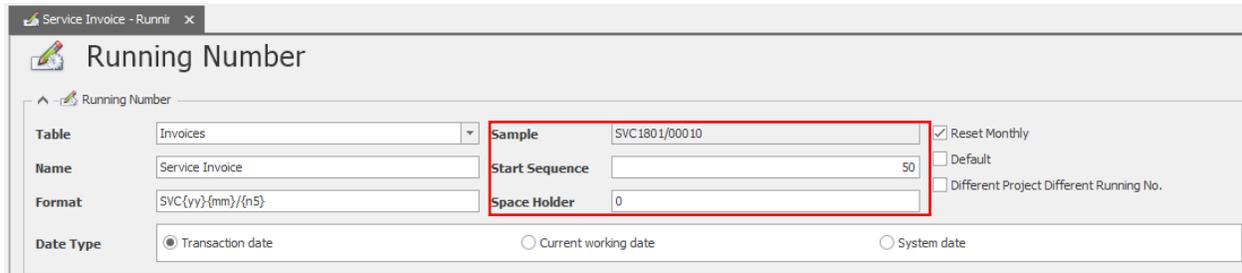


The screenshot shows the 'Running Number' configuration interface. The 'Format' field is highlighted with a red box and contains the text 'SVC{yy}{mm}/{n5}'. Other fields include 'Table' (Invoices), 'Name' (Service Invoice), 'Sample' (SVC1801/00007), 'Start Sequence' (0), 'Space Holder' (0), and 'Date Type' (Transaction date). There are also checkboxes for 'Reset Monthly', 'Default', and 'Different Project Different Running No.'

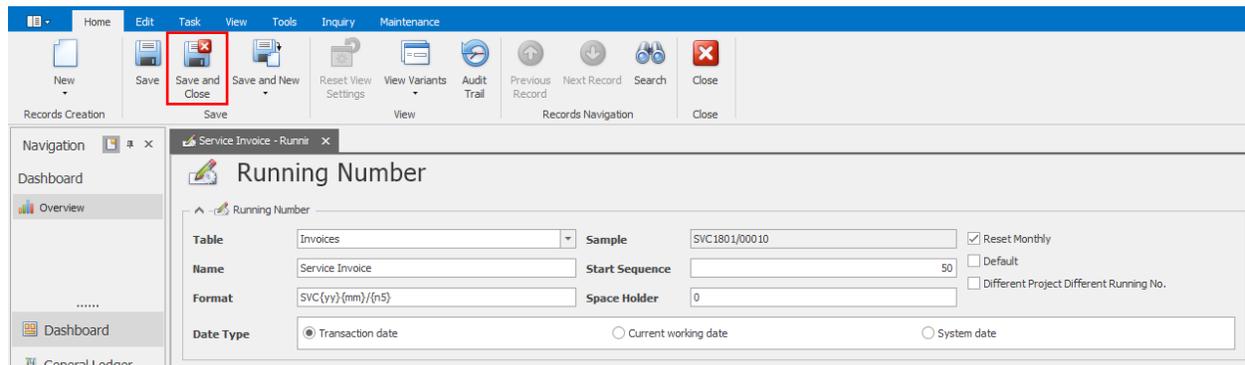
In the Date Type, select which date will the number series get. By default, it will be the transaction date.

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

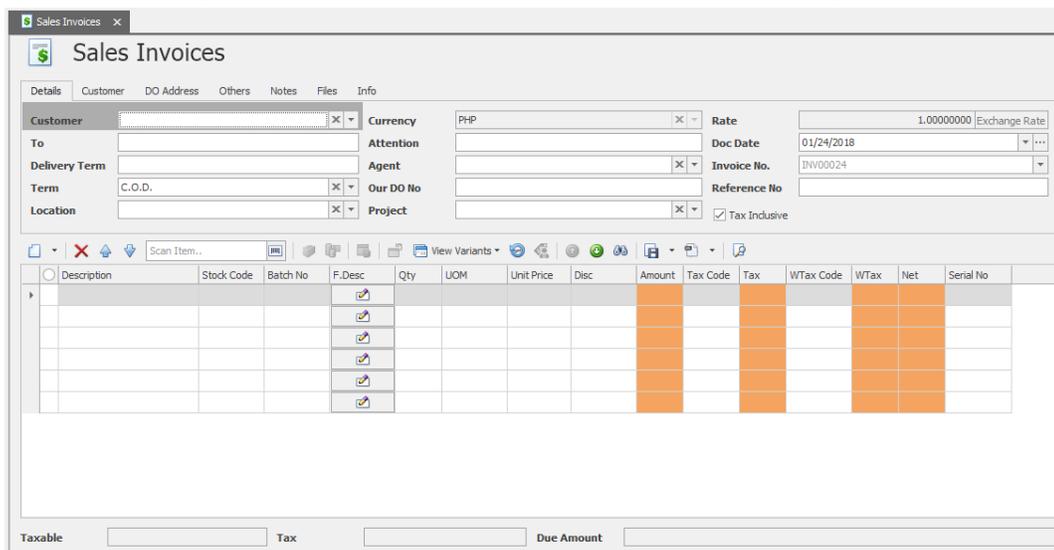
For Space Holder, the default value is always '0'.



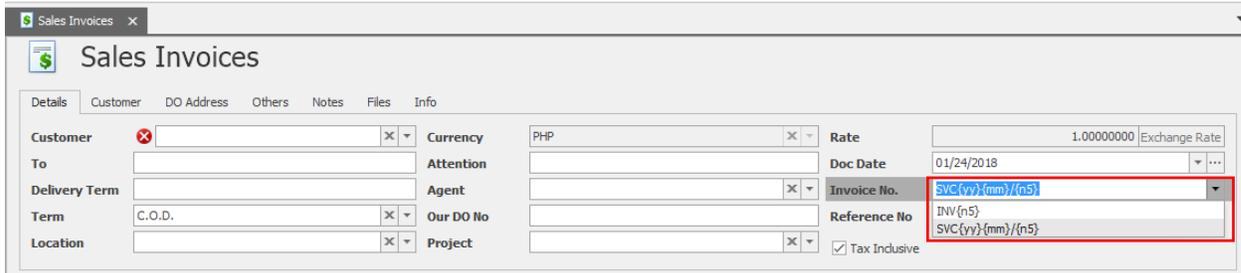
Once done, click the "Save and Close" to save the new number series/running number format.



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

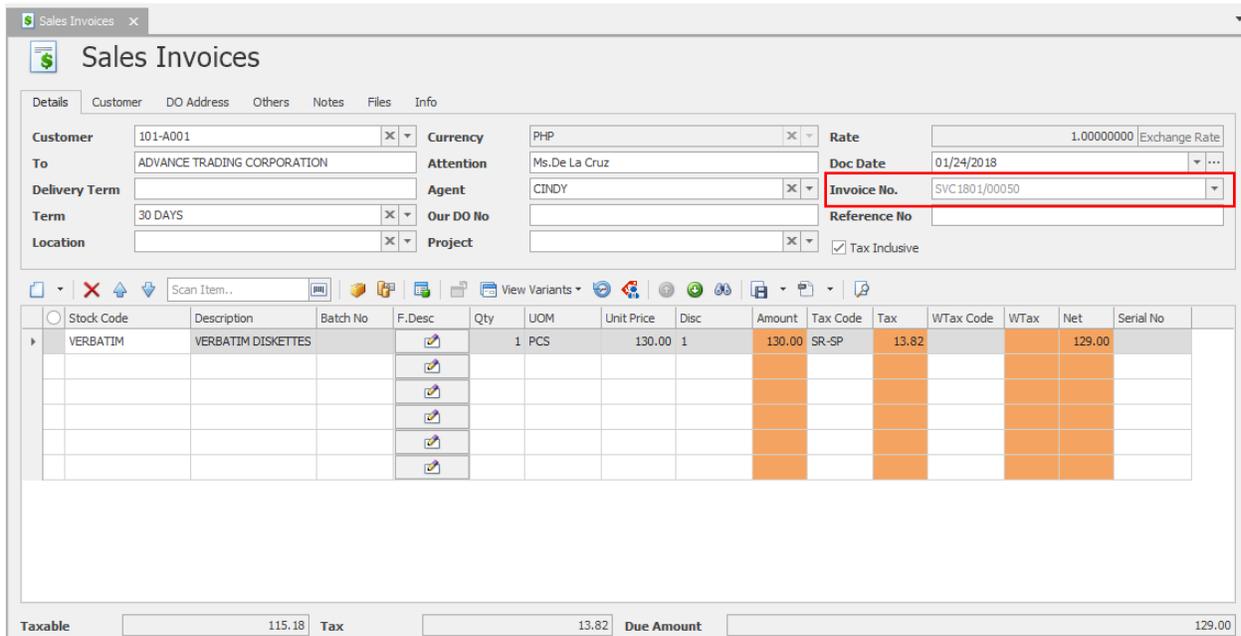


In the Invoice No. field, check the drop-down button and select the New Running Number format you created.



The screenshot shows the 'Sales Invoices' form with the 'Invoice No.' dropdown menu open. The dropdown options are 'SVC{yy}{mm}/{n5}', 'INV{n5}', and 'SVC{yy}{mm}/{n5}'. The 'SVC{yy}{mm}/{n5}' option is highlighted in blue, and the entire dropdown menu is enclosed in a red box.

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



The screenshot shows the 'Sales Invoices' form with the 'Invoice No.' field populated with 'SVC 1801/00050'. The 'Invoice No.' field is highlighted with a red box. Below the form, there is a table with the following data:

Stock Code	Description	Batch No	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	WTax Code	WTax	Net	Serial No
VERBATIM	VERBATIM DISKETTES			1	PCS	130.00	1	130.00	SR-SP	13.82			129.00	

At the bottom of the form, there is a summary section with the following values:

Taxable	115.18	Tax	13.82	Due Amount	129.00
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