



## HOW TO PROMPT RUNNING NO. SELECTION

### Overview:

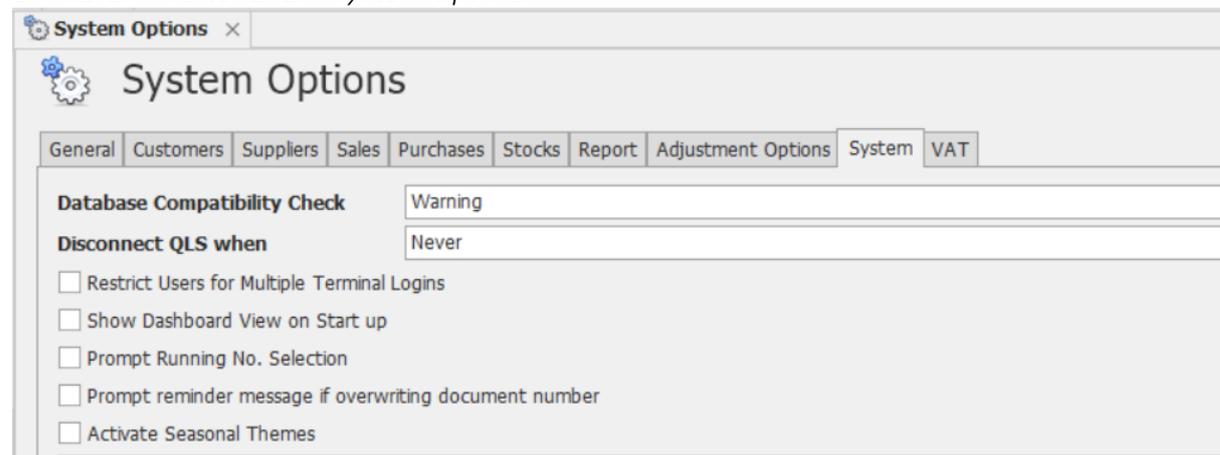
The system has a capability to maintain multiple *Running Numbers* per document type. Given the said feature, a selection must be shown to allow the user choose applicable series for a specific transaction.

### 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.

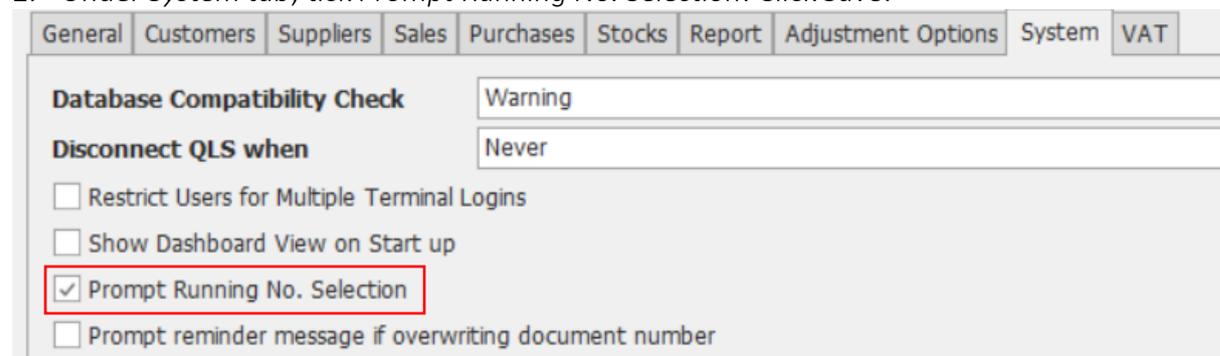
### Procedure:

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. Other options include 'Database Compatibility Check' (Warning), 'Disconnect QLS when' (Never), 'Restrict Users for Multiple Terminal Logins', 'Show Dashboard View on Start up', 'Prompt reminder message if overwriting document number', and 'Activate Seasonal Themes'.

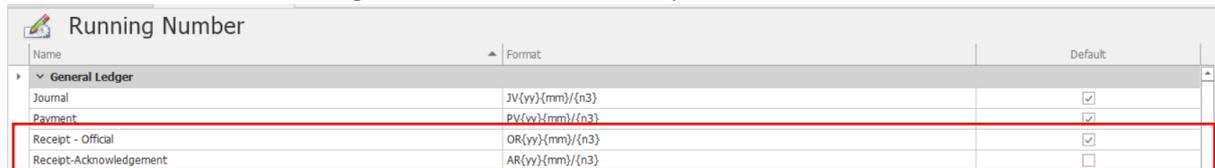
2. Under *System tab*, tick *Prompt Running No. Selection*. Click *Save*.



The screenshot shows the 'System Options' window with the 'System' tab selected. The 'Prompt Running No. Selection' checkbox is now checked and highlighted with a red box. Other options remain the same as in the previous screenshot.

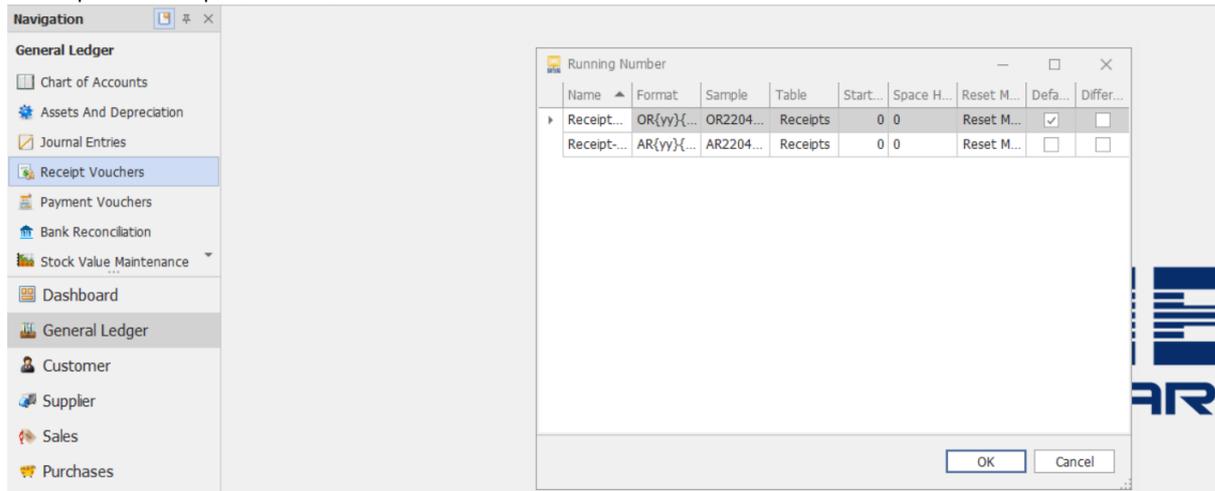
**Application:**

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>**