

# A2000ERP ~ PROCUREMENT

## How to set auto-generated reference number in Payment Voucher by using the Year Month tab in document numbering scheme?

To set up PV-20040001

**Step 1 ; Goto System Manager => Document Numbering Scheme**

Document Number Setup

Default By Year Month

Doc Code	Description	Prefix	Doc No	Suffix	Leading Zeros	No. of Digits
P1	PV year & month setup	PV-	Detail		<input checked="" type="checkbox"/>	4
			Detail		<input type="checkbox"/>	

Create a new code. Eg P1

PV- 0001

Record: 2 of 2

**Step 2**

Document Number Setup

Default By Year Month

Doc Code	Description	Prefix	Doc No	Suffix	Leading Zeros	No. of Digits
P1	PV year & month setup	PV-	Detail		<input checked="" type="checkbox"/>	4
*			Detail		<input type="checkbox"/>	

Doc No by Year Month

Year	Month	Doc No
2020	4	1
2020	5	1
2020	6	1
2020	7	1
2020	8	1
*		1

set up this :  
Year 2020 will appear as "20"  
Month April will appear as "04"

Record: 4

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Transaction Number Maintenance

Step 3

Transaction Number Maintenance

Company TCPL (UAT) v1224

From 30-Jun-19 To 31-Dec-20

Update

Type	Description	Last No	Auto Doc	Doc Bucket	Ref No. Locked	Preview On Save	Active Date Range	Show Line PopUp 2	Print Control
PD	Debit Note	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
PI	Supplier Invoice	12	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
PO	Open Items		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
PV	Payment Transaction	5	<input checked="" type="checkbox"/>	P1	<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
RC	Credit Note	P1	<input type="checkbox"/>	RC	<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
RD	Debit Note	7	<input checked="" type="checkbox"/>	RD	<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
RF	Freight Invoice Forward		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
RI	Customer Invoice	6	<input type="checkbox"/>	CE	<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
RO	Open Items	0	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
RR	Receipt Transaction	7	<input checked="" type="checkbox"/>	RR	<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
SA	Cash Invoice	1	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
SC	Credit Note	0	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
SD	Debit Note	0	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
SE	Invoice on PO	11	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
SG	GRN - Goods Received Note	2	<input checked="" type="checkbox"/>	SG	<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
SI	Supplier Invoice	3	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>
SM	Invoice with Deposit	0	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	30-Jun-19 31-Dec-20	<input type="checkbox"/>	<input type="checkbox"/>

EXIT

must click to make it auto generate Ref.No.

for all PV transaction will be using the set-up from P1

Select Transactions by Filter

Select Transactions by Filter

Type PV

Step 4

Cust/Sup

Cheque No Amount Between To

Search Narration(containing)

Search RefNo(containing)

Status ☒ All Records ☐ Fully Allocated ☐ Not allocated / Partially allocated

☒ Number

☐ Reference

☐ Date

From To

From To

From To

Display Filter

☐ Last 30 Days ☒ Last 365 Days

☐ Last 90 Days ☐ ALL records

FILTER

SELECT

Type	Tran No	Ref No	Trn Date	Curr	Customer Name	Amount
PV	6	PV-20040001	06-Apr-20	SGD	A & R RENOVATION & HANDYMAN SERVICES	1,000.00
PV	5	PV-0000005	13-Mar-20	SGD	Zero Cost Pte Ltd	1,000.00
PV	4	PV-0000004	12-Mar-20	SGD		107.00
PV	3	PV-0000003	12-Mar-20	SGD		100,000.00
PV	2	PV-0000002	27-Jul-19	SGD		100.00
PV	1	PV-0000001	27-Feb-20	SGD		0.00

the system will auto generate this Ref No. when using PV transaction



Fully Allocated



Not Allocated / Partially Allocated

TRANSACTION

EXIT

Unique solution ID: #1070

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