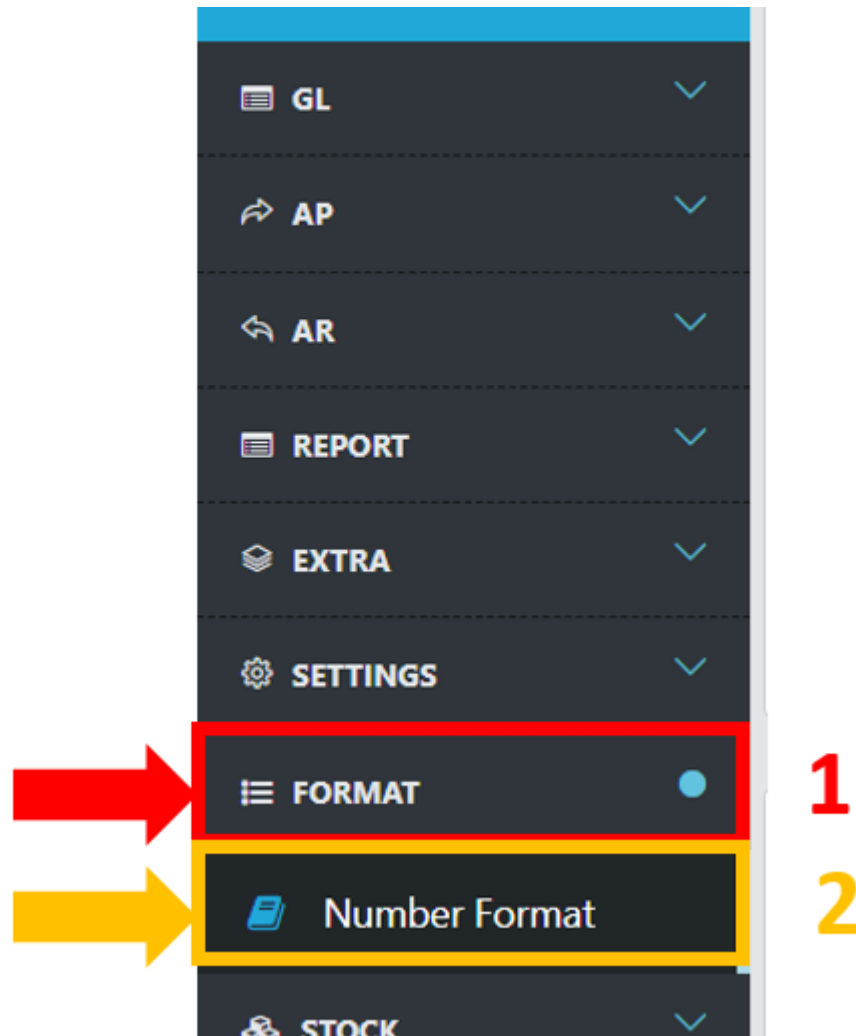


# Step 5 - Manage Number Format

1. Go to Na



**Format.**

2. System will have a set default number format for you.

Number format will using in the document number.

1.

Example: I - 0001.

ACCOUNT / Number Format / Listing

Q Filter Create

Show 20 entries Page Number Go Export to Excel

	Document Type	Name	Set Default	Format	Type	Status	Action
1	Stock Write Off	WOFF Default	Yes	WOFF-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
2	Stock Update Cost	UCost Default	Yes	UT-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
3	Stock UOM Conversion	UOM Default	Yes	UOM-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
4	Stock Transfer	XFER Default	Yes	XFER-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
5	Stock Receive	SR Default	Yes	SR-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
6	Stock Issue	SI Default	Yes	SI-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
7	Stock Adjustment	ADJ Default	Yes	ADJ-<000000>	System	Active	<span>Edit</span> <span>Delete</span>

3.

If you want to change the format or add date into format then go to edit it.

Show 20 entries Page Number Go Export to Excel

	Document Type	Name	Set Default	Format	Type	Status	Action
1	Stock Write Off	WOFF Default	Yes	WOFF-<000000>	System	Active	<span>Edit</span> <span>Delete</span>

4.

Format standard need to follow the remark table.

1.

If every month the number need to reset. The manually set next number need to set to **"YES"**.

2.

After save, you can set the monthly number.

Edit

Name

UOM Default

Document Type

Stock UOM Conversion

Manually Set Next Number

No

Next Number

1

Max Number

Format

UOM- <000000>

Sample

EX: ZP

Return

Save

Revision #2

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