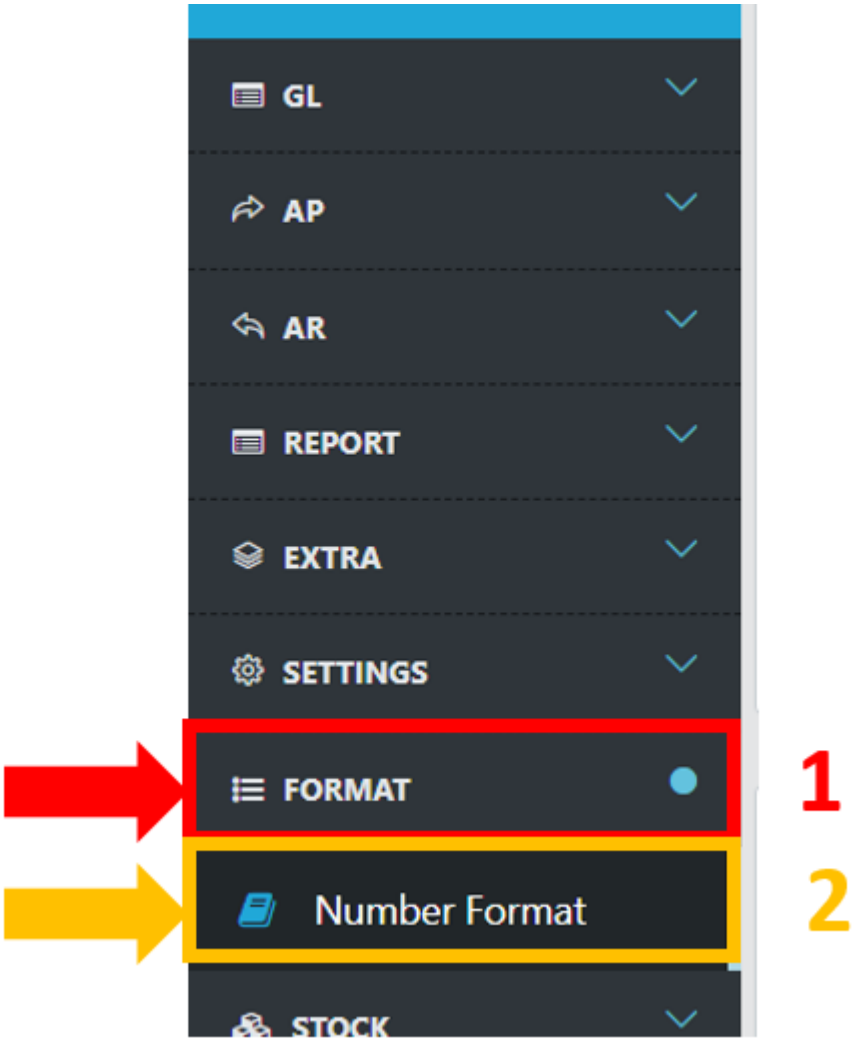
Step 5 - Manage Number Format

1. Go to Na

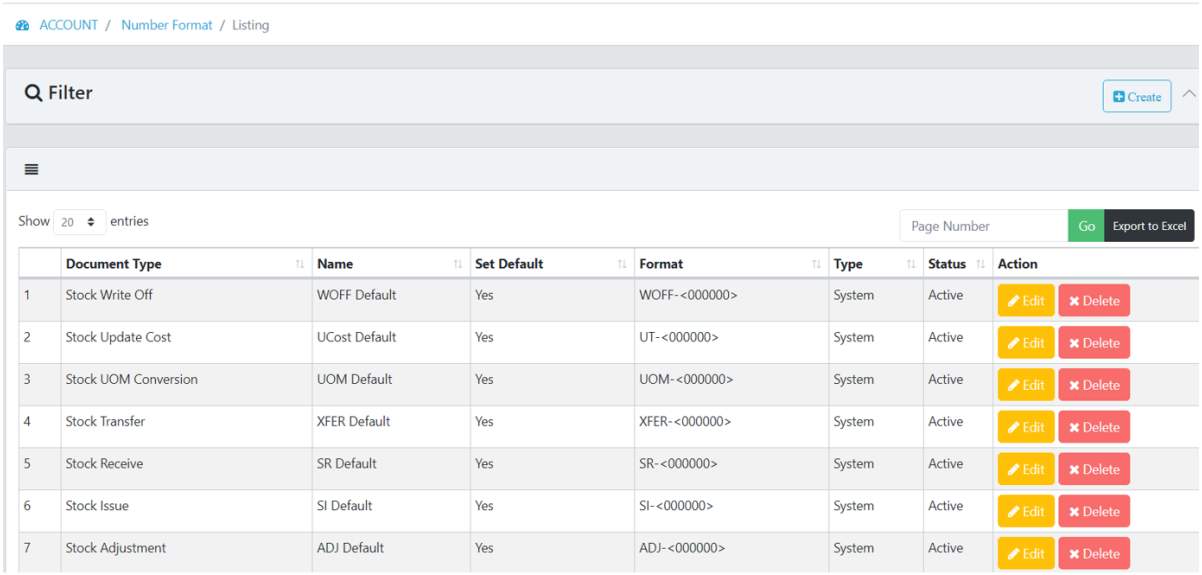


Format.

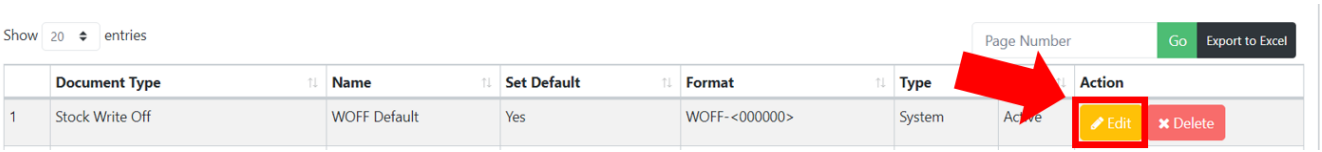
2. System will have a set default number format for you.

Number format will using in the document number.

1. Example: I - 0001.

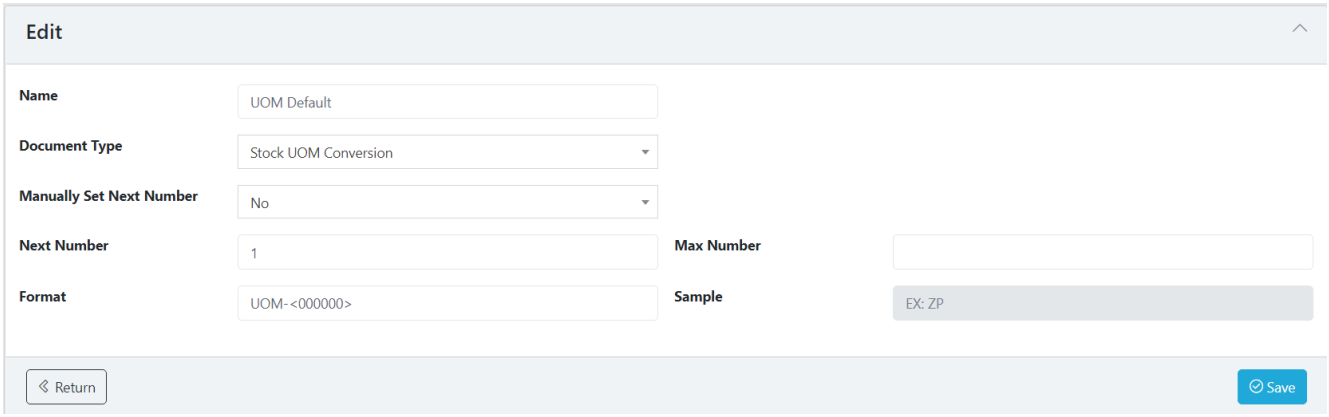


3. If you want to change the format or add date into format then go to edit it.



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.



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