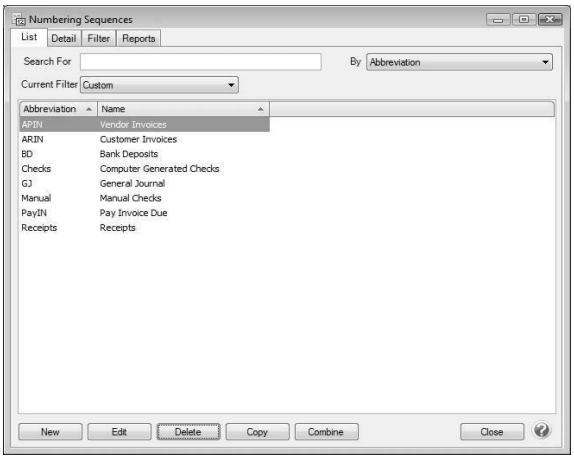
Numbering Sequences

Document #:	3025	Product:	CenterPoint® Fund Accounting

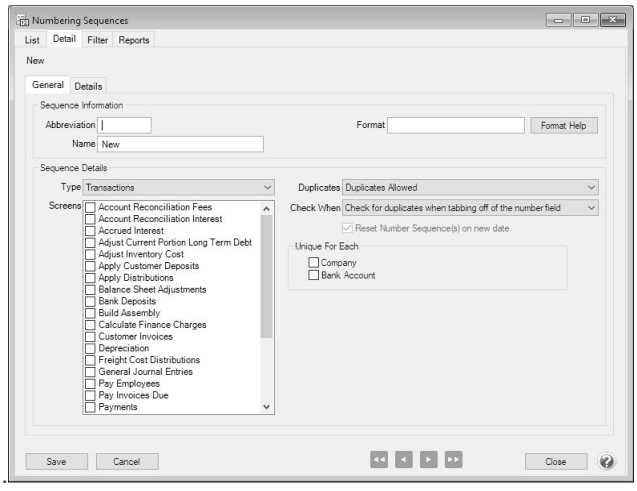
Numbering sequences are used to maintain check numbers, invoice numbers, bank deposit numbers, etc. A default sequence is added to your database for each transaction screen or maintenance/setup screen (where applicable). You can maintain different sequences for various transaction entry and maintenance/setup screens. An example use is for a manual check number sequence and a printed check number sequence.

Create a Sequence

1. On the **Setup** menu, point to **General**, and then click **Numbering Sequences**.



2. Click **New**.



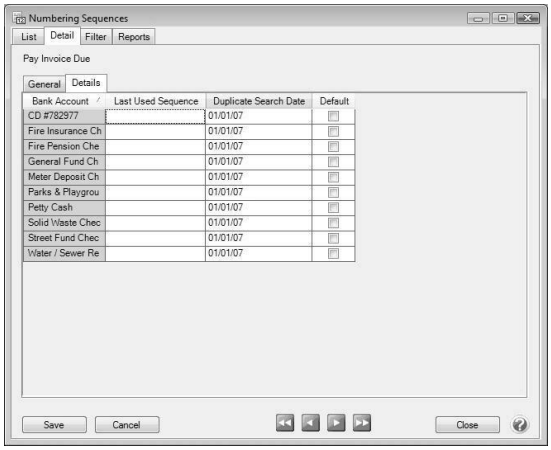
3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the sequence by.
4. In the **Name** box, enter up to 30 characters of required information that describes the sequence.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

5. For Transaction and General type sequences, In the **Format** box, define the format of the numbering sequence. Click the **Format Help** button for detailed information about formatting the sequence. Formatting Details include:

   mm = two digit month
   mmm = month name
   dd = two digit day
   yy or yyyy = year
   # = advancing incrementing number
   ? = advancing incrementing alpha

   Examples:
   - Invoice number with ABC always as the first three characters of the invoice number you would enter ABC# in the Format box
   - Journal entry number that included the date of the entry, you would enter ddmmyy# in the Format box and select the Reset on New Date check box.
   - Check number that is five digits, you would enter ##### in the Format box
6. The **Type** box allows you to designate the type of sequence, this can be Transactions (the default), General, or Manually Enter Invoice Numbers (used when you do not want the next available automatic invoice number from a numbering sequence assigned to vendor invoices, but instead you manually enter the number).
7. The **Screens** box will display appropriate values based on the Type selection; for Transaction type sequences, this would be a list of Transaction Screens, for General type sequences, the list would show other available screens in which the sequence could be used, for example a maintenance/setup screen for Fixed Assets, for Manually Enter Invoice Numbers type sequences, this would be the Vendor Invoices (A/P) screen. Select the transaction screens this sequence can be used in.
8. In the **Duplicates** box, select the way you want the sequence to handle duplicate numbers.
9. In the **Check When** box, select the way you want the sequence to check for duplicate numbers:
   - **Never** - Number sequences will never be checked for duplicates.
   - **Check for duplicates when tabbing off of the number field** - This method checks for duplicates each time you enter and tab off of a number field, however it does not work well for preventing duplicate sequences from occurring in a multi-user environment.
   - **Check for duplicates when saving the transaction** - This method checks for duplicates each time a transaction is saved and is designed to prevent duplicate sequences from occurring in a multi-user environment
10. For Transaction type sequences, under **Unique for Each**, select **Company/Fund** or **Bank Account** if you want CenterPoint to maintain separate number sequences by company/fund or bank account.
11. For Transaction and General type sequences, select the **Reset Numbering Sequence(s) on new date** check box to reset alphanumeric values of the sequence on each new date.
12. Click the **Details** tab.
13. The columns displayed on the Details tab depend on if either or both of the Company/Fund and Bank Account boxes were selected on the General tab.



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14. For Transaction and General type sequences, In the **Last Used Sequence** column, enter the alpha and numeric part of the sequence. If you are using the date as part of your sequence, it will automatically be set by the system date.
15. If you selected Warn on Duplicates or No Duplicates Allowed in the Duplicates box on the General tab the **Duplicate Search Date** column will display the beginning date of the database. To change the date the system starts looking for duplicates, select the column and type the new date, or select the date from the calendar.
16. For Transaction and General type sequences, on new sequences, the **Default** check box will not be selected, to set as the default, select the **Default** check box in the Default column.
17. Click **Save** to save the sequence and return to the List tab.

Note: If a numbering sequence is checking for duplicates and there are no unused values available for this sequence, a message will display informing you that you must either modify the format allowing for more numbers or modify the Duplicate Search Date allowing older values to be reused.

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