



Preparing for the new Financial Year Numbering Type Clarification

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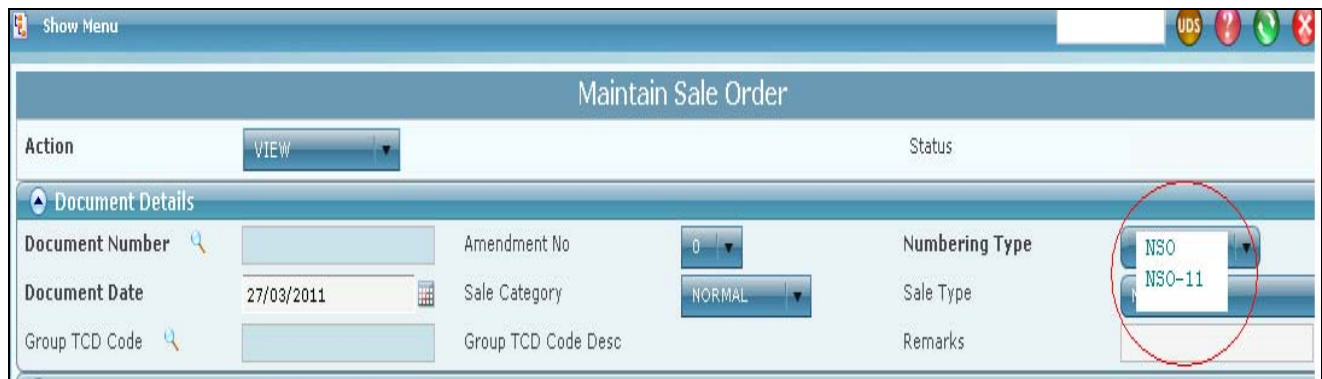
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1. E.g. New Numbering type for Sales Order transaction is created as follows

Activity	Numbering Type	Numbering Type Desc	Prefix	Suffix	Effective From	Effective To
Sales Order	NSO	Normal Sales Order	NSO/	/10-11	1/4/2010	31/03/2011
Sales Order	NSO-11	Normal Sales Order	NSO/	/11-12	1/4/2011	31/03/2012

➤ What do you see in the Sale Order screen –



The screenshot shows the 'Maintain Sale Order' window. The 'Numbering Type' dropdown menu is open, displaying two options: 'NSO' and 'NSO-11'. A red circle highlights the dropdown menu. Other fields visible include 'Document Number', 'Document Date' (27/03/2011), 'Amendment No' (0), 'Sale Category' (NORMAL), and 'Group TCD Code'.

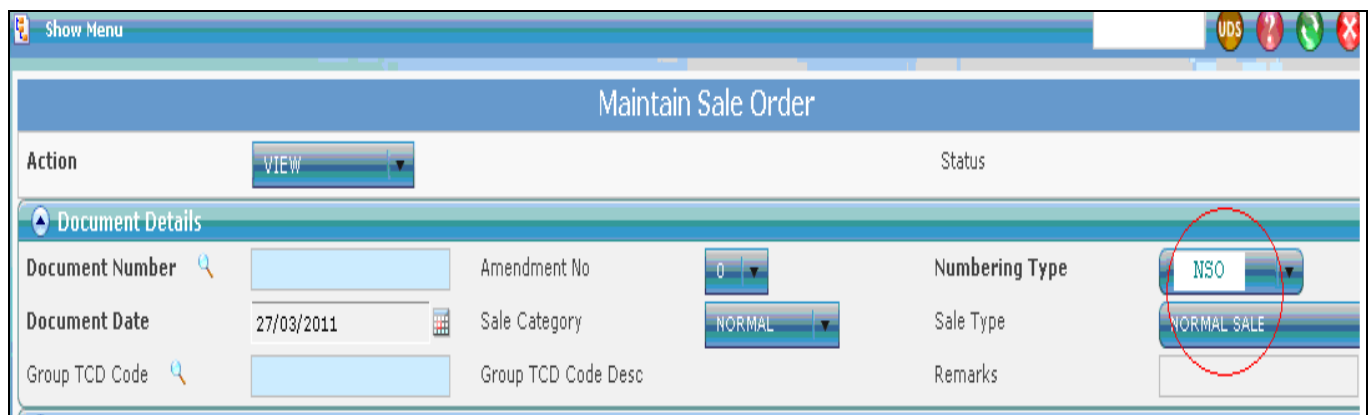
- If the numbering types are created as above then the Sales Order combo will be loaded with the 2 Numbering Types.
- The user then has to then select an appropriate numbering type based on the Sales Order date (year).
- As you do so for subsequent years, many numbering types will be loaded in the combo option.
- When should you create a new Numbering type?
 1. Only if a totally different logic of numbering is required for different documents of the same transaction. e.g. different numbering logic/series for Sale Orders raised for Exports / Local Sales/ EOU sales etc.
 2. When you want to change the length of the Auto generated number.

2. E.g. New Numbering Series within the same type – **Recommended**

- Instead of the Option 1 as explained above, the SAME numbering type can be created with a different Prefix, Suffix and effective dates combination as given in the below example.

Activity	Numbering Type	Numbering Type Desc	Prefix	Suffix	Effective From	Effective To
Sales Order	NSO	Normal Sales Order	NSO/	/10-11	1/4/2010	31/03/2011
Sales Order	NSO	Normal Sales Order	NSO/	/11-12	1/4/2011	31/03/2012

- In this case, there should be a change only in the Prefix or the Suffix for a different effective period, the numbering type remains the same.
- What do you see in the Sale Order screen –



- In this case, in the Sales Order screen only one numbering type will be available
- Based on the Sales Order Date, the prefix and suffix will be automatically picked up by the system for the document number generation.

The same logic is applicable for all the transactions.

For any further queries, please mail sassupport@rsi.ramco.com or contact your support person



THANK YOU

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