

Set date format for Payment Voucher/ Official Receipt running no

Sample: PV0615/001 (PVmmyy/001)

Step 1: Tools | Maintain Document No

Step 2: Create New or amend from the existing

The screenshot shows a software window titled "Document Number". It contains several configuration fields: "Description" (Payment Voucher), "Document Type" (Payment Voucher), "Format" (PV{@mmyy}/%.3d, highlighted with a red box), "Script", and "Frequency" (Never Reset). Below these fields is a "Next Number" field set to "1" and a preview area displaying "PV0615/001". On the right side, there is a vertical stack of buttons: "New", "Edit", "Delete", "Save", "Cancel", "More", "Preview", "Refresh", and "Browse".

make sure the format is follow the sample attached

Step 3:

The screenshot shows the 'Document Number' configuration window. The 'Description' is 'Payment Voucher', 'Document Type' is 'Payment Voucher', and 'Format' is 'PV{@mmyy}/%.3d'. The 'Frequency' dropdown menu is open, showing three options: 'Never Reset', 'Reset Monthly', and 'Reset Yearly'. The 'Reset Monthly' option is highlighted. Below the dropdown, the 'Next Number' is set to '1', and the current number is 'PV0615/001'. A yellow callout box with an arrow pointing to the 'Reset Monthly' option contains the text: 'If you wish to reset the running no every month or every year just select respectively'. The right sidebar contains buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'More', 'Preview', 'Refresh', and 'Browse'.

The screenshot shows the 'Document Number' configuration window with the 'Frequency' set to 'Reset Yearly'. A table is displayed with the following data:

Year	Next Number	Sample
2014	985	PV0114/985
2015	1	PV0115/001

The table is highlighted with a red border. A yellow callout box with an arrow pointing to the table contains the text: 'this is the sample, you no need to do any settings, system automatic will capture the last running no respectively'. At the bottom left, a 'Count = 2' label is visible. The right sidebar contains buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'More', 'Preview', 'Refresh', and 'Browse'.

We can also set default running no at for default payment method

Go to tools | Maintain Payment Method

Maintain Payment Method

Method: 310-001 MAYBANK
Journal: BANK
Currency: ----
Overdraft Limit: 0.00
Bank Charge Acc: 902-000

OR Number Set:
PV Number Set: **4**

Bank Info.

DocKey	Description	Format	Next Number
4	Payment Voucher	PV{@mmyy}/%.3d	PV0615/001
5	Petty Cash PV	PC-%.5d	PC-00001
36	Master Card PV	MCPV-%.5d	MCPV-00027
37	Visa Card PV	VCPV-%.5d	VCPV-00028
43	Supplier PAYMNET	SPV%.5d	SPV00001

Supplier Payment Entry

Supplier Code: #00-C0001 Supplier Bank: Currency: ----
Project: ----

Supplier Payment

Cancelled

Pay to: CELCOM (M) COMMUNICATION BHD
Payment By: **MAYBANK**

Bank Charge: 0.00
Cheque No:
P/V No: <<New>>
Next No: **PV0615/001**
Date: 15/06/2015
Agent: ----
Area: SJ
Paid Amount: 0.00

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Post Date	Doc No.	Amount	Outstanding	Pay	
PI	06/01/2012	06/01/2012	PI-00001	9,800.00	9,800.00	0.00	
SD	08/01/2012	08/01/2012	SD-00001	4.00	4.00	0.00	
PI	19/02/2012	19/02/2012	CP-00004	1,230.00	230.00	0.00	
PI	23/12/2012	23/12/2012	CP-00001	500.00	500.00	0.00	
PI	01/04/2015	01/04/2015	PI-00031	3.18	3.18	0.00	
5 doc				Total:	11,537.18	10,537.18	0.00

vice versa for Official Receipt