

**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 input fields and a preview area. The "Format" field is highlighted with a red rectangle and contains the text "PV{@mmyy}/%.3d". Other fields include "Description" (Payment Voucher), "Document Type" (Payment Voucher), "Script", "Frequency" (Never Reset), and "Next Number" (1). A preview area below shows the resulting format "PV0615/001". On the right side, there is a vertical toolbar with buttons for "New", "Edit", "Delete", "Save", "Cancel", "More", "Preview", "Refresh", and "Browse".

make sure the format is follow the sample attached

Step 3:

Document Number

Description: Payment Voucher

Document Type: Payment Voucher

Format: PV{@mmyy}/%.3d

Script:

Frequency: Never Reset

Next Number: 1

PV0615/001

If you wish to reset the running no every month or every year just select respectively

Document Number

Description: Payment Voucher

Document Type: Payment Voucher

Format: PV{@mmyy}/%.3d

Script:

Frequency: Reset Yearly

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

this is the sample, you no need to do any settings, system automatic will capture the last running no respectively

Count = 2

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: ▼

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 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	<input type="checkbox"/>
SD	08/01/2012	08/01/2012	SD-00001	4.00	4.00	0.00	<input type="checkbox"/>
PI	19/02/2012	19/02/2012	CP-00004	1,230.00	230.00	0.00	<input type="checkbox"/>
PI	23/12/2012	23/12/2012	CP-00001	500.00	500.00	0.00	<input type="checkbox"/>
PI	01/04/2015	01/04/2015	PI-00031	3.18	3.18	0.00	<input type="checkbox"/>
5 doc				Total:	11,537.18	10,537.18	0.00

vice versa for Official Receipt