

About Sales Order Numbers

Use the Sales Order Process preferences to choose options that affect the numbering style you use on sales orders. Sales orders are numbered sequentially. On a sales form, you can override a number that NetBooks provides. The next sales order number will continue from what you entered.

Numbering Style:

For the numbering style, enter how you want the numbers displayed. The numbering format can include numbers, letters, dashes, and dates.

Use	To	Example
# (number sign)	Indicate each numeric component. Use multiple #s to designate a minimum number length.	SO-#### for sales orders creates the following numbers: SO-0001, SO-0002, ...up to SO-9999.
YY YYYY MM DD	Use the date as part of the numbering format. Indicate a date component by using brackets ([]). You can use a 2- or 4 digit year, (yy or yyyy), 2-digit month (mm), and 2-digit day (dd)	SO [yy-mm-]##### would appear as: SO 07-08-00123 (meaning August 2007, invoice number 123)

Use Shared Numbers Pool

Select “Use shared numbers pool” if you want sales orders and return authorizations (credit memos) to use the same set of numbers sequentially.

For example:

- If sales orders and return authorizations share the numbers pool, the numbers look like this: SO 1, SO 2, RA 3, SO 4.
- If the numbers pool is not shared, the numbers look like this: SO 1, SO 2.... and RA 1, RA 2...

