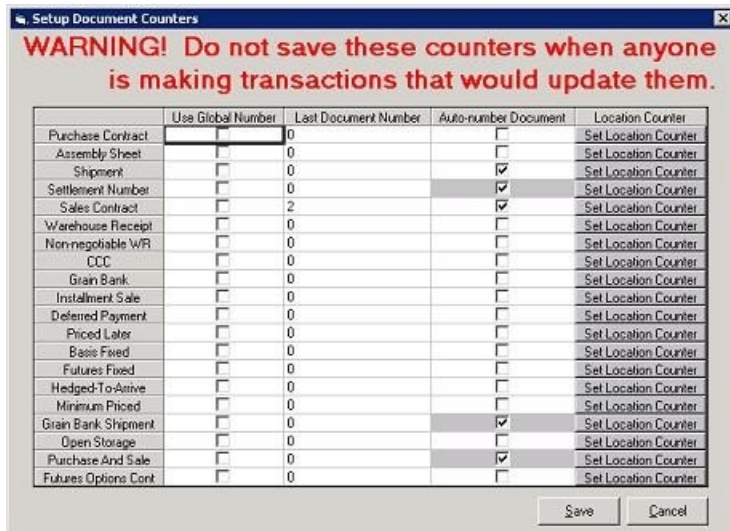


Setup of Grain Document Counters

Last Modified on 01/09/2023 1:13 pm CST

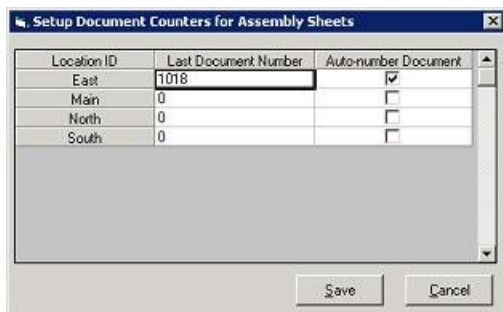
Q. What options are there to choose when setting up document counters in Grain?

A. If "Use Global Number" is checked, each location will use the same numbering sequence on that document. If the numbers had previously been setup by location, look at what the last document number was to make sure your number will be accurate.



1. Check "Use Global Numbers" for the categories that will be global counters.
2. Enter the document number.
3. Check "Auto-number Document" to allow Agvance to populate the document number each time a new document is created

The Document Counters can also be setup per location. In this case, each location will have its own numbering sequence per document type.



1. Click on "Set Location Counter" for the documents that need to be numbered independently in each location.

2. Enter the last document number used for each location.

3. Check "Auto-number Document" to allow Agvance to populate the document number each time a new document is created.

Note: Some documents can be global while others can be location specific.