Setup of Grain Document Counters

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At *Grain / Setup / Document Counters*, if *Use Global Number* is checked, each Location will use the same numbering sequence on that document. If the numbers had previously been set up by Location, look at what the last document number was to make sure the number will be accurate.



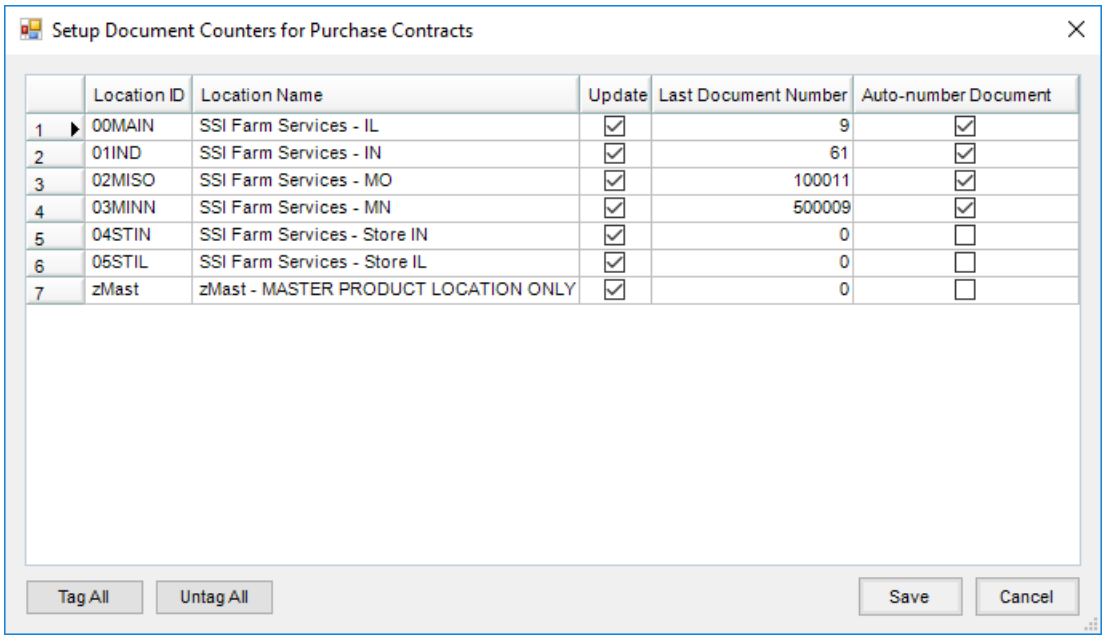
Document Type	Use Global Number	Last Document Number	Auto-number Document	Location Counter
Purchase Contract	☐	1001	☑	Set Location Counter
Assembly Sheet	☑	29	☑	Set Location Counter
Shipment	☑	387	☑	Set Location Counter
Settlement Number	☐	0	☑	Set Location Counter
Sales Contract	☐	0	☐	Set Location Counter
Warehouse Receipt	☐	0	☐	Set Location Counter
Non-negotiable WR	☐	0	☐	Set Location Counter
CCC	☐	0	☐	Set Location Counter
Grain Bank	☑	2	☑	Set Location Counter
Installment Sale	☐	0	☐	Set Location Counter
Deferred Payment	☑	527	☑	Set Location Counter
Priced Later	☑	987	☑	Set Location Counter
Basis Fixed	☐	0	☐	Set Location Counter
Futures Fixed	☐	0	☐	Set Location Counter
Hedged-To-Arrive	☐	0	☐	Set Location Counter
Minimum Priced	☐	0	☐	Set Location Counter
Grain Bank Shipment	☐	0	☑	Set Location Counter
Open Storage	☐	0	☐	Set Location Counter
Purchase and Sale	☐	0	☑	Set Location Counter
Futures Options Cont	☑	14	☑	Set Location Counter
Shipment Settlement	☑	70	☑	Set Location Counter
Shipment Advance	☑	1	☑	Set Location Counter
Priced - Not Paid	☐	0	☑	Set Location Counter
Purchase Offer Contract	☑	2	☑	Set Location Counter
Spot Purchase Contract	☐	0	☑	Set Location Counter
Credit Sale Contract	☐	0	☑	Set Location Counter

1. Check *Use Global Numbers* for the categories that will be global counters.
2. Enter the *Last 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 set up per Location. In this case, each Location will have its own numbering sequence per document type.

1. Select **Set Location Counter** on the *Setup Document Counters* window 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.