

Reference Values

Video training manual 2016 - [Click Here](#)

Reference Values screen is where all the document numbers are begun in order to run in sequential order. The prefix of the documents can be changed for General ledger, debtors, creditors, Inventory and job costing.

This area is very important for first time startup of books. The next invoice number from the old accounting system should be used in order for the system to run in sequence with the old system.

Refresh button, refreshes the current form to see if any of the numbers have changed.

Useful when you are back dating some transactions with specific number sequences.

The Reference values for all the source documents in the system are set here

General Ledger tab

The screenshot shows the 'Reference Values' window with the 'General Ledger' tab selected. The window has a title bar 'Reference Values' with a close button. Below it is a header 'Manage Reference Value' with a settings icon and a help icon. The main area contains a table with three rows: 'Journal Number', 'Cashbook', and 'Bank Reconciliation'. Each row has a dropdown menu for the prefix and a text box for the number. At the bottom, there are four buttons: 'Save and Close', 'Save', 'Close', and 'Refresh'.

	General Ledger	Debtors	Debtors Ageing	Creditors	Creditors Ageing	Inventory	Job Costing
Journal Number:	GLJRN		1380				
Cashbook:	GLCB		1059				
Bank Reconciliation:	BANKR		1057				

Buttons: Save and Close, Save, Close, Refresh

Debtors tab

Reference Values

Manage Reference Value

General Ledger

Debtors

Debtors Ageing

Creditors

Creditors Ageing

Inventory

Job Costing

Quote:

QT

501166

Debtor Code Next Number:

☒

1134

Sales Order:

SO

10464

Invoice:

INV

808580

Credit Note:

CRN

1325

Use Credit Note as Invoice No:

☐

Cashbook:

DMCB

1010

Journal:

DMJRN

1055

Dispatch Stock:

DS

104

Save and Close

Save

Close

Refresh

Debtors ageing Tab

Reference Values

Manage Reference Value

General Ledger

Debtors

Debtors Ageing

Creditors

Creditors Ageing

Inventory

Job Costing

Ageing:

☒ 30 Days

☐ 7 Days

Age 1:

Current

COD:

COD 1

Age 2:

30 days

Days from Invoice:

Days From Invoice 1

Age 3:

60 days

Day of month:

Day Of Month 1

Age 4:

90 days

Days from month end:

Days From Month End 1

Age 5:

120 days

Default Terms:

20

Day Of Month 1

Age 6:

150 days

Age 7:

180+ days

Save and Close

Save

Close

Refresh

Creditors Tab

Reference Values

Manage Reference Value

General Ledger

Debtors

Debtors Ageing

Creditors

Creditors Ageing

Inventory

Job Costing

Purchase Order:

PO

421365

Goods Receipt:

GRV

391312

Delivery Note:

DEL

1000

Goods Return:

RTS

57587

Cashbook:

CMCB

1026

Journal:

CMJRN

1054

Stock Order:

SORD

1040

Creditor Payment:

CMP

1126

Request For Quote:

RFQ

29

Creditor Code Next Number:

☐

Save and Close

Save

Close

Refresh

Creditors ageing Tab

Reference Values

Manage Reference Value

General Ledger

Debtors

Debtors Ageing

Creditors

Creditors Ageing

Inventory

Job Costing

Ageing:

☒ 30 Days

☐ 7 Days

Age 1:

Current

Default Terms:

20

Days From Invoice 1

Age 2:

30 days

Age 3:

60 days

Age 4:

90 days

Age 5:

120 days

Age 6:

150 days

Age 7:

180+ days

Save and Close

Save

Close

Refresh

Inventory Tab

Reference Values

Manage Reference Value

General Ledger

Debtors

Debtors Ageing

Creditors

Creditors Ageing

Inventory

Job Costing

Method Of Costing:

☒ Average Costing

☐ Latest Costing

Warehouse Transfer Number:

WTN

1090

Stock Journal:

STJRNL

216

Stock Take:

STKTK

59

Stock Request No:

STKRQ

646

Change Control No.:

CCR

1

Inventory Code Next Number:

☐

1006

Stock Correction Journal:

STKCOR

2

Bill of Materials:

BOM

86

Fixed Asset Audit:

FAA

56

Fixed Audit Maintenance:

MS

15

Barcode Count Batch:

BAR

13

Save and Close

Save

Close

Refresh

Job costing Tab

Reference Values

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Manage Reference Value

⚙️ ?

General Ledger

Debtors

Debtors Ageing

Creditors

Creditors Ageing

Inventory

Job Costing

Quote:

QT

501166

PIC Number:

PIC

27

Job:

JOB

5011

QCC Number:

QCC

1

Invoice:

INV

808580

Picking Slip No:

PICK

1005

Delivery Note No:

DEL

1027

Job BOM:

JBOM

1024

Save and Close

Save

Close

Refresh

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