

Setting New Year Numbers

Where your company sets its last number assigned depends on whether or not you are using divisions in AwareManager JXT. If you are using divisions and if each division has its own set of numbers, then the numbering is stored within the division capsule.

The following is the list of capsules that include numbering:

- Budget
- Email
- Email History
- Insurance
- Reminder
- Schedules
- Visitors

- Time
- Work
- Transactions
- Purchases (PO Number and Request Number)
- Inventory
- Letter History

Please Note:

The numbering configuration for your company may have been structured in a particular manner for a reason. For example: if you interface with an accounting system, your Work Numbers and/or Transaction numbers may have a character limit or may not include characters such as hyphens.

When entering the numbering for the next year keep this in mind – your best bet may be to stick with the same numbering structure.

If you have any questions, please contact your account team at Database International Group 617-542-8555.

With Divisions

Go to the Administration tab and click on the Divisions capsule.



Select a division and fill in the appropriate Last Number Assigned under the **Number Source**, **Purchase**, **Schedule**, **Visitor**, and **Work** tabs.

	Change Division							
	Division	L 💾 🖉 🖷						
	2010 01000.	v						
	Source For	Company Name:	100 Beacon Street					
	Source For	Phone:						
	Source For	Fax:						
	Source For	Address:	Beacon Deacon Shmeacon					
	Source For	City:	Boston					
	Source For	State:	New York					
	Source For	Zip Code:						
	Source For	Country:	USA					
	Custom Fields	Number Source Purcha	ase Schedule Visitor Work Reminders					
	Source For Last Budget Number Assigned:							
	Source For	Source For Last Email Number Assigned:						
	Source For	Last Email History Number Assigned:						
	Source For	Last Insurance Number Assigned:						
	Source For	Last Inventory Number Assigned:						
	Source For	Last Key Transfer Number Assigned: 11-0031						
Available Records: 19								

Without Divisions

If you are not using divisions or if you are using divisions but all divisions share the same numbering sequence then the numbering is recorded within each capsule's preferences. Go to the preferences of each capsule by right-clicking on the capsule.



Located on the *Extra* tab, there is an entry for Last Number Assigned. This is where you need to fill in the appropriate Last Number Assigned to begin the New Year.



Change Work Preferences									
Work Prefe	Work Preferences 💾 🧭								
Singular Term:	Work								
Plural Term:	Work								
New Focus:	Client -								
Record Limit:	0								
Recordset Limit:	0								
K Extra Custom Fie	Ids Mandatory Fields	Upper Case Fields	Fields To Clear On Duplicate	Information					
Last Number Assigned: 12-100208									
	on As Default For Time De	scription							
Web Work Status:									