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:

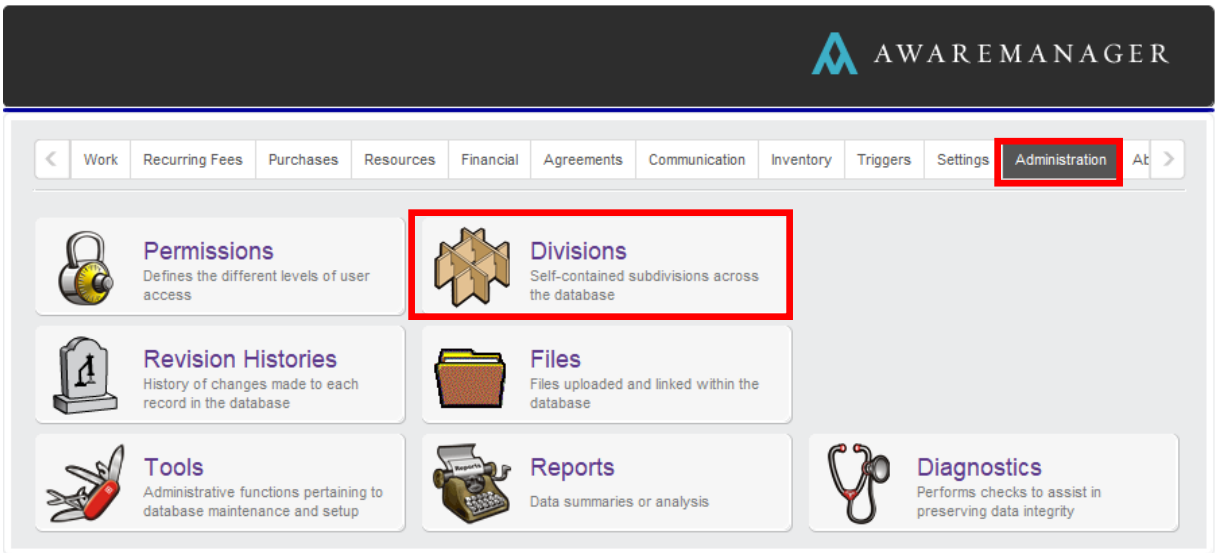
The numbering configuration for your company may have been structured in a particular manner for a reason. For example: if you interface with an accounting system, your Work Numbers and/or Transaction numbers may have a character limit or may not include characters such as hyphens.

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

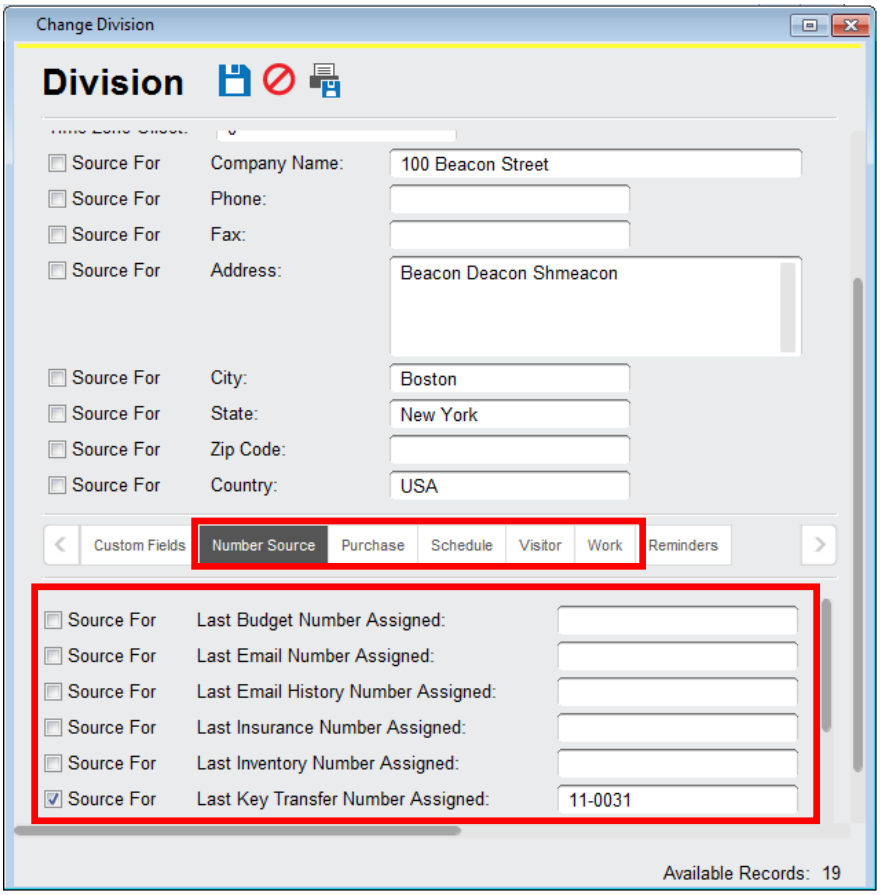
If you have any questions, please contact your account team at Database International Group 617-542-8555.

With Divisions

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

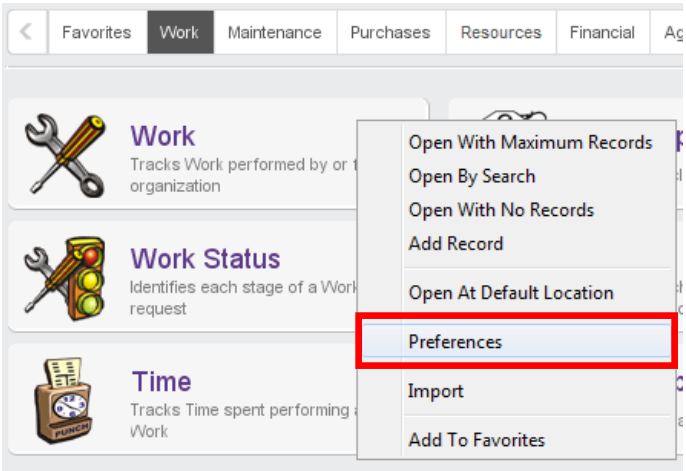


Select a division and fill in the appropriate Last Number Assigned under the **Number Source**, **Purchase**, **Schedule**, **Visitor**, and **Work** tabs.

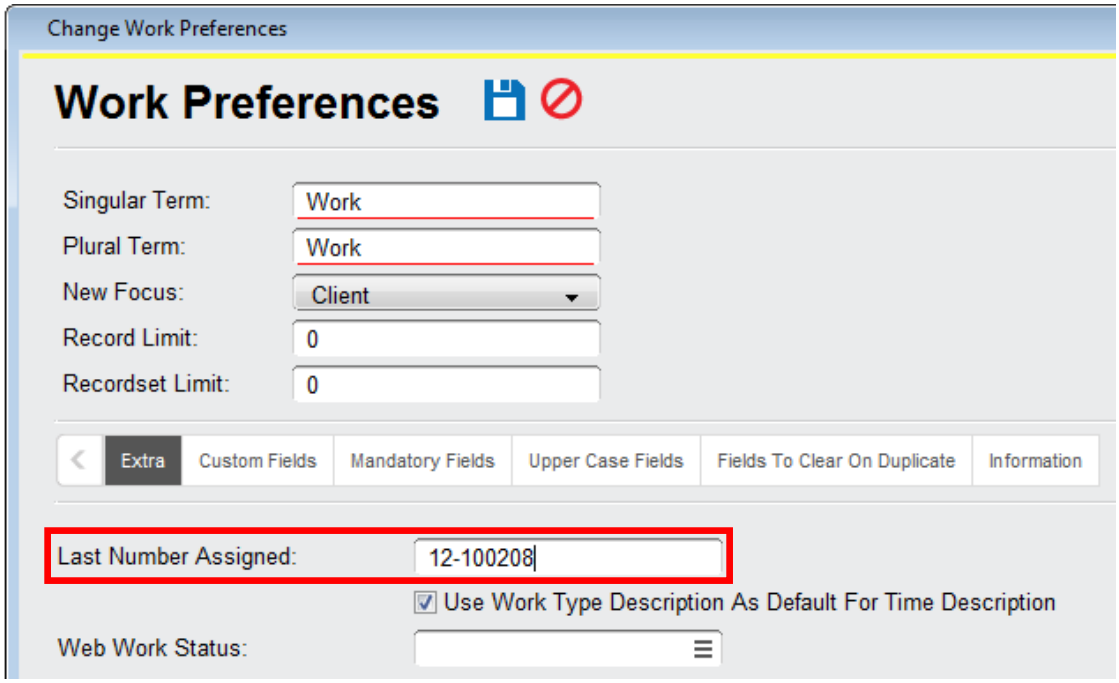


Without Divisions

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 Preferences
Singular Term:
Work
Plural Term:
Work
New Focus:
Client
Record Limit:
0
Recordset Limit:
0
Extra
Custom Fields
Mandatory Fields
Upper Case Fields
Fields To Clear On Duplicate
Information
Last Number Assigned:
12-100208
Use Work Type Description As Default For Time Description
Web Work Status: