

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	<input checked="" type="checkbox"/>	1001	<input checked="" type="checkbox"/>	Set Location Counter
Assembly Sheet	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Shipment	<input checked="" type="checkbox"/>	361	<input checked="" type="checkbox"/>	Set Location Counter
Settlement Number	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	Set Location Counter
Sales Contract	<input checked="" type="checkbox"/>	4506	<input checked="" type="checkbox"/>	Set Location Counter
Warehouse Receipt	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Non-negotiable WR	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
CCC	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Grain Bank	<input checked="" type="checkbox"/>	501	<input checked="" type="checkbox"/>	Set Location Counter
Installment Sale	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Deferred Payment	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Priced Later	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Basis Fixed	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Futures Fixed	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Hedged-To-Arive	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Minimum Priced	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Grain Bank Shipment	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	Set Location Counter
Open Storage	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Purchase and Sale	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	Set Location Counter
Futures Options Cont	<input checked="" type="checkbox"/>	1012	<input checked="" type="checkbox"/>	Set Location Counter
Shipment Settlement	<input checked="" type="checkbox"/>	70	<input checked="" type="checkbox"/>	Set Location Counter
Shipment Advance	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	Set Location Counter
Priced - Not Paid	<input type="checkbox"/>	0	<input type="checkbox"/>	Set Location Counter
Purchase Offer Contract	<input checked="" type="checkbox"/>	122	<input checked="" type="checkbox"/>	Set Location Counter
Spot Purchase Contract	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	Set Location Counter

Unpriced Purchase Contracts use Settlement DPR Counters

Print Counters Save Cancel

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.

Setup Document Counters for Purchase Contracts

	Location ID	Location Name	Update	Last Document Number	Auto-number Document
1	00MAIN	SSI Farm Services - IL	<input checked="" type="checkbox"/>	9	<input checked="" type="checkbox"/>
2	01IND	SSI Farm Services - IN	<input checked="" type="checkbox"/>	61	<input checked="" type="checkbox"/>
3	02MISO	SSI Farm Services - MO	<input checked="" type="checkbox"/>	100011	<input checked="" type="checkbox"/>
4	03MINN	SSI Farm Services - MN	<input checked="" type="checkbox"/>	500009	<input checked="" type="checkbox"/>
5	04STIN	SSI Farm Services - Store IN	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>
6	05STIL	SSI Farm Services - Store IL	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>
7	zMast	zMast - MASTER PRODUCT LOCATION ONLY	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>

Tag All Untag All Save Cancel

- 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.