

Can I use Alpha Numeric characters in the Document Numbers?

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Basic document control principals can help make your business run more efficient. Order Time will automatically create a sequence for the document numbers used which will establish a unique identifier for each transaction type.

In order for this sequence to be followed the characters need to be numeric. The sequence of the numbers will not only help you identify the order in which the documents were created, but also help you identify if any documents were deleted.

No.	CUSTOMER	DATE	PROMISE DATE	CUSTOMER PO	TOTAL AMOUNT	STATUS	ACTIONS
1	Acushnet	12/26/2017	12/26/2017	32131	334.75	Closed	🗑️ 📄 📄
2	Cafassos Fairway Market, Inc	1/8/2018	1/8/2018	54254253	46.00	Closed	🗑️ 📄 📄
3	Allos Salata	1/8/2018	1/17/2018	8796	80.52	Approved	🗑️ 📄 📄
4	Advice of Credit	1/17/2018	1/17/2018	64564	20.00	Processing	🗑️ 📄 📄
5	1496 Ontario	1/17/2018	1/17/2018		10.00	Closed	🗑️ 📄 📄
6	21st Century Snack Foods	1/21/2018	1/21/2018		333.00	Processing	🗑️ 📄 📄
7	21st Century Snack Foods LLC	1/22/2018	1/25/2018	78U7	307.80	Processing	🗑️ 📄 📄
9	AMI	1/24/2018	1/24/2018		1,875.00	Closed	🗑️ 📄 📄
10	Luisa LLC	1/29/2018	1/29/2018	506987	595.00	Closed	🗑️ 📄 📄
11	21st Century Snack Foods	1/29/2018	1/29/2018		650.00	Approved	🗑️ 📄 📄

Keeping the sequence of the documents is a very important internal control to ensure operational effectiveness and reliability in your documents. It will help in revealing any discrepancies during an audit process.

If you require an alphanumeric number consider [Creating a Custom Fields](#) which can be printed on custom forms and reports.