



Set Multiple Cheque Running Number

Example: Maybank Account wish to use Cheque and TT running number

- 1. Go to General Ledger > Chart of Account
- 2. High-light on the Bank GL Account
- 3. Click Edit > select Setting
- 4. Tick checkbox of Cheque Number Auto Running and click SAVE

Chart Of Accounts		384,741,000 34 5-00-00-00 1,076,839,3 30 1,319,322,32	
		60 677, 500 30 669, 160, 26	
		3 A F I Contraction	📝 Edit 2
Enter text to search	Find Clear		🗶 Delete
Description	Account Entry	t Tax	🚔 Print
Sector part	Account Info Attachments Notes Setting 3	Common Tasks	🚰 Import From
CURRENT ASSETS	Overdraft Limit 0.00	Save 5	🔀 Close
TRADE DEBTORS	Bank Charge Acc N/A	🔀 Close	
	Cheque Number Auto Running 4 Allow Edit		
PUBLIC BANK BERHAD	Format N/A To		

5. Go to Maintenance > Running Number

-] ~ 💋								C	hart Of	Account	s - QNE Busine
ļ	IV	View	Tools	Inqu	iiry	Maintenance							
		2	2	Ρ	h			\$			E Co		
	User Roles	s Users	My Details	Projects	Financial Period	Valid Posting Periods	Default Interface Accounts	Currencies	Terms	Areas		Running Numbers	Posting Account Groups
		Default	ы					Maintenance					И

- 6. Click New
- 7. Select Table = Cheque Numbers
- 8. Key in the running number name and format
- 9. Select Bank Account to define cheque running number belong to which Bank Account

💰 Runn	🔏 Running Number							
🔼 💰 Running Numb	er							
Table	Cheque Numbers	Sample	MBB 00080	Bank Account	MAYBANK	×v		
Name	MBB Cheque	Start Sequence	0	Reset Monthly				
Format	MBB {n5}	Space Holder	0	Default				
-		-		Different Project I	Different Running No.			





10. Repeat step 6 to 9 for another set of Cheque running number

💰 Runr	🔏 Running Number							
📐 💰 Running Num	ber							
Table	Cheque Numbers	Sample	MBB TT 00033	Bank Account	MAYBANK	×v		
Name	MBB TT	Start Sequence	0	Reset Monthly				
Format	MBB TT {n5}	Space Holder	0	Default				

When go to General Ledger > Payment Voucher or Supplier > Paybill, you will be able to select which set of Cheque Running Number to use.

🧾 Pay	ment Vouchers		
Payment			
Рау То			
Description	PAYMENT FOR ACCOUNT		Post Description To GL
Payment By	MAYBANK	Cheque/Ref No.	
Currency	RM	Rate	MBB {n5} MBB TT {n5}

🧾 Pay Bills					
Details Supplier					
Supplier	X	Pay To		Doc Date	23/11/2017
Currency	RM	Purchaser	××	Payment No	PV1711/057
Rate	1.000000	D Payment By	MAYBANK	Cheque/Ref No.	
Description	PAYMENT FOR ACCOUNT	Bank Charges	0.00	Amount	MBB {n5} MBB TT {n5}