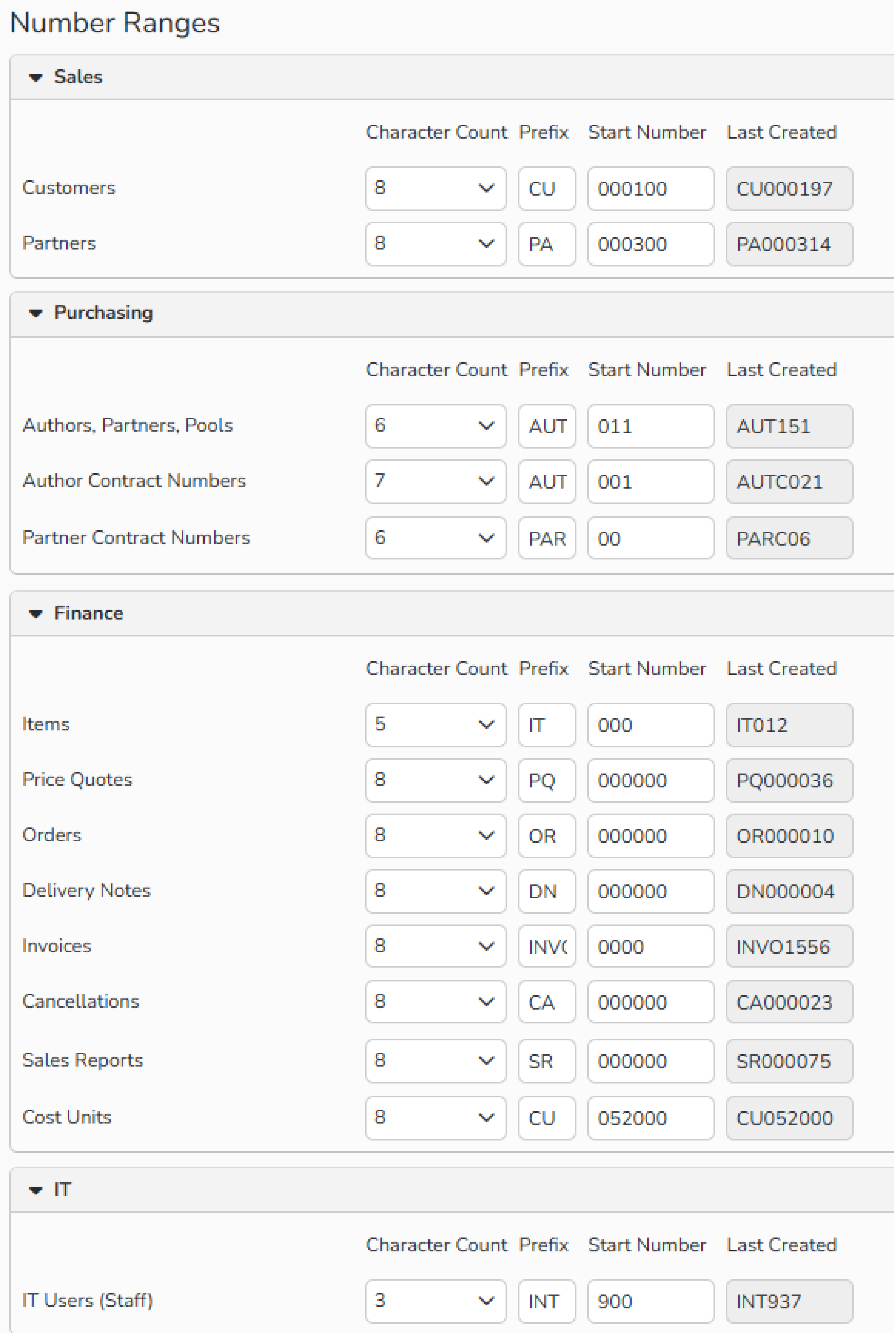
Number Ranges

Overview

Use the Number Ranges feature to automatically assign numbers to newly created documents and Master Data records. You can define different number ranges for different types of data. For example, your Invoices can have a different numbering convention than your Sales Reports.

By default, suggestions for number ranges are already included in your system, but they can be customized as desired.



Administration > Company Settings > *Number Ranges: define numbers in Sales, Purchasing, Finance, and IT Users areas*

Available number ranges

When you create a new record or document in Backstage, the system automatically uses the assigned number range to generate its number.

You can define custom number ranges for the following types of data and documents:

Sales

Customers	Number of your Customers
Partners	Number of your Sales Partners (other agencies or companies that sell your media)

Purchasing

Authors, Partners, Pools	Numbers of your Authors (individual media creators); Purchasing Partners (other agencies or companies whose media you sell); Author Pools and Syndicates
Author Contract Numbers	Numbers for your Author Contracts
Partner Contract Numbers	Numbers for your Partner Contracts
Pool Contract Numbers	Numbers for your Author Pool and Syndicate Contracts

Finance

Items	Numbers for your saleable items and services
Item Groups	Number for groups of associated items
Price Quotes	Numbers for price estimates of your saleable Items
Orders	Numbers for documents that confirm orders
Delivery Notes	Numbers for documents that accompany deliveries
Invoices	Numbers for bills to media buyers
Credit Memos	Numbers for documents to media buyers that show you have reduced their balances

Cancellations	Numbers for documents to media buyers that show sales that have been cancelled
Sales Reports	Numbers for documents to media suppliers with details of their sales and royalties
Sales Reports Credit Memos	Numbers for credit memos to media suppliers
Sales Reports Cancellations	Numbers for documents to media suppliers with sales adjustments
Debtors	Numbers for Debtor Accounts
Vendors	Numbers for Vendor Accounts
Cost Canters	Numbers for Cost Canters
Cost Units	Numbers for Cost Units

IT

IT Users	Numbers for your staff members

Number range formats

Configure number ranges with the following values:

- **Character Count**: The value represents the total number of characters (letters and numbers) in each entry.
- **Prefix**: For each range, the prefix sets the letters or numbers that come before the main number.
- **Start Number**: The value from which numbering begins.
- **Last Created**: Displays the last number created in your system for that range.

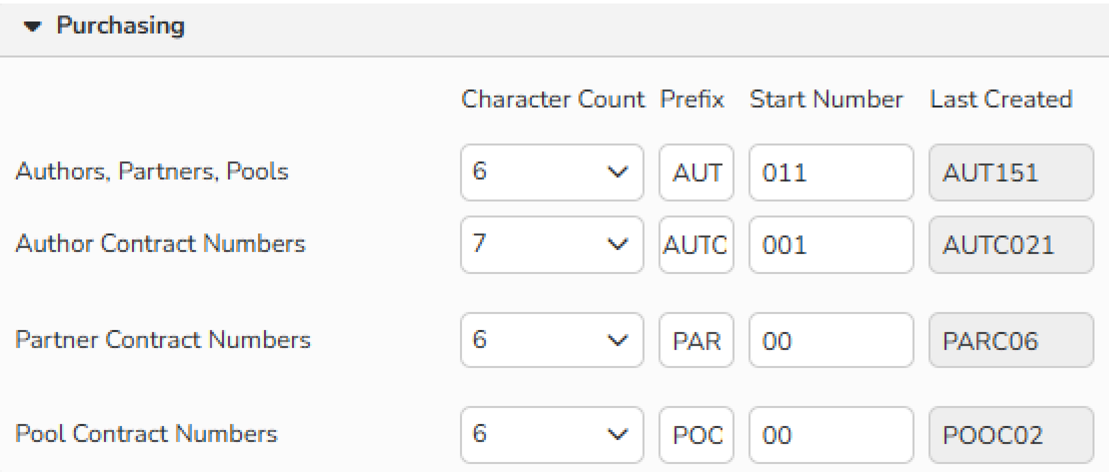
Define number ranges

You can easily modify a number range:

1. Go to **Administration > Company Settings > Number Ranges**.

2. Define Character Count, Prefix and Start Number
    - In the area for which you want to modify the number range (Sales, Purchasing Finance or IT) locate the Number Range you want to modify.
    - Configure **Character Count**, **Prefix** and **Start Number**.
3. Click **Save**.
4. The updated number range applies to all future records you create.

> **Tip**
>
> When importing data, for example such as your authors, their numbers can also be transferred. If this is intended, simply enter the sequential number according to the scheme of the existing numbers and adjust the counter reading accordingly.



Number Range defined for the Purchasing area

> **Note**
>
> You can also manually change the numbers within the master data records in the Sales, Purchasing, Finance, and Administration (Users) modules of Backstage.