



Document Number Range

1. Navigate to the **Master Data > Doc Nbr Range** menu path.
2. Select your **UIC**.
3. Select **Add** (or **Search** when updating or deleting).
4. Enter the description of the range.
5. Enter the **Beginning Serial Nbr**.
6. Enter the **End Serial Nbr**. Document Number ranges start over every day due to the Julian date change. The Document Number range should be the anticipated maximum number of transactions in a day.
7. Complete the process.

Creating the Document Number range allows you to create automated document numbers. Document Number ranges can be from 1 to 9999 and must not overlap.

Search Criteria	
UIC	E10124
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Add	
UIC	E10124
*Desc	ASSET UPDATES
*Begin Serial Nbr	0700
*End Serial Nbr	0999
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

Once an individual document number is created it cannot be closed or deleted.