



White Paper

Vendor Group

Number Sequence

Eftsure inside Microsoft Dynamics 365 for F&O

Change History

Version	Date	Change Summary	Author
1.0	16/04/2024	Initial draft for beta version	Trang

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INTRODUCTION

This user guide will walk you through how to create Vendor group number sequence and assign to particular vendor group with sample eftsure vendor onboarding.

This is a standard D365 feature which allows customer to have unique number sequence for different vendor basing on vendor group.

If customer decides to have this configured for each vendor group, eftsure will create new vendor using vendor group number sequence otherwise new vendor will be created with standard number sequence set for Account Payable > Vendor account.

Note: this setup should only be done by **D365 system administrator**.

NUMBER SEQUENCE CREATION

Navigate to Vendor groups page.

Vendor gr...	Description	Terms of payment	Time between invoice due date and ...	Default tax group	Exclude from s...
BPAY	BPAY	30D		EXEMPT	
DEF	Default Vendors	30D		GST	
EMP	Employees	NET		EXEMPT	
INT	International Vendors	30EOM		IMPORT	

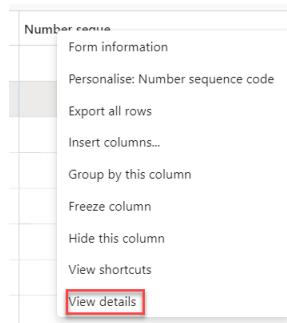
Right click on menu bar to insert additional columns.

Vendor gr...	Description	Terms of payment	Time between invoice due date and ...	Default tax group	Exclude from s...	
BPAY	BPAY	30D		EXEMPT		
DEF	Default Vendors	30D		GST		
EMP	Employees	NET		EXEMPT		
INT	International Vendors	30EOM		IMPORT		

Filter and select below 2 columns and click Update.

The screenshot shows the 'Finance and Operations' application with the path 'Accounts payable > Vendors > Vendor groups'. The 'Standard view' is displayed, showing a list of vendor groups with columns for 'Description', 'Terms of payment', 'Time between invoice due date and ...', 'Default tax group', and 'Exclude from s...'. An 'Insert columns' dialog is open on the right, listing fields such as 'Number sequence code' (Text, Number sequences), 'Vendor account number sequence' (Text, Vendor groups), 'Quantity of numbers' (Number, Number sequences), 'To a higher number' (Option, Number sequences), and 'To a lower number' (Option, Number sequences). The 'Number sequence code' and 'Vendor account number sequence' fields are selected and highlighted with a red box.

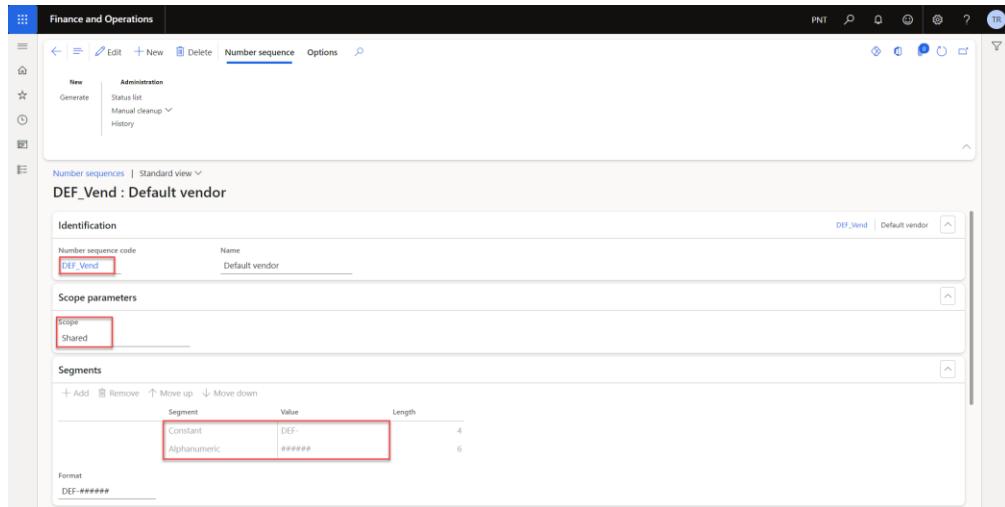
Once additional column is available, right click on Number sequence code column, select View details.



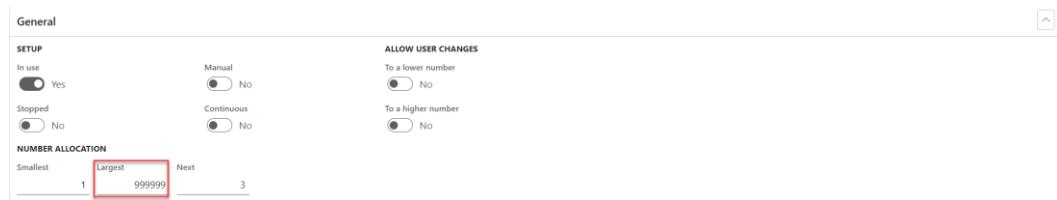
Click on New button to create new number sequence.

The screenshot shows the 'Finance and Operations' application with the path 'Accounts payable > Vendors > Vendor groups'. The 'Number sequence' screen is open, showing a 'New' tab and an 'Administration' section with 'Status list', 'Manual cleanup', and 'History'. The 'Number sequences' section shows a 'Standard view' with a list of sequences. A single sequence 'Acco_16418' is listed with 'Name' 'Acco_16418', 'Smallest' '1', and 'Largest' '999999'. The 'New' button in the top left is highlighted with a red box.

Fill in required information. If Shared is selected for Scope, it will be global ie not specific to legal entities.



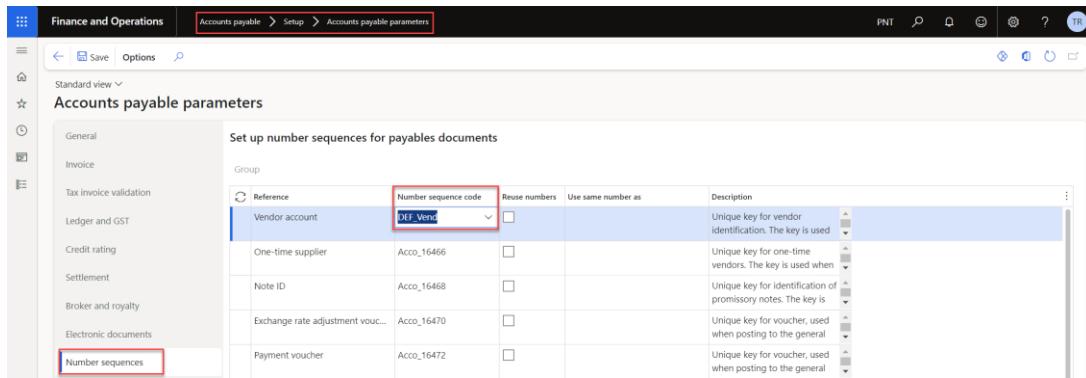
Please note on min and max number of the value while setting up sequence number.



ASSIGN NUMBER SEQUENCE

Account payable parameters > Number sequences > Vendor account

Paste new number sequence code to the same column.



Navigate back to vendor groups page, select newly created number sequence in Reference column.

Vendor group	Description	Terms of payment	Time between invoice due date and...	Default tax group	Exclude from...	Reference	Number sequ...
BPAY	BPAY	30D		EXEMPT	<input type="checkbox"/>		
DEF	Default Vendors	30D		GST	<input type="checkbox"/>	DEF	
EMP	Employees	NET		EXEMPT	<input type="checkbox"/>		Number sequ...
INT	International Vendors	30EOM		IMPORT	<input type="checkbox"/>	DEF_Vend	

SAMPLE VENDOR CODE

1. Vendor group new sequence number

If new sequence number is assigned for Vendor account.

General	Set up number sequences for payables documents			
Invoice	Group	Reference	Number sequence code	Reuse numbers
Tax invoice validation	Vendor account	DEF_Vend	<input type="checkbox"/>	Unique key for vendor identification. The key is used
Ledger and GST	One-time supplier	Acco_16466	<input type="checkbox"/>	Unique key for one-time vendors. The key is used when
Credit rating	Note ID	Acco_16468	<input type="checkbox"/>	Unique key for identification of promissory notes. The key is
Settlement	Exchange rate adjustment vou...	Acco_16470	<input type="checkbox"/>	Unique key for voucher, used when posting to the general
Broker and royalty	Payment voucher	Acco_16472	<input type="checkbox"/>	Unique key for voucher, used when posting to the general
Electronic documents				
Number sequences				

When new vendor is created for selected vendor group, new sequence number will be applied.

General		XE DEFAULT PURPOSE OF PAYMENT	
IDENTIFICATION	Group	None	Purpose of payment
Vendor account	DEF		Purpose of payment text
DEF-000001			
Type	DUNS number		
Organisation	0		
Name	Language		
Acer	en-au		
Search name	Address books		
Acer	Known as		
	Collaboration activation		
	Not Active		
	Vendor portal invoices must be appro...		
	<input checked="" type="radio"/> No		
	XE INDUSTRY DETAILS		
	Xe industry category		
	Industry		

2. Default number sequence

If specific number sequence is not selected for vendor group.

Vendor group	Description	Terms of payment	Time between invoice due date and ...	Default tax group	Exclude from ...	Vendor account number	Reference	Number sequenc...
BPAY	BPAY	30D		EKEMPT				
DEF	Default Vendors	30D		GST				

And default number sequence is selected in parameter.

Set up number sequences for payables documents				
Group	Reference	Number sequence code	Reuse numbers	Use same number as
Ledger and GST	Vendor account	Acco_16464	<input type="checkbox"/>	
Credit rating	One-time supplier	Acco_16466	<input type="checkbox"/>	
Settlement	Note ID	Acco_16468	<input type="checkbox"/>	
Broker and royalty	Exchange rate adjustment vouch...	Acco_16470	<input type="checkbox"/>	
Electronic documents	Payment voucher	Acco_16472	<input type="checkbox"/>	

Number sequences

New vendor will be created with default Vendor account code.

General

IDENTIFICATION

Vendor account: **PNT-000861**

Type: Organisation

Name: Notepad

Search name: Notepad

ORGANISATION DETAILS

Group: **DEF**

Number of employees: 0

Organisation number:

OTHER INFORMATION

ABC code: None

DUNS number:

Known as:

XE DEFAULT PURPOSE OF PAYMENT

Purpose of payment: None

Purpose of payment text:

VENDOR COLLABORATION

Collaboration activation: Not Active

Vendor portal invoices must be appro...: No

XE INDUSTRY DETAILS

Xe industry category:

Industry: