



# **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.

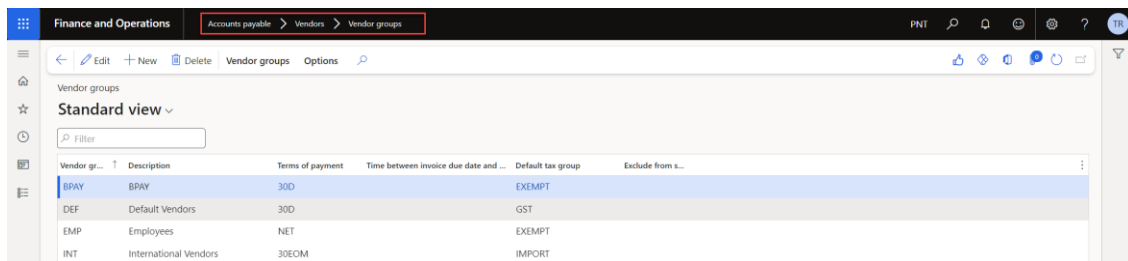
This is a standard D365 feature which allows customer to have unique number sequence for different vendor basing on vendor group.

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.

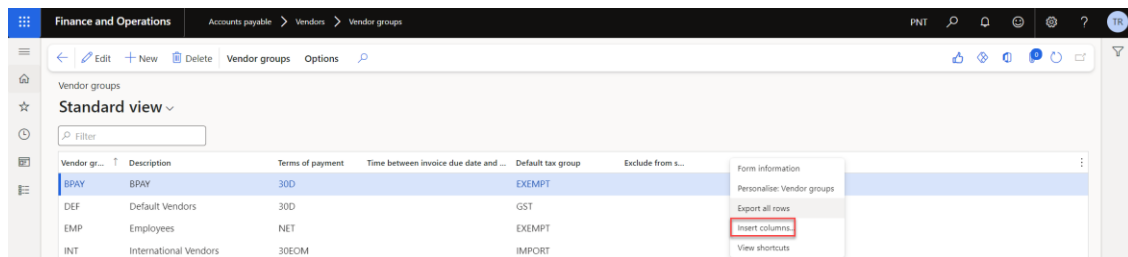
Note: this setup should only be done by **D365 system administrator**.

## NUMBER SEQUENCE CREATION

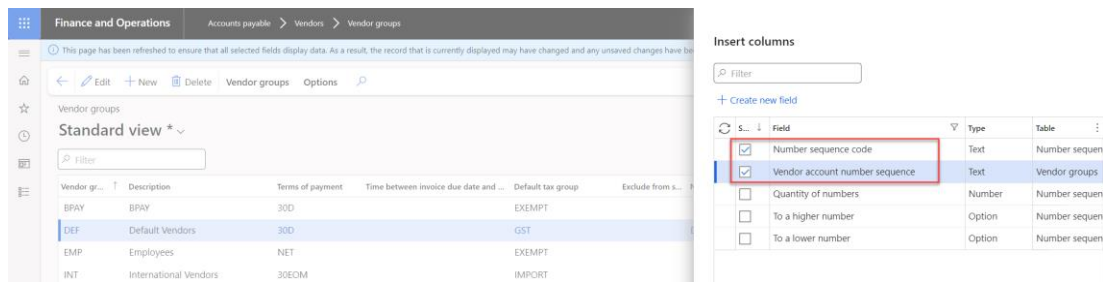
Navigate to Vendor groups page.



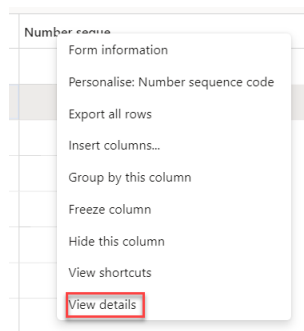
Right click on menu bar to insert additional columns.



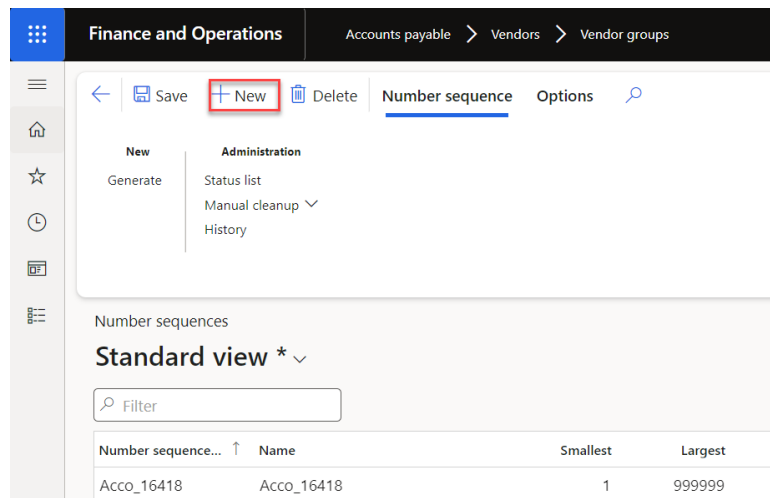
Filter and select below 2 columns and click Update.



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



Click on New button to create new number sequence.



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

Finance and Operations

Number sequence

DEF\_Vend : Default vendor

Identification

Number sequence code: DEF\_Vend Name: Default vendor

Scope parameters

Scope: Shared

Segments

Segment	Value	Length
Constant	DEF-	4
Alphanumeric	#####	6

Format: DEF-#####

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

General

SETUP

In use: Yes

Stopped: No

Manual

Manual: No

Continuous: No

ALLOW USER CHANGES

To a lower number: No

To a higher number: No

NUMBER ALLOCATION

Smallest: 1 Largest: 999999 Next: 3

## ASSIGN NUMBER SEQUENCE

Account payable parameters > Number sequences > Vendor account

Paste new number sequence code to the same column.

Finance and Operations

Accounts payable > Setup > Accounts payable parameters

Accounts payable parameters

Set up number sequences for payables documents

Reference	Number sequence code	Reuse numbers	Use same number as	Description
Vendor account	DEF_Vend	<input type="checkbox"/>		Unique key for vendor identification. The key is used
One-time supplier	Acco_16466	<input type="checkbox"/>		Unique key for one-time vendors. The key is used when
Note ID	Acco_16468	<input type="checkbox"/>		Unique key for identification of promissory notes. The key is
Exchange rate adjustment vouc...	Acco_16470	<input type="checkbox"/>		Unique key for voucher, used when posting to the general
Payment voucher	Acco_16472	<input type="checkbox"/>		Unique key for voucher, used when posting to the general

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 s...	Reference	Number sequence
BPAY	BPAY	30D		EXEMPT	<input type="checkbox"/>		
DEF	Default Vendors	30D		GST	<input type="checkbox"/>	DEF	DEF_Vend
EMP	Employees	NET		EXEMPT	<input type="checkbox"/>		
INT	International Vendors	30EOM		IMPORT	<input type="checkbox"/>		

## SAMPLE VENDOR CODE

### 1. Vendor group new sequence number

If new sequence number is assigned for Vendor account.

Group	Reference	Number sequence code	Reuse numbers	Use same number as	Description
Vendor account		DEF_Vend	<input type="checkbox"/>		Unique key for vendor identification. The key is used
One-time supplier		Acco_16466	<input type="checkbox"/>		Unique key for one-time vendors. The key is used when
Note ID		Acco_16468	<input type="checkbox"/>		Unique key for identification of promissory notes. The key is
Exchange rate adjustment voucher		Acco_16470	<input type="checkbox"/>		Unique key for voucher, used when posting to the general
Payment voucher		Acco_16472	<input type="checkbox"/>		Unique key for voucher, used when posting to the general

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

**DEF-000001: Acer**

**General**

Change party association

**IDENTIFICATION**

Vendor account: DEF-000001

Type: Organisation

Name: Acer

Search name: Acer

**Group**: DEF

**ORGANISATION DETAILS**

Number of employees: 0

Organisation number:

**OTHER INFORMATION**

Address books: Known as:

**VENDOR COLLABORATION**

Collaboration activation: Not Active

Vendor portal invoices must be approved: No

**XE DEFAULT PURPOSE OF PAYMENT**

Purpose of payment:

Purpose of payment text:

**XE INDUSTRY DETAILS**

Xe industry category:

Industry:

### 2. Default number sequence

If specific number sequence is not selected for vendor group.

Finance and Operations									
Vendor groups Options									
Standard view *									
Filter									
Vendor gr...	Description	Terms of payment	Time between invoice dur date and ...	Default tax group	Exclude from s...	Vendor account number s...	Reference	Number sequ...	
BPAY	BPAY	30D		EXEMPT					
DEF	Default Vendors	30D		GST					

And default number sequence is selected in parameter.

Finance and Operations									
Accounts payable > Setup > Accounts payable parameters									
Standard view									
Accounts payable parameters									
Set up number sequences for payables documents									
Group									
Reference	Number sequence code	Reuse numbers	Use same number as	Description					
Vendor account	Acco_16464	<input type="checkbox"/>		Unique key for vendor identification. The key is used					
One-time supplier	Acco_16466	<input type="checkbox"/>		Unique key for one-time vendors. The key is used when					
Note ID	Acco_16468	<input type="checkbox"/>		Unique key for identification of promissory notes. The key is					
Exchange rate adjustment vou...	Acco_16470	<input type="checkbox"/>		Unique key for voucher, used when posting to the general					
Payment voucher	Acco_16472	<input type="checkbox"/>		Unique key for voucher, used when posting to the general					

New vendor will be created with default Vendor account code.

Finance and Operations									
Accounts payable > Vendor > All vendors									
Vendor									
Main									
New Record									
General									
Change party association									
IDENTIFICATION									
Vendor account	DEF	ABC code	None	Phonetic name		XE DEFAULT PURPOSE OF PAYMENT			
PNT-000861		DUNS number		Language	en-us	Purpose of payment			
Type	Organisation	ORGANISATION DETAILS		OTHER INFORMATION		Purpose of payment text			
Name	Notepad	Number of employees	0	Address books					
Search name	Notepad	Organisation number		Known as					
				VENDOR COLLABORATION		XE INDUSTRY DETAILS			
				Collaboration activation	Not Active	Xe industry category			
				Vendor portal invoices must be appro...	<input type="radio"/> No	Industry			