IDEAS
THAT
WORK

IT AND ONSITE SERVICES
FOR CONFERENCES AND ASSOCIATIONS

T16003 Tips and Tricks
Invoice numbers

September 2016

Intended audience: CmOffice backoffice users.

Content Manual

1. Did you know….

Did you know that an invoice record can have two number fields?

Did you know that each of these number fields can have their own formatting rules?

Did you know that the invoice and credit note numbers can use different counters?

Did you know that invoice counters often need to be reset yearly (accountancy reasons) while conference invoice counters span several years (i.e. the duration of the registration window)?
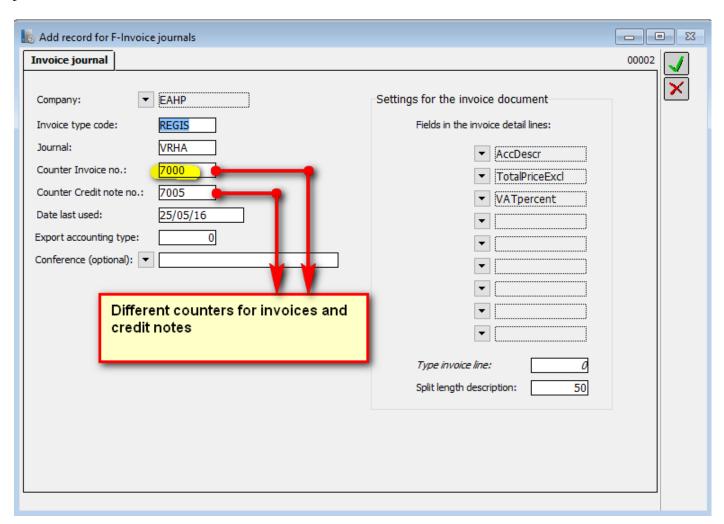
In cmOffice an invoice and credit note can have two numbers "Invoice number" and "Conference invoice number". This last one is optional.
Both numbers are in fact counters i.e. a field which stores (and sometimes displays) the number of times a particular event (in this case the creation of an invoice/credit note) has occurred.

2. HOW TO ... format invoice numbers?

a. Defining Invoice numbers

In cmOffice (Administrator section), you can define the "Invoice number" in the table "F-Invoice journals". **The invoice and credit note numbers can use different counters.**

Invoice type code	specifies for which type of invoice or credit note the number will be created	
= REGIS	Global registration invoices	
= INVOI	Partial registration, manually or automatic created invoices	
= MEMB	Member invoices	
= EXHIB	Exhibition invoices	
Counter Invoice no	type of the counter to use for the invoice numbers. The type of the counter is defined in the Admin section in the "* Counters" table.	
Counter Creditnote no	type of the counter to use for the credit note numbers. The type of the counter is defined in the Admin section in the "* Counters" table.	
Conference	= if empty, then this definition counts for all congresses that don't have a specific definition in this table	
	= if the value entered is an existing conference code, then this definition only counts for one specific congress	

PS: if you fill in the same value for "Counter Invoice no" and for "Counter Creditnote no", then you use the same counter for both invoices and credit notes.

b. Defining counters

In the Admin section of cmOffice in the table "* Counters", you define the counter and format of the "Invoice number" and "Conference invoice number".

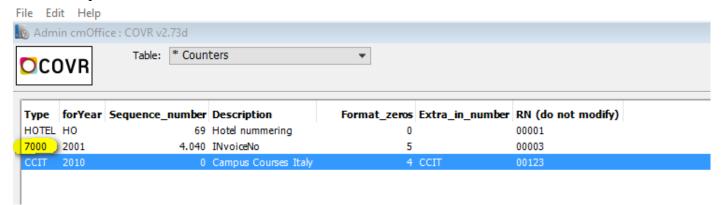|	
Type	is the counter type (must correspond with the content of the counter fields being "Counter Invoice no", "Counter Creditnote no" and "Extra counter for invoice init".
forYear	can contain the year during which this counter needs to be used or the first 5 characters of a conference code. By default, the numbers start with this value.
Sequence_nr.	this is the sequence part of the number. It will always contain the last value used in the counter.
Description	Wording that describes the counter.
Format_zeros	defines the number of digits used for the sequence number (e.g. 4 => seq.nr. 0012). Default = 0 and will be interpreted as 5 digits by cmOffice.
Extra_in_nr.	text that will be inserted in the number before the sequence number (like a prefix).

Some examples of valid counter definitions:

File   Edit   Help

Admin cmOffice : COVR v2.73d

OCOVR   Table: * Counters

Type	forYear	Sequence_number	Description	Format_zeros	Extra_in_number	RN (do not modify)
HOTEL	HO	69	Hotel nummering	0		00001
7000	2001	4.040	INvoiceNo	5		00003
CCIT	2010	0	Campus Courses Italy	4	CCIT	00123

c. Invoice number formats

➢ Default format

This is a number that starts each year (calendar year or fiscal year) from 1 and is used commonly by all congresses during that period.
The default format of this number is YYYYExtra12345 where

    YYYY is the year
    Extra   is the extra text defined in the table * Counters (can be empty)
    12345   is the sequence number. The number of digits used is also defined in the table * Counters

➢ Another format

You can change the format of "Invoice number" by defining a different type in the table * Lists.

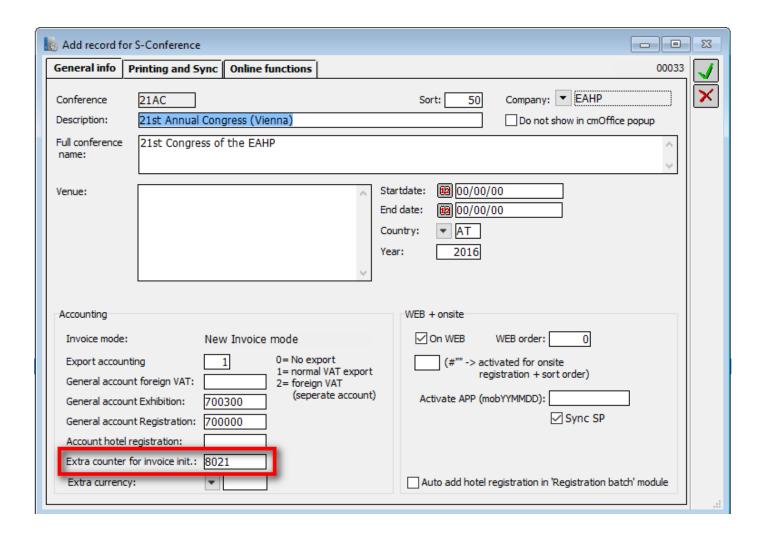|	
Listnr	= 141
Code	= the conference code
IntegerValue	= 1 or 2 => the year (YYYY) isn't included in the invoice number (Extra12345) = 0 or 3 => the year (YYYY) is included in the invoice number (YYYYExtra12345)

3. HOW TO … format Conference invoice numbers?

a. Defining Conference invoice numbers

In the table S-Conference you can define which counter to use for the "Conference invoice number".
The invoice and credit note numbers always use the same counter!

Extra counter for invoice init   if empty then no "Conference invoice number" will be created
= type of the counter to use for the Conference invoice and credit note
numbers (* Counters table. See chapter 2.b "Defining counters")

b. Conference invoice number formats

If a counter type is entered in the "Extra counter for invoice init" field of the conference definition the conference invoice number will be created.
It's possible to specify that the conference invoice number will be created for all invoices except for the exhibition invoices (see paragraph "Another format").

❖ **Default format**

In most of the cases this number is mostly linked to one specific congress. It starts from 1 and continues incrementing over multiple years.

The default format of this number is XXXXExtra12345 where

    XXXX are the first five characters of the conference code

    Extra   is the extra text defined in the table * Counters (can be empty)

    12345 is the sequence number. The number of digits used is also defined in the table * Counters

❖ Another format

You can change the format of "Invoice number" by defining a different type in the table * Lists.

Listnr   = 140

Code   = the conference code

IntegerValue   See list below

Integer Value	Description
0	The sequence number restarts each year from 1. The year or conference code is included in the number.
1	The sequence number continues incrementing over multiple years. The year or conference code **isn't** included in the number.
2	The sequence number restarts each year from 1. The year or conference code **isn't** included in the number.
3	The sequence number continues incrementing over multiple years. The year or conference code is included in the number.
30	= 0 but for the exhibition invoices no Conference invoice number will be created.
31	= 1 but for the exhibition invoices no Conference invoice number will be created.
32	= 2 but for the exhibition invoices no Conference invoice number will be created.
33	= 3 but for the exhibition invoices no Conference invoice number will be created.