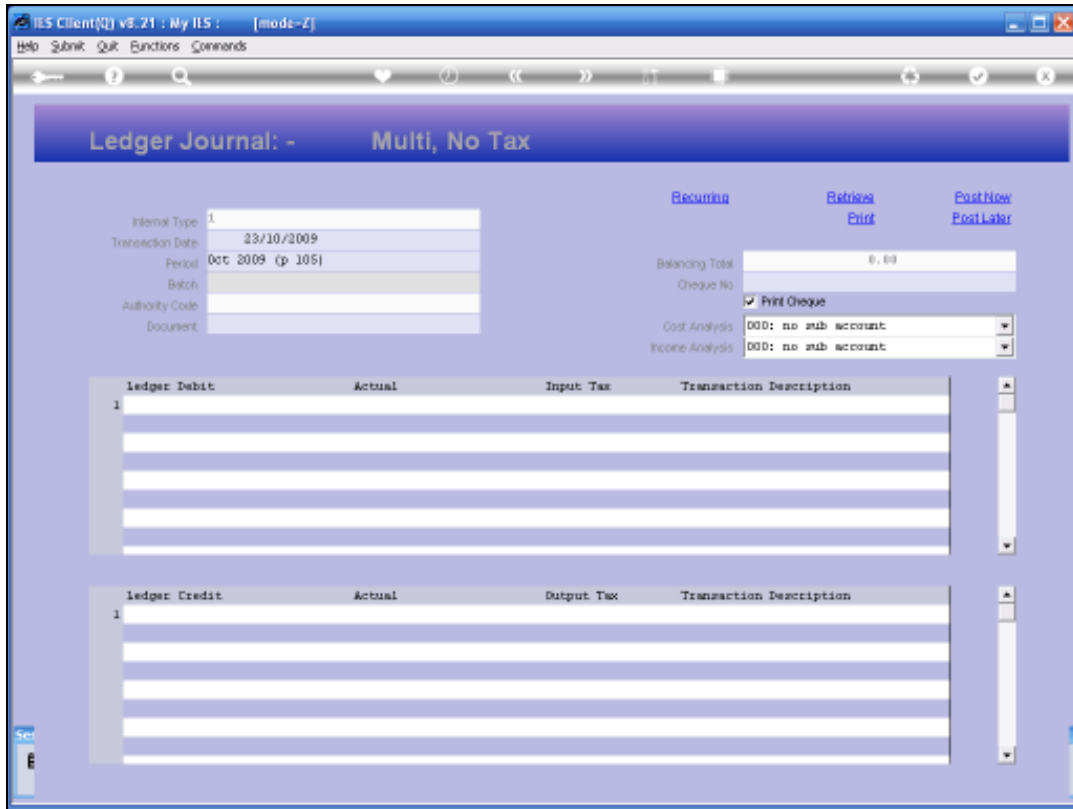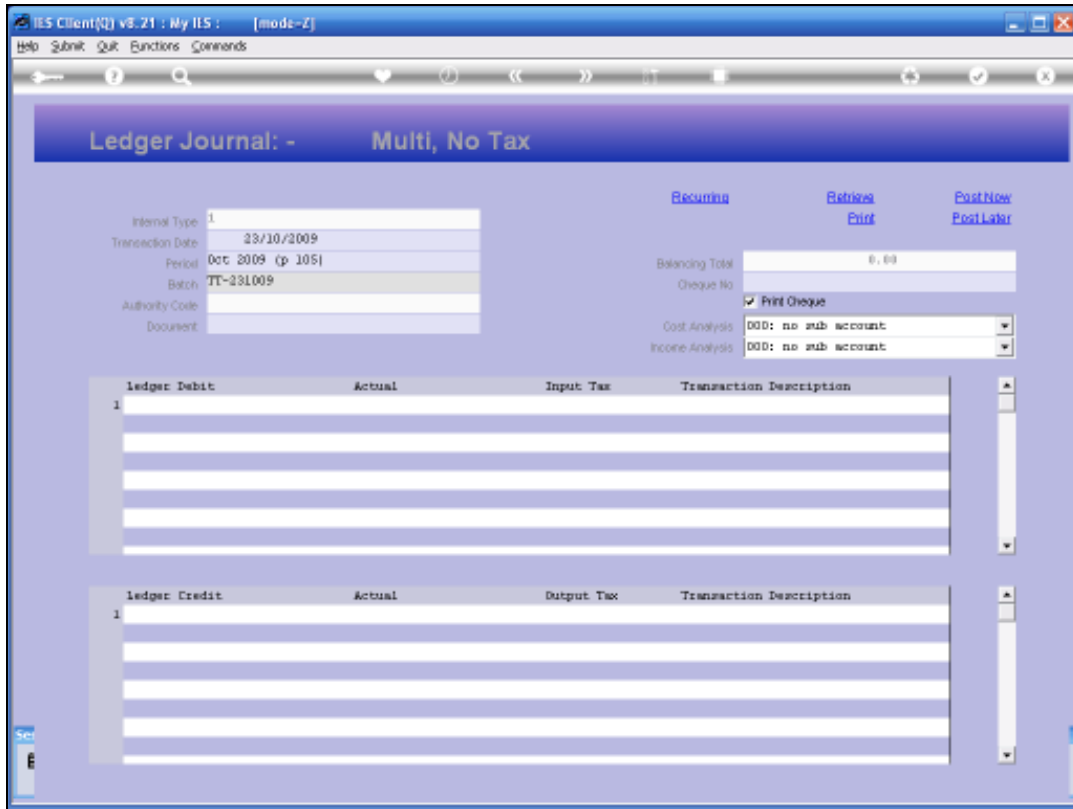Slide 1

Slide notes: There are times when specific Batch Number series may be used for specific Journals, and there are times when the Automatic Batch Number is appropriate. Specific series are commonly used with Batches that are checked for Balancing Controls, i.e. to verify effective Range Capture and completeness of capture. On the other hand, when the Batch Number is only used as a management flag and an anchor for retrieval and reporting, then the automatic Batch number is appropriate.
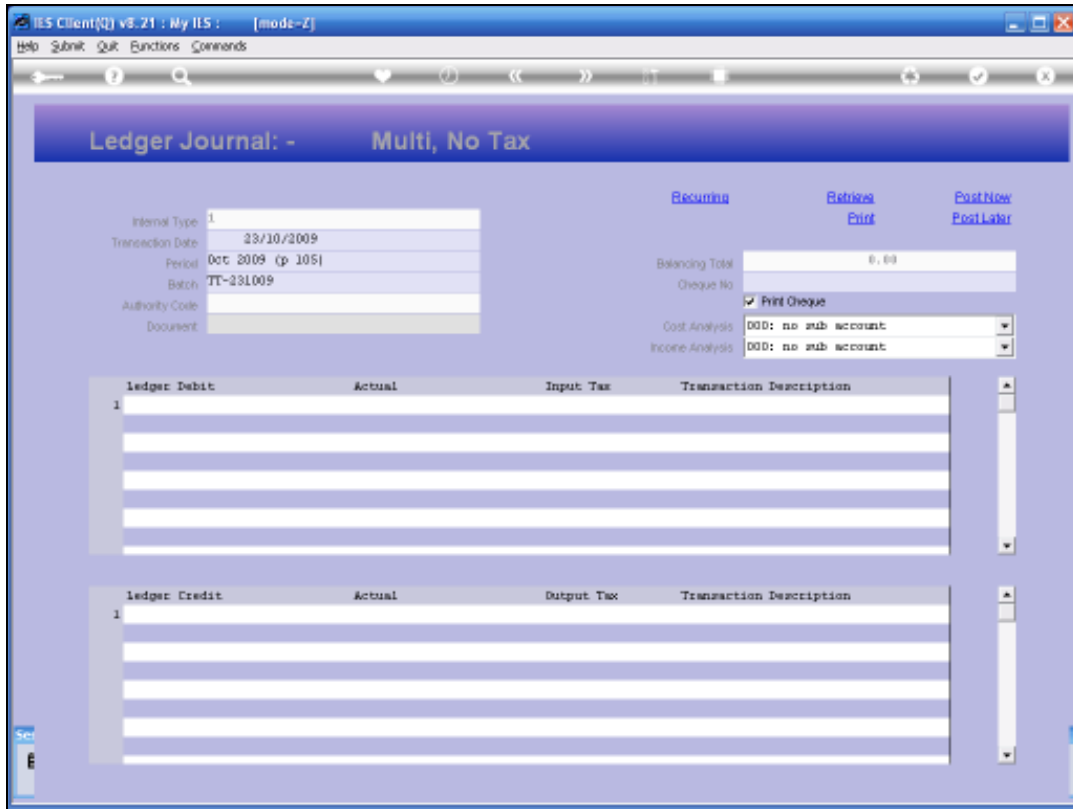
Slide 2

Slide notes: When on the Batch Number field, we just invoke the Lookup.

Slide 3

Slide notes: And then the system will provide the automatic Batch Number for the current User. The automatic batch number is usually formatted as a combination of the User Code and the current Date, i.e. the Date that the Batch is first opened.

Slide 4

Slide notes: This is an easy and effective method for Batch Numbering and fits most needs. If an old Batch Number from a previous date is already defaulted, we can still use the Lookup to retrieve the automatic Batch number for today.