

How To Set Up Reference Numbers

For some companies, the Pastel document number is not the reference number which should display on the statement. PasCheck allows you to apply rules to automatically swop the Pastel document number with an alternate reference number in different situations.

To do this, you will need to :

1 – capture the alternate reference number on the Pastel document. We would recommend using one of two options.

Option 1 : you can capture it into the “CUSTOMER REF” field in Pastel invoices, and into the “ORIGINAL INVOICE” field in Pastel Credit Notes.

Process Customer

Document Type: Tax Invoice

Number: *Global

Link / Create

Inclusive
 Quick Mode
 Customer User Defined Fields
 On Hold

Period	Date	Customer Ref	Sales Code	Discount %	Exch. Rate	Ter
1	01/03/07			0.00	1.000000	00

Type	Store	Code	Description	Cost
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Process Customer

Document Type: Credit Note

Number: *Global*

Link / Create

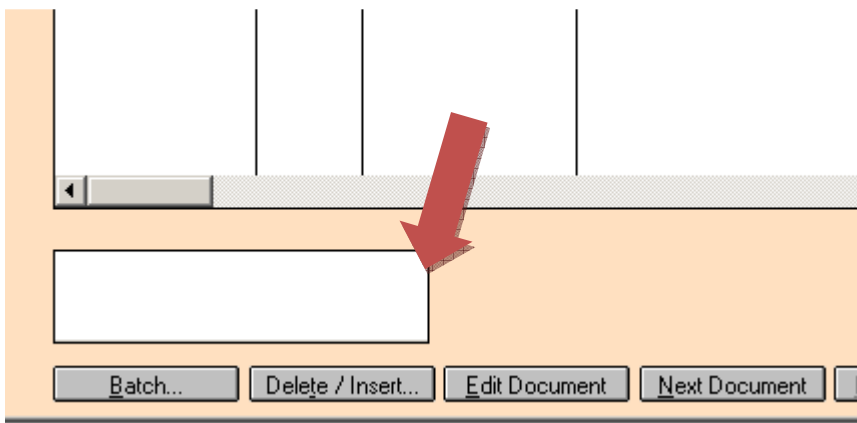
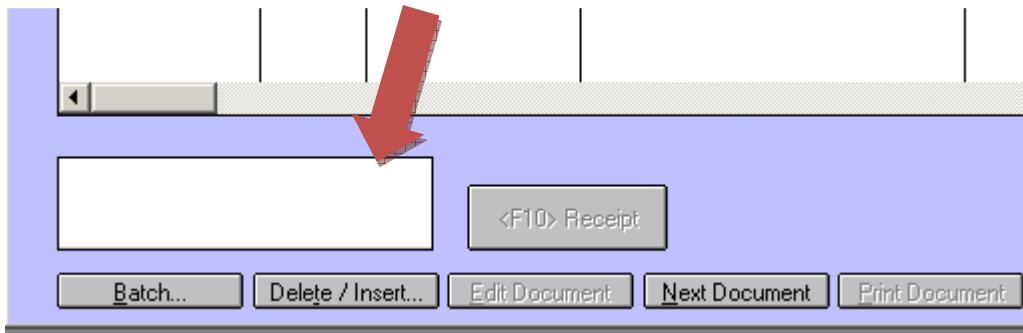
Inclusive
 Quick Mode
 Customer User Defined Fields

Delivery Address

Period	Date	Original Invoice	Sales Code	Discount %	Exch. Rate	Terms	Payment Due
1	01/03/07			0.00	1.000000	00	01/03/07

Type	Store	Code	Description	Cost Code	Unit	Quant
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Option 2 : you could capture the alternate reference number into one of the three message lines in the Pastel invoices and Pastel credit notes.



2 – You now need to tell PasCheck which of the above options you are using. In PasCheck, go to the “START” sheet, and in cell “B6” type in one of the following:

If using option 1 (above) , type in “ORDERNUMBER”

If using option 2 (above), type in either “MESSAGE01”, “MESSAGE02”, or “MESSAGE03” , depending on which message line you are capturing the reference number into.

A	B	C	D
Report Parameters & Settings:			
Pastel Server IP Address	127.0.0.1	Change Connection S	
Pervasive Engine Name	pascheck09		
Delivery Address Column #	1	Licence Report	
Referance Field	ordernumber	Run Report	

3 – You now need to tell PasCheck for which Checkers accounts the alternate reference number must be used. In PasCheck, go to the sheet “CUSTOMER LIST”. In column “C” next to each account you can enter either “BLANK” , “1” or “2”.

If it is blank, then the statement will display the Pastel document number rather than the alternate reference number.

If you enter “1”, then the statement will swap the Pastel document number with the alternate reference number for Credit Notes only.

If you enter “2”, then the statement will swap the pastel document number with the alternate reference number for both Invoices and Credit Notes.

	A	B	C
1	Fetch Customers from Pastel		Option 1: Swap CR only
2			Option 2: Swap CR and IN
3	Customer Code	Description	Reference Option
4	CHK001	Checkers KZN	1
5	CHK002	Checkers CPT	
6	CHK003	Checkers JHB	2
7			