



Document Number Range Overview

Overview

The Warehouse Management module Document Number Range process provides the ability to add, update or delete a range of serial numbers for a specific Warehouse. These ranges are for automatic assignment of document numbers. This process also allows for updates to Begin SERIAL NBR, End SERIAL NBR, Description and the Document Type of an existing Document Number Range record. The system checks Document Number Range Table so overlapping of serial numbers does not occur.

Note



When a Warehouse is added, the MS-Miscellaneous document number range of 9001-9999 is automatically created and viewable under the Document NBR Range. The MS-Miscellaneous document number type can only be created automatically when the Warehouse is added, but the range of 9001-9999 is editable.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range > DOCUMENT NBR page





Add a Document Number Range

Navigation

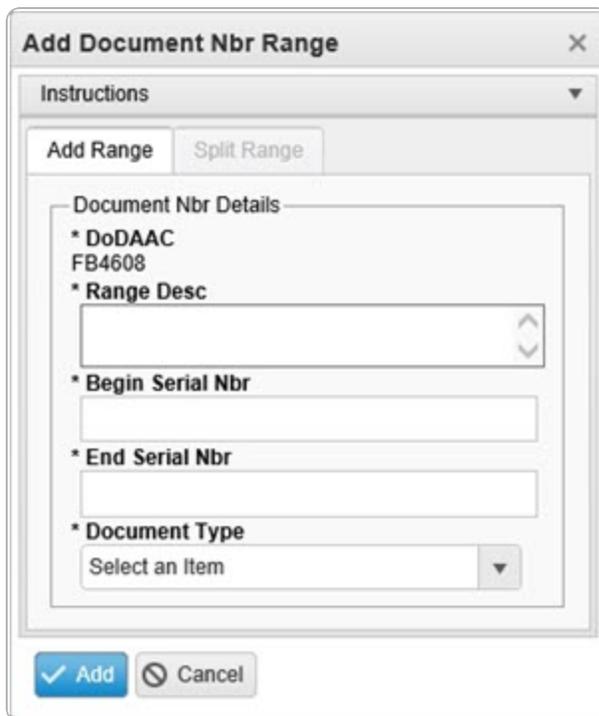
WAREHOUSE MGMT > DOCUMENT NBR Range >  > Add DOCUMENT NBR Range pop-up window

Procedures

Add a Document Number Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add DOCUMENT NBR Range** pop-up window appears.



The screenshot shows a window titled "Add Document Nbr Range" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are two tabs: "Add Range" (selected) and "Split Range". The main area contains a "Document Nbr Details" section with the following fields:

- * DoDAAC: FB4608
- * Range Desc: (empty text box)
- * Begin Serial Nbr: (empty text box)
- * End Serial Nbr: (empty text box)
- * Document Type: (dropdown menu showing "Select an Item")

At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash.





Help Reference Guide

- A. *The DoDAAC automatically populates and is not editable.*
 - B. Enter the Range DESC in the field provided. *This is a 125 alphanumeric character field.*
 - C. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
 - D. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*
 - E. Use  to select the Document Type.
2. Select . The **Add DOCUMENT NBR Range** pop-up window closes, and the new record appears at the top of the DOCUMENT NBR Range Grid in green.





Update a Document Number Range

Navigation

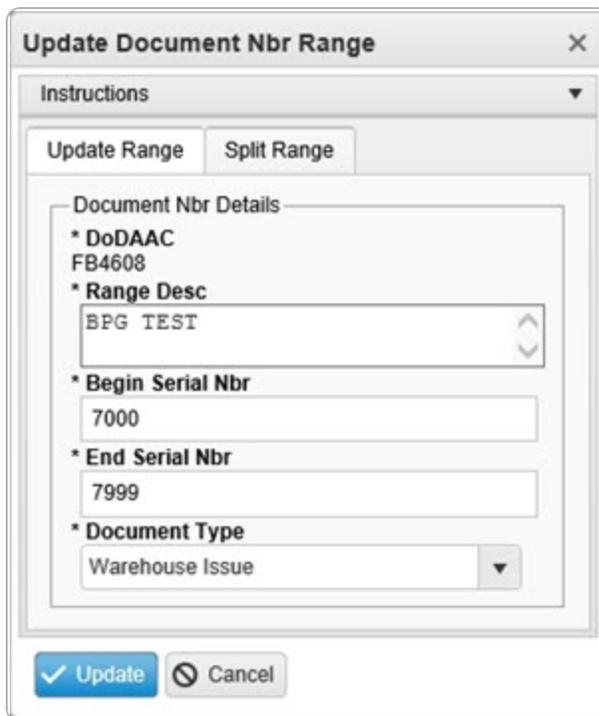
WAREHOUSE MGMT > DOCUMENT NBR Range >  > Update DOCUMENT NBR Range pop-up window

Procedures

Update a Document Number Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update DOCUMENT NBR Range** pop-up window appears.



The screenshot shows a pop-up window titled "Update Document Nbr Range" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are two tabs: "Update Range" (selected) and "Split Range". The main content area is titled "Document Nbr Details" and contains several fields:

- * DoDAAC: FB4608
- * Range Desc: BPG TEST (text box with scroll arrows)
- * Begin Serial Nbr: 7000 (text box)
- * End Serial Nbr: 7999 (text box)
- * Document Type: Warehouse Issue (dropdown menu)

At the bottom of the window are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a circle and slash icon).





- A.** Verify the DoDAAC.
- B.** Update the Range DESC, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*
- C.** Update the Begin SERIAL NBR, entering the revised amount in the field provided. *This is a 4 numeric character field.*
- D.** Update the End SERIAL NBR, entering the revised amount in the field provided. *This is a 4 numeric character field.*

- E.** Update the Document Type, using  to select the desired kind.

Select . *The revised DOCUMENT NBR Range appears at the top of the grid.*

- F.**
OR

Select the Split Range Tab. *The Update Range tab closes and the Split Range tab opens.*

- a.** Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*





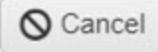
Delete a Document Number Range

Navigation

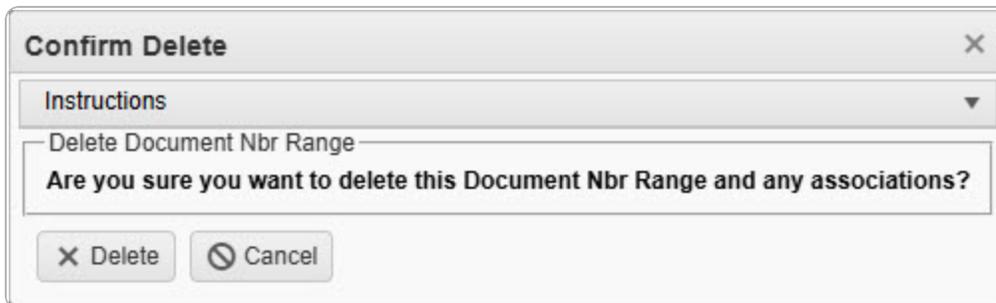
WAREHOUSE MGMT > DOCUMENT NBR Range >  > Confirm Delete (Delete DOCUMENT NBR Range) pop-up window

Procedures

Delete a Document Number Range

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Confirm Delete (Delete DOCUMENT NBR Range)** pop-up window appears.



2. Select . The DOCUMENT NBR Range is removed from the grid.

