

# **Define Numbering Series**

Date: 23/08/2022 Author: Sonia Devi







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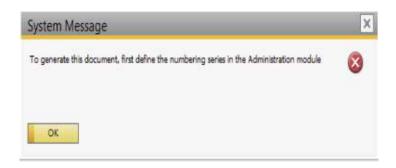
Define Numbering Series
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### **DEFINE NUMBERING SERIES**

• When trying to open a document the user is presented with a system message: 'To generate this document, first define the numbering series in Administration module'.



#### Solution

- To resolve this issue, go to Administration > System Initialisation > Authorisations > General Authorisation.
- Select the user from the left-hand side and give them full authorisation to the numbering series module or specific number series required.

Hide Locked Users								
Users	Groups	Find Next						
AlertSvc - AlertSvc		Subject	Authorisation		Effective Authorizat	ion	2	
alex - Alex Torras		General	Full Authorisation		Full Authorisation		12	
B1i - B1i		Customisation Tools	Full Authorisation		Full Authorisation			
hill - Bill Levine		<ul> <li>Administration</li> </ul>	Various Authorisations		Various Authorisations			
bob - Bob Shone		Exchange Rates and Indexes	Full Authorisation		Full Authorisation			
		<ul> <li>System Initialisation</li> </ul>	Various Authorisations		Various Authorisatio	ns :		
brad - Brad Thompson		Company Details	Full Authorisation		Full Authorisation			
carlos - Carlos Andres		General Settings	Full Authorisation		Full Authorisation			
christin - Christine Roblet		Posting Period	Full Authorisation		Full Authorisation			
dana - Dana Willy		Document Numbering	Full Authorisation		Full Authorisation			
donna - Donna Brown		Document Settings	Full Authorisation		Full Authorisation			
doris - Doris Labour		Print Preferences	Full Authorisation		Full Authorisation     No Authorisation			
		Menu Alias for Searching	No Authorisation					
EDsUser - EDsUser elisa - Elisa Messina emily - Emily Irwin fred - Fred Buyer			Menu Structure Full Authorisation		Full Authorisation			
		Opening Balances			Full Authorisation			
		Numbering Series			Full Authorisation			
		E-Mail Settings			Full Authorisation			
George - George Keeng		Implementation Tasks			<u>No Authorisation</u>			
		Tooltip Preview			<u>No Authorisation</u>			
unter - Hunter O'Rear		Setup			Full Authorisation     Full Authorisation			
ames - James Chan		Data Import/Export						
im - Jim Boswick		Utilities     Approval Process	Full Authorisation		Full Authorisation			
ohn - John Peterson		Approval Process     Workflow			No Authorisation			
uan - Juan Peron	*	Alerts Management			<ul> <li>Full Authorisation</li> </ul>			
					1 of Platformerion	-	-	
Copy Authorizations		Max. Discount - Sales		100.00	Expand	Collapse	£.	
		Max. Discount - Purchase		100.00				
		Max. Discount - General		100.00				
		Max. Cash Amount for Incoming	Payments					
			Full At	thorisation	Read Only	No Authoris	ati	

- Once authorisation is granted, click on Update.
- Ask the affected user to log out and back into SAP.



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