Make Sage 300 Document Numbers Follow Your Business Rules

Flexible numbering structures that match how your business is organised.

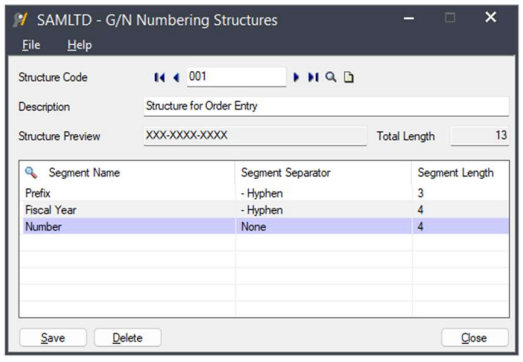
KEEP STANDARD SAGE NUMBERING • ADD STRUCTURE ONLY WHERE YOU NEED IT

Keep standard Sage numbering - add structure where you need it

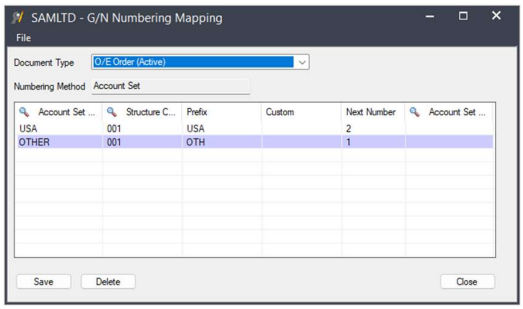
Standard Sage 300 numbering works well for straightforward sequences. Businesses running multiple branches, locations, account sets or fiscal-year conventions often need numbers that carry that information. Define the structure once, map it to the relevant transactions, and Sage 300 generates and applies the correct document number when the transaction is processed.

See it in action

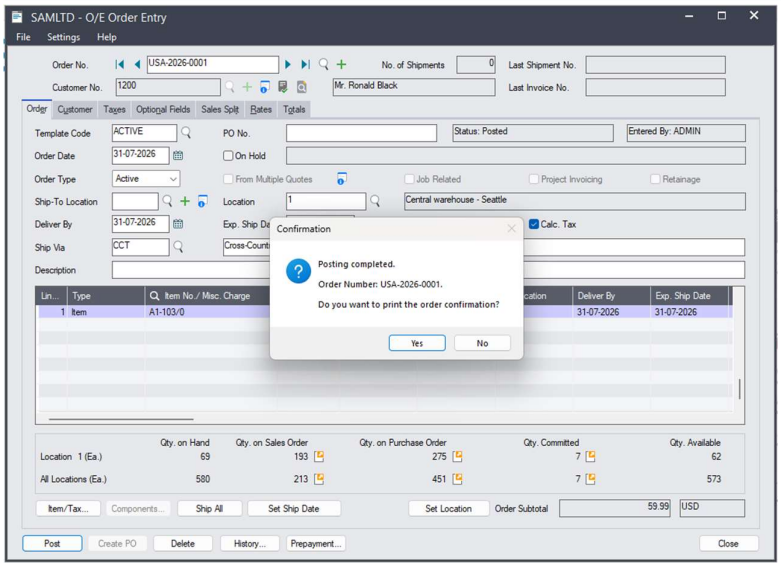
1 Numbering structure



2 Numbering mapping



3 Number generated on posting



A three-segment structure - prefix, fiscal year and running number - mapped by Account Set, producing USA-2026-0001 on posting.

1	2	3	4
Structure defined	Mapped to transaction	Transaction posted	Number applied

What drives the numbering



SEGMENTS AVAILABLE
Prefix (document type) · Running number · Fiscal year · Location · Custom value

NUMBERING DRIVEN BY
Account Set · Location · Account Set + Location · Bank Code · Optional Field

WHERE NOTHING IS MAPPED
Standard Sage 300 numbering continues to apply, so rules are added only to the transactions that need them.

A unique Document Structure Code is assigned to each structure, so different document types can follow different numbering rules across sales and purchase transactions.

Ready to see Sage 300 Document Numbering in action?

Contact your Sage 300 partner for product information, pricing, a demonstration or a compatibility check.