Document Numbers, References, Dates, and Cutoffs Reference

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Overview

This guide will help you identify transactions uniquely and compare them using the correct document, reference, date, and cutoff fields.

Transactions can be traced across modules and reports without conflating different identifiers or dates.

Who can do this

You need access to Same as the underlying workflow or report.

Before you start

Distinguish internal ID, transaction number, document number, supplier/customer reference, external ID, invoice/order date, due date, posting date, and synchronization time.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the source form and its inquiry/report.

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Step 1: Use stable internal/document IDs to locate the exact record

Step 2: Use external/provider IDs to prevent integration duplicates

Step 3: Treat party-supplied invoice/reference numbers as duplicate controls where applicable

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Step 4: Identify which date drives fiscal period, working period, due/ageing, stock,

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Step 5: Record time zone/business-day cutoff for terminal operations

Step 6: Preserve all identifiers through corrections/conversions

Check your work

One source event maps consistently to its inquiry, stock/payment/journal entries, and external result.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Transaction date and sync/posting date can differ.
- Do not change dates merely to force report inclusion.

Related guides

- Set Report Date, Company, Location, Terminal, and Entity Filters
- Prevent and Resolve Duplicate Transactions
- Resolve a Closed or Invalid Working Period

What to do next

> **Set Report Date, Company, Location, Terminal, and Entity Filters**.

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