

## Setting up an Accession Numbering for Items

- **Article Type:** General
  - **Product:** Alma
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Desired Outcome Goal:

Set up automatic Accession Numbers for items

Procedure:

There are two steps for Accession Number configuration:

1. The counter is defined in the Resource Configuration Menu > Accession Number
  2. To determine the terms (call number type) and configuration (subfields):
    - (1) From the Alma menu find the Configuration Menu (under: ADMINISTRATION > General Configuration)
    - (2) Click the drop-down for "You are configuring" and select the Location/Library
    - (3) Click: Physical Locations
    - (4) Find the relevant Location > click: Actions > Edit
    - (5) At the bottom of the screen configure "Accession Placement" and "Call Number Type"
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### Additional Information

To avoid situation where items are being created with Accession Numbers -- go to step #5 and select "None" instead of any other value

**Category:** Inventory

**Subject:** IE/Holding/Item

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