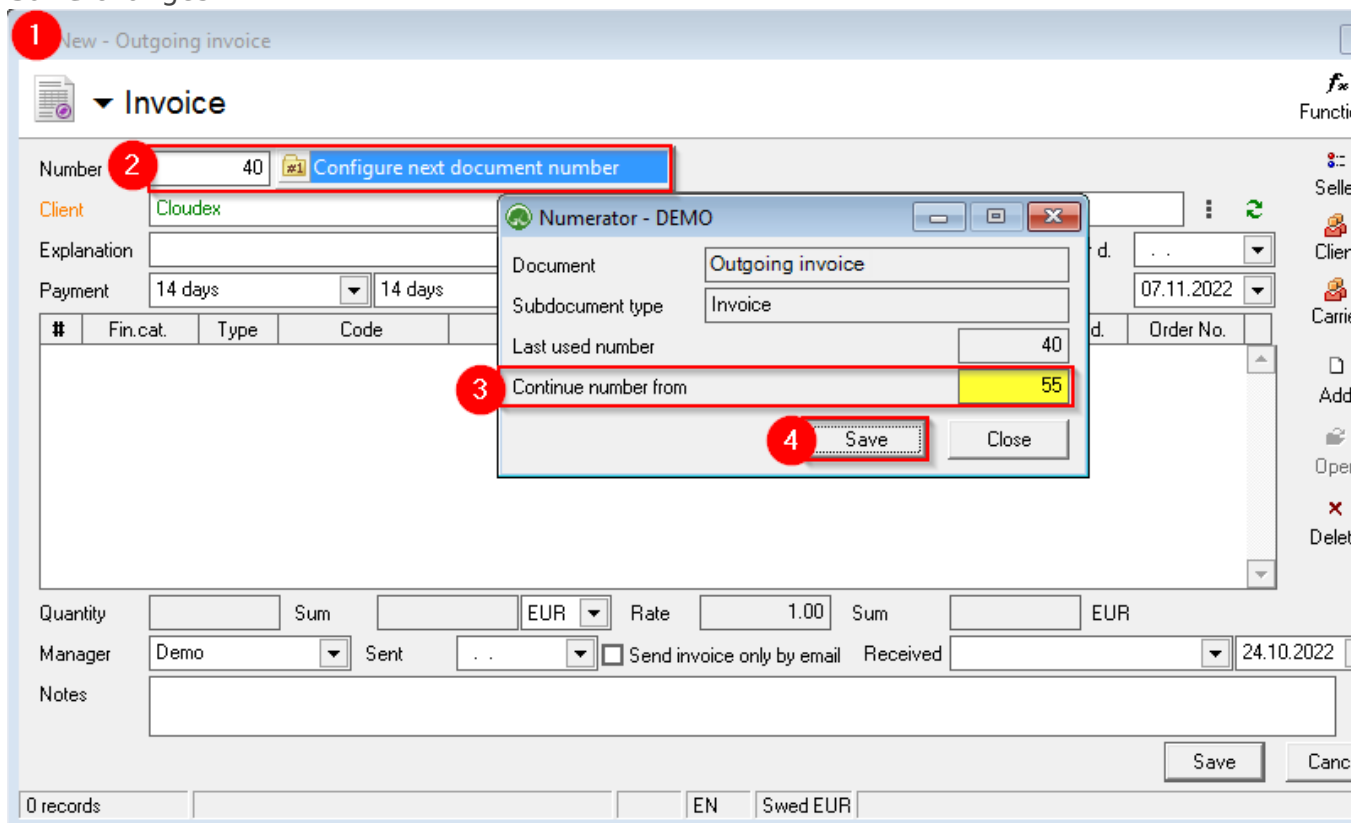


How to change the Document's sequence number

For documents that have automatic sequential numbering, it is possible to set the number of the next document.

1. **Open** the desired document (e.g. outgoing invoice)
2. In the **Number** window, press **the right mouse button** . A window opens - **Configure next document number**
3. In **the Continue numbering from** window, enter the desired number
4. **Save** changes



The screenshot shows the 'New - Outgoing invoice' window. The 'Number' field is set to 40. A red box highlights the 'Configure next document number' button next to the number field. The 'Configure next document number' dialog is open, showing the 'Continue numbering from' field set to 55. The 'Save' button in the dialog is highlighted with a red box. The main window also shows fields for Client (ClouDEX), Explanation, Payment (14 days), and a table for items. The bottom of the window shows '0 records' and currency settings (EN, Swed EUR).

1 New - Outgoing invoice

Invoice

Number 40 **Configure next document number**

Client ClouDEX

Explanation

Payment 14 days 14 days

#	Fin.cat.	Type	Code
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Quantity Sum EUR Rate 1.00 Sum EUR

Manager Demo Sent ☐ Send invoice only by email Received 24.10.2022

Notes

0 records EN Swed EUR

Numerator - DEMO

Document Outgoing invoice

Subdocument type Invoice

Last used number 40

Continue numbering from 55

Save Close

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