
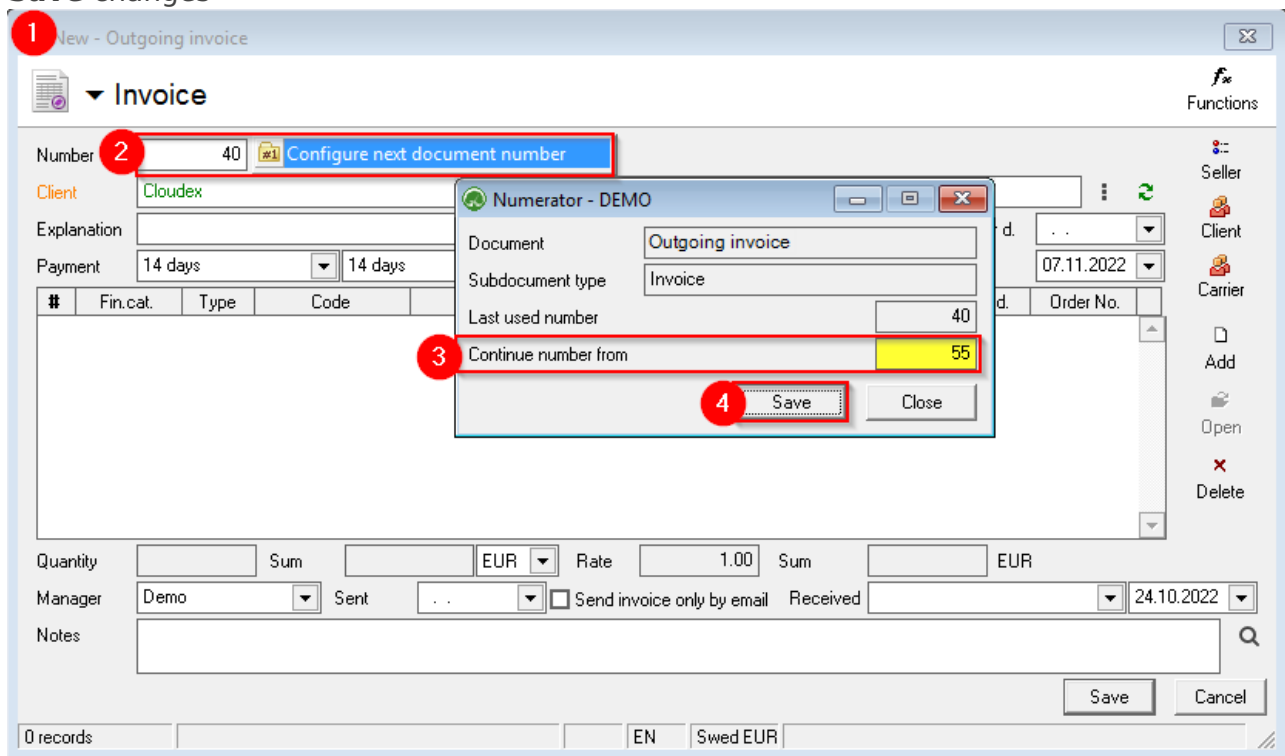


How to change the Document's sequence number

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. The 'Configure next document number' dialog box is open, showing the 'Continue numbering from' field set to 55. The 'Save' button is highlighted.

#	Fin.cat.	Type	Code

Quantity: Sum EUR 1.00 Sum EUR

Manager: Demo Sent: . . . ☐ Send invoice only by email Received: 24.10.2022

Notes:

0 records EN Swed EUR

Revision #2

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