
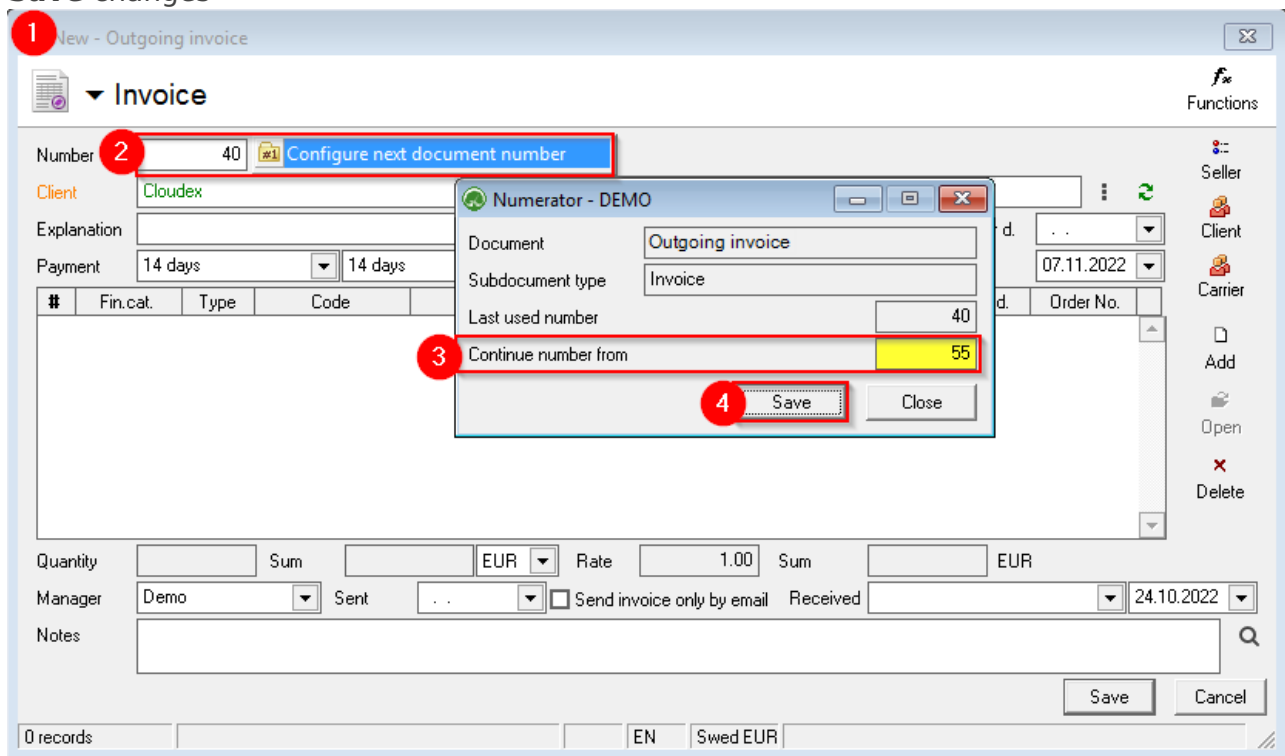


# How to change the Document's sequence number

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 'Client' is 'ClouDEX'. The 'Payment' is '14 days'. The 'Numerator - DEMO' dialog box is open, showing 'Document' as 'Outgoing invoice', 'Subdocument type' as 'Invoice', and 'Last used number' as 40. The 'Continue numbering from' field is set to 55. The 'Save' button is highlighted.

#	Fin.cat.	Type	Code
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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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