


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

1 New - Outgoing invoice

2 Number 40 [Configure next document number](#)

Client ClouDEX

Explanation

Payment 14 days 14 days

#	Fin.cat	Type	Code

3 Numerator - DEMO

Document Outgoing invoice

Subdocument type Invoice

Last used number 40

4 Continue number from 55

Save Close

Quantity Sum EUR Rate 1.00 Sum EUR

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

Notes

Save Cancel

0 records EN Swed EUR

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