


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, and a tooltip 'Configure next document number' is visible. The 'Client' field is 'ClouDEX'. The 'Payment' field is '14 days'. A 'Numerator - DEMO' dialog box is open, showing 'Document' as 'Outgoing invoice', 'Subdocument type' as 'Invoice', 'Last used number' as 40, and 'Continue number from' as 55. The dialog has 'Save' and 'Close' buttons. The main window also has 'Save' and 'Cancel' buttons at the bottom right.

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