


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 in the Numerator software. The window has a title bar with a red circle '1' next to the text 'New - Outgoing invoice'. The main area contains several fields: 'Number' (40) with a red circle '2' and a blue button 'Configure next document number'; 'Client' (Cloudex); 'Explanation'; 'Payment' (14 days); and a table with columns '#', 'Fin. cat.', 'Type', and 'Code'. A modal dialog titled 'Numerator - DEMO' is open, showing 'Document' (Outgoing invoice), 'Subdocument type' (Invoice), 'Last used number' (40), and 'Continue number from' (55) with a red circle '3'. The 'Save' button in the dialog is highlighted with a red circle '4'. The main window also has a 'Save' button at the bottom right. The bottom status bar shows '0 records', 'EN', and 'Swed EUR'.

Revision #2

Created Tue, Aug 30, 2022 1:26 PM by [Janis Veldre](#)

Updated Tue, Oct 25, 2022 7:29 AM by [Janis Veldre](#)