
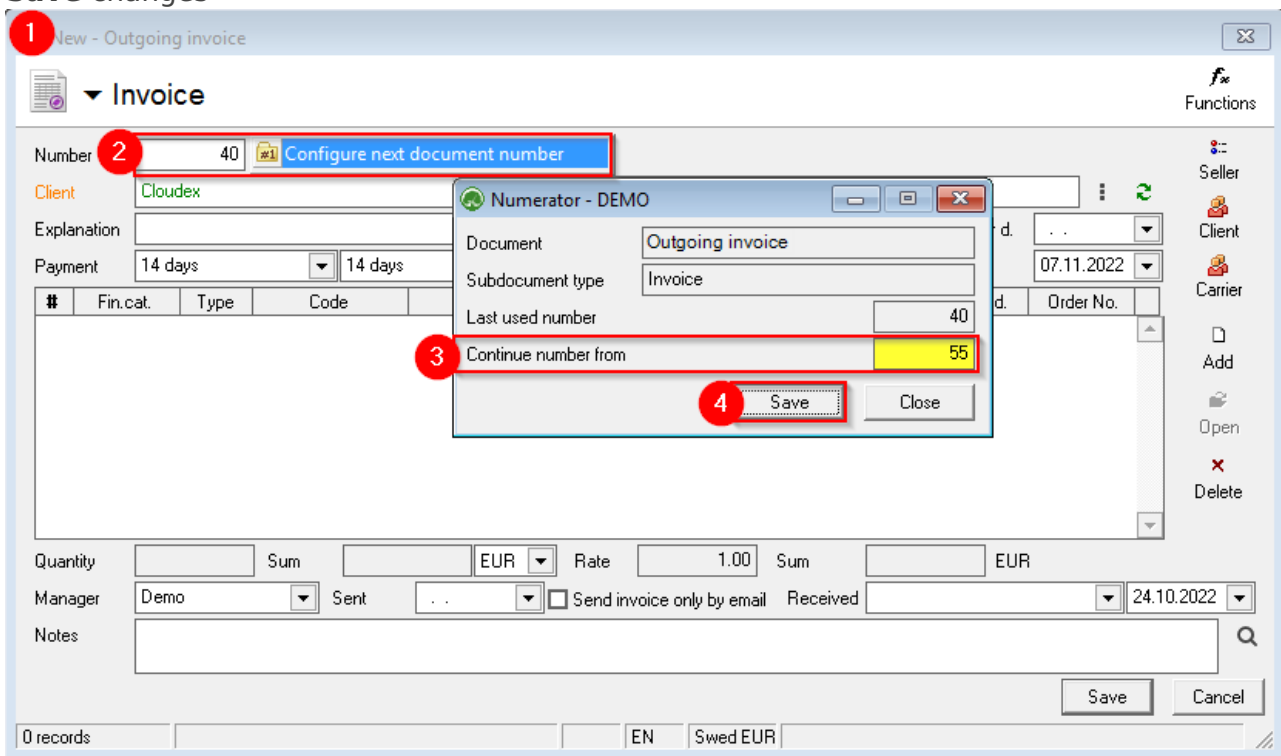


How to change the Document's sequence number

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. A red box highlights the 'Configure next document number' button. 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. A red box highlights the 'Save' button in the dialog. The main window also shows fields for 'Client' (ClouDEX), 'Explanation', 'Payment' (14 days), 'Manager' (Demo), 'Sent' (..), 'Received' (24.10.2022), and 'Notes'.

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