
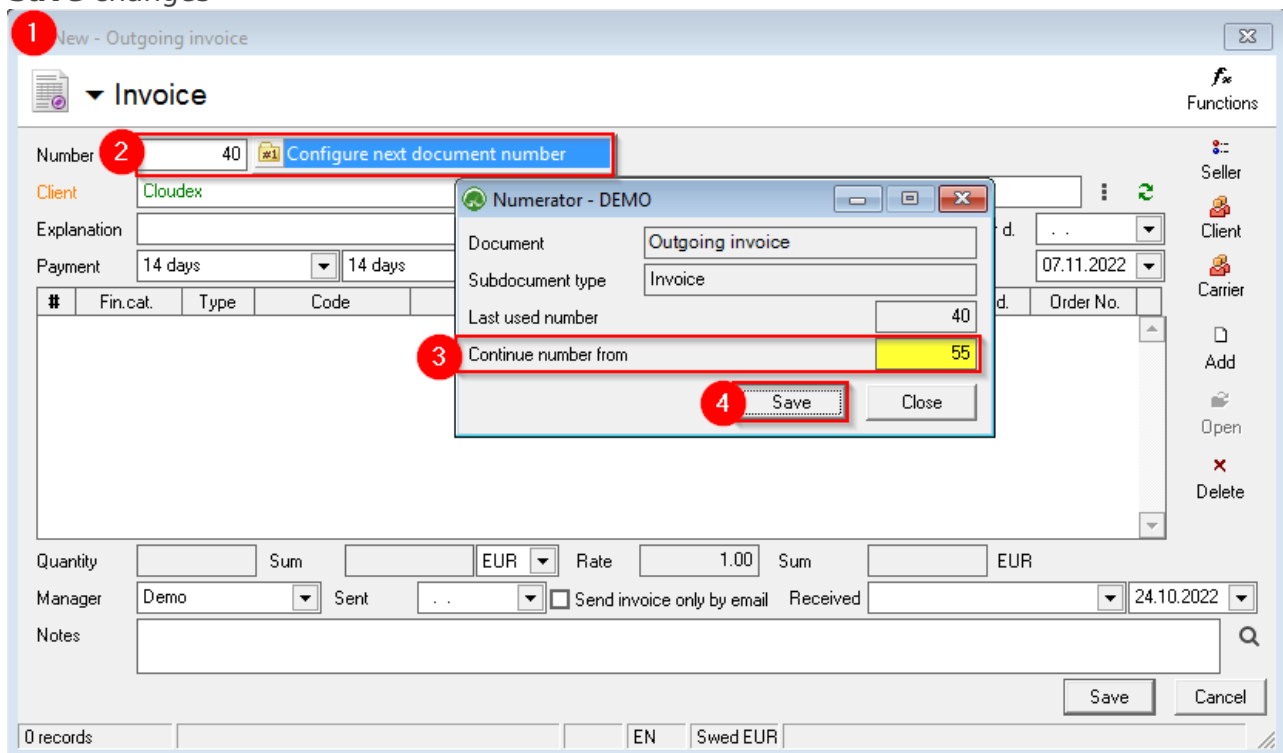


How to change the Document's sequence number

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 next to it. A 'Numerator - DEMO' dialog box is open, showing 'Document' as 'Outgoing invoice' and 'Subdocument type' as 'Invoice'. The 'Last used number' is 40. The 'Continue numbering from' field is highlighted with a red box and contains the number 55. The 'Save' button in the dialog is also highlighted with a red box. The main window has a 'Client' field set to 'ClouDEX' and a 'Payment' field set to '14 days'. The bottom of the window shows 'Quantity', 'Sum', 'EUR', 'Rate', '1.00', 'Sum', 'EUR', 'Manager', 'Demo', 'Sent', and 'Received' fields.

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