
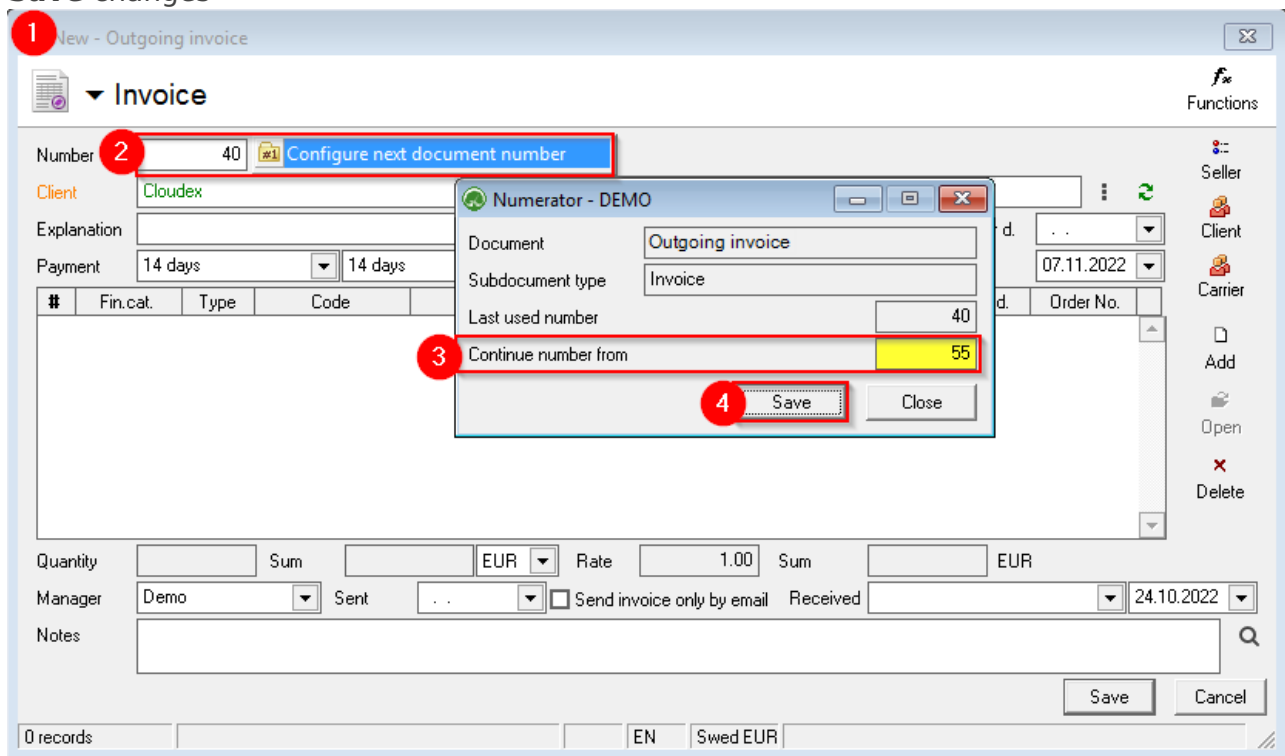


How to change the Document's sequence number

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 right-click context menu is open over the 'Number' field, showing the option 'Configure next document number'. The 'Numerator - DEMO' dialog box is open, showing the 'Continue numbering from' field set to 55. The 'Save' button is highlighted.

#	Fin.cat.	Type	Code

Quantity: Sum EUR 1.00 Sum EUR

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

Notes:

0 records EN Swed EUR

Revision #2

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