User defined autogen invoice number sequence

Users can define how invoice numbers are generated.
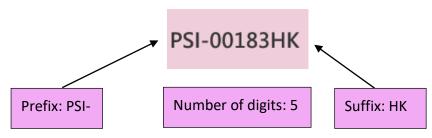
Prefix, suffix, number of digits

Prefix is the characters at the beginning of the invoice number.

Suffix is the characters at the end of the invoice number.

Number of digits is the number of characters in the number section of the invoice number.

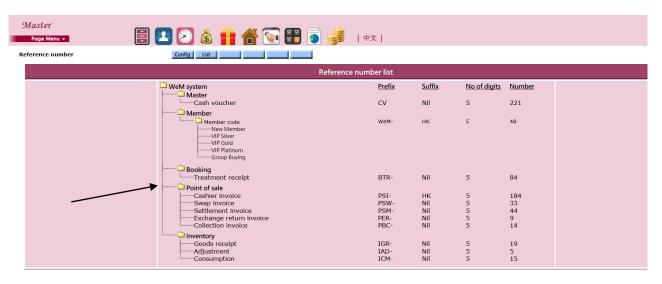**Next number is** the number that the following invoice will use.

If **next number** is set to 183, in the following invoice, the number section in the invoice number will be 00183.

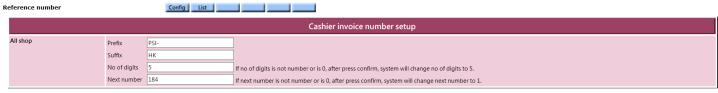## Settings for prefix, suffix, number of digits

Go to Master > Reference number > List

The prefix, suffix and number of digits of Point of Sales invoice are shown.

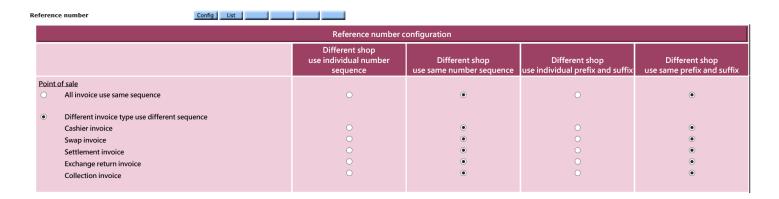Click on the invoice to edit the invoice number sequence.

Change the prefix, suffix and number of digits accordingly.

Invoice number settings for different shops

If there are multiple shops, users can choose whether different shops will be using the same invoice number sequence.

Go to Master > Reference number > Config.

Reference number   Config | List | | | | |

Reference number configuration				
	Different shop use individual number sequence	Different shop use same number sequence	Different shop use individual prefix and suffix	Different shop use same prefix and suffix
Point of sale				
○ All invoice use same sequence	○	●	○	●
● Different invoice type use different sequence				
Cashier invoice	○	●	○	●
Swap invoice	○	●	○	●
Settlement invoice	○	●	○	●
Exchange return invoice	○	●	○	●
Collection invoice	○	●	○	●

Select whether the same sequence should be used for different shops.

Select whether the same prefix and suffix should be used for different shops.

Settings for reference number of all documents, e.g. treatment receipt and inventory goods receipt, can be found in Master > Reference number.