

**2022-01 January**



**Our best wishes for 2022! We wish you good luck and good health on behalf of the entire Insypro Team!**

### **1. How do I change my invoice numbers?**

Invoice numbers in planmanager are linked to the journal. You can have multiple journals.

#### **Customizing**

You can find a list of all your journals in the Invoice menu - Journals.

Code	Name	Location	Last Number
INK	Aankopen		3
	Internal	Dries zijn nieuwe locatie	0
	Schaduw		0
VRK	Verkopen		31106

Click on a line to edit a journal. The last number field holds the last invoice number that was distributed. This means that if the last number is 1003, the next invoice will be numbered 1004.

## On January 1, I change my numbers for the New Year

Your current number sequence is 201700605. However, you want the first invoice of 2017 to start at 201700001. You can simply modify your existing journal by putting in 201800000 to number your next invoice to 201800001

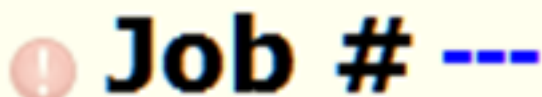
## On January 1st I change my numbers back to 1.

An invoice number must be unique by definition, did you use for example invoice numbers 1 to 605 in 2017, you can't use these numbers in 2018.

You will then need to rename your journal in 2017 and create a new journal by clicking the new button. That way you can use the same invoice numbers again.

## 2. How to change a jobnumber

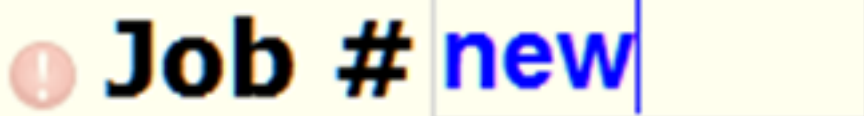
Top left of the screen job is the job number. This can be either a positive or negative number - or for a new job - an empty value, being 3 horizontal dashes. The blank value is automatically replaced by the following positive number so that you usually have to do anything to give the job a number.

A yellow rectangular box with a red circle containing a white exclamation mark on the left. To its right, the text "Job # 150085" is displayed in a large, bold, blue font.A yellow rectangular box with a red circle containing a white exclamation mark on the left. To its right, the text "Job # ---" is displayed in a large, bold, blue font.

If you want to change it yet, click with the mouse on the number or dashes. Now you yourself can choose a new number. Note: If the selected number already exists, the system will display a warning

A yellow rectangular box with a red circle containing a white exclamation mark on the left. To its right, the text "Job # 150086" is displayed in a large, bold, blue font.

For the job to display the next number in the system, you can use the code word "new".

A yellow rectangular box with a red circle containing a white exclamation mark on the left. To its right, the text "Job # new" is displayed in a large, bold, blue font. The word "new" is followed by a vertical line and an empty rectangular input field.

Internal records, for example monthly passes are indicated by negative numbers. To easily find the lowest number in the system you can use the code word "intern".

A yellow rectangular box with a red circle containing a white exclamation mark on the left. To its right, the text "Job # intern" is displayed in a large, bold, blue font. The word "intern" is followed by an empty rectangular input field.

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