

Invoicing

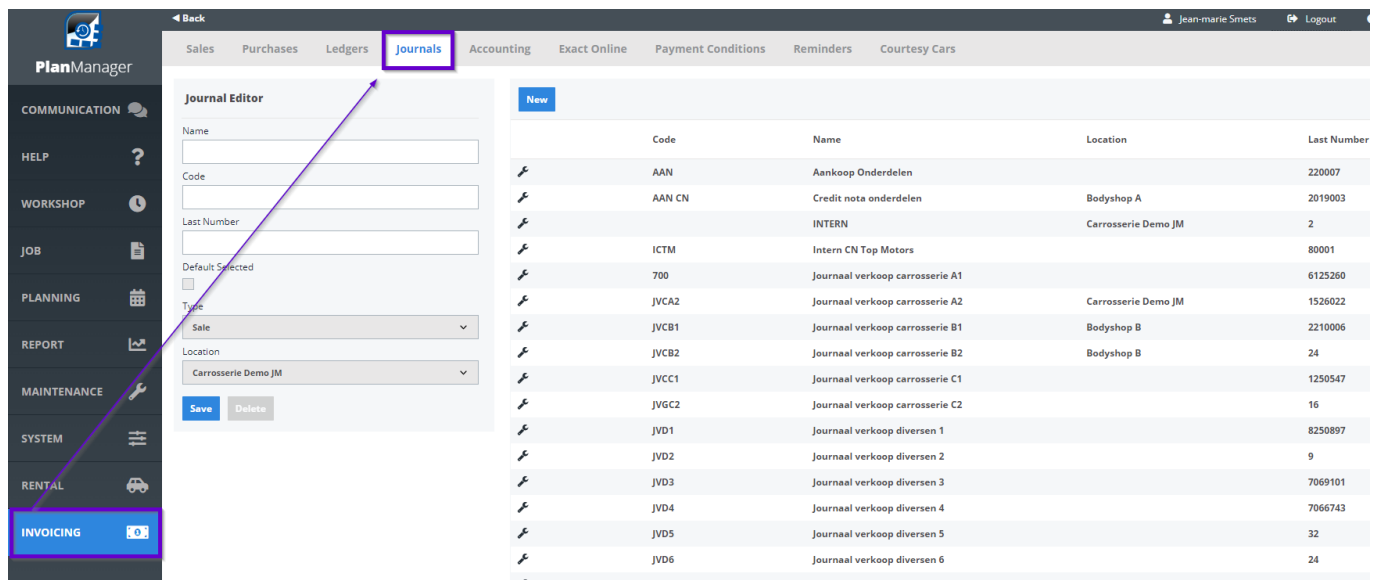
How do I change my invoice numbers?

Introduction

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

Customizing

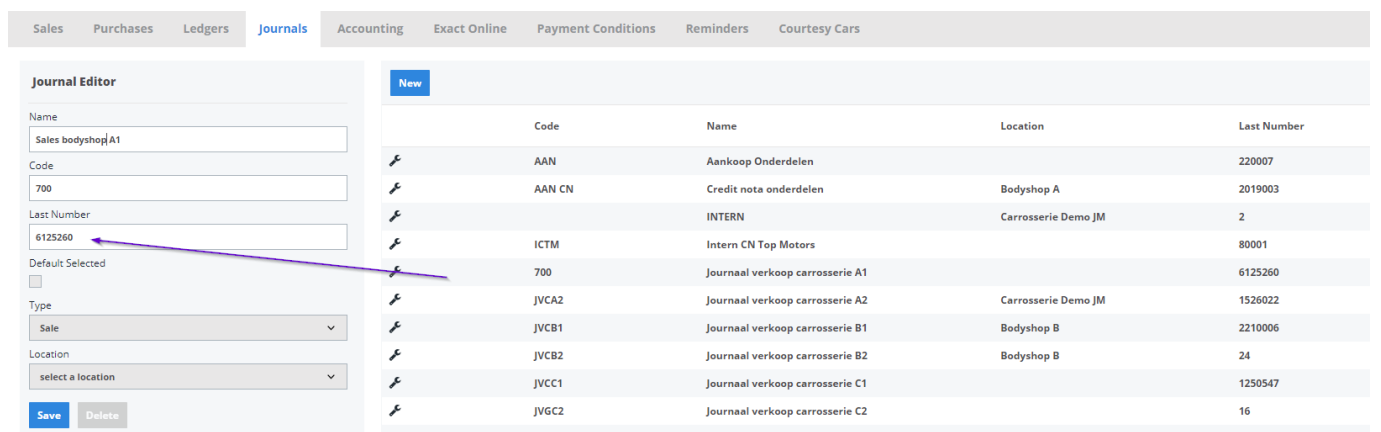
You can find a list of all your journals in the Invoice menu - Journals.



The screenshot shows the PlanManager interface. On the left, the 'INVOICING' menu item is highlighted. In the top navigation bar, the 'Journals' tab is selected. The 'Journal Editor' form is visible on the left, and a table of journals is displayed on the right. A purple arrow points from the 'Journals' tab to the 'Journal Editor' form.

Code	Name	Location	Last Number
AAN	Aankoop Onderdelen		220007
AAN CN	Credit nota onderdelen	Bodyshop A	2019003
INTERN	INTERN	Carrosserie Demo JM	2
ICTM	Intern CN Top Motors		80001
700	Journaal verkoop carrosserie A1		6125260
JVCA2	Journaal verkoop carrosserie A2	Carrosserie Demo JM	1526022
JVCB1	Journaal verkoop carrosserie B1	Bodyshop B	2210006
JVCB2	Journaal verkoop carrosserie B2	Bodyshop B	24
JVCC1	Journaal verkoop carrosserie C1		1250547
JVGC2	Journaal verkoop carrosserie C2		16
JVD1	Journaal verkoop diversen 1		8250897
JVD2	Journaal verkoop diversen 2		9
JVD3	Journaal verkoop diversen 3		7069101
JVD4	Journaal verkoop diversen 4		7066743
JVD5	Journaal verkoop diversen 5		32
JVD6	Journaal verkoop diversen 6		24

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.



The screenshot shows the PlanManager interface. The 'Journals' tab is selected. The 'Journal Editor' form is visible on the left, and a table of journals is displayed on the right. A purple arrow points from the 'Last Number' field in the 'Journal Editor' form to the 'Last Number' column in the table.

Code	Name	Location	Last Number
AAN	Aankoop Onderdelen		220007
AAN CN	Credit nota onderdelen	Bodyshop A	2019003
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JVCA2	Journaal verkoop carrosserie A2	Carrosserie Demo JM	1526022
JVCB1	Journaal verkoop carrosserie B1	Bodyshop B	2210006
JVCB2	Journaal verkoop carrosserie B2	Bodyshop B	24
JVCC1	Journaal verkoop carrosserie C1		1250547
JVGC2	Journaal verkoop carrosserie C2		16
JVD1	Journaal verkoop diversen 1		8250897

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

Invoicing

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.

Unique solution ID: #1523

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