

How to change the next document number?

Use this function when you need to change the number that Cloudex TMS will assign to the **next document you create**.

The next number can be changed for different document types, including:

- Outgoing invoices
- Incoming invoices
- Client orders
- Trips / spedition
- Mutual clearing acts
- Other documents

When using **Change next number**, you change **only the sequence number**. The configured prefix, suffix, year and month remain unchanged.

Example

Your outgoing invoice format may be: **INV-2026-09-0125**

where:

- **INV-** = prefix
- **2026** = year
- **09** = month
- **0125** = sequence number

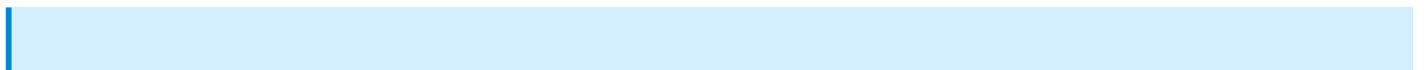
If you change the next number to **130**, the next generated document could be: **INV-2026-09-0130**

Cloudex TMS applies the configured prefix, year, month and other formatting automatically.

How to change the next number

1. Open a document from the required period

Open an existing document of the same type for which you want to change the numbering.

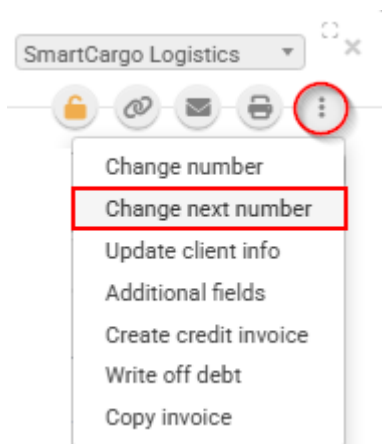


Important: Open a document with a date from the **year and month** for which you want to change the next number.

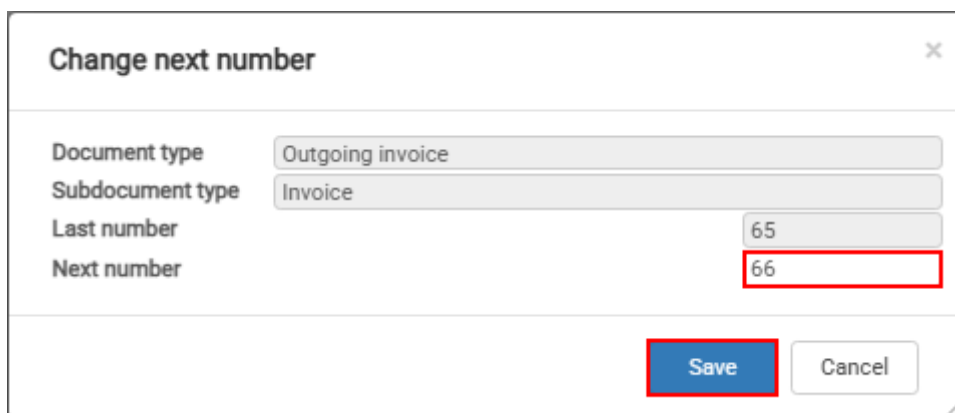
For example, if you want to change the next outgoing invoice number for **September 2026**, open an outgoing invoice dated September 2026.

2. Click the **three-dot (...) menu** in the document toolbar.

3. Select Change next number



4. Enter the required **sequence number only**.

A screenshot of the 'Change next number' dialog box. The dialog box has a title bar with a close button. It contains two dropdown menus: 'Document type' set to 'Outgoing invoice' and 'Subdocument type' set to 'Invoice'. Below these are two input fields: 'Last number' with the value '65' and 'Next number' with the value '66' (highlighted with a red rectangle). At the bottom right, there are two buttons: 'Save' (highlighted with a red rectangle) and 'Cancel'.

Important

Be careful when changing document numbering, especially for invoices and other accounting documents.

Before changing the number, make sure that:

- you have selected the correct document type;
- you have opened a document from the correct year and month;

Revision #4

Created 2026-07-21 11:17:17 UTC by Admin

Updated 2026-09-29 10:55:22 UTC by Admin