



User defined autogen invoice number sequence

Users can define how invoice numbers are generated.

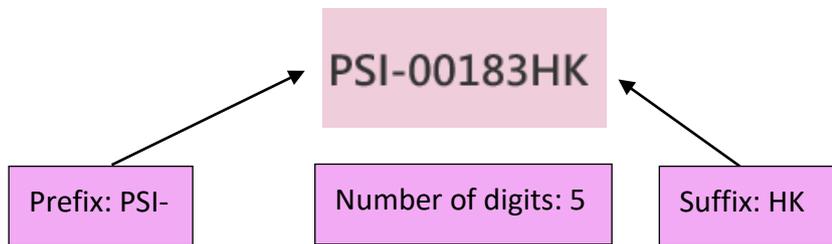
Prefix, suffix, number of digits

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.

Master Page Menu

Reference number Config List

	Prefix	Suffix	No of digits	Number
<ul style="list-style-type: none"> WeM system <ul style="list-style-type: none"> Master <ul style="list-style-type: none"> Cash voucher Member <ul style="list-style-type: none"> Member code New Member VIP Silver VIP Gold VIP Platinum Group Buying Booking <ul style="list-style-type: none"> Treatment receipt Point of sale <ul style="list-style-type: none"> Cashier invoice Swap invoice Settlement invoice Exchange return invoice Collection invoice Inventory <ul style="list-style-type: none"> Goods receipt Adjustment Consumption 				
Cash voucher	CV	NII	5	221
Member code	WeM-	HK	5	48
Treatment receipt	BTR-	NII	5	84
Cashier invoice	PSI-	HK	5	184
Swap invoice	PSW-	NII	5	33
Settlement invoice	PSM-	NII	5	44
Exchange return invoice	PER-	NII	5	9
Collection invoice	PBC-	NII	5	14
Goods receipt	IGR-	NII	5	19
Adjustment	IAD-	NII	5	5
Consumption	ICM-	NII	5	15

Click on the invoice to edit the invoice number sequence.

Change the prefix, suffix and number of digits accordingly.

Reference number Config List

Cashier invoice number setup

All shop

Prefix:

Suffix:

No of digits: If no of digits is not number or is 0, after press confirm, system will change no of digits to 5.

Next number: If next number is not number or is 0, after press confirm, system will change next number to 1.

Submit Reset Cancel

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				
<input type="radio"/> All invoice use same sequence	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="radio"/> Different invoice type use different sequence				
Cashier invoice	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Swap invoice	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Settlement invoice	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Exchange return invoice	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Collection invoice	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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.