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How to change invoice number format in quickbooks online

QuickBooks automatically assigns your invoice number and increases it with each new invoice in a row, but you can customize that number to anything you want. Assigning your invoice number helps keep invoices separate for different customers. QuickBooks will continue to forward your invoices by one number, so you'll need to adjust this number for each invoice if you want to jump to other amounts. To set the invoice number, first change the company setting. Click the QuickBooks gear icon, and then click the Sales Form entry. Under Custom numbers, select the check box next to Custom voucher numbers, and then click Save. You can now edit all number fields on sales forms, including the invoice number. After you edit the number on the invoice and save or send it, QuickBooks remembers the new invoice number and continues the order. Invoice numbers have a few important purposes in your company's accounting operations. First, invoice numbers help you catalog your bills by making it easier for customers to pay for what you owe. This, in turn, helps you keep your accounts receivable up to date, which improves your company's cash flow. Secondly, your customers are exemplified by invoice numbers. When you use invoice numbers, you and your customers can be sure that you are referring to the same document. Additionally, customers use your invoice numbers to track invoices in their accounting system. This helps them to make internal accounting and to control and balance. Because of their importance, you want to make sure that you have a good invoice numbering system. You also don't want to change your numbering system unless absolutely necessary. In this guide, we'll show you how to change your invoice number in Quickbooks Online. We will also look at some of the reasons why you want to change the invoice number in the first place. How to change the invoice number in QuickBooks Online: Step by step with the instructions below, we will guide you step by step on how to change the invoice number of QuickBooks Online. Remember, Intuit changes the user interface of QuickBooks Online regularly, and sometimes they roll out changes in phases. This means that your screen may look different from the following screenshots, but the process should remain the same. Allow custom invoice numbers – To change invoice numbers in QuickBooks Online, you must first enable the possibility to customize transaction numbers. 1. On any non-form screen in QuickBooks Online, click the Gear icon in the upper-right corner and then click Account and Settings under Your Company. The non-form screen is any screen that does not have a check, deposit, invoice, sales receipt, etc. We usually run this process from the dashboard. 2. On the left menu, click the Sales tab, and then click the pencil icon in the Sales form content section. 3. Select the check box next to Custom transaction numbers, and then click Save. Before you could enable custom invoice numbers, the QuickBooks Online invoice form looked like this: After you enable the custom transaction number option, your invoice form looks like this: Note that the invoice now comes in the upper-left corner of the invoice number. On the right side of the invoice is also editable Invoice No. Change the invoice number to 1. Hover over Sales on the left menu, and then click Invoices. 2. Select the invoice you want to change from the list on the next screen. You can open an invoice by clicking anywhere in the area marked with a red box. 3. In the invoice form, change the number in the Invoice No. In this case, we change the invoice number from 1016 to 1012. If you change the invoice no. Box. Click Save. 4. Let's say you've previously used 1012 as an invoice number. If you try to reuse the transaction number in Quickbooks Online, you'll get a warning like below. (This setting can be disabled, but we do not recommend it.) Note that your invoice numbering will be reset from 1012 if you accept this change. If you are sure you want to use this number, click Yes. Otherwise, click No to change the invoice number to a number that is not a duplicate. Remember: This warning will only appear if you try to reuse the transaction number you used earlier. If you click Save and do not receive this warning (or if you receive this warning and click Yes), your invoice number will be updated and the next invoice number will be in the serial. Stay Organized When it comes to renumbering invoices, QuickBooks Online will let you do pretty much everything you want to do after clearing the warning. While this flexibility allows you to fully adjust your invoice numbers, it can wreak havoc on your numbering system. In the example above, let's say we accept the change, so our next invoice number is automatically 1013. But there was another bill in QuickBooks Online #1013, so we're going to get another error message. The same thing happens on the #1014. At the same time, we created double invoice numbers for each consecutive invoice until we picked up the last invoice number before resetting our sample invoice number. Then, when a customer calls and asks to talk about their invoice and refers to the invoice's duplicate number, we need to make sure that we look at the correct invoice. And when customers pay their bills, we have to be doubly confident that we'll apply taxes invoice and not to give credit to the wrong customer. If you choose to adjust the invoice numbers for each individual customer, or if you decide to change the invoice number that might reset your invoice numbering, we recommend that you keep the next invoice number log in your order of number. Make sure that anyone who issue invoices through QuickBooks Online has access to this log and understands the importance of following the invoice numbering protocol you have set. This simple measure will save you countless headaches. Why change the invoice number? Now you know how to change the invoice number of QuickBooks Online, but why do you want to? Many companies use the invoice numbering system rate and forget about it – have their accounting software assign the first invoice number and then assign future numbers automatically. Although there's nothing wrong with that, some business owners don't like the idea of sending a customer an invoice with a low invoice number. Credibility Think this: You have just started your own business, but you have years of experience in your field. You use this experience as your company's point of sale and land your first customer. If you're billing the invoice for the work you've done, you'll notice that the invoice number is... 1. Or maybe it's 0001. Or maybe you've been doing business for decades, but you just switched accounting software. All of a sudden, you're texting out low-bill bills, so it's become apparent that you haven't been in business for a long time. Both scenarios can cause customers to question whether you are really as experienced as you claim. Of course, your work speaks for itself, but when you start a new customer relationship, appearances are important. However, customize out of appearance, you can still choose to receive custom invoice numbering for other reasons. You may want your customers to feel special by adding their names or part of their names to the invoice numbers. Or, you've decided that it's easier for you to track certain aspects of your business internally by adjusting your invoice numbers to include work numbers, dates, or other information. Correcting errors Sometimes, however, your reasons for changing the invoice number are simpler. You may have made an error with the previous horn on the invoice and you want to re-issue the invoice in the current accounting period. You create a new invoice, but your accounting system automatically assigns the next number of your number sequence. Instead of sending an invoice with a new invoice number, which can cause confusion for your customer, you want to use the same number that you used on the original invoice. Therefore, you need to change the invoice number specified by your accounting software. Note: You decide to do the above, make sure that you create a credit note in the current accounting period for the old invoice and apply it to the original invoice to keep your accounts receivable accurate. Also, be sure to indicate later that the new bill will replace the previous bill. This will help avoid confusion for you, your employees and your client. The numbers in the lower line invoice serve important goals for you and your customers. If you think carefully about your invoice numbering protocol, you can creatively adjust your bills to help you track your internal tracking and enhance your customer experience with you. QuickBooks Online is easy to customize and change your invoice numbers, but this ease of use comes with some risks. If you choose to adjust and change invoice numbers, keeping the next number log in the invoice numbering order is important to prevent multiple invoices with the same number from being created accidentally. You also need to make sure that all employees in your organization who create invoices in QuickBooks Online have access to this log and understand the importance of following your invoice numbering protocols. If you have questions about setting up a custom invoice numbering order or changing invoice numbers, contact certified QuickBooks Online ProAdvisor or an accountant with experience in QuickBooks Online. These professionals can help you develop a numbering system that works for your business, and they can help you set up the right processes to avoid troublesome errors. Errors.

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