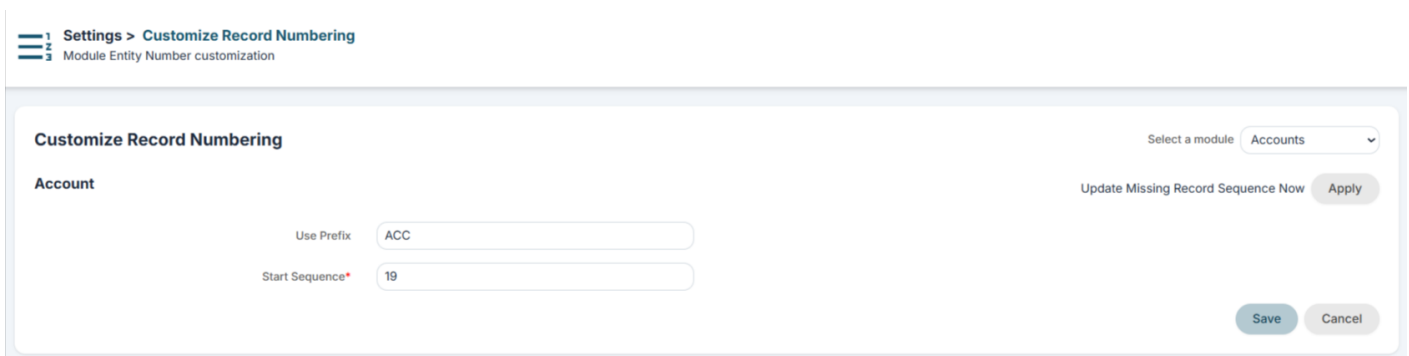


# 19 Customise module numbering

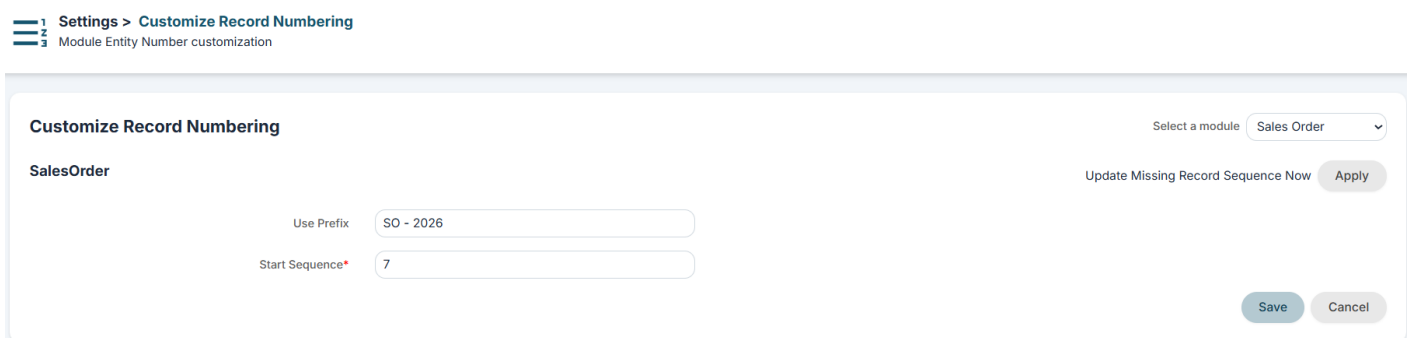
Through this menu you can modify the sequence and the coding of the prefix of each entity present in the CRM. Once the two variables have been modified, we can update the missing records (i.e. without protocol) using the APPLY button.

**N.B.** Once the prefix of a module has been changed, records previously recognised with the old numbering cannot be updated with the replacement.



The screenshot shows the 'Customize Record Numbering' interface for the 'Accounts' module. The breadcrumb trail is 'Settings > Customize Record Numbering' and 'Module Entity Number customization'. The 'Select a module' dropdown is set to 'Accounts'. The 'Account' entity is selected. The 'Use Prefix' field contains 'ACC' and the 'Start Sequence\*' field contains '19'. There are 'Update Missing Record Sequence Now' and 'Apply' buttons, and 'Save' and 'Cancel' buttons at the bottom right.

A practical example of the usage of the record numbering is surely the management of the current year in progressive number of Quotes and/or Sales Order. The year must be insert in the field PREFIX. In this way, every new record will have the year in its numbering. After that you can choose to set the START SEQUENCE to 0.



The screenshot shows the 'Customize Record Numbering' interface for the 'Sales Order' module. The breadcrumb trail is 'Settings > Customize Record Numbering' and 'Module Entity Number customization'. The 'Select a module' dropdown is set to 'Sales Order'. The 'SalesOrder' entity is selected. The 'Use Prefix' field contains 'SO - 2026' and the 'Start Sequence\*' field contains '7'. There are 'Update Missing Record Sequence Now' and 'Apply' buttons, and 'Save' and 'Cancel' buttons at the bottom right.

*Example of numbering with the current year in the Sales Order module*

**Customize Record Numbering**

Select a module:

**Quote**

Update Missing Record Sequence Now

Use Prefix

Start Sequence\*

*Example of numbering with the current year in the Quotes module*

Revision #2

Created 2026-01-28 14:56:34 UTC by Admin

Updated 2026-05-29 09:42:59 UTC by Alberto