

User Guide for extension Custom invoice numbers PRO

Manual to this extension, which contain module description and user guide.

MODULE DESCRIPTION

This module allow to set custom number of your invoices like you wish. You can customize the format of invoice numbers with dynamic generated values like random numbers, order ID, settable counter and much more.

HOW TO USE THIS MODULE

After instalation, you can find configuration page to this extension in administration of your store. Configuration page is located in *Stores->Configuration->Singleton Extensions->Custom invoice numbers*

The screenshot shows the configuration page for the 'Custom invoice numbers' extension. The interface includes a top bar with 'Store View: Default Config' and a 'Save Config' button. A sidebar on the left lists 'SINGLETON EXTENSIONS' with a sub-menu for 'Custom invoice numbers'. The main configuration area contains the following settings:

- Enable auto generating custom invoice number:** A dropdown menu set to 'Enable'. Description: 'If this feature is turned on, you can change invoice reference from "Invoice number format" field'.
- Invoice number format:** A text input field containing 'INV-{YEAR_SHORTCUT}/{COUNTER}'. Description: 'Enter the format of the invoice number (e.g.: INV-{COUNTER}/{WEEK}). All available tags are display in "DESCRIPTION OF THE AVAILABLE TAGS" table'.
- Counter number start at:** A text input field containing '1'. Description: 'Starting value of counter reference. Each time you set this value to another, counter will be reset to retype value'.
- Counter step by:** A text input field containing '1'. Description: 'This field represent counter value rising. For example if you starting value is 10 and step by value is 5, the counter will generate this reference: 10, 15, 20, 25, ...'.
- Automatically reset counter:** A dropdown menu set to 'Each year'. Description: 'You can set how often will reset your counter automatically. Everytime after reset, counter value will set to number from "Counter number start at" field. If you choose 3rd or 4th option (reached selected number or reach selected date), system will'.

From this place you can set options of this extension. Below, you can read about this configuration.

Configuration options for this extension:

- **Enable auto generating custom invoice number:** You can enable or disable this extension
- **Invoice number format:** Format of the invoice number. You can write here format of invoice numbers, which will be apply for all invoices. You can write for example `INV-{RANDOM_NUMBER}/{COUNTER}`. In example, you can see tags, for example `{RANDOM_NUMBER}`. Instead of this tag, system will generate random number in this place. All of available tags to use are display in "DESCRIPTION OF THE AVAILABLE TAGS" table at the bottom of configuration page.

- **Random number length (show only if {RANDOM_NUMBER} tag is used):** This field is display only if the {RANDOM_NUMBER} tag is use. You can choose length of generated random number for this tag.
- **Random alphabetic length (show only if {RANDOM_ALPHABETIC} tag is used):** This field is display only if the {RANDOM_ALPHABETIC} tag is use. You can choose length of generated random alphabetic reference for this tag.
- **Random alphanumeric length (show only if {RANDOM_ALPHANUMERIC} tag is used):** This field is display only if the {RANDOM_ALPHANUMERIC} tag is use. You can choose length of generated random alphanumeric reference for this tag.
- **Counter number start at (show only if {COUNTER} tag is used):** This field is display only if the {COUNTER} tag is use. {COUNTER} tag generating iterative values for each next invoice number. You can choose started value for counter from this field. For example if you choose value to 5, counter will start from number 5 and will iterate for each next invoice number for example like 6,7,8,... . If you change value of this field from 5 in this case to another, counter will be reset and will iterate from new value.
- **Counter step by (show only if {COUNTER} tag is used):** This field is display only if the {COUNTER} tag is use. {COUNTER} tag is generating iterative values for each next invoice number. You can choose step by value for counter from this field. For example if you choose start at value to 10, and step by values to 5, counter will start from number 10 and will iterate for each next invoice number like 15, 20, 25, 30, ...
- **Automatically reset counter (show only if {COUNTER} tag is used):** You can set how often will reset your counter automatically. You can reset counter automatically each day, each week, each month, or each year. Even you can set options "If counter value will reach selected number" (system will automatically display field for entering the number) or "If date will reach selected date" (system will automatically display field for entering the date). Everytime after reset, counter value will set to number from "Counter number start at" field.
- **Reset counter if value will reach number (show only if {COUNTER} tag is used and "Automatically reset counter" field is set to "If counter value will reach selected number" value):** If counter will reach the same or bigger number as you set in this field, counter value will automatically reset to value from "Counter number start at" field.
- **Reset counter if date will reach date (show only if {COUNTER} tag is used and "Automatically reset counter" field is set to "If date will reach selected date" value):** If current date will reach this date, or later date as you set in this field, counter value will automatically reset to value from "Counter number start at" field.
- **Reset counter now (show only if {COUNTER} tag is used):** You can reset actual counter value to value, which is set in "Counter number start at" field.
- **Enable custom counter length (show only if {COUNTER} tag is used):** If you want to get static length of counter value, you can set counter reference length. If you set this field to "Yes", system will display options to set counter reference length. For example if you set this value to "5" and your current counter value will be "10", final counter value will look like this: 00010. For current counter value = "100", it will be 00100. For current counter value = "1000", it will be 01000.

- **Set custom counter length (show only if {COUNTER} tag is used and “Enable custom counter length” field is set to “Yes”):** You can set length of final counter reference. If counter value length will be shorter as counter length, system automatically add zeros as prefix of counter value.

At the bottom of configuration page, you can see “DESCRIPTION OF THE AVAILABLE TAGS” table, which explain all available tag for use in “Invoice number format” field.

ENJOY

For all questions contact me via info@singleton-software.com