

# MAGHOS

## Custom Order Numbers

Welcome to our Custom order numbers extension guide which will walk you through several simple steps to set the feature up.

### What does the extension do

“Custom order numbers extension allows setting of individual numbers format in Magento documents. It is possible to set order, invoice, credit memo and shipment number formatting and reset the counter after a specified period.”

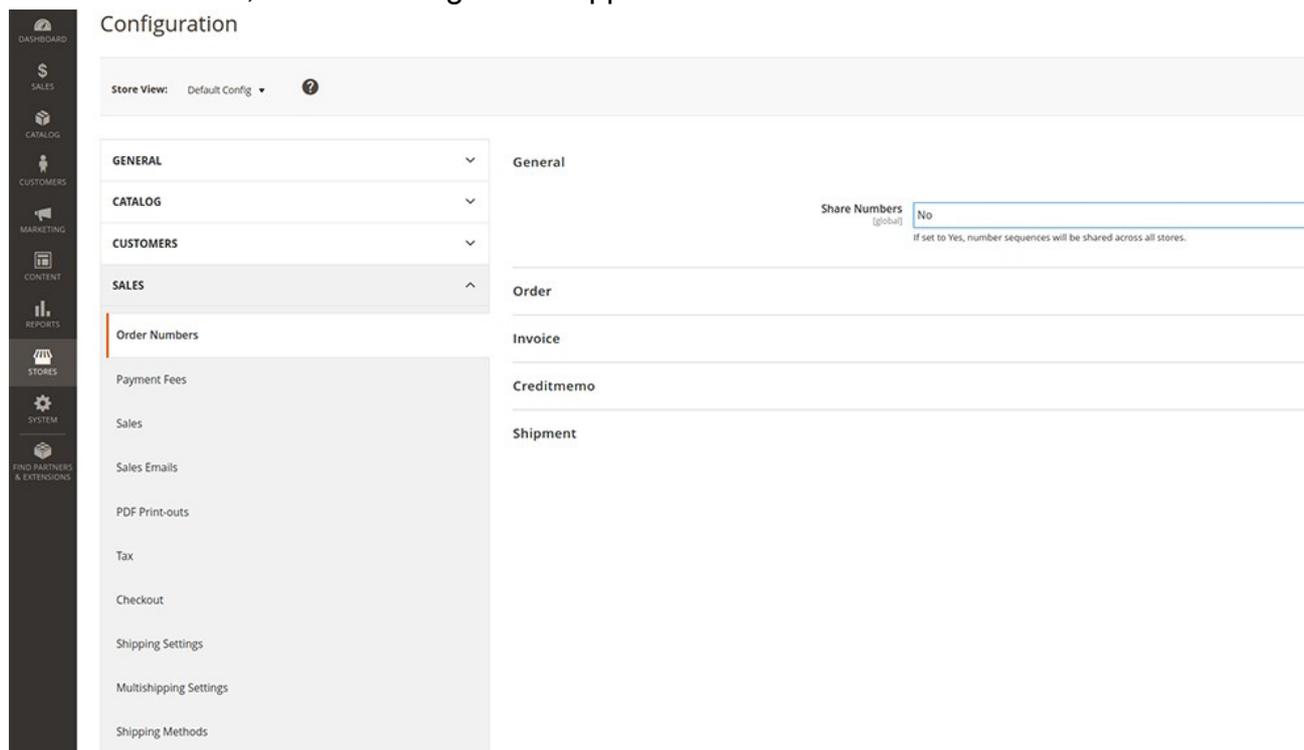
### Extension set up steps

1. Install extension module
2. Extension configuration
3. Formating examples

## 1. Install extension module

To install the module into Magento system, please follow our [Module installation guide](#) which will walk you through the whole installation in several simple steps.

After installation, module configuration appears in the admin area.



The screenshot shows the Magento Admin Configuration page for the Custom Order Numbers extension. The left sidebar contains a navigation menu with categories: DASHBOARD, SALES, CATALOG, CUSTOMERS, MARKETING, CONTENT, REPORTS, STORES, SYSTEM, and FIND PARTNERS & EXTENSIONS. The main content area is titled "Configuration" and shows a "Store View" dropdown set to "Default Config". The configuration is organized into sections: GENERAL, CATALOG, CUSTOMERS, and SALES. Under the SALES section, "Order Numbers" is selected. The right-hand side of the page shows the configuration options for "Order Numbers", including "Share Numbers" (set to "No") and a note: "If set to Yes, number sequences will be shared across all stores." Other sections visible include "General", "Order", "Invoice", "Creditmemo", and "Shipment".

## 2. Extension configuration

It is possible to set up the formatting of each kind of document number separately.

### Sequence Sharing

In General part of the configuration, you will find Share Numbers configuration. Normally Magento has separate numbers for each store, but if you set this to Yes, a single sequence will be used for all stores.

### Number formatting

In orders, there may be a combination of text and placeholders. All possible placeholders and an example of number template can be found under the “Number Format” field.

- In case of having more stores, it is strongly recommended to set the {store} placeholder as a part of the order number.
- Also, it is necessary to choose counter placeholders carefully to avoid possible duplications if the counter resetting is set up.

### The counter

The counter is fully customizable. The starting number, incrementation step and a number of counter digits may be set according to your requirements.

### Resetting numbers periodically

The great advantage of this extension is possibility of resetting the counter daily, monthly or yearly. If chosen, the counter resets at midnight of the website time zone.

### Order numbers in invoices

Another valuable extension feature is possibility to edit existing order number or generate own individual invoice number in the same model like in orders.

When editing existing order number, there are two options, how the order number may be affected.

- Adding the prefix to the existing order number eg. INV-ORD1-00001
- Replacing the part of order number with own string. For example, the order may have a number format ORD1-00001 and an invoice may be then INV1-00001.



*Before using the RESET button, DO NOT FORGET to save actual settings!*

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*See the settings on the next page...*



# Configuration

DASHBOARD

SALES

CATALOG

CUSTOMERS

MARKETING

CONTENT

REPORTS

STORES

SYSTEM

FIND PARTNERS  
& EXTENSIONS

GENERAL ▾

CATALOG ▾

CUSTOMERS ▾

SALES ▲

## Order Numbers

Payment Fees

Sales

Sales Emails

PDF Print-outs

Tax

Checkout

Shipping Settings

Multishipping  
Settings

Shipping Methods

Google API

## Order

**Enable**  
[store view]

**Number Format**  
[store view]

Format that will be used for order number. Placeholder {number} must be used and final length of the number should not exceed 32 characters. Available placeholders:

{number} - generated number  
{store} - store id  
{yyyy} - full representation of year (e.g. 2018)  
{yy} - last two digits of year (e.g. 18)  
{mm} - month with leading zeroes (e.g. 05)  
{m} - month without leading zeroes (e.g. 5)  
{dd} - day with leading zeroes (e.g. 09)  
{d} - day without leading zeroes (e.g. 9)

**Start Number**  
[store view]

First order number.

**Increment**  
[store view]

Defines step between numbers.

**Padding**  
[store view]

Number of characters that will be used for {number}. Default value is 9.

**Reset numbers**  
[store view]

If enabled, order numbers will be reset at midnight (based on store timezone configuration). Make sure number format contains correct placeholders so you wont run into duplicate increments.

**Reset numbers**

### 3. Formatting examples

#### Order numbers formatting...

	ID	Purchase Point
<input type="checkbox"/>	ORD1-000000004	Main Website Main Website Store Default Store View
<input type="checkbox"/>	ORD1-000000003	Main Website Main Website Store Default Store View
<input type="checkbox"/>	ORD1-000000002	Main Website Main Website Store Default Store View
<input type="checkbox"/>	ORD1-000000001	Main Website Main Website Store Default Store View
<input type="checkbox"/>	000000057	Main Website Main Website Store Default Store View
<input type="checkbox"/>	000000056	Main Website Main Website Store Default Store View

New formatting

Old formatting

#### Invoice numbers formatting...

Search by keyword

Actions  1 records found

	Invoice	Invoice Date	Order #	Order Date
<input type="checkbox"/>	INV-000000004	2018.05.29 12:19:40 (M)	ORD1-000000004	2018.05.29 12:19:40 (M)

Invoice prefix replaced from order prefix ORD1

## 4. Conclusion

Well, that's all. Your new Custom order numbers extension should be ready to use now. If you get in trouble, do not hesitate to contact us at [support@maghos.com](mailto:support@maghos.com). We are always happy to help.

Thank you for using our product, your Maghos team.