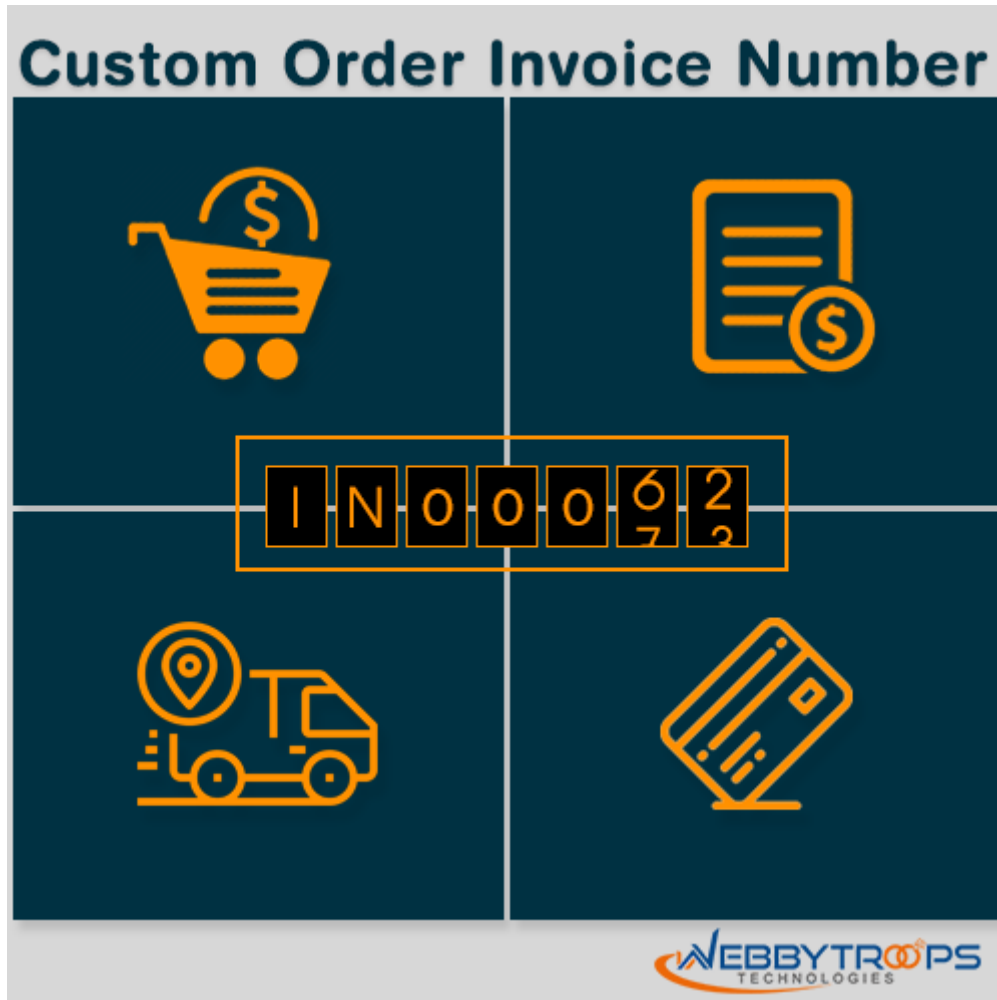


# USER GUIDE

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## Custom Order Invoice Number - Magento 2

By



Custom Order Invoice number module provides the feature to manage the format of Order Number, Invoice Number, Shipment Number and Credit Memo Number. It provides flexibility to store owners to manage the format of the number from the admin panel without doing changes at code level.

Prefix and suffix can be added in a number of Order, Invoice, Shipment and Credit Memo. Some predefined codes can be used to add Year, Month, Date or store Country code in the number along with any text as prefix and suffix. Also the padding length of the main number can be defined.

You can also reset the counter for order/invoice/shipment/creditmemo number or you can define a period at which the counter will be reset automatically like Every Day/Every Week/Every Month/Every Year.

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## 1. Introduction and Purpose


Purpose of this module is to make it easy to manage the number of Order, Invoice, Shipment and Credit Memo. Store owners can change the format according to its requirement by using some predefined codes for Year, Month, Date and Country of the store.

List of codes that can be used are:

- 1.1. {YY}: 4 digits representation of Year
- 1.2. {yy}: 2 digits representation of Year
- 1.3. {mm}: 2 digits representation of Month
- 1.4. {dd}: 2 digits representation of Day of the month
- 1.5. {hh}: 12-hour format of an hour in 2 digits
- 1.6. {ii}: 2 digits representation of Minutes
- 1.7. {ss}: 2 digits representation of Seconds
- 1.8. {country}: Country code of the store

Configuration
Save Config

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- Custom Order Invoice Number
- Shop By Brand
- GENERAL v
- CATALOG v
- SECURITY v
- CUSTOMERS v
- SALES v
- SERVICES v
- ADVANCED v

**General** ⊖

**Custom Order Number** ⊖

**Order Prefix** [store view]

**Order Suffix** [store view]

**Order Number Pad Length** [store view]

**Start Counter** [store view]   
Once you change this value and click on Save Config button then order number will be updated.

**Counter Step** [store view]   
Difference between two order numbers (default 1).

**Reset Counter Time** [store view] Never v

Reset Now

Clicking on this will immediately reset the order number to Start Counter.

---

**Custom Invoice Number** ⊖

**Invoice Prefix** [store view]

**Invoice Suffix** [store view]

**Invoice Number Pad Length** [store view]

**Start Counter** [store view]   
Once you change this value and click on Save Config button then invoice number will be updated.

**Counter Step** [store view]   
Difference between two invoice numbers (default 1).

**Reset Counter Time** [store view] Never v

Reset Now

Clicking on this will immediately reset the invoice number to Start Counter.

- WebbyTroops Technologies ^
- Custom Order Invoice Number
- Shop By Brand
- GENERAL v
- CATALOG v
- SECURITY v
- CUSTOMERS v
- SALES v
- SERVICES v
- ADVANCED v

**General** ⊙

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**Custom Order Invoice Number** ⊙

**Custom Order Number** ⊙

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**Custom Invoice Number** ⊙

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**Custom Shipment Number** ⊙

Shipment Prefix [store view]

Shipment Suffix [store view]

Shipment Number Pad Length [store view]

Start Counter [store view]   
Once you change this value and click on Save Config button then shipment number will be updated.

Counter Step [store view]   
Difference between two shipment numbers (default 1).

Reset Counter Time [store view]  v  
  
Clicking on this will immediately reset the shipment number to Start Counter.

**Custom CreditMemo Number** ⊙

CreditMemo Prefix [store view]

CreditMemo Suffix [store view]

CreditMemo Number Pad Length [store view]

Start Counter [store view]   
Once you change this value and click on Save Config button then creditmemo number will be updated.

Counter Step [store view]   
Difference between two creditmemo numbers (default 1).

Reset Counter Time [store view]  v  
  
Clicking on this will immediately reset the creditmemo number to Start Counter.

## 2. How to use Start Counter, Counter Step and Reset Counter?

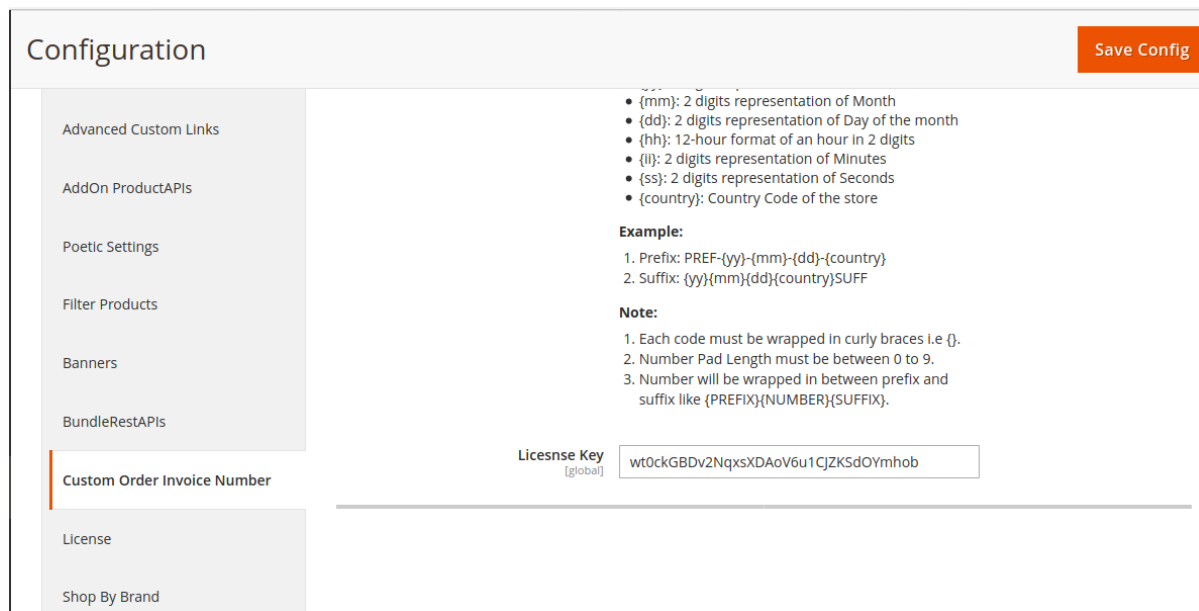
- 2.1. **Start Counter:** It will be used to change the number of order/invoice/shipment/creditmemo. When you change the start counter and save it then the next number will start from that value.
- 2.2. **Start Counter:** It will be used to define the difference between two numbers. Like if you set Start Counter to 100 and Counter Step to 5 then further numbers will be like 100, 105, 110 and so on.
- 2.3. **Reset Counter Time:** Using this you can define the time at which the order/invoice/shipment/creditmemo number will be reset to the value

defined in the Start Counter field. You can set it to Every Day/Every Week/Every Month/Every Year.

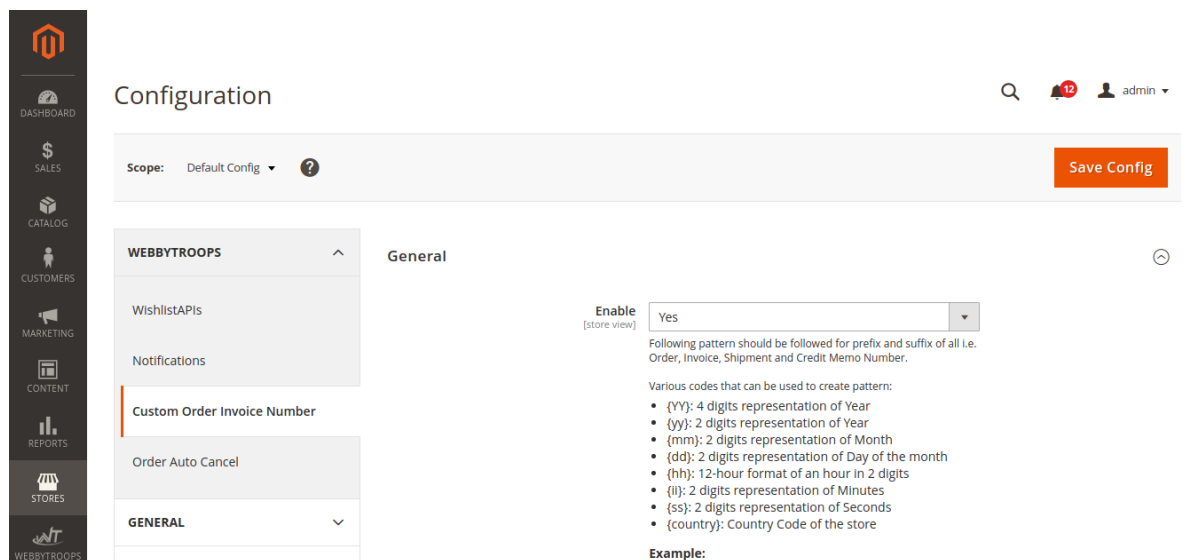
- 2.4. Reset Now Button:** Clicking on this button will immediately reset the order/invoice/shipment/creditmemo number to the value defined inside the Start Counter field.

### 3. How to enable extension?

- 3.1. Once you get the license key (refer to installation guide) you need to navigate to the Custom Order Invoice Number section under **Stores > Configuration > WebbyTroops** section. Below is the screenshot where you need to add that license key.



- 3.2. To enable this module make **Store > Configuration > WebbyTroops > Custom Order Invoice Number > General > Enable** to Yes.



## 4. Custom Order Number

This can be used to create your own format for Order Number. Prefix and Suffix can be added from here by using the codes shared above (in point 1). Padding length of the main number can also be changed. Final order number created will be like {PREFIX}{NUMBER}{SUFFIX}.

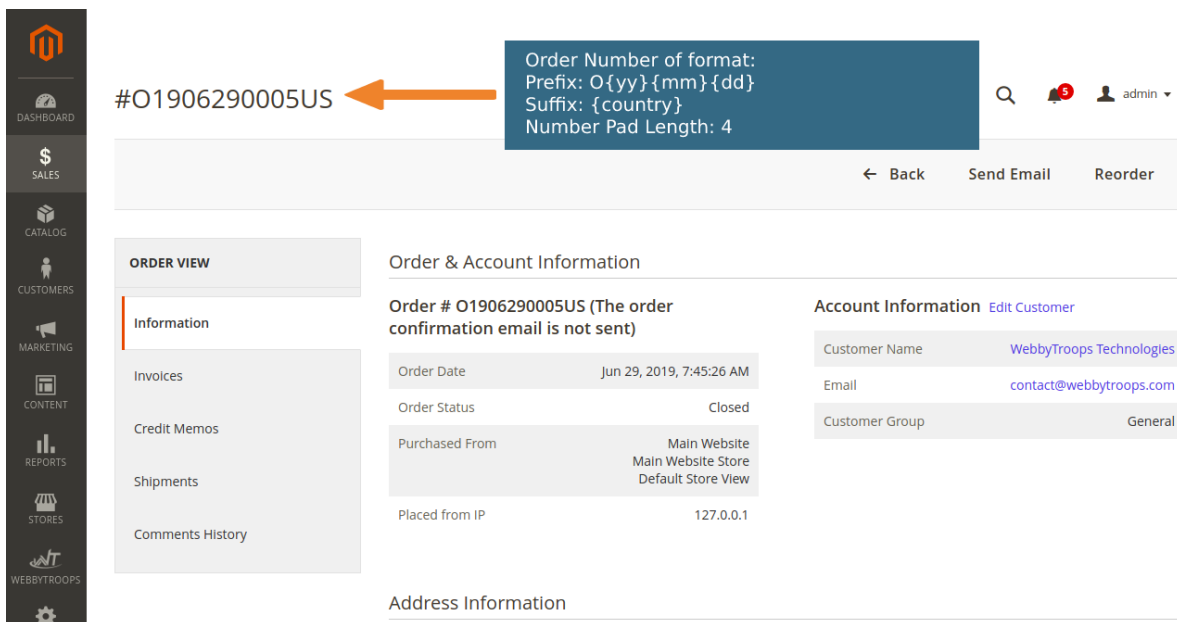
To create your own order number:

Stores -> Configuration -> WebbyTroops -> Custom Order Invoice Number -> Custom Order Number

OR

WebbyTroops -> Custom Order Invoice Number -> Custom Order Number

- 4.1. Enable this module
- 4.2. Add Prefix
- 4.3. Add Suffix
- 4.4. Add Order Number Pad Length (Default 9)
- 4.5. Start Counter
- 4.6. Counter Step
- 4.7. Save Config
- 4.8. Cache Flush



The screenshot shows the 'ORDER VIEW' page in the WebbyTroops Magento admin. A callout box highlights the order number **#O1906290005US** with the following details:

- Order Number of format: Prefix: O{yy}{mm}{dd}
- Suffix: {country}
- Number Pad Length: 4

The order details shown are:

Order & Account Information	
<b>Order # O1906290005US</b> (The order confirmation email is not sent)	
Order Date	Jun 29, 2019, 7:45:26 AM
Order Status	Closed
Purchased From	Main Website Main Website Store Default Store View
Placed from IP	127.0.0.1

Account Information:

Customer Name	WebbyTroops Technologies
Email	contact@webbytroops.com
Customer Group	General

## 5. Custom Invoice Number

This can be used to create your own format for Invoice Number. Prefix and Suffix can be added from here by using the codes shared above (in point 1). Padding length of the main number can also be changed. Final invoice number created will be like {PREFIX}{NUMBER}{SUFFIX}.

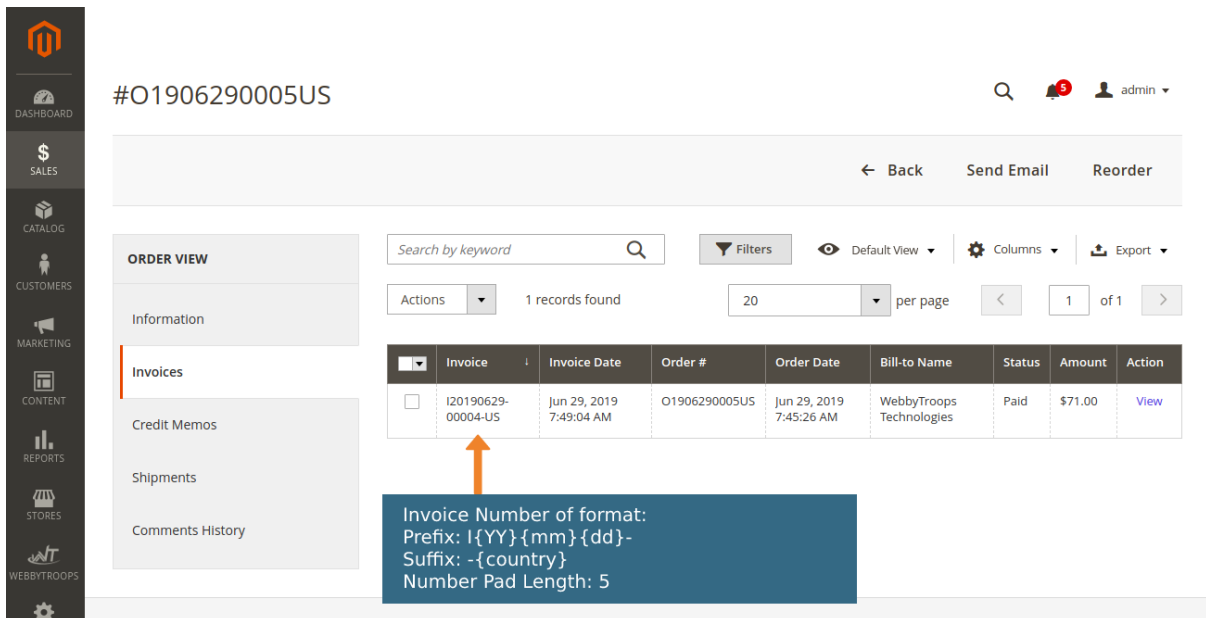
To create your own invoice number:

Stores -> Configuration -> WebbyTroops -> Custom Order Invoice Number -> Custom Invoice Number

OR

WebbyTroops -> Custom Order Invoice Number -> Custom Invoice Number

- 5.1. Enable this module
- 5.2. Add Prefix
- 5.3. Add Suffix
- 5.4. Add Invoice Number Pad Length (Default 9)
- 5.5. Start Counter
- 5.6. Counter Step
- 5.7. Save Config
- 5.8. Cache Flush



#O1906290005US

← Back Send Email Reorder

Search by keyword Filters Default View Columns Export

Actions 1 records found 20 per page 1 of 1

Invoice	Invoice Date	Order #	Order Date	Bill-to Name	Status	Amount	Action
I20190629-00004-US	Jun 29, 2019 7:49:04 AM	O1906290005US	Jun 29, 2019 7:45:26 AM	WebbyTroops Technologies	Paid	\$71.00	<a href="#">View</a>

Invoice Number of format:  
Prefix: I{YY}{mm}{dd}-  
Suffix: -{country}  
Number Pad Length: 5

## 6. Custom Shipment Number

This can be used to create your own format for Shipment Number. Prefix and Suffix can be added from here by using the codes shared above (in point 1). Padding length of the main number can also be changed. Final shipment number created will be like {PREFIX}{NUMBER}{SUFFIX}.

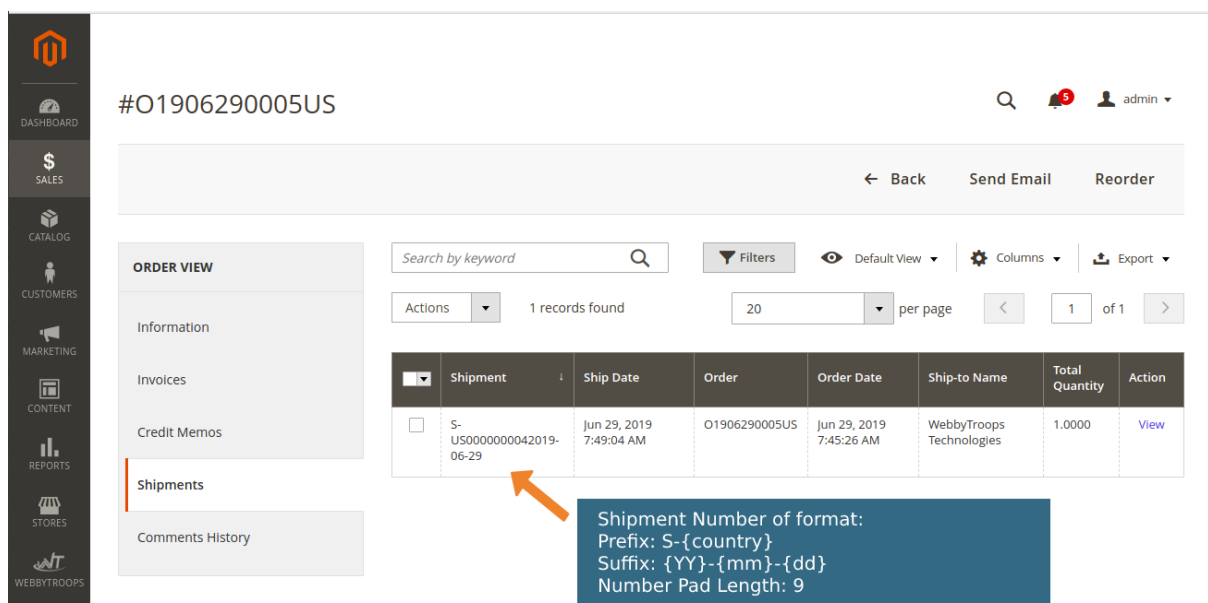
To create your own shipment:

Stores -> Configuration -> WebbyTroops -> Custom Order Invoice Number -> Custom Shipment Number

OR

WebbyTroops -> Custom Order Invoice Number -> Custom Shipment Number

- 6.1. Enable this module
- 6.2. Add Prefix
- 6.3. Add Suffix
- 6.4. Add Order Number Pad Length (Default 9)
- 6.5. Start Counter
- 6.6. Counter Step
- 6.7. Save Config
- 6.8. Cache Flush



The screenshot shows the Magento 2 admin interface. At the top, the shipment ID is #O1906290005US. Below it, there are buttons for Back, Send Email, and Reorder. A search bar and filters are visible. The main content area shows a table with one record:

Shipment	Ship Date	Order	Order Date	Ship-to Name	Total Quantity	Action
S-US00000000042019-06-29	Jun 29, 2019 7:49:04 AM	O1906290005US	Jun 29, 2019 7:45:26 AM	WebbyTroops Technologies	1.0000	<a href="#">View</a>

An orange arrow points to the shipment number in the table. A callout box explains the format:

- Shipment Number of format:
- Prefix: S-{country}
- Suffix: {YY}-{mm}-{dd}
- Number Pad Length: 9



## 7. Custom Credit Memo Number

This can be used to create your own format for Credit Memo Number. Prefix and Suffix can be added from here by using the codes shared above (in point 1). Padding length of the main number can also be changed. Final order number created will be like {PREFIX}{NUMBER}{SUFFIX}.

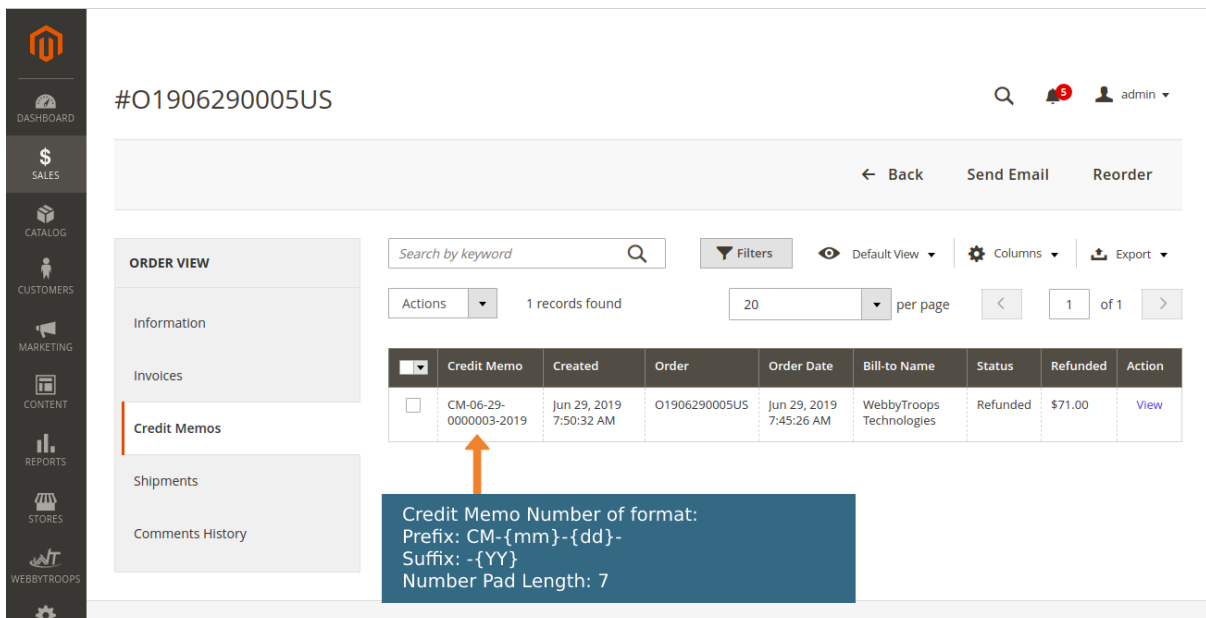
To add a new link to Top menu move to:

Stores -> Configuration -> WebbyTroops -> Custom Order Invoice Number -> Custom Credit Memo Number

OR

WebbyTroops -> Custom Order Invoice Number -> Custom Credit Memo Number

- 7.1. Enable this module
- 7.2. Add Prefix
- 7.3. Add Suffix
- 7.4. Add Order Number Pad Length (Default 9)
- 7.5. Start Counter
- 7.6. Counter Step
- 7.7. Save Config
- 7.8. Cache Flush



#O1906290005US

← Back Send Email Reorder

Search by keyword Filters Default View Columns Export

Actions 1 records found 20 per page 1 of 1

	Credit Memo	Created	Order	Order Date	Bill-to Name	Status	Refunded	Action
<input type="checkbox"/>	CM-06-29-0000003-2019	Jun 29, 2019 7:50:32 AM	O1906290005US	Jun 29, 2019 7:45:26 AM	WebbyTroops Technologies	Refunded	\$71.00	<a href="#">View</a>

Credit Memo Number of format:  
Prefix: CM-{mm}-{dd}-  
Suffix: -{YY}  
Number Pad Length: 7