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## 1 Introduction

KONICA MINOLTA IT SOLUTIONS CZECH function Change invoice numbers allows users to change invoice numbers in posted invoices in customer transactions. Konica Minolta IT Solutions Czech Change invoice numbers allows users to work more comfortably and Save a lot of time when you need to change invoice number for customer transaction.

## 2 Settings

Once you have installed function Change invoice numbers into your Dynamics 365 for Finance and Operations, your system is setup by default and ready to go. You don't need any specific setup.

## 3 Demonstration

This demonstration shows how to use function Change invoice numbers.

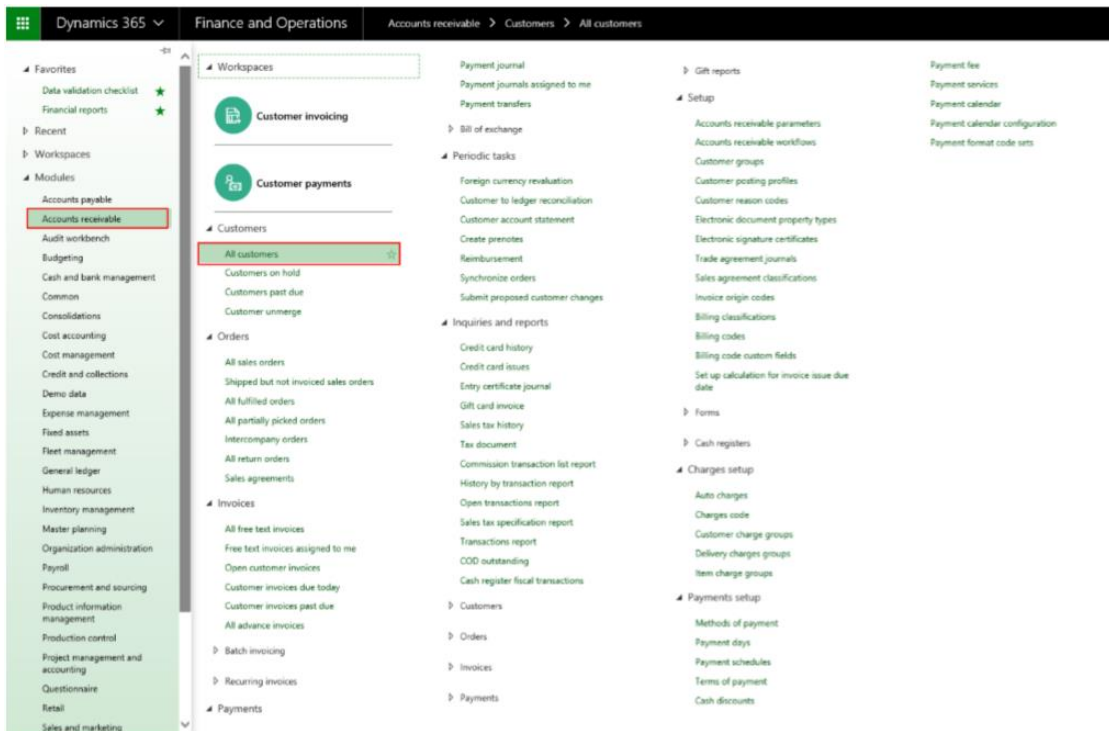
**Scenario:** The finance manager at Demo Company analyzes Customers transactions and wants to Change invoice numbers in particular transaction.

### 3.1 Demonstration Steps

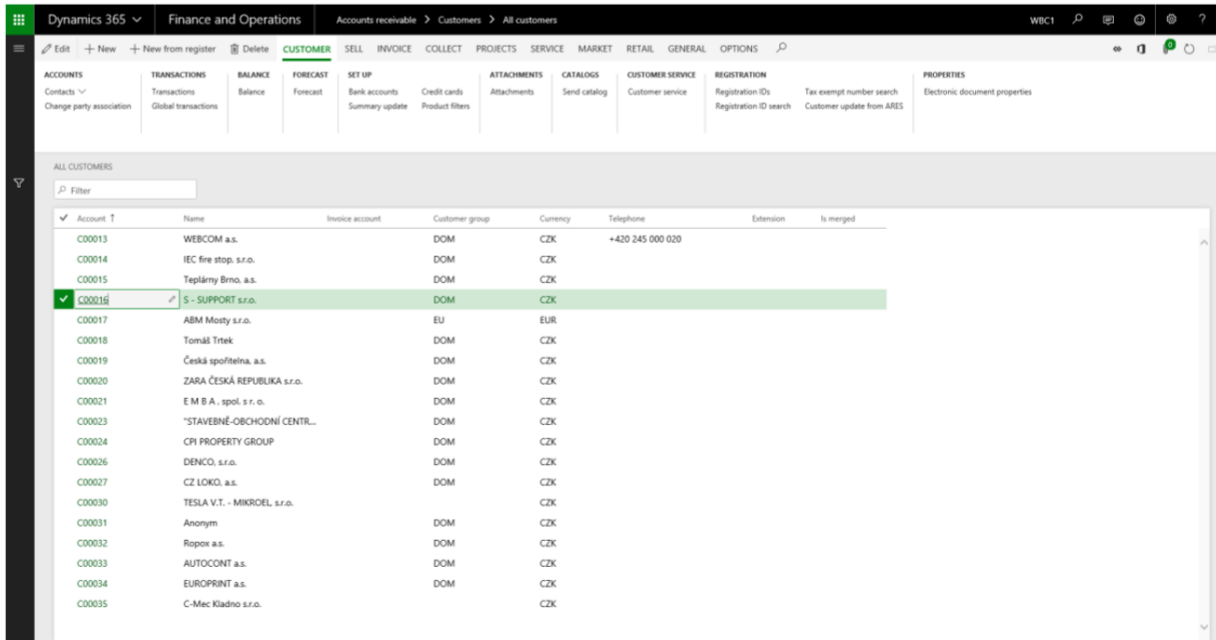
To understand how to use function Change invoice numbers, follow these steps.



1. Go to Accounts receivable > Customers > All customers.



2. In the list, find and select the desired record.



Dynamics 365 Finance and Operations Accounts receivable > Customers > All customers

WBC1

ACCOUNTS TRANSACTIONS BALANCE FORECAST SET UP ATTACHMENTS CATALOGS CUSTOMER SERVICE REGISTRATION PROPERTIES

CONTACTS Global transactions Balance Forecast Bank accounts Credit cards Attachments Send catalog Customer service Registration IDs Tax exempt number search Electronic document properties

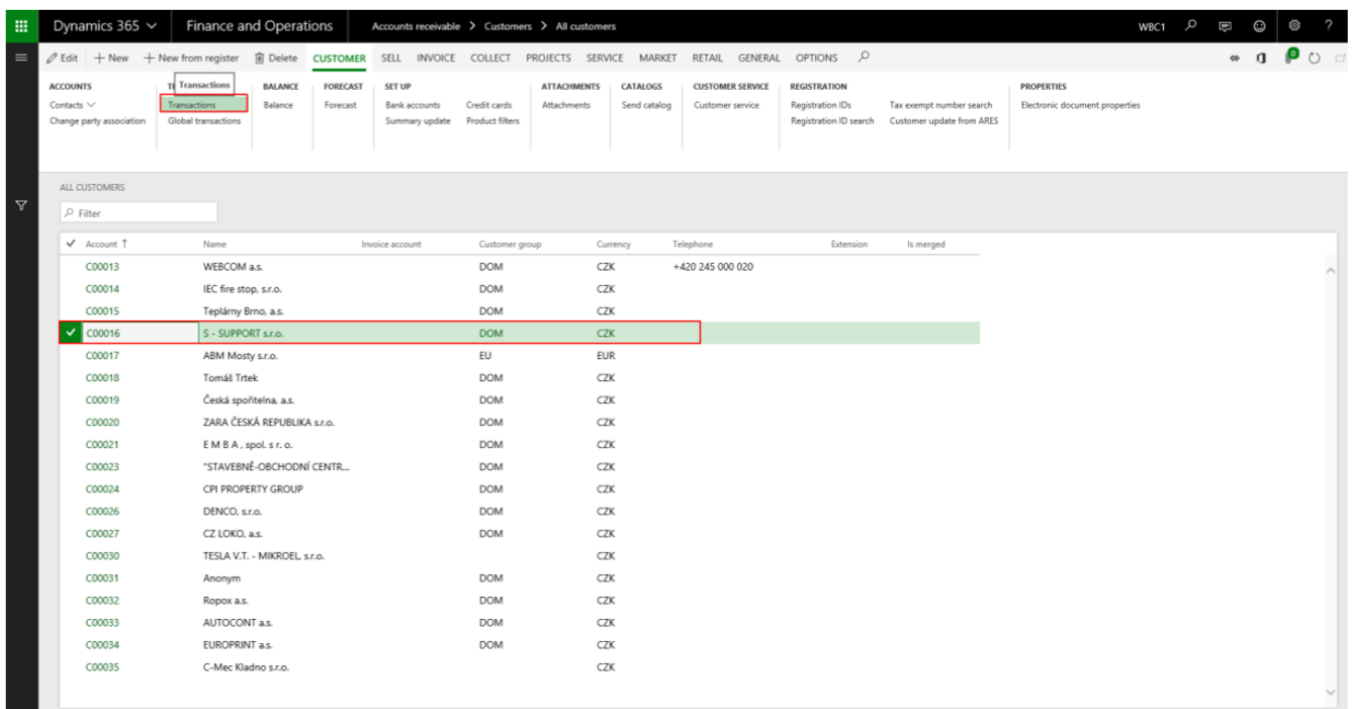
Change party association Global transactions Summary update Product filters Customer service Registration ID search Customer update from ARES

ALL CUSTOMERS

Filter

Account	Name	Invoice account	Customer group	Currency	Telephone	Extension	Is merged
C00013	WEBCOM a.s.		DOM	CZK	+420 245 000 020		
C00014	IEC fire stop s.r.o.		DOM	CZK			
C00015	Teplárny Brno a.s.		DOM	CZK			
C00016	S-SUPPORT s.r.o.		DOM	CZK			
C00017	ABM Mosty s.r.o.		EU	EUR			
C00018	Tomáš Trtek		DOM	CZK			
C00019	Česká spojitelná a.s.		DOM	CZK			
C00020	ZARA ČESKÁ REPUBLIKA s.r.o.		DOM	CZK			
C00021	E M B A, spol. s r. o.		DOM	CZK			
C00023	*STAVEBNĚ-OBCHODNÍ CENTR...		DOM	CZK			
C00024	CPI PROPERTY GROUP		DOM	CZK			
C00026	DENCO s.r.o.		DOM	CZK			
C00027	CZ LOKO a.s.		DOM	CZK			
C00030	TESLA V.T. - MIKROEL s.r.o.		DOM	CZK			
C00031	Anonym		DOM	CZK			
C00032	Ropox a.s.		DOM	CZK			
C00033	AUTOCONT a.s.		DOM	CZK			
C00034	EUROPRINT a.s.		DOM	CZK			
C00035	C-Mec Kladno s.r.o.		DOM	CZK			

3. Click button Transactions.



Dynamics 365 Finance and Operations Accounts receivable > Customers > All customers

WBC1

ACCOUNTS TRANSACTIONS BALANCE FORECAST SET UP ATTACHMENTS CATALOGS CUSTOMER SERVICE REGISTRATION PROPERTIES

CONTACTS Global transactions Balance Forecast Bank accounts Credit cards Attachments Send catalog Customer service Registration IDs Tax exempt number search Electronic document properties

Change party association Global transactions Summary update Product filters Customer service Registration ID search Customer update from ARES

ALL CUSTOMERS

Filter

Account	Name	Invoice account	Customer group	Currency	Telephone	Extension	Is merged
C00013	WEBCOM a.s.		DOM	CZK	+420 245 000 020		
C00014	IEC fire stop s.r.o.		DOM	CZK			
C00015	Teplárny Brno a.s.		DOM	CZK			
C00016	S-SUPPORT s.r.o.		DOM	CZK			
C00017	ABM Mosty s.r.o.		EU	EUR			
C00018	Tomáš Trtek		DOM	CZK			
C00019	Česká spojitelná a.s.		DOM	CZK			
C00020	ZARA ČESKÁ REPUBLIKA s.r.o.		DOM	CZK			
C00021	E M B A, spol. s r. o.		DOM	CZK			
C00023	*STAVEBNĚ-OBCHODNÍ CENTR...		DOM	CZK			
C00024	CPI PROPERTY GROUP		DOM	CZK			
C00026	DENCO s.r.o.		DOM	CZK			
C00027	CZ LOKO a.s.		DOM	CZK			
C00030	TESLA V.T. - MIKROEL s.r.o.		DOM	CZK			
C00031	Anonym		DOM	CZK			
C00032	Ropox a.s.		DOM	CZK			
C00033	AUTOCONT a.s.		DOM	CZK			
C00034	EUROPRINT a.s.		DOM	CZK			
C00035	C-Mec Kladno s.r.o.		DOM	CZK			

4. In the list of transactions, find and select the desired record.

Giving Shape to Ideas

Dynamics 365 Finance and Operations Accounts receivable > Customers > All customers WBC1

PERSONALIZE PAGE OPTIONS SHARE

CUSTOMER TRANSACTIONS | C00016 - S - SUPPORT S.R.O.

Filter Show All Open as of date 12/5/2018 Hide currency revaluations

Voucher	Transaction type	Date	Invoice	Description	Amount in transaction curr...	Balance	Currency	Amount	Exchange rate	Balance	Amount in repo...	Balance
181000065	Payment	10/11/2018		BV., 11.10.2018	14.52	-14.52	EUR	370.26	2.550.000000000000	-370.26		-14.52
181000066	Payment	10/11/2018		BV., 11.10.2018	11.00	-11.00	EUR	280.50	2.550.000000000000	-280.50		-11.00
181000067	Payment	10/11/2018		BV., 11.10.2018	1.100.00	0.00	CZK	1.100.00	100.00000000000000	0.00		-43.14
401000046	Sales order	10/11/2018	401000046		1.331.00	231.00	CZK	1.331.00	100.00000000000000	231.00		52.20
492000385	Settlement	10/11/2018		(uzávěrka účtu)	1.100.00	0.00	CZK	1.100.00	100.00000000000000	0.00		-43.14
492000385	Settlement	10/11/2018		BV., 11.10.2018(uzávěr...	1.100.00	0.00	CZK	1.100.00	100.00000000000000	0.00		43.14
411000094	Customer	10/12/2018	411000094	Faktura_411000094_sal...	182.00	182.00	CZK	182.00	100.00000000000000	182.00		7.14
401000047	Sales order	10/17/2018	401000047		25.52	25.52	EUR	650.76	2.550.000000000000	650.76		25.52
401000048	Sales order	10/18/2018	401000048		2.000.00	2.000.00	CZK	2.000.00	100.00000000000000	2.000.00		78.43
411000097	Customer	10/25/2018	411000097	Faktura_411000097_sal...	316.500.00	316.500.00	CZK	316.500.00	100.00000000000000	316.500.00		12.411.76
401000052	Sales order	10/31/2018	401000052		535.00	35.00	CZK	535.00	100.00000000000000	35.00		20.98
401000053	Sales order	10/31/2018	570770117		788.00	788.00	CZK	788.00	100.00000000000000	788.00		30.90
492000386	Settlement	10/31/2018		(uzávěrka účtu)	500.00	0.00	CZK	500.00	100.00000000000000	0.00		-12.865.00
492000386	Settlement	10/31/2018		BV., 13.09.2018(uzávěr...	500.00	0.00	CZK	500.00	100.00000000000000	0.00		12.865.00
492000387	Foreign currency revaluation	10/31/2018	401000052		0.00	0.00	CZK	0.00		0.00		12.845.74
181000053	Payment	11/1/2018		BV., 01.11.2018	605.00	0.00	CZK	605.00	100.00000000000000	0.00		-23.73
401000054	Sales order	11/1/2018	770005511		1.210.00	605.00	CZK	1.210.00	100.00000000000000	605.00		47.45
492000388	Settlement	11/1/2018		(uzávěrka účtu)	605.00	0.00	CZK	605.00	100.00000000000000	0.00		-23.73
492000388	Settlement	11/1/2018		BV., 01.11.2018(uzávěr...	605.00	0.00	CZK	605.00	100.00000000000000	0.00		23.73

5. Click More>Function WBW.

Dynamics 365 Finance and Operations Accounts receivable > Customers > All customers WBC1

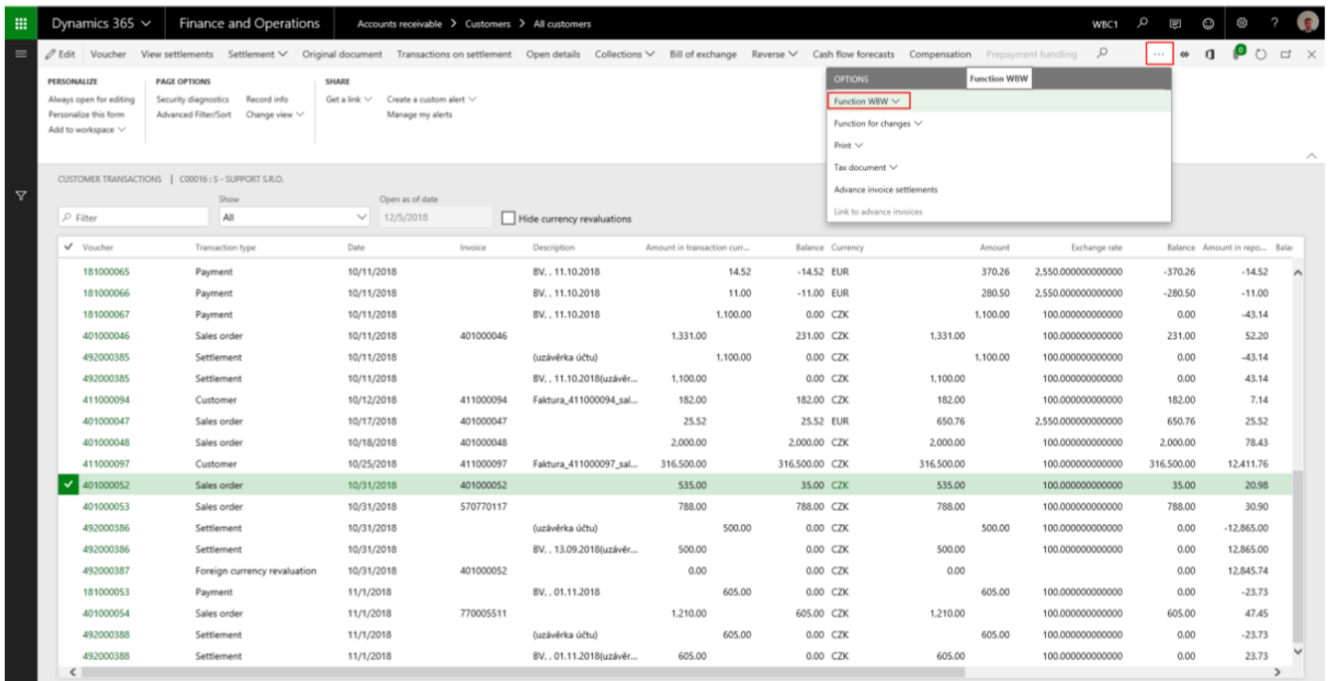
PERSONALIZE PAGE OPTIONS SHARE

CUSTOMER TRANSACTIONS | C00016 - S - SUPPORT S.R.O.

Filter Show All Open as of date 12/5/2018 Hide currency revaluations

Voucher	Transaction type	Date	Invoice	Description	Amount in transaction curr...	Balance	Currency	Amount	Exchange rate	Balance	Amount in repo...	Balance
181000065	Payment	10/11/2018		BV., 11.10.2018	14.52	-14.52	EUR	370.26	2.550.000000000000	-370.26		-14.52
181000066	Payment	10/11/2018		BV., 11.10.2018	11.00	-11.00	EUR	280.50	2.550.000000000000	-280.50		-11.00
181000067	Payment	10/11/2018		BV., 11.10.2018	1.100.00	0.00	CZK	1.100.00	100.00000000000000	0.00		-43.14
401000046	Sales order	10/11/2018	401000046		1.331.00	231.00	CZK	1.331.00	100.00000000000000	231.00		52.20
492000385	Settlement	10/11/2018		(uzávěrka účtu)	1.100.00	0.00	CZK	1.100.00	100.00000000000000	0.00		-43.14
492000385	Settlement	10/11/2018		BV., 11.10.2018(uzávěr...	1.100.00	0.00	CZK	1.100.00	100.00000000000000	0.00		43.14
411000094	Customer	10/12/2018	411000094	Faktura_411000094_sal...	182.00	182.00	CZK	182.00	100.00000000000000	182.00		7.14
401000047	Sales order	10/17/2018	401000047		25.52	25.52	EUR	650.76	2.550.000000000000	650.76		25.52
401000048	Sales order	10/18/2018	401000048		2.000.00	2.000.00	CZK	2.000.00	100.00000000000000	2.000.00		78.43
411000097	Customer	10/25/2018	411000097	Faktura_411000097_sal...	316.500.00	316.500.00	CZK	316.500.00	100.00000000000000	316.500.00		12.411.76
401000052	Sales order	10/31/2018	401000052		535.00	35.00	CZK	535.00	100.00000000000000	35.00		20.98
401000053	Sales order	10/31/2018	570770117		788.00	788.00	CZK	788.00	100.00000000000000	788.00		30.90
492000386	Settlement	10/31/2018		(uzávěrka účtu)	500.00	0.00	CZK	500.00	100.00000000000000	0.00		-12.865.00
492000386	Settlement	10/31/2018		BV., 13.09.2018(uzávěr...	500.00	0.00	CZK	500.00	100.00000000000000	0.00		12.865.00
492000387	Foreign currency revaluation	10/31/2018	401000052		0.00	0.00	CZK	0.00		0.00		12.845.74
181000053	Payment	11/1/2018		BV., 01.11.2018	605.00	0.00	CZK	605.00	100.00000000000000	0.00		-23.73
401000054	Sales order	11/1/2018	770005511		1.210.00	605.00	CZK	1.210.00	100.00000000000000	605.00		47.45
492000388	Settlement	11/1/2018		(uzávěrka účtu)	605.00	0.00	CZK	605.00	100.00000000000000	0.00		-23.73
492000388	Settlement	11/1/2018		BV., 01.11.2018(uzávěr...	605.00	0.00	CZK	605.00	100.00000000000000	0.00		23.73

Giving Shape to Ideas

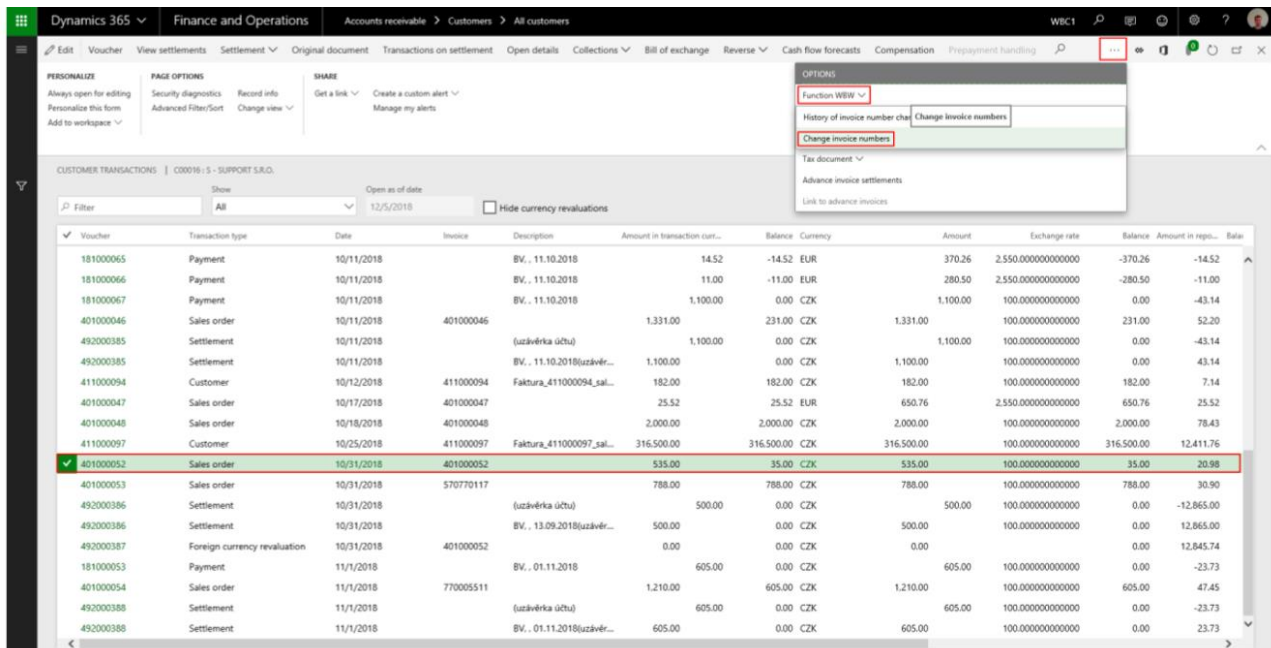


Customer Transactions | C00016 - S - SUPPORT S.R.O.

Filter: All | Open as of date: 12/5/2018 | Hide currency revaluations

Voucher	Transaction type	Date	Invoice	Description	Amount in transaction cur...	Balance	Currency	Amount	Exchange rate	Balance	Amount in repo...	Balance
181000065	Payment	10/11/2018		BV, 11.10.2018	14.52	-14.52	EUR	370.26	2,550.0000000000000	-370.26	-14.52	
181000066	Payment	10/11/2018		BV, 11.10.2018	11.00	-11.00	EUR	280.50	2,550.0000000000000	-280.50	-11.00	
181000067	Payment	10/11/2018		BV, 11.10.2018	1,100.00	0.00	CZK	1,100.00	100.000000000000000	0.00	-43.14	
401000046	Sales order	10/11/2018	401000046		1,331.00	231.00	CZK	1,331.00	100.000000000000000	231.00	52.20	
492000385	Settlement	10/11/2018		(uzávěrka účtu)	1,100.00	0.00	CZK	1,100.00	100.000000000000000	0.00	-43.14	
492000385	Settlement	10/11/2018		BV, 11.10.2018(uzávěr...	1,100.00	0.00	CZK	1,100.00	100.000000000000000	0.00	43.14	
411000094	Customer	10/12/2018	411000094	Faktura_411000094_sal...	182.00	182.00	CZK	182.00	100.000000000000000	182.00	7.14	
401000047	Sales order	10/17/2018	401000047		25.52	25.52	EUR	650.76	2,550.0000000000000	650.76	25.52	
401000048	Sales order	10/18/2018	401000048		2,000.00	2,000.00	CZK	2,000.00	100.000000000000000	2,000.00	78.43	
411000097	Customer	10/25/2018	411000097	Faktura_411000097_sal...	316,500.00	316,500.00	CZK	316,500.00	100.000000000000000	316,500.00	12,411.76	
401000052	Sales order	10/31/2018	401000052		535.00	35.00	CZK	535.00	100.000000000000000	35.00	20.98	
401000053	Sales order	10/31/2018	570770117		788.00	788.00	CZK	788.00	100.000000000000000	788.00	30.90	
492000386	Settlement	10/31/2018		(uzávěrka účtu)	500.00	0.00	CZK	500.00	100.000000000000000	0.00	-12,865.00	
492000386	Settlement	10/31/2018		BV, 13.09.2018(uzávěr...	500.00	0.00	CZK	500.00	100.000000000000000	0.00	12,865.00	
492000387	Foreign currency revaluation	10/31/2018	401000052		0.00	0.00	CZK	0.00		0.00	12,845.74	
181000053	Payment	11/1/2018		BV, 01.11.2018	605.00	0.00	CZK	605.00	100.000000000000000	0.00	-23.73	
401000054	Sales order	11/1/2018	770005511		1,210.00	605.00	CZK	1,210.00	100.000000000000000	605.00	47.45	
492000388	Settlement	11/1/2018		(uzávěrka účtu)	605.00	0.00	CZK	605.00	100.000000000000000	0.00	-23.73	
492000388	Settlement	11/1/2018		BV, 01.11.2018(uzávěr...	605.00	0.00	CZK	605.00	100.000000000000000	0.00	23.73	

6. Click Change invoice numbers.



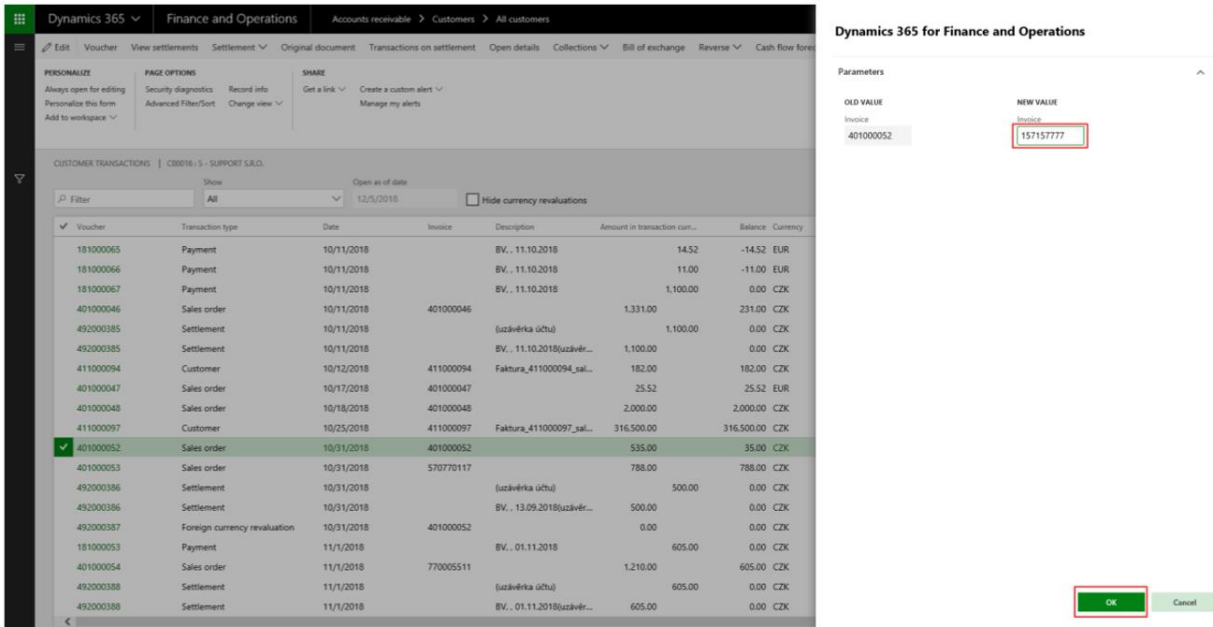
Customer Transactions | C00016 - S - SUPPORT S.R.O.

Filter: All | Open as of date: 12/5/2018 | Hide currency revaluations

Voucher	Transaction type	Date	Invoice	Description	Amount in transaction cur...	Balance	Currency	Amount	Exchange rate	Balance	Amount in repo...	Balance
181000065	Payment	10/11/2018		BV, 11.10.2018	14.52	-14.52	EUR	370.26	2,550.0000000000000	-370.26	-14.52	
181000066	Payment	10/11/2018		BV, 11.10.2018	11.00	-11.00	EUR	280.50	2,550.0000000000000	-280.50	-11.00	
181000067	Payment	10/11/2018		BV, 11.10.2018	1,100.00	0.00	CZK	1,100.00	100.000000000000000	0.00	-43.14	
401000046	Sales order	10/11/2018	401000046		1,331.00	231.00	CZK	1,331.00	100.000000000000000	231.00	52.20	
492000385	Settlement	10/11/2018		(uzávěrka účtu)	1,100.00	0.00	CZK	1,100.00	100.000000000000000	0.00	-43.14	
492000385	Settlement	10/11/2018		BV, 11.10.2018(uzávěr...	1,100.00	0.00	CZK	1,100.00	100.000000000000000	0.00	43.14	
411000094	Customer	10/12/2018	411000094	Faktura_411000094_sal...	182.00	182.00	CZK	182.00	100.000000000000000	182.00	7.14	
401000047	Sales order	10/17/2018	401000047		25.52	25.52	EUR	650.76	2,550.0000000000000	650.76	25.52	
401000048	Sales order	10/18/2018	401000048		2,000.00	2,000.00	CZK	2,000.00	100.000000000000000	2,000.00	78.43	
411000097	Customer	10/25/2018	411000097	Faktura_411000097_sal...	316,500.00	316,500.00	CZK	316,500.00	100.000000000000000	316,500.00	12,411.76	
401000052	Sales order	10/31/2018	401000052		535.00	35.00	CZK	535.00	100.000000000000000	35.00	20.98	
401000053	Sales order	10/31/2018	570770117		788.00	788.00	CZK	788.00	100.000000000000000	788.00	30.90	
492000386	Settlement	10/31/2018		(uzávěrka účtu)	500.00	0.00	CZK	500.00	100.000000000000000	0.00	-12,865.00	
492000386	Settlement	10/31/2018		BV, 13.09.2018(uzávěr...	500.00	0.00	CZK	500.00	100.000000000000000	0.00	12,865.00	
492000387	Foreign currency revaluation	10/31/2018	401000052		0.00	0.00	CZK	0.00		0.00	12,845.74	
181000053	Payment	11/1/2018		BV, 01.11.2018	605.00	0.00	CZK	605.00	100.000000000000000	0.00	-23.73	
401000054	Sales order	11/1/2018	770005511		1,210.00	605.00	CZK	1,210.00	100.000000000000000	605.00	47.45	
492000388	Settlement	11/1/2018		(uzávěrka účtu)	605.00	0.00	CZK	605.00	100.000000000000000	0.00	-23.73	
492000388	Settlement	11/1/2018		BV, 01.11.2018(uzávěr...	605.00	0.00	CZK	605.00	100.000000000000000	0.00	23.73	

Giving Shape to Ideas

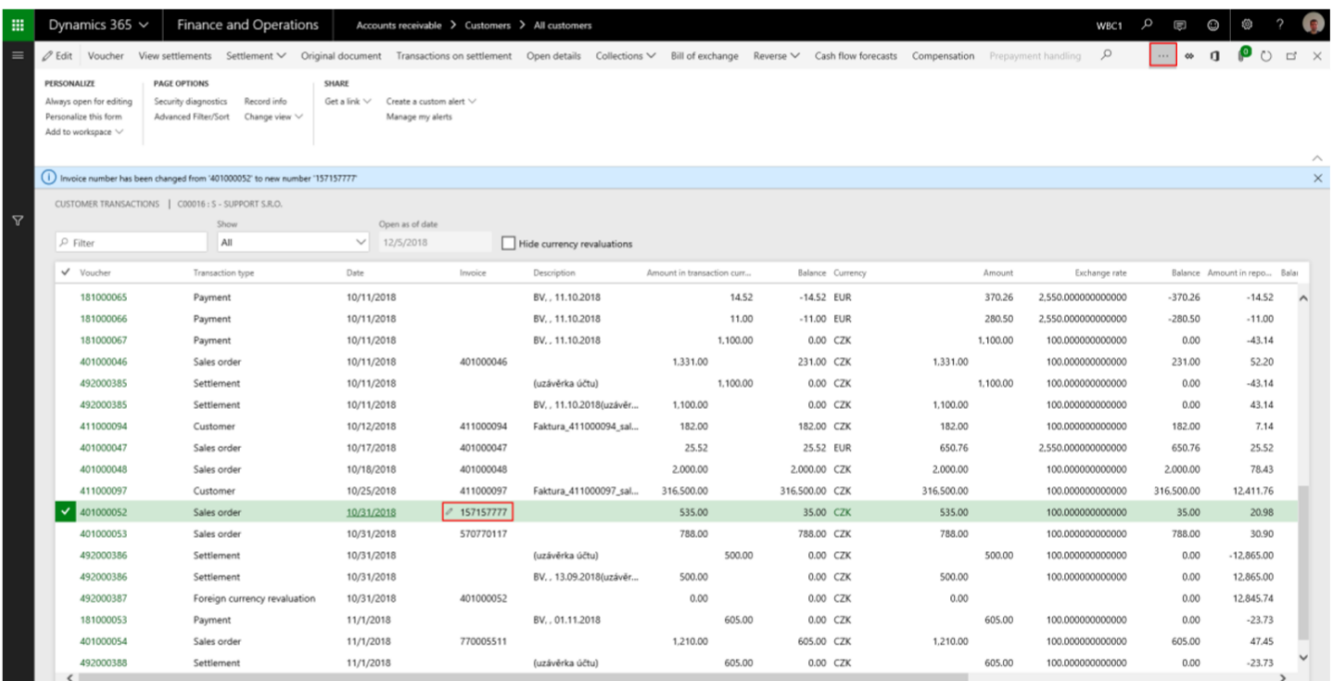
7. In the Invoice field, type a value. Click OK.



The screenshot shows the Dynamics 365 Finance and Operations interface. The main window displays a list of customer transactions. The transaction with voucher number 40100052 is selected. A dialog box titled "Parameters" is open, showing the "NEW VALUE" field for the "Invoice" parameter, which contains the value "157157777". The "OK" button is highlighted with a red box.

Voucher	Transaction type	Date	Invoice	Description	Amount in transaction cur...	Balance	Currency
181000065	Payment	10/11/2018		BV., 11.10.2018	14.52	-14.52	EUR
181000066	Payment	10/11/2018		BV., 11.10.2018	11.00	-11.00	EUR
181000067	Payment	10/11/2018		BV., 11.10.2018	1,100.00	0.00	CZK
401000046	Sales order	10/11/2018	401000046		1,331.00	231.00	CZK
492000385	Settlement	10/11/2018		(uzávěrka účtu)	1,100.00	0.00	CZK
492000385	Settlement	10/11/2018		BV., 11.10.2018(uzávěr...	1,100.00	0.00	CZK
411000094	Customer	10/12/2018	411000094	Faktura_411000094_sal...	182.00	182.00	CZK
401000047	Sales order	10/17/2018	401000047		25.52	25.52	EUR
401000048	Sales order	10/18/2018	401000048		2,000.00	2,000.00	CZK
411000097	Customer	10/25/2018	411000097	Faktura_411000097_sal...	316,500.00	316,500.00	CZK
401000052	Sales order	10/31/2018	401000052		535.00	35.00	CZK
401000053	Sales order	10/31/2018	570770117		788.00	788.00	CZK
492000386	Settlement	10/31/2018		(uzávěrka účtu)	500.00	0.00	CZK
492000386	Settlement	10/31/2018		BV., 13.09.2018(uzávěr...	500.00	0.00	CZK
492000387	Foreign currency revaluation	10/31/2018	401000052		0.00	0.00	CZK
181000053	Payment	11/1/2018		BV., 01.11.2018	605.00	0.00	CZK
401000054	Sales order	11/1/2018	770005511		1,210.00	605.00	CZK
492000388	Settlement	11/1/2018		(uzávěrka účtu)	605.00	0.00	CZK
492000388	Settlement	11/1/2018		BV., 01.11.2018(uzávěr...	605.00	0.00	CZK

8. Invoice number changed.



The screenshot shows the Dynamics 365 Finance and Operations interface after the invoice number has been updated. A notification banner at the top states: "Invoice number has been changed from '40100052' to new number '157157777'". The transaction list is updated, and the transaction with voucher number 40100052 now shows the new invoice number "157157777" in the "Invoice" field, which is highlighted with a red box.

Voucher	Transaction type	Date	Invoice	Description	Amount in transaction cur...	Balance	Currency	Amount	Exchange rate	Balance	Amount in repo...	Bala
181000065	Payment	10/11/2018		BV., 11.10.2018	14.52	-14.52	EUR	370.26	2,550.000000000000	-370.26	-14.52	
181000066	Payment	10/11/2018		BV., 11.10.2018	11.00	-11.00	EUR	280.50	2,550.000000000000	-280.50	-11.00	
181000067	Payment	10/11/2018		BV., 11.10.2018	1,100.00	0.00	CZK	1,100.00	100.00000000000000	0.00	-43.14	
401000046	Sales order	10/11/2018	401000046		1,331.00	231.00	CZK	1,331.00	100.00000000000000	231.00	52.20	
492000385	Settlement	10/11/2018		(uzávěrka účtu)	1,100.00	0.00	CZK	1,100.00	100.00000000000000	0.00	-43.14	
492000385	Settlement	10/11/2018		BV., 11.10.2018(uzávěr...	1,100.00	0.00	CZK	1,100.00	100.00000000000000	0.00	43.14	
411000094	Customer	10/12/2018	411000094	Faktura_411000094_sal...	182.00	182.00	CZK	182.00	100.00000000000000	182.00	7.14	
401000047	Sales order	10/17/2018	401000047		25.52	25.52	EUR	650.76	2,550.00000000000000	650.76	25.52	
401000048	Sales order	10/18/2018	401000048		2,000.00	2,000.00	CZK	2,000.00	100.00000000000000	2,000.00	78.43	
411000097	Customer	10/25/2018	411000097	Faktura_411000097_sal...	316,500.00	316,500.00	CZK	316,500.00	100.00000000000000	316,500.00	12,411.76	
401000052	Sales order	10/31/2018	157157777		535.00	35.00	CZK	535.00	100.00000000000000	35.00	20.98	
401000053	Sales order	10/31/2018	570770117		788.00	788.00	CZK	788.00	100.00000000000000	788.00	30.90	
492000386	Settlement	10/31/2018		(uzávěrka účtu)	500.00	0.00	CZK	500.00	100.00000000000000	0.00	-12,865.00	
492000386	Settlement	10/31/2018		BV., 13.09.2018(uzávěr...	500.00	0.00	CZK	500.00	100.00000000000000	0.00	12,865.00	
492000387	Foreign currency revaluation	10/31/2018	401000052		0.00	0.00	CZK	0.00		0.00	12,845.74	
181000053	Payment	11/1/2018		BV., 01.11.2018	605.00	0.00	CZK	605.00	100.00000000000000	0.00	-23.73	
401000054	Sales order	11/1/2018	770005511		1,210.00	605.00	CZK	1,210.00	100.00000000000000	605.00	47.45	
492000388	Settlement	11/1/2018		(uzávěrka účtu)	605.00	0.00	CZK	605.00	100.00000000000000	0.00	-23.73	

Giving Shape to Ideas



9. Click Function WBW again. Click History of invoice number changes.

The screenshot shows the Dynamics 365 Finance and Operations interface. The breadcrumb navigation is 'Accounts receivable > Customers > All customers'. The 'FUNCTIONS' pane on the left includes 'Function WBW' and 'History of invoice number changes', both highlighted with red boxes. A notification at the top states: 'Invoice number has been changed from '40100052' to new number '15715777''. Below this is a table of customer transactions for 'C00016: S - SUPPORT S.R.O.' with columns for Voucher, Transaction type, Date, Invoice, Description, Amount in transaction cur..., Balance, Currency, Amount, Exchange rate, Balance, and Amount in repo... The row for invoice 40100052 is highlighted in green.

10. Display History of invoice number changes.

The screenshot shows the 'HISTORY OF INVOICE NUMBER CHANGES' page for invoice 40100052 as of 10/31/2018. The page has a filter and a table with columns: Created by, Created date and time, Invoice, and Invoice. One row is visible, showing the change from invoice 40100052 to 15715777 on 12/5/2018 at 02:01:47 PM.