

# How to Set Invoice Number Prefix

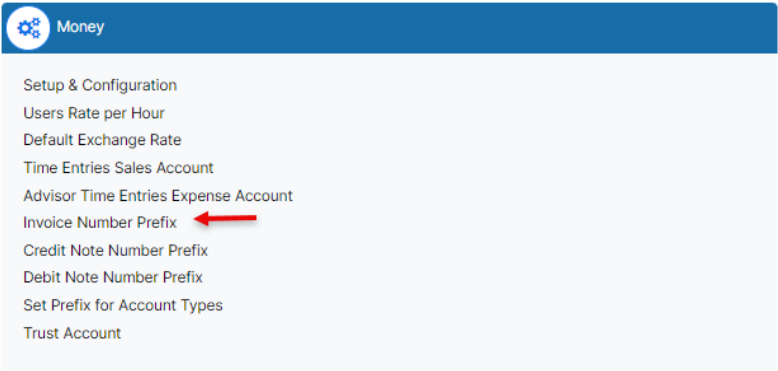
## Objectives

- Set Invoice Prefix Number
- Secondary Invoice Prefix

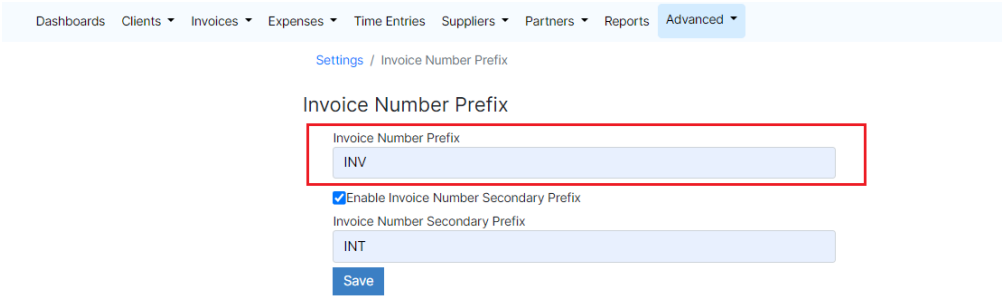
## Steps

The Billing Module in LEXZUR allows you to set your Invoice number prefixes for the organization and categorization of the billing processes.

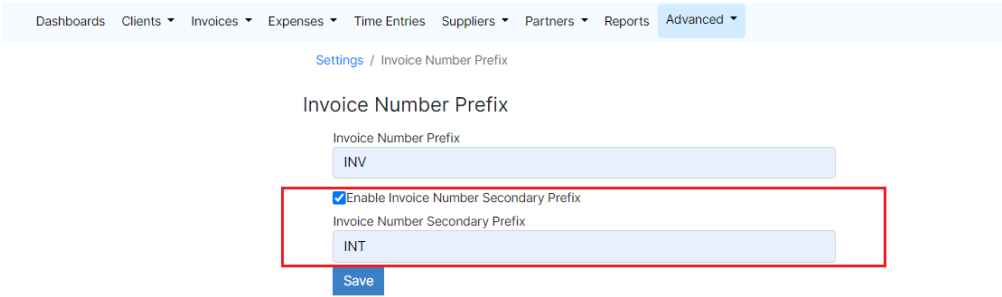
To add an Invoice Prefix, open the Billing Settings, then choose **Invoice Number Prefix** from the **Money** section:



Here you can include a unique alphanumeric prefix before the sequential invoice number.



Additionally, LEXZUR offers the functionality of a Secondary Invoice Prefix. This feature allows users to further customize invoice numbering based on specific criteria, such as client type, location, or any other preferred identifier. By enabling the Secondary Invoice Prefix, you can create distinct invoice numbers for different categories of clients or regions.



The system will then allow you to easily select the desired invoice prefix type when creating an invoice.

Client

Matters

Client Account

Start typing

Invoice Templates

Choose a template

Prefix Type

Invoice Number Prefix

Invoice Number Prefix

Invoice Number Secondary Prefix

The invoice prefix will be visible on the invoice number once it is generated.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

Julia LF - USD

Invoices

All

Save as

Export

Tools

1 - 2 of 2 items

Advanced

Columns

Invoice#	Client's Account	Client Account Number	Total	Payment Made	Balance Due	Currency	Status	Approval Stat...	Invoice Date	Due On
INV-230000002	BLP Industry - USD	1	2,050.00 USD	0.00	2,050.00	USD	overdue	approved	2023-07-13	2023-07-13
INV-230000001	BLP Industry - USD	1	500.00 USD	0.00	500.00	USD	overdue	approved	2023-07-13	2023-07-13

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!