

Knowledgebase > Settings > Entity Number

Entity Number

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Overview

The Entity Number module of SalesPad Cloud allows you to edit the properties of SalesPad Cloud's built-in entities. Entities are the established pattern of letters and numbers that identify transactions or documents. For example, the estimate below has an entity defined by EST followed by 10 numerical digits.

🖹 EST000000003 (Estimate) 🖨 🖂

To get started, select **Entity Number** from the Settings menu.

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Setup		POS	Reports			Other					
Account Class Contact Method Type Customer Class Customer Type	Purchase Order Type Reason Codes Sales Document Type Sales Territory	Discounts Employees Grid Menu Setup Till Counting	Dynamic C File Impor Grid Repo Inventory	Grid Rep t Histor rts Stock St	orts y tatus	Integrati Inventor Security System S	on Da y Recc	shboar nciliat s	d ion		
Entity Number Fee Type Interaction Type	Salesperson Shipping Method Tax Codes	Till Drawer	Report De	signer		Manage	Organ	ization	I		
Item Class Location Payment Terms Price Level	UofM Type Vendor Class Vendor Type Workflow										

The Entity Number grid displays all of the default entities and their current properties. To change the properties of an entity, click the **Edit** icon in the Entity Number Prefix column.

Entity Number Prefix 🔻	Entity Num Type
ST 🦛	Purchase_Order
SR	Sales_Document

The Edit Entity drawer will open. Here, you can edit the prefix (Entity Number Prefix), the number of digits permitted (Num Width), and the number the document will start with (Sequence Number).

As an example, if Num Width is set to 5 and Sequence Number is set to 1, the second transaction number (after 00001) would be 00002. If the Sequence Number was set

to 101, however, the second transaction number would be 00102.

Edit Entity	×
Entity Num Type	
Purchase_Order	
Entity Number Prefix	
ST	
Num Width	
	10
Sequence Number	
	15

Click **Save** when you're finished making your changes.