Fube

GUIDE

How to create a numbering series in Fube



> Every invoice you issue carries a number, and that number isn't arbitrary: the law requires it to be **sequential, consecutive and without gaps**. In Fube, this is handled by a **numbering series**. You set it up once — its prefix, whether it includes the year, how many digits — and from then on, each invoice receives its number automatically when it is issued. This guide shows you how to create a series and explains every option, including the ones the video doesn't cover.



What a series is and why it matters

A series is the **number template** for your documents. It defines how the number is built (for example `KD20260001`) and keeps count so that the next one is `KD20260002`, with no gaps or duplicates. This isn't a cosmetic detail: a gap or a duplicate number in your invoicing is exactly the kind of thing that draws attention during an inspection. Fube prevents it by design — the number is assigned **at the moment of issue**, sequentially — so you don't have to keep count.

Where series are created

Go to **Sales › Invoices › Settings** and scroll down to the **Series** section. You'll see the series you have, starting with the one Fube provides by default, along with its next number, and the **New series** button, which opens the creation panel.

Each document type has its series in the settings of its own module: simplified invoices in **Sales › Simplified invoices › Settings**, quotes in **Sales › Quotes › Settings**, and likewise for pro forma invoices and delivery notes. There is no single screen that brings them all together. You'll find the module details on the series and numbering page.

The preview: how the number is formed

The first thing you'll see when creating the series is a **preview**: the exact number it will generate with the current settings. It's your best guide, because any change you make is reflected instantly. A number is made up of at most three parts:

- a **prefix** (a few letters at the start, for example `KD`),
- the **year** (in short format `26` or full format `2026`),
- and a **counter** padded with zeros (`0001`, `0002`…).

Combining them gives you a number such as `KD20260001`, all run together with no separators. You decide which parts to include and in what order.

The fields, one by one

- **Series name.** Only so that you can recognise it in the list (it doesn't appear on the invoice). Name it after its **purpose** —'Kit Digital', 'Online shop'…—; don't include the year, as the option to add it already takes care of that.
- **Current number.** The starting point of the counter. You'll normally leave it at `0` (the first invoice will be `…0001`). Only raise it if **you're coming from another system** and need to continue numbering you've already started (for example, starting at 124). It can be changed as long as the series hasn't issued any invoices, even if it already has drafts. If the series resets every year, that number only applies to the year in which it starts numbering: the following years start at 1.

- **Padding length.** How many digits the counter has, padded with zeros on the left. With 4, one appears as `0001`; with 5, as `00001`.
- **Add the year to the number.** If you turn this on, the number will include the year, and you can choose its **format** (short, 26, or full, 2026) and its **position** (before the numbering or before the prefix).
- **Reset numbering every year.** Makes the counter start again from one in January, so that each financial year has its own clean numbering (`KD20260001`, and the following year `KD20270001`). **It's only possible with the year in the number**: without it, the first of every January would go back to `0001`, which already exists from the previous year, and it couldn't be issued. If you remove the year with the reset turned on, Fube won't let you save the series and asks you to do one of two things: add the year or remove the reset.
- **Prefix.** The letters at the start of the number. Useful for telling series apart at a glance (FAC for invoices, T for the shop...).

The section almost nobody looks at: payment accounts

At the end of the same form, below the number settings, there's a section called **Payment accounts** with two fields: **Bank account** and **Digital payment account**.

Whatever you choose there **is the payment account for all documents in that series**, unless you choose a different one in a specific document. It's the clean way to separate payments by channel without having to remember on every invoice: the online shop series collects payments into one account and the services series into another, and the information goes to the document automatically.

If you work with a single account, you can leave it blank and your default one will be used. How to set up accounts and methods is explained in the guide on **payment methods on your invoices**.

Which series suits each document

There's no single answer, but there is a starting point that works for most people. The first three rows are the series Fube already includes when you sign up; the rest are the ones you'll usually add:

Document	Suggested name	How it would look
Standard invoices	The one Fube includes	`F260001`
Simplified invoices	The one Fube includes	`FS260001`
Corrective invoices	The one Fube includes	`FR260001`
Online sales	'Online series'	`ONLINE260001`
Public bodies	'Public body series'	`202600001`
Grants and projects	'Kit Digital'	`KD240001`

What matters isn't copying the table, it's the idea behind it: **the prefix can be read at a glance**, and separating what you'll need to look up separately later on saves you filters.

When it's worth having more than one series

You're not limited to one. Having several series is normal when you want to **separate your numbering** by some criterion:

- **By project or grant**: for example, a dedicated series for your **Kit Digital** invoices, which you'll want to keep identified and separate.
- **By channel or activity**: for example, one series for the shop and another for services.
- **By document type**: in Fube, **invoices, simplified invoices, quotes, pro forma invoices, delivery notes and corrective invoices** each have their **own series**, independent of one another. Corrective invoices, in fact, are managed in their own tab. How all the types fit together is explained in the guide on **creating your first invoice**.

Rules worth being clear about

- **The number is assigned on issue, not before.** While the invoice is a draft it doesn't use up a number; it receives one —consecutive and with no gaps— the moment you issue it.

- **A series that has already issued is frozen.** As soon as it issues its first invoice, its settings are locked. **Drafts don't lock it**: you can save a test one with the newly created series and keep adjusting its prefix or starting number.
- **Each series is unique.** You can't have two series with the same name, or two of the same type that **number the same way**: the same prefix, the year in the same place and in the same format, and the same digits. They would produce the same numbers, and whichever reached one second would find it already taken. Nor can you **type the year by hand** into the prefix alongside another series that adds it automatically: a series F26 with no year and another F with the short year produce the same numbers in 2026 (`F260001`, `F260002`...). To number by year, turn on 'Add year' instead of typing it. Two series that never produce the same number —a different prefix, different digits, the short year in one and the full year in the other— can coexist. And the prefix of an invoice series can't match that of a corrective invoice series.
- **The year in the number.** On invoices it's the year of the day you issue it. On quotes, pro forma invoices and delivery notes it's the year of the **document date**: a delivery note dated December 2025 that you issue in January 2026 has a 2025 number and follows the 2025 numbering, without affecting 2026's. That date can be today or earlier, never later, just as with invoices.
- **A corrective invoice series must have a prefix, no exceptions.** Without one you can't save it: it's what distinguishes it from the invoice series.
- **There's a default series.** It's the one Fube suggests when you create an invoice if you don't choose another; you can change it whenever you like.

What's locked and what you can still change

Once the series has issued a document, Fube rejects, with an explicit message, any change to the **padding length**, the **starting number**, the **add the year** option, the **year format**, the **year position**, the **annual reset**, the **prefix** and the **suffix**. In the form only the current number is greyed out: if you change any other of those fields, Fube won't save the series and tells you which one can't be changed.

What you can still change is the series **name** —which is internal and doesn't appear on the invoice— and its **payment accounts**. And one exception: if the series **resets every year without having the year in the number**, you can **remove the reset**, and only that in the same change. The numbering carries on where it was: if the last one is `26-025`, the next will be `26-026`.

And watch out for the other thing: **you can't delete it either** while it has associated documents, drafts included. If you have a spare series that you started using by mistake, the way out is to leave it there and not use it.

That is why, when you really want to change the format, the right thing to do is **create a new series** instead of trying to fix the old one. Try the preview before saving; that is what it is for.

Edge cases and common errors

- **'I want to change the prefix of a series I have already used'.** You can't, and it is for your own good: it would alter numbers already issued. Create a new series with the prefix you want and start using that one.
- **'It won't let me edit the series'.** The series has already issued an invoice, even if it was in a different year: the annual reset starts the counter again, but the series remains locked. For a different format, create a new series.
- **'A series with this name already exists in the company'.** Names cannot be repeated within the same company. Give it a different one.
- **'The series … already numbers like this (F260001): both would produce the same numbers'.** You are creating a series that produces the same numbers as another series of the same type in your company. The warning appears on the prefix and tells you which the other one is: change its prefix or how the year is shown so that they don't clash. Identical series you already had from before can still be edited; the warning only appears if you create one or change its number format.
- **'To reset the numbering every year, the number must include the year'.** You have left the annual reset on without the year in the number. Turn on 'Add year' or remove the reset. If your series is from before and was already like this (for example, with the year typed by hand in the prefix, such as `26-`), you can keep using and editing it, but the first document in January will go back to `001`, which already exists, and it cannot be issued. Before the year ends, **remove the reset**: you can do this even if the series has already issued invoices, and the numbering will carry on from where it is. If you would rather the number changed with the year, create a new series with the year in the number and set it as the default series from January.

- **‘This series and … would produce the same numbers (F260001)’.** One of the two has the year typed by hand in the prefix and the other adds it automatically, so in that year they clash. To number by year the one that adds it automatically is all you need; if you really want both, change the prefix of one of them. Any such pairs you already had from before can still be edited; the warning only appears if you create one or change its number format.
- **‘The prefix of this series matches an existing corrective series. Change the prefix’.** Exactly that: choose a different prefix for the invoice series, because the two numbers would come out the same.
- **‘You must set a prefix for the corrective invoice series’.** Corrective invoices cannot be without a prefix. The one that comes with Fube is FR.
- **‘A series with associated invoices cannot be deleted’.** For deletion, drafts do count: check them. If you really want it gone, just stop using it.
- **Change of year.** You don't normally need a new series every January: if you turned on ‘add year’ and ‘reset every year’, the same series moves on automatically from `KD20260001` to `KD20270001`.

Frequently asked questions

Do I have to create a series to be able to invoice? Not necessarily: Fube starts with a default series. You create additional series when you want to separate your numbering (by year, channel or document type).

Why can't I change a series that already has invoices? Because issued numbering is final and the law does not allow it to be altered. Fube locks it as soon as the series issues its first invoice; while it only has drafts, which don't yet have a number, you can adjust it. Any later format change is done by starting a new series.

What about the series' payment accounts, are they locked too? No. You can change the series name and its payment accounts whenever you like, whatever documents it has.

How do I continue the numbering I had in another program? Enter the last number you had already issued in **Current number**; the next invoice will continue from there.

Can the number have gaps if I cancel an invoice? The series leaves no gaps when issuing. An invoice that has already been issued is not deleted; if there is an error, it is corrected with a **corrective invoice**, which goes in its own series.

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