

# Magento 2 Multiple Invoices with Custom Order Number Extension

---

Created: 04/12/2019  
Last Updated: 14/02/2020  
By: Agile Codex Ltd.  
E-mail: [support@agilecodex.com](mailto:support@agilecodex.com)  
Copyright © Agilecodex Ltd. 2020

## Installation

Never do anything directly on a live store. First setup and test on a development domain (i.e. "dev.url.com").

Make sure that you [set](#) your Magento application to the developer [mode](#).

## Temporarily disable Magento cache

To avoid any possible issues with the installation we recommend disabling Magento cache before proceeding with the installation and re-enabling it once the install is complete.

1. Log in to your Magento admin
2. Go to System > Cache Management
3. Select "Select All" in the "Mass Actions" drop down
4. Select "Disable" in the "Actions" drop down and Click Submit
5. Once the page reloads **log out of the admin**

## Upload Extension

Unzip the extension zip file and upload all files and folders of Backend, Number, Invoice extension to the root folder of your Magento installation.

## Install Extension

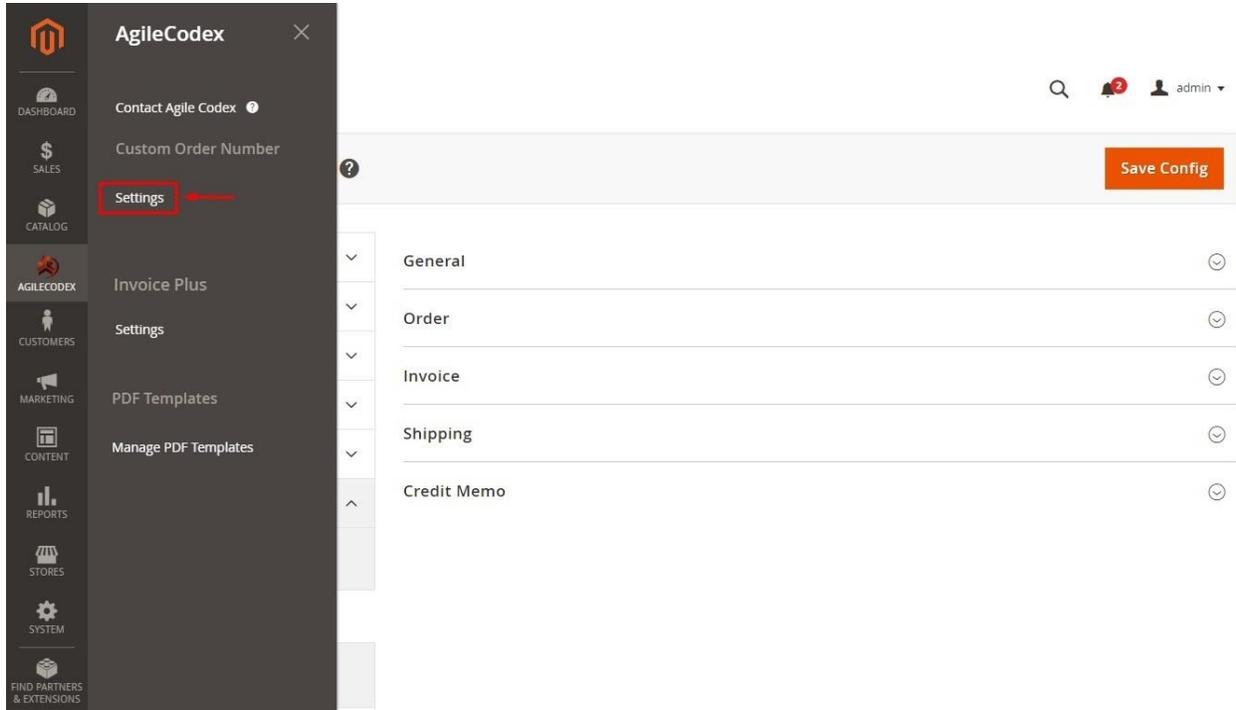
Enable Acx\_Backend, Acx\_Number, Acx\_Invoice module.

1. Upgrade and deploy.

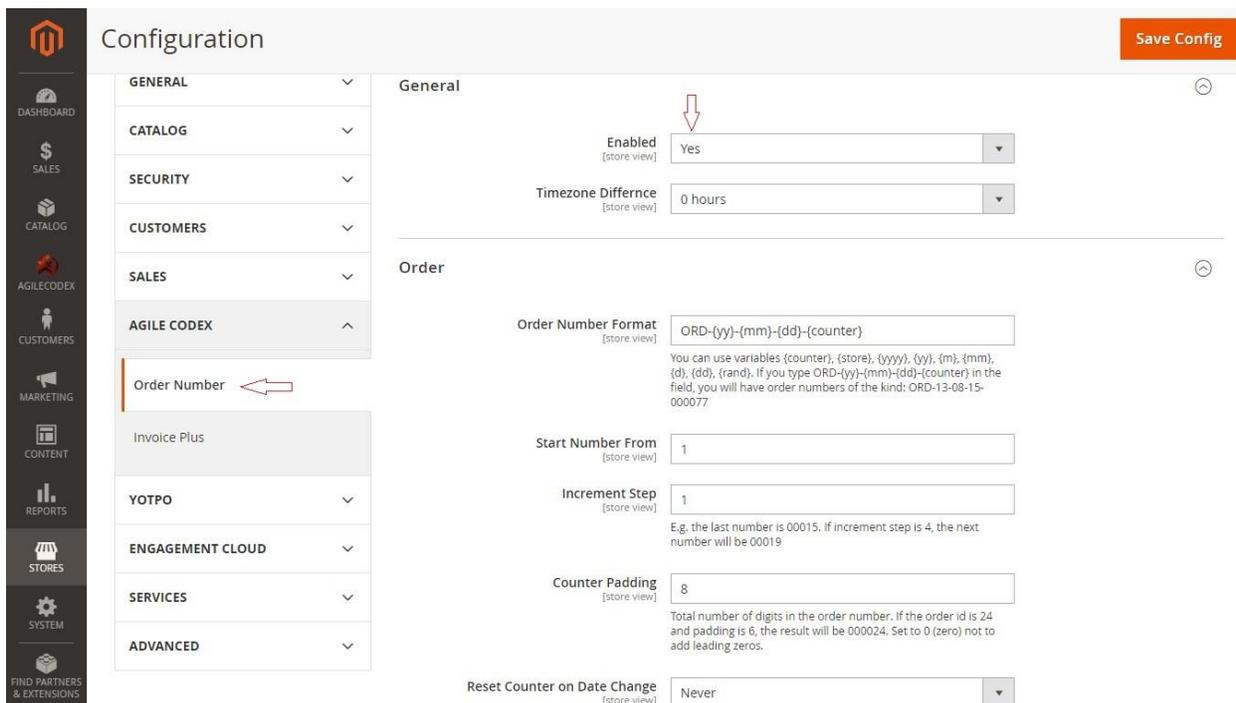
For how to enable magento 2 module follow this [link](#).

## Custom Order Number Configuration

Go to AGILECODEX -> Custom Order Number -> Settings



### Configuration:



1. **General:** Enable the extension and set timezone difference if needed.
2. **Order:** Follow below step for order settings.
  - Specify the order's number format which will replace the numbers generated by default Magento functionality.
  - Set the starting numbers for your orders. Let's say you have 1545 orders in your store and open a new Magento store. In this case, you can start counter from 1545.
  - Counter Padding sets the amount of digits in order numbers to have 8. Now your order number will have the following view – 00003142.
  - Counter Step option regulates number intervals between consecutive orders.
3. **Invoice:** Follow below step for invoice settings.

The screenshot shows the Magento Configuration page. On the left is a vertical sidebar with navigation icons for Dashboard, Sales, Catalog, Agilecodex, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The main content area is titled 'Configuration' and shows the 'Default Config' for the 'Store View'. A 'Save Config' button is in the top right. The left sidebar of the configuration panel lists categories: GENERAL, CATALOG, SECURITY, CUSTOMERS, SALES, AGILE CODEX, Order Number, Invoice Plus, and YOTPO. The 'AGILE CODEX' category is expanded, showing sub-sections: General, Order, Invoice, and Shipping. The 'Invoice' section is active, displaying the following settings:

- Same as Order Number** (store view): Yes
- Invoice Prefix** (store view): INV-  
Will be added before the order number
- Replace Ordernumber Prefix** (store view): [Empty field]  
If you have the order number as '11/13-order', you can replace the '-order' part with the prefix instead of adding it in the beginning.

- You can set the same number for invoices and orders to meet your local records keeping standards
- Specify letter prefixes according to the type of document for which you modify the numbering model.

4. **Shipping and Credit Memo:** Set shipping and memo number from here.

The screenshot displays the Configuration interface for AgileCodeX. On the left is a vertical navigation menu with icons and labels for Dashboard, Sales, Catalog, AgileCodeX, Customers, Marketing, Content, Reports, Stores, System, and Find Partners & Extensions. The main content area is titled 'Configuration' and features a 'Save Config' button in the top right corner. The 'Order Number' section is expanded, showing settings for 'Shipping' and 'Credit Memo'. Both sections have identical options: 'Same as Order Number' (set to 'Yes'), 'Prefix' (set to 'SHI-' for Shipping and 'MEMO-' for Credit Memo), and 'Replace Ordernumber Prefix' (empty). A note explains that the prefix replaces the '-order' part of the order number.

**Configuration** Save Config

**Shipping**

Same as Order Number [store view] Yes

Prefix [store view] SHI-

Will be added before the order number

Replace Ordernumber Prefix [store view]

If you have the order number as `11/13-order`, you can replace the `-order` part with the prefix instead of adding it in the beginning.

**Credit Memo**

Same as Order Number [store view] Yes

Credit Memo Prefix [store view] MEMO-

Will be added before the order number

Replace Ordernumber Prefix [store view]

If you have the order number as `11/13-order`, you can replace the `-order` part with the prefix instead of adding it in the beginning.

- Shipping and Credit Memo feature work the same way and have same options as order number settings.

## Multiple Invoices Configuration

Go to AGILECODEX -> Invoice Plus -> Settings

General	⌵
Invoice 2	⌵
Invoice 2 Template	⌵
Email Header 2	⌵
Credit Memo 2	⌵
Credit Memo 2 Templates	⌵
Invoice 3	⌵
Invoice 3 Templates	⌵
Email Header 3	⌵
Credit Memo 3	⌵
Credit Memo 3 Templates	⌵
Invoice 4	⌵
Invoice 4 Templates	⌵
Email Header 4	⌵
Credit Memo 4	⌵
Credit Memo 4 Templates	⌵

1. **General:** Enable the extension.
2. **Invoice 2, Invoice 3, Invoice 4:** Follow below step for invoice 2, invoice 3 and invoice 4 settings.

The screenshot shows the 'Configuration' page with a sidebar on the left and a main content area. The sidebar includes a 'Save Config' button and a list of configuration categories: CATALOG, SECURITY, CUSTOMERS, SALES, AGILE CODEX, Order Number, Invoice Plus, YOTPO, ENGAGEMENT CLOUD, SERVICES, and ADVANCED. The main content area is divided into two sections: 'Invoice 2' and 'Invoice 3'. Each section contains the following settings:

- Button Label** [store view]: Invoice 2 (for Invoice 2) and Invoice 3 (for Invoice 3)
- Same as Order Number** [store view]: Yes (dropdown menu)
- Invoice Prefix** [store view]: INV2-{counter} (for Invoice 2) and INV3-{counter} (for Invoice 3). Below the field, it says 'Will be added before the order number'.
- Replace Ordernumber Prefix** [store view]: (empty text field). Below the field, it says 'If you have the order number as "11/13-order", you can replace the "-order" part with the prefix instead of adding it in the beginning.'

- You can change invoice button level for both invoice 2, invoice 3 and invoice 4, it will change invoice 2, invoice 3 and invoice 4 button level in order details page.
- If you select, same as order number: No, then show few more settings.
- Specify the invoice number format which will replace the invoice number generated by default Magento functionality. If you type INV2-{yy}-{mm}-{dd}-{counter} in the field, you will have invoice number like: INV2-13-08-15-00000080.
- Set the start number from for your invoice. It will start invoice number count from your given value. If you put 200 then it will look - 00000200
- Counter Padding sets the amount of digits in invoice numbers to have 8. Now your invoice number will have the following view – 00000200.

**3. Invoice 2 Email Template and Header:** Follow below step for invoice 2 email template and invoice 2 header settings.

Invoice 2 Template 

<b>Enabled</b> <small>[store view]</small>	Yes
<b>Invoice 2 Email Sender</b> <small>[store view]</small>	Sales Representative
<b>Invoice 2 Email Template</b> <small>[store view]</small>	New Invoice2 (Default)
	Email template chosen based on theme fallback when "Default" option is selected.
<b>Invoice 2 Pdf Template</b> <small>[store view]</small>	Invoice Template 2
	Pdf template can be chosen from the list of Pdf templates.
<b>Invoice 2 Email Template for Guest</b> <small>[store view]</small>	New Invoice2 for Guest (Default)
	Email template chosen based on theme fallback when "Default" option is selected.
<b>Send Invoice 2 Email Copy To</b> <small>[store view]</small>	<input type="text"/>
	Comma-separated
<b>Send Invoice 2 Email Copy Method</b> <small>[store view]</small>	Bcc

Email Header 2 

<b>Select Logo</b> <small>[store view]</small>	<input type="button" value="Choose File"/> No file chosen
	<input type="checkbox"/> Delete Image
<b>Invoice 2 Email Header Template</b> <small>[store view]</small>	Header for Invoice 2 (Default)

- Enable invoice 2 email template.
- Select invoice 2 email sender.
- Choose your desire invoice 2 email template.
- Select Invoice 2 PDF template for invoice print.
- Select Invoice 2 email template for guest.
- If you want to send invoice 2 multiple email copy then use comma “,” for separated.
- You can select type email copy “Bcc” or “Separate Email”.

**Invoice 2 Header:**

- Upload logo for your invoice 2 email template.
- Select header template from invoice 2 email template.

**4. Credit Memo 2 Templates:**Credit Memo 2 Credit Memo 2 Templates Enabled  
[store view]Yes Credit Memo 2 Email Sender  
[store view]General Contact Credit Memo 2 Email  
Template  
[store view]New Credit Memo2 (Default) 

Email template chosen based on theme fallback when "Default" option is selected.

Credit Memo 2 Email  
Template for Guest  
[store view]New Credit Memo2 for Guest (De 

Email template chosen based on theme fallback when "Default" option is selected.

Send Credit Memo 2 Email  
Copy To  
[store view]

Comma-separated

Send Credit Memo 2 Email  
Copy Method  
[store view]Bcc 

- You can change credit memo button level for both credit memo 2, credit memo 3 and credit memo 4, it will change credit memo 2, credit memo 3 and credit memo 4 button level in order details page.
- Enable credit memo 2 email template.
- Select credit memo 2 email sender.
- Choose your desire credit memo 2 email template.

- Select credit memo 2 email template for guest.
- If you want to send credit memo 2 multiple email copy then use comma “,” for separated.
- You can select type email copy “Bcc” or “Separate Email”.

**5. Invoice 3 Email Template, Credit Memo 3 Email Template and Header:** It is same configuration like as “Invoice 2 Email Template and Header”.

### Invoice 3 Templates

<b>Enabled</b> <small>[store view]</small>	Yes
<b>Invoice 3 Email Sender</b> <small>[store view]</small>	Sales Representative
<b>Invoice 3 Email Template</b> <small>[store view]</small>	New Invoice3 (Default)
	Email template chosen based on theme fallback when "Default" option is selected.
<b>Invoice 3 Pdf Template</b> <small>[store view]</small>	Invoice Template 3
	Pdf template can be chosen from the list of Pdf templates.
<b>Invoice 3 Email Template for Guest</b> <small>[store view]</small>	New Invoice3 for Guest (Default)
	Email template chosen based on theme fallback when "Default" option is selected.
<b>Send Invoice 3 Email Copy To</b> <small>[store view]</small>	
	Comma-separated
<b>Send Invoice 3 Email Copy Method</b> <small>[store view]</small>	Bcc

### Email Header 3

<b>Select Image</b> <small>[store view]</small>	 <input type="button" value="Choose File"/> No file chosen
	<input type="checkbox"/> Delete Image
<b>Invoice 3 Email Header Template</b> <small>[store view]</small>	Header for Invoice 3 (Default)

## Credit Memo 3



---

## Credit Memo 3 Templates



<b>Enabled</b> <small>[store view]</small>	<input type="text" value="No"/>	▼
<b>Credit Memo 3 Email Sender</b> <small>[store view]</small>	<input type="text" value="General Contact"/>	▼
<b>Credit Memo 3 Email Template</b> <small>[store view]</small>	<input type="text" value="New Credit Memo3 (Default)"/>	▼
	Email template chosen based on theme fallback when "Default" option is selected.	
<b>Credit Memo 3 Email Template for Guest</b> <small>[store view]</small>	<input type="text" value="New Credit Memo3 for Guest (De"/>	▼
	Email template chosen based on theme fallback when "Default" option is selected.	
<b>Send Credit Memo 3 Email Copy To</b> <small>[store view]</small>	<input type="text"/>	
	Comma-separated	
<b>Send Credit Memo 3 Email Copy Method</b> <small>[store view]</small>	<input type="text" value="Bcc"/>	▼

---

**6. Invoice 4 Email Template, Credit Memo 4 Email Template and Header:** It is same configuration like as “Invoice 2 Email Template and Header”.

Invoice 4 Templates ⌵

<b>Enabled</b> <small>[store view]</small>	<input type="text" value="Yes"/>
<b>Invoice 4 Email Sender</b> <small>[store view]</small>	<input type="text" value="Sales Representative"/>
<b>Invoice 4 Email Template</b> <small>[store view]</small>	<input type="text" value="New Invoice4 (Default)"/> <small>Email template chosen based on theme fallback when "Default" option is selected.</small>
<b>Invoice 4 Pdf Template</b> <small>[store view]</small>	<input type="text" value="Invoice Template 4"/> <small>Pdf template can be chosen from the list of Pdf templates.</small>
<b>Invoice 4 Email Template for Guest</b> <small>[store view]</small>	<input type="text" value="New Invoice4 for Guest (Default)"/> <small>Email template chosen based on theme fallback when "Default" option is selected.</small>
<b>Send Invoice 4 Email Copy To</b> <small>[store view]</small>	<input type="text"/> <small>Comma-separated</small>
<b>Send Invoice 4 Email Copy Method</b> <small>[store view]</small>	<input type="text" value="Bcc"/>

---

Email Header 4 ⌵

<b>Select Image</b> <small>[store view]</small>	 <input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> Delete Image
<b>Invoice 4 Email Header Template</b>	<input type="text" value="Header for Invoice 4 (Default)"/>

---

Credit Memo 4



---

Credit Memo 4 Templates



Enabled  
[store view]

Credit Memo 4 Email Sender  
[store view]

Credit Memo 4 Email  
Template  
[store view]

Email template chosen based on theme fallback when "Default" option is selected.

Credit Memo 4 Email  
Template for Guest  
[store view]

Email template chosen based on theme fallback when "Default" option is selected.

Send Credit Memo 4 Email  
Copy To  
[store view]

Comma-separated

Send Credit Memo 4 Email  
Copy Method  
[store view]

## Create Invoice

Go to SALES -> Orders -> View

Orders

Search by keyword

Filters Default View Columns Export

62 records found 20 per page 1 of 4

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Base)	Grand Total (Purchased)	Status	Action	Signifyd Guarantee Decision
ORD-19-12-04-00000004	Main Website Main Website Store Default Store View	Dec 4, 2019 8:52:31 AM	Agile codex	Agile codex	\$505.00	\$505.00	Pending	<a href="#">View</a>	
ORD-19-11-29-00000003	Main Website Main Website Store Default Store View	Nov 29, 2019 2:59:39 PM	Guest POS	Guest POS	\$1,000.00	\$1,000.00	Pending	<a href="#">View</a>	

For create new invoice go to order details page where you can see 4 button for invoice named "Invoice", "Invoice 2", "Invoice 3" and "Invoice 4". The button label "Invoice 2", "Invoice 3" and "Invoice 4" can changeable from configuration as discuss above.

#ORD-19-12-04-00000004

Back Invoice 2 Cancel Send Email Hold Invoice Ship Reorder Invoice 3 Edit

ORDER VIEW

Information

Invoices

Credit Memos

Shipments

Comments History

Search by keyword

Filters Default View Columns Export

0 records found 20 per page 1 of 1

Invoice	Invoice Date	Order #	Order Date	Bill-to Name	Status	Amount	Action
We couldn't find any records.							

Now you can create an invoice from "Invoice" or "Invoice 2" or "Invoice 3" or "Invoice 4". If you choose "Invoice 2" button then it will create invoice with prefix number like: INV2-19-12-04-00000002 as per as saved configuration.

#ORD-19-12-04-00000004

← Back   Send Email   Credit Memo   Hold   Ship   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
<input type="checkbox"/>	INV2-19-12-04-00000002	Dec 4, 2019 8:57:23 AM	ORD-19-12-04-00000004	Dec 4, 2019 8:52:31 AM	Agile codex	Paid	\$505.00	View

After create invoice, email will send to the customer with your selected email template.

## PDF Templates

Go to AGILE CODEX -> PDF Templates -> Manage PDF Templates -> Add new template

PDF Templates

Search by keyword    Filters   Default View   Columns

Actions   4 records found   20 per page   1 of 1

[Add new template](#)

	ID	Title	Template name	Store View	Status	Created	Modified	Action
<input type="checkbox"/>	1		Invoice Template 2	Main Website Main Website Store Default Store View	Enabled	Feb 14, 2020 2:53:54 PM		Select

## New Template

← Back
Reset
Save and Continue Edit
Save Template

Enable template  Yes

Default template  No

Template name \*

Template Description \*

Template type Invoice ▼

Template for websites ⌵

Store View \* 

**Main Website**

**Main Website Store**

Japanese

Default Store View

---

Template for websites ⌵

---

Template body ⌵

---

Template header ⌵

---

Template footer ⌵

---

Template css ⌵

---

Template settings ⌵

1. **Enable:** Yes/No. Yes will enable template.
2. **Default template:** Yes/No. Yes will enable template as default.
3. **Template name:** Name of template
4. **Template Description:** Description of template
5. **Template for websites:** Choose your store
6. **Template body:** Put the html code for template body part.
7. **Template header:** Put the html code for template header part.
8. **Template footer:** Put the html code for template footer part.
9. **Template css:** Add custom css here.

**10. Template settings**

- a. **Template file name:** Name for generate pdf file. The format of name "invoice {{var ea\_invoice\_id}} {{var ea\_invoice\_date}} {{var ea\_invoice\_status}}" will save pdf as invoice2020-02-14\_08-58-12.pdf.
- b. **Template paper orientation:** Choose template orientation Portrait/Landscape.
- c. **Custom format:** Yes/No. Yes will enable to create custom size of print invoice size.

**Print Invoice**

Go to SALES -&gt; Invoices -&gt; View -&gt; Print



INVOICE 2  
 Wasim Haider, House 5/1, Block E, Lalmatia, Dhaka,  
 Bangladesh  
 8802-9137384  
 office@acx.ro

INVOICE TO:  
 shariful islam  
 New York  
 New York  
 New York, New York, 12345  
 United States  
 T: 345245

**INVOICE**  
**NFS-00000085**

Date of Invoice: 2020-02-14 08:56:21  
 Status: processing

ITEMS	QTY	SUBTOTAL
Fusion Backpack SKU: 24-MB02	1	\$59.00
	SUBTOTAL	\$59.00
	<b>GRAND TOTAL</b>	<b>\$59.00</b>