How to Set the WooCommerce Invoice Number Format and Counters

How to · https://wpfactory.com/docs/woocommerce-invoice-number-format-counters/

To set the invoice number format in PDF Invoices & Packing Slips Generator for WooCommerce, go to WPFactory > PDF Invoicing, open the Doc: Invoice section, and edit the Number format field (default INV-[doc_counter format="%06d"]). Manage the running counter in the Counters section, where the value you set is assigned to the next document created.

Set the number format

Go to **WPFactory > PDF Invoicing** (also reachable at **WooCommerce > Settings > PDF Invoicing**), open the **Doc: Invoice** section, and edit the **Number format** field (`number_format`). The default is:

```
INV-[doc_counter format="%06d"]
```

This produces numbers like `INV-000001`. The pieces are:

- `INV-` : a fixed prefix (change it to anything you like).
- `[doc_counter]` : the running counter for this document.
- `format="%06d"` : pads the counter with leading zeros to six digits.

Add a year that resets annually

There is no `[Y]` shortcode. To include the year, use a date shortcode with a `datetime_format` attribute:

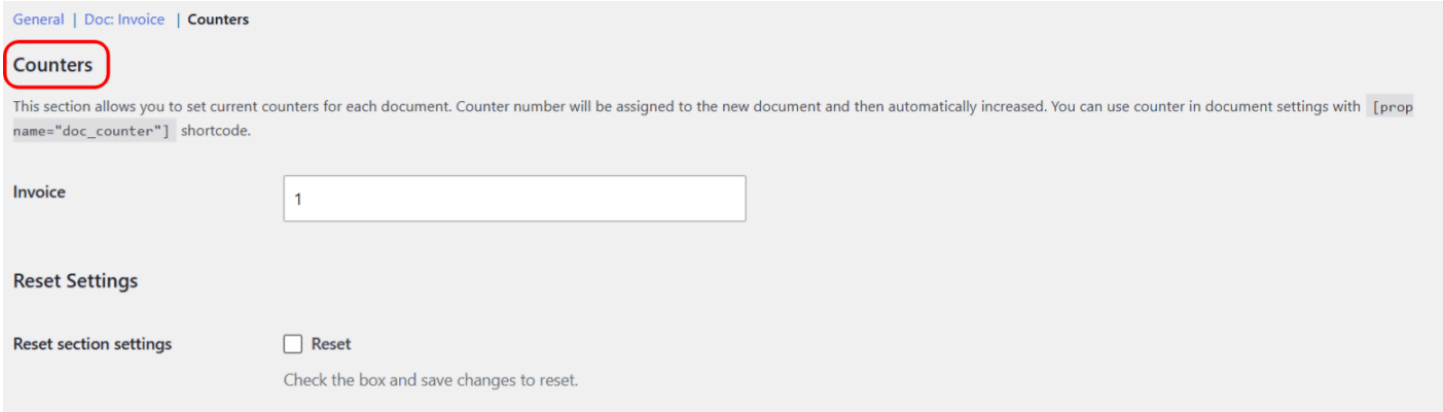
```
INV-[current_time datetime_format="Y"]-[doc_counter format="%04d"]
```

This yields numbers like `INV-2026-0001`. Other useful pieces: `[doc_formatted_date datetime_format="Y-m"]` for a year-month prefix, or `[order_number]` to tie the number to the order.

> **Note:** you cannot use the `doc_nr` property inside **Number format**, because that property is the number this field produces.

Manage the counter

Open the **Counters** section of the settings. It shows the current counter for each document. The value you set here is assigned to the *next* document created, and then increased automatically.



To restart numbering for a new fiscal year, set the counter back to `1` (or your chosen start) and save. Because the year in the format above comes from a date shortcode, the counter does not reset by itself, so this manual step is how you begin a new sequence.

Use cases

- Sequential invoice numbers for tax reporting: keep the default counter format.
- Year-based numbering: add the year prefix and reset the counter each January.
- Match invoice numbers to order numbers: use `INV-[order_number]`.

PDF INVOICING

Numbering is free for one document. PDF Invoicing Pro gives each document type its own independent counter and format.

See what Pro unlocks →

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