

Recurring bills

This application lets you keep track of all recurring invoices generated in the company.

List of invoices

In the list of invoices you will find the most important pillars of registration:





- **Ref .:** Numeric code that identifies the recurring invoice.
- **Customer:** Client for which the recurring invoice generated.
- **Day:** Day the invoice is generated.
- **Month:** Months in which it has to generate the bill.
- **Base (*):** Amount before tax invoice invoice to be generated.
- **Total (*):** Amount after applying the relevant tax invoice will be generated.
- **Account:** Account where to assign the bill when it is generated.
- **NC:** Number of items included in this periodic bill.
- **NP:** Number of products included in this recurring invoice.
- **NV:** Maturity Number assigned to this recurring invoice.

(*) **At the end of listing the sum of these columns is included, note that the result only includes the visible columns per page.**


Remember: The events can be arranged by dragging them to the user folder you want.

Listing Options

On each record. You can perform a series of actions that are represented by the following icons:

-   : Check / Edit / Delete Record.
- : This action will lead to the creation of a new record using data from the current.

This list also provides the following actions by selecting multiple records simultaneously:

- : Use this button to generate the selected invoices. Previously has to be filtered by the month you want to generate.

Filter Options

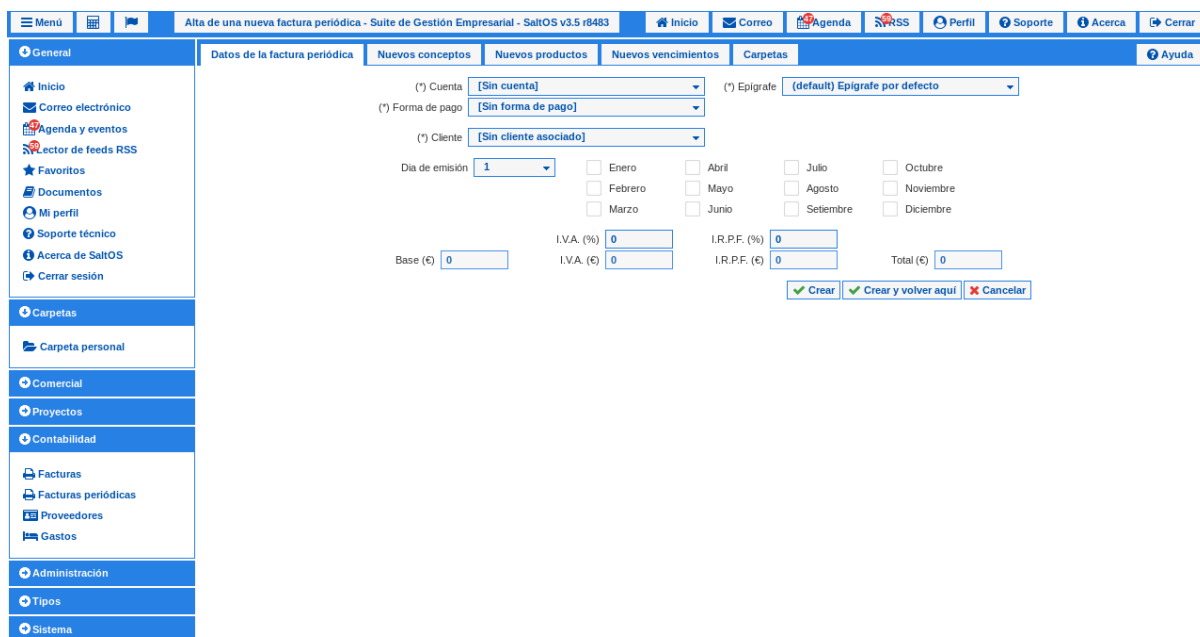
For more information about the filter options listed in the [ayuda general](#).

Form invoices

This is the billing application, with it you can add, modify and view all data of different notes and invoices classified in different tabs: main data, concepts, products, maturities, data on the registry modifications and assignments to folders.

Data tab of the delivery note or invoice

In this tab you can view and modify the main details of the delivery note or invoice. Here we relate all information fields.



Alta de una nueva factura periódica - Suite de Gestión Empresarial - SaltOS v3.5 r8483

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General

(*) Cuenta: [Sin cuenta] (*) Epígrafe: (default) Epígrafe por defecto

(*) Forma de pago: [Sin forma de pago]

(*) Cliente: [Sin cliente asociado]

Día de emisión: 1

☐ Enero ☐ Abril ☐ Julio ☐ Octubre

☐ Febrero ☐ Mayo ☐ Agosto ☐ Noviembre

☐ Marzo ☐ Junio ☐ Setiembre ☐ Diciembre

Base (€): 0 I.V.A. (%): 0 I.R.P.F. (%): 0 Total (€): 0

I.V.A. (€): 0 I.R.P.F. (€): 0

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Carpetas personal

Comercial

Proyectos

Contabilidad

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Facturas periódicas

Proveedores

Gastos

Administración

Tipos

Sistema

- **Count (*)**: Account where the income is counted.
- **Heading (*)**: Economic activity.
- **Payment (*)**: Payment method used to collect the revenue.
- **Customer**: Which Customer will be charged the amount.
- **Day**: Day the invoice is generated.
- **Month**: Months in which it has to generate the bill.
- **VAT rate (%)**: VAT rate. more info about [IVA](#)
- **Income tax (%)**: Percentage of income tax. more info about [IRPF](#)
- **Base (€)**: Taxable income, total economic value before taxes.
- **VAT (€)**: Economic amount of VAT.
- **Income tax (€)**: Monetary amount of income tax
- **Total (€)**: Total receivables including tax.

(*) Required when creating or modifying a delivery note or invoice fields.

Tab Concepts

In this tab you can include all the necessary concepts to create the invoice.

The screenshot shows the 'Alta de una nueva factura periódica - Suite de Gestión Empresarial - SaltOS v3.5 r8483' interface. The left sidebar contains navigation menus for General, Carpetas, Comercial, Proyectos, Contabilidad, Administración, Tipos, and Sistema. The main area is titled 'Nuevos conceptos' and features a table for adding concepts.

Concepto	Unid.	Pr./Un. (€)	Dto. (%)	Total (€)
	0.00	0.00	0.00	0

Below the table is a button labeled 'Añadir concepto'.

Tab Products

In this tab you can include all the products needed to create the invoice.

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Productos	Unid.	Pr./Un. (€)	Dto. (%)	Total (€)
	0.00	0.00	0.00	0

Añadir producto

Maturities tab

In this tab you can create different maturities for the bill.

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Sistema

Fecha vencimiento	Porcentaje (%)	Importe (€)
	100	0

Añadir vencimiento

Registry Data Tab

For more information about the filter options listed in the [ayuda general](#).

Tab Folders

For more information on Folder Options [ayuda general](#).