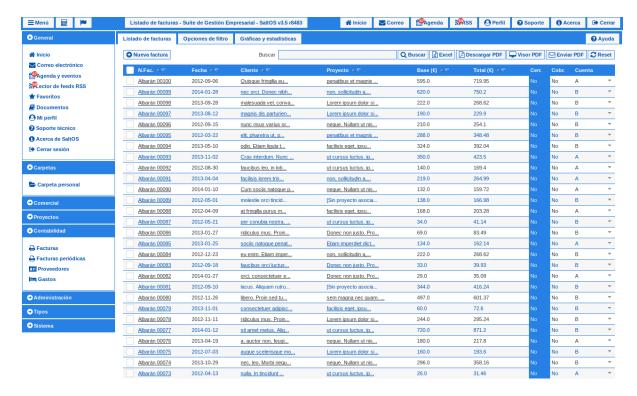
Invoices

This application lets you keep track of all delivery notes and invoices generated in the company.



List of invoices

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

- N.Fac.: Numeric code that identifies the packing slip or invoice.
- User: Date of delivery note or invoice.
- Date: Date and time of occurrence.
- Customer: Client for which generated the packing slip or invoice.
- Project: Name of project that has generated the delivery note or invoice.
- Base (*): Amount of the delivery note or invoice before tax.
- Total (*): Amount of the delivery note or invoice after applying the applicable taxes.
- Closed: When the packing list is closed, it becomes invoice.
- Charged: If you have made the payment on the packing slip or invoice.
- Account: Account which allocate income.
- (*) 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:

- Q 🌶 🛍: Check / Edit / Delete Record.
- This action will lead to the creation of a new record using data from the current.
- Download PDF with log data. (más info sobre PDF)
- Prepare an email with the selected budget attached as PDF file.

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

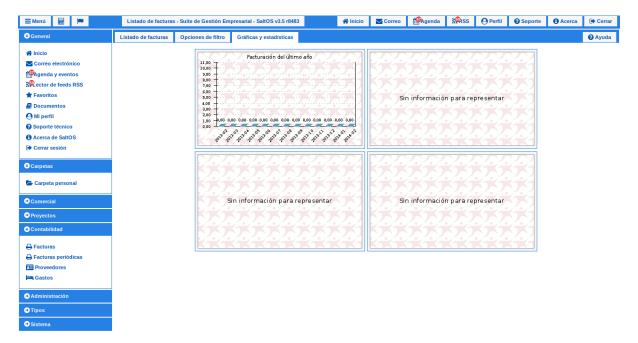
- 🖟: Download the selected records to a file format. PDF.
- 🖵: Display records selected format. PDF on screen.
- Prepare an email with the selected records attached as PDF files.

Filter Options

For more information about the filter options listed in the ayuda general.

Graphs and statistics

In this tab to find statistics turnover last year and the top 10 active customers.

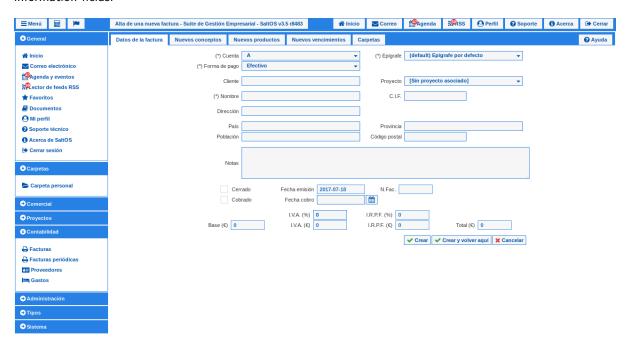


Form invoices

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.

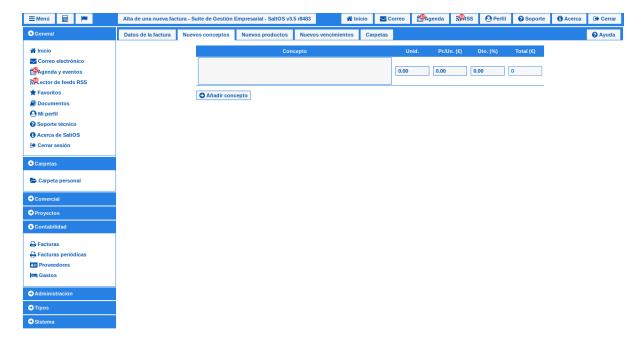


- Count (*): Account where the income is counted.
- Heading (*): Economic activity.
- Payment (*): Payment method used to collect the revenue.
- Customer: Which Customer will be charged the amount.
- **Project:** Project that is being billed.
- Name (*): Customer name. This field is automatically populated when you select the customer.
- Address: Customer address. This field is automatically populated when you select the customer.
- Country: Customer Country. This field is automatically populated when you select the customer.
- County: Province client. This field is automatically populated when you select the customer.
- Population: Population customer. This field is automatically populated when you select the customer.
- Postal Code: ZIP customer. This field is automatically populated when you select the customer.
- Notes: Explanatory notes you want to include.

- Closed: Determines if a delivery note or invoice.
- Issued on: Date the invoice is generated when you close the delivery note.
- N. Fac .: Invoice number.
- I collected: If you have already claimed.
- Date due: Date of recovery.
- VAT rate (%): VAT rate. (más info sobre IVA)
- Income tax (%): Percentage of income tax. (más info sobre 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.

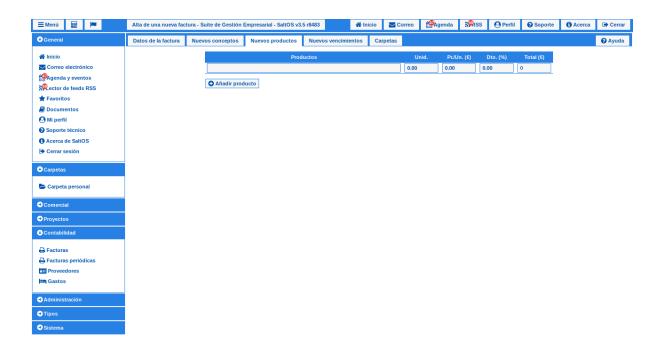
Tab Concepts

In this tab you can include all the necessary concepts to create the delivery note or invoice



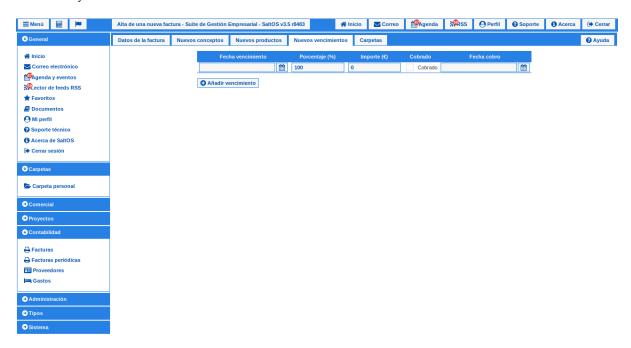
Tab Products

In this tab you can include all the products needed to create the delivery note or invoice



Maturities tab

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



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.