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.**

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.
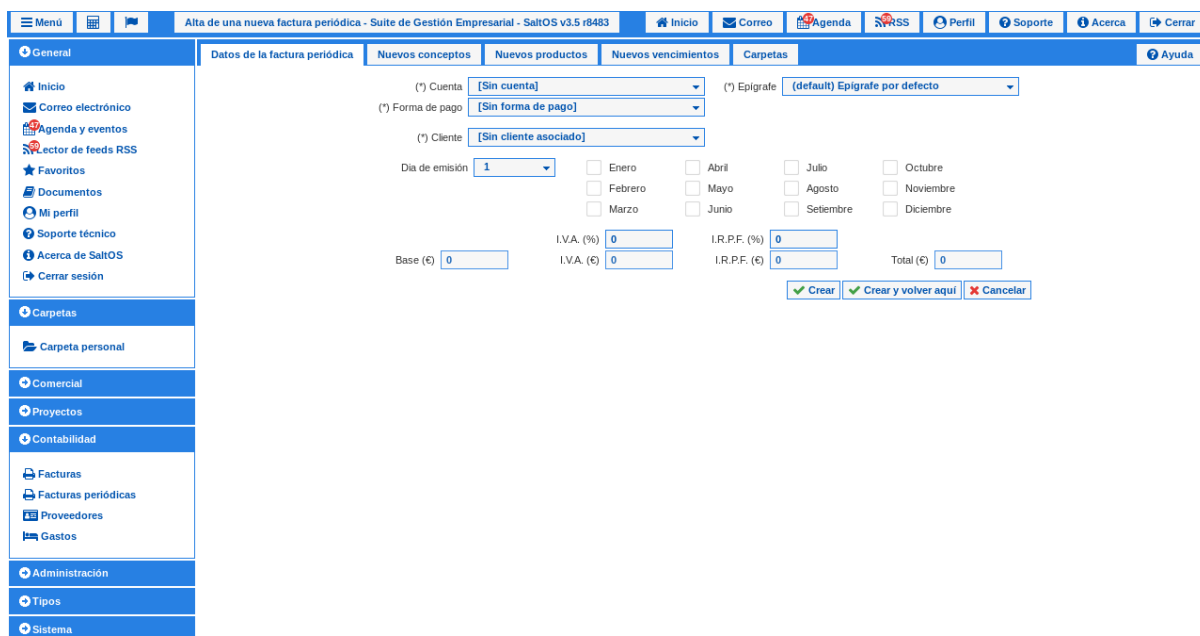
Filter Options

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, ...

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.
- **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.

Tab Products

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