

# Invoices

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

Listado de facturas - Suite de Gestión Empresarial - SaltOS v3.5 r483									
<div> <div>Menú</div> <div>Inicio</div> <div>Correo</div> <div>Agenda</div> <div>RSS</div> <div>Perfil</div> <div>Soporte</div> <div>Acerca</div> <div>Cerrar</div> </div>									
<div>General</div> <div>Inicio</div> <div>Correo electrónico</div> <div>Agenda y eventos</div> <div>Receptor de feeds RSS</div> <div>Favoritos</div> <div>Documentos</div> <div>Mi perfil</div> <div>Soporte técnico</div> <div>Acerca de SaltOS</div> <div>Cerrar sesión</div>	Listado de facturas			Opciones de filtro		Gráficas y estadísticas			
	Nueva factura			Buscar		<div> <div>Buscar</div> <div>Excel</div> <div>Descargar PDF</div> <div>Visor PDF</div> <div>Enviar PDF</div> <div>Reset</div> </div>			
	N.Fac.	Fecha	Cliente	Proyecto	Base (€)	Total (€)	Cerr.	Cobr.	Cuenta
<input type="checkbox"/>	Albarán 00100	2012-09-06	Quisque tringilla eu...	penatibus et magnis...	595.0	719.95	No	No	A
<input type="checkbox"/>	Albarán 00099	2014-01-28	nec orci. Donec nibh...	non, sollicitudin a...	620.0	750.2	No	No	B
<input type="checkbox"/>	Albarán 00098	2013-09-28	malesuada vel conva...	Lorem ipsum dolor si...	222.0	268.62	No	No	B
<input type="checkbox"/>	Albarán 00097	2013-08-12	magnis dis parturien...	Lorem ipsum dolor si...	190.0	229.9	No	No	B
<input type="checkbox"/>	Albarán 00096	2012-09-15	nunc risus varius or...	neque. Nullam ut nis...	210.0	254.1	No	No	B
<input type="checkbox"/>	Albarán 00095	2012-03-22	elit, pharetra ut, p...	penatibus et magnis...	288.0	348.48	No	No	B
<input type="checkbox"/>	Albarán 00094	2013-05-10	odio. Etiam liqua t...	facilisis eget, insu...	324.0	392.04	No	No	B
<input type="checkbox"/>	Albarán 00093	2013-11-02	Cras interdum. Nunc...	ut cursus luctus, in...	350.0	423.5	No	No	A
<input type="checkbox"/>	Albarán 00092	2012-08-30	faucibus leo, in lob...	ut cursus luctus, in...	140.0	169.4	No	No	A
<input type="checkbox"/>	Albarán 00091	2013-04-04	facilisis lorem tris...	non, sollicitudin a...	219.0	264.99	No	No	A
<input type="checkbox"/>	Albarán 00090	2014-01-10	Cum sociis natoque p...	neque. Nullam ut nis...	132.0	159.72	No	No	A
<input type="checkbox"/>	Albarán 00089	2012-05-01	molestie orci tincid...	[Sin proyecto asocia...	138.0	166.98	No	No	B
<input type="checkbox"/>	Albarán 00088	2012-04-09	at tringilla purus m...	facilisis eget, insu...	168.0	203.28	No	No	A
<input type="checkbox"/>	Albarán 00087	2012-05-21	per conubia nostra...	ut cursus luctus, in...	34.0	41.14	No	No	B
<input type="checkbox"/>	Albarán 00086	2013-01-27	ridiculus mus. Proin...	Donec non justo. Pro...	69.0	83.49	No	No	B
<input type="checkbox"/>	Albarán 00085	2013-01-25	sociis natoque penat...	Etiam imperdiet dict...	134.0	162.14	No	No	A
<input type="checkbox"/>	Albarán 00084	2012-12-23	eu enim. Etiam imper...	non, sollicitudin a...	222.0	268.62	No	No	B
<input type="checkbox"/>	Albarán 00083	2012-09-18	faucibus orci luctus...	Donec non justo. Pro...	33.0	39.93	No	No	B
<input type="checkbox"/>	Albarán 00082	2014-01-27	orci, consectetur e...	Donec non justo. Pro...	29.0	35.09	No	No	A
<input type="checkbox"/>	Albarán 00081	2012-09-10	lacus. Aliquam rutru...	[Sin proyecto asocia...	344.0	416.24	No	No	B
<input type="checkbox"/>	Albarán 00080	2012-11-26	libero. Proin sed tu...	sem magna nec quam...	497.0	601.37	No	No	B
<input type="checkbox"/>	Albarán 00079	2013-11-01	consectetur adipiscing...	facilisis eget, insu...	60.0	72.6	No	No	B
<input type="checkbox"/>	Albarán 00078	2012-11-11	ridiculus mus. Proin...	Lorem ipsum dolor si...	244.0	295.24	No	No	B
<input type="checkbox"/>	Albarán 00077	2014-01-12	sit amet metus. Aliq...	ut cursus luctus, in...	720.0	871.2	No	No	B
<input type="checkbox"/>	Albarán 00076	2013-04-19	a, auctor non, feug...	neque. Nullam ut nis...	180.0	217.8	No	No	A
<input type="checkbox"/>	Albarán 00075	2012-07-03	augue scelerisque mo...	Lorem ipsum dolor si...	160.0	193.6	No	No	B
<input type="checkbox"/>	Albarán 00074	2013-10-29	nec, leo. Morbi nequ...	neque. Nullam ut nis...	296.0	358.16	No	No	B
<input type="checkbox"/>	Albarán 00073	2012-04-13	nulla. In tincidunt...	ut cursus luctus, in...	26.0	31.46	No	No	A

## 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:

- 🔍✎🗑 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](#))
- 🖨 Show data through-PDF Viewer.
- ➦ Prepare an email with the selected budget attached as PDF file.

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

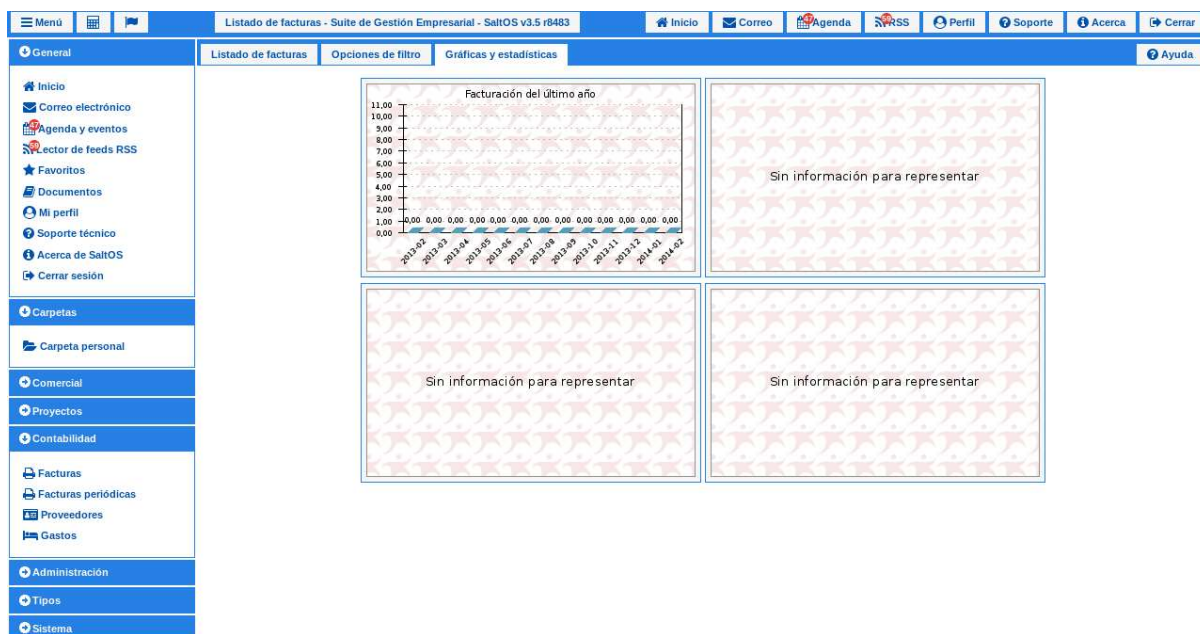
- 📄 Download the selected records to a file format. PDF.
- 🖨 Display records selected format. PDF on screen.
- ➦ Prepare an email with the selected records attached as PDF files.

## 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

The screenshot shows the 'Alta de una nueva factura - Suite de Gestión Empresarial - SaltOS v3.5 r6483' interface. The top navigation bar includes links for Inicio, Correo, Agenda, RSS, Perfil, Soporte, Acerca, and Cerrar. The left sidebar contains a menu with categories like General, Carpetas, Comercial, Proyectos, Contabilidad, Administración, Tipos, and Sistema. The main content area is titled 'Datos de la factura' and includes tabs for 'Nuevos conceptos', 'Nuevos productos', 'Nuevos vencimientos', and 'Carpetas'. The 'Nuevos conceptos' tab is active, displaying a table with columns: Concepto, Unid., Pr./Un. (€), Dto. (%), and Total (€). The table currently has one row with values: 0.00, 0.00, 0.00, and 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 delivery note or invoice

Menú

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

Inicio

Correo

Agenda

RSS

Perfil

Soporte

Acerca

Cerrar

General

Inicio

Correo electrónico

Agenda y eventos

lector de feeds RSS

Favoritos

Documentos

Mi perfil

Soporte técnico

Acerca de SaltOS

Cerrar sesión

Carpetas

Carpetas personal

Comercial

Proyectos

Contabilidad

Facturas

Facturas periódicas

Proveedores

Gastos

Administración

Tipos

Sistema

Datos de la factura

Nuevos conceptos

Nuevos productos

Nuevos vencimientos

Carpetas

Ayuda

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.

Menú

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

Inicio

Correo

Agenda

RSS

Perfil

Soporte

Acerca

Cerrar

General

Inicio

Correo electrónico

Agenda y eventos

lector de feeds RSS

Favoritos

Documentos

Mi perfil

Soporte técnico

Acerca de SaltOS

Cerrar sesión

Carpetas

Carpetas personal

Comercial

Proyectos

Contabilidad

Facturas

Facturas periódicas

Proveedores

Gastos

Administración

Tipos

Sistema

Datos de la factura

Nuevos conceptos

Nuevos productos

Nuevos vencimientos

Carpetas

Ayuda

Fecha vencimiento	Porcentaje (%)	Importe (€)	Cobrado	Fecha cobro
	100	0	<input type="checkbox"/> Cobrado	

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](#).