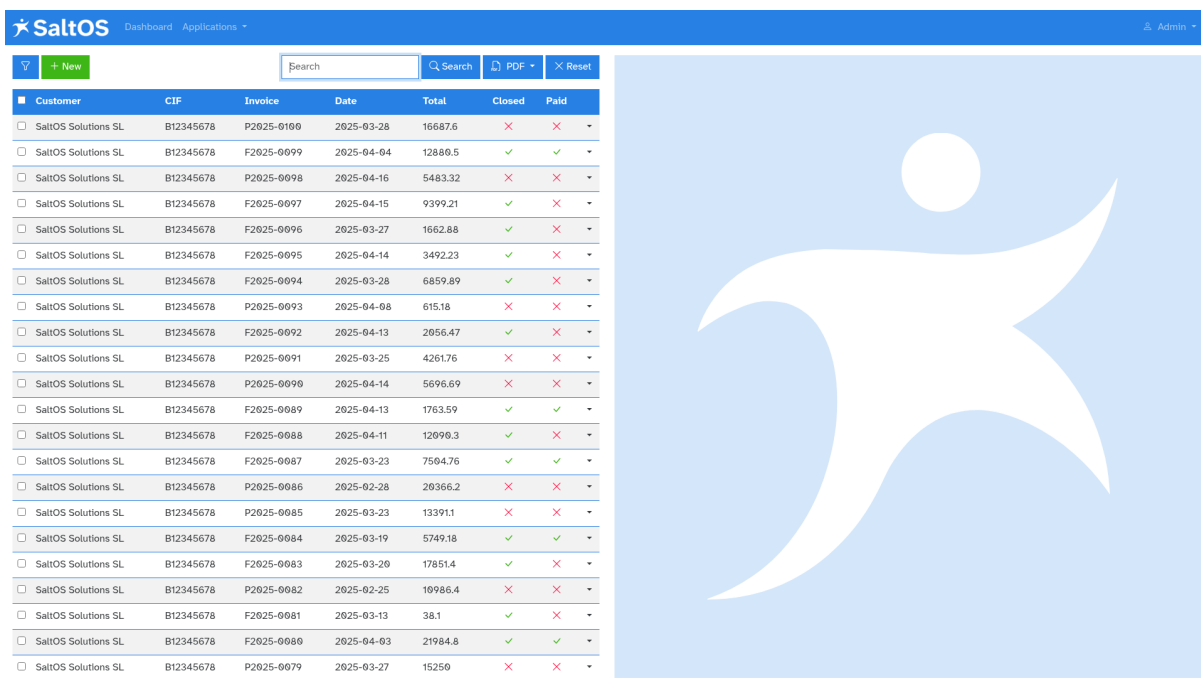# Invoices

Description

The Invoices application is used to issue and manage customer billing records. Each invoice contains product or service lines, quantities, unit prices, taxes, and discounts. This module supports both pro forma and finalized invoices, tracks payment status, and integrates with the Customers, Products, and Taxes modules. It also provides traceability for due dates, payment dates, and links to related documents.

List view

The following fields are displayed in the list view:

- Customer: Name of the customer billed in the invoice.

- CIF: Customer's tax identification code.

- Invoice: Unique internal reference of the invoice.

- Date: Date the invoice was issued.

- Total: Final amount including taxes and discounts.

- Paid: Indicates whether the invoice has been paid.

- Due Date: Date by which the payment is expected.

Form view

This view is used for creating, editing or viewing an invoice.

In **create** mode, the form is empty and allows the user to generate a new invoice, including pro forma invoices.

▽ | + New   Search | 🔍 Search | 🗎 PDF ▾ | ✕ Reset

	Customer	CIF	Invoice	Date	Total	Closed	Paid	
☐	SaltOS Solutions SL	B12345678	P2025-0100	2025-03-28	16687.6	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0099	2025-04-04	12880.5	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	P2025-0098	2025-04-16	5483.32	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0097	2025-04-15	9399.21	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0096	2025-03-27	1662.88	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0095	2025-04-14	3492.23	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0094	2025-03-28	6859.89	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0093	2025-04-08	615.18	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0092	2025-04-13	2056.47	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0091	2025-03-25	4261.76	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0090	2025-04-14	5696.69	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0089	2025-04-13	1763.59	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	F2025-0088	2025-04-11	12090.3	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0087	2025-03-23	7504.76	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	P2025-0086	2025-02-28	20366.2	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0085	2025-03-23	13391.1	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0084	2025-03-19	5749.18	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	F2025-0083	2025-03-20	17851.4	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0082	2025-02-25	10986.4	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0081	2025-03-13	38.1	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0080	2025-04-03	21984.8	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	P2025-0079	2025-03-27	15250	✕	✕	▾

◯ Closed   ◯ Paid

Proforma | Date | Invoice | Date
[ ] | [mm/dd/yyyy] | [ ] | [mm/dd/yyyy]

Customer | CIF
[ ] | [ ]

Address | City | Province / State
[ ] | [ ] | [ ]

Zip | Country
[ ] | [ ]

Notes
[ ]

Concepts

Description	Quantity	Price	Discount	Tax	Total

Taxes | Totals

Tax	Base	Total

Subtotal	Tax	Total

Payment method | Due date | Paid | Paid date
[▾] | [mm/dd/yyyy 📅] | [ ] | [mm/dd/yyyy 📅]

Status
[▾]

New files

In **view** mode, it shows a finalized invoice in read-only mode.

▽ | + New   Search | 🔍 Search | 🗎 PDF ▾ | ✕ Reset

	Customer	CIF	Invoice	Date	Total	Closed	Paid	
☐	SaltOS Solutions SL	B12345678	P2025-0100	2025-03-28	16687.6	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0099	2025-04-04	12880.5	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	P2025-0098	2025-04-16	5483.32	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0097	2025-04-15	9399.21	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0096	2025-03-27	1662.88	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0095	2025-04-14	3492.23	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0094	2025-03-28	6859.89	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0093	2025-04-08	615.18	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0092	2025-04-13	2056.47	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0091	2025-03-25	4261.76	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0090	2025-04-14	5696.69	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0089	2025-04-13	1763.59	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0088	2025-04-11	12090.3	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0087	2025-03-23	7504.76	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	P2025-0086	2025-02-28	20366.2	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0085	2025-03-23	13391.1	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0084	2025-03-19	5749.18	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	F2025-0083	2025-03-20	17851.4	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	P2025-0082	2025-02-25	10986.4	✕	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0081	2025-03-13	38.1	✓	✕	▾
☐	SaltOS Solutions SL	B12345678	F2025-0080	2025-04-03	21984.8	✓	✓	▾
☐	SaltOS Solutions SL	B12345678	P2025-0079	2025-03-27	15250	✕	✕	▾

◯ Closed   ◯ Paid

Proforma | Date | Invoice | Date
[P2025-0100] | [03/28/2025] | [ ] | [mm/dd/yyyy]

Customer | CIF
[SaltOS Solutions SL] | [B12345678]

Address | City | Province / State
[Calle Ficticia 123, 3ºA] | [Barcelona] | [Barcelona]

Zip | Country
[08001] | [Spain]

Notes
[Factor whom arrive special check respond summer. Red apply tend condition maintain.]

Concepts

Description	Quantity	Price	Discount	Tax	Total
strategize seamless web services	4.52	110.29	0	10	498.51
redefine granular web-readiness	7.31	114.12	0	4	834.22
engage impactful supply-chains	7.77	120.27	10	4	841.05
brand collaborative convergence	5.12	41.1	0	0	210.43
engineer impactful interfaces	3.62	37.52	0	10	135.82
optimize front-end technologies	7.62	11.74	5	21	84.99
scale dynamic schemas	7.1	197.81	0	0	1404.45
strategize mission-critical channels	7.12	41.96	0	4	298.76
harness scalable content	9.77	44.13	0	4	431.15
target granular networks	6.34	194.25	0	0	1231.55
enable visionary info-mediaries	3.21	32.57	0	4	104.55
envisioneer B2B e-tailers	7.19	191.37	0	0	1375.95
architect 24/365 experiences	7.98	198.32	0	21	1582.59
implement bricks-and-clicks networks	8	174.33	0	4	1394.64
transform B2B architectures	6.69	94.57	0	21	632.67
brand frictionless markets	1.74	102.95	0	10	179.13
transform synergistic info-mediaries	1.21	118.87	0	4	143.83
reinvent scalable initiatives	7.24	27.97	0	0	202.5
deliver cross-platform applications	5.36	132.47	0	10	710.04

In **edit** mode, it allows modifying a draft invoice or correcting information before finalization.

Customer	CIF	Invoice	Date	Total	Closed	Paid
SaltOS Solutions SL	B12345678	P2025-0100	2025-03-28	16687.6	✗	✗
SaltOS Solutions SL	B12345678	F2025-0099	2025-04-04	12880.5	✓	✓
SaltOS Solutions SL	B12345678	P2025-0098	2025-04-16	5483.32	✗	✗
SaltOS Solutions SL	B12345678	F2025-0097	2025-04-15	9399.21	✓	✗
SaltOS Solutions SL	B12345678	F2025-0096	2025-03-27	1662.88	✓	✗
SaltOS Solutions SL	B12345678	F2025-0095	2025-04-14	3492.23	✓	✗
SaltOS Solutions SL	B12345678	P2025-0094	2025-03-28	6859.89	✓	✗
SaltOS Solutions SL	B12345678	P2025-0093	2025-04-08	615.18	✗	✗
SaltOS Solutions SL	B12345678	F2025-0092	2025-04-13	2056.47	✓	✗
SaltOS Solutions SL	B12345678	P2025-0091	2025-03-25	4261.76	✗	✗
SaltOS Solutions SL	B12345678	P2025-0090	2025-04-14	5696.69	✗	✗
SaltOS Solutions SL	B12345678	F2025-0089	2025-04-13	1763.59	✓	✓
SaltOS Solutions SL	B12345678	F2025-0088	2025-04-11	12090.3	✓	✗
SaltOS Solutions SL	B12345678	F2025-0087	2025-03-23	7504.76	✓	✓
SaltOS Solutions SL	B12345678	P2025-0086	2025-02-28	20366.2	✗	✗
SaltOS Solutions SL	B12345678	P2025-0085	2025-03-23	13391.1	✗	✗
SaltOS Solutions SL	B12345678	F2025-0084	2025-03-19	5749.18	✓	✓
SaltOS Solutions SL	B12345678	P2025-0083	2025-03-20	17851.4	✓	✗
SaltOS Solutions SL	B12345678	P2025-0082	2025-02-25	10986.4	✗	✗
SaltOS Solutions SL	B12345678	F2025-0081	2025-03-13	38.1	✓	✗
SaltOS Solutions SL	B12345678	F2025-0080	2025-04-03	21984.8	✓	✓
SaltOS Solutions SL	B12345678	P2025-0079	2025-03-27	15250	✗	✗

Closed ⦿   **Paid** ⦿

Field	Value	Field	Value
Proforma	P2025-0100	Date	03/28/2025
Invoice		Date	mm/dd/yyyy
Customer	SaltOS Solutions SL	CIF	B12345678
Address	Calle Ficticia 123, 3°A	City	Barcelona
Province / State	Barcelona	Zip	08001
Country	Spain		

Notes: Factor whom arrive special check respond summer. Red apply tend condition maintain.

Concepts

Description	Quantity	Price	Discount	Tax	Total
strategize seamless web services	4.52	110.29	0	10	498.51
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brand frictionless markets	1.74	102.95	0	10	179.13
transform synergistic info-mediaries	1.21	118.87	0	4	143.83
reinvent scalable initiatives	7.24	27.97	0	0	202.5
deliver cross-platform applications	5.36	132.47	0	10	710.04

The form includes the following fields:

- Customer: Selected client for this invoice.
- CIF: Tax ID of the customer at the time of invoicing.
- Invoice: Internal reference number (auto-generated or manual).
- Date: Official date of invoice emission.
- Status: Indicates whether the invoice is draft, closed, or cancelled.
- Payment Terms: Conditions agreed with the customer.
- Due Date: Deadline for the invoice payment.
- Paid: Marks the invoice as fully paid.
- Paid Date: Date on which payment was received.
- Notes: Internal notes or extra conditions.
- Total: Total invoice amount based on line items and taxes.

Invoices also include line items (product, quantity, price, discount, tax) and a breakdown of applied taxes.

Delete

Invoices can only be deleted if they are in draft status. A confirmation prompt is shown before the operation.

Once an invoice is finalized and/or linked to a payment, deletion is restricted.