

Finanzas

Manual de operación de finanzas en español

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Introducción

Finance dashboard can be found under "Work" menu

home-finance-es.png

Panel de control

Following is an example dashboard

There are several major sections; Receivable, Customer, Payable, Supplier/Staff, Charge, Recurring-charge, Bank-account, Loan, Investment, Report, Tool.

Some sections may not be available from customization

finance-es.png

Cobrar

Cobrar

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-receivable-es.png

Cobrar

Crear cobrar

Click "New receivable" on upper right corner of receivable table

finance-receivable-es.png

Click on title of which receivable should be generated from

finance-receivable-new-es.png

Enter incur-date and processing quantity, then click "Create".

finance-receivable-create-es.png

Cobrar

Ver cobrar

Click "View" button on the right of receivable

finance-receivable-es.png

Receivable modal appears

finance-receivable-view-es.png

Cobrar

Anular cobrar

Click "Void" button on the right of receivable

If no "Void" button, the receivable can not be voided.

finance-receivable-void-es.png

When receivable modal appears, click "Void" button to confirm

finance-receivable-void-modal-es.png

Cliente

Cliente

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-customer-es.png

Cliente

Crear Cliente

Click "New customer" on upper right corner of customer table

finance-customer-es.png

Enter customer data, then click "Create".

modal-new-customer-es.png

Cliente

Actualizar Cliente

Click "Update" button on the right of customer

finance-customer-es.png

Update information, then click "Update".

customer-update-modal-es.png

Cliente

Ver Cliente

Click "View" button on the right of customer

finance-customer-es.png

Customer modal appears

receivable-customer-view-modal-es.png

Cliente

Rendimiento del cliente

Click "View" button on the right of receivable

finance-customer-es.png

Performance modal appears

customer-performance-es.png

Cliente

Recibir pago

Click "Receive" button on the right of customer

finance-customer-es.png

Enter date, bank-account, received-amount, applied-amount, etc., then click "Update"

receive-payment-es.png

Pagadero

Pagadero

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-payable-es.png

Pagadero

Crear pagadero

Click "New payable" on upper right corner of payable table

finance-payable-es.png

Click on title of which payable should be generated from

payable-new-step1-es.png

Enter process-date and processing-quantity, then click "Create".

payable-new-modal-es.png

Pagadero

Ver pagadero

Click "View" button on the right of payable

finance-payable-es.png

Payable modal appears

payable-view-modal-es.png

Pagadero

Anular pagadero

Click "Void" button on the right of payable

If no "Void" button, the payable can not be voided.

finance-payable-es.png

When payable modal appears, click "Void" button to confirm

payable-void-modal-es.png

Proveedor / Personal

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-employee-es.png

Proveedor / Personal

Crear Proveedor

Click "New supplier" on upper right corner of Supplier/Staff table

finance-employee-es.png

Enter supplier data, then click "Create".

supplier-new-modal-es.png

Actualizar Proveedor

Click "Update" button on the right of supplier

finance-employee-es.png

Update information, then click "Update".

supplier-update-modal-es.png

Proveedor / Personal

Ver Proveedor

Click "View" button on the right of supplier

finance-employee-es.png

Supplier modal appears

supplier-view-modal-es.png

Proveedor / Personal

Emitir pago

Click "Pay" button on the right of Supplier / Employee

finance-employee-es.png

Enter date, bank-account, pay-amount, etc., then click "Update"

payment-modal-es.png

Cargo

Cargo

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-expense-es.png

Cargo

Crear Gasto

Click "New expense" on upper right corner of expense table

expense-new-es.png

When expense modal appears, enter all information and click "Create" button.

Click "+ Add line" if needed

expense-new-expense-es.png

Cargo

Actualizar Gasto

Click "Update" button on the right of expense

If no "Update" button, the expense can not be updated.

expense-update-es.png

when expense modal appears, update expense data and click "Update" button

Click "+ Add line" if needed

expense-update-expense-es.png

Cargo

Ver Gasto

Click "View" button on the right of expense

expense-view-es.png

Expense modal appears

expense-view-expense-es.png

Cargo

Enviar Gasto

Click "Submit" button on the right of expense

If no "Submit" button, the expense can not be submitted.

expense-submit-es.png

When expense modal appears, click "Submit" button to confirm submission

expense-submit-expense-es.png

Cargo

Retraer Gasto

Click "Retract" button on the right of expense

If no "Retract" button, the expense can not be retracted.

expense-retract-es.png

When expense modal appears, click "Retract" button to confirm retraction

expense-retract-expense-es.png

Cargo

Aprobar Gasto

Click "Approve" button on the right of expense

expense-approve-es.png

When expense modal appears, click "Approve" or "Disapprove" button to confirm

expense-approve-expense-es.png

Gasto recurrente

Gasto recurrente

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-recurring-es.png

Crear gasto

Click "Record" button on the right of recurring expense

Gasto recurrente

Administrar gastos recurrentes

10

Q

Ingrese la palabra clave d

Entidad	Resumen	Última entrada	Último monto	Frecuencia	Próximo	
CASUS1	Donation	---	---	Cada 1 meses	---	<div></div>
Entidad	Resumen	Última entrada	Último monto	Frecuencia	Próximo	

1 ~ 1 / 1

1

When expense modal appears, some fields are pre-filled; enter all information and click "Create" button.

Click "+ Add line" if needed

Cargo nuevo



Gasto

???

Entidad

E000002 (Someone McGuest) ▾

Referencia

Personal

Someone McGuest ▾

Moneda

USD (U.S. Dollar) ▾

Notas

Artículo

A/P transfer ▾

Fecha de incuracion

11/20/2021



Detalle

Precio de la unidad

0.00

cantidad

0

Subtotales

0.00

Archivo adjunto

Buscar archivo

+ Agregar línea

Crear



Gasto	Fecha de incurción	Artículo	Total	Estatus	
0 / 0					

Administrar gastos recurrente

Click "Manage recurring charge" on upper right corner of recurring charge table

Gasto recurrente

Administrar gastos recurrentes

10

Entidad	Resumen	Última entrada	Último monto	Frecuencia	Próximo	
CASUS1	Donation	---	---	Cada 1 meses	---	
Entidad	Resumen	Última entrada	Último monto	Frecuencia	Próximo	

1 ~ 1 / 1

1

Enter item, supplier, description, frequency, and validity, then click "Update".

Click "+ Add line" if needed

Administrar gastos recurrentes

Artículo	Entidad	Válido
Expense - Donator	MERCA1 (Mercury Insurance)	<input checked="" type="checkbox"/>
Notas	Frecuencia	
Auto insurance premium	6 meses	
Artículo	Entidad	Válido
Expense - Professio	AMAWA2 (Amazon Web Ser	<input checked="" type="checkbox"/>
Notas	Frecuencia	
AWS hosting service	1 meses	
Artículo	Entidad	Válido
Expense - Commiss	ACCNC1 (Acclivity Marketin	<input checked="" type="checkbox"/>
Notas	Frecuencia	
Amazon.com sales commission	1 meses	
Artículo	Entidad	Válido
Expense - Telephon	METCA1 (Metro PCS)	<input checked="" type="checkbox"/>
Notas	Frecuencia	
Monthly cellphone expense	1 meses	
Artículo	Entidad	Válido
Expense - Internet	FROCA1 (Frontier Communi	<input checked="" type="checkbox"/>
Notas	Frecuencia	
Monthly broadband access	1 meses	
Artículo	Entidad	Válido
Expense - Health In	E000002 (Andrew Huang)	<input checked="" type="checkbox"/>
Notas	Frecuencia	
Health Insurance	1 meses	
Artículo	Entidad	Válido
Expense - Office	CHAIL2 (Chase Hyatt Card (»	<input checked="" type="checkbox"/>
Notas	Frecuencia	
Mail box rental	1 años	
Artículo	Entidad	Válido
A/P transfer	ABSCA1 (New eggs, Inc.)	<input type="checkbox"/>
Notas	Frecuencia	
	1 días	

Cuenta Bancaria

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-bank-es.png

Cuenta Bancaria

Transfer efectivo

Click "Transfer Cash" on upper right of the window

finance-bank-es.png

Enter From/To account, date, and amount, then click "Submit"

transfer-modal-es.png

Cuenta Bancaria

Transacción de cuenta

Click "View" to the right of the bank account

finance-bank-es.png

Transaction modal appears

bank-transaction-modal-es.png

Cuenta Bancaria

Reconciliación de cuenta

Click "Reconcile" to the right of the bank account

finance-bank-es.png

Check boxes on right of the transaction. Click "Update" when finished.

reconcile-modal-es.png

Cuenta Bancaria

Registrar Dividendo

Click "Record Dividend" button to right of the account

finance-bank-es.png

Enter date, revenue/bank account, amount, etc. Then click "Submit"

dividend-modal-es.png

Préstamo

Préstamo

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-loan-es.png

Préstamo

Crear préstamo

Préstamo

Actualizar préstamo

Préstamo

Ver préstamo

Préstamo

Registrar interés

Préstamo

Deuda incobrable

Inversion

Inversion

Introducción

Inversion

Crear inversion

Inversion

Actualizar tenecia

Inversion

Ver inversion

Informe

Informe

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-report-es.png

Informe

Estado Financiero

Click "Finance Statement"

finance-report-es.png

Enter period and currency, then click "Update"

finance-report-es.png

Informe

Informe de Inventario

Click "Inventory Report"

finance-report-es.png

Select date and then click "Update"

inventory-report-es.png

Informe

Pagar Pendientes

Click "Outstanding A/P"

finance-report-es.png

Select cut-off date and then click "Update"

payable-report-es.png

Informe

Cobrar Pendientes

Click "Outstanding A/R"

finance-report-es.png

Select cut-off date and then click "Update"

receivable-report-es.png

Utensil

Utensil

Introducción

Following shows a sample window.

The chapter describes features available within the window.



Utensil

Ajustar inventario

Click "Adjust inventory" in tool window



Update unit price, select an expense account, and click "Submit"

Ajustar inventario

Show 10 entries

Search:

SKU	Ubicación	Precio de la unidad	cantidad	Subtotales
ENCA-CCDN:NPEN	main warehouse	19.55	15	\$293.25
ENCA-MDH2:NPEN	main warehouse	6.80	1	\$6.80
ENCA-MDV:NPEN	main warehouse	13.30	10	\$133.00
ENHGS-500P	main warehouse	11.24	13	\$146.17
ENHGS-500P	10th warehouse	13.00	1	\$13.00
ENL832-TX-RENT:NPENV4	main warehouse	2.50	200	\$500.00
ENUAM	main warehouse	0.00	-2	\$0.00
ENUCM-013	main warehouse	3.00	80	\$240.00
ENUCR-U3:NPEN	main warehouse	0.00	-5	-\$30.00
ENUUH-354:NPEN	main warehouse	6.96	66	\$459.12
SKU	Ubicación	Precio de la unidad	cantidad	Subtotales

Showing 1 to 10 of 33 entries

Utensil

Calcular comisión

Click "Calculate commission" in tool window



Follow guided steps to calculate commission.

Confirmed result can be converted into expense on last step.

Calculadora de comisiones

1. Perfil

¿Este perfil de comisión ya está guardado? Si es así, seleccione el perfil.

Perfil nuevo

Siguiente »

2. Base

3. Entidad pagadero

4. Entidad, producto, y tasa (1/1)

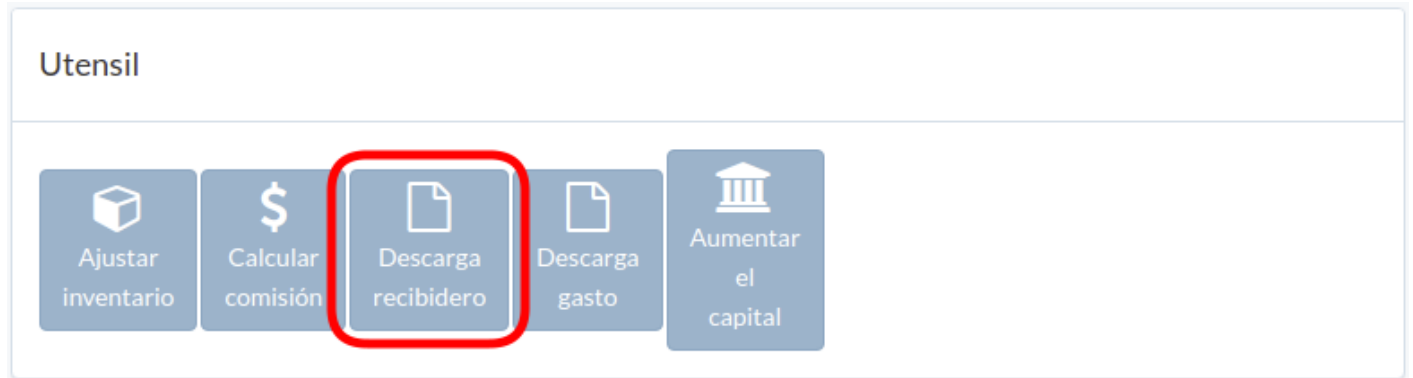
5. Rango de fechas

6. Resultado

Utensil

Descarga recibidero

Click "Receivable download" in tool window



Select date range, and click "Request"

A screenshot of a dialog box titled "Descarga recibidero" with a close button (X) in the top right corner. The dialog contains two date selection fields. The first field is labeled "De" and has the date "1/1/2021" entered, with a calendar icon to its right. The second field is labeled "A" and has the date "12/31/2021" entered, also with a calendar icon to its right. Below these fields is a section labeled "Progreso" followed by a horizontal progress bar that is currently empty. At the bottom right of the dialog is a blue button labeled "Solicitud".

After progress is completed, click "Download" to download zipfile

Descarga recibidero



De

1/1/2021



A

12/31/2021



Progreso



Descargar

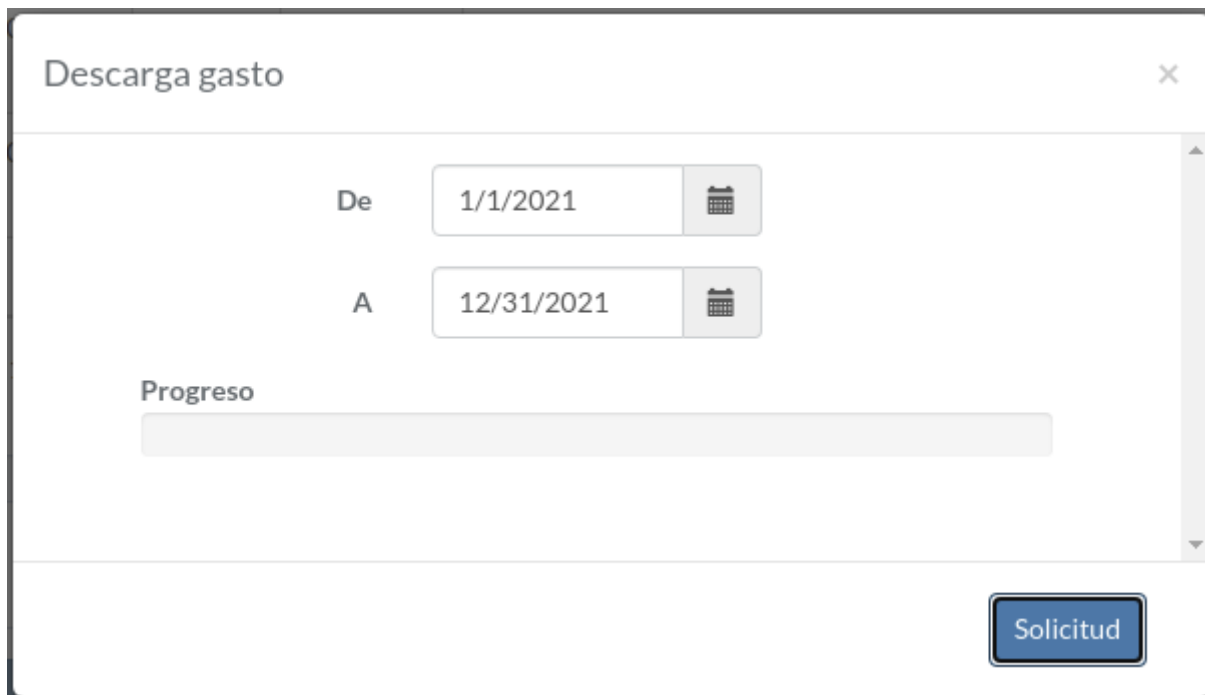
Utensil

Descarga gasto

Click "Expense download" in tool window



Select date range, and click "Request"

A screenshot of a dialog box titled "Descarga gasto" with a close button (X) in the top right corner. The dialog contains two date selection fields: "De" (From) with the date "1/1/2021" and "A" (To) with the date "12/31/2021". Each date field has a small calendar icon to its right. Below the date fields is a section labeled "Progreso" (Progress) with a horizontal progress bar that is currently empty. At the bottom right of the dialog is a blue button labeled "Solicitud" (Request).

After progress is completed, click "Download" to download zipfile

Descarga gasto



De

1/1/2021



A

12/31/2021



Progreso



Descargar

Utensil

Aumentar el capital

Click "Raise capital" in tool window

Utensil


Ajustar inventario


Calcular comisión


Descarga recibidero


Descarga gasto


Aumentar el capital

Select date, equity account, bank account, amount, and click "Submit"

Aumentar el capital ×

Fecha

3/30/2022 

Cuenta de Capital

Seleccione una cuenta 

Cuenta bancaria

Seleccione una cuenta 

Monto

Notas

Enviar