Finanzas

Manual de operación de finanzas en español

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

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-receivable-es.png

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

Ver cobrar

Click "View" button on the right of receivable

finance-receivable-es.png

Receivable modal appears

finance-receivable-view-es.png

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

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-customer-es.png

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

Actualizar Cliente

Click "Update" button on the right of customer

finance-customer-es.png

Update information, then click "Update".

customer-update-modal-es.png

Ver Cliente

Click "View" button on the right of customer

finance-customer-es.png

Customer modal appears

receivable-customer-view-modal-es.png

Rendimiento del cliente

Click "View" button on the right of receivable

finance-customer-es.png

Performance modal appears

customer-performance-es.png

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

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-payable-es.png

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

Ver pagadero

Click "View" button on the right of payable

finance-payable-es.png

Payable modal appears

payable-view-modal-es.png

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

Ver Proveedor

Click "View" button on the right of supplier

finance-employee-es.png

Supplier modal appears

supplier-view-modal-es.png

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

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-expense-es.png

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

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

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

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

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

Introducción

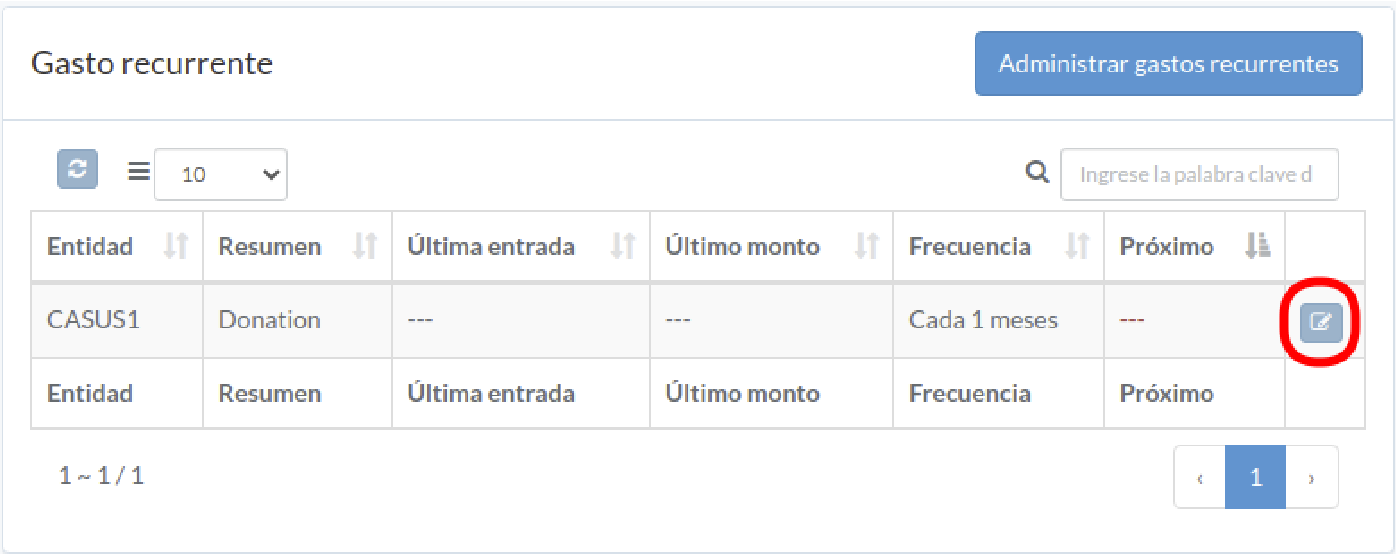
Following shows a sample window.

The chapter describes features available within the window.

finance-recurring-es.png

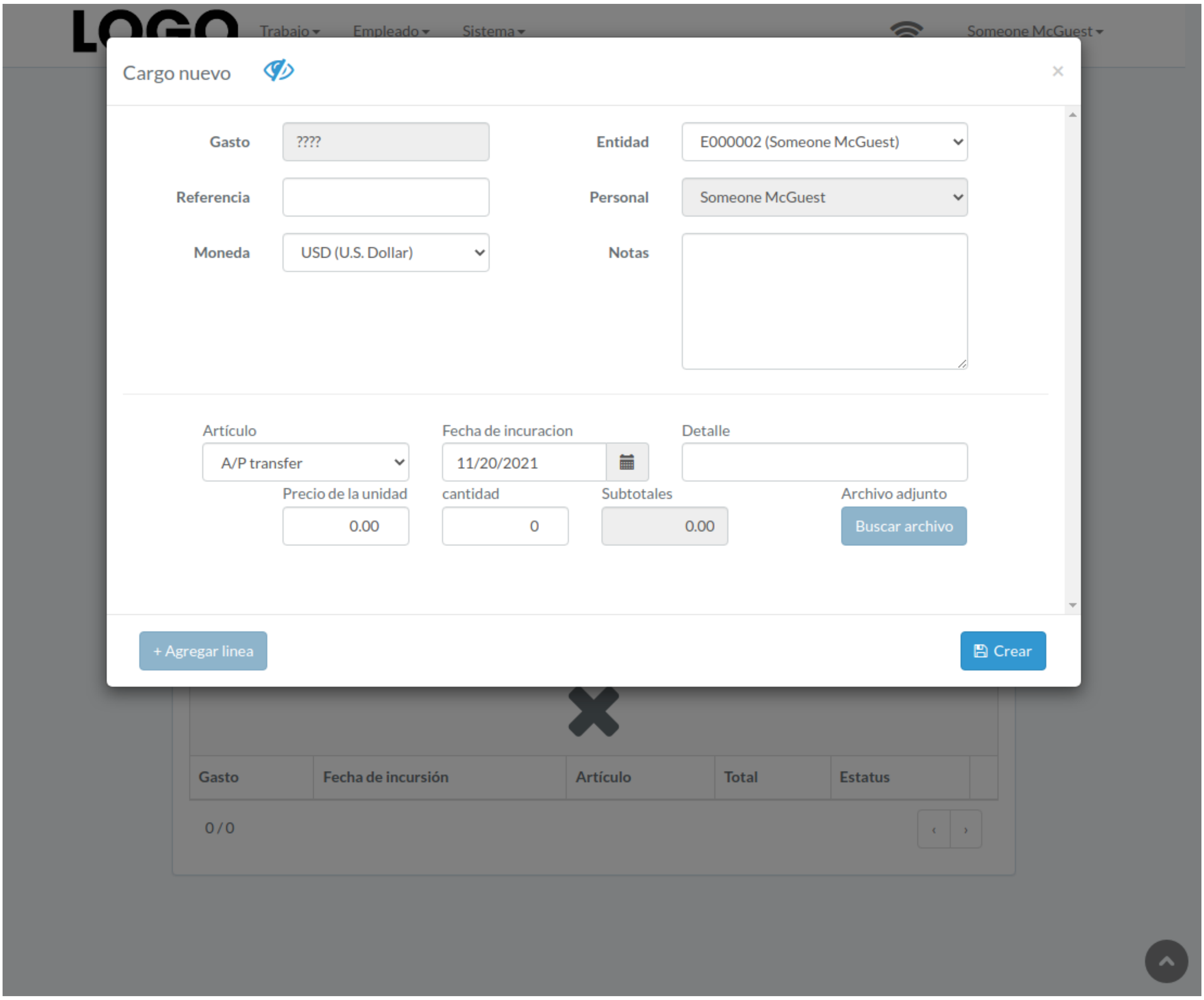
Crear gasto

Click "Record" button on the right of recurring expense



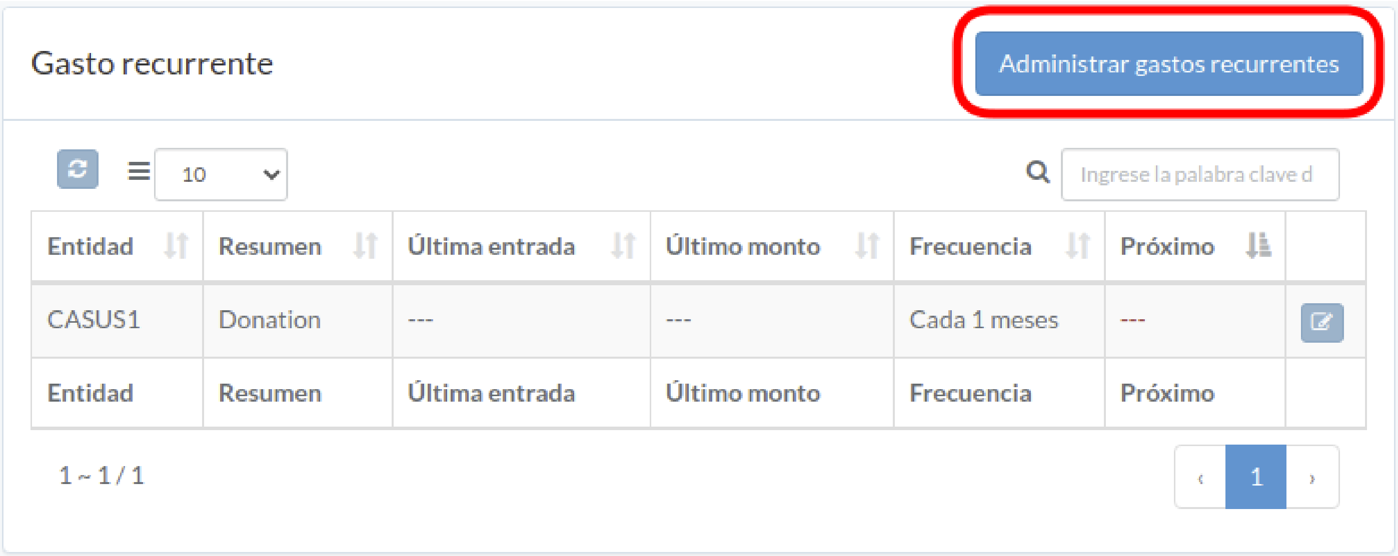
When expense modal appears, some fields are pre-filled; enter all information and click "Create" button.

Click "+ Add line" if needed


Trabajo
Empleado
Sistema
Someone McGuest
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 linea
Crear
Gasto
Fecha de incursión
Artículo
Total
Estatus
0 / 0

Administrar gastos recurrente

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



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

Click "+ Add line" if needed

Administrar gastos recurrentes

Artículo	Entidad	Notas	Frecuencia		Válido
Expense - Donatior	MERCA1 (Mercury Insurance	Auto insurance premium	6	meses	✓
Expense - Professic	AMAWA2 (Amazon Web Ser	AWS hosting service	1	meses	✓
Expense - Commiss	ACCNC1 (Acclivity Marketin	Amazon.com sales commission	1	meses	✓
Expense - Telephon	METCA1 (Metro PCS)	Monthly cellphone expense	1	meses	✓
Expense - Internet	FROCA1 (Frontier Communi	Monthly broadband access	1	meses	✓
Expense - Health In	E000002 (Andrew Huang)	Health Insurance	1	meses	✓
Expense - Office	CHAIL2 (Chase Hyatt Card (x	Mail box rental	1	años	✓
A/P transfer	ABSCA1 (New eggs, Inc.)		1	dias	☐

+ Agregar linea

Actualizar

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

Transacción de cuenta

Click "View" to the right of the bank account

finance-bank-es.png

Transaction modal appears

bank-transaction-modal-es.png

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

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

Introducción

Following shows a sample window.

The chapter describes features available within the window.

finance-loan-es.png

Crear préstamo

Actualizar préstamo

Ver préstamo

Préstamo

Registrar interés

Préstamo

Deuda incobrable

Inversion

Introducción

Crear inversion

Inversion

Actualizar tenecia

Ver inversion

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 de Inventorio

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

Introducción

Following shows a sample window.

The chapter describes features available within the window.

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

Previous 1 2 3 4 Next

Seleccione una cuenta de ga

Enviar

Utensil

Calcular comisión

Click "Calculate commission" in tool window

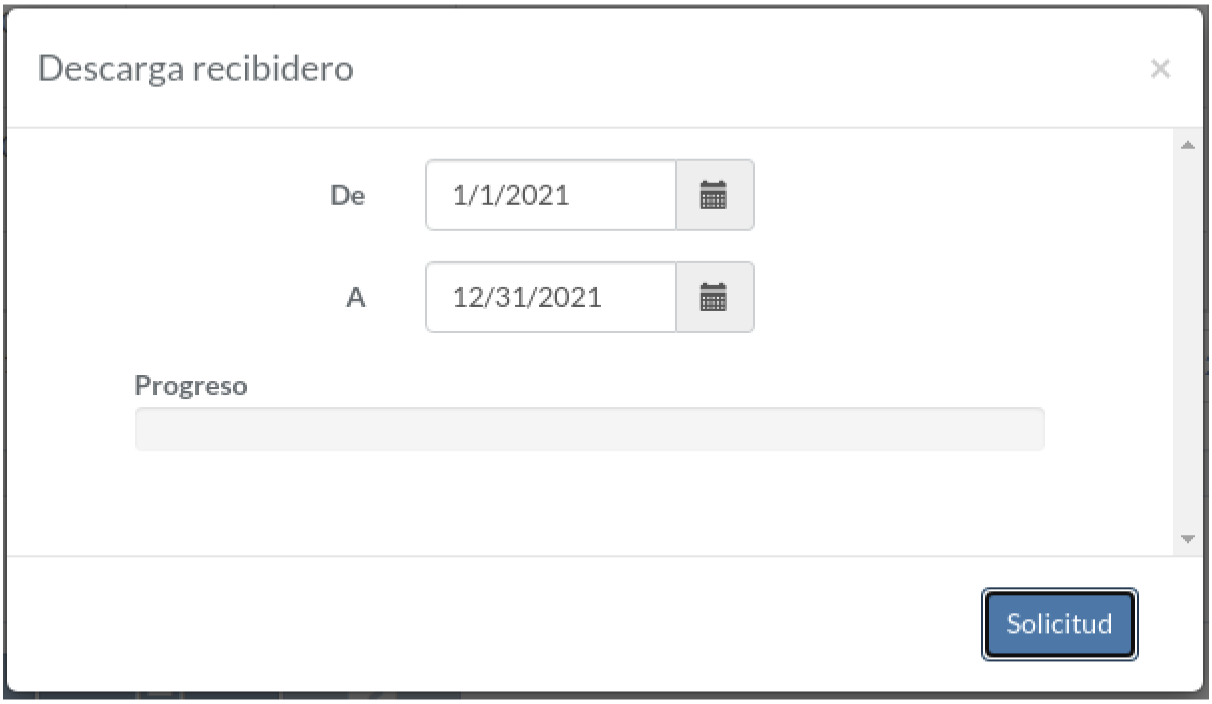
Follow guided steps to calculate commission.

Confirmed result can be converted into expense on last step.

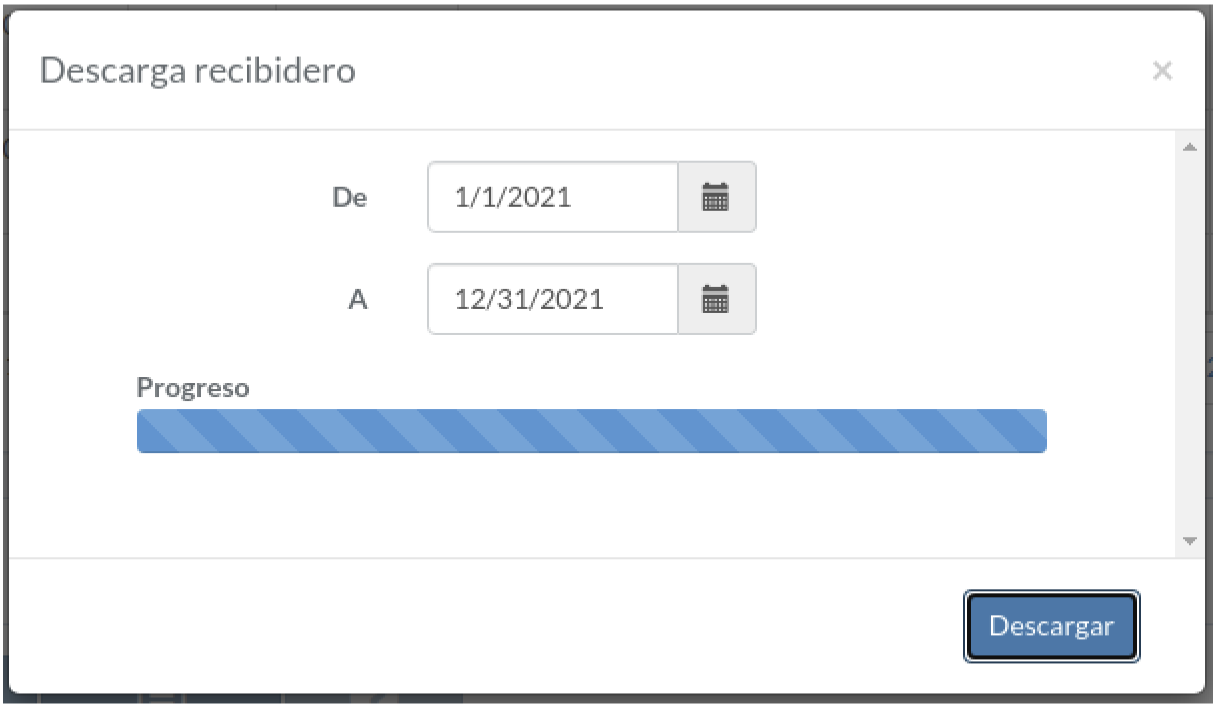
Descarga recibidero

Click "Receivable download" in tool window

Select date range, and click "Request"



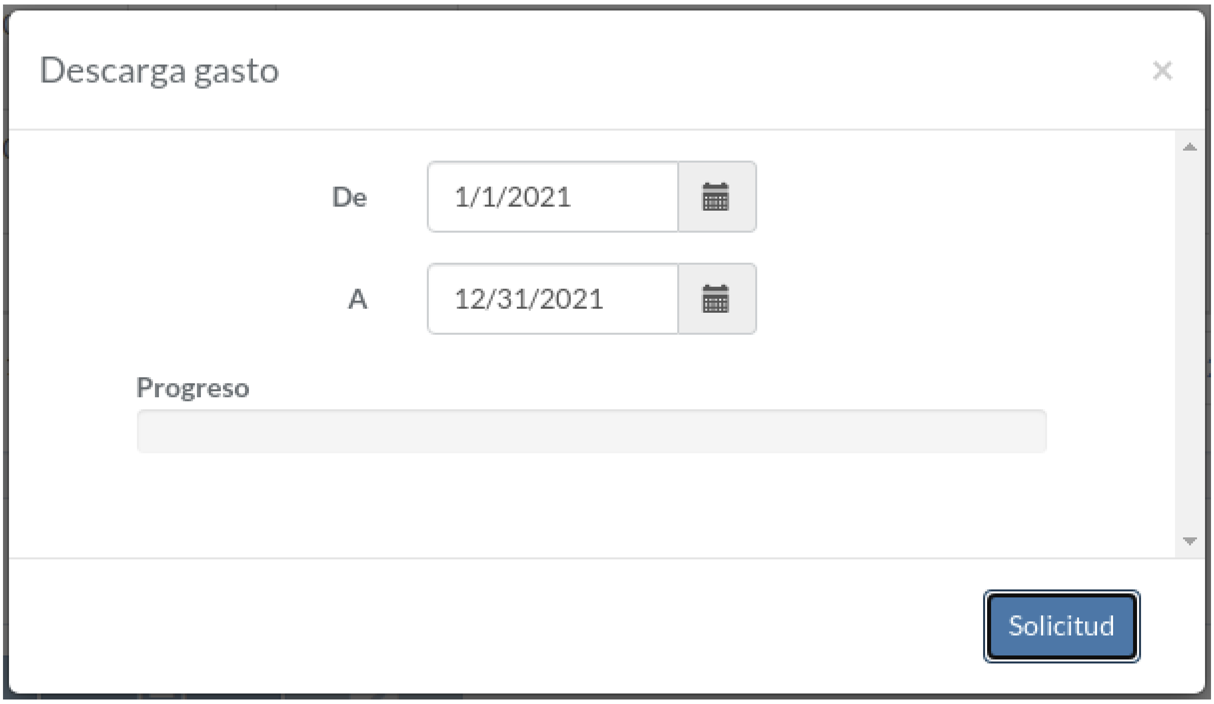
After progress is completed, click "Download" to download zipfile


Descarga recibidero
De
1/1/2021
A
12/31/2021
Progreso
Descargar

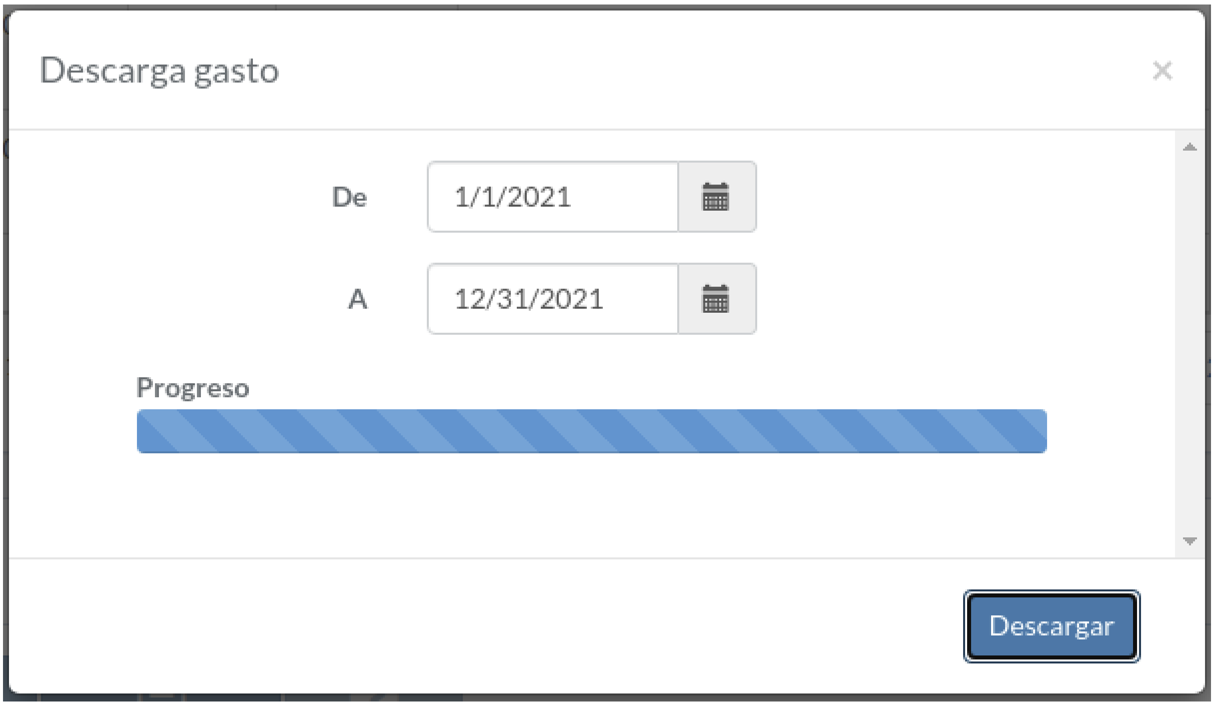
Descarga gasto

Click "Expense download" in tool window

Select date range, and click "Request"



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


Descarga gasto
×
De
1/1/2021
A
12/31/2021
Progreso
Descargar

Aumentar el capital

Click "Raise capital" in tool window

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