



tax | accounts | law | labour

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## QUANTUM ECONOMICS INVOICING GUIDE

This guide outlines the essential steps for operating the Quantum Economics invoicing system, fully compatible with future VERIFACTU. It is intended to assist our clients in producing compliant invoices, maintaining accurate records, and ensuring smooth integration with the future VERIFACTU framework.

Begin by signing into your Quantum Economics account using your assigned credentials. Once authenticated, navigate to the Invoicing menu located on the left-hand sidebar of the main dashboard.

DATE	DOC. NO
18/11/2025	2025/000001



This menu enables you to create invoices, manage products or services, and access reporting functions.

## INVOICE STRUCTURE AND TEMPLATES

If you wish to customise your invoice layout, enter the configuration section within the Invoicing module. This area allows you to establish invoice numbering sequences, prefixes or suffixes, and other structural parameters.

The screenshot displays the 'Parameterization' configuration page. The 'Invoices Series' sub-tab is selected. Below the navigation bar, there is a table with the following data:

Type	Front Series	Separator Front	Series Behind	Separator Behind	N° Digits
Invoice/Instalment	2025	-			2
Budget	2025	/			6

An 'Edit Series' dialog box is open, showing the following configuration options:

- Type: INVOICE
- Front Series: 2025
- Separator Front: - (hyphen)
- Max length left zeros: 2
- Separator Behind: Without separator
- Series Behind: (empty)
- Is it a installment series?: No

A 'Preview' button is located at the bottom of the dialog box.

Additionally, Quantum Economics provides a range of pre-configured invoice templates that can be applied to your documents and can incorporate your logo. These can be found under the "Document template" tab.

Should you require a bespoke layout that is not included within the standard designs, please contact our team so that we may arrange for the implementation of your personalised template within Quantum Economics. This ensures consistency with your corporate identity and compliance with regulatory requirements.

## CREATING AND CONFIGURING CLIENTS

Navigate to the Invoices tab. This is the section where invoices are created and subsequently informed to the Tax Office for the VERIFACTU purposes.

The first step is to select the relevant client. You may do this by entering the client's name in the search field.



Invoices Quotas Invoice from Excel SIF Parameterization

Operation Date: 20/11/2025

Client: Select client  
SURNAME. NEW CLIENT  
+ Add client

If the client does not yet exist in your database, select the "Add Client" dropdown. A new window will appear in which you can enter the essential information, including address, nationality, and CIF/NIF/NIE.

Client Cod.: NEW Country Nationality: ESPAÑA Cash Client (Various):  NIF/DNI:  Name:  Type: CLIENTES

DOMICILE BASIC ACCOUNT / TAXES ISI / COLLECTIONS FACTURAE

Street:  Public thoroughfare:  Country: ESPAÑA Postal Code:

Number:  Stars:  Rate:  Door:  Population:  Province:  Location:

In this same window, navigate to the Account/Taxes submenu. Here, you must specify the applicable VAT rules, VAT rate, and whether the transaction is considered intracommunity. If you are unsure how to complete this section, we strongly recommend contacting us before issuing the invoice so that our team can review the information prior to preparing the corresponding invoice.

Client Cod.: NEW Country Nationality: ESPAÑA Cash Client (Various):  NIF/DNI:  Name: E99999999

DOMICILE BASIC ACCOUNT / TAXES ISI / COLLECTIONS FACTURAE

Accounting account: (70000000) VENTAS DE MERCADERIAS % VAT: IVA 22% Income tax withholding:

Account of VAT: 0 - OPERACIONES NORMALES DE IVA Has equivalence surcharge:

Key operation 349:

Please also note that, while invoices may be issued in English, we recommend issuing them in Spanish and including an English translation of the services rendered in the description box to ensure compliance with Spanish invoicing regulations, which require invoices to be issued in Spanish.



Client Cod: 1	Country Nationality REINO UNIDO	<input type="checkbox"/> Cash Client (Various)	NIF/DNI 01234567	Name TEST 2
DOMICILE <b>BASIC</b> ACCOUNT / TAXES    ISI / COLLECTIONS    FACTURAE				
Language: English		Code Client code program ext.	Contact person	E-mail
Tradename		<input type="checkbox"/> Coherence info. management/accounting	Telephone	

## PREPARING INVOICES

Now that a client has been selected or created, it is essential to understand that, given these new electronic regulations, once an invoice is issued it cannot be modified. Any adjustments to amounts, VAT, description of the services or client details must be made by issuing a credit note or requesting the cancellation of the original invoice and issuing a new one with a new invoice number.

For this reason, invoice numbers are automatically generated by the system and do not need to be entered manually. This procedure preserves the integrity and traceability of the financial records, which is a legal requirement under Spanish VERIFACTU regulations.

We therefore advise creating invoices as *Proforma* when setting up new clients or whenever you have doubts regarding the information. This provides an opportunity for full verification of client details, product/service descriptions, VAT, notes, and amounts.

The procedure for creating a proforma or a final invoice is largely identical, with the exception that Proformas are not immediately reported to the Tax Office. You must issue them later through the dedicated option, as shown below.

OPERATION DATE	REFERENCE	CLIENT	NIF	NAME	M.PAY	F.PAY	STATUS	TOTAL	INVOICE	ISSUE
15/11/2025	PROFORMA/2	1	01234567	TEST 2	Transferencia	30-60 dias	Pend Validation	100.00		
13/11/2025	PROFORMA/1	1	01234567	TEST 2			Issued	1.000.00	2025-08	

## FIELDS TO COMPLETE

### 1. Date/Operation Date

Please note that the "Date" field cannot be modified and will match with the date you issue the invoice. The "Operation date" **refers to the date when the service is performed and must be accurate.**



Budgets Orders Delivery notes **Proforma** Invoices Quotas Invoice from Excel SIF Parameterization

**HEADBOARD**

Activity:  
842 - SERVICIOS FINANCIERY CONTABLE

Date: 19/11/2025 Operation Date: 15/11/2025

Additionally, please note the following requirements:

- Invoices must be issued at the time the transaction is carried out. However, when the recipient of the transaction is a businessman or professional acting as such, invoices must be issued before the 16th of the month following the month in which the tax corresponding to the aforementioned transaction became due. For example, services performed in October may be invoiced up until 16 November.

## 2. Invoice Details, Comments and Other Fields

These fields should provide a concise description of the services rendered, together with the corresponding quantity, price, and any applicable discounts. You may also include any other additional comments not included in your template.

**DETAIL**

DESCRIPTION	QUANTITY	PRICE	% DIS	AMOUNT
Description of the services rendered <small>Account: 70500000</small>	1	500		500.00

Description of the object of the invoice  
This is for your internal records

Comments  
This will appear in the invoices. EG. (\*) No sujeto a IVA español en aplicación de los artículos 69 y 70 de la ley 37/1992

*Please note that the "Description of the object of the invoice" is for internal use only and will not appear on the final invoice issued to the client.*

## 3. Due date

You may specify either the due date or the exact payment date by selecting the appropriate option from the menu shown in the image.

EXPIRATION(S)

EXPIRATION	AMOUNT
21/11/2025	3000.00

Add +

Payment Method: Expiration: **Due Date**

Currency: Euro



Once all information has been verified and confirmed, you may first click the *Preview* button to review the invoice before it is officially issued. After confirming that all details are correct, click the *Issue* button. The invoice will then be posted and submitted automatically and in real time to the Tax Office.

As a final note, should you later wish to explore alternative methods for managing your future VERIFACTU sales invoices, we would be pleased to discuss the possibility of handling this process on your behalf.

