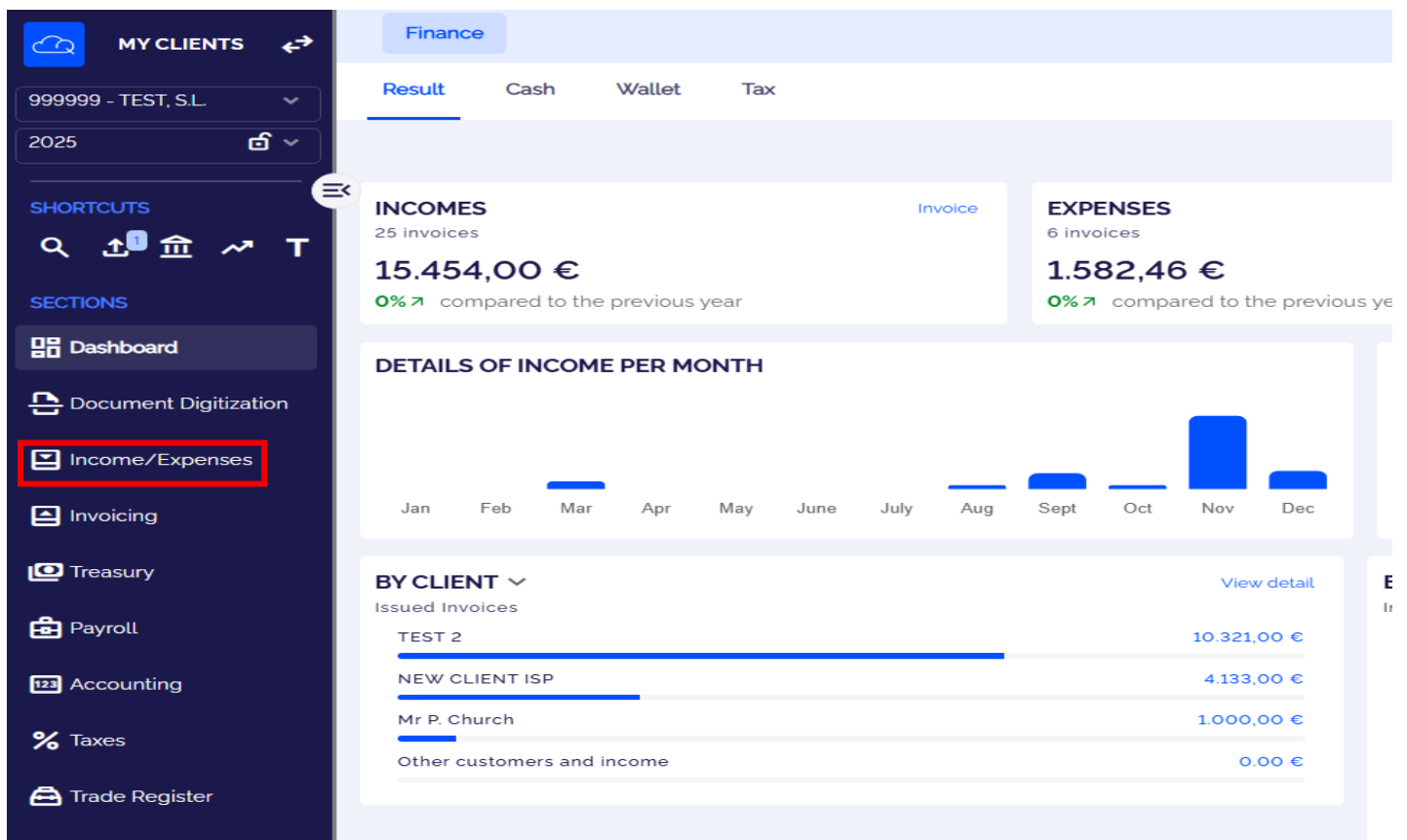


QUANTUM ECONOMICS PAYMENT/RECEIPTS IN INVOICES: A GUIDE FOR SELF-EMPLOYED

As a continuation of the previous guides explaining how to create and digitize invoices, once all invoices have been successfully entered into the Quantum Economics system, the next step is to mark them as paid or received. This ensures that they no longer appear as pending payments or collections, keeping your financial records accurate and up to date.

Go to the Income/Expenses menu located on the left-hand sidebar of the main dashboard.



The screenshot displays the Quantum Economics dashboard. On the left is a dark sidebar with a menu. The 'Income/Expenses' option is highlighted with a red box. The main content area is titled 'Finance' and includes tabs for 'Result', 'Cash', 'Wallet', and 'Tax'. The 'Result' tab is active, showing a summary of 'INCOMES' (25 invoices, 15.454,00 €) and 'EXPENSES' (6 invoices, 1.582,46 €), both with a 0% increase compared to the previous year. Below this is a bar chart titled 'DETAILS OF INCOME PER MONTH' showing income for each month from Jan to Dec, with a notable peak in November. At the bottom, a table titled 'BY CLIENT' shows 'Issued Invoices' for 'TEST 2' (10.321,00 €), 'NEW CLIENT ISP' (4.133,00 €), 'Mr P. Church' (1.000,00 €), and 'Other customers and income' (0.00 €).



MARK ISSUED INVOICES AS COLLECTED

As shown in the following image, within the issued invoices section, there are pending invoices that we need to change to 'charged.' To do this, click on the invoice that appears as pending.

The screenshot displays the 'Issued' section of a software interface. The left sidebar contains navigation options like 'MY CLIENTS', 'SHORTCUTS', and 'SECTIONS'. The main area shows a filter for 'Issued' invoices. Below the filters, a table lists several invoices. The second row of the table is highlighted with a red box and labeled 'Pending'. A red arrow points to the 'Charged' label of the first row in the table.

Expedition D. D.Operation	Type	Doc. No	Client NIF Name	M.Pa
<input type="checkbox"/> 20/11/2025	Normal	2025-12	nueco cliente Transferencia	111,00
<input type="checkbox"/> 06/10/2025	Normal	2025-02	TEST 2 Transferencia	2,000,00
<input type="checkbox"/> 06/10/2025	Normal	2025-03	TEST 2 Transferencia	2,000,00
<input type="checkbox"/> 06/10/2025	Normal	2025-04	TEST 2 Transferencia	-1500,00



Once inside that screen, we will need to go to the advanced options, where we should select the "Make Collection" option.

Issued Received Simplified Received Others SAD

VAT

Tax Base: 2000.00 € Tax: IVA 0% 0.0 % Amount: 0.00 €

ClassVAT (390): 15 Accounting account: 70500000 PRESTACIONES DE SERVICIOS

Is a Rental invoice

Invoice in Special Regime Of Criterion Of Cash Of Vat

Total Invoice: OCR analysis

Go to Subscription Invoice

Comments

* Not subject to Spanish VAT in application of the articles 69 & 70 of the Spanish VAT Law 37/1992 and the article 56 of the EU di

Description of the object of the invoice

Servicios contables,

Make collection

Assign collection

History

Advanced Options

A window will appear that needs to be completed with:

The payment date, which in this case would be the invoice date.

Note text: We should enter "P/Client name + Invoice number."

Select the bank option.

Once these fields are completed, click Accept.

312323de191101213 Datos Cliente

Required parameters PAY

Date: 31/08/2025

Note Text: P/Client name + Invoice number

Bank: BANCO FICTICIO SA

Accept Cancel

IS a Rental invoice

Invoice in Special Regime Of Criterion Of Cash Of Vat

Total Invoice:



Once the pop-up is completed, we will need to click Confirm and Record.

As we can see, now our invoice appears as "charged

Expedition D. D.Operation	Type	Doc. No	Client NIF Name	M.Pay	Charging	Total Pending	Pending Exp.	Origin	Activity	Family
<input type="checkbox"/> 20/11/2025	Normal	2025-12	nueco cliente isp	Transferencia	Charged	111,00		Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 20/11/2025	Normal	2025-11	nueco cliente isp		Pending	11,00	20/11/2025 (1/1)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 19/11/2025	Normal	2025-10	TEST 2	Transferencia	Pending	100,00	19/12/2025 (1/2)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 18/11/2025	Normal	2025-09	TEST 2	Transferencia	Pending	3.025,00	18/11/2025 (1/1)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 13/11/2025	Normal	2025-08	TEST 2		Pending	1.000,00	13/11/2025 (1/1)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 30/10/2025	Normal	2025-07	TEST 2		Pending	1,00	30/10/2025 (1/1)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 30/10/2025	Normal	2025-06	TEST 2		Pending	1.000,00	01/03/2025 (1/1)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 30/10/2025	Normal	2025-05	TEST 2		Pending	500,00	30/10/2025 (1/1)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 06/10/2025	Normal	2025-04	TEST 2	Transferencia	Pending	-1.500,00	15/08/2025 (1/1)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 06/10/2025	Normal	2025-03	TEST 2	Transferencia	Charged	2.000,00		Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES
<input type="checkbox"/> 06/10/2025	Normal	2025-02	TEST 2	Transferencia	Pending	2.000,00	31/08/2025 (1/1)	Issued	SERVICIOS FINANCIERY CONTABLE	CLIENTES

MARK RECEIVED INVOICES AS PAID

Now, in the same Income/Expense screen, go to the top and select "Received," where you will find the invoices received from suppliers. Just like in the previous case, these invoices will



appear as pending payment, so we need to modify them and mark them as paid. The process is very similar to the one for clients.

The screenshot shows a software interface for managing invoices and expenses. On the left is a dark sidebar with navigation options: MY CLIENTS, SHORTCUTS, and SECTIONS (Dashboard, Document Digitization, Income/Expenses, Invoicing, Treasury, Payroll, Accounting, Taxes). The main area has a top navigation bar with 'Show Invoices/Expenses', 'Clients', 'Providers', 'Importing', and 'Parameterization'. Below this, there are tabs for 'Issued', 'Received' (highlighted with a red box), 'Simplified Received', 'Others', and 'SAD'. A filter section includes 'Type' (Invoices Received), 'Date for VAT purposes' (01/01/2025 - 31/12/2025), and 'Amount'. The main content is a table with columns: DVAT, Expedition D., D.Operation, Doc. No., Provider | NIF | Name, M.Pay, Pay, Total | Pending, Pending Exp., Activity, and Family. The table lists six invoices, all with a 'Pending' status. The 'Pending' label for the invoice dated 03/10/2025 is highlighted with a red box.

DVAT	Expedition D.	D.Operation	Doc. No.	Provider NIF Name	M.Pay	Pay	Total Pending	Pending Exp.	Activity	Family	
<input type="checkbox"/>	05/11/2025						47997				Pending
<input type="checkbox"/>	03/10/2025						ADBE-2025/002	ADOBE SYSTEMS SOFTWARE SPAIN			Pending
<input type="checkbox"/>	10/09/2025						ADBE-2025/001	ADOBE SYSTEMS SOFTARWARE IRELAND LTD.			Pending
<input type="checkbox"/>	01/09/2025						AMZ-2025/015	AMAZON EU SARL			Pending
<input type="checkbox"/>	01/09/2025						2025/001	ASESORÍA EJEMPLO SL	Transferencia		Pending
<input type="checkbox"/>	15/08/2025						2025-15	JUAN ANTONIO PEREZ			Pending



Once inside the invoice, go to the advanced options section and click on "Make Payment."

Others SAD

Proveedor: Adobe Systems Software Spain SL
B80712345
Madrid, España

Destinatario: TEST SL
B82658857
C/ Jacinto Benavente, Marbella (Málaga)

Factura nº: ADBE-2025/002
Fecha: 03/10/2025

Descripción	Base imponible	IVA (21%)	Total
Software (con IVA año)	200.00 €	42.00 €	242.00 €

Type #1

Tax Type: VAT

Tax Base: 200.00 € Tax: IVA 21% 21.0 % Amount: 42.00 €

Class/VAT (390): 40 Accounting account: 62300000 SERVIC. PROFESIONALES INDEPEN

Is a Rental invoice (for the purposes of models 115/180)

Invoice in Special Regime Of Criterion Of Cash Of Vat

Total Invoice: 1

Comments

Advanced Options

Make payment

Assign payment

History

Confirm And Count Cancel

Complete this section with:

Date: in this case, the invoice date.

Note text: we need to enter "P/ Supplier name + Invoice number."

Select the "Bank" option.

Once these fields are completed, click Accept and Confirm and Count.



Invoice you pay:

INVOICE MATURITY DETAILS

Date	Amount
03/10/2025	242.00 €

[+ Add Line](#)

Adobe Systems Software Spain
SL
B80712345
Madrid, España

TEST SL
B82658857
C/ Jacinto Benavente, Marbella
(Málaga)

ADBE-2025/002
03/10/2025

Base imponible 200.00 €

Required parameters PAY

Date:

Note Text:

Bank:

IVA 21% 21.0 % Amount: 42.00 €

SERVIC. PROFESIONALES INDEPEN

Once these steps are completed, just like in the previous case, the invoice should now appear as paid.

Issued **Received** Simplified Received Others SAD

Type: Invoices Received Date for VAT purposes: 01/01/2025 - 31/12/2025 Amount: -

DVAT Expedition D. D.Operation	Doc. No	Provider NIF Name	M.Pay	Pay	Total Pending	Pending Exp.	Activity
<input type="checkbox"/> 05/11/2025	47997			Pending	461.32	05/11/2025 (1/1)	SERVICIOS FINANCIERY CONTABLE
<input type="checkbox"/> 03/10/2025	ADBE-2025/002	ADOBE SYSTEMS SOFTWARE SPAIN		Paid	242.00		SERVICIOS FINANCIERY CONTABLE
<input type="checkbox"/> 10/09/2025	ADBE-2025/001	ADOBE SYSTEMS SOFTWARWARE IRELAND LTD.		Pending	200.00	10/09/2025 (1/1)	SERVICIOS FINANCIERY CONTABLE
<input type="checkbox"/> 01/09/2025	AMZ-2025/015	AMAZON EU SARL		Pending	121.00	01/09/2025 (1/1)	SERVICIOS FINANCIERY CONTABLE
<input type="checkbox"/> 01/09/2025	2025/001	ASESORÍA EJEMPLO SL	Transferencia	Pending	605.00	01/09/2025 (1/1)	SERVICIOS FINANCIERY CONTABLE
<input type="checkbox"/> 15/08/2025	2025-15	JUAN ANTONIO PEREZ		Pending	212.00	15/08/2025 (1/1)	SERVICIOS FINANCIERY CONTABLE

