



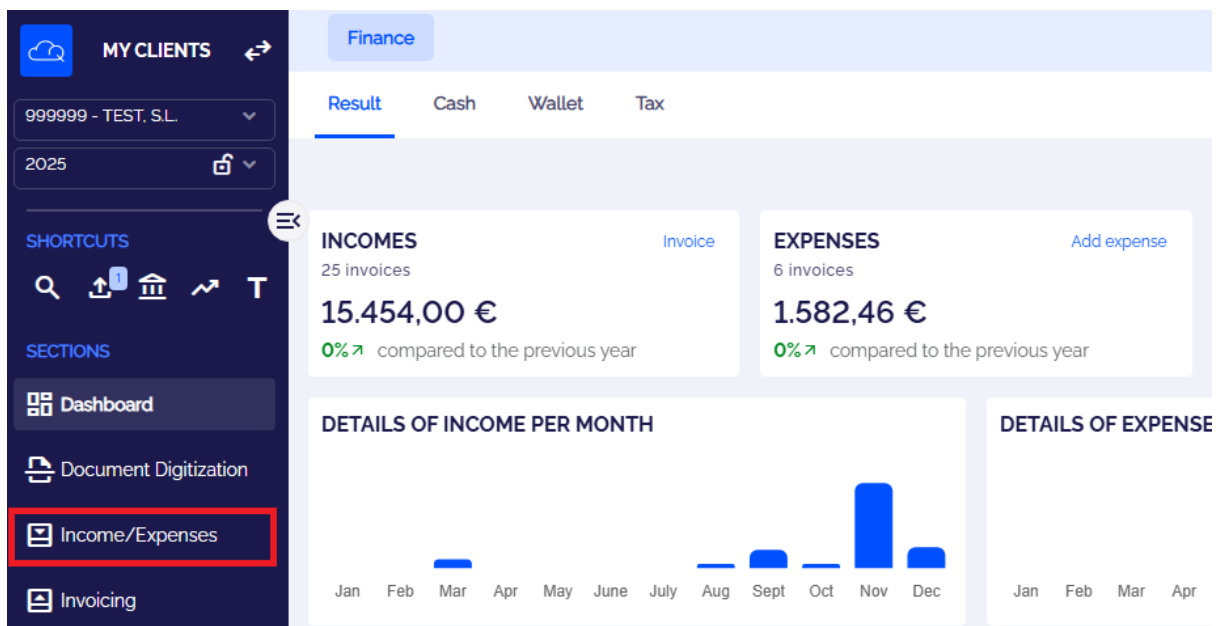
tax | accounts | law | labour

Edificio Los Pinos
Calle Jacinto Benavente 32
29601 Marbella
Málaga Spain

Tel: (+34) 952 82 29 43 / (+44) 02036 4285 32
Email: info@spenceclarke.com

QUANTUM ECONOMICS INCOME/EXPENSES GUIDE

This guide explains the functions of the 'Income/Expenses' area, where you can review all previously recorded income and expense invoices.



SHOW INVOICES/EXPENSES

This is the default tab. Here you will find invoices previously accounted in the 'Document Digitalization' area.

This section is divided into 'Issued' and 'Received'.



MY CLIENTS

999999 - TEST, S.L.

2025

SHORTCUTS

SECTIONS

- Dashboard
- Document Digitization
- Income/Expenses**
- Invoicing
- Treasury
- Payroll
- Accounting

Show Invoices/Expenses Clients Providers Importing Parameterization

Issued Received Simplified Received Others SAD

Type Issued Invoices Expedition Date 01/01/2025

Expedition D. D.Operation	Type	Doc. No	Client NIF Name	M.Pay	Charging	Total Pending	Pending Exp.
<input type="checkbox"/> 02/12/2025							Normal
<input type="checkbox"/> 02/12/2025							Normal
<input type="checkbox"/> 02/12/2025							Normal
<input type="checkbox"/> 02/12/2025							Normal
<input type="checkbox"/> 27/11/2025							Normal
<input type="checkbox"/> 27/11/2025							Normal
<input type="checkbox"/> 21/11/2025							Normal

1. Issued/Received

In the 'Issued' section, you will find the invoices you have issued to your clients, and in the 'Received' section, you will find the invoices you have received from your suppliers or creditors.

In both sections, you will find details of each invoice such as date of issue or receipt, document number, customer or supplier, as well as its status.

In this area, you can access previously recorded invoices to edit the data in case any modification is needed.

Show Invoices/Expenses Clients Providers Importing Parameterization

Issued Received Simplified Received Others SAD

Type Issued Invoices Expedition Date 01/01/2025 - 31/12/2025 Amount:

Expedition D. D.Operation	Type	Doc. No	Client NIF Name	M.Pay	Charging	Pending
<input type="checkbox"/> 02/12/2025	Normal	2025-26	TEST 2			Pending
<input type="checkbox"/> 02/12/2025	Normal	2025-25	TEST 2	Transf. a n/CTA		Pending
<input type="checkbox"/> 02/12/2025	Normal	2025-24	TEST 2	Transf. a n/CTA		Pending
<input type="checkbox"/> 02/12/2025	Normal	2025-23	Mr P. Church			Pending
<input type="checkbox"/> 27/11/2025	Normal	2025-22	TEST 2	Transferencia		Pending
<input type="checkbox"/> 27/11/2025	Normal	2025-21	NEW CLIENT ISP	Transferencia		Pending
<input type="checkbox"/> 21/11/2025	Normal	2025-20	TEST 2			Pending
<input type="checkbox"/> 21/11/2025	Normal	2025-19	NEW CLIENT ISP	Transferencia		Pending



2. Invoice modifications.

Once you are in this area, click on the invoice you wish to modify and you will be taken directly to the area of the image below, which is the same as the 'Document Digitalization' section.

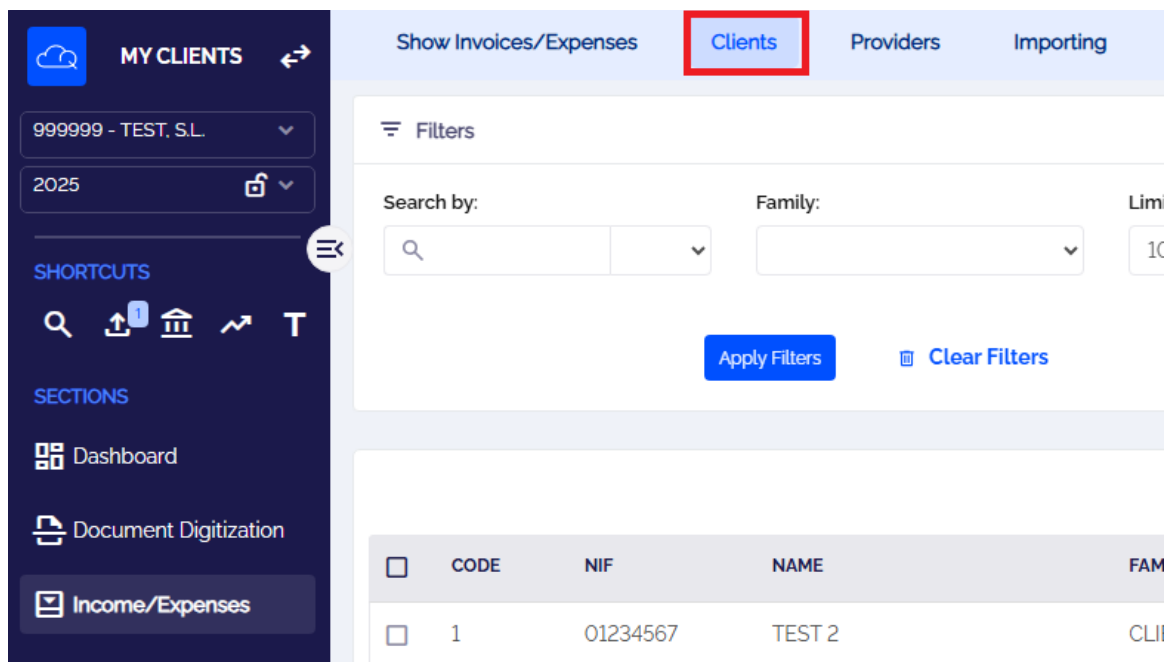
After making the relevant changes, simply click on 'Confirm and count.'

The screenshot displays the 'MY CLIENTS' interface with the 'Show Invoices/Expenses' section active. The 'Issued' tab is selected, showing a list of invoices. The 'Company Data' section for 'TEST, S.L.' is visible, including the address 'CL JACINTO BENAVENTE 32, 29601 MARBELLA, MALAGA' and NIF/CIF: B82658857. The 'Due Payment' is 11/12/2025. The 'Accounting Information' section shows the Accounting Record Date as 02/12/2025 and the Accounting Note as 01/12/2025. The 'Activity' is '842 - SERVICIOS FINANCIERY CONTABLE'. The 'CLIENT DATA' section shows the Client as 'TEST 2' with NIF/CIF: 01234567. The 'INVOICE DATA' section shows the Currency as Euro, Number as 2025-26, Operation Date as 01/12/2025, Tax Base as 150.00 €, Expedition Date as 02/12/2025, and Total Invoice as 150.00 €. The 'INVOICE MATURITY DETAILS' section is partially visible. At the bottom, there are three buttons: 'Document', 'Confirm And Count' (highlighted with a red box), and 'Cancel'.



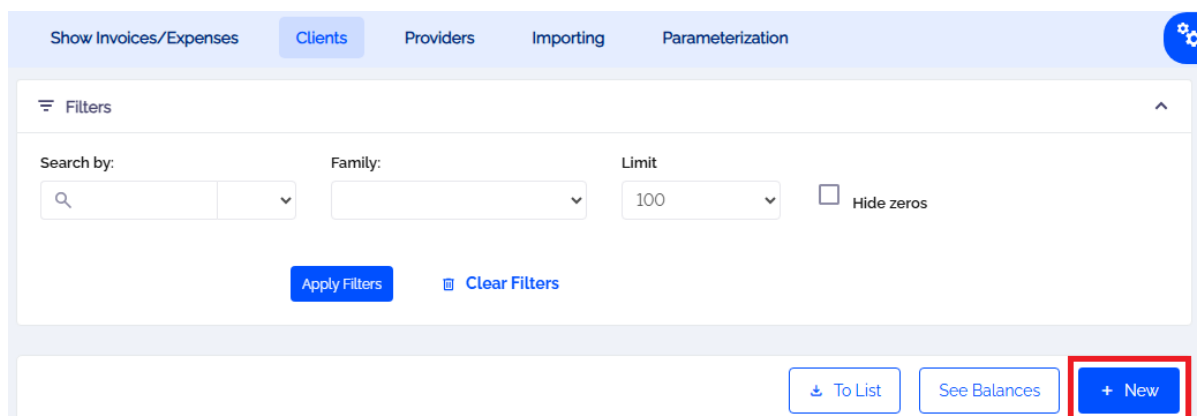
CLIENTS

To access the "Clients" area, click here.



The screenshot shows the 'MY CLIENTS' dashboard. The top navigation bar has tabs for 'Show Invoices/Expenses', 'Clients' (highlighted with a red box), 'Providers', and 'Importing'. The left sidebar contains 'MY CLIENTS' with a dropdown for '999999 - TEST, S.L.' and '2025'. Below are 'SHORTCUTS' and 'SECTIONS' including 'Dashboard', 'Document Digitization', and 'Income/Expenses'. The main content area has a 'Filters' section with 'Search by:', 'Family:', and 'Limit' dropdowns, and 'Apply Filters' and 'Clear Filters' buttons. Below the filters is a table with columns 'CODE', 'NIF', 'NAME', and 'FAM'. The table contains one row with values '1', '01234567', 'TEST 2', and 'CLII'.

In this area, you can find a list of previously registered clients, or register a new client from the "+ New" tab.



The screenshot shows the 'Clients' dashboard. The top navigation bar has tabs for 'Show Invoices/Expenses', 'Clients' (highlighted with a red box), 'Providers', 'Importing', and 'Parameterization'. The left sidebar contains 'MY CLIENTS' with a dropdown for '999999 - TEST, S.L.' and '2025'. Below are 'SHORTCUTS' and 'SECTIONS' including 'Dashboard', 'Document Digitization', and 'Income/Expenses'. The main content area has a 'Filters' section with 'Search by:', 'Family:', and 'Limit' dropdowns, and 'Apply Filters' and 'Clear Filters' buttons. Below the filters is a table with columns 'CODE', 'NIF', 'NAME', and 'FAM'. The table contains one row with values '1', '01234567', 'TEST 2', and 'CLII'. At the bottom right, there are three buttons: 'To List', 'See Balances', and '+ New' (highlighted with a red box).



1. New Client.

Once you click in "+ New", you will see a new tab where you will be asked to enter all the details of the new client you wish to register.

After that, you will need to fill in the boxes with your new client's details, including country, tax identification number, name and address.

Please note that in the "Client Cod" section, Quantum will automatically assign a new client number.

Once all the details have been entered, all you have to do is click on the "Save" tab located in the bottom right-hand corner of the page.

MY CLIENTS

999999 - TEST, S.L.

2025

SHORTCUTS

SECTIONS

Dashboard

Document Digitization

Income/Expenses

Invoicing

Treasury

Payroll

Accounting

Taxes

Trade Register

Documents

My Settings

Show Invoices/Expenses Clients Providers Importing Parameterization

< Return

Client Cod: NEW

Country Nationality: ESPAÑA

Cash Client: (Various)

NIF/DNI:

Name:

Type: CLIENTES

DOMICILE BASIC ACCOUNT / TAXES ISI / COLLECTIONS FACTURAE

Street: CALLE

Public thoroughfare:

Country: ESPAÑA

Postal Code:

Number:

Stairs:

Flat:

Door:

Population:

Province:

Location:

Save

Advanced

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PROVIDERS

To access the "Providers" area, click here.

<input type="checkbox"/>	CODE	NIF	NAME
<input type="checkbox"/>	1	B12345678	ASESORÍA EJEMPLO SL

The "Providers" area works the same as the "Clients" area, except that it is used to register new suppliers. You can follow the same steps as in the previous section, but from the "Providers" area.

1. New Suppliers.

To create a new supplier, you have to click in the "+ New" tab, and you will be asked for the same information Quantum asked you for the new clients, but for suppliers.

The main difference is that you must differentiate between suppliers and creditors, using the tab shown in the following image.

