

# ¡Hola!

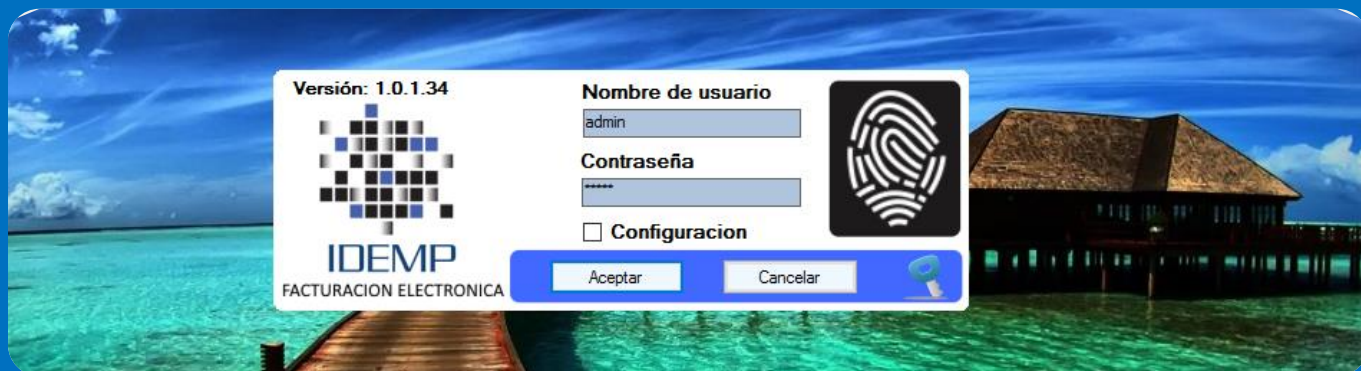


Sistema de facturación Easy-Fact

## Empecemos

Te presentamos una serie de imágenes para que te familiarices con la interfaz

1. Pantalla de inicio de sesión.



2. Ventana principal.



### 3. Nueva factura.



**Factura**

DATOS DEL EMISOR | DATOS DEL RECEPTOR | CONCEPTOS | COMPLEMENTOS | PAGO

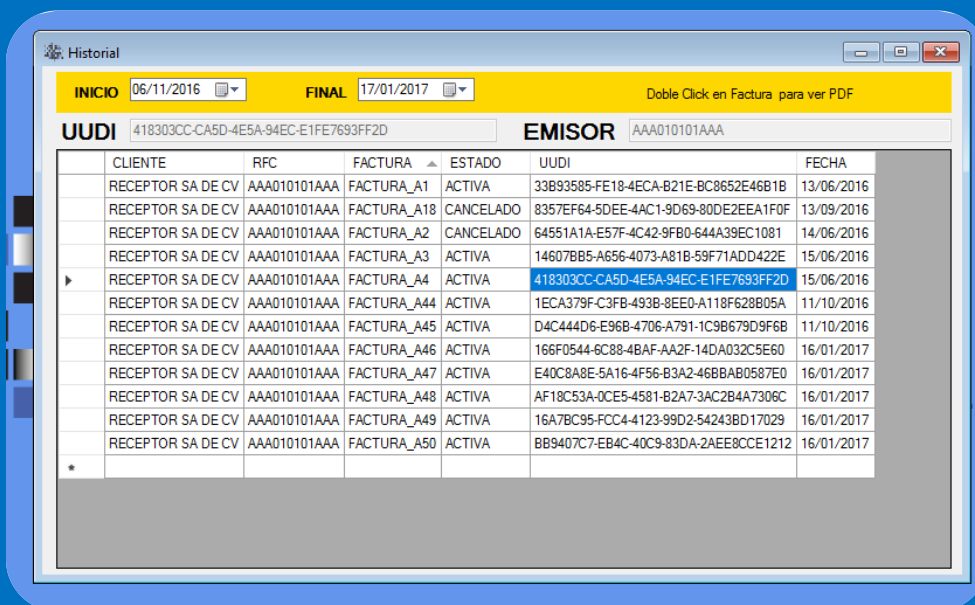
Nombre: PRUEBAS SA DE CV

RFC: AAA010101AAA  
 Calle: ISLA SAN FRANCISCO  
 Localidad: MEXICO  
 Colonia: VILLA ESMERALDA  
 Pais: MEXICO  
 Estado: MEXICO  
 Municipio: TULTITLAN  
 CP: 54910  
 No Int: LT. 15  
 No Ext: MZ. 15  
 Expedicion: ESTADO DE MEXICO  
 Regimen: REGIMEN GENERAL DE LEY PERSONAS MORALES

**Emisor**

SERIE: A  
 FOLIO: 51

### 4. Historial de facturas.



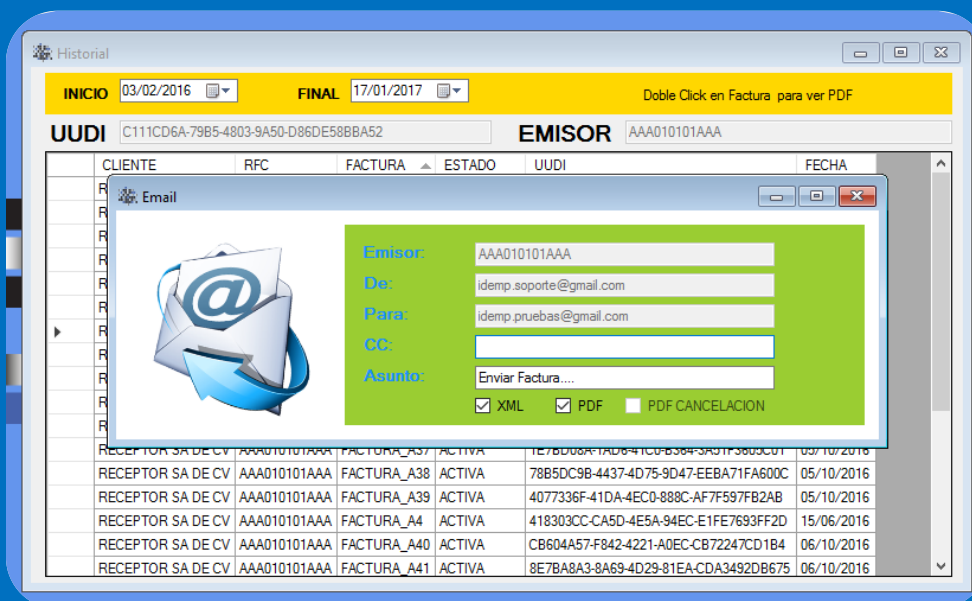
**Historial**

INICIO: 06/11/2016 | FINAL: 17/01/2017 | Doble Click en Factura para ver PDF

UUDI: 418303CC-CA5D-4E5A-94EC-E1FE7693FF2D | EMISOR: AAA010101AAA

| CLIENTE             | RFC          | FACTURA     | ESTADO    | UUDI                                 | FECHA      |
|---------------------|--------------|-------------|-----------|--------------------------------------|------------|
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A1  | ACTIVA    | 33B93585-FE18-4ECA-B21E-BC8652E46B1B | 13/06/2016 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A18 | CANCELADO | 8357EF64-5DEE-4AC1-9D69-80DE2EEA1F0F | 13/09/2016 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A2  | CANCELADO | 64551A1A-E57F-4C42-9FB0-644A39EC1081 | 14/06/2016 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A3  | ACTIVA    | 14607BB5-A656-4073-A81B-59F71ADD422E | 15/06/2016 |
| ▶ RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A4  | ACTIVA    | 418303CC-CA5D-4E5A-94EC-E1FE7693FF2D | 15/06/2016 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A44 | ACTIVA    | 1ECA379F-C3FB-493B-8EE0-A118F628B05A | 11/10/2016 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A45 | ACTIVA    | D4C444D6-E96B-4706-A791-1C9B679D9F6B | 11/10/2016 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A46 | ACTIVA    | 166F0544-6C88-4BAF-AA2F-14DA032C5E60 | 16/01/2017 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A47 | ACTIVA    | E40C8A8E-5A16-4F56-B3A2-46BBAB0587E0 | 16/01/2017 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A48 | ACTIVA    | AF18C53A-0CE5-4581-B2A7-3AC2B4A7306C | 16/01/2017 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A49 | ACTIVA    | 16A7BC95-FCC4-4123-99D2-54243BD17029 | 16/01/2017 |
| RECEPTOR SA DE CV   | AAA010101AAA | FACTURA_A50 | ACTIVA    | BB9407C7-EB4C-40C9-83DA-2AEE8CCE1212 | 16/01/2017 |

## 5. Enviar y Re-enviar emails.

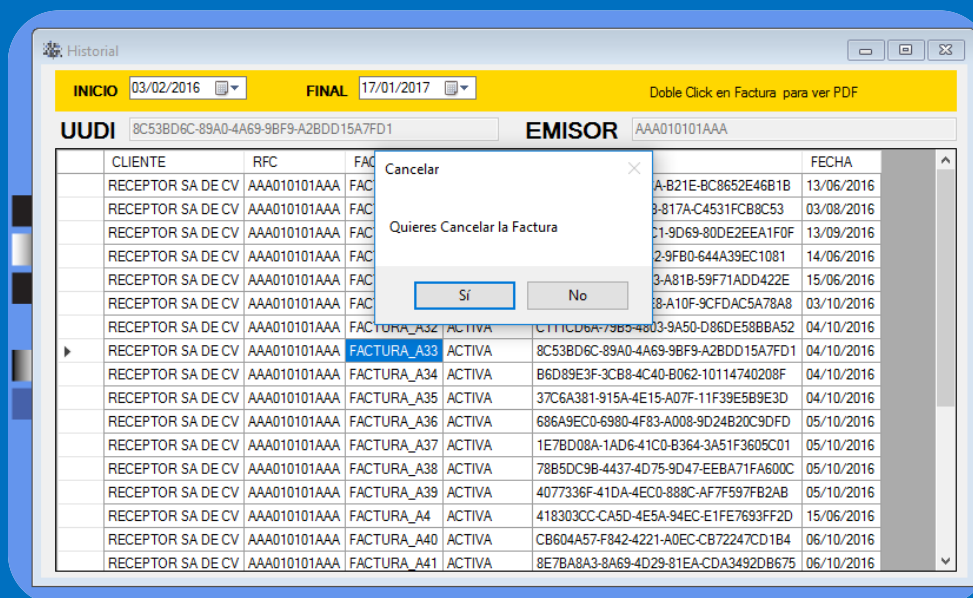


The screenshot shows the 'Historial' application interface. At the top, there are filters for 'INICIO' (03/02/2016) and 'FINAL' (17/01/2017). Below this, the 'UUUDI' field contains 'C111CD6A-79B5-4803-9A50-D86DE588BA52' and the 'EMISOR' field contains 'AAA010101AAA'. A table lists invoice records with columns: CLIENTE, RFC, FACTURA, ESTADO, UUUDI, and FECHA. An 'Email' dialog box is open, showing a green form with the following fields:

- Emisor: AAA010101AAA
- De: idemp.soporte@gmail.com
- Para: idemp.pruebas@gmail.com
- CC: (empty)
- Asunto: Enviar Factura....

At the bottom of the dialog, there are checkboxes for 'XML', 'PDF', and 'PDF CANCELACION', all of which are checked. A blue envelope icon with an '@' symbol is visible on the left side of the dialog.

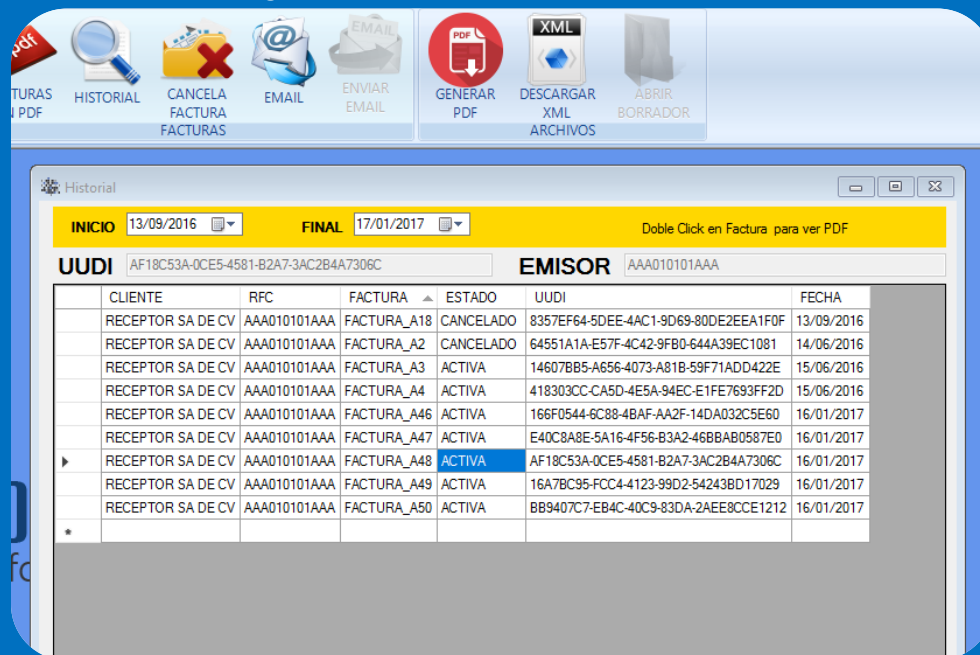
## 6. Cancelar factura seleccionada.



The screenshot shows the 'Historial' application interface. The 'UUUDI' field contains '8C53BD6C-89A0-4A69-9BF9-A2BDD15A7FD1' and the 'EMISOR' field contains 'AAA010101AAA'. A table lists invoice records. A 'Cancelar' dialog box is open, displaying the text 'Quieres Cancelar la Factura' and two buttons: 'Sí' and 'No'. The dialog box is positioned over the table, which shows the following data for the selected invoice:

| CLIENTE           | RFC          | FACTURA     | ESTADO | UUUDI                                | FECHA      |
|-------------------|--------------|-------------|--------|--------------------------------------|------------|
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A32 | ACTIVA | C111CD6A-79B5-4803-9A50-D86DE588BA52 | 04/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A33 | ACTIVA | 8C53BD6C-89A0-4A69-9BF9-A2BDD15A7FD1 | 04/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A34 | ACTIVA | B6D89E3F-3CB8-4C40-B062-10114740208F | 04/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A35 | ACTIVA | 37C6A381-915A-4E15-A07F-11F39E5B9E3D | 04/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A36 | ACTIVA | 686A9EC0-6980-4F83-A008-9D24B20C9DFD | 05/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A37 | ACTIVA | 1E7BD08A-1AD6-41CD-B364-3A51F3605C01 | 05/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A38 | ACTIVA | 78B5DC9B-4437-4D75-9D47-EEBA71FA600C | 05/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A39 | ACTIVA | 4077336F-41DA-4EC0-888C-AF7F597FB2AB | 05/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A4  | ACTIVA | 418303CC-CA5D-4E5A-94EC-E1FE7693FF2D | 15/06/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A40 | ACTIVA | CB604A57-F842-4221-A0EC-CB72247CD1B4 | 06/10/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A41 | ACTIVA | 8E7BA8A3-8A69-4D29-81EA-CDA3492DB675 | 06/10/2016 |

7. Descargar XML timbrados, así como generar el PDF.



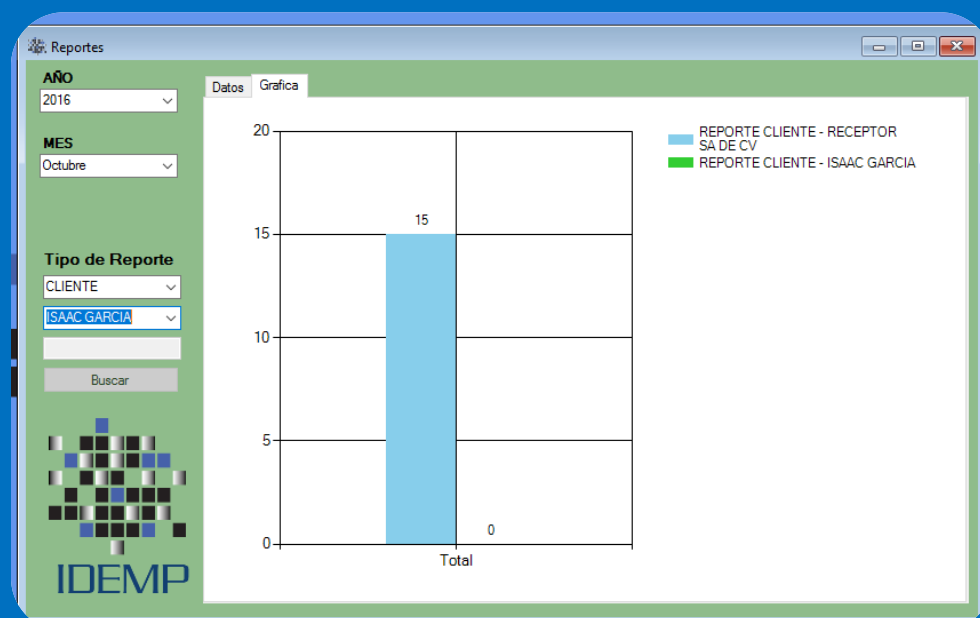
Historial

INICIO: 13/09/2016 FINAL: 17/01/2017 Doble Click en Factura para ver PDF

UUDI: AF18C53A-0CE5-4581-B2A7-3AC2B4A7306C EMISOR: AAA010101AAA

| CLIENTE           | RFC          | FACTURA     | ESTADO    | UUDI                                 | FECHA      |
|-------------------|--------------|-------------|-----------|--------------------------------------|------------|
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A18 | CANCELADO | 8357EF64-5DEE-4AC1-9D69-80DE2EEA1F0F | 13/09/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A2  | CANCELADO | 64551A1A-E57F-4C42-9FB0-644A39EC1081 | 14/06/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A3  | ACTIVA    | 14607BB5-A656-4073-A81B-59F71ADD422E | 15/06/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A4  | ACTIVA    | 418303CC-CA5D-4E5A-94EC-E1FE7693FF2D | 15/06/2016 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A46 | ACTIVA    | 166F0544-6C88-4BAF-AA2F-14DA032C5E60 | 16/01/2017 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A47 | ACTIVA    | E40C8A8E-5A16-4F56-B3A2-46BBAB0587E0 | 16/01/2017 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A48 | ACTIVA    | AF18C53A-0CE5-4581-B2A7-3AC2B4A7306C | 16/01/2017 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A49 | ACTIVA    | 16A7BC95-FCC4-4123-99D2-54243BD17029 | 16/01/2017 |
| RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A50 | ACTIVA    | BB9407C7-EB4C-40C9-83DA-2AEE8CCE1212 | 16/01/2017 |

8. Generación de consultas y gráficas.



Reportes

AÑO: 2016 MES: Octubre

Tipo de Reporte: CLIENTE ISAAC GARCIA

Buscar

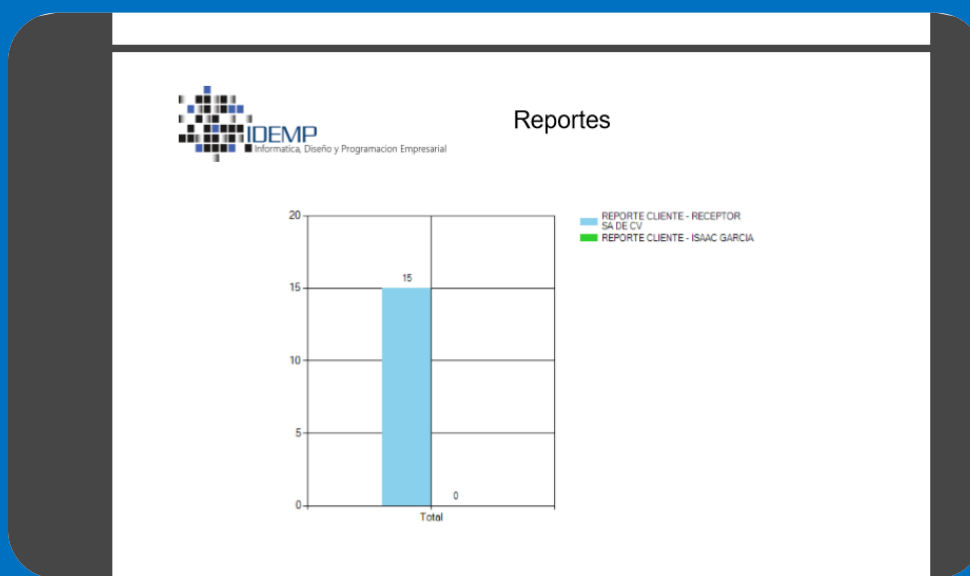
Datos Grafica

REPORTE CLIENTE - RECEPTOR SA DE CV (15)

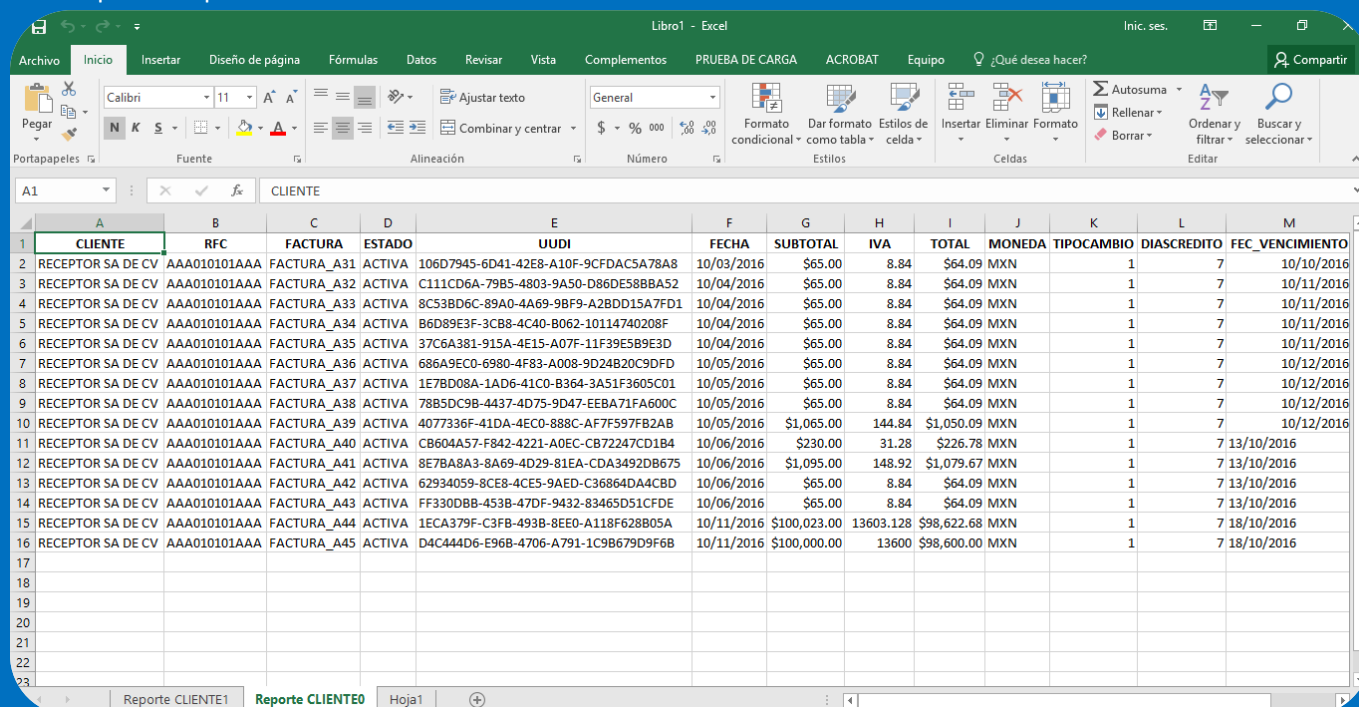
REPORTE CLIENTE - ISAAC GARCIA (0)

Total

## 9. Impresión de reportes.



## 10. Importar reportes a Excel.



|    | A                 | B            | C           | D      | E                                    | F          | G            | H         | I           | J      | K          | L           | M               |
|----|-------------------|--------------|-------------|--------|--------------------------------------|------------|--------------|-----------|-------------|--------|------------|-------------|-----------------|
|    | CLIENTE           | RFC          | FACTURA     | ESTADO | UUDI                                 | FECHA      | SUBTOTAL     | IVA       | TOTAL       | MONEDA | TIPOCAMBIO | DIASCREDITO | FEC_VENCIMIENTO |
| 2  | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A31 | ACTIVA | 106D7945-6D41-42E8-A10F-9CFDAC5A78A8 | 10/03/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 10/10/2016      |
| 3  | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A32 | ACTIVA | C111CD6A-79B5-4803-9A50-D86DE58BBA52 | 10/04/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 10/11/2016      |
| 4  | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A33 | ACTIVA | 8C53BD6C-89A0-4A69-9BF9-A2BDD15A7FD1 | 10/04/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 10/11/2016      |
| 5  | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A34 | ACTIVA | B6D89E3F-3CB8-4C40-B062-10114740208F | 10/04/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 10/11/2016      |
| 6  | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A35 | ACTIVA | 37C6A381-915A-4E15-A07F-11F39E5B9E3D | 10/04/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 10/11/2016      |
| 7  | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A36 | ACTIVA | 686A9EC0-6980-4F83-A008-9D24820C9DFD | 10/05/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 10/12/2016      |
| 8  | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A37 | ACTIVA | 1E7BD08A-1AD6-41C0-B364-3A51F3605C01 | 10/05/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 10/12/2016      |
| 9  | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A38 | ACTIVA | 78B5DC98-4437-4D75-9D47-EEBA71FA600C | 10/05/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 10/12/2016      |
| 10 | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A39 | ACTIVA | 4077336F-41DA-4EC0-888C-AF7F597FB2AB | 10/05/2016 | \$1,065.00   | 144.84    | \$1,050.09  | MXN    | 1          | 7           | 10/12/2016      |
| 11 | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A40 | ACTIVA | CB604A57-F842-4221-A0EC-CB72247CD1B4 | 10/06/2016 | \$230.00     | 31.28     | \$226.78    | MXN    | 1          | 7           | 13/10/2016      |
| 12 | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A41 | ACTIVA | 8E7BA8A3-8A69-4D29-81EA-CDA3492DB675 | 10/06/2016 | \$1,095.00   | 148.92    | \$1,079.67  | MXN    | 1          | 7           | 13/10/2016      |
| 13 | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A42 | ACTIVA | 62934059-8CE8-4CE5-9AED-C36864DA4CBD | 10/06/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 13/10/2016      |
| 14 | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A43 | ACTIVA | FF330DBB-453B-47DF-9432-83465D51CFDE | 10/06/2016 | \$65.00      | 8.84      | \$64.09     | MXN    | 1          | 7           | 13/10/2016      |
| 15 | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A44 | ACTIVA | 1ECA379F-C3FB-493B-8EE0-A118F628B05A | 10/11/2016 | \$100,023.00 | 13603.128 | \$98,622.68 | MXN    | 1          | 7           | 18/10/2016      |
| 16 | RECEPTOR SA DE CV | AAA010101AAA | FACTURA_A45 | ACTIVA | D4C444D6-E96B-4706-A791-1C9B679D9F6B | 10/11/2016 | \$100,000.00 | 13600     | \$98,600.00 | MXN    | 1          | 7           | 18/10/2016      |

11. Catálogo de productos y servicios.

Catálogo


Codigo: ACT-SAE  Obligatorio   Mostrar Inactivos

Descripcion: acetite sae alto kilometraje

COD Barras: 2255887744

Unidad: LITRO Minimo: 10 Maximo: 50 Precio: 48

Imagen: C:\IDEMP\CATALOGO\VACEITE.PNG P. Venta: 65



Nuevo  
Guardar  
Cancelar  
Modificar  
Actualizar  
Activar  
Desactivar

12. Realizar órdenes de compra.

Requisicion

Orden de Compra de Productos Numero: 16

Emisor: PRUEBAS SA DE CV

Descripcion: filtro de gasolina Stock: 60

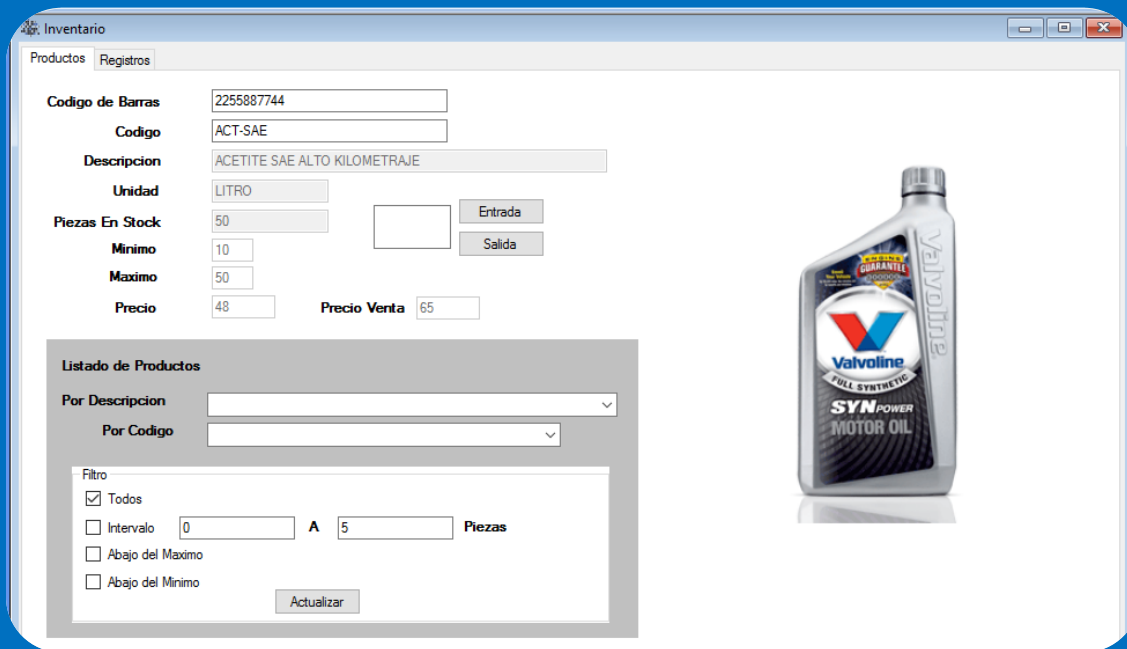
Depto. Solicita: Fecha Pedido: Fecha Entrega:

Elaborado Por: Autorizado Por: Recibido Por:

| Minimo | Maximo | Stock | Cantidad a Pedir | Unidad | Codigo  | Articulo                     | Precio | Total | P. Venta |
|--------|--------|-------|------------------|--------|---------|------------------------------|--------|-------|----------|
| 10     | 50     | 50    | 0                | LITRO  | ACT-SAE | acetite sae alto kilometraje | 48     | 0     | 65       |
| 30     | 200    | 60    | 140              | PZA    | FIL-GAS | filtro de gasolina           | 26     | 3640  | 48       |

El Precio de Venta no aparece en la Orden de Compra (Solo es de Referencia) Total: 3640

### 13. Inventario de productos.



The screenshot shows a software window titled 'Inventario' with two tabs: 'Productos' and 'Registros'. The 'Productos' tab is active, displaying the following fields:

- Codigo de Barras:** 2255887744
- Codigo:** ACT-SAE
- Descripcion:** ACETITE SAE ALTO KILOMETRAJE
- Unidad:** LITRO
- Piezas En Stock:** 50 (with 'Entrada' and 'Salida' buttons)
- Minimo:** 10
- Maximo:** 50
- Precio:** 48
- Precio Venta:** 65

Below these fields is a 'Listado de Productos' section with two dropdown menus: 'Por Descripcion' and 'Por Codigo'. A 'Filtro' section contains the following options:

- Todos
- Intervalo: 0 A 5 Piezas
- Abajo del Maximo
- Abajo del Minimo

An 'Actualizar' button is located at the bottom of the filter section. To the right of the form is an image of a Valvoline SYN POWER MOTOR OIL bottle.

14. Si tienes alguna duda o sugerencia mándanos un correo a [soporte@idempsolutions.com](mailto:soporte@idempsolutions.com) y con gusto te apoyaremos.