

GK-GESTIONA

MODULO: Recaudación

OPCION: Recaudación (Facturación)

OBJETIVO:

Manejar correctamente el sistema para Enlazar un Nuevo Servicio.

PROCEDIMIENTO:

1. Ingresa a servicios, clic en 2. Cierre de Caja.



2. En detalle de ventas, se debe presionar el botón buscar para cargar los datos de recaudación diaria, eligiendo el nombre del recaudador.

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3. En el botón de generar comprobantes (botón celeste) se lo utilizara para emitir las facturas por lote, adicional, en el punto 1 opción de recaudación se tendrá el botón de acciones para realizar una anulación (botón rojo), descarga de comprobante (botón celeste), emisión al SRI (botón verde) y actualización de información (botón celeste).



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4. Para el cierre de caja nos dirigimos a la opción cierre de caja y presionamos el botón (Proceso de cierre de caja) se desplegará un documento para descargar el comprobante de cierre.

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