Invoicing - Creating and editing fiscal data

In this section

Related content

Content by label

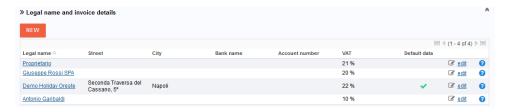There is no content with the specified labels

Summary

The 'creating and editing fiscal data' section within the 'accounting' tab gives you quick access to the 'company configuration' screen. Here, you can add the required information, such as your registered name and company data that appears on the invoice.

Benefits

This section will allow you to quickly create or modify details about your company's registered name. Please note that you can modify the information in this section but you will not be able to delete the company name if you have already created documents associated with it.
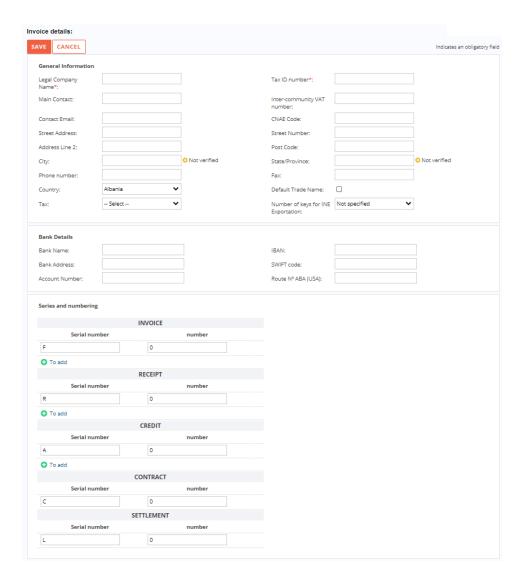
Configuration

In this section you can easily modify the information used when creating invoices.

Create and edit your company name: You can create as many legal names as you need for your invoicing. You can create or modify the name, address, bank details, VAT and serial numbers of receipts and invoices.

Invoice details:

SAVE CANCEL   Indicates an obligatory field

General Information

Legal Company Name*:		Tax ID number*:	
Main Contact:		Inter-community VAT number:	
Contact Email:		CNAE Code:	
Street Address:		Street Number:	
Address Line 2:		Post Code:	
City:	⊙ Not verified	State/Province:	⊙ Not verified
Phone number:		Fax:	
Country:	Albania	Default Trade Name:	☐
Tax:	-- Select --	Number of keys for INE Exportation:	Not specified

Bank Details

Bank Name:		IBAN:	
Bank Address:		SWIFT code:	
Account Number:		Route Nº ABA (USA):	

Series and numbering

INVOICE

Serial number	number
F	0

⊕ To add

RECEIPT

Serial number	number
R	0

⊕ To add

CREDIT

Serial number	number
A	0

⊕ To add

CONTRACT

Serial number	number
C	0

SETTLEMENT

Serial number	number
L	0

If required, you can enter a company name corresponding to each owner.