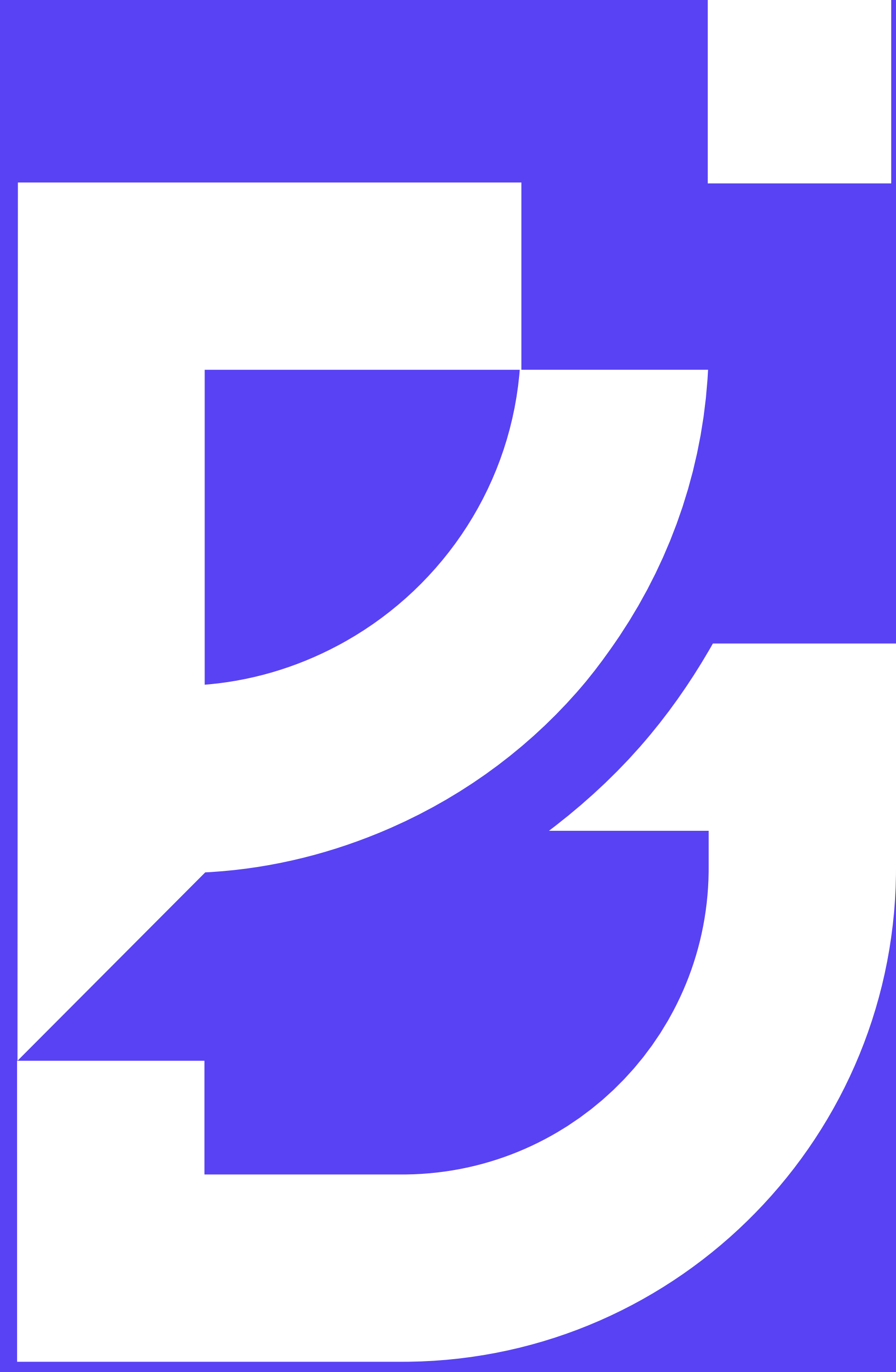




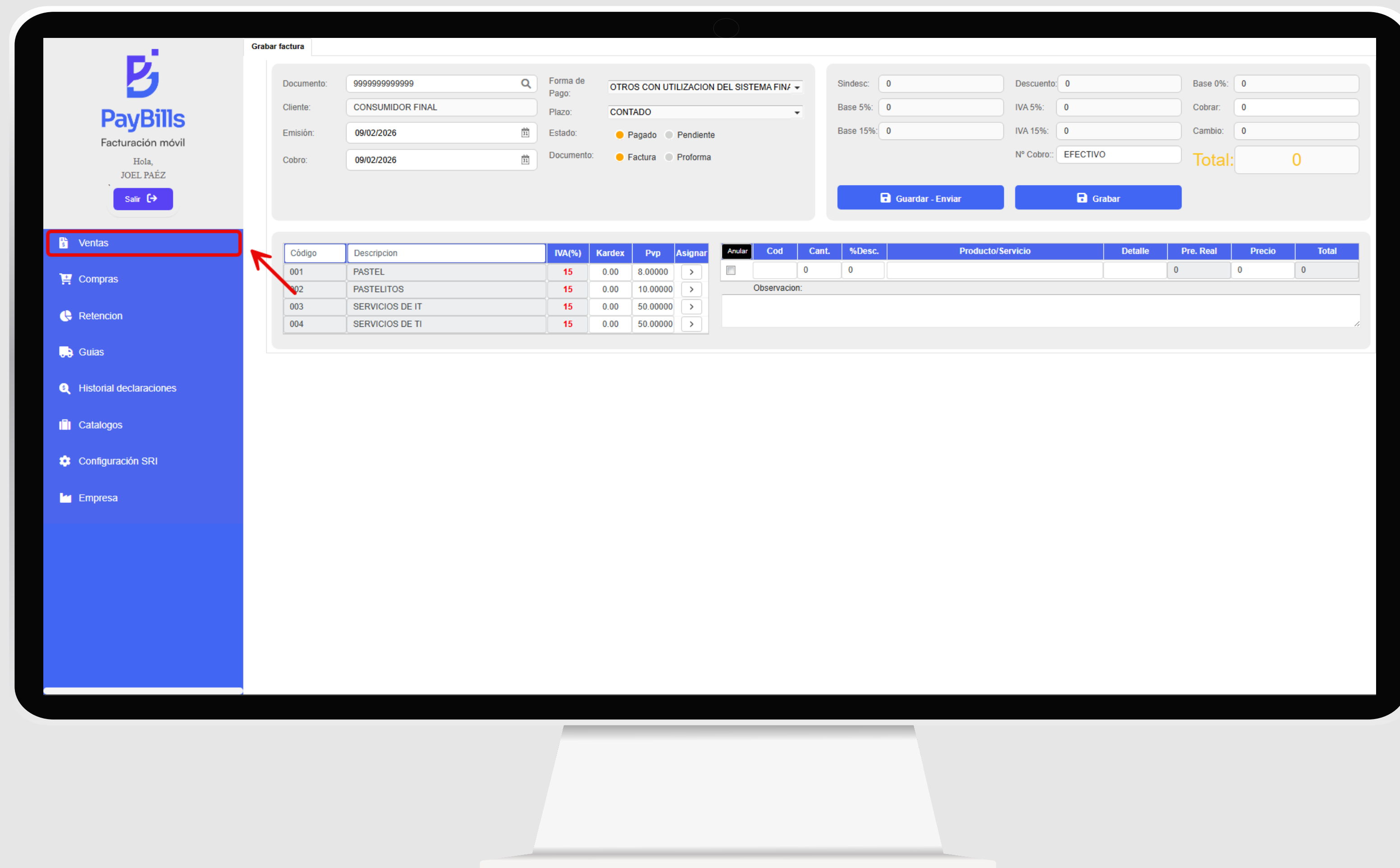
MANUAL DE USUARIO

Aprende a crear servicios

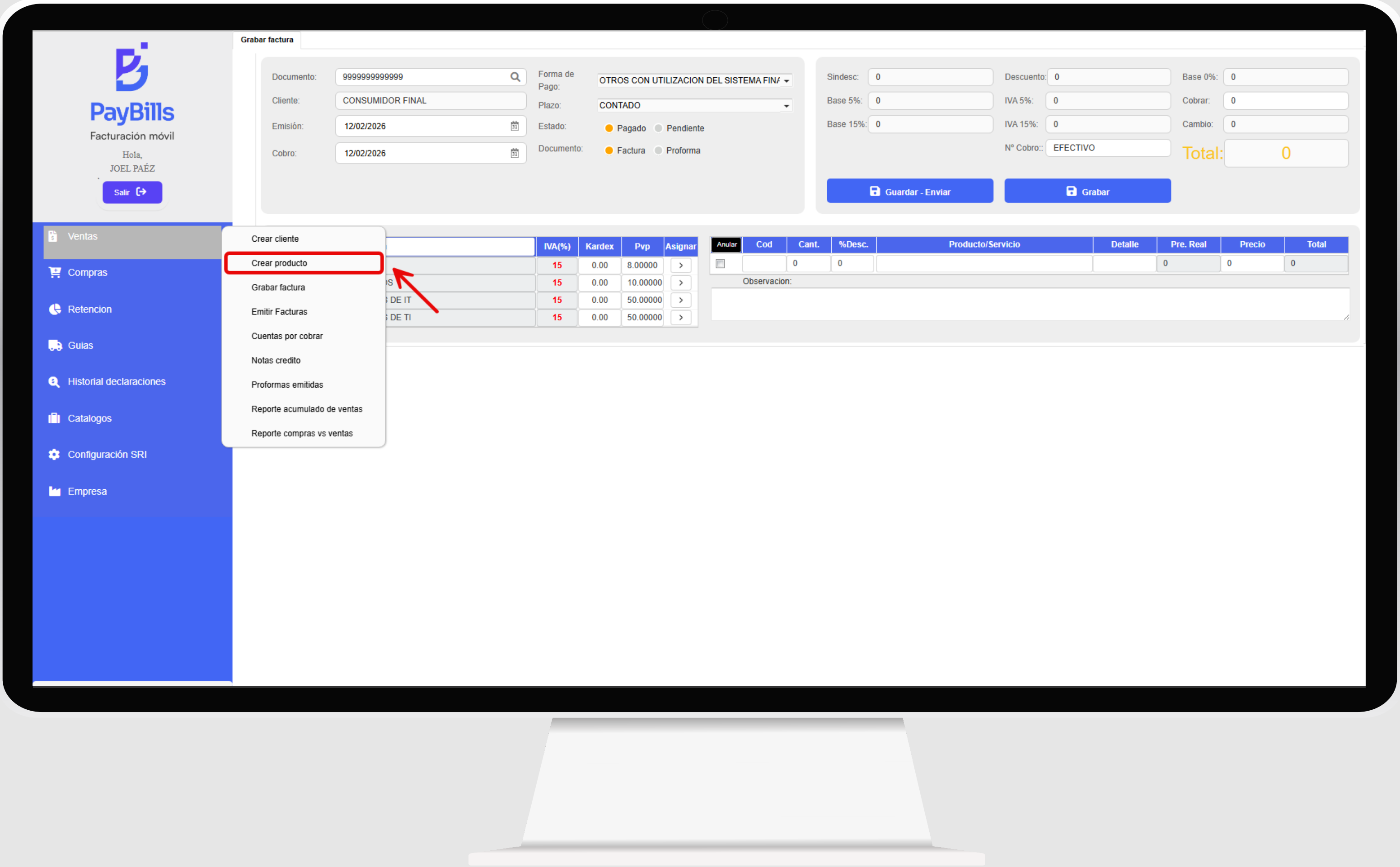
www.paybills.ec



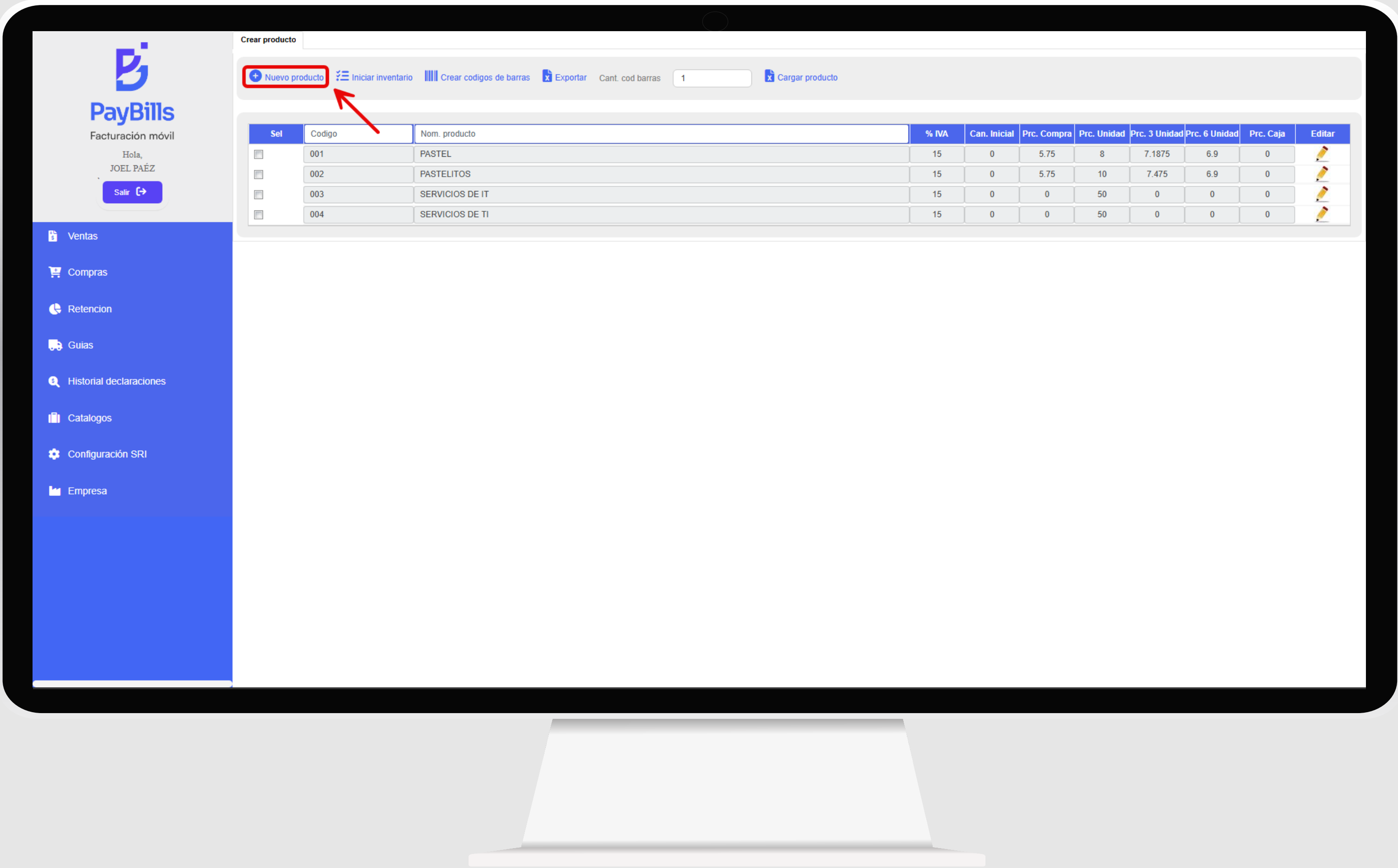
1. Al ingresar a la cuenta damos clic en **ventas**.



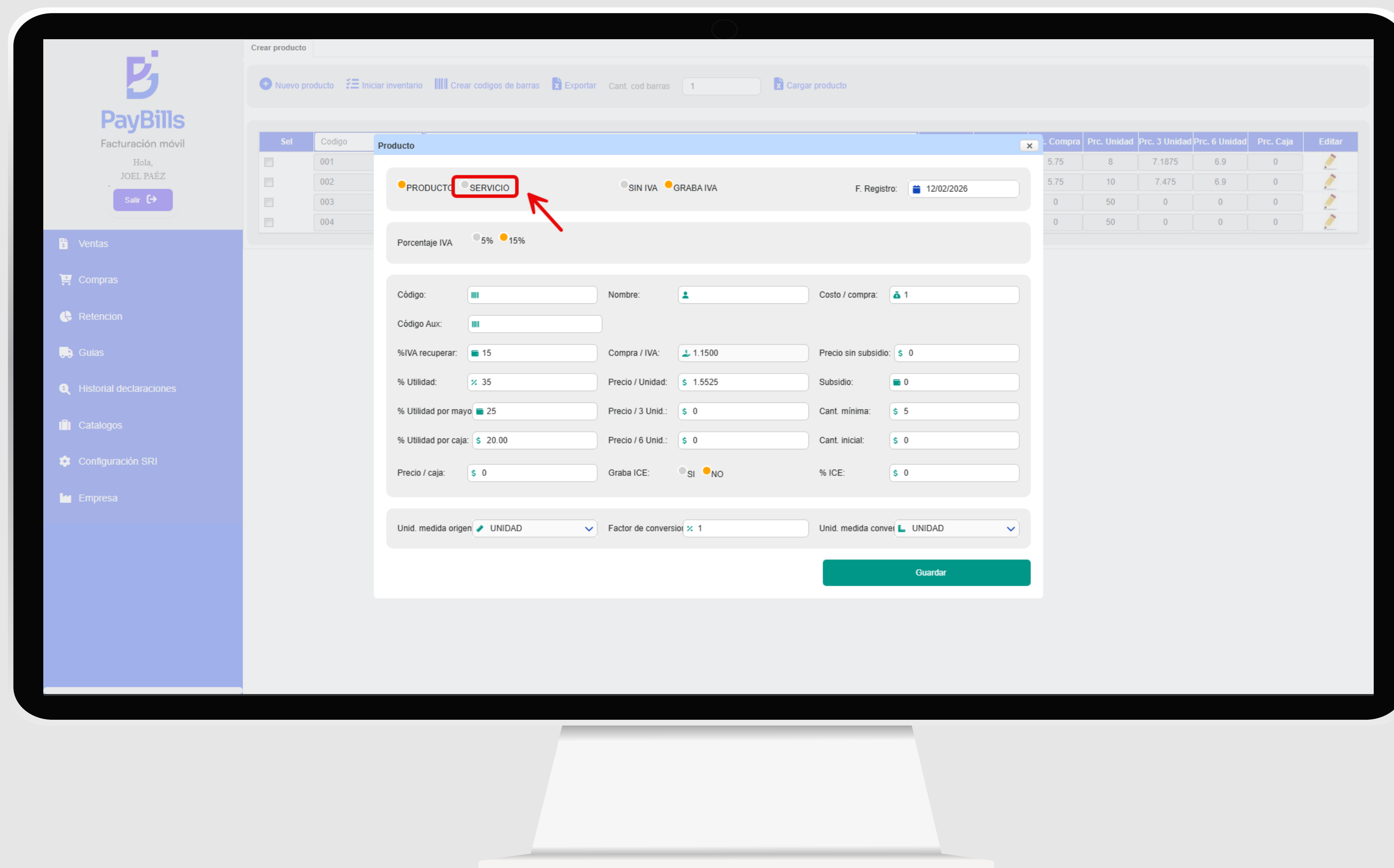
2. En el menú que se expande damos clic en **crear producto**.



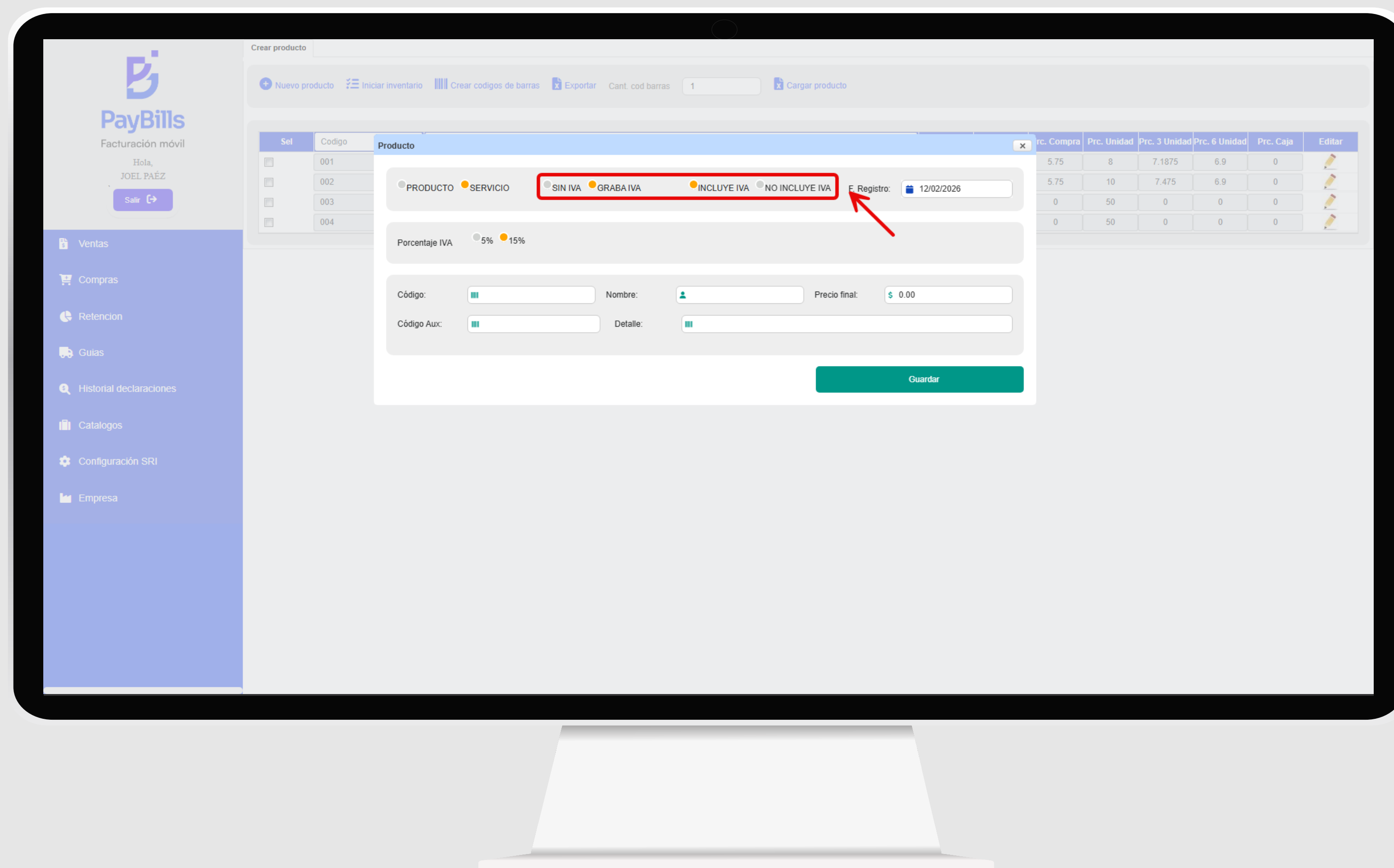
3. Dar clic en **nuevo producto**.



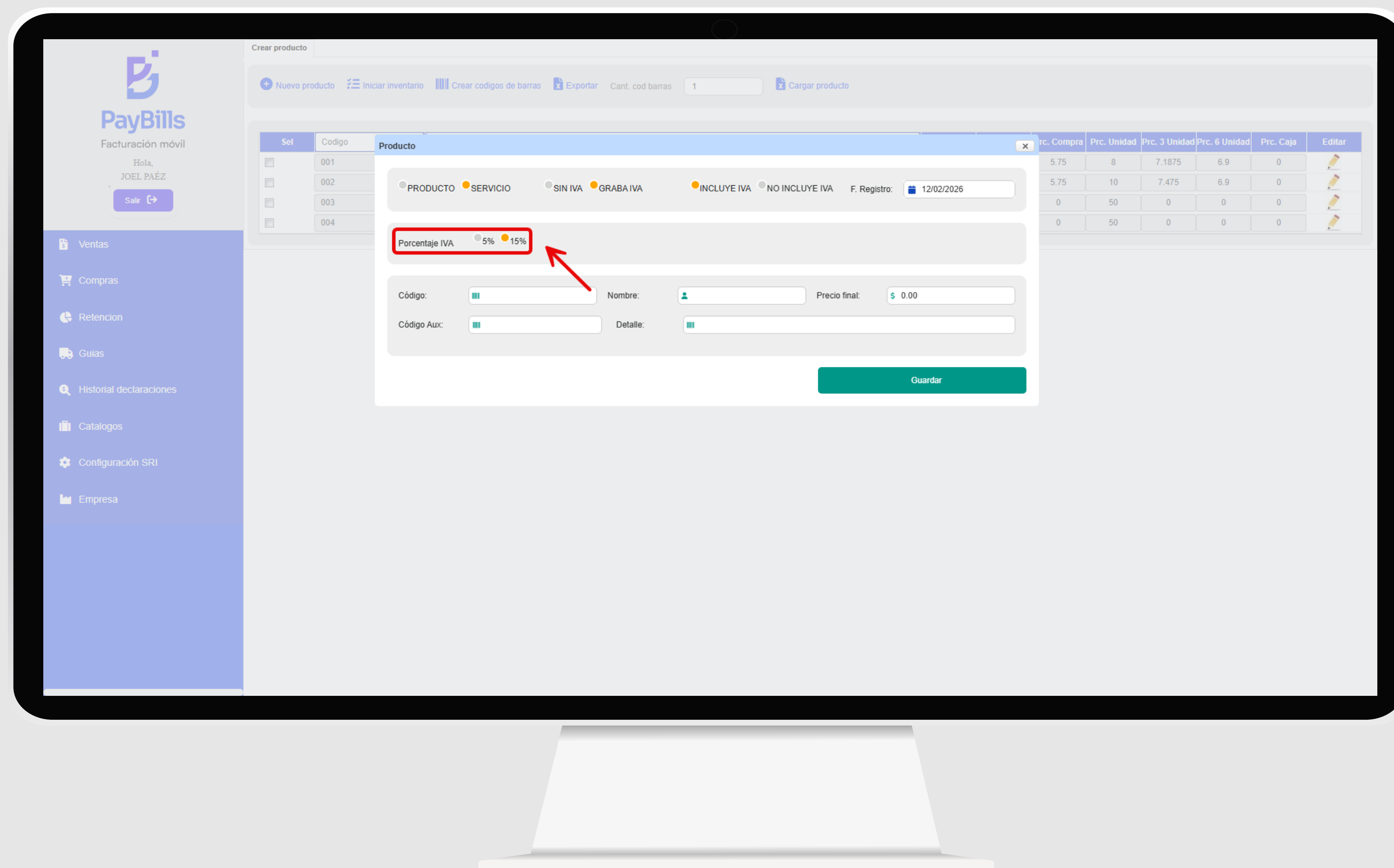
4. En la ventana emergente damos clic en **servicio**.



5. Seleccionar si graba IVA o no.

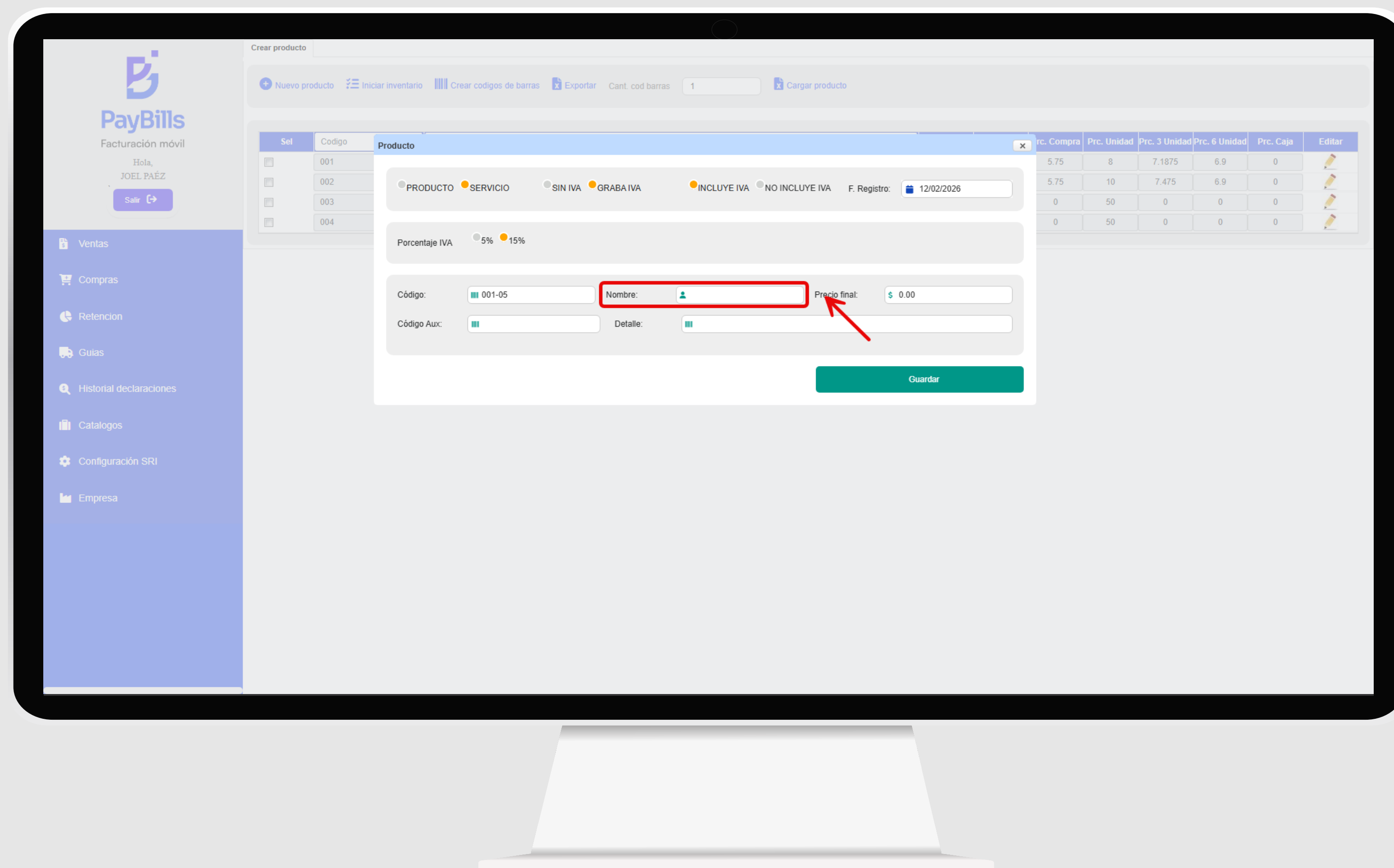


6. Seleccionar el porcentaje de IVA.

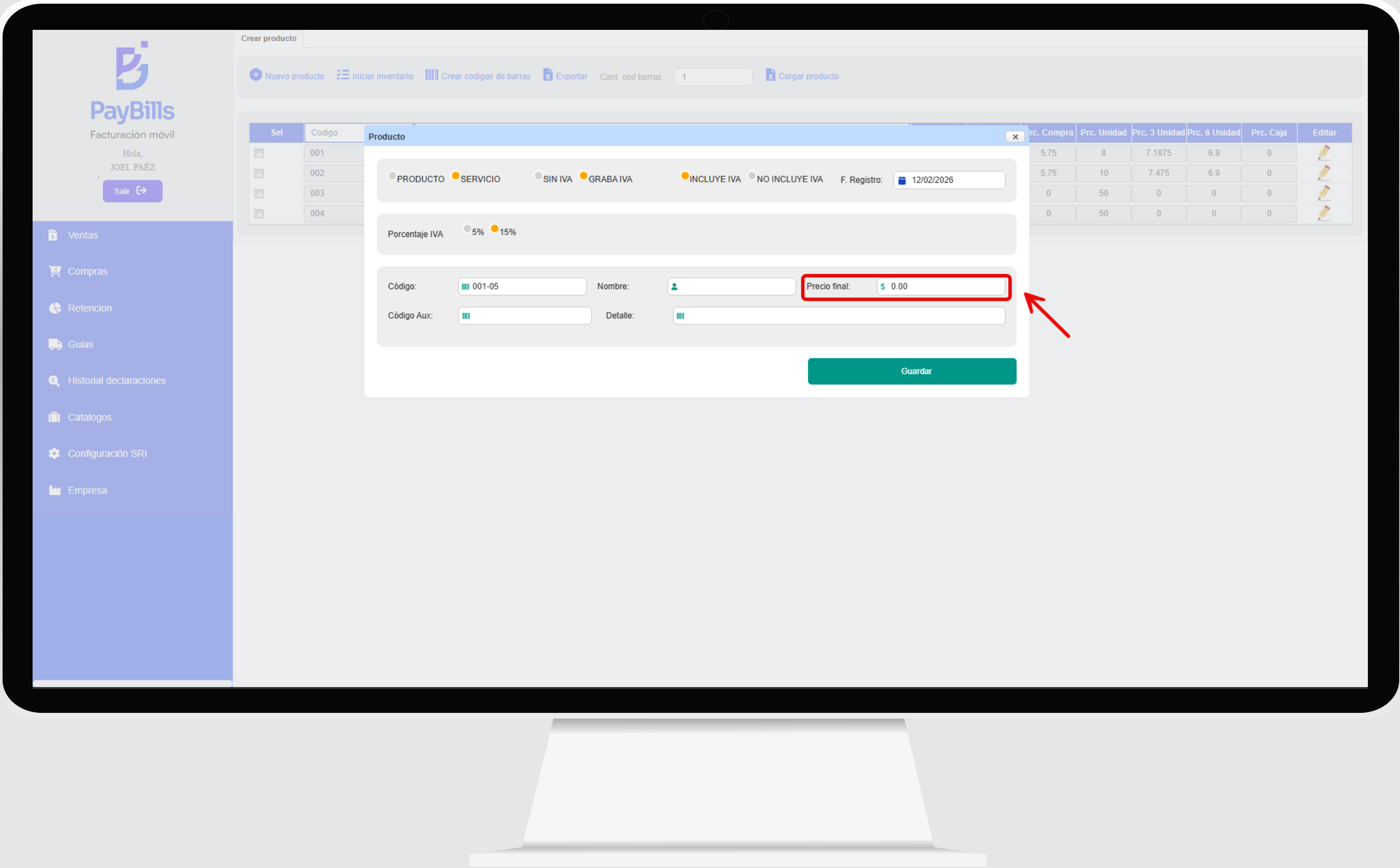


The screenshot displays the 'PayBills' mobile application interface. On the left, a sidebar contains navigation icons and labels: 'Ventas', 'Compras', 'Retencion', 'Guías', 'Historial declaraciones', 'Catalogos', 'Configuración SRI', and 'Empresa'. The main content area is titled 'Crear producto' (Create product). At the top, there's a header with a 'Nuevo producto' button and a list of actions: 'Iniciar inventario', 'Crear codigos de barras', 'Exportar', 'Cant. cod barras' (with a value of 1), and 'Cargar producto'. Below this, a modal form for creating a product is shown. The form has a 'Producto' title and a close button. It includes radio buttons for 'PRODUCTO' (selected) and 'SERVICIO', and another set for 'SIN IVA', 'GRABA IVA', 'INCLUYE IVA' (selected), and 'NO INCLUYE IVA'. There's a date field 'F. Registro:' set to '12/02/2026'. A 'Porcentaje IVA' section shows '5%' and '15%' options. The bottom section has input fields for 'Código:', 'Nombre:', 'Precio final:' (set to '\$ 0.00'), 'Código Aux:', and 'Detalle:'. A red rectangle highlights the 'Código:' field, and a red arrow points to the 'Detalle:' field. A green 'Guardar' (Save) button is at the bottom right. On the far right, a table with columns 'Prc. Compra', 'Prc. Unidad', 'Prc. 3 Unidad', 'Prc. 6 Unidad', 'Prc. Caja', and 'Editar' is partially visible, showing numerical data and edit icons.

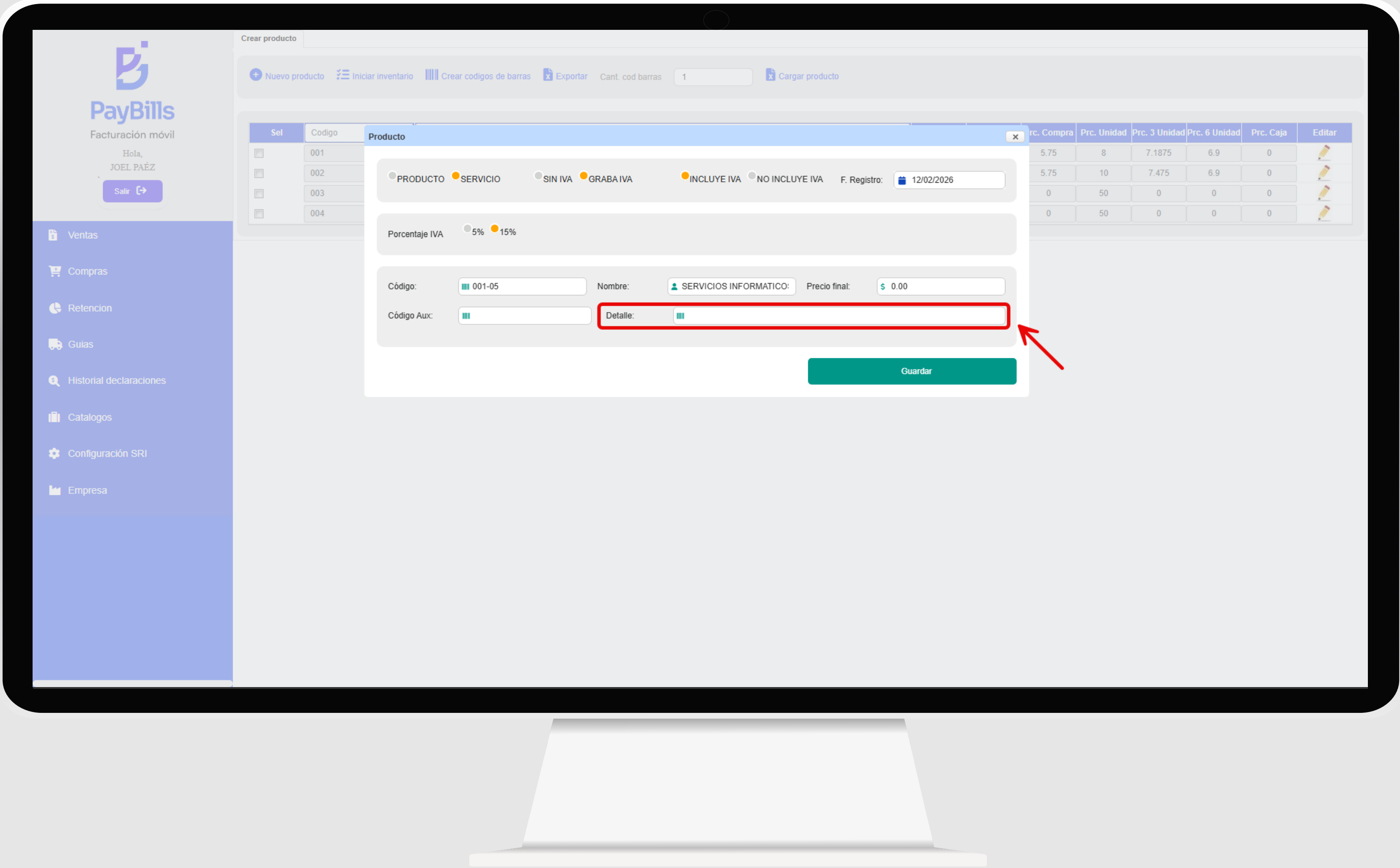
8. Colocar el **nombre** del servicio para identificarlo.



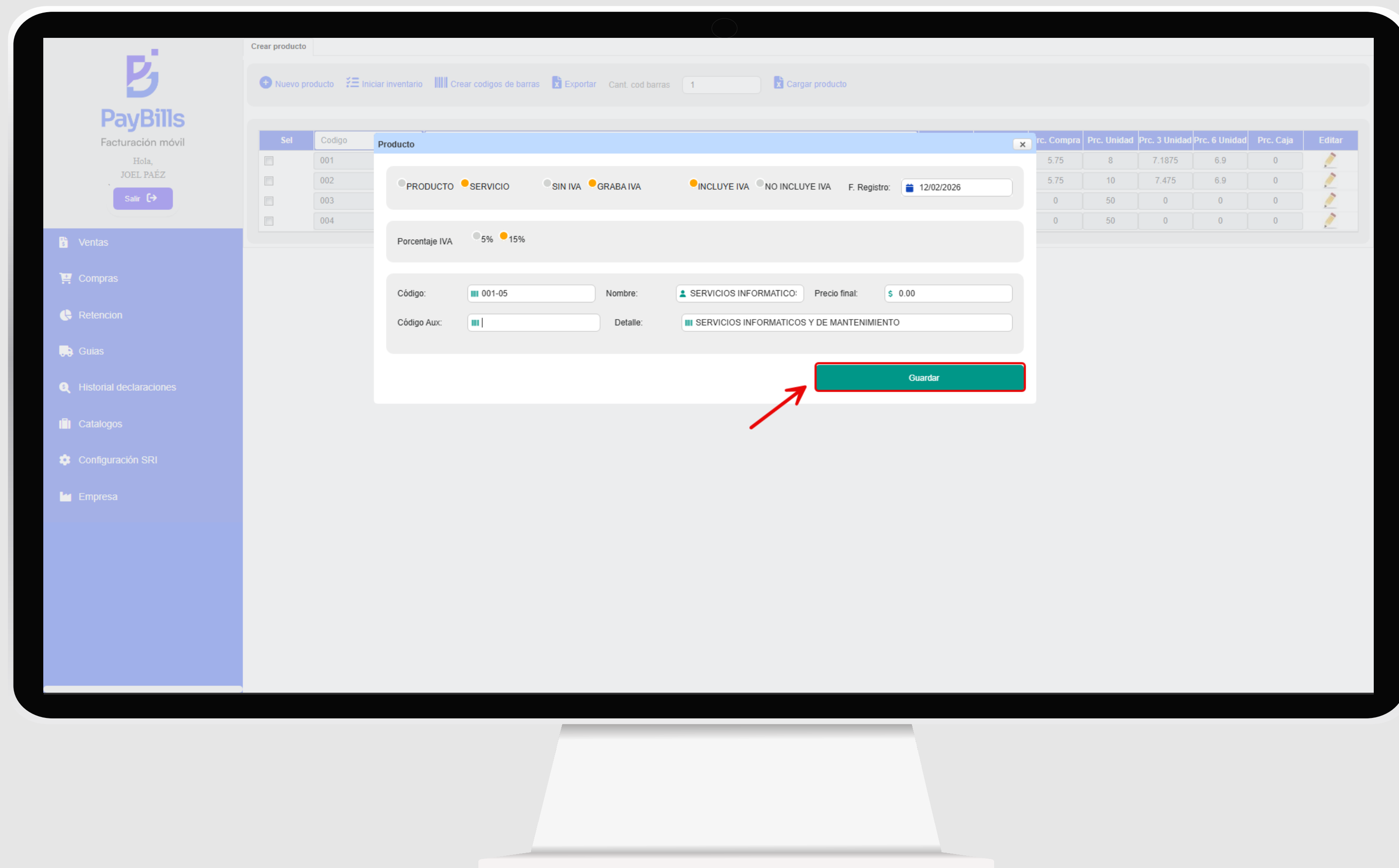
9. Colocar el costo final **con IVA**.



10. Añadir una breve descripción del servicio.



11. Dar clic en guardar.





Si tienes dudas, no dudes en contactarnos

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