

# 8. Incoming Invoices (Creditors)

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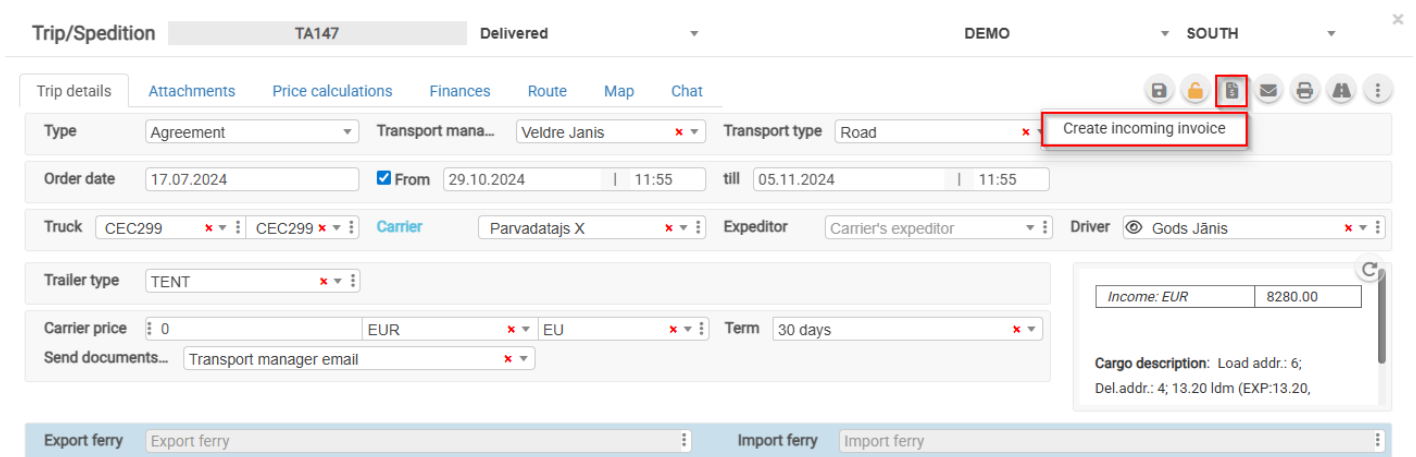
# Registering an Incoming Invoice

If you need to register a single invoice for multiple trips at once, you can do so in one of the following ways:

- 1) Register an invoice from the Trip form.
- 2) Register an invoice from the Open Trips window.

## 1. Registering an Invoice from the Trip Form

1. Open the trip.
2. Click the **"Register Invoice"** button.



The screenshot displays a web interface for a trip form. At the top, it shows 'Trip/Spedition TA147' and 'Delivered' status. Below this are tabs for 'Trip details', 'Attachments', 'Price calculations', 'Finances', 'Route', 'Map', and 'Chat'. A toolbar on the right contains icons for various actions, with the 'Create incoming invoice' icon (a document with a plus sign) highlighted by a red box. The form fields include: 'Type' (Agreement), 'Transport mana...' (Veldre Janis), 'Transport type' (Road), 'Order date' (17.07.2024), 'From' (29.10.2024 11:55) and 'till' (05.11.2024 11:55), 'Truck' (CEC299), 'Carrier' (Parvadatajs X), 'Expeditor' (Carrier's expeditor), 'Driver' (Gods Jānis), 'Trailer type' (TENT), 'Carrier price' (0 EUR), 'Term' (30 days), and 'Send documents...' (Transport manager email). A summary box on the right shows 'Income: EUR 8280.00' and 'Cargo description: Load addr.: 6; Del.addr.: 4; 13.20 Idm (EXP:13.20, ...'. At the bottom, there are 'Export ferry' and 'Import ferry' options.

For an unconfirmed invoice, it is possible to add other customer orders.

## 2. Registering an Invoice from the Open Trips Window

Navigate to the **Open Trips** tab. Select the trips for which incoming invoices have been received and click the **"Register Incoming Invoice"** button.

1. Select the trips for which you want to register an incoming invoice.
2. Click the invoice registration icon. 📄

### 3. Complete the required fields and click **Save**.

Active trips	Unclosed trip 12	All trips	Expedited trucks												
Q Search	Veldre Janis	Selected all	Selected all												
Trp No.	Carrier	Start date	End date	Truck/Trailer N	Transport manager	Status	Missing	Income	Planned co	Actual cost	Planned pr	Actual prof	Planned for	Actual ferry	POD
TA147	Pnevadstaja X	29.10.2024	05.11.2024	CEC299/CEC99	Jānis Veldre	Delivered	6R,1P,OD	8280.00	0	0.00	8280	8280	0	0.00	10
TA192	PEDBALU SPA	28.02.2025	28.02.2025	AA123/B123	Jānis Veldre	Invoices issued	1P,OD	650.00	0	0.00	650	650	0	0.00	1
TS175	DSV Transport	09.12.2024	13.12.2024	BC123/A1234	Jānis Veldre	Invoices issued	1P,OD	1000.00	500	0.00	500	1000	0	0.00	1
TA128	Demo	11.06.2024	13.06.2024	HH 5678/TT 1234	Jānis Veldre	Invoices issued	1P,OD	0.00	0	0.00	0	0	0	0.00	1
TA129	Demo	24.08.2019	11.07.2024	GG123/M2322	Jānis Veldre	Invoices issued	1R,3P,OD	370.00	-100	100.00	470	270	0	0.00	3
TS179	Cloudex LV RIGA	26.09.2024	13.12.2024	B8888/B8888	Jānis Veldre	Invoices issued	1P,OD	5100.00	0	0.00	5100	5100	0	0.00	1
TH186	Cloudex LV RIGA	03.01.2025	06.01.2025	LIC 2025-2week Nr	Jānis Veldre	Invoices issued		100.00	22.51	180.08	77.49	-80.08	0	0.00	
TS236	Bone	03.01.2025	09.04.2025	T16987/K909	Jānis Veldre	Invoices issued	4P,OD	6100.00	300	0.00	5800	6100	0	0.00	4
TS180	bauroc	11.06.2024	14.06.2024	MK0000/82932	Jānis Veldre	Invoices issued	1P,OD	2103.00	2000	2000.00	103	103	0	0.00	1
TS178	BAUHOW	15.12.2024	16.12.2024	ZX6666/X6666	Jānis Veldre	Invoices issued	1P,OD	33.00	15	0.00	18	33	0	0.00	1
TS196	Alkavāle	03.02.2025	03.02.2025	BT5555/Y5555	Jānis Veldre	Invoices issued	1P,OD	1000.00	500	0.00	500	1000	0	0.00	1
TS242	ēlta SIA	11.04.2025	11.04.2025	LT5454/Q34343	Jānis Veldre	Invoices issued	1P,OD	500.00	430	0.00	70	500	0	0.00	1

Incoming invoices: 44 Draft

DEMO 🔍 🔒 ⚙️ ⋮

Receival date *	<input type="text" value="04.06.2026"/>	Type	<input type="text" value="Invoice"/>
Invoice No. *	<span style="background-color: yellow;">3 Invoice No.</span>	Invoice Date *	<input type="text" value="04.06.2026"/>
Supplier *	<input type="text" value="Demo - LV44556677889"/>		
Bank account *	<input type="text" value="LV27HABA0551028432947"/>	<input type="text" value="HABALV22"/>	<input type="text" value="A/s 'Swedbank'"/>
Payment terms	<input type="text" value="30 days"/>	Due date *	<input type="text" value="04.07.2026"/>
Description	<input type="text" value="TA128"/>		

	N	Service type	Quantity	Price	Sum	VAT code	VAT sum	Order No.	Trip/Spedition	Truck/Trailer	Sum I	VAT sur	Total sum
<input type="checkbox"/>	1	Freight	1 gab.	0	0	EU	0		TA128	HH 5678	0	0	0
<input type="checkbox"/>	2	Freight <small>* Planned trip cost: 0.00EUR</small>	1 gab.	0	0	EU	0		TA129	GG123	0	0	0

Invoice data	<a href="#">Attachment(s)</a>				
Sum	<input type="text" value="0"/> EUR	Exchange rate	<input type="text" value="1"/>	Reviewed by	<input type="text" value="Veldre Janis"/>
Notes	<input type="text" value="Notes"/>				
<input type="checkbox"/> Not pay					

Saved: 04.06.2026 11:24 cloudex

Delete
Save
Cancel

# Applying a Cash Discount (Skonto) to an Incoming Invoice

- 1) In the Partner List, find the relevant partner.
- 2) Open the "Settlements" section and enter the discount.

Partner : Cloudex LV RIGA

Basic data **Invoices** Sales Notification settings Attachment(s) Statistics Route price Other

Bank account	Swift code	Bank name	Currency
KONTSS	SWIFTS	BANKAS NOSAUKUMS	Multicurrency

Client payment days: 30 days  
Total credit limit: 0  
Bank account group:   
Skonto discount: 0 %  
Order view on invoice: 2. Basic order info  
Default company: Default company  
Default currency: EUR  
Debtor notes: Debtor notes

Supplier payment days: 30 days  
Overdue credit limit: 0 EUR  
Max payment delay: 0 day  
Skonto discount in incoming invoices: 0 %  
Address view on invoice: Company, Street, Postal code, City  
Electronic invoice format in email: Electronic invoice format in email

Generate invoice automatically  
 Customer self-billing  
 Calculate penalty interest on invoices  
 Hide in invoice Shipper and Consignee

In currency invoices hide base currency  
 Show debt or overpayment on invoice  
 Merge selected email attachment PDF files

Saved: 08.04.2026 11:10 demo

Delete Save Cancel