

# 8. Incoming Invoices (Creditors)

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# Registering an Incoming Invoice

# 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 shows a software interface for trip management. At the top, there are tabs for 'Trip details', 'Attachments', 'Price calculations', 'Finances', 'Route', 'Map', and 'Chat'. Below these are various input fields and buttons. A red box highlights the 'Create incoming invoice' button. The interface includes fields for 'Type' (Agreement), 'Transport mana...' (Veldre Janis), 'Transport type' (Road), 'Order date' (17.07.2024), 'From' (29.10.2024), 'till' (05.11.2024), 'Truck' (CEC299), 'Carrier' (Parvadatajs X), 'Expeditor' (Carrier's expeditor), 'Driver' (Gods Jānis), 'Trailer type' (TENT), 'Carrier price' (0), '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

Search Veldre Janis Selected all 14.04.2024 15.04.2025 Selected all

Trips	Carrier	Start date	End date	Truck/Trailer N	Transport manager	Status	Missing	Income	Planned cost	Actual cost	Planned profit	Actual profit	Planned fee	Actual fee	POD
TA147	Pirvedalga X	29.10.2024	05.11.2024	CEC299/CEC299	Jānis Veldre	Delivered	6R,1P,POD	8280.00	0	0.00	8280	8280	0	0.00	10
TA192	PEDRALJ SPA	28.02.2025	28.02.2025	AA123/B123	Jānis Veldre	Invoices issued	1P,POD	650.00	0	0.00	650	650	0	0.00	1
TS175	DSV Transport	09.12.2024	13.12.2024	BC1234/A1234	Jānis Veldre	Invoices issued	1P,POD	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,POD	0.00	0	0.00	0	0	0	0.00	1
TA129	Demo	24.08.2019	11.07.2024	GG123/M232	Jānis Veldre	Invoices issued	1R,3P,POD	370.00	-100	100.00	470	270	0	0.00	3
TS179	Cloudex LV RIGA	25.09.2024	13.12.2024	BB888/BB888	Jānis Veldre	Invoices issued	1P,POD	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	T1697/K909	Jānis Veldre	Invoices issued	4P,POD	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,POD	2103.00	2000	2000.00	103	103	0	0.00	1
TS178	BAU-HOW	15.12.2024	16.12.2024	ZX6666/XX666	Jānis Veldre	Invoices issued	1P,POD	33.00	15	0.00	18	33	0	0.00	1
TS196	Alvaduķis	03.02.2025	03.02.2025	BT5555/9090	Jānis Veldre	Invoices issued	1P,POD	1000.00	500	0.00	500	1000	0	0.00	1
TS242	elva SA	11.04.2025	11.04.2025	LT5454/34343	Jānis Veldre	Invoices issued	1P,POD	500.00	430	0.00	70	500	0	0.00	1

Incoming invoices: 44  DEMO

Receival date \*  Type

Invoice No. \*  Invoice Date \*

Supplier \*

Bank account \*

Payment terms  Due date \*

Description

Search...

	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 * Planned trip cost: 0.00EUR	1 gab.	0	0	EU	0		TA129	GG123	0	0	0

Invoice data

Sum  EUR Exchange rate  Reviewed by

Notes

Not pay

Saved: 04.06.2026 11:24 cloudex

# 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

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