

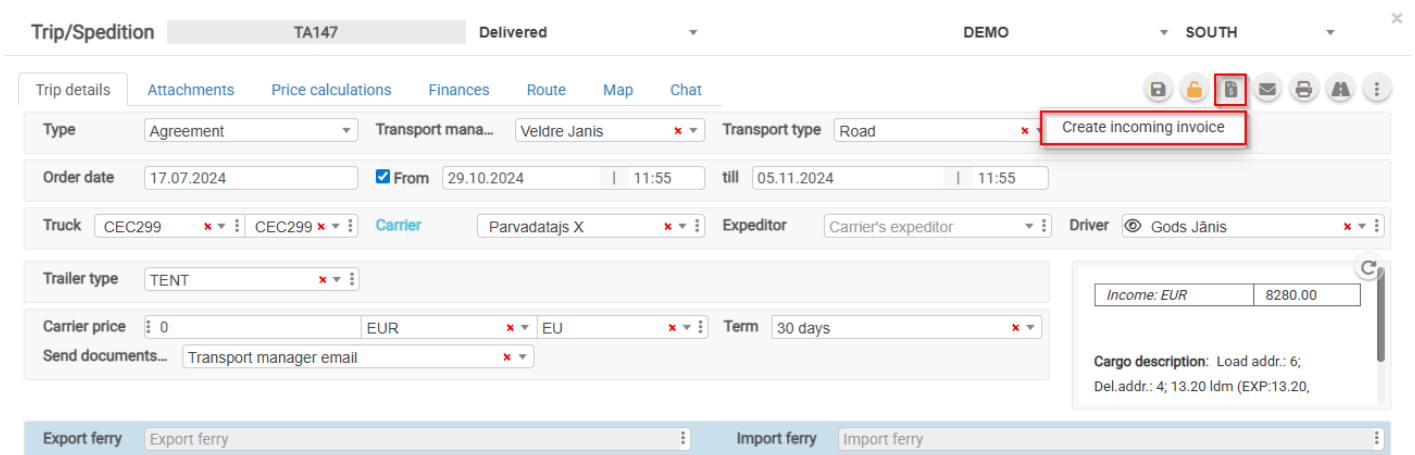
Registering an Incoming Invoice

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 web application interface for a trip form. At the top, there are tabs for 'Trip details', 'Attachments', 'Price calculations', 'Finances', 'Route', 'Map', and 'Chat'. Below these are various input fields and dropdown menus for trip details. A red box highlights a button labeled 'Create incoming invoice' in the top right corner of the form. Other visible fields include '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 EUR), 'Term' (30 days), and 'Send documents...' (Transport manager email). There is also a section for 'Income: EUR' with a value of 8280.00 and a 'Cargo description' field.

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

Trip 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	Panvadajaja X	29.10.2024	05.11.2024	CEC299/CEC299	Jānis Veldre	Delivered	6R1P00D	8280.00	0	0.00	8280	8280	0	0.00	10
TA192	PEDRALI SPA	28.02.2025	28.02.2025	AA123/B123	Jānis Veldre	Invoices issued	1P00D	650.00	0	0.00	650	650	0	0.00	1
TS175	DBV Transport	09.12.2024	13.12.2024	BC123/A1234	Jānis Veldre	Invoices issued	1P00D	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	1P00D	0.00	0	0.00	0	0	0	0.00	1
TA129	Demo	24.08.2019	11.07.2024	GG123/MZ522	Jānis Veldre	Invoices issued	1R3P00D	370.00	-100	100.00	470	270	0	0.00	3
TS179	Cloudie LV RIGA	26.09.2024	13.12.2024	BB888/BB888	Jānis Veldre	Invoices issued	1P00D	5100.00	0	0.00	5100	5100	0	0.00	1
TH186	Cloudie LV RIGA	03.01.2025	06.01.2025	LIC 2025-Sveek-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	T6987/K909	Jānis Veldre	Invoices issued	4P00D	6100.00	300	0.00	5800	6100	0	0.00	4
TS180	beaunc	11.06.2024	14.06.2024	MM000/02932	Jānis Veldre	Invoices issued	1P00D	2103.00	2000	2000.00	103	103	0	0.00	1
TS178	BAU-HOW	15.12.2024	16.12.2024	ZX666/XX666	Jānis Veldre	Invoices issued	1P00D	33.00	15	0.00	18	33	0	0.00	1
TS196	Alvadakta	03.02.2025	03.02.2025	BT565/Y090	Jānis Veldre	Invoices issued	1P00D	1000.00	500	0.00	500	1000	0	0.00	1
TS242	abs SA	11.04.2025	11.04.2025	LT5454/34343	Jānis Veldre	Invoices issued	1P00D	500.00	430	0.00	70	500	0	0.00	1

Incoming invoices: 44 Draft

DEMO

Receival date* Type
 Invoice No.* **3** 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

Delete Save Cancel

Revision #10

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Updated Fri, Jun 26, 2026 9:42 AM by Janis Veldre