

# 7) Incoming Invoices (creditors)

- Incoming invoice registration
- Payment of incoming invoices - payment orders
- Export of bank payment orders
- Ferry ticket invoice
- Mutual clearing acts
- Credit invoice for incoming invoice

# Incoming invoice registration

1. Incoming invoice for one order
2. One incoming invoice for the several orders

## 1) Incoming invoice for one order

**OZOLS > Freight forwarding > Documents > Trip/spedition**

**Trip/Spedition - TA20** (16.08.2022 10:30:00) (16.08.2022 10:30:00)

**Trip/Spedition** | Finance | Calculations | Cargo delivery order | Attachment(s) | Extra stops

Previous trip: TW204; 29.06.2021 - 30.06.2021 | Next trip: Not planned | New

Cargo info: Loading addresses: 1; Delivery addresses: 1; 8.00 ldm; 8000.00 kg | Transport type: Road

Date: 28.04.2022 | Start: 02.05.2022 08:00 | end: 03.05.2022 00:00 | Status: Invoices have been issued

Type: Agreement | No. A | 20 | Truck No: HGK103 | Trailer: FZ908

Carrier: Parvadatajs Z | Driver: Uzars Juris7 | Price for carrier: 1500.00 EUR 21%

Transp. manager: Demo | Carriers manager: | Payment term: 30 days

Export ferry: 16.08.2022 10:30:00 | Import ferry: | Send documents on: Company postal address

Trailer type: Auto

**Financials:**

Profit: EUR	1000.00
Markup:	1.1 100%
Income: EUR	1000.00
Ferry: EUR	1000.00
Carrier price: EUR	1000.00

**Functions:**

- 1. Functions
- 2. Create incoming invoice
- 3. Add to invoice No: 19/ Date: 16.08.2022 Supplier: Demo 60.50 EUR

Special conditions: | Internal notes: | Start planning from: | Date: | 00:00 | Regions: | Trip planner: |

Send to carrier | Save | Cancel

1 record | 8.00 | 1 800.00 | 1 600.00 | 0.00 | 200.00

## 2) One incoming invoice for the several orders

**OZOLS > Payments > Documents > Incoming invoices**

Rēķinu veidi; Datums: sagatavots no 01.01.2022 līdz 31.12.2022; Rādīt tikai neapmaksātos rēķinus: search in database

Explorer Group by Properties

Number Invoice no. Rec.date Total Total Eur Supplier Term Debt Sum Eur VAT sum Eur Info Explanation VAT code

New - Incoming invoice

3 Invoice

Number 20 Receiving date 16.08.2022

Invoice No. Invoice date 16.08.2022 Currency EUR Rate

Supplier

Bank account

Payment 14 days Due date 30.08.2022

Explanation

# Type Code Name UOM Price Quantity Sum Sum Eur Trip/Sped. Order No. Tax Truck

Quantity 0.0000 Total, Curr. 0.00 Sum Total, excl. Tax 0.00

Notes

☐ Don't pay


☐ Save unconfirmed invoice

Save Cancel

0 records

5 Add

6 Add more orders

- If necessary, enter the name of the cooperation partner in filter (6)
- activate **Multi select** (7)
- while holding the **Ctrl** key, mark the required orders (8)
- by pressing the **Enter** key or the button , orders are added to the invoice

Functions Relate Print Mail **8 Multiselect** View Book Favorites Exit

Services

Pārvadātājs: Nav piesaistīts rēķins

7 uzn

Client	Service	Plan.load	Route	Load.Addr.	Recipient	Deliv
uznemums01	Freight	08.08.2022	LV-1084, Riga -> S-111 37, Stockholm	LV-1084, Riga, Braslas ieCity C		S-11
Uzņēmums 1	Freight	02.05.2022	LV-1013, Riga -> FI-01740, Vantaa	LV-1013, Riga, Skanstes Helsinki company		FI-01
Uzņēmums 1	Freight	26.04.2022	LV, -> D-10787, Berlin	D-14478, P, Am Buchhor Berlin Zoo		D-10
Uzņēmums 1	Freight	22.04.2022	LV, -> D-10787, Berlin	LV, , Meža prospekts 1, zBerlin Zoo		LV-2
Uzņēmums 1	Freight	05.04.2022	LV, -> D-10787, Berlin	LV-2131, Riga, Terminal: Berlin Zoo		D-10
Uzņēmums 1	Freight	04.04.2022	LV-1034, Riga -> D-10787, Berlin	LV-1034, Riga, Milgrāvja Berlin Zoo		D-10

3 records 300

# Payment of incoming invoices - payment orders

## Options for Payment orders:




1. **Many** Bank payment orders **for many incoming invoices**
2. **One** Bank payment order **for one incoming invoice**
3. Deleting and correcting a bank payment order

Incoming invoices registered in Ozola are paid by creating payment orders. We recommend exporting these payment tasks to an internet bank for fast bill payment.

There are various options for preparing bank payments, so we recommend OZOLS users to use the one that is convenient for them

## 1. Many Bank payment orders for many incoming invoices

The selected documents MAY be of different types (invoices, waybills), of different dates and from different Partners!

1. **OZOLS > Payments > Documents > Incoming invoices**
2. The **necessary incoming invoices are selected** with the help of the **Filter**   
For example: Show only unpaid invoices.
3. Mark which invoices to pay - Select **Multi select**  (**Ctrl+Y**) and, similar to Excel, holding the **Ctrl** or **Shift** keys with the mouse highlight the desired invoices.
4. Press Functions 
5. Select: **create bank payment orders for marked invoices**
6. Selects the bank payment **date**
7. **Specify the bank account** from which payments will be made
8. Press **Continue**

!!!

Prepared bank payments are available: **OZOLS ► Finances ► Documents ► Bank expenses**

Invoice types: Date: received no 01.01.2022 līdz 31.12.2022; Search: demo

To account selected invoices

For selected invoices create bank outgoing payment order(s)

Make payments for selected invoices

3 confirmed/payable invoices

Payment date: 12.09.2022

Bank account: SEB EUR

Continue

Number	Invoice no.	Rec. date	Total	VAT sum Eur	Info
1R	PX18139	11.01.2022	2650	286.36	R
20R	98	25.08.2022			R
12F	789	29.04.2022			R
8R	789	25.03.2022			R
14R	679	02.06.2022			R
10R	65262	28.04.2022			R
17F	57	02.08.2022			R
15R	476	04.07.2022			R
21R	456	25.08.2022			R
18R	333	08.08.2022			R
4R	23488	16.02.2022			R
3R	234	15.02.2022			R
11K		18.05.2022			R
19R		16.08.2022			R
2R		11.01.2022	242.00	242.00	R
7R		07.03.2022	60.50	60.50	R
9K		07.04.2022			R

When creating payment orders for multiple invoices, they will all be created with ONE preparation date and from the same company's bank account

We recommend exporting the prepared bank payment tasks to the bank using the [Data exchange with the bank functionality available in the system](#)

## 2. Bank payment order for one incoming invoice

Linking one incoming invoice with the outgoing payment order.

If the Bank payment order has already been created in the Internet bank or another program, it is possible to enter it manually in OZOLS and thus register the payment of the incoming invoice.


1. **OZOLS ► Payments ► Documents ► Incoming invoice**
2. **Press the Functions** button
3. Select **Create bank outgoing payment order**

4. Enter the required **information from the bank payment order** and **save**

The screenshot shows the 'Incoming invoice: - Delayed' window. The 'Invoice' section at the top contains fields for Number (14), Invoice No. (679), Receiving date (02.06.2022), Invoice date (02.06.2022), Currency (EUR), and Rate. The 'Payment' section shows a 'New - Bank payment order' button. Below this, the 'Payment order' form is open, containing fields for Payment No. (5), Payment date (12.09.2022), Bank account from (SEB EUR), Bank account to (LV62UNLA0015020070904 (EUR)), Currency (EUR), Sum (242.00), (+) Receiver (Demo), Bank account EUR (LV27HABA0551028432947), Bank (HABALV22), and Bank (A/s "Swedbank"). The 'Paym.purpose' field is set to 'REKINS NR: 679'. The 'Notes' section has a checkbox for 'Export to internet bank' which is checked. The 'Save' and 'Cancel' buttons are at the bottom right of the form. A red circle 1 points to the 'Invoice' tab, a red circle 2 points to the 'Functions' menu, a red circle 3 points to the 'Create bank outgoing payment order' button, and a red circle 4 points to the 'Payment order' form.

### 3. Deleting and correcting the bank payment order

It is possible to correct or delete the payment order before it has been sent to the internet bank for payment. To do this, the payment order is first detached from the invoice:

1. **OZOLS > Finances > Documents > Bank expenses;**
2. Select the required payment order;
3. Press the **Relate** button . A window opens - **Settlement payment order;**
4. Select the invoice from which the payment order should be unrelated;
5. Press the Unlink button and save;

**1 Incoming invoice: - Delayed**

**Invoice**

Number: 14 Receiving date: 02.06.2022

Invoice No.: 679 Invoice date: 02.06.2022 Currency: EUR Rate:

Supplier: Demo Demo

Bank account: LV27HABA0551028432947 HABALV22 A/s "Swedbank"

Payment: New - Bank payment order

Explanation:

#	Type
1	Service V.A.T.

Quantity:

Notes:

☐ Don't pay

2 records

**2** Attachments Functions

**3** Create bank outgoing payment order

New cash outgoing payment order

Cross-payment cancellation act

Mutual payment cancellation act

Create credit invoice

**4** Payment order

Payment No.: 5 Payment date: 12.09.2022

Bank account from: SEB EUR Bank account to: LV62UNLA0015020070904 (EUR)

Currency: EUR Sum: 242.00 EUR

[+] Receiver: Demo Demo SIA R.No.: 44556677889

Bank account: LV27HABA0551028432947

Bank: HABALV22 A/s "Swedbank" SWIFT: HABALV22

Paym.purpose: 14 REKINS NR: 679

Notes:

☒ Export to internet bank

☒ International

Save Cancel

Save Close

2 records 2 records Aprmaksai 1 dokuments, 242.00 EUR 242.00 EUR 242.00 EUR

6. The confirmation of the desired payment order is removed;

7. Opens the payment order and make corrections or delete by pressing the Delete button

Browser Back Forward New **Confirm** Filter **Delete** Multiselect Columns Functions

# Export of bank payment orders

In the OZOLS system, it is possible to export the payment orders to the internet bank. You only need to import the file created by Ozols in your internet bank and confirm the payments.

In order to make such a connection, it is necessary to create **import** and **export** folders on the computer's hard drive.

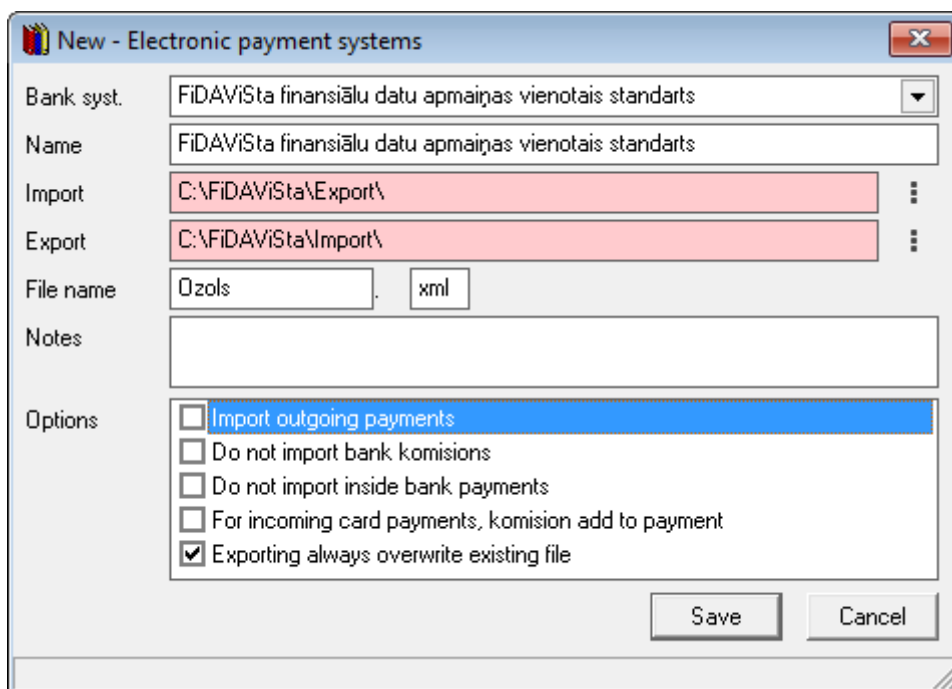
If you use several Internet banks, create own folder for each one, for example:

C:\bank\swed\export and C:\bank\swed\import.

## OZOLS ► Data exchange with bank ► Lists ► Bank electronic payment system

1. Using the "New" button on the toolbar, you can add a new banking system.

To modify an already created banking system, double click on it.



The screenshot shows a dialog box titled "New - Electronic payment systems". It contains the following fields and options:

- Bank syst.:** A dropdown menu with the selected value "FiDAViSta finansiālu datu apmaiņas vienotais standarts".
- Name:** A text field with the value "FiDAViSta finansiālu datu apmaiņas vienotais standarts".
- Import:** A text field with the value "C:\FiDAViSta\Export\".
- Export:** A text field with the value "C:\FiDAViSta\Import\".
- File name:** A text field with the value "Ozols" and a file type dropdown set to "xml".
- Notes:** An empty text area.
- Options:** A list of checkboxes:
  - ☐ Import outgoing payments
  - ☐ Do not import bank komisions
  - ☐ Do not import inside bank payments
  - ☐ For incoming card payments, komision add to payment
  - ☒ Exporting always overwrite existing file

At the bottom right of the dialog box are "Save" and "Cancel" buttons.



2. In order to perform the necessary configuration for data exchange - you need to choose the appropriate system for your bank - for Latvian commercial banks it will be the standard of FiDAViSta.

For Import and Export, you need to specify the path to previously created folders on the computer - for example C:\banka\Imports and C:\banka\Exports

If a corresponding folder is not created on the computer, OZOLS will show it by marking the field red, if the folder is found, the field will turn white.

3. Since only a separate folder is created for each bank, it is also necessary to add another folder to each bank in the system.

In addition to each bank, you can specify various options - whether outgoing payments will also be imported, or import

bank commission payments, etc.

## Data exchange with the bank

1. To export payment orders to the bank, the "Data exchange with the bank" tool is used, which is available:

**OZOLS ► Data exchange with the bank ► Tools ► Bank payments import/export**

To use data exchange with your bank, it is important to select which banking system you will be working with (in cases where more than one bank's electronic payment system is connected to OZOLS TMS).

If OZOLS TMS finds payment orders that have not yet been exported and are marked for export (checked in the bank payment order in Ozols under Finance), the tool will automatically check "Export payment orders". If the system finds a bank export file, "Import bank statements" will automatically be checked.

2. In order to export the prepared bank payments from the OZOLS TMS, you need to mark the parameter:

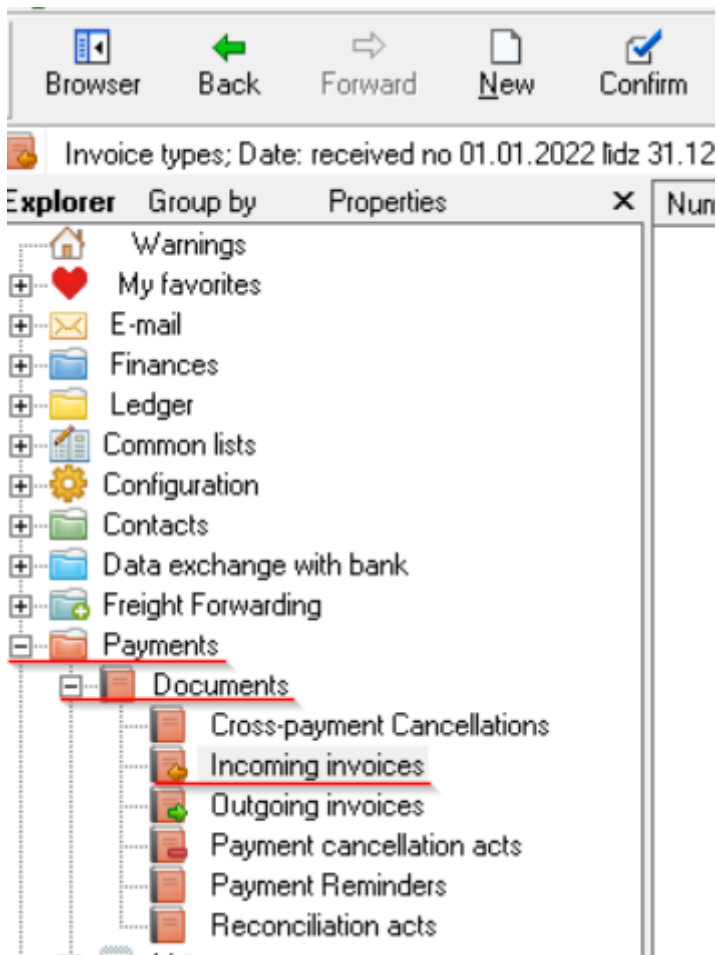
The screenshot shows the 'Bank payments import/export' window. At the top, the 'Bank system' is set to 'FidaVista'. Below this, there are two radio buttons: 'Import from catalog' and 'Import from file', with 'Import from file' being selected. A text box for 'File' is present, along with a button labeled 'Import'. Below the 'File' box, it says 'Last import 10.03.2011 15:43:54'. The 'Export' section is highlighted with a red box and contains a 'Folder' text box set to 'C:\banka\izdevumi\' and a button labeled 'Export'. There is also a checkbox for 'Period' set to 'This Month' with date ranges from '01.09.2022' to '30.09.2022', and a button labeled 'Export journal'. At the bottom, there is a section for 'Import exchange rates' with a 'Date' dropdown set to 'Today' and date ranges from '19.09.2022' to '19.09.2022', and buttons for 'Curr.exch. rates' and 'Import rates'. A 'Close' button is at the bottom right.

3. As a result, a prepared .xml file has been sent to the folder C:\banka\Exports, which can then be imported into the selected internet bank!

# Ferry ticket invoice

1. To register a ferry ticket create new incoming invoice

**OZOLS > Payments > Documents > Incoming invoices > New**



2. Connect Ferry invoice with Trip/Spedition

- 1) Select **Ferry**
- 2) Enter **invoice information**;
- 3) Add **Service** ;
- 4) Choose a service - **Ferry** (If not, create one);
- 5)** Completed **by Trip/Sped. and Car** fields
- 6)** Enter **the Invoice amount** and save;
- 7) Press the **Functions** **f\*** button;
- 8) Attach ferry tickets to the invoice.

**New - Incoming invoice**

1 **Ferry**

2 Number 22

Receiving date 16.09.2022 Wareh. CN Centrālā noliktava

Invoice No. 789 Invoice date 16.09.2022 Currency EUR Rate

Supplier Sea Rocket Sea Rocket

Bank account KUKU3213456

Payment 30 days Due date 16.10.2022

Explanation

7 **f\*** Functions

8 Attach ferry tickets to invoice

3 Add

4 Service type

Service Ferry 4 Ferry Ticket

Description

Quantity Trip/Sped. A15 5 A15 7 WAYS LOGISTICS

Notes Truck Z4922

6 Quantity 1.0000 Unit gab. Price 200.000

Default VAT rate Sum EU 200.00

Save Cancel

Save Cancel

### 3. Linking ferry tickets to invoices

**OZOLS > Freight forwarding> Tools > Ferry tickets linking with invoices**

Window areas:

1. Invoice information;12
2. Ferry tickets attached to the invoice;
3. Search tools;
4. Ferry tickets not linked to invoices.

**Ferry tickets linking with invoices**

Number: 12 Invoice date: 29.04.2022 Invoice number: 789  
 Supplier: Sea Rocket Invoice sum: 100.00 EUR  
 Description: Not covered sum:

Open invoice New invoice Copy Invoice

Ferry departs	Ferry line	Truck	Trip No.	Invoice No.	Price	Curr.	Purch.pr.Eur	Inv.No.	Sell.price Eur	Electr.	Passeng	Ticket buyer	Expeditor	Profit E
02.05.2022	Tallin-Helsinki	HGK103/FZ908	TA20	12	100.00	EUR	100.00				1	Parvadatais Z	Demo	

Open ferry Ticket price: EUR Link Unrelate Ferry line Find: from 01.08.2022 to 30.09.2022

Ferry departs	Ferry line	Truck	Trip No.	Invoice No.	Price	Curr.	Purch.pr.Eur	Inv.No.	Sell.price Eur	Electr.	Passeng	Ticket buyer	Expeditor	Profit E
25.01.2011	Kap-Naant										1			
28.01.2011	Naant-Kap										1			
17.03.2011	Riga-Stock	MS-4512/T-548	TS1							*	1	CCL Service		
21.08.2019	Riga-Stock	HH 5678/TT 1234	TW16		350.00	EUR	350.00		475.00		1	Demo		
23.02.2022	Naant-Kap	LT7170/Z2604	TW229			EUR					1	Demo	Demo	
01.04.2022	Kap-Naant	HGK103/FZ908	A15		600.00	EUR	600.00				1	7 WAYS LOGISTIK	Demo	
28.04.2022	Riga-Stock		TA115		200.00	EUR	200.00				1	EKG Cargo	Demo	
10.05.2022	Tallin-Helsinki	GG123/K566			100.00	EUR	100.00				1	Demo	Demo	
25.06.2022	Kap-Naant	LT7170/Z2604	TW229			EUR					1	Demo	Demo	

**A ferry ticket is attached or detached from the Invoice by double-clicking on it.**

It is possible to attach several tickets to one invoice.

Read more:

[Adding ferry tickets](#)

# Mutual clearing acts

The Mutual clearing act settles the financial obligations between the outgoing and incoming invoices of the business partner

To create a new Mutual clearing acts:

1. **Ozols > Payments > Documents > Mutual clearing >** in the toolbar press **New**



2. A new window opens **Mutual clearing**
3. In the header, indicate the date, document number, name (for example: according to the contract) and select the required cooperation partner from the list .

4. Press the **Fill** button



5. Choose **Incoming invoices**

5.1. **The Unpaid incoming invoices** window opens . By holding down the **ctrl** key, mark with mouse the necessary invoices and by pressing 🖐️ or with a double click of the mouse, add the invoices to the act

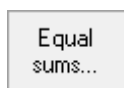
6. **Press the Fill** button again



and select **Outgoing invoices**

6.1. **The Unpaid outgoing invoices** window opens . By holding down **the ctrl** key, mark with mouse the necessary invoices and by pressing 🖐️ or with a double click of the mouse, add the invoices to the act

7. **Press the Equalize sums** button



!!! the amount of covered amount on both sides has to be the same!

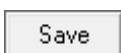
8. Enter currency, consent term and notes if needed

9. The created act is confirmed by pressing the button on the toolbar



10. **To print the document, press the Print**  button on the toolbar to send to e-mail **Mail** 

11. You need to press the button to save



Browser Back Forward **1** New **9** Filter Confirm Delete Multiselect Columns Functions Relate **10** Print Mail View Book Favorites Exit

**2** Mutual clearing act

**3**

Number  Date  Doc.No.

Name

Partner

Date	Type	Invoice No.	Uncovered	Covered	Debt	Notes
10.12.2012	Incoming inv.	DS-2345*	2791.78	700.00	2091.78	
16.03.2011	Outgoing inv.	LVA0206	200.00	200.00		
05.04.2011	Outgoing inv.	LVA0209	500.00	500.00		

Sales invoice sum: 700.00 Covered: 700.00 Customer debt: 0.00  
Purchase invoice sum: 2 791.78 Covered: 700.00 Our debt: 2 091.78

**8** Currency  Consent.Act]  days

Notes

**7** Equal sums...

**4**

**5** Incoming invoices  
**6** Outgoing invoices

**11** Save Cancel

3 records Saved: 19.10.2022 09:33 demo

Sample of **Mutual clearing cancellation act** act:



# DEMO SIA

DSV Transport  
Krustpils iela 31  
Rīga  
LV-1075, LATVIA

**MUTUAL CLEARING No. 123**  
19.10.2012

## ON THE ONE HAND:

DSV Transport, VAT No. LV50003420841  
Krustpils iela 31, LV-1075 Rīga, LATVIA

Fax: +371 2654854  
Phone: +371 2654853

## ON THE OTHER HAND:

Demo SIA, VAT No. LV44508677885  
Lielkalns iela 3, LV-2132 Lielkalne

info@demo.lv  
Fax: +371 63050199  
Phone: 29489925  
Aizsēd ierīks, SIA L.T. UNĻA, VDK  
IBAN: LV62UNLA0011020070804 (EUR)

enter into following agreement:

### DSV Transport, invoices:

Invoice No.	Date	VAT	Sum EUR	Covered EUR	Corrections
DS-2345	10.12.2012	21%	2791.78	700.00	
<b>TOTAL:</b>			2791.78	700.00	

### Demo SIA, invoices:

Invoice No.	Date	VAT	Sum EUR	Covered EUR
LVAO206	16.03.2011	0%	200.00	200.00
LVAO209	05.04.2011	0%	500.00	500.00
<b>TOTAL:</b>			700.00	700.00

after mutual clearing Demo SIA owe DSV Transport

**Invoice No. DS-2345 2091.78 EUR**

Mutual agreement is made in duplicate. One copy, please, revert in 10 days to Demo SIA

If neither corrections nor agreement is not received in 10 working days, agreement will be seen as correct with Demo SIA given data

### ISSUED BY:

#### Demo SIA

Jānis Valters  
Phone: +371 63050199  
info@demo.lv

#### DSV Transport

-----  
(signature)

-----  
(full name)

When the Reconciliation act is approved, the documents attached to it are linked, thus the debt amounts of the documents are canceled and the documents are considered paid.


The Reconciliation act can be posted in the same way as other payment documents.

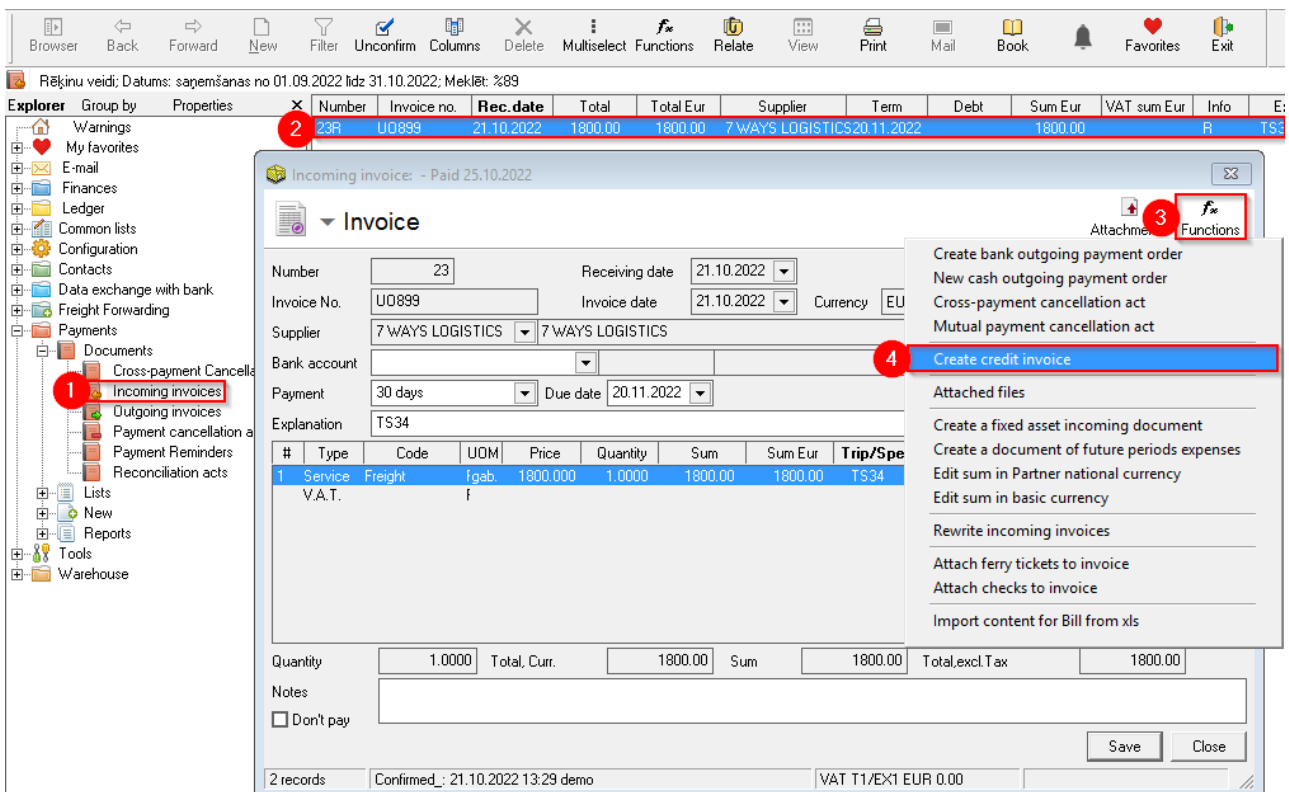
# Credit invoice for incoming invoice

## Contents:

1. [Creating a credit invoice for an incoming invoice](#)
2. [Deed of settlement of invoices for credit invoice of incoming invoice](#)
3. [Where does OZOLS store payment cancellation acts for credit invoices?](#)

## 1. Creating a credit invoice for an incoming invoice

1. Open **Incoming Invoices**
2. Finds the invoice for which you need to register a credit note and open it
3. In the incoming invoice window, press **Functions**  and
4. **Create a credit invoice**



The screenshot shows the OZOLS software interface. The top menu bar includes options like Browser, Back, Forward, New, Filter, Unconfirm, Columns, Delete, Multiselect, Functions, Relate, View, Print, Mail, Book, Favorites, and Exit. The left sidebar shows a tree view of the application structure, with 'Incoming invoices' highlighted under the 'Documents' folder. The main window displays an 'Incoming invoice' form for invoice number 23R, dated 21.10.2022, from supplier 7 WAYS LOGISTICS. The 'Functions' menu is open, showing various options, with 'Create credit invoice' highlighted. The 'Create credit invoice' option is circled in red, and a red circle with the number 4 is placed next to it. The 'Functions' menu is also circled in red, and a red circle with the number 3 is placed next to it. The 'Incoming invoices' folder in the sidebar is circled in red, and a red circle with the number 1 is placed next to it. The 'Incoming invoice' form is circled in red, and a red circle with the number 2 is placed next to it.

Number	Invoice no.	Rec.date	Total	Total Eur	Supplier	Term	Debt	Sum Eur	VAT sum Eur	Info	E
23R	U0899	21.10.2022	1800.00	1800.00	7 WAYS LOGISTICS	20.11.2022		1800.00		R	TS3

Invoice form fields:

- Number: 23
- Receiving date: 21.10.2022
- Invoice No.: U0899
- Invoice date: 21.10.2022
- Currency: EU
- Supplier: 7 WAYS LOGISTICS
- Bank account: [empty]
- Payment: 30 days
- Due date: 20.11.2022
- Explanation: TS34

#	Type	Code	UQM	Price	Quantity	Sum	Sum Eur	Trip/Spec
1	Service	Freight	fgab.	1800.000	1.0000	1800.00	1800.00	TS34
	V.A.T.		f					

Quantity: 1.0000 Total, Curr.: 1800.00 Sum: 1800.00 Total, excl. Tax: 1800.00

Notes: [empty]

☐ Don't pay

Buttons: Save, Close

Status bar: 2 records Confirmed\_: 21.10.2022 13:29 demo VAT T1/EX1 EUR 0.00

5. A new window will open - **Credit invoice**. You can enter the number of the credit invoice in this window
- 6.

## Keep your credit score

New - Incoming invoice

**Credit invoice**

Number 900 Receiving date 26.10.2022

Invoice No. U0899 **1** Invoice date 26.10.2022 Currency EUR Rate

Supplier 7 WAYS LOGISTICS 7 WAYS LOGISTICS

Bank account

Payment 30 days Due date 25.11.2022

Explanation TS34

#	Type	Code	UOM	Price	Quantity	Sum	Sum Eur	Trip/Sped.	Order No.	Tax	Truck
1	Service	Freight	fgab.	1800.000	1.0000	-1800.00	-1800.00	TS34		T1/EX1	
	V.A.T.		f							T1/EX1	

Quantity 1.0000 Total, Curr. 1800.00 Sum 1800.00 Total, excl. Tax 1800.00

Notes

☐ Don't pay

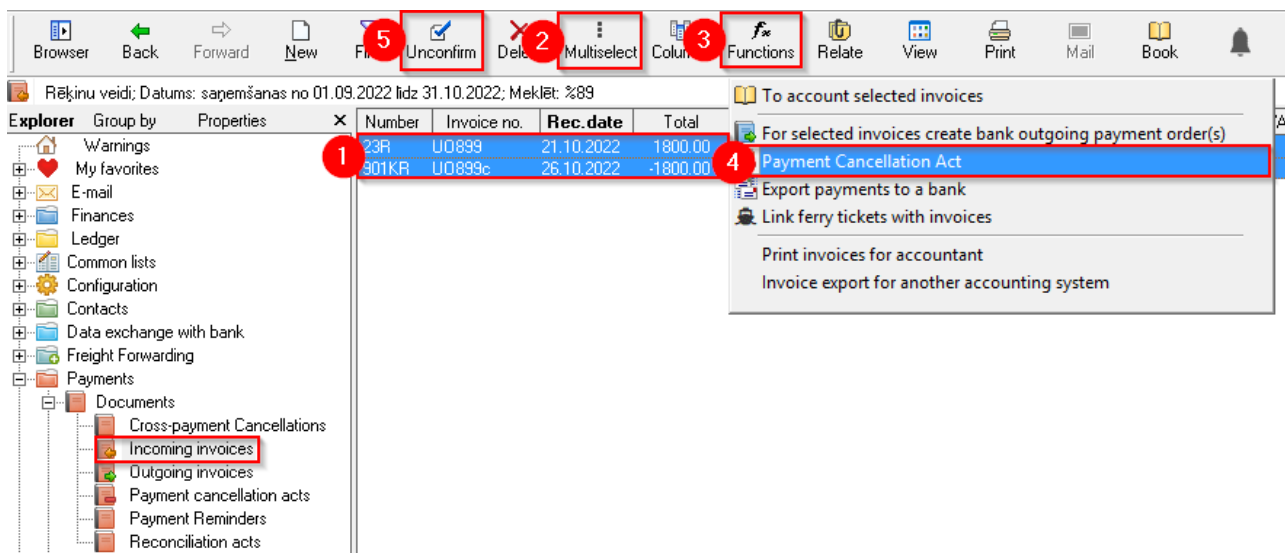
☐ Save unconfirmed invoice

**2** Save Cancel

2 records VAT T1/EX1 0.00

## 2. Payment cancellation act for incoming invoice with credit invoice

1. The **Incoming invoices** list now shows both the **Incoming invoice** and the **credit invoice** (with a negative amount)
2. With **Multiselect** and holding the **Ctrl** key with the mouse, highlight both invoices
3. Functions **f\***
4. Selects **Create settlement cancellation act**. When the new act window opens, **Save it**
5. If necessary, invoices are confirmed by pressing **Apstiprināt**



3. Where does OZOLS store payment cancellation acts for credit invoices?

