

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

The screenshot shows the 'Trip/Spedition' software interface. The main window is titled 'Trip/Spedition - TA20'. The interface is divided into several sections:

- Previous trip:** TW204; 29.06.2021 - 30.06.2021. Next trip: Not planned.
- 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.
- Carrier:** Parvadatajs Z. Driver: Uzars Juris7. Trailer: FZ908.
- Transp.manager:** Demo. Carriers manager: [empty]. Price for carrier: 1500.00 EUR, 21%.
- Export ferry:** 16.08.2022 20:00. Table/notes: Express: 100.00 EUR. Payment term: 30 days.
- Import ferry:** [empty]. Send documents on: Company postal address.
- Trailer type:** Auto.

On the right side, there is a summary table:

Profit: EUR	1000.00
Markup:	1.100%
Income: EUR	1000.00
Ferry: EUR	100.00
Carrier price: EUR	1000.00

At the bottom, there is a table with columns: L#, D#, Cargo, Description, Client, LDM, Load.date, Unload. d., Income. A blue bar highlights the 'Create incoming invoice' button, and a red bar highlights the 'Add to invoice No: 19/ Date: 16.08.2022 Supplier: Demo 60.50 EUR' option. The status bar at the bottom shows '1 record' with values: 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

- 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

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 ie	City 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, z	Berlin 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

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	Parvadatajs Z 10.02.2022 200.00 42.00 R
7R		07.03.2022	60.50	60.50	7 WAYS LOGISTICS06.04.2022 50.00 10.50 R
9K		07.04.2022			abc 07.05.2022 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 a software interface for managing invoices and payment orders. The main window is titled 'Incoming invoice: - Delayed'. A 'Payment order' dialog box is open, showing details for a payment order with the following information:

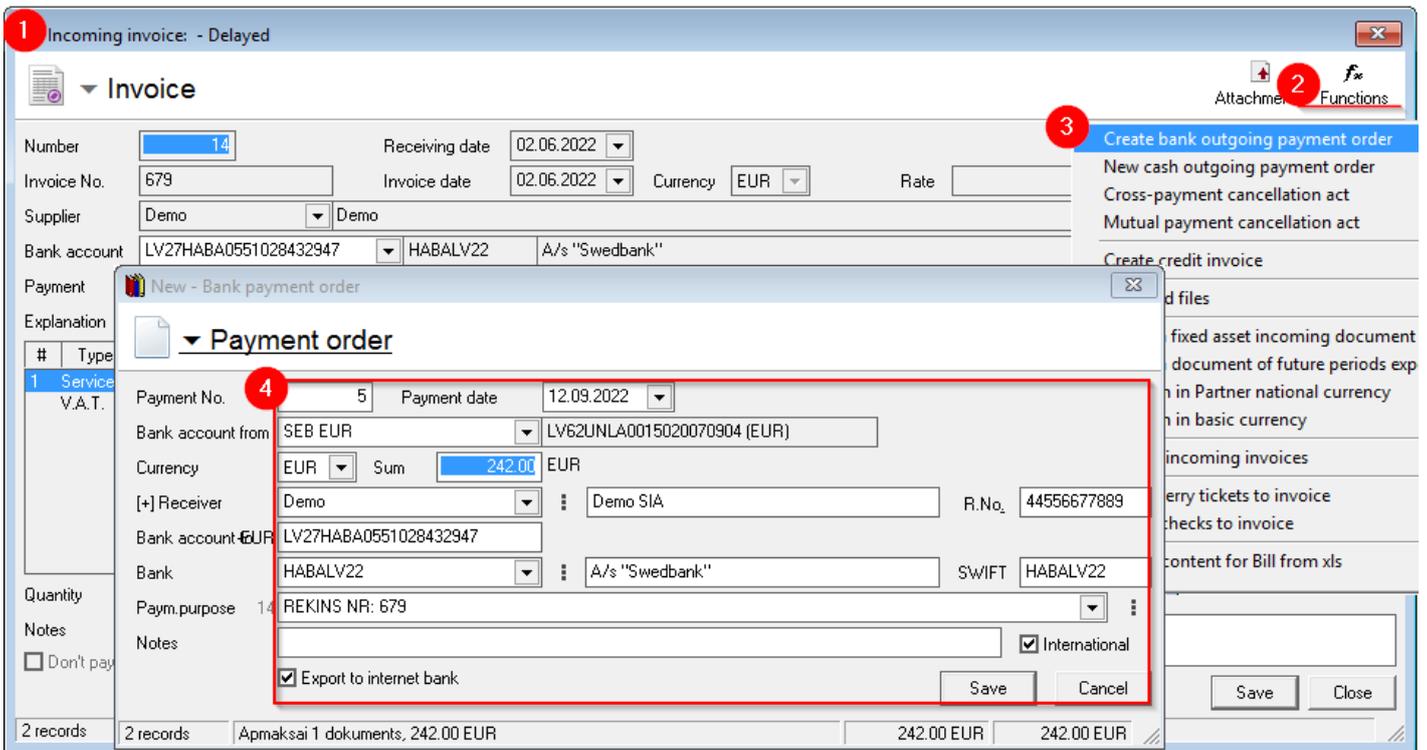
- Payment No.: 5
- Payment date: 12.09.2022
- Bank account from: SEB EUR
- Currency: EUR
- Sum: 242.00 EUR
- (+) Receiver: Demo
- Bank account EUR: LV27HABA0551028432947
- Bank: HABALV22
- Paym.purpose: 14 REKINS NR: 679
- Export to internet bank:

The dialog box has 'Save' and 'Cancel' buttons at the bottom. The main window also shows an 'Invoice' section with fields for Number (14), Invoice No. (679), Receiving date (02.06.2022), Invoice date (02.06.2022), Currency (EUR), and Supplier (Demo). A 'Functions' menu is open on the right side of the main window, showing options like 'Create bank outgoing payment order', 'New cash outgoing payment order', 'Cross-payment cancellation act', 'Mutual payment cancellation act', and 'Create credit invoice'.

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;



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



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.

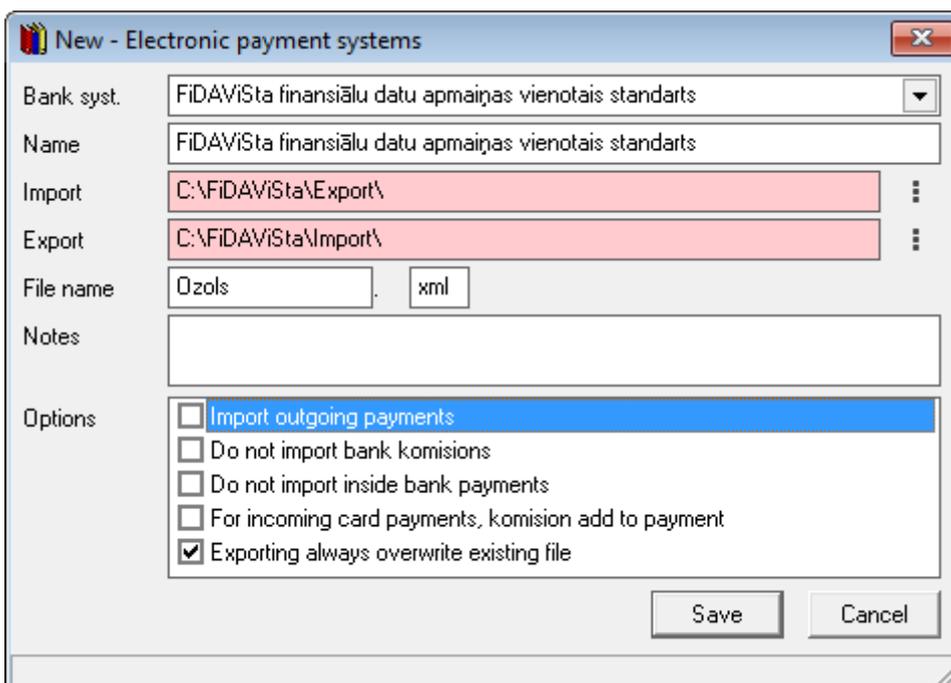
If you use several Internet banks, create own folder for each one, for example:

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.



New - Electronic payment systems

Bank syst. FIDAViSta finansiālu datu apmaiņas vienotais standarts

Name FIDAViSta finansiālu datu apmaiņas vienotais standarts

Import C:\FIDAViSta\Export\

Export C:\FIDAViSta\Import\

File name Ozols . xml

Notes

Options

- Import outgoing payments
- Do not import bank komisions
- Do not import inside bank payments
- For incoming card payments, komisio add to payment
- Exporting always overwrite existing file

Save Cancel

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:

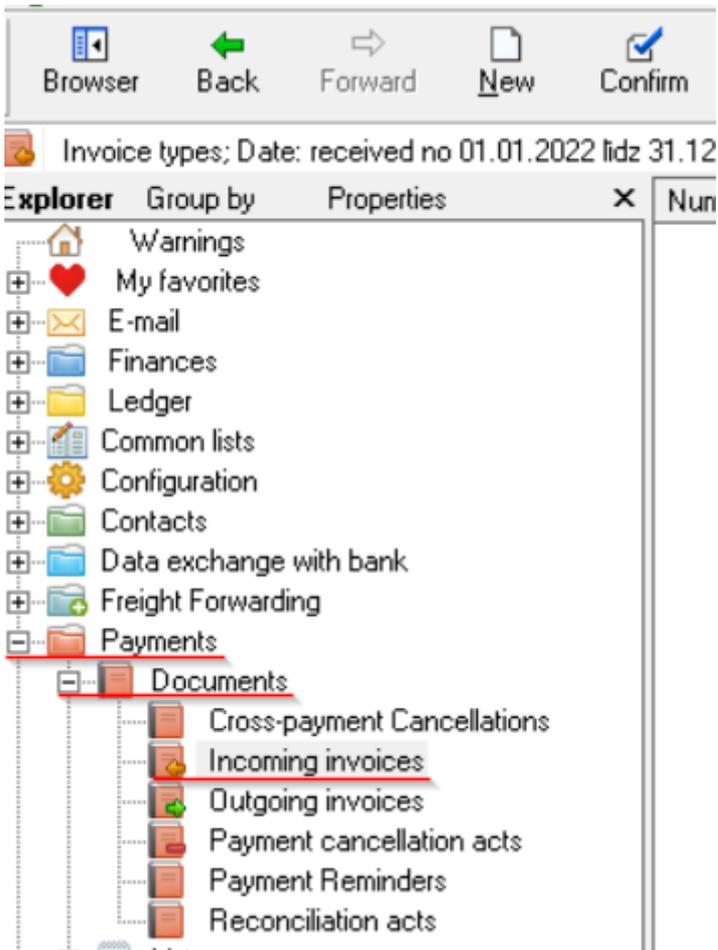
The screenshot shows the 'Bank payments import/export' dialog box. At the top, the 'Bank system' is set to 'FidaVista'. Below this, there are two radio buttons: 'Import from catalog' (unselected) and 'Import from file' (selected). A 'File' input field is present, and a 'Last import' timestamp of '10.03.2011 15:43:54' is displayed. The 'Export' section is highlighted with a red box and contains the following elements: a 'Folder' input field with the path 'C:\banka\vizdevumi\' and a file explorer icon; a checked 'Period' checkbox; a date range from '01.09.2022' to '30.09.2022'; a text box containing 'No payment orders'; an 'Export journal' button; and a highlighted 'Export' button. At the bottom, the 'Import exchange rates' section includes a 'Date' dropdown set to 'Today', a date range from '19.09.2022' to '19.09.2022', a 'Curr.exch. rates' button, and an 'Import rates' button. A 'Close' button is located 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.

The screenshot shows the 'New - Incoming invoice' window. A red box highlights the invoice information fields (Number, Invoice No., Supplier, Bank account, Payment, etc.) with callout 2. A red box highlights the 'Ferry' dropdown menu with callout 1. A red box highlights the 'Functions' button with callout 7. A red box highlights the 'Attach ferry tickets to invoice' option in the Functions menu with callout 8. A red box highlights the 'Add Service' option in the 'Add' menu with callout 3. A red box highlights the 'Ferry Ticket' service selection in the 'Service type' dialog with callout 4. A red box highlights the 'Trip/Sped.' and 'Truck' fields in the 'Service type' dialog with callout 5. A red box highlights the 'Quantity', 'Unit', 'Price', and 'Default VAT rate' fields in the 'Service type' dialog with callout 6.

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

Buttons: 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	Parvadatajs Z	Demo	

Buttons: Open ferry, Add ship, Ticket price, EUR, Link, Unrelate, Ferry line, Find, Ferry date, Current and Previous Month, from, to

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

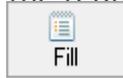
To create a new Mutual clearing acts:

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**

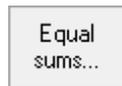
5.1. **The Unpaid incoming invoices** window opens . By holding down the **ctrl** key, mark with mouse the necessary invoices and by pressing 🖐️ or with a double click of the mouse, add the invoices to the act

6. **Press the Fill** button again



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

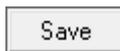
9. The created act is confirmed by pressing the button on the toolbar



10. **To print the document, press the Print**

Mail 📧

11. You need to press the button to save



1 New

9 Filter

10 Print

2 Mutual clearing act

3 Number: 10, Date: 19.10.2022, Doc.No.: 123

Name: based on contract

Partner: DSV Transport

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

4 Incoming invoices / Outgoing invoices

5 Incoming invoices

6 Outgoing invoices

7 Equal sums...

8 Currency: EUR, Consent.Act: 0 days

11 Save / Cancel

3 records | Saved: 19.10.2022 09:33 demo

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

DEMO SIA

DSV Transport
Krievijas iela 21
Rīga
LV-1075, LATVIA

MUTUAL CLEARING No. 123
19.10.2012

ON THE ONE HAND:

DSV Transport, VAT No. LV90003420841
Krievijas iela 21, LV-1075 Rīga, LATVIA

Fax: +490 2654854
Phone: +490 2654853

ON THE OTHER HAND:

Demo SIA, VAT No. LV94000077000
Lielkaltne iela 3, LV-2132 Lielkaltne

info@demo-sia.lv
Fax: +371 63050199
Phone: 29489925

Ats. SEB banka, SIA I.P.T. UNĀLAJŅŅ
IBAN: LV80UNLA0011020070804 (EUR)

enter into following agreement:

DSV Transport, invoices:

Demo SIA, invoices:

Invoice No.	Date	VAT	Sum EUR	Covered EUR	Corrections	Invoice No.	Date	VAT	Sum EUR	Covered EUR		
DS-2345	10.12.2012	21%	2791.78	700.00		LVAO206	16.03.2011	0%	200.00	200.00		
						LVAO209	05.04.2011	0%	500.00	500.00		
TOTAL:				2791.78	700.00		TOTAL:				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

Jelena Vaidere
Phone: +371 63050199
info@demo-sia.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.

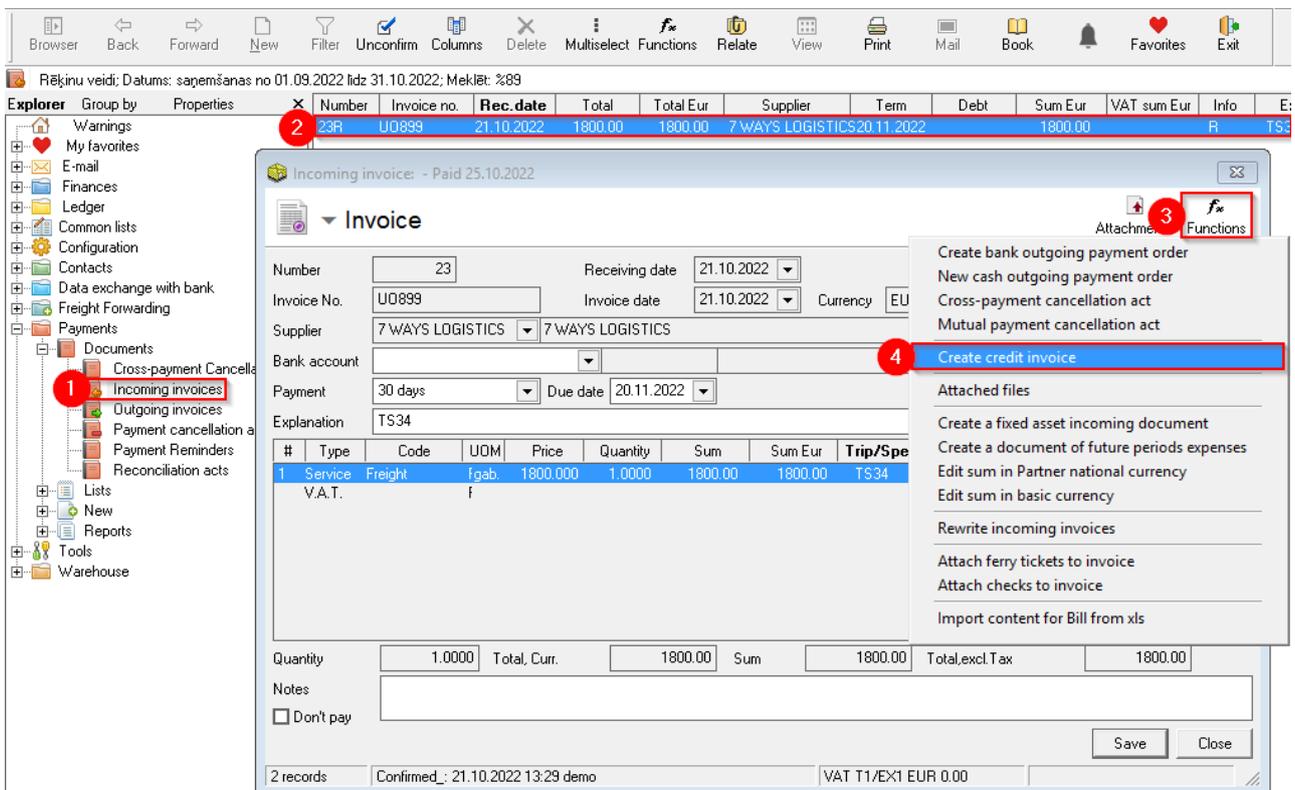
Credit invoice for incoming invoice

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 software interface with the 'Incoming invoice' window open. The window title is 'Incoming invoice: - Paid 25.10.2022'. The 'Functions' menu is open, and the 'Create credit invoice' option is highlighted. The 'Incoming invoice' window contains the following fields and data:

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

The 'Functions' menu options are:

- Create bank outgoing payment order
- New cash outgoing payment order
- Cross-payment cancellation act
- Mutual payment cancellation act
- Create credit invoice**
- Attached files
- Create a fixed asset incoming document
- Create a document of future periods expenses
- Edit sum in Partner national currency
- Edit sum in basic currency
- Rewrite incoming invoices
- Attach ferry tickets to invoice
- Attach checks to invoice
- Import content for Bill from xls

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 Attachments Functions

Number 900 Receiving date 26.10.2022
Invoice No. U0899 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

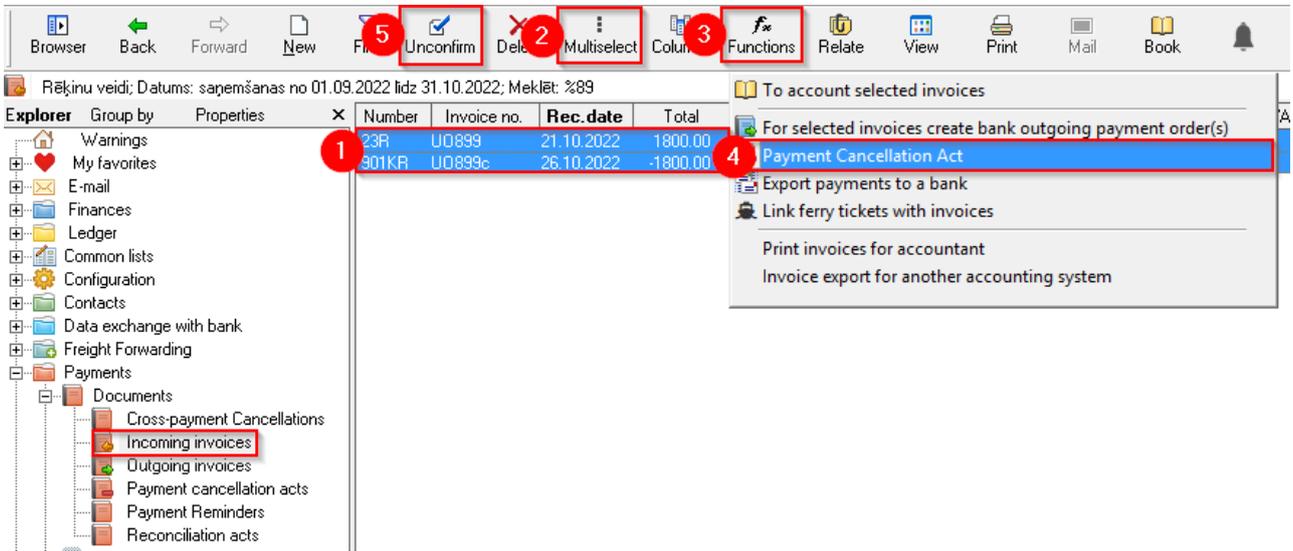
Notes
 Don't pay
 Save unconfirmed invoice

2 records VAT T1/EX1 0.00

Save Cancel

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 



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

