


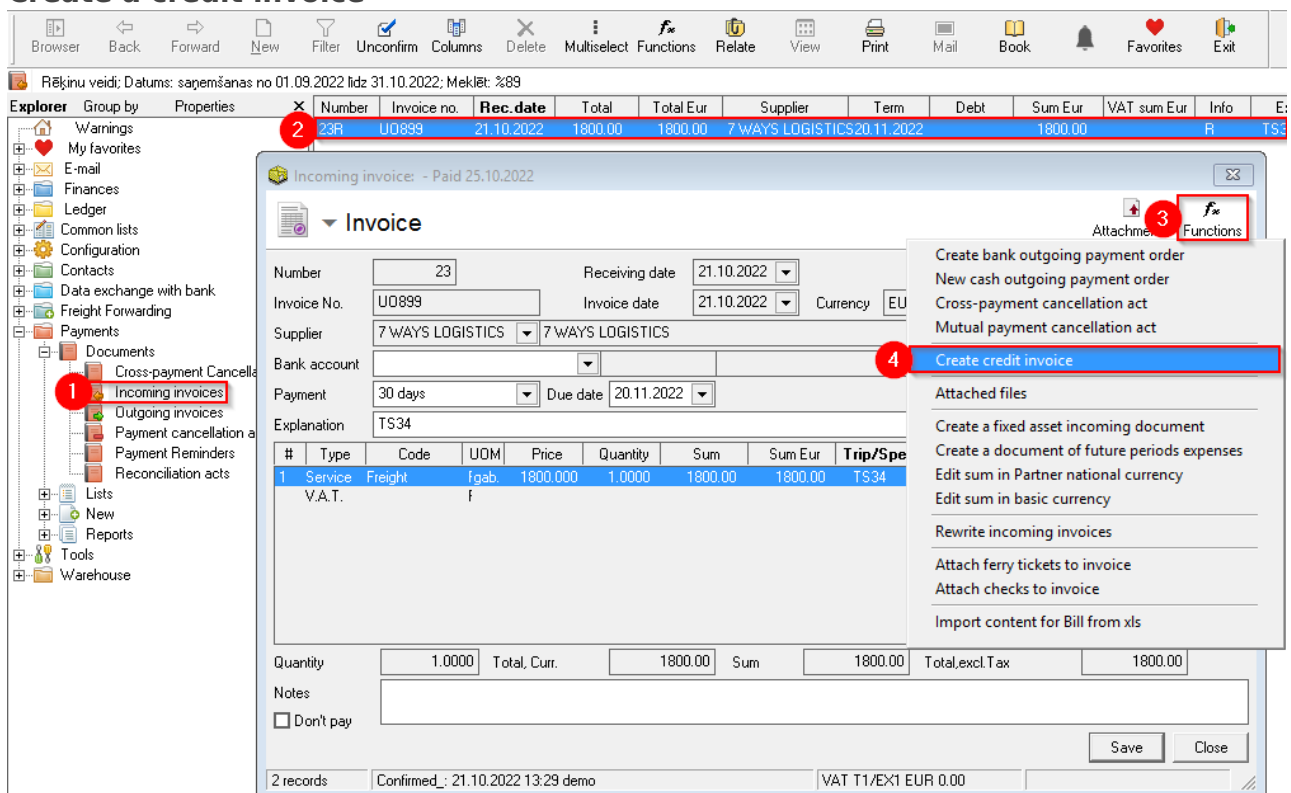
Credit invoice for incoming invoice

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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. On the left, the 'Explorer' pane shows the 'Incoming invoices' folder highlighted with a red circle and the number 1. The main window displays a table of incoming invoices. The second row is selected, with a red circle and the number 2 next to it. The invoice details are shown below the table. The 'Functions' button, marked with a red circle and the number 3, is located in the top right corner of the invoice window. The 'Functions' menu is open, and the 'Create credit invoice' option is highlighted with a red circle and the number 4.

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	TS:

Invoice details:

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

#	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					

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

Notes:
☐ Don't pay

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**

Apstiprināt

Browser Back Forward New File **5** Unconfirm **2** Delete **3** Multiselect **3** Functions **4** Relate View Print Mail Book

Rēķinu veidi; Datums: sapēšanas no 01.09.2022 līdz 31.10.2022; Meklēt: %89

Explorer	Group by	Properties	Number	Invoice no.	Rec. date	Total
+	Warnings		23R	U0899	21.10.2022	1800.00
+	My favorites		901KR	U0899c	26.10.2022	-1800.00

1 **4**

To account selected invoices

- For selected invoices create bank outgoing payment order(s)
- Payment Cancellation Act**
- Export payments to a bank
- Link ferry tickets with invoices
- Print invoices for accountant
- Invoice export for another accounting system

Explorer

- Warnings
- My favorites
- E-mail
- Finances
- Ledger
- Common lists
- Configuration
- Contacts
- Data exchange with bank
- Freight Forwarding
- Payments
- Documents
 - Cross-payment Cancellations
 - Incoming invoices**
 - Outgoing invoices
 - Payment cancellation acts
 - Payment Reminders
 - Reconciliation acts

3. Where does OZOLS store payment cancellation acts for credit

invoices?

The screenshot displays a financial software interface with a menu bar, an Explorer pane, and two main windows.

Menu Bar: Includes options like Browser, Back, Forward, New, Filter, Confirm, Delete, Multiselect, Columns, Functions, **Relate** (highlighted with a red circle 3), View, Print, Mail, Book, Favorites, and Exit.

Explorer Pane: Shows a tree structure under 'Documents'. 'Payment cancellation acts' is highlighted with a red circle 1.

Table: A list of invoices with columns: #, Date, Form, Partner, Sum, Curr., Uncovered, Info. Row 5 is highlighted with a red circle 2.

#	Date	Form	Partner	Sum	Curr.	Uncovered	Info
2	25.10.2022	PNDA	7 WAYS LOGISTICS		EUR		
3	25.10.2022	PNDA	uznemums01	2400.00	EUR		
5	25.10.2022	INDA	7 WAYS LOGISTICS		EUR		Rēķins nr. 23, 900
6	25.10.2022	PNDA	uznemums01		EUR		Rēķins nr. C40KR, LVAD2031

Payment cancellation act window: Shows details for an incoming invoice cancellation act. Number: 5, Date: 25.10.2022, Partner: 7 WAYS LOGISTICS, Sum: EUR, Explanation: Rēķins nr. 23, 900.

Settlement - Iepirkumu norēķinu dzēšanas akts window: Shows a table of settlement items. The 'Doc.sum' column for the first row is highlighted with a red circle 4.

Date	Number	Form	Doc	Sum.(EUR)	Sum.val.	Doc.sum	Curr.	Explanation
21.10.2022	23R	IEP	U0899	1800.00	1800.00	1800.00	EUR	TS34
26.10.2022	901KR	IEP	U0899c	-1800.00	-1800.00	-1800.00	EUR	TS34

Buttons: Save, Cancel. Status: 26.10.2022 12:01:00 demo, Saistīti 2 Doc. 0.00 EUR, Remains 0.00 EUR.

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Updated Wed, Oct 26, 2022 9:43 AM by [Janis Veldre](#)