

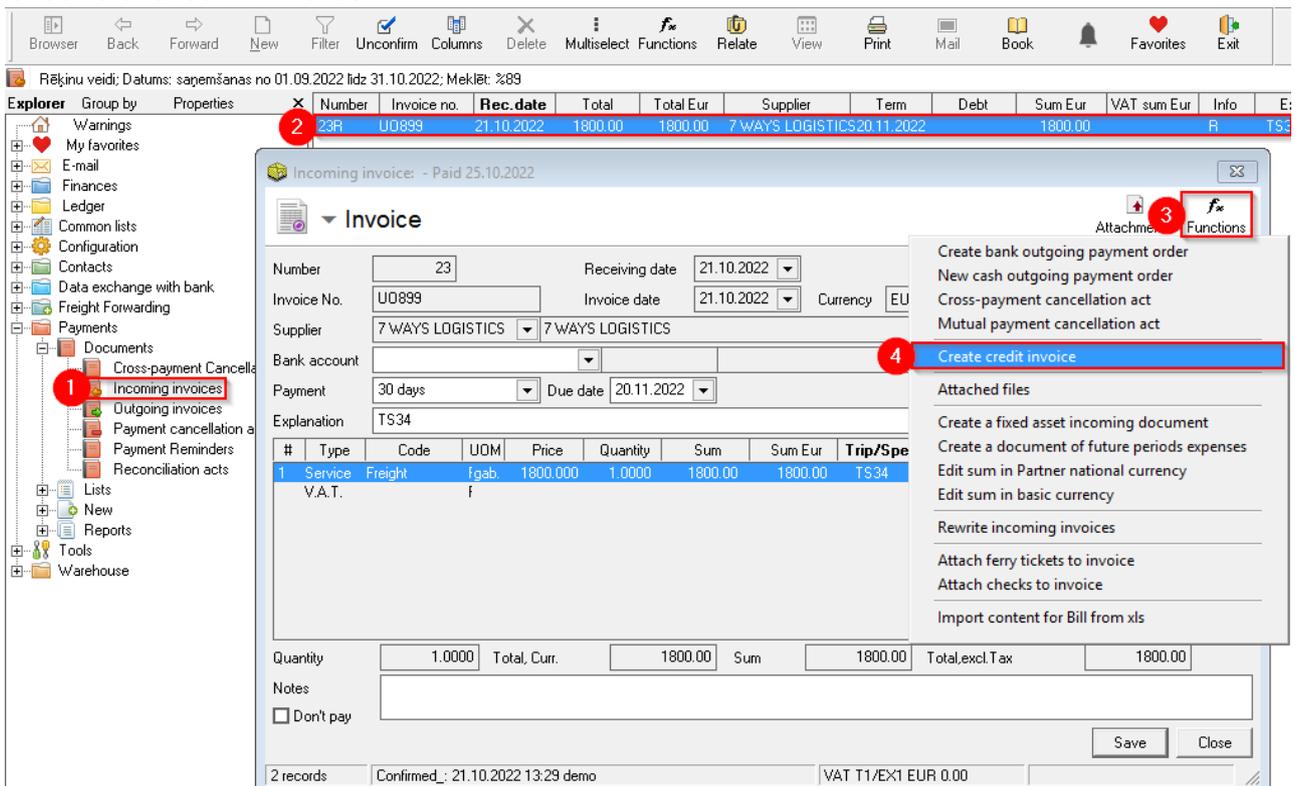
Credit invoice for incoming invoice

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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 software interface with the following elements:

- Menu Bar:** Browser, Back, Forward, New, Filter, Unconfirm, Columns, Delete, Multiselect, Functions, Relate, View, Print, Mail, Book, Favorites, Exit.
- Tree View (Left):** 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), Lists, New, Reports, Tools, Warehouse.
- Table:** A table with columns: Number, Invoice no., Rec.date, Total, Total Eur, Supplier, Term, Debt, Sum Eur, VAT sum Eur, Info, E. The selected row is: 23R, U0899, 21.10.2022, 1800.00, 1800.00, 7 WAYS LOGISTICS, 20.11.2022, 1800.00, R, TS34.
- Incoming Invoice Window:** Title: Incoming invoice: - Paid 25.10.2022. Fields include: 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). A table below shows: #, Type, Code, UOM, Price, Quantity, Sum, Sum Eur, Trip/Spe. Row 1: Service, Freight, fgab, 1800.000, 1.0000, 1800.00, 1800.00, TS34. Below this is a summary row: Quantity 1.0000, Total, Curr. 1800.00, Sum 1800.00, Total, excl. Tax 1800.00. There is a 'Notes' field and a 'Don't pay' checkbox.
- Functions Menu (Open):** Create bank outgoing payment order, New cash outgoing payment order, Cross-payment cancellation act, Mutual payment cancellation act, **Create credit invoice** (highlighted), 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

Number 900 Receiving date 26.10.2022

Invoice No. **UD899** 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 **Apstiprināt**

Apstiprināt

Browser Back Forward New File **Unconfirm** **Delete** **Multiselect** **Columns** **Functions** **Relate** **View** **Print** **Mail** **Book** **Notifications**

Reķinu veidi; Datums: sapēšanas no 01.09.2022 līdz 31.10.2022; Meklēt: %99

To account selected invoices

Number	Invoice no.	Rec.date	Total
23R	UD899	21.10.2022	1800.00
301KR	UD899c	26.10.2022	-1800.00

Payment Cancellation Act

- For selected invoices create bank outgoing payment order(s)
- 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 shows a software interface with a top toolbar, an Explorer tree on the left, and a main data table. Two pop-up windows are open over the main table.

Toolbar: Browser, Back, Forward, New, Filter, Confirm, Delete, Multiselect, Columns, Functions, **Relate** (circled 3), View, Print, Mail, Book, Favorites, Exit.

Explorer Tree: 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** (circled 1), Payment Reminders, Reconciliation acts), Lists, New, Reports, Tools, Warehouse.

Main Table:

#	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	R	Invoice No.
5	25.10.2022	INDA	7 WAYS LOGISTICS		EUR		Rēķins nr. 23,900
6	25.10.2022	PNDA	uznemums01		EUR		Rēķins nr. C40KR, LVA02031

Payment cancellation act window:

Number: 5, Date: 25.10.2022, Partner: 7 WAYS LOGISTICS, Sum: EUR, Explanation: Rēķins nr. 23,900

Settlement - Iepirkumu norēķinu dzēšanas akts window:

Date: 25.10.2022, Number: 5, Document: , Partner: 7 WAYS LOGISTICS, Sum: EUR, Open doc., Unrelate

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

Revision #8

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