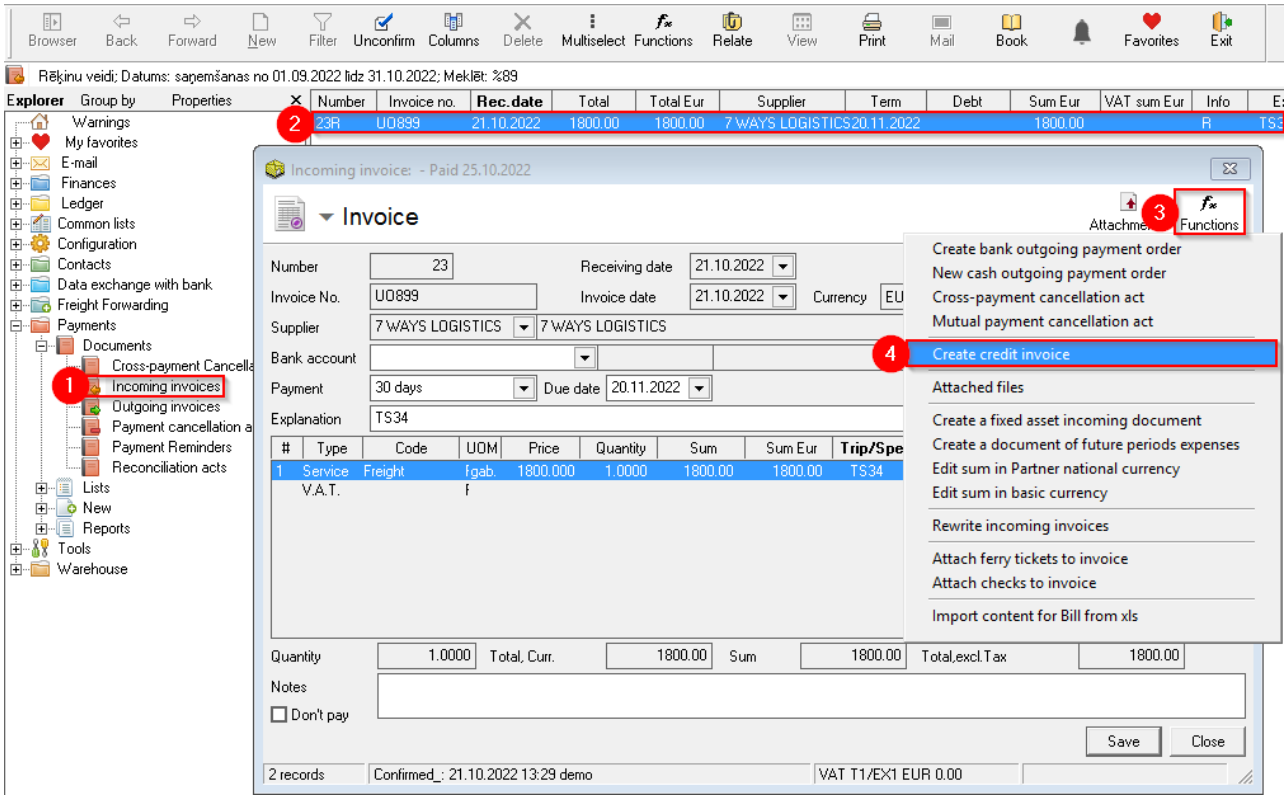
Credit invoice for incoming invoice

Contents:

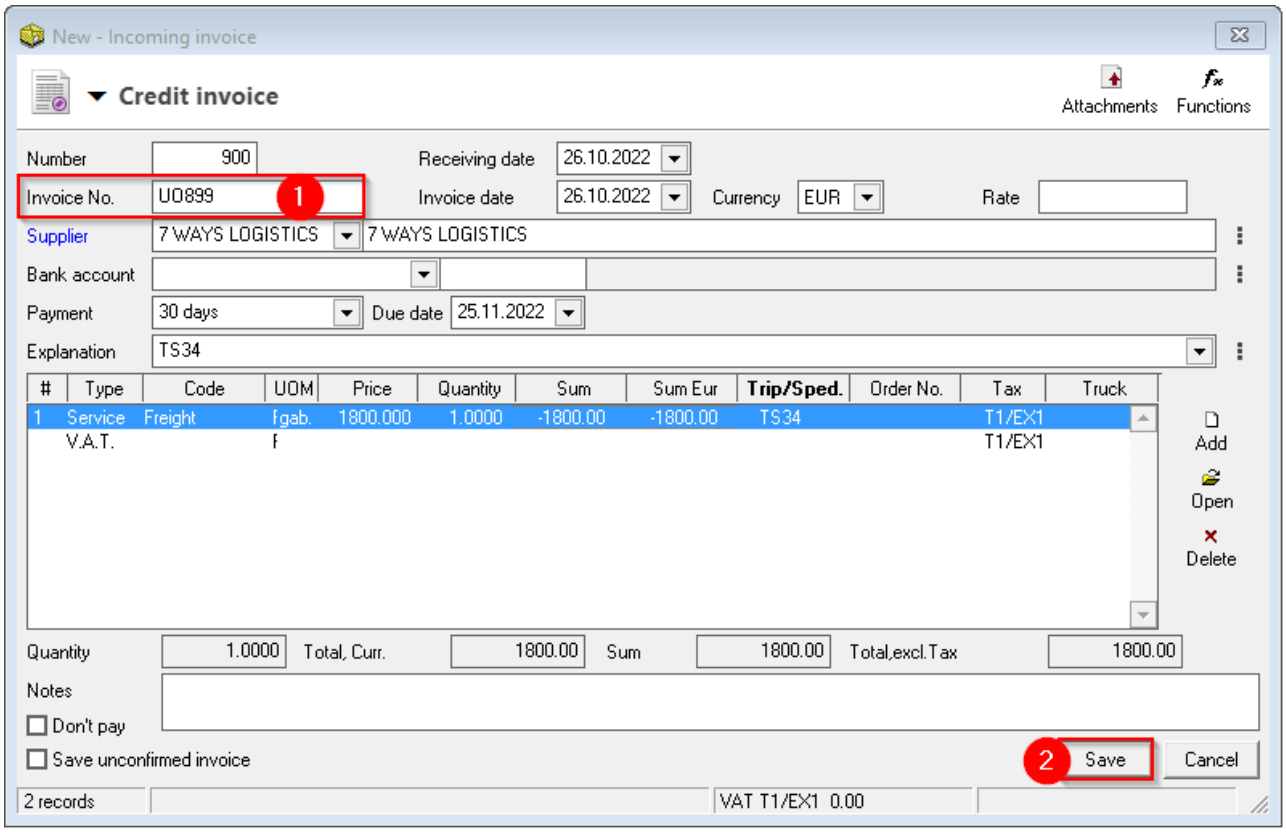
1. Creating a credit invoice for an incoming invoice
2. Deed of settlement of invoices for credit invoice of incoming invoice
3. Where does OZOLS store payment cancellation acts for credit invoices?

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**

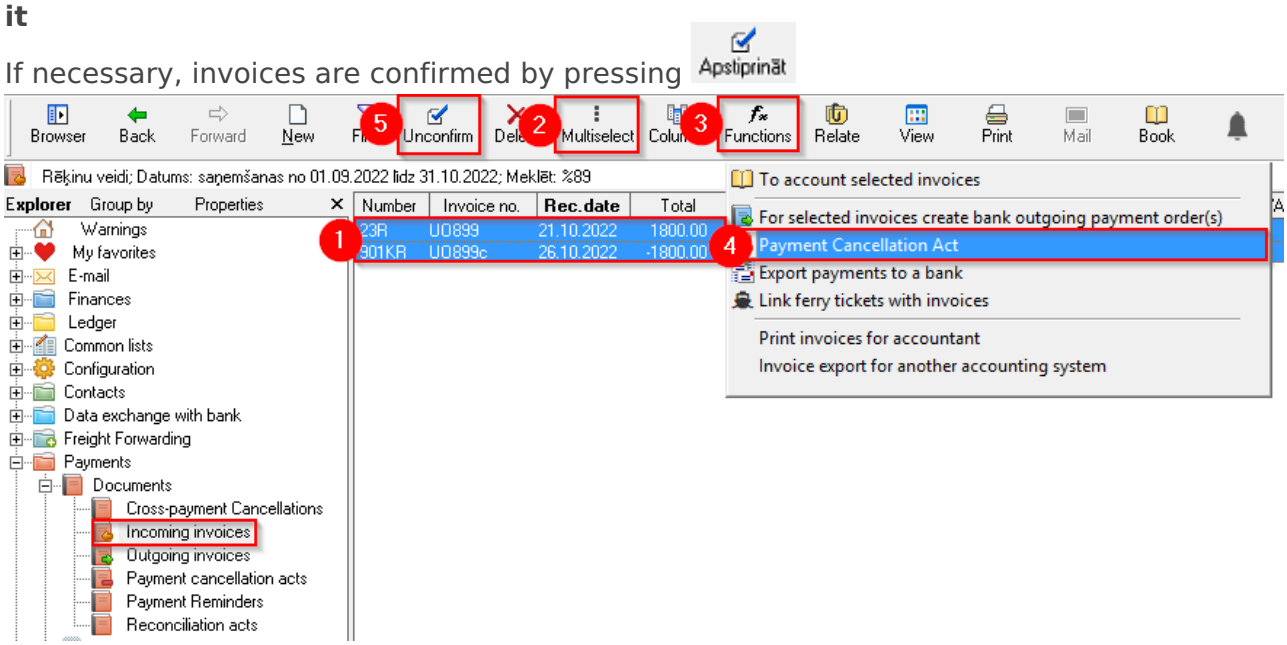


5. A new window will open - **Credit invoice.** You can enter the number of the credit invoice in this window
6. Keep your credit score



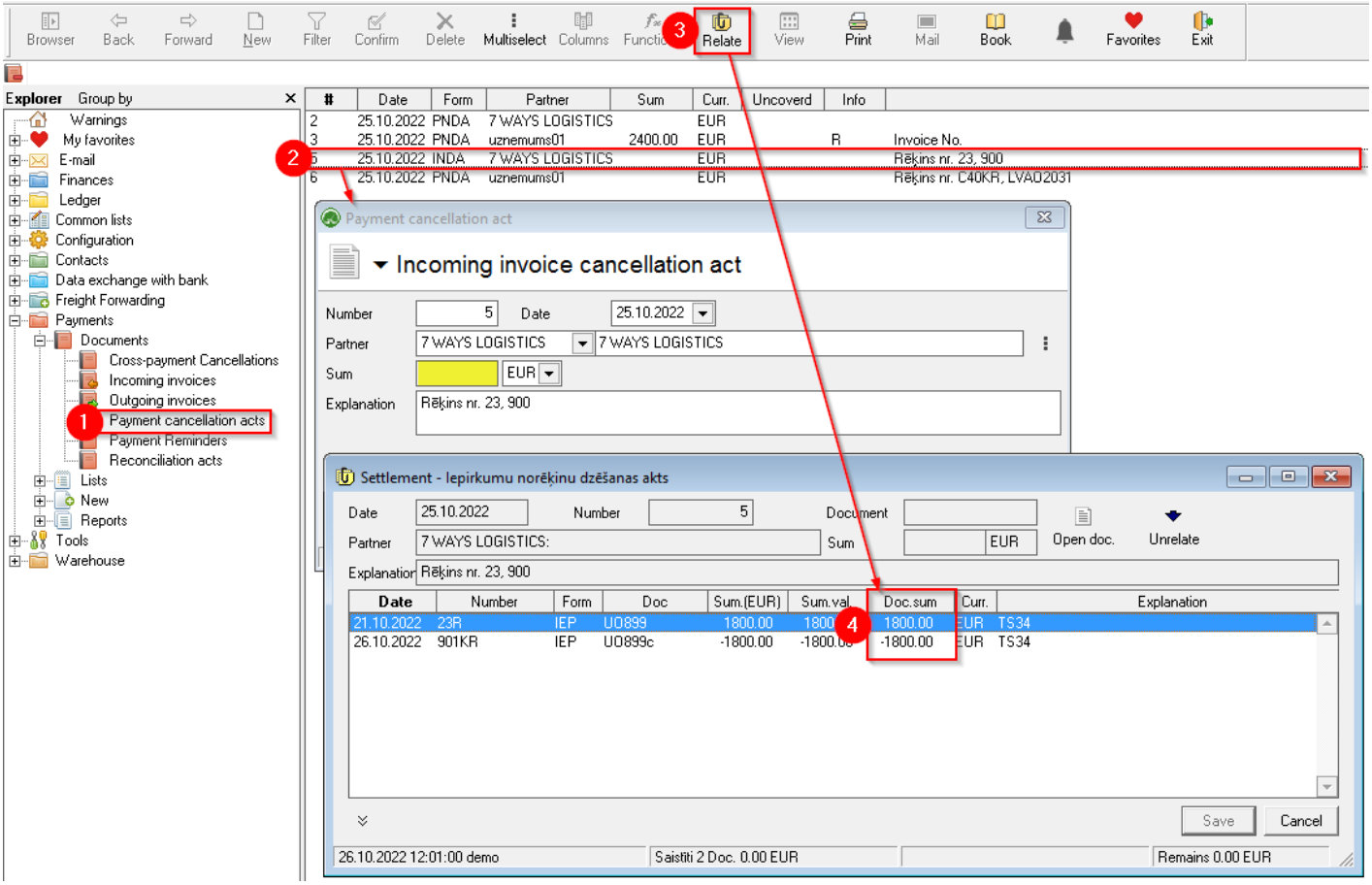
2. Payment cancellation act for incoming invoice with credit invoice

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
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?



Revision #8

Created Wed, Oct 26, 2022 8:24 AM by Janis Veldre

Updated Wed, Oct 26, 2022 9:43 AM by Janis Veldre