


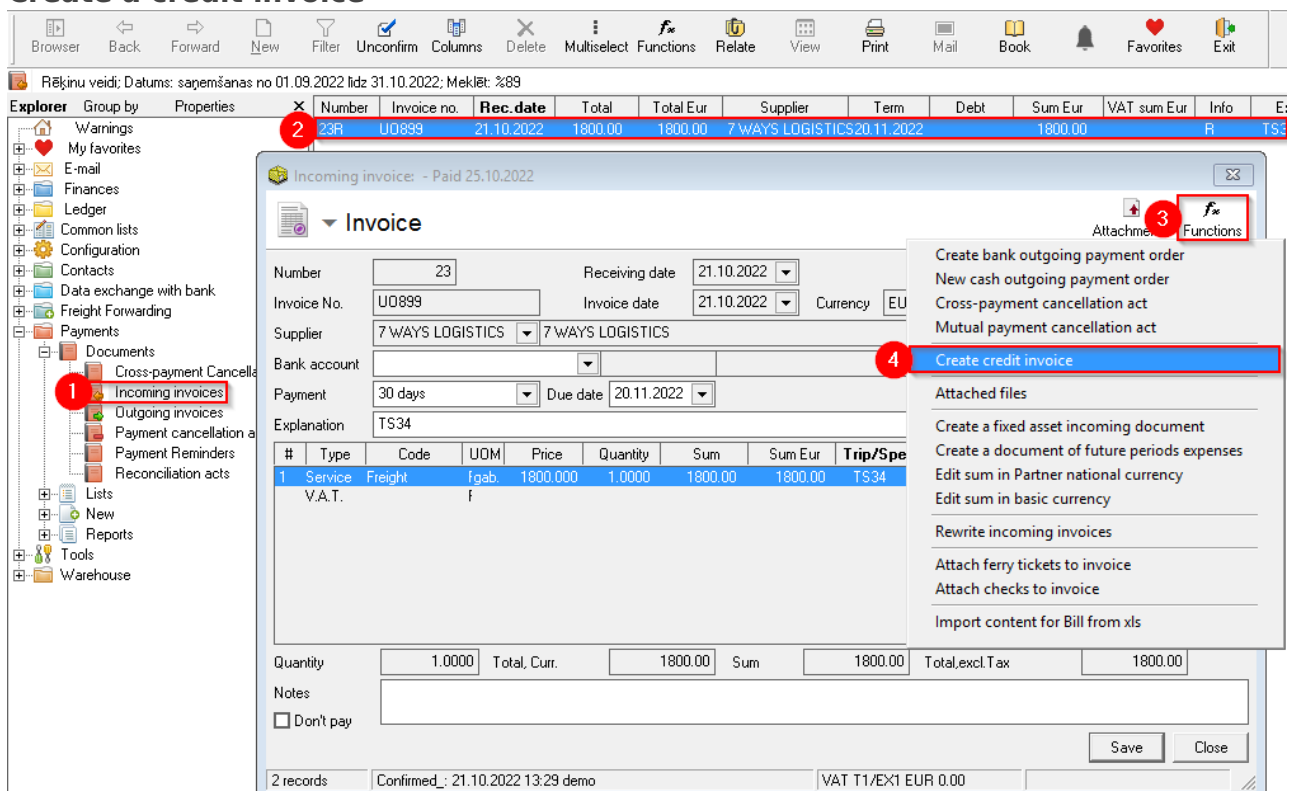
Credit invoice for incoming invoice

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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 selected. The main window displays an 'Incoming invoice' for '7 WAYS LOGISTICS' dated 21.10.2022. A red box highlights the 'Functions' button in the top toolbar. A red box highlights the 'Create credit invoice' option in the 'Functions' dropdown menu. The invoice details show a total of 1800.00 EUR. The 'Attached files' section lists various actions like 'Create bank outgoing payment order', 'New cash outgoing payment order', 'Cross-payment cancellation act', and 'Mutual payment cancellation act'.

#	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			

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 Columns **3** Functions **4** Payment Cancellation Act

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

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 application interface with the following components:

- Explorer Panel:** A tree view on the left showing the navigation structure. The 'Payment cancellation acts' item is highlighted with a red circle and the number 1.
- Table:** A table with columns: #, Date, Form, Partner, Sum, Curr., Uncovered, Info. It lists three entries for 25.10.2022. The second entry (row 5) is highlighted with a red circle and the number 2.
- Payment cancellation act window:** A modal window titled 'Incoming invoice cancellation act' with fields for Number (5), Date (25.10.2022), Partner (7 WAYS LOGISTICS), Sum (EUR), and Explanation (Rēķins nr. 23, 900).
- Settlement window:** A modal window titled 'Settlement - Iepirkumu norēķinu dzēšanas akts'. It contains a table with columns: Date, Number, Form, Doc, Sum.(EUR), Sum.val., Doc.sum, Curr., and Explanation. The 'Doc.sum' column for the first row (21.10.2022) is highlighted with a red circle and the number 4.
- Buttons:** The 'Relate' button in the top toolbar is highlighted with a red circle and the number 3. The 'Save' and 'Cancel' buttons are at the bottom of the settlement window.

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