


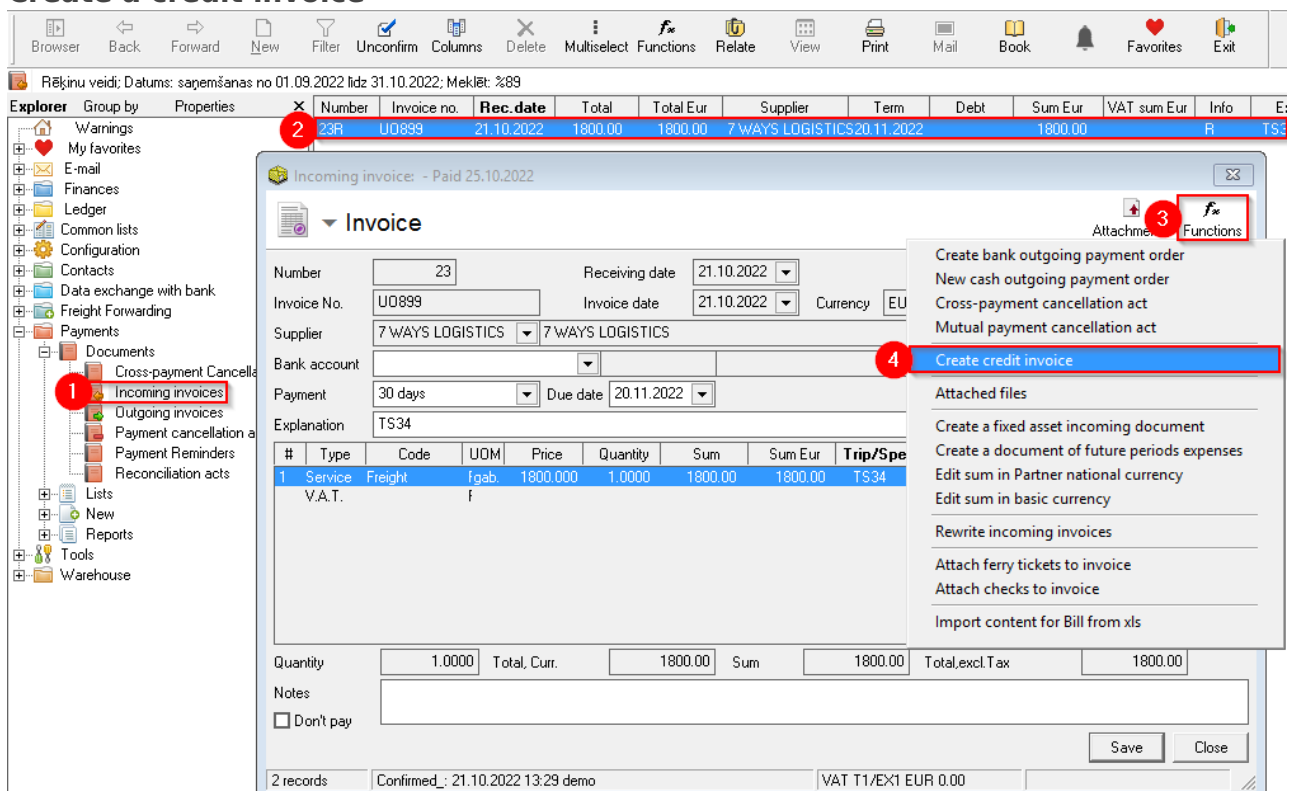
# Credit invoice for incoming invoice

## 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 OZOLS software interface. On the left, the 'Explorer' pane shows a tree view with 'Incoming invoices' highlighted (1). The main window displays a table of incoming invoices (2). The selected invoice (Number 23, Invoice no. U0899, Rec. date 21.10.2022) is shown in detail. The 'Functions' menu (3) is open, and 'Create credit invoice' (4) is selected. The 'Create credit invoice' window is open, showing fields for Number (23), Invoice No. (U0899), Supplier (7 WAYS LOGISTICS), and a table of items (1 Service Freight, Price 1800.00, Quantity 1.0000, Sum 1800.00). The 'Save' button is visible at the bottom right.

#	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: %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 application interface with the following components:

- Explorer (Left Panel):** A tree view showing the application structure. The 'Documents' folder is expanded, and 'Payment cancellation acts' is highlighted with a red circle and the number 1.
- Table (Top):** A table listing invoices. Row 5 is highlighted with a red circle and the number 2. The table has columns: #, Date, Form, Partner, Sum, Curr., Uncovered, and Info.
- Payment cancellation act (Form):** A form 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 - Iepirkumu norēķinu dzēšanas akts (Form):** A form titled 'Settlement - Iepirkumu norēķinu dzēšanas akts' with fields for Date (25.10.2022), Number (5), Document, Partner (7 WAYS LOGISTICS), Sum (EUR), and Explanation (Rēķins nr. 23, 900). It also has buttons for 'Open doc.' and 'Unrelate'.
- Table (Bottom):** A table showing settlement details. The 'Doc.sum' column for the date 21.10.2022 is highlighted with a red circle and the number 4. The table has columns: Date, Number, Form, Doc, Sum.(EUR), Sum.val., Doc.sum, Curr., and Explanation.
- Buttons:** The 'Relate' button in the top toolbar is highlighted with a red circle and the number 3.

Revision #8

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