


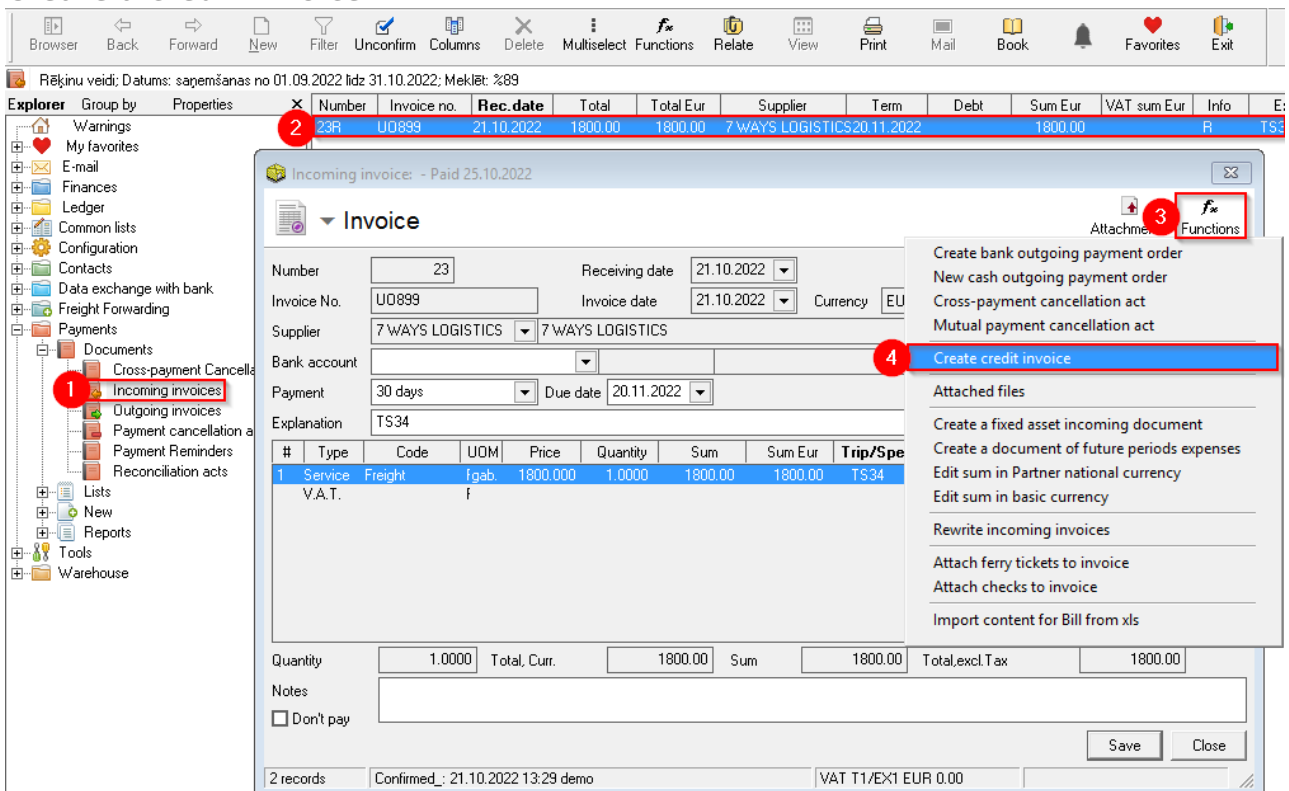
Credit invoice for incoming invoice

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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 a tree view with 'Incoming invoices' highlighted (marked with a red circle 1). The main window displays a table of incoming invoices (marked with a red circle 2). The selected invoice is Number 23, Invoice no. U0899, Rec.date 21.10.2022, Total 1800.00, Supplier 7 WAYS LOGISTICS. The 'Functions' button (marked with a red circle 3) is clicked, opening a dropdown menu. In this menu, 'Create credit invoice' is highlighted (marked with a red circle 4). The background window shows the 'Invoice' form with fields for Number (23), Invoice No. (U0899), Supplier (7 WAYS LOGISTICS), and a table of items. The first item is 'Service Freight' with a quantity of 1.0000 and a sum of 1800.00.

#	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 **3** Functions **4** Relate View Print Mail Book

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

1

Number	Invoice no.	Rec. date	Total
23R	U0899	21.10.2022	1800.00
301KR	U0899c	26.10.2022	-1800.00

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 Group by Properties

- 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 hierarchy of documents. 'Payment cancellation acts' is highlighted with a red circle and the number 1.
- Table:** A table with columns: #, Date, Form, Partner, Sum, Curr., Uncoverd, Info. It lists three invoices from 7 WAYS LOGISTICS dated 25.10.2022. The second row 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 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.

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