


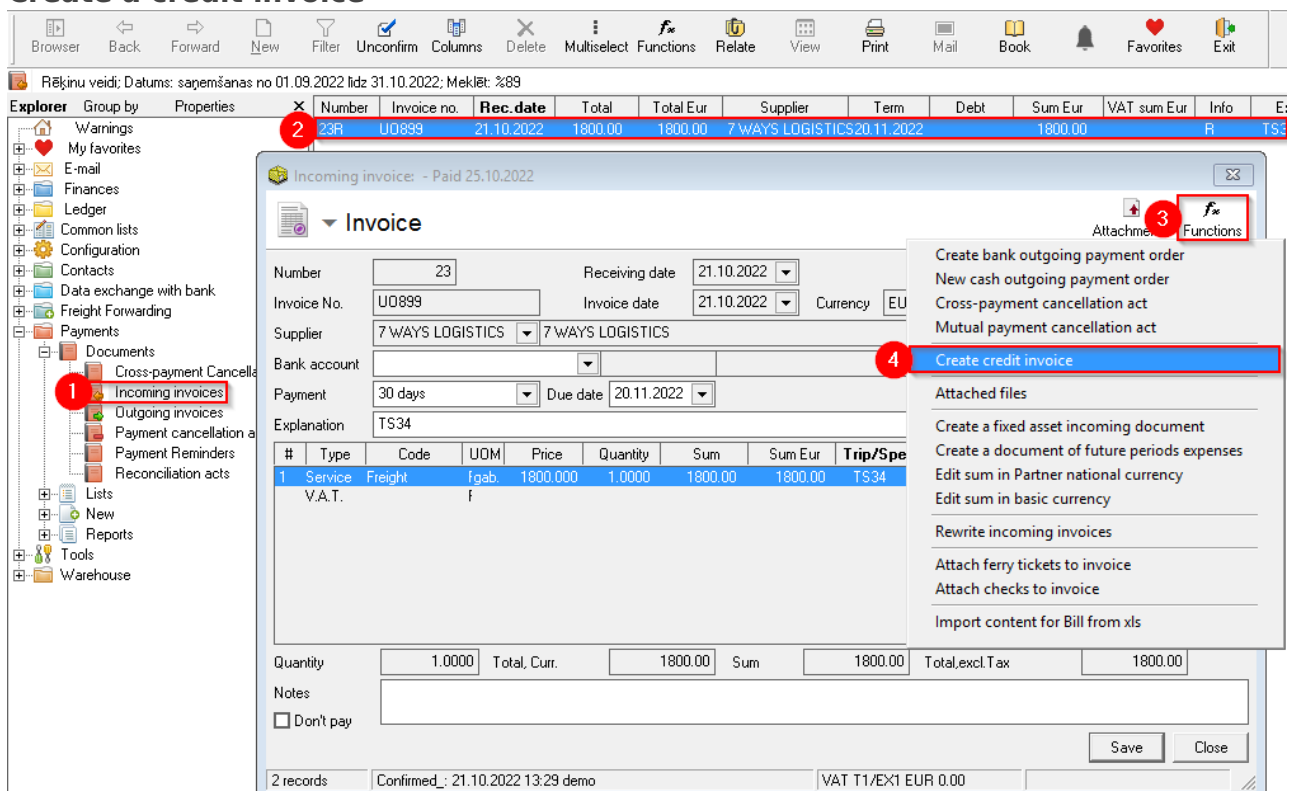
# Credit invoice for incoming invoice

## 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 displays the OZOLS software interface. On the left, the 'Explorer' pane shows a tree view of various modules, with 'Incoming invoices' highlighted under the 'Documents' section (indicated by a red circle 1). The main window shows a table of incoming invoices. The first row is selected (indicated by a red circle 2):

| Number | Invoice no. | Rec.date   | Total   | Total Eur | Supplier         | Term       | Debt | Sum Eur | VAT sum Eur | Info | E:  |
|--------|-------------|------------|---------|-----------|------------------|------------|------|---------|-------------|------|-----|
| 23R    | U0899       | 21.10.2022 | 1800.00 | 1800.00   | 7 WAYS LOGISTICS | 20.11.2022 |      | 1800.00 |             | R    | TS: |

The 'Incoming invoice' window is open for the selected invoice. It contains fields for 'Number' (23), 'Receiving date' (21.10.2022), 'Invoice No.' (U0899), 'Invoice date' (21.10.2022), 'Supplier' (7 WAYS LOGISTICS), 'Bank account', 'Payment' (30 days), 'Due date' (20.11.2022), and 'Explanation' (TS34). A table of invoice items is shown below:

| # | 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        |         |         |          |

At the bottom of the window, there are fields for 'Quantity' (1.0000), 'Total, Curr.' (1800.00), 'Sum' (1800.00), 'Total, excl. Tax' (1800.00), and a 'Notes' section with a 'Don't pay' checkbox. A 'Functions' menu is open, showing options like 'Create bank outgoing payment order', 'New cash outgoing payment order', 'Cross-payment cancellation act', 'Mutual payment cancellation act', and 'Create credit invoice' (indicated by a red circle 4). Other options include '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', and '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. **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 **f** Relate View Print Mail Book

Rēķinu veidi; Datums: sapēšanas no 01.09.2022 līdz 31.10.2022; Meklēt: %89

| Explorer | Group by | Properties | Number | Invoice no. | Rec. date  | Total    |
|----------|----------|------------|--------|-------------|------------|----------|
|          |          |            | 23R    | U0899       | 21.10.2022 | 1800.00  |
|          |          |            | 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 software interface with a menu bar, an Explorer pane, and two main windows.

**Menu Bar:** Includes options like Browser, Back, Forward, New, Filter, Confirm, Delete, Multiselect, Columns, Functions, **Relate** (highlighted with a red circle 3), View, Print, Mail, Book, Favorites, and Exit.

**Explorer Pane:** Shows a tree view of the system. Under 'Documents', 'Payment cancellation acts' is highlighted with a red circle 1.

**Table:** A list of documents is shown with columns: #, Date, Form, Partner, Sum, Curr., Uncovered, and Info. Row 5 is highlighted with a red circle 2.

| # | 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   |           |                            |
| 5 | 25.10.2022 | INDA | 7 WAYS LOGISTICS |         | EUR   |           | Rēķins nr. 23, 900         |
| 6 | 25.10.2022 | PNDA | uznemums01       |         | EUR   |           | Rēķins nr. C40KR, LVAD2031 |

**Payment cancellation act window:** Shows details for an incoming invoice cancellation act. Number: 5, Date: 25.10.2022, Partner: 7 WAYS LOGISTICS, Sum: EUR, Explanation: Rēķins nr. 23, 900.

**Settlement - Iepirkumu norēķinu dzēšanas akts window:** Shows a table of documents for settlement. The 'Doc.sum' column for the first row is highlighted with a red circle 4.

| 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

Created Wed, Oct 26, 2022 8:24 AM by [Janis Veldre](#)

Updated Wed, Oct 26, 2022 9:43 AM by [Janis Veldre](#)