


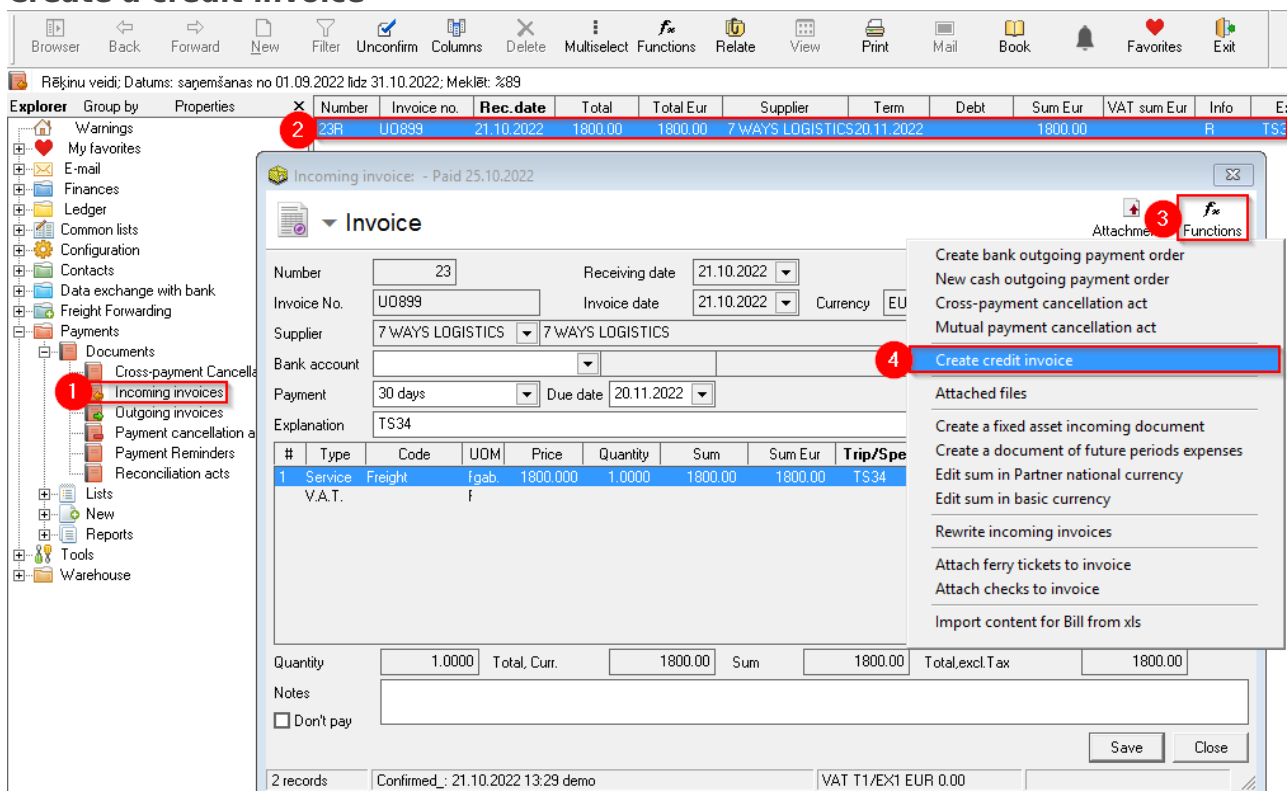
# Credit invoice for incoming invoice

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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 is the 'Explorer' tree with 'Incoming invoices' highlighted (1). The main window displays a table of incoming invoices (2) with columns: Number, Invoice no., Rec. date, Total, Total Eur, Supplier, Term, Debt, Sum Eur, VAT sum Eur, Info, and E. The selected invoice is 23R, U0899, dated 21.10.2022, from 7 WAYS LOGISTICS, with a total of 1800.00 EUR. The 'Functions' button (3) is clicked, opening a menu where 'Create credit invoice' is selected (4). The 'Create credit invoice' window is shown, containing fields for Number (23), Invoice No. (U0899), Receiving date (21.10.2022), Invoice date (21.10.2022), Supplier (7 WAYS LOGISTICS), Bank account, Payment (30 days), Due date (20.11.2022), and Explanation (TS34). Below these is a table of invoice items:

#	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. The status bar at the bottom shows '2 records', 'Confirmed: 21.10.2022 13:29 demo', and 'VAT T1/EX1 EUR 0.00'.

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



# invoices?

The screenshot displays a financial software interface with the following components:

- Explorer (Left Panel):** A tree view showing the system structure. The 'Documents' folder is expanded, and 'Payment cancellation acts' is highlighted with a red circle 1.
- Main Table:** A table listing documents. Row 5 is highlighted with a red circle 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 includes a table with columns: Date, Number, Form, Doc, Sum.(EUR), Sum.val., Doc.sum, Curr., and Explanation. The table contains two rows, with the second row highlighted by a red circle 4.
- Buttons:** The 'Relate' button in the top toolbar is highlighted with a red circle 3.

#	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

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

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