


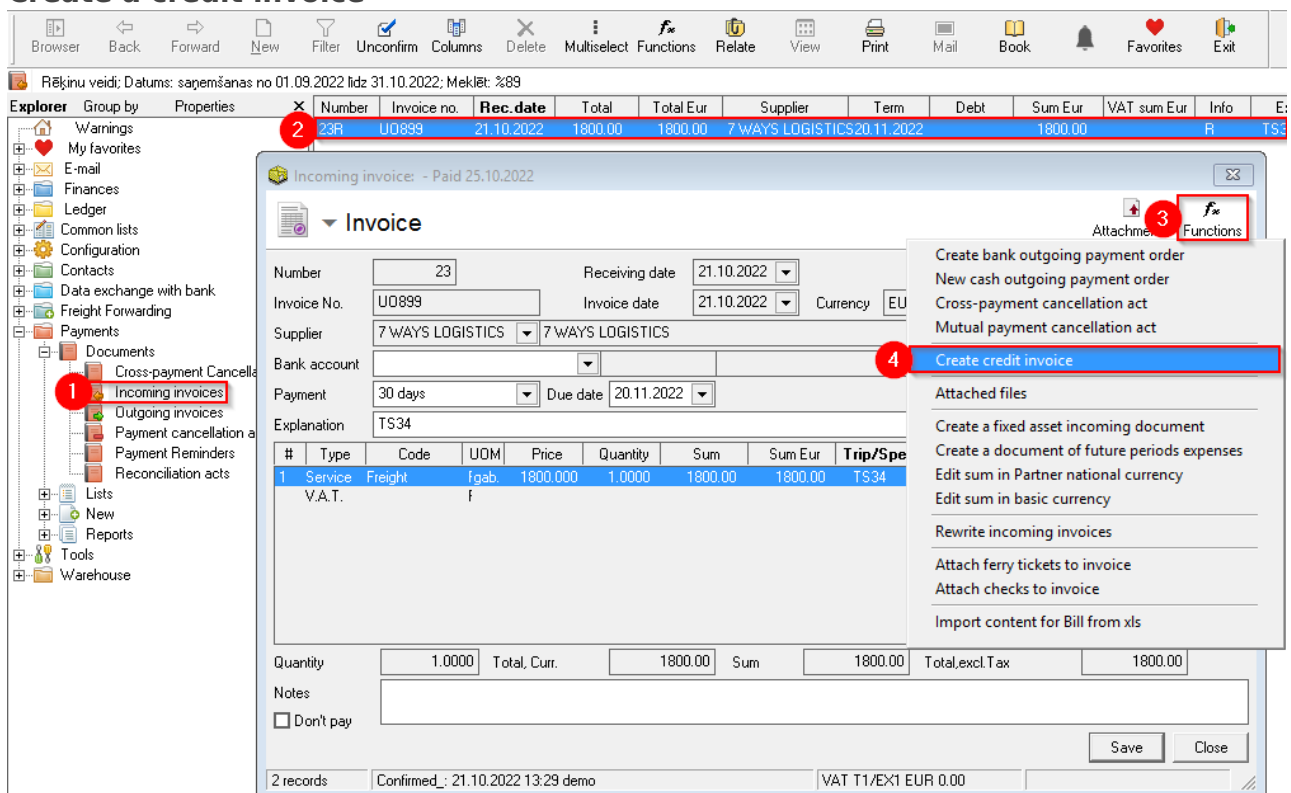
Credit invoice for incoming invoice

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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 highlighted with a red circle and the number 1. The main window displays a table of incoming invoices. The second row is selected, with a red circle and the number 2 next to it. The invoice details are shown below the table. The 'Functions' button, represented by a small icon, is highlighted with a red circle and the number 3. A dropdown menu is open, showing the 'Create credit invoice' option highlighted with a red circle and the number 4. The menu also lists other options like 'Create bank outgoing payment order', 'New cash outgoing payment order', 'Cross-payment cancellation act', and 'Mutual payment cancellation act'. The 'Attached files' section lists various actions like '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'.

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:

Invoice details:

Number: 23 Receiving date: 21.10.2022
Invoice No.: U0899 Invoice date: 21.10.2022 Currency: EU
Supplier: 7 WAYS LOGISTICS
Bank account:
Payment: 30 days Due date: 20.11.2022
Explanation: TS34

#	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					

Quantity: 1.0000 Total, Curr.: 1800.00 Sum: 1800.00 Total, excl. Tax: 1800.00

Notes:
☐ Don't pay

2 records Confirmed_: 21.10.2022 13:29 demo 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:** A sidebar on the left showing a tree view of documents. 'Payment cancellation acts' is highlighted with a red circle and the number 1.
- Table:** A table at the top showing a list of documents. Row 5 is highlighted with a red circle and the number 2. The table has columns: #, Date, Form, Partner, Sum, Curr., Uncoverd, Info.
- Payment cancellation act window:** A window titled 'Payment cancellation act' showing details for an incoming invoice cancellation. It includes fields for Number (5), Date (25.10.2022), Partner (7 WAYS LOGISTICS), Sum (EUR), and Explanation (Rēķins nr. 23, 900).
- Settlement window:** A window titled 'Settlement - Iepirkumu norēķinu dzēšanas akts' showing a table of documents. The table has columns: Date, Number, Form, Doc, Sum.(EUR), Sum.val., Doc.sum, Curr., Explanation. The row for 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.

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