


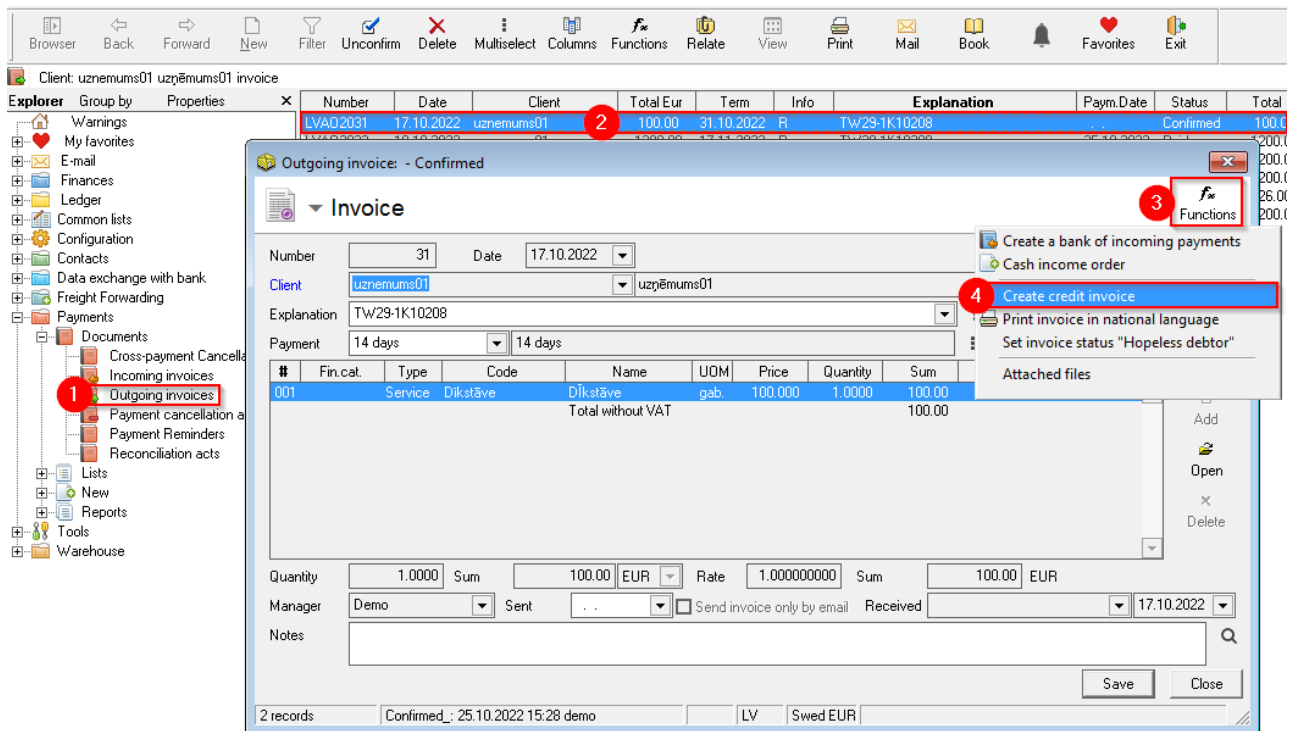
Credit invoice for outgoing invoice

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1. Creating a credit invoice for outgoing invoice

1. Open **Outgoing Invoices**
2. Find the invoice for which you need to register a credit invoice and open it
3. In the outgoing invoice window, press **Functions**  and
4. **Create a credit invoice**



The screenshot shows the OZOLS software interface. The Explorer pane on the left has 'Outgoing invoices' selected (1). The main window displays an outgoing invoice table with one row selected (2):

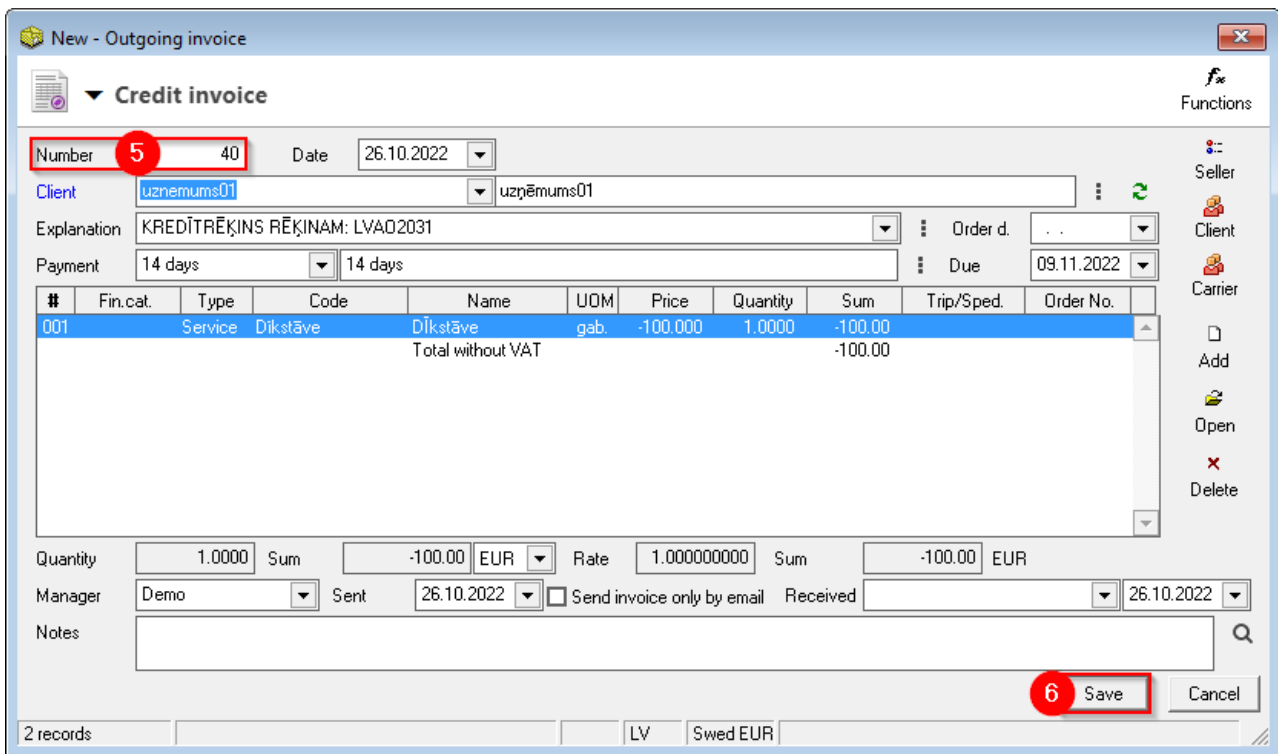
Number	Date	Client	Total Eur	Term	Info	Explanation	Paym.Date	Status	Total
LVAD2031	17.10.2022	uznemums01	100.00	31.10.2022	R	TW29-1K10208		Confirmed	100.00

The 'Outgoing invoice' window is open, showing details for invoice number 31, date 17.10.2022, client uznemums01, and explanation TW29-1K10208. The 'Functions' button (3) is pressed, opening a menu with 'Create credit invoice' highlighted (4). The invoice table in the window shows:




#	Fin.cat	Type	Code	Name	UOM	Price	Quantity	Sum
001		Service	Dikstāve	Dikstāve	gab.	100.000	1.0000	100.00
Total without VAT								100.00

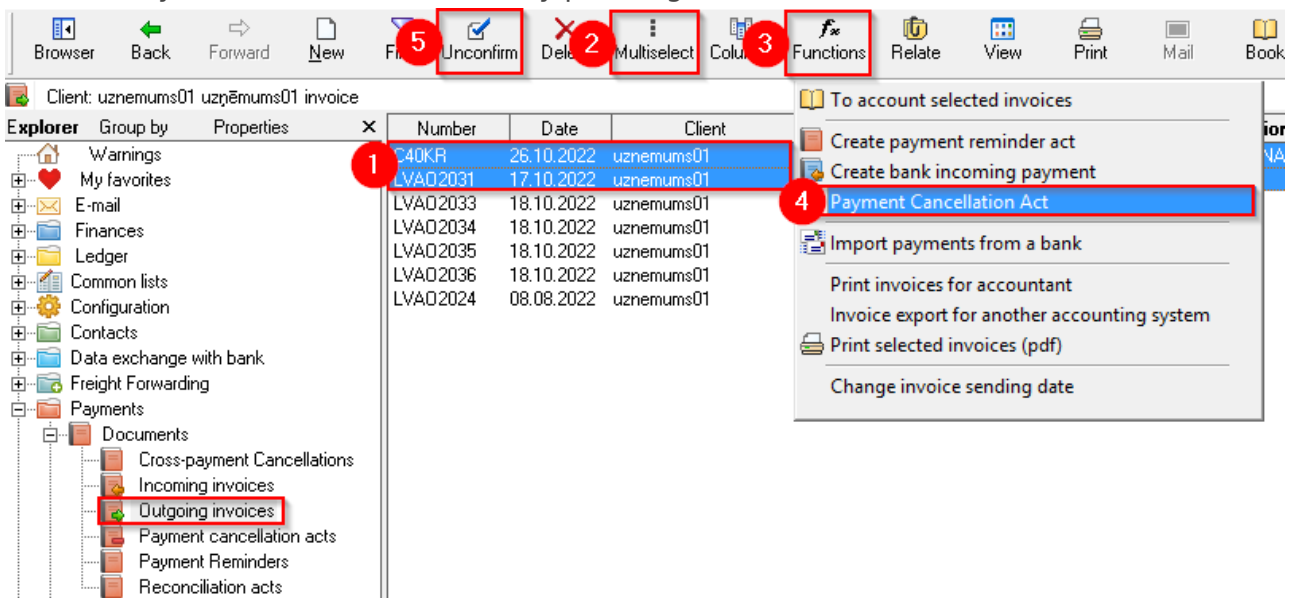
At the bottom of the window, the quantity is 1.0000, sum is 100.00 EUR, and the manager is Demo. The 'Save' and 'Close' buttons are visible.

5. A new window will open - **Credit invoice**. You can enter the number of the credit invoice
6. Keep your credit score



2. Creating of Payment cancellation act for outgoing invoice with credit invoice

1. **The list of outgoing invoices** shows both the **outgoing invoice and the credit invoice** for this invoice (with a negative amount)
2. With **Multiselect**  and holding the **Ctrl** key with the mouse, highlight both invoices
3. Functions 
4. Selects **Create settlement cancellation act**. When the new act window opens, **Save it**
5. If necessary, invoices are confirmed by pressing 



3. Where does OZOLS store settlement settlement acts for credit

invoices?

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

- Toolbar:** Includes buttons for Browser, Back, Forward, New, Filter, Unconfirm, Delete, Multiselect, Columns, Func, **Relate** (circled in red with '3'), View, Print, Mail, Book, Favorites, and Exit.
- Explorer:** A tree view on the left with 'Payment cancellation acts' highlighted (circled in red with '1').
- Table:** A ledger table with columns: #, Date, Form, Partner, Sum, Curr., Uncoverd, Info. Row 6 is highlighted (circled in red with '2').
- Payment cancellation act window:** Shows details for an outgoing invoice cancellation act, including Number (7), Date (26.10.2022), Partner (uznemums01), and Sum (EUR).
- Settlement - Pārdošanas norēķina dzēšanas akts window:** Shows a table with columns: Date, Number, Form, Doc, Sum.(EUR), Sum.val., Doc.sum, Curr., Explanation. The 'Doc.sum' column is highlighted (circled in red with '4').

#	Date	Form	Partner	Sum	Curr.	Uncoverd	Info
2	25.10.2022	PNDA	7 WAYS LOGISTICS		EUR		Invoice No.
3	25.10.2022	PNDA	uznemums01	2400.00	EUR		Rēķins nr. 23, 900
5	25.10.2022	INDA	7 WAYS LOGISTICS		EUR		Rēķins nr. C40KR, LVA02031
6	25.10.2022	PNDA	uznemums01		EUR		Invoice No.
	26.10.2022	PNDA	uznemums01		EUR	R	Invoice No.

Date	Number	Form	Doc	Sum.(EUR)	Sum.val.	Doc.sum	Curr.	Explanation
17.10.2022	LVA02031	RRD		100.00	100.00	100.00	EUR	TW29-1K10208
26.10.2022	C40KR	RRD		-100.00	-100.00	-100.00	EUR	KREDĪTRĒĶINS RĒĶINAM: LVA02031

Revision #3

Created Wed, Oct 26, 2022 9:12 AM by Janis Veldre

Updated Mon, Jul 6, 2026 7:04 AM by Janis Veldre