


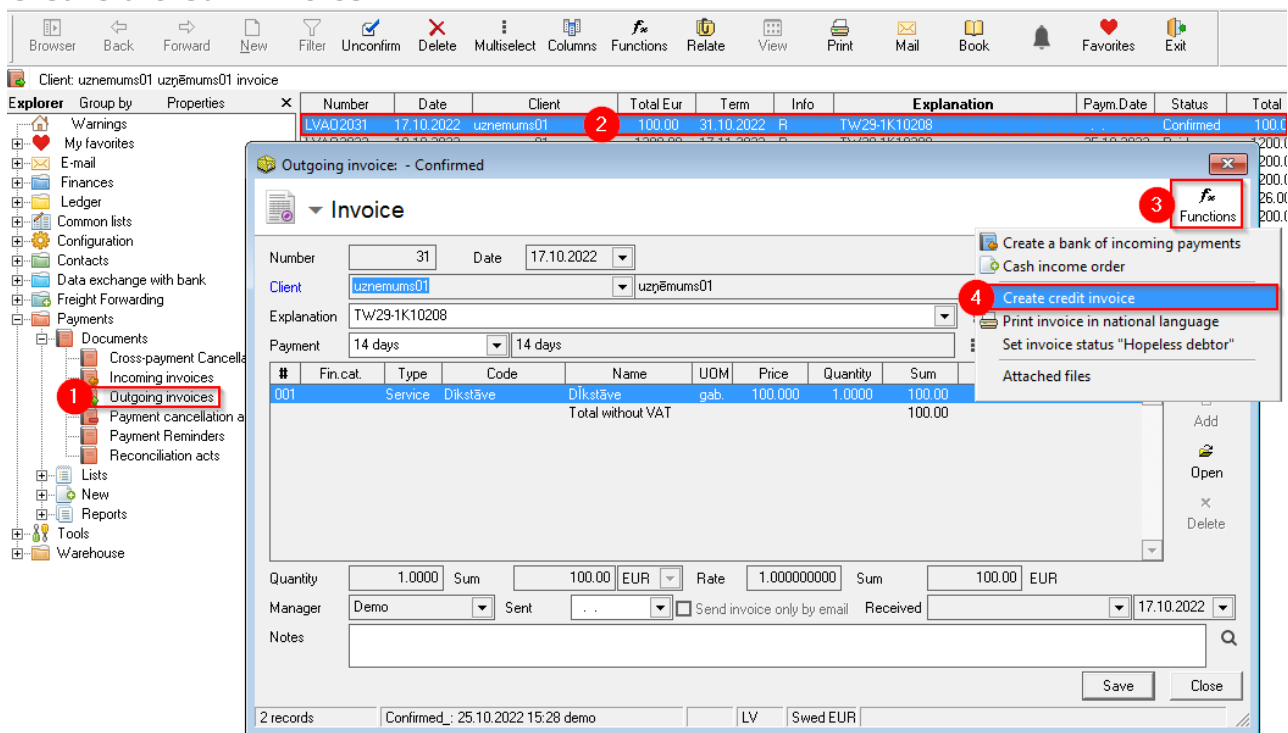
Credit invoice for outgoing invoice

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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**



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

New - Outgoing invoice

Credit invoice

Number **5** 40 Date 26.10.2022

Client uzņēmums01

Explanation KREDĪTRĒĶINS RĒĶINAM: LVA02031

Payment 14 days

#	Fin.cat.	Type	Code	Name	UOM	Price	Quantity	Sum	Trip/Sped.	Order No.
001		Service	Dīkstāve	Dīkstāve	gab.	-100.000	1.0000	-100.00		
Total without VAT								-100.00		

Quantity 1.0000 Sum -100.00 EUR Rate 1.000000000 Sum -100.00 EUR

Manager Demo Sent 26.10.2022 ☐ Send invoice only by email Received 26.10.2022

Notes

6 Save Cancel

2 records LV Swed EUR

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 **Apstiprināt**

Client: uzņēmums01 uzņēmums01 invoice

Explorer Group by Properties

Number	Date	Client
40KR	26.10.2022	uzņēmums01
LVA02031	17.10.2022	uzņēmums01
LVA02033	18.10.2022	uzņēmums01
LVA02034	18.10.2022	uzņēmums01
LVA02035	18.10.2022	uzņēmums01
LVA02036	18.10.2022	uzņēmums01
LVA02024	08.08.2022	uzņēmums01

1 **2** **3** **4**

Documents

- Cross-payment Cancellations
- Incoming invoices
- Outgoing invoices**
- Payment cancellation acts
- Payment Reminders
- Reconciliation acts

To account selected invoices

- Create payment reminder act
- Create bank incoming payment
- Payment Cancellation Act**
- Import payments from a bank
- Print invoices for accountant
- Invoice export for another accounting system
- Print selected invoices (pdf)
- Change invoice sending date

3. Where does OZOLS store settlement settlement acts for credit

invoices?

The screenshot displays a financial management application 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 list of transactions with columns: #, Date, Form, Partner, Sum, Curr., Uncovered, Info. It shows three entries for 25.10.2022 and one for 26.10.2022. A red circle 2 highlights the 26.10.2022 entry.
- Outgoing invoice cancellation act (Dialog):** A form for creating a cancellation act. It includes fields for Number (7), Date (26.10.2022), Partner (uznemums01), Sum, and Explanation (Invoice No.).
- Settlement - Pārdošanas norēķina dzēšanas akts (Dialog):** A table for settlement calculations. It includes fields for Date, Number, Document, Partner, Sum, and Explanation. A red circle 4 highlights the 'Doc. sum' column.
- Top Menu:** A horizontal bar with various icons. The 'Relate' icon 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		Invoice No.
5	25.10.2022	INDA	7 WAYS LOGISTICS		EUR		Rēķins nr. 23, 900
6	25.10.2022	PNDA	uznemums01		EUR		Rēķins nr. C40KR, LVA02031
7	26.10.2022	PNDA	uznemums01		EUR		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	TV29-1K10208
26.10.2022	C40KR	RRD		-100.00	-100.00	-100.00	EUR	KREDĪTRĒĶINS RĒĶINAM: LVA02031

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