

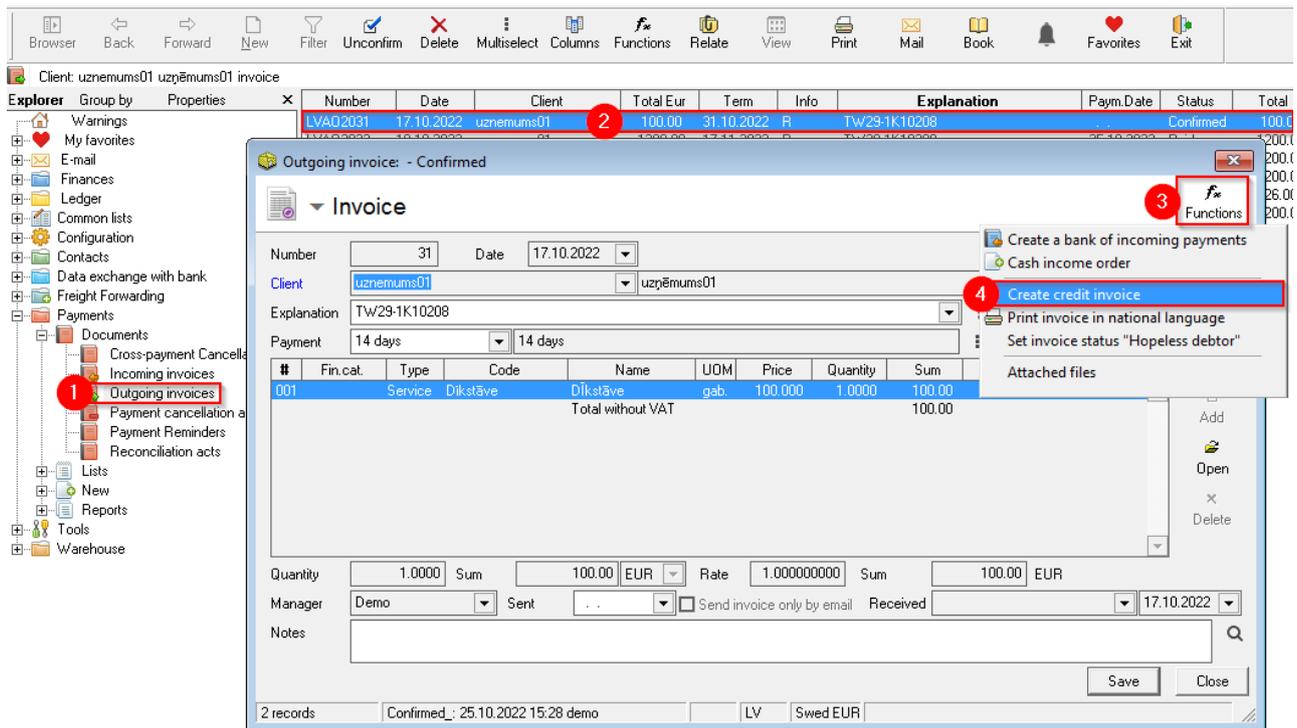
# Credit invoice for outgoing invoice

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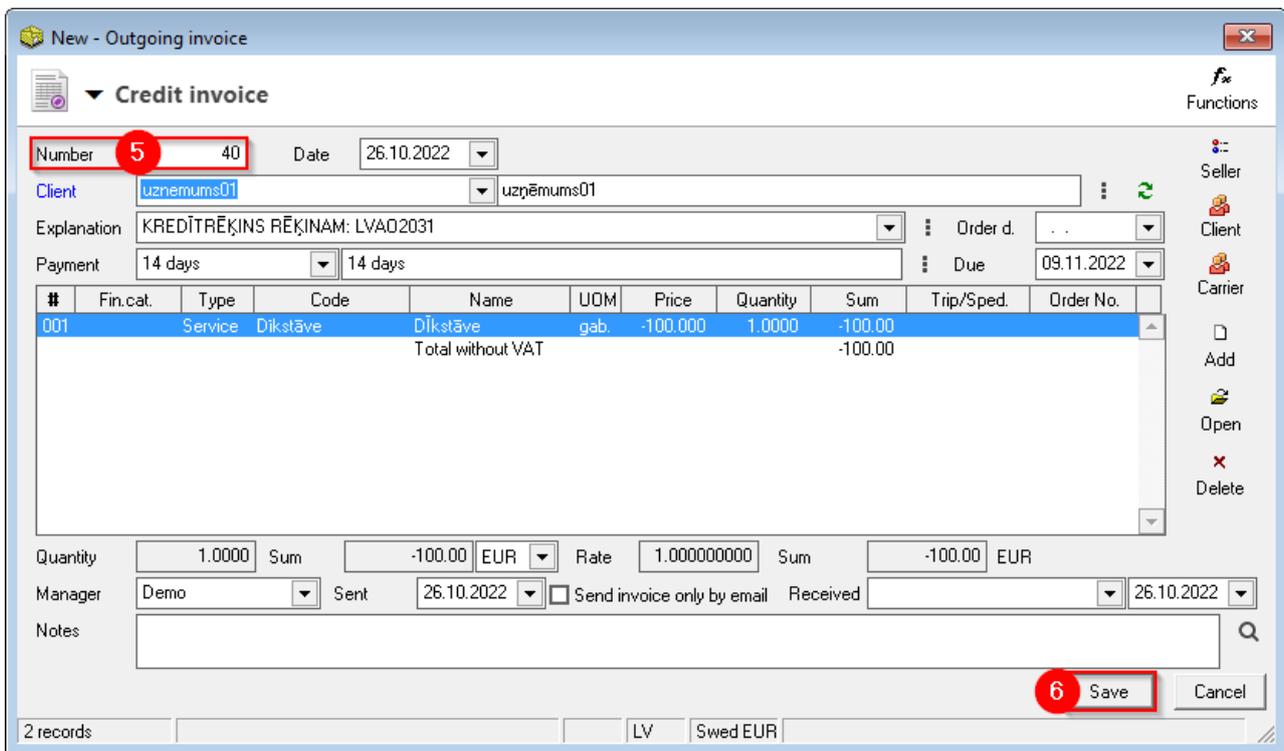
## 1. Creating a credit invoice for outgoing invoice

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**



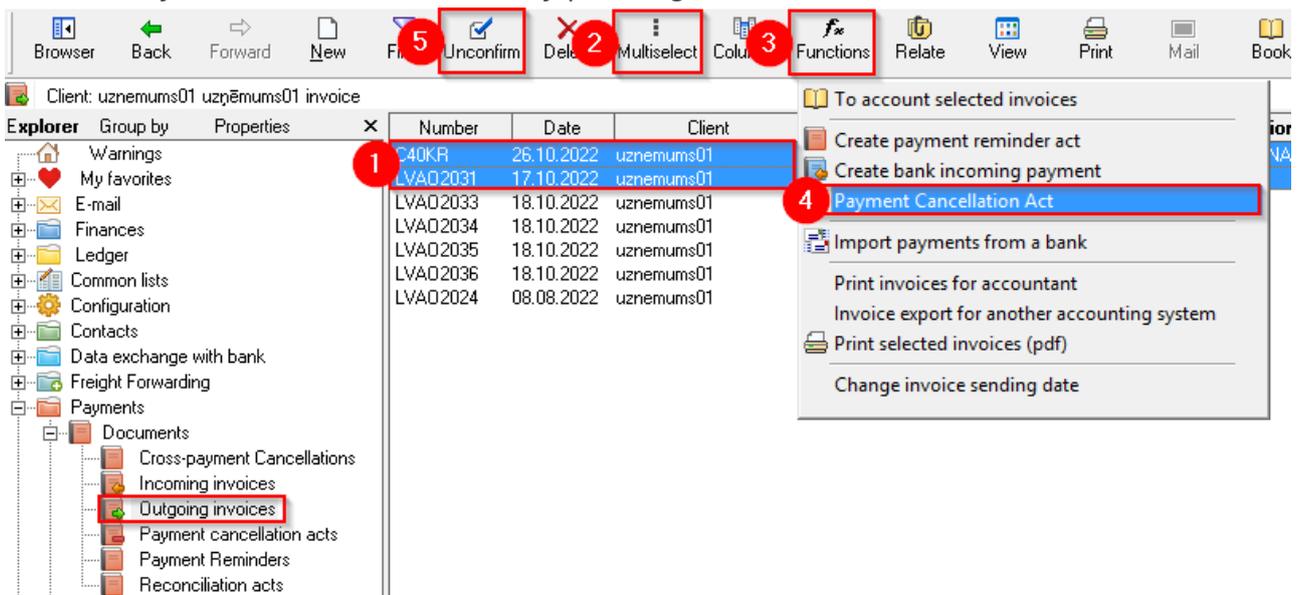
The screenshot shows the OZOLS software interface. The Explorer pane on the left has 'Outgoing invoices' highlighted with a red circle and arrow labeled '1'. The main window displays a table of outgoing invoices with one row selected, indicated by a red circle and arrow labeled '2'. The 'Functions' button in the top toolbar is highlighted with a red circle and arrow labeled '3'. A context menu is open over the 'Functions' button, with 'Create credit invoice' highlighted, indicated by a red circle and arrow labeled '4'. The context menu also includes options like 'Create a bank of incoming payments', 'Cash income order', 'Print invoice in national language', and 'Set invoice status "Hopeless debtor"'. The main window shows the details of the selected invoice, including the number (31), date (17.10.2022), client (uznemums01), and explanation (Tw29-1K10208). The table below shows one line item: a service for 'Dikstāve' with a price of 100.00 and a quantity of 1.000. The total without VAT is 100.00. The interface also includes fields for quantity, sum, manager, and notes, along with 'Save' and 'Close' buttons.

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:

- Explorer:** A tree view on the left showing a hierarchy of folders. The 'Payment cancellation acts' folder is highlighted with a red circle labeled '1'.
- Table:** A table with columns: #, Date, Form, Partner, Sum, Curr., Uncoverd, Info. It contains three rows of invoice data. The second row is highlighted with a red circle labeled '2'.
- Outgoing invoice cancellation act window:** A modal window with fields for Number (7), Date (26.10.2022), Partner (uznemums01), Sum, and Explanation (Invoice No.).
- Settlement - Pārdošanas norēķina dzēšanas akts window:** A modal window with a table of settlement entries. The 'Doc. sum' column is highlighted with a red circle labeled '4'. The table contains two rows:

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

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