

# Incoming invoice registration

1. Incoming invoice for one order
2. One incoming invoice for the several orders

## 1) Incoming invoice for one order

**OZOLS > Freight forwarding> Documents > Trip/spedition**

The screenshot shows the 'Trip/Spedition' form in the OZOLS software. The form is divided into several sections: 'Previous trip', 'Cargo info', 'Date', 'Type', 'Carrier', 'Transp.manager', 'Export ferry', 'Import ferry', 'Trailer type', 'New', 'Invoices have been issued', 'Trailer', 'Price for carrier', 'Payment term', 'Send documents on', 'Company postal address', and a 'Functions' section. The 'Functions' section contains a table with columns for 'L#', 'D#', 'Cargo', 'Description', 'Client', 'LDM', 'Load.date', 'Unload.d', 'Income', and 'Functions'. A red circle '1' highlights the 'Functions' button. A red circle '2' highlights the 'Create incoming invoice' button. A red circle '3' highlights the 'Add to invoice No: 19/ Date: 16.08.2022 Supplier: Demo 60.50 EUR' button.

L#	D#	Cargo	Description	Client	LDM	Load.date	Unload.d	Income	Functions
1									

## 2) One incoming invoice for the several orders

**OZOLS > Payments > Documents > Incoming invoices**

Browser Back Forward **2** New Confirm Filter Delete Columns Functions Relate Print Mail Multiselect View Book Favorites Exit

Rēķinu veidi; Datums: sāņemšanas no 01.01.2022 līdz 31.12.2022; Rādīt tikai neapmaksātos rēķinus: search in database

Explorer Group by Properties

- Warnings
- My favorites
- E-mail
- Finances
- Ledger
- Common lists
- Configuration
- Contacts
- Data exchange with bank
- Freight Forwarding
- Payments
- Documents
  - 1 Cross-payment Cancellations
  - Incoming invoices
  - Outgoing invoices
  - Payment cancellations acts
  - Payment Reminders
  - Reconciliation acts
- Lists
- New
- Reports
- Tools
- Warehouse

Number Invoice no. Rec.date Total Total Eur Supplier Term Debt Sum Eur VAT sum Eur Info Explanation VAT code

19 New - Incoming invoice

3 Invoice

Number 20 Receiving date 16.08.2022

Invoice No. Invoice date 16.08.2022 Currency EUR Rate

Supplier 4

Bank account

Payment 14 days Due date 30.08.2022

Explanation

5 Add

6 Add Service Add Trip Add one order Add more orders

#	Type	Code	Name	UOM	Price	Quantity	Sum	Sum Eur	Trip/Sped.	Order No.	Tax	Truck
0 records												


Quantity 0.0000 Total, Curr. 0.00 Sum Total, excl. Tax 0.00

Notes

☐ Don't pay

☐ Save unconfirmed invoice

Save Cancel

- If necessary, enter the name of the cooperation partner in filter (6)
- activate **Multi select** (7)
- while holding the **Ctrl** key, mark the required orders (8)
- by pressing the **Enter** key or the button , orders are added to the invoice

Functions Relate Print Mail **8** Multiselect View Book Favorites Exit

Services

Pārvadātājs: ; Nav piesaistīts rēķins 7 uzn

Client	Service	Plan.load	Route	Load.Addr.	Recipient	Deliv
uznemums01	Freight	08.08.2022	LV-1084, Riga -> S-111 37, Stockholm	LV-1084, Riga, Braslas ieCity C	S-111	
Uzņēmums 1	Freight	02.05.2022	LV-1013, Riga -> FI-01740, Vantaa	LV-1013, Riga, Skanstes Helsinki company	FI-01	
Uzņēmums 1	Freight	26.04.2022	LV, -> D-10787, Berlin	D-14478, P. Am Buchhor Berlin Zoo	D-10	
Uzņēmums 1	Freight	22.04.2022	LV, -> D-10787, Berlin	LV, , Meža prospekts 1, zBerlin Zoo	LV-2	
Uzņēmums 1	Freight	05.04.2022	LV, -> D-10787, Berlin	LV-2131, Riga, Terminal :Berlin Zoo	D-10	
Uzņēmums 1	Freight	04.04.2022	LV-1034, Riga -> D-10787, Berlin	LV-1034, Riga, Milgrāvja Berlin Zoo	D-10	

9

3 records 300

Revision #6

Created Tue, Aug 16, 2022 7:17 AM by Janis Veldre

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