

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', 'Trailer', 'Export ferry', 'Import ferry', 'Trailer type', 'New', 'Invoices have been issued', 'Trailer', 'Price for carrier', 'Payment term', 'Send documents on', 'Company postal address', 'Profit', 'Markup', 'Income', 'Ferry', 'Carrier price', 'Functions', 'Special conditions', 'Internal notes', 'Start planning from', 'Date', 'Regions', 'Trip planner', 'Send to carrier', 'Save', 'Cancel', and a table at the bottom.

Red circles and arrows highlight the following actions:

- 1. Click on the 'Functions' button (represented by a red circle with the number 1).
- 2. Click on the 'Create incoming invoice' button (represented by a red circle with the number 2).
- 3. Click on the 'Add to invoice No: 19/ Date: 16.08.2022 Supplier: Demo 60.50 EUR' button (represented by a red circle with the number 3).

| L# | D# | Cargo | Description | Client | LDM | Load.date | Unload.d. | Income |
|----|----|-------|-------------|--------|-----|-----------|-----------|--------|
| 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 Add Add Service Add Trip Add one order 6 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 | |

3 records 300

Revision #6

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

Updated Fri, Aug 26, 2022 10:17 AM by Janis Veldre