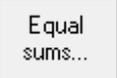


# Mutual clearing acts

The Mutual clearing act settles the financial obligations between the outgoing and incoming invoices of the business partner

## To create a new Mutual clearing acts:

1. **Ozols > Payments > Documents > Mutual clearing >** in the toolbar press **New**  

2. A new window opens **Mutual clearing**
3. In the header, indicate the date, document number, name (for example: according to the contract) and select the required cooperation partner from the list .
4. Press the **Fill** button 
5. Choose **Incoming invoices**
  - 5.1. **The Unpaid incoming invoices** window opens . By holding down the **ctrl** key, mark with mouse the necessary invoices and by pressing  or with a double click of the mouse, add the invoices to the act
6. **Press the Fill** button again  and select **Outgoing invoices**
  - 6.1. **The Unpaid outgoing invoices** window opens . By holding down **the ctrl** key, mark with mouse the necessary invoices and by pressing  or with a double click of the mouse, add the invoices to the act
7. **Press the Equalize sums** button 
- !!! the amount of covered amount on both sides has to be the same!
8. Enter currency, consent term and notes if needed
9. The created act is confirmed by pressing the button on the toolbar 
10. **To print the document, press the Print**  button on the toolbar to send to e-mail **Mail** 
11. You need to press the button to save 

The screenshot shows a software window titled "Mutual clearing act" with the following components and callouts:

- 1**: New button in the menu bar.
- 2**: Window title bar.
- 3**: Form fields for Number (10), Date (19.10.2022), and Doc.No. (123).
- 4**: Action buttons (New, Open, Delete, Fill) on the right side.
- 5**: Incoming invoices button.
- 6**: Outgoing invoices button.
- 7**: Equal sums... button.
- 8**: Currency (EUR) and Consent.Act] (0 days) fields.
- 9**: Filter button in the menu bar.
- 10**: Print button in the menu bar.
- 11**: Save and Cancel buttons at the bottom right.

The main data table contains the following records:

Date	Type	Invoice No.	Uncovered	Covered	Debt	Notes
10.12.2012	Incoming inv.	DS-2345*	2791.78	700.00	2091.78	
16.03.2011	Outgoing inv.	LVA0206	200.00	200.00		
05.04.2011	Outgoing inv.	LVA0209	500.00	500.00		

Summary statistics:

- Sales invoice sum: 700.00 Covered: 700.00 Customer debt: 0.00
- Purchase invoice sum: 2.791.78 Covered: 700.00 Our debt: 2.091.78

Notes field is empty.

Status: 3 records | Saved: 19.10.2022 09:33 demo

Sample of **Mutual clearing cancellation act** act:

# DEMO SIA

DSV Transport  
Krievijas iela 21  
Rīga  
LV-1075, LATVIA

**MUTUAL CLEARING No. 123**  
19.10.2012

## ON THE ONE HAND:

DSV Transport, VAT No. LV90003420841  
Krievijas iela 21, LV-1075 Rīga, LATVIA

Fax: +490 2654854  
Phone: +490 2654853

## ON THE OTHER HAND:

Demo SIA, VAT No. LV94000077000  
Lielkaiņu iela 3, LV-2132 Lielkaiņi  
info@demo.lv  
Fax: +371 63050199  
Phone: 29489925  
A/s SIB banka, SIA I/P T. UNĻA, UNĻA  
IBAN: LV80UNLA00110220170004 (EUR)

enter into following agreement:

### DSV Transport, invoices:

Invoice No.	Date	VAT	Sum EUR	Covered EUR	Corrections
DS-2345	10.12.2012	21%	2791.78	700.00	
<b>TOTAL:</b>				2791.78	700.00

### Demo SIA, invoices:

Invoice No.	Date	VAT	Sum EUR	Covered EUR
LVAO206	16.03.2011	0%	200.00	200.00
LVAO209	05.04.2011	0%	500.00	500.00
<b>TOTAL:</b>			700.00	700.00

after mutual clearing Demo SIA owe DSV Transport

**Invoice No. DS-2345 2091.78 EUR**

Mutual agreement is made in duplicate. One copy, please, revert in 10 days to Demo SIA

If neither corrections nor agreement is not received in 10 working days, agreement will be seen as correct with Demo SIA given data

### ISSUED BY:

#### Demo SIA

Jelena Vaidere  
Phone: +371 63050199  
info@demo.lv

#### DSV Transport

.....  
(signature)

.....  
(full name)

When the Reconciliation act is approved, the documents attached to it are linked, thus the debt amounts of the documents are canceled and the documents are considered paid.

The Reconciliation act can be posted in the same way as other payment documents.

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Revision #12

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