

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 .

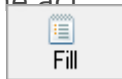
4. Press the **Fill** button



5. Choose **Incoming invoices**

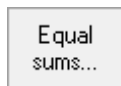
5.1. **The Unpaid incoming invoices** window opens . By holding down the **ctrl** key, mark with mouse the necessary invoices and by pressing 🖐️ or with a double click of the mouse, add the invoices to the act

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!

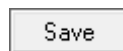
8. Enter currency, consent term and notes if needed

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



Browser Back Forward **1** New **9** Filter Confirm Delete Multiselect Columns Functions Relate **10** Print Mail View Book Favorites Exit

2 Mutual clearing act

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Number Date Doc.No.

Name

Partner

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		

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

8 Currency Consent.Act] days

Notes

7 Equal sums...

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5 Incoming invoices
6 Outgoing invoices

11 Save Cancel

3 records Saved: 19.10.2022 09:33 demo

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

DEMO SIA

DSV Transport
Krustpils iela 31
Rīga
LV-1075, LATVIA

MUTUAL CLEARING No. 123
19.10.2012

ON THE ONE HAND:

DSV Transport, VAT No. LV50003420841
Krustpils iela 31, LV-1075 Rīga, LATVIA

Fax: +371 2654854
Phone: +371 2654853

ON THE OTHER HAND:

Demo SIA, VAT No. LV4450867788
Lielkaltupe iela 3, LV-2132 Lielkaltupe

info@demo.lv
Fax: +371 63302199
Phone: 29489925
A/s SIA banka, SIA L.T. UNLAJ, VDK
IBAN: LV62UNLA0011020070804 (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	
TOTAL:			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
TOTAL:			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 Vaidole
Phone: +371 63302199
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.

Revision #12

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