

# 8. Incoming Invoices (Creditors)

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# Registering an Incoming Invoice

If you need to register a single invoice for multiple trips at once, you can do so in one of the following ways:

- 1) Register an invoice from the Trip form.
- 2) Register an invoice from the Open Trips window.

## 1. Registering an Invoice from the Trip Form

1. Open the trip.
2. Click the **"Register Invoice"** button.

The screenshot shows the 'Trip/Spedition' form for trip TA147. The form is divided into several sections: Trip details, Attachments, Price calculations, Finances, Route, Map, and Chat. The 'Trip details' section is active, showing fields for Type (Agreement), Transport manager (Veldre Janis), Transport type (Road), Order date (17.07.2024), From (29.10.2024 11:55), till (05.11.2024 11:55), Truck (CEC299), Carrier (Parvadats X), Expeditor (Carrier's expeditor), Driver (Gods Jānis), Trailer type (TENT), Carrier price (0 EUR), Term (30 days), and Send documents (Transport manager email). A red box highlights the 'Create incoming invoice' button in the top right corner of the form. Below the form, there are sections for 'Export ferry' and 'Import ferry'.

For an unconfirmed invoice, it is possible to add other customer orders.

## 2. Registering an Invoice from the Open Trips Window

Navigate to the **Open Trips** tab. Select the trips for which incoming invoices have been received and click the **"Register Incoming Invoice"** button.

1. Select the trips for which you want to register an incoming invoice.
2. Click the invoice registration icon. 
3. Complete the required fields and click **Save**.

Active tripsUnclosed trip 12All tripsExpedited trucks

Q SearchVeldre Janis14.04.202415.04.2025Selected all

|                                     | ▼ | Trip No. | ▼ | Carrier         | ▼ | Start date | ▼ | End date   | ▼ | Truck/Trailer N   | ▼ | Transport manager | ▼ | Status          | ▼ | Missing | ▼ | Income  | ▼ | Planned co | ▼ | Actual cost | ▼ | Planned pr | ▼ | Actual profit | ▼ | Planned fee | ▼ | Actual ferry | ▼ | POD | ▼ |
|-------------------------------------|---|----------|---|-----------------|---|------------|---|------------|---|-------------------|---|-------------------|---|-----------------|---|---------|---|---------|---|------------|---|-------------|---|------------|---|---------------|---|-------------|---|--------------|---|-----|---|
| <input type="checkbox"/>            |   | TA147    |   | Pavedatija X    |   | 29.10.2024 |   | 05.11.2024 |   | CEC299/CEC299     |   | Jānis Veldre      |   | Delivered       |   | 6R10POD |   | 8280.00 |   | 0          |   | 0.00        |   | 8280       |   | 8280          |   | 0           |   | 0.00         |   | 10  |   |
| <input type="checkbox"/>            |   | TA192    |   | PEDRALI SPA     |   | 28.02.2025 |   | 28.02.2025 |   | AA123/B123        |   | Jānis Veldre      |   | Invoices issued |   | 1PCD    |   | 650.00  |   | 0          |   | 0.00        |   | 650        |   | 650           |   | 0           |   | 0.00         |   | 1   |   |
| <input type="checkbox"/>            |   | TS175    |   | DGV Transport   |   | 09.12.2024 |   | 13.12.2024 |   | BC123/A1234       |   | Jānis Veldre      |   | Invoices issued |   | 1PCD    |   | 1000.00 |   | 500        |   | 0.00        |   | 500        |   | 1000          |   | 0           |   | 0.00         |   | 1   |   |
| <input checked="" type="checkbox"/> |   | TA128    |   | Demo            |   | 11.06.2024 |   | 13.06.2024 |   | HH 5678/TT 1234   |   | Jānis Veldre      |   | Invoices issued |   | 1PCD    |   | 0.00    |   | 0          |   | 0.00        |   | 0          |   | 0             |   | 0           |   | 0.00         |   | 1   |   |
| <input checked="" type="checkbox"/> |   | TA129    |   | Demo            |   | 24.08.2019 |   | 11.07.2024 |   | GG123/MZ522       |   | Jānis Veldre      |   | Invoices issued |   | 1R3PCD  |   | 370.00  |   | -100       |   | 100.00      |   | 470        |   | 270           |   | 0           |   | 0.00         |   | 3   |   |
| <input type="checkbox"/>            |   | TS179    |   | Cloudae LV RIGA |   | 26.09.2024 |   | 13.12.2024 |   | BBB88/BBB         |   | Jānis Veldre      |   | Invoices issued |   | 1PCD    |   | 5100.00 |   | 0          |   | 0.00        |   | 5100       |   | 5100          |   | 0           |   | 0.00         |   | 1   |   |
| <input type="checkbox"/>            |   | TH086    |   | Cloudae LV RIGA |   | 03.01.2025 |   | 06.01.2025 |   | LIC 2025-Zveek Nv |   | Jānis Veldre      |   | Invoices issued |   |         |   | 100.00  |   | 22.51      |   | 180.08      |   | 77.49      |   | 80.08         |   | 0           |   | 0.00         |   |     |   |
| <input type="checkbox"/>            |   | TS236    |   | Bone            |   | 03.01.2025 |   | 09.04.2025 |   | T6987/K909        |   | Jānis Veldre      |   | Invoices issued |   | 4PCD    |   | 6100.00 |   | 300        |   | 0.00        |   | 5800       |   | 6100          |   | 0           |   | 0.00         |   | 4   |   |
| <input type="checkbox"/>            |   | TS180    |   | bauroic         |   | 11.06.2024 |   | 14.06.2024 |   | MK0000/02932      |   | Jānis Veldre      |   | Invoices issued |   | 1PCD    |   | 2100.00 |   | 2000       |   | 2000.00     |   | 103        |   | 103           |   | 0           |   | 0.00         |   | 1   |   |
| <input type="checkbox"/>            |   | TS178    |   | BAUHOW          |   | 15.12.2024 |   | 16.12.2024 |   | ZX6666/66666      |   | Jānis Veldre      |   | Invoices issued |   | 1PCD    |   | 33.00   |   | 15         |   | 0.00        |   | 18         |   | 33            |   | 0           |   | 0.00         |   | 1   |   |
| <input type="checkbox"/>            |   | TS196    |   | Alkadakta       |   | 03.02.2025 |   | 03.02.2025 |   | BT6565/9090       |   | Jānis Veldre      |   | Invoices issued |   | 1PCD    |   | 1000.00 |   | 500        |   | 0.00        |   | 500        |   | 1000          |   | 0           |   | 0.00         |   | 1   |   |
| <input type="checkbox"/>            |   | TS242    |   | abra ISA        |   | 11.04.2025 |   | 11.04.2025 |   | LT5454/94343      |   | Jānis Veldre      |   | Invoices issued |   | 1PCD    |   | 500.00  |   | 430        |   | 0.00        |   | 70         |   | 500           |   | 0           |   | 0.00         |   | 1   |   |

Incoming invoices: 44

Draft

DEMO

Receival date \*04.06.2026TypeInvoiceInvoice No. \*3 Invoice No. Invoice Date \*04.06.2026Supplier \*Demo - LV44556677889Bank account \*LV27HABA0551028432947HABALV22A/s "Swedbank"Payment terms30 daysDue date \*04.07.2026DescriptionTA128

Search...

|                          | ▼                                                                                 | N | ▼ | Service type                 | ▼ | Quantity | ▼ | Price | ▼ | Sum | ▼ | VAT code | ▼ | VAT sum | ▼ | Order No. | ▼ | Trip/Spedition | ▼ | Truck/Trailer | ▼ | Sum I | ▼ | VAT sur | ▼ | Total sum | ▼ |  |  |
|--------------------------|-----------------------------------------------------------------------------------|---|---|------------------------------|---|----------|---|-------|---|-----|---|----------|---|---------|---|-----------|---|----------------|---|---------------|---|-------|---|---------|---|-----------|---|--|--|
| <input type="checkbox"/> |  | 1 |   | Freight                      |   | 1 gab.   |   | 0     |   | 0   |   | EU       |   | 0       |   |           |   | TA128          |   | HH 5678       |   | 0     |   | 0       |   | 0         |   |  |  |
| <input type="checkbox"/> |  | 2 |   | Freight                      |   | 1 gab.   |   | 0     |   | 0   |   | EU       |   | 0       |   |           |   | TA129          |   | GG123         |   | 0     |   | 0       |   | 0         |   |  |  |
|                          |                                                                                   |   |   | * Planned trip cost: 0.00EUR |   |          |   |       |   |     |   |          |   |         |   |           |   |                |   |               |   |       |   |         |   |           |   |  |  |

Invoice dataAttachment(s)

Sum0EURExchange rate1Reviewed byVeldre Janis

Notes

Not pay

# Applying a Cash Discount (Skonto) to an Incoming Invoice

- 1) In the Partner List, find the relevant partner.
- 2) Open the "Settlements" section and enter the discount.

Partner : Cloudex LV RIGA

Basic data **Invoices** Sales Notification settings Attachment(s) Statistics Route price Other

| Bank account | Swift code | Bank name        | Currency      |
|--------------|------------|------------------|---------------|
| KONTSS       | SWIFTS     | BANKAS NOSAUKUMS | Multicurrency |

Client payment days: 30 days  
Total credit limit: 0  
Bank account group:   
Skonto discount: 0 %  
Order view on invoice: 2. Basic order info  
Default company: Default company  
Default currency: EUR  
Debtor notes:   
☐ Generate invoice automatically  
☐ Customer self-billing  
☒ Calculate penalty interest on invoices  
☐ Hide in invoice Shipper and Consignee

Supplier payment days: 30 days  
Overdue credit limit: 0 EUR  
Max payment delay: 0 day  
Skonto discount in incoming invoices: 0 %  
Address view on invoice: Company, Street, Postal code, City  
Electronic invoice format in email: Electronic invoice format in email  
☐ In currency invoices hide base currency  
☐ Show debt or overpayment on invoice  
☐ Merge selected email attachment PDF files

Saved: 08.04.2026 11:10 demo

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