Credit invoice for outgoing invoice

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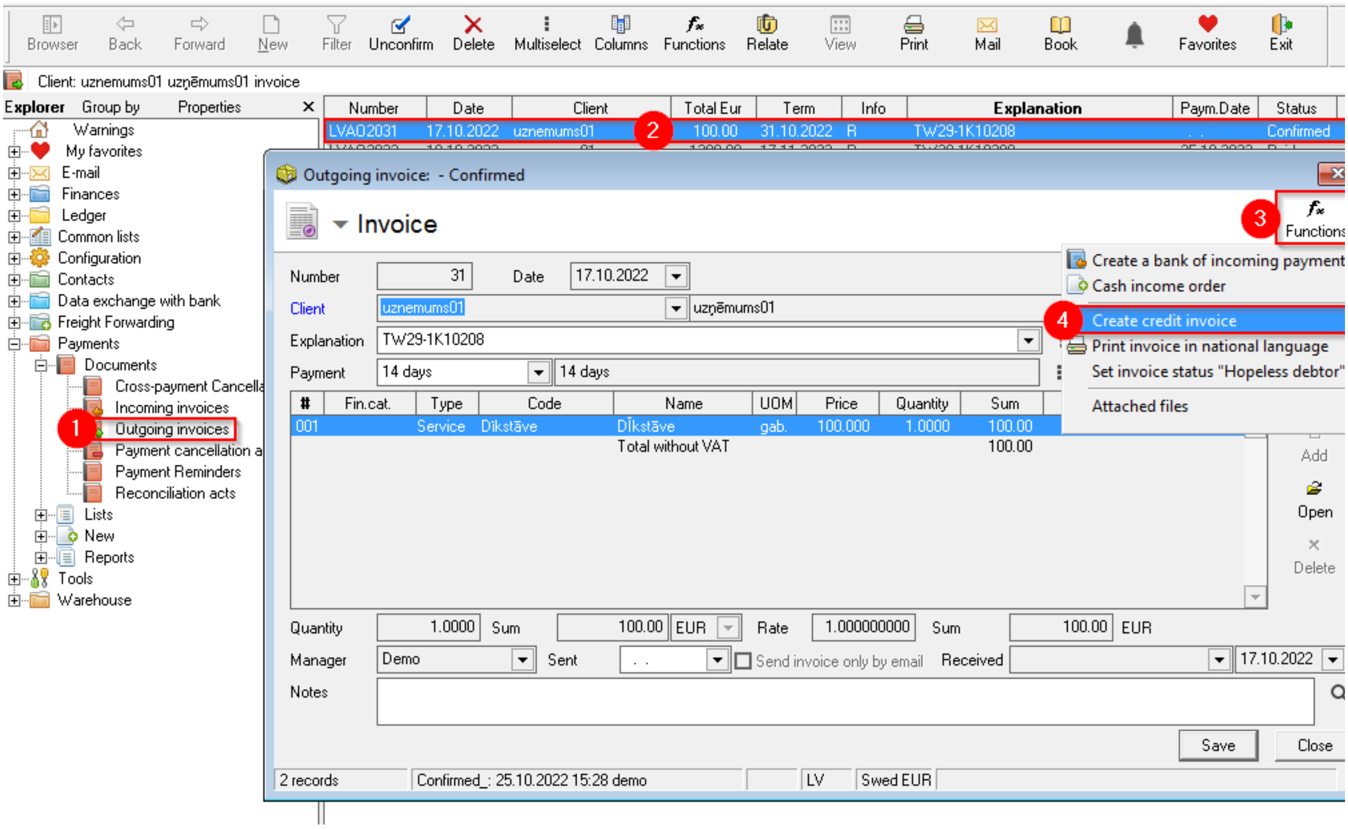
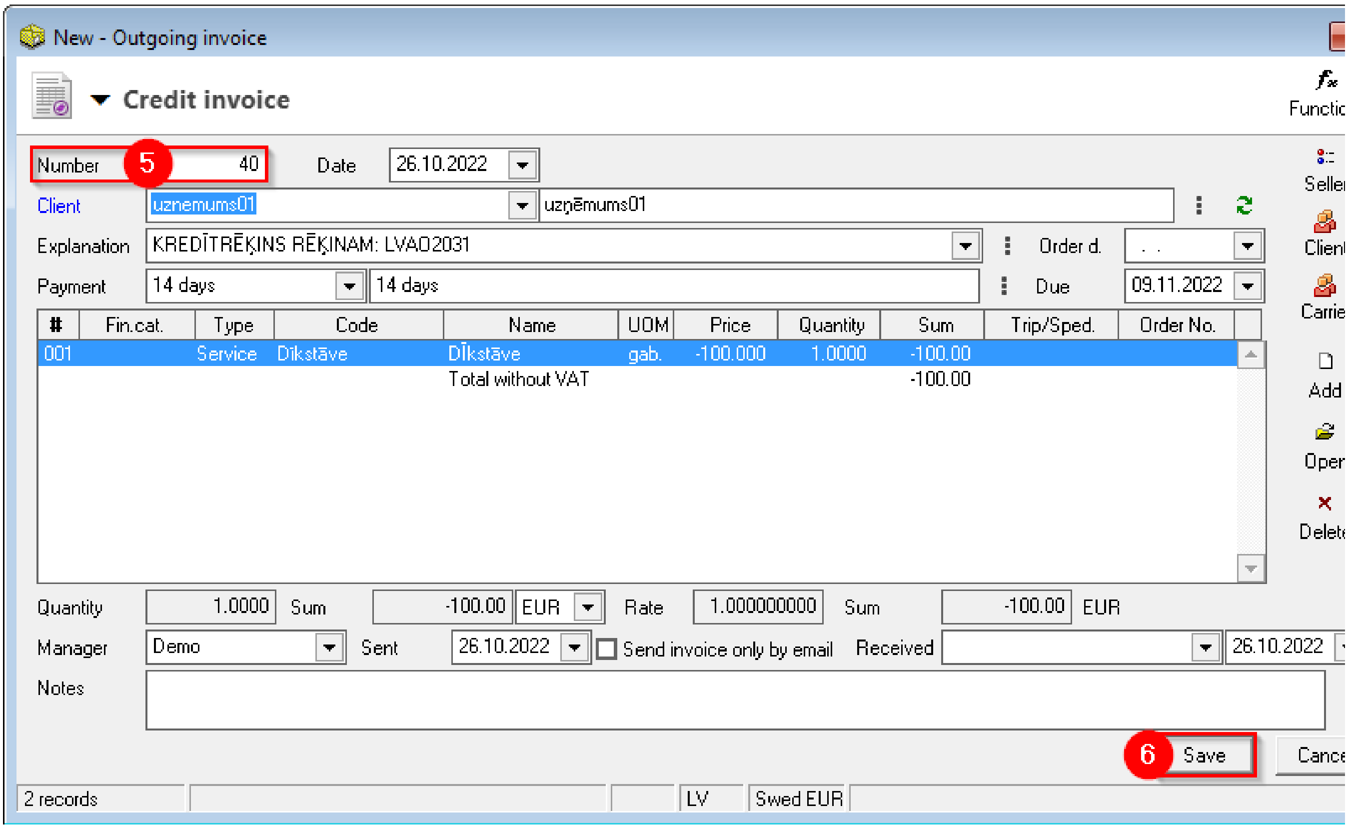
1. Creating a credit invoice for outgoing invoice

1. Open **Outgoing Invoices**
2. Find the invoice for which you need to register a credit invoice and open it
3. In the outgoing invoice window, press **Functions** and
4. **Create a credit invoice**

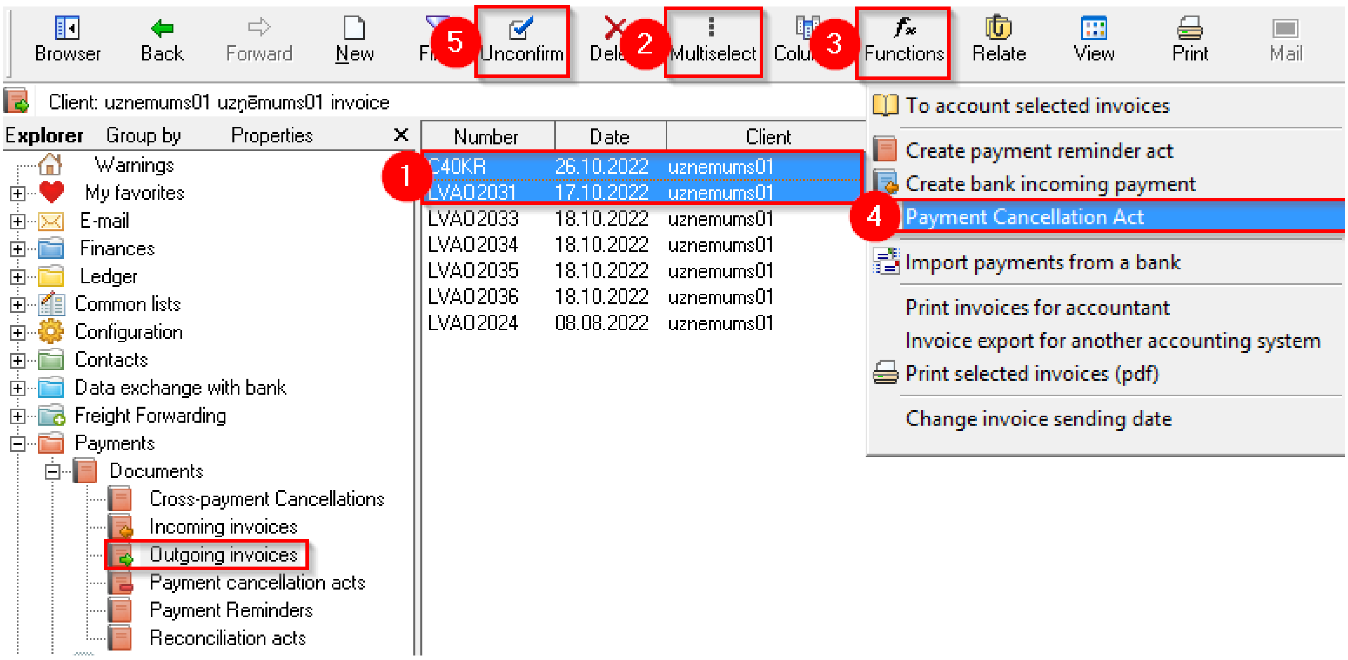


5. A new window will open - **Credit invoice.** You can enter the number of the credit invoice
6. Keep your credit score

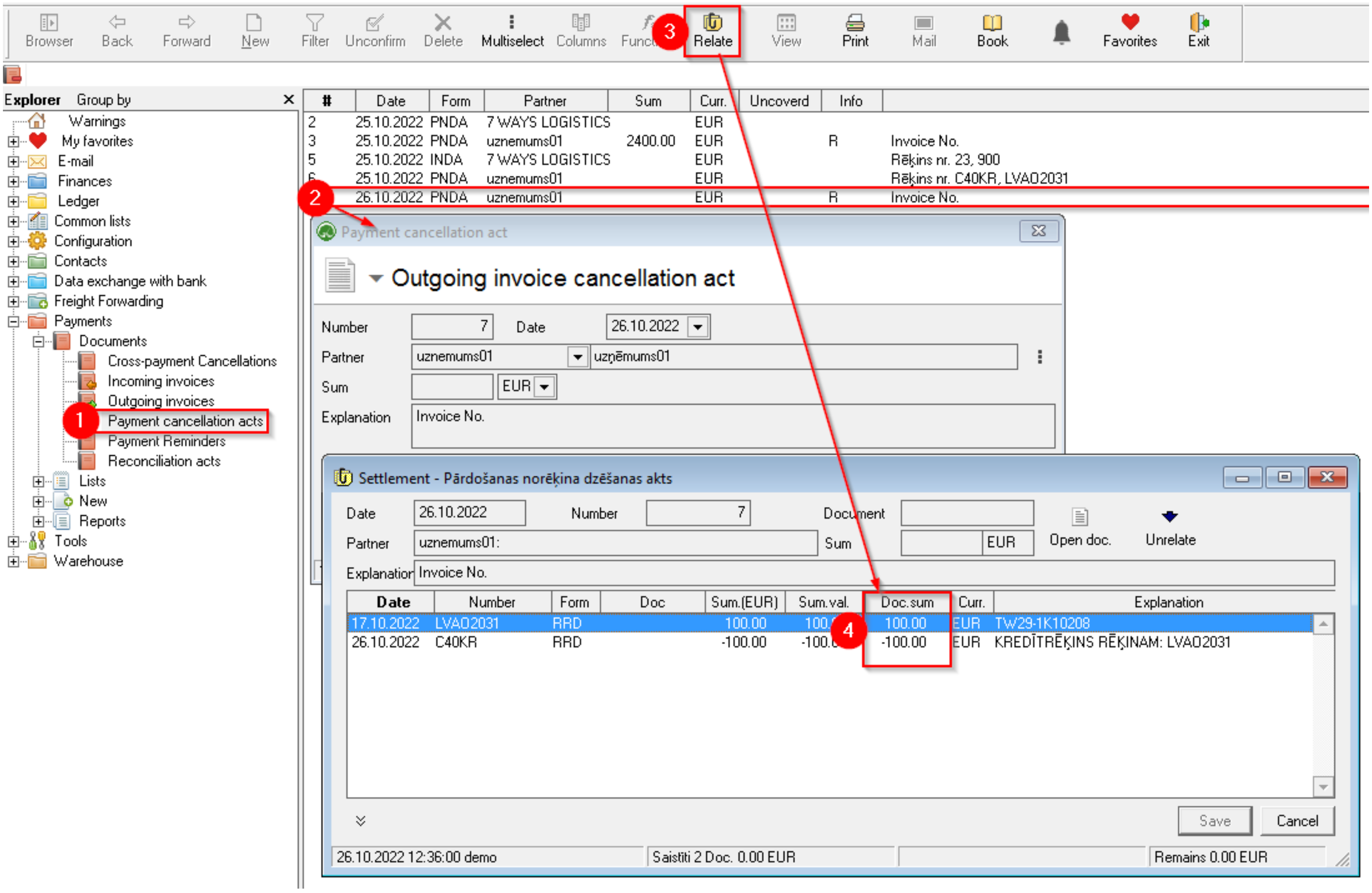


2. Creating of Payment cancellation act for outgoing invoice with credit invoice

1. **The list of outgoing invoices** shows both the **outgoing invoice and the credit invoice** for this invoice (with a negative amount)
2. With **Multiselect** and holding the **Ctrl** key with the mouse, highlight both invoices
3. Functions
4. Selects **Create settlement cancellation act.** When the new act window opens, **Save it**
5. If necessary, invoices are confirmed by pressing Apstiprināt



3. Where does OZOLS store settlement settlement acts for credit invoices?



Revision #3
Created 2022-10-26 12:12:01 UTC by Janis Veldre
Updated 2026-07-06 10:04:23 UTC by Janis Veldre