

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** *f** and
4. **Create a credit invoice**

The screenshot displays the OZOLS software interface. On the left, the 'Explorer' pane shows a tree view of the application's structure. The 'Outgoing invoices' folder is highlighted with a red circle and the number 1. The main window, titled 'Outgoing invoice: - Confirmed', shows a table of outgoing invoices. The first row is highlighted with a red circle and the number 2. The 'Functions' menu is open, and the 'Create credit invoice' option is highlighted with a red circle and the number 4. The 'Number' field in the 'Invoice' window is set to 31, and the 'Date' is 17.10.2022. The 'Client' is 'uznemums01'. The 'Explanation' is 'Tw29-1K10208'. The 'Payment' is '14 days'. The 'Quantity' is 1.0000, and the 'Sum' is 100.00 EUR. The 'Manager' is 'Demo'. The 'Notes' field is empty. The 'Save' button is visible at the bottom right of the window.

Number	Date	Client	Total Eur	Term	Info	Explanation	Paym.Date	Status
LVAD2031	17.10.2022	uznemums01	100.00	31.10.2022	R	Tw29-1K10208		Confirmed

#	Fin.cat.	Type	Code	Name	UOM	Price	Quantity	Sum
001		Service	Dikstāve	Dikstāve	gab.	100.000	1.0000	100.00
Total without VAT								100.00

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

New - Outgoing invoice

Credit invoice

Number **5** 40 Date 26.10.2022

Client uzņēmums01

Explanation KREDĪTRĒĶINS RĒĶINAM: LVA02031

Payment 14 days

#	Fin.cat.	Type	Code	Name	UOM	Price	Quantity	Sum	Trip/Sped.	Order No.
001		Service	Dīkstāve	Dīkstāve	gab.	-100.000	1.0000	-100.00		
Total without VAT								-100.00		

Quantity 1.0000 Sum -100.00 EUR Rate 1.0000000000 Sum -100.00 EUR

Manager Demo Sent 26.10.2022 ☐ Send invoice only by email Received 26.10.2022

Notes

6 Save

2 records LV Swed EUR

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 **f***
4. Selects **Create settlement cancellation act**. When the new act window opens, **Save** it
5. If necessary, invoices are confirmed by pressing **Apstiprināt**

Browser Back Forward New File **5** Unconfirm **2** Multiselect **3** Functions **4** Relate View Print Mail

Client: uzņēmums01 uzņēmums01 invoice

Explorer	Group by	Properties	Number	Date	Client
Warnings					
My favorites					
E-mail					
Finances					
Ledger					
Common lists					
Configuration					
Contacts					
Data exchange with bank					
Freight Forwarding					
Payments					
Documents					
Cross-payment Cancellations					
Incoming invoices					
Outgoing invoices					
Payment cancellation acts					
Payment Reminders					
Reconciliation acts					

To account selected invoices

- Create payment reminder act
- Create bank incoming payment
- Payment Cancellation Act**
- Import payments from a bank
- Print invoices for accountant
- Invoice export for another accounting system
- Print selected invoices (pdf)
- Change invoice sending date

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

The screenshot illustrates the OZOLS software interface for managing settlement acts. The main window displays a table of transactions with columns: #, Date, Form, Partner, Sum, Curr., Uncoverd, and Info. A red circle '2' highlights the first row of the table. A red circle '3' highlights the 'Relate' button in the top menu bar. A red circle '1' highlights the 'Payment cancellation acts' folder in the Explorer sidebar. A red circle '4' highlights the 'Doc.sum' column in the 'Settlement' window table.

Explorer Sidebar:

- Warnings
- My favorites
- E-mail
- Finances
- Ledger
- Common lists
- Configuration
- Contacts
- Data exchange with bank
- Freight Forwarding
- Payments
 - Documents
 - Cross-payment Cancellations
 - Incoming invoices
 - Outgoing invoices
 - Payment cancellation acts**
 - Payment Reminders
 - Reconciliation acts
 - Lists
 - New
 - Reports
 - Tools
 - Warehouse

Main Table:

#	Date	Form	Partner	Sum	Curr.	Uncoverd	Info
2	25.10.2022	PNDA	7 WAYS LOGISTICS	2400.00	EUR		Invoice No.
3	25.10.2022	PNDA	uznemums01		EUR	R	Rēķins nr. 23, 900
5	25.10.2022	INDA	7 WAYS LOGISTICS		EUR		Rēķins nr. C40KR, LVA02031
6	25.10.2022	PNDA	uznemums01		EUR		Invoice No.
2	26.10.2022	PNDA	uznemums01		EUR	R	Invoice No.

Outgoing invoice cancellation act:

Number: 7 Date: 26.10.2022
Partner: uznemums01
Sum: EUR
Explanation: Invoice No.

Settlement - Pārdošanas norēķina dzēšanas akts:

Date: 26.10.2022 Number: 7 Document:
Partner: uznemums01 Sum: EUR Open doc. Unrelate
Explanation: Invoice No.

Date	Number	Form	Doc	Sum(EUR)	Sum.val	Doc.sum	Curr.	Explanation
17.10.2022	LVA02031	RRD		100.00	100.00	100.00	EUR	TW29-1K10208
26.10.2022	C40KR	RRD		-100.00	-100.00	-100.00	EUR	KREDĪTRĒĶINS RĒĶINAM: LVA02031

26.10.2022 12:36:00 demo Saistīti 2 Doc. 0.00 EUR Remains 0.00 EUR

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