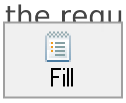
Mutual clearing acts

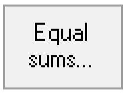
> The Mutual clearing act settles the financial obligations between the outgoing and incoming invoices of the business partner

To create a new Mutual clearing acts:

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

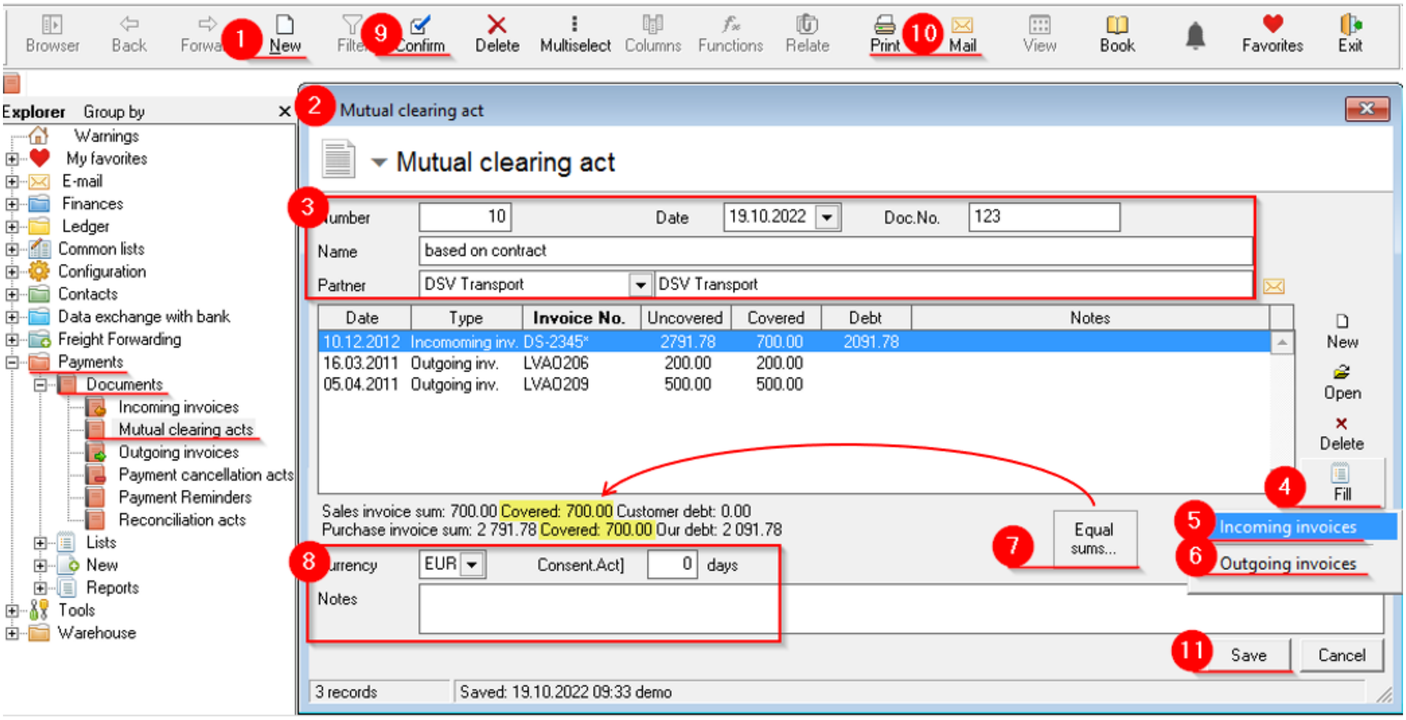
2. A new window opens **Mutual clearing**
3. In the header, indicate the date, document number, name (for example: according to the contract) and select the required cooperation partner from the list .
4. Press the **Fill** button 

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 



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

DEMO SIA

DSV Transport
[illegible]
[illegible]
[illegible]

MUTUAL CLEARING No. 123
19.10.2012

ON THE ONE HAND:

DSV Transport, [illegible]
[illegible]

[illegible]
[illegible]

ON THE OTHER HAND:

Demo SIA, [illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

enter into following agreement:

DSV Transport, invoices: **Demo SIA, invoices:**

Invoice No.	Date	VAT	Sum EUR	Covered EUR	**Corrections**	Invoice No.	Date	VAT	Sum EUR	Covered EUR	
DS-2345	10.12.2012	21%	2791.78	700.00		LVAO206	16.03.2011	0%	200.00	200.00	
						LVAO209	05.04.2011	0%	500.00	500.00	
		TOTAL:	2791.78	700.00				**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
[illegible]
[illegible]
[illegible]

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
Created 2022-10-18 12:05:43 UTC by Janis Veldre
Updated 2022-10-27 16:19:39 UTC by Janis Veldre