

# Outgoing invoice payment

Important! OZOLS TMS provides two options - automated and manual outgoing invoice.

Only one of options can be used for the accounting period!

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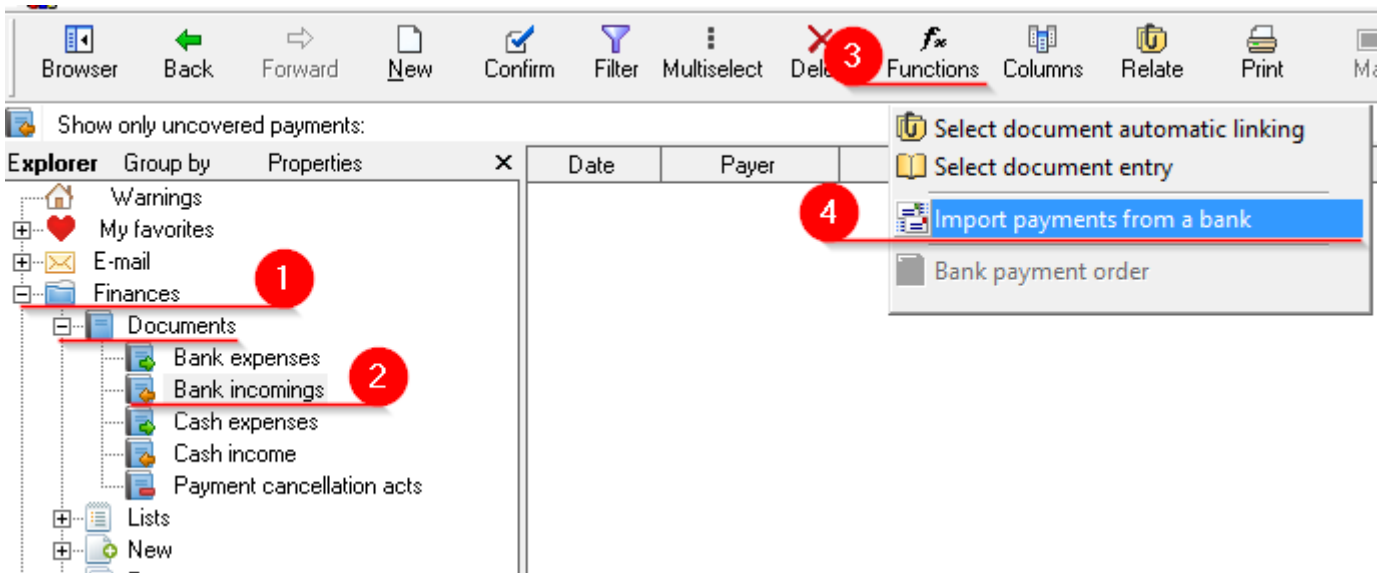
## 1. Payment of outgoing invoices - automated data import from the bank

### 1.1. Export Account report from your Bank

Open your company's **internet bank** > prepare **the Bank Account report** for the desired period > **export it in FidaVista or ISO format.** > **Save this document to your computer.**

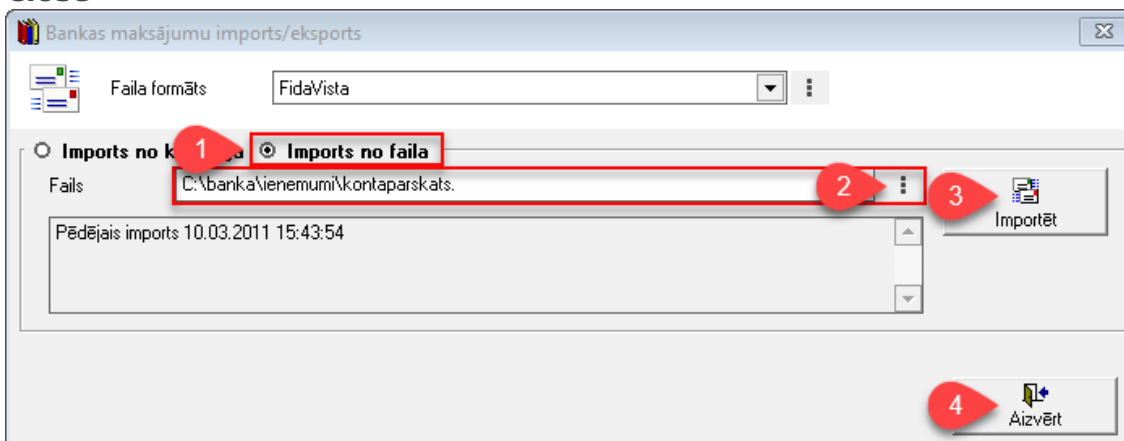
### 1.2. Open OZOLS TMS

1. **Finance > Documents**
2. **Bank incomings**
3. **Functions**
4. **Import payments from a bank**



### 1.3. Import bank payments

1. Choose **Import from file**
2. Specify the location of the document to be imported on the computer.
3. Press **Import**
4. **Close**



## 2. Linking incoming bank payments with outgoing invoices

1. **OZOLS > Finances > Documents > Bank incomings**
2. Filter > choose which documents to include
3. **Set** the desired filter. For example, **Show only uncovered payments**
4. Select the first payment and press the "Relate" button (Ctrl+D)

Browser Back Forward New Confir 2 Filter Multiselect Delete Functions Colum 5 Relate Print Mail View

Show only uncovered payments:

explorer	Group by	Properties	Date	Payer	Payer name	Type	Sum	Curr.	Unc
			09.05.2022	Starpsiena	Starpsiena	BIE	48.40	EUR	4
			09.05.2022	7 WAYS LOGISTII	7 WAYS LOGISTICS SIA	BIE	60.50	EUR	6

1 Bank expenses  
Bank incomings  
Cash expenses  
Cash income  
Payment cancellation acts

2 Bank incomings

3

4

Set up Cancel

**Settlement - Incoming payment** window consists of 3 areas:

- A) Incoming bank payment
- B) Covered invoices
- C) Uncovered invoices

5) In the lower list (C) we have unpaid invoices. To relate payment with invoice Press the "Blue arrow up" (1) or double-click on invoice to relate it. If there are several invoices, select them by holding the Ctrl key

6) With green arrows (1) switch between incoming payment documents

7) With the filter (3), you can quickly find the required invoice by number, amount, etc.

**Settlement - Incoming payment**

Date: 16.03.2022 Number: 456 1 Document: A

Partner: abc: abc SIA Sum: 250.00 LVL Open doc. Calc. penalty

Explanation: Rēķins Nr.123

Date	Number	Form	Doc	Sum.(LVL)	Sum.val.	Doc.sum	Curr.	Explanation
27.05.2022	LVA02018	RRD		250.00	355.72	1210.00	EUR	W248-110165

Link: EUR Curr.rate in inv.dat. 0.702804 Sum: LVL Payment: Prepayment 2 0.00 LVL


Date	Number	Form	Doc	Debt	Total	Curr.	Explanation
27.05.2022	LVA02018	RRD		854.28	1210.00	EUR	W248-110165

[+] Filters: abc 3 search in list New settlement act... Save Cancel

Related 1 Doc. 250.00 LVL Unrelated 1 Doc. Remains 0.00 LVL

When the Incoming Payment is linked to the corresponding invoice, the amount in the "Uncovered" column in the Bank incomings list will be zero.

### 3. Outgoing invoice payment - manual data entry

1. Open the outgoing invoice to which the incoming payment should be linked > **Payments** > **Documents** > **Outgoing invoices**
2. **Mark the desired entry and press Functions ** in the toolbar
3. Select **Create bank incoming payment**
4. Select **Incoming Payment**
5. Enter the required information manually
6. Save

Browser Back Forward New Unconfirm Filter Multiselect Delete Functions 2 Inns Relate Print Mail View

Date: invoice no 01.01.2022 līdz 31.12.2022

Explorer Group by Properties x

- Warnings
- My favorites
- E-mail
- Finances
- Ledger
- Common lists
- Configuration
- Contacts
- Data exchange with bank
- Freight Forwarding
- Payments
- Documents
  - Cross-payment Cancellations
  - Incoming invoices 1
  - Outgoing invoices
  - Payment cancellation acts
  - Payment Reminders
  - Reconciliation acts

Number	Date	
LVA02029	07.09.2022	EKG Ca
LVA02028	25.08.2022	Antena7
LVA02026	19.08.2022	City C
LVA02027	19.08.2022	City C
LVA02024	08.08.2022	uznemum

To account selected invoices

- Create payment reminder act
- Create bank incoming payment 3
- 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

New - Bank incoming payment

Incoming payment 4

Bank account from Swed EUR LV27HABA0551028432947 (EUR)

Number 5 Date 08.09.2022 Sum 1200.00 EUR

[+] Payer uznemums01 : uzņēmuums01 SIA R.No. 789645896

Bank account to

Payment purpose Rēķins LVA02024

Notes

6 Save Cancel

1200.00 EUR 1200.00 EUR

Revision #16

Created Thu, Aug 25, 2022 9:34 AM by Janis Veldre

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