

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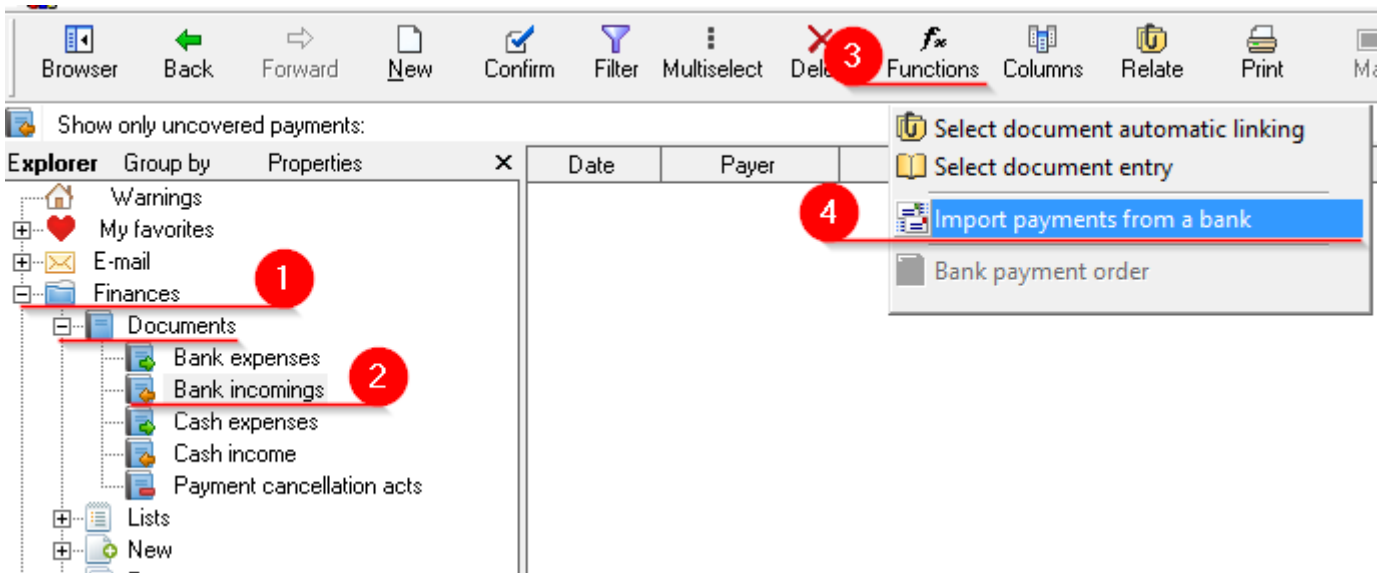
1. Payment of outgoing invoices - automated data import from the bank

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.**

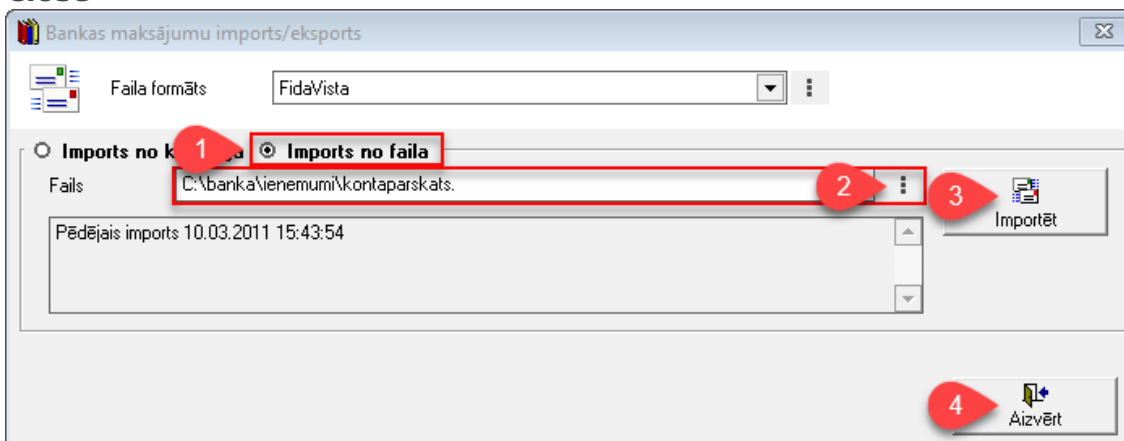
1.2. Open OZOLS TMS

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 |

Warnings
My favorites
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1 Bank incomings
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Bank incomings

Template [None]

☐ Find

☐ Bank account SEB EUR SEB EUR

☐ B-account curr. EUR

☐ Bank

☐ Type BAA - Bankā atgriezts avanss

☐ Payer

☐ Resident/non-resid Residents

☒ **Date:** Previous month from 01.08.2022 to 31.08.2022

☐ Sum from To

☐ Documents Not Confirmed

☐ Include annul documents

☐ User

☒ **Show only uncovered payments**

☐ Difference between doc. title sum and content sum

☐ Difference between source doc. account sum and accountancy

☐ Document sum is different from accountancy sum

☐ Difference between source doc.date and accountancy date

☐ Select received payments in advance

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 |

[+] Filtrs: 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

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 - 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 Additional info

6 Save Cancel

1200.00 EUR 1200.00 EUR

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

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