

# Payment of incoming invoices - payment orders

Options for Payment orders:




1. **Many** Bank payment orders **for many incoming invoices**
2. **One** Bank payment order **for one incoming invoice**
3. Deleting and correcting a bank payment order

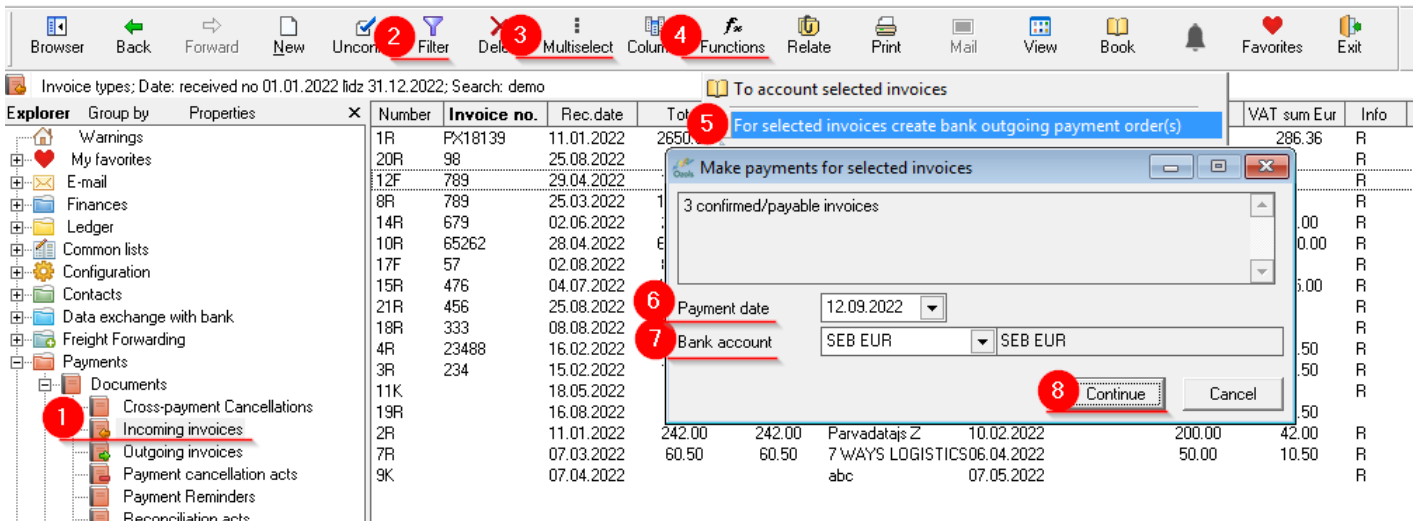
Incoming invoices registered in Ozola are paid by creating payment orders. We recommend exporting these payment tasks to an internet bank for fast bill payment.

There are various options for preparing bank payments, so we recommend OZOLS users to use the one that is convenient for them

## 1. Many Bank payment orders for many incoming invoices

The selected documents MAY be of different types (invoices, waybills), of different dates and from different Partners!

1. **OZOLS > Payments > Documents > Incoming invoices**
2. The **necessary incoming invoices are selected** with the help of the **Filter**   
For example: Show only unpaid invoices.
3. Mark which invoices to pay - Select **Multi select**  (**Ctrl+Y**) and, similar to Excel, holding the **Ctrl** or **Shift** keys with the mouse highlight the desired invoices.
4. Press Functions 
5. Select: **create bank payment orders for marked invoices**
6. Selects the bank payment **date**
7. **Specify the bank account** from which payments will be made
8. Press **Continue**  
**!!!** Prepared bank payments are available: **OZOLS > Finances > Documents > Bank expenses**




When creating payment orders for multiple invoices, they will all be created with ONE preparation date and from the same company's bank account

We recommend exporting the prepared bank payment tasks to the bank using the [Data exchange with the bank functionality available in the system](#)

## 2. Bank payment order for one incoming invoice

Linking one incoming invoice with the outgoing payment order.

If the Bank payment order has already been created in the Internet bank or another program, it is possible to enter it manually in OZOLS and thus register the payment of the incoming invoice.


1. **OZOLS > Payments> Documents > Incoming invoice**
2. **Press the Functions** button 
3. Select **Create bank outgoing payment order**

4. Enter the required **information from the bank payment order** and **save**

The screenshot shows a software interface for managing invoices and payment orders. The main window is titled 'Incoming invoice: - Delayed'. It contains fields for 'Invoice' details: Number (14), Invoice No. (679), Receiving date (02.06.2022), Invoice date (02.06.2022), Currency (EUR), and Bank account (LV27HABA0551028432947). A 'Payment' section is open, showing a 'New - Bank payment order' sub-window. This sub-window has fields for 'Payment order' details: Payment No. (5), Payment date (12.09.2022), Bank account from (SEB EUR), Currency (EUR), Sum (242.00 EUR), Receiver (Demo), Bank account (LV27HABA0551028432947), Bank (HABALV22), and Paym.purpose (REKINS NR: 679). The 'Export to internet bank' checkbox is checked. The 'Save' button is highlighted. A red box highlights the 'Payment order' sub-window. A red circle with the number 4 is next to the 'Payment No.' field. A red circle with the number 3 is next to the 'Create bank outgoing payment order' button. A red circle with the number 2 is next to the 'Attach' button.

### 3. Deleting and correcting the bank payment order

It is possible to correct or delete the payment order before it has been sent to the internet bank for payment. To do this, the payment order is first detached from the invoice:

1. **OZOLS > Finances > Documents > Bank expenses;**
2. Select the required payment order;
3. Press the **Relate** button . A window opens - **Settlement payment order;**
4. Select the invoice from which the payment order should be unrelated;
5. Press the Unlink button and save;

**1 Incoming invoice: - Delayed**

**Invoice**

Number: 14 Receiving date: 02.06.2022

Invoice No.: 679 Invoice date: 02.06.2022 Currency: EUR Rate:

Supplier: Demo Demo

Bank account: LV27HABA0551028432947 HABALV22 A/s "Swedbank"

Payment: New - Bank payment order

Explanation:

#	Type
1	Service V.A.T.

Payment No.: 5 Payment date: 12.09.2022

Bank account from: SEB EUR Bank account to: LV62UNLA0015020070904 (EUR)

Currency: EUR Sum: 242.00 EUR

[+] Receiver: Demo Demo SIA R.No.: 44556677889

Bank account: LV27HABA0551028432947 Bank: HABALV22 A/s "Swedbank" SWIFT: HABALV22

Paym.purpose: 14 REKINS NR: 679

Notes: ☒ International ☒ Export to internet bank

Save Cancel

2 records 2 records Aprmaksai 1 dokuments, 242.00 EUR 242.00 EUR 242.00 EUR

**2** Attachments **3** Functions

**3** Create bank outgoing payment order

New cash outgoing payment order

Cross-payment cancellation act

Mutual payment cancellation act

Create credit invoice

fixed asset incoming document

document of future periods exp

in Partner national currency

in basic currency

incoming invoices

erry tickets to invoice

checks to invoice

content for Bill from xls

Save Close

6. The confirmation of the desired payment order is removed;

7. Opens the payment order and make corrections or delete by pressing the Delete button

Browser Back Forward New **Confirm** Filter **Delete** Multiselect Columns Functions

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