

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**

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 Rate. The 'Supplier' is 'Demo'. The 'Bank account' is 'LV27HABA0551028432947' with 'HABALV22' and 'A/s "Swedbank"'. A 'Payment' section shows a 'New - Bank payment order' with a 'Save' button. A 'Payment order' sub-window is open, showing fields for 'Payment No.' (5), 'Payment date' (12.09.2022), 'Bank account from' (SEB EUR), 'Currency' (EUR), 'Sum' (242.00), '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. The sub-window also has 'Save' and 'Cancel' buttons. The main window has a 'Functions' menu with options like 'Create bank outgoing payment order', 'New cash outgoing payment order', 'Cross-payment cancellation act', 'Mutual payment cancellation act', and 'Create credit invoice'.

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.

Quantity:

Notes:

☐ Don't pay

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

2 Attachments Functions

3 Create bank outgoing payment order

New cash outgoing payment order

Cross-payment cancellation act

Mutual payment cancellation act

Create credit invoice

4 Payment order

Payment No.: 5 Payment date: 12.09.2022

Bank account from: SEB EUR 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:

☒ Export to internet bank ☒ International

Save Cancel

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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