

# Selecting a bank account in an outgoing invoice

If your company has several bank accounts, you can choose which one(s) to show on your outgoing invoices.

You can set it in Partner's card.

To add new Bank account or make changes to existing ones, you have to contact OZOLST TMS support team.

There are 3 options:

1. **Default**, when your company's **main bank account or accounts** are used for all Partners;
2. **Exceptional**, when Partner must **ALWAYS** have **specific bank account**;
3. **Variable**, when Partner **SOMETIMES** needs **specific bank account**.

## 1. Standard or Default account in invoices

- This is your company's Bank Account Number, which is defined for all transactions by default.
- Several bank account numbers may be included here and will appear on the invoice
- If the transaction is in a different currency, e.g. USD, then Ozols will automatically include the account that works with USD.

## 2. Exceptional - ALWAYS specific Bank account for selected Partner

**Ozols > Contacts > Lists > All Partners > Open the Partner card**

1. Choose the page **Other data**;
2. find **Bank account group** and select desired **Bank account**, that will be **ALWAYS** used for this **Partner**.

Partner

Basic Data **1 Other Data** For bookkeeping | Other | Attachment(s) | Sales

Bank	Bank Account	SWIFT	Currency	
				Add
				Open
				Delete

ADR     Carrier     End customer     Pārbaudīts     Saliktās kravas     Termināls  
 Advance pers...     Client     Expeditor     Pilnās kravas     Sender     Use myShipm...  
 Agreement ter...     Down trader     Muitas punkts     Receiver     Supplier

Carrier price, 1km: 0.00 / 0.00    CMR insurance till: ...    Insured trucks  
 Total credit limit: 0.00 EUR    Fuel surcharge: Do not calculate  
 Overdue invoice credit limit: 0.00 EUR    Payment currency: EUR    Agreement No.:  
 Prohibit orders acceptance if max payment delay is more than: .NULL. days    Default company:  
 Term of payment: 14 days    Term of payment for incoming invoices: 14 days  
 Skonto discount: 0.00 %    Skonto discount on incoming invoices: 0.00 %  
 Bank account group: **2** Default    CMR 16 pos.show: Our company  
 Order view on invoice: [Default]    Post: 0 days  
 Addresses view in invoice: Luminor  
 Cargo descript view: Pilnu kravas aprakstu  
 Hide loading/delivery date on invoice     Don't group multibook.services on invoice     Client himself issues invoices (self-billing)  
 Hide sender and receiver on invoice     In invoice order data print in supplement     Show client debit/credit in invoice  
 Hide base currency sum on invoice     Print invoices with signature

Prohibit data entry  
 Print order without scanned signature

Saved: 19.01.2022 15:15 demo    **3** Save    Cancel

### 3. Variable - SOMETIMES a different bank account must be specified

- 1) Open the outgoing invoice. For example: **OZOLS > Payments > Documents > Outgoing invoices > open invoice.**
- 2) If the invoice is closed, **cancel the confirmation (1)**
- 3) Press the **Client (2)** and select **the Bank account** from the list (3)

1 Confirm

2 Seller

3 Bank account group

Outgoing invoice - DEMO: - Draft

Invoice

Number: 29 Date: 07.09.2022

Client: EKG Cargo

Explanation: TW12-3K1006217-2020

Payment: 30 days

Company: Demo

VAT no.: 44556677889 VAT code: LV44556677889

Bank account group: [Default]

Save Cancel

3 records Saved: 07.09.2022 14:43 demo LV Swed EUR

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