

# 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  
 Total credit limit: 0.00 EUR  
 Overdue invoice credit limit: 0.00 EUR  
 Prohibit orders acceptance if max payment delay is more than: .NULL. days  
 Term of payment: 14 days  
 Skonto discount: 0.00 %  
 Bank account group: **2** Default  
 Order view on invoice: [Default]  
 Addresses view in invoice: Luminor  
 Cargo descript view: Pilnu kravas aprakstu

CMR insurance till: ... Insured trucks  
 Fuel surcharge: Do not calculate  
 Payment currency: EUR  
 Agreement No.:  
 Term of payment for incoming invoices: 14 days  
 Skonto discount on incoming invoices: 0.00 %  
 CMR 16 pos.show: Our company  
 Post: 0 days

☐ 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

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### 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)

Outgoing invoice - DEMO: - Draft

**Invoice**

Number: 29 Date: 07.09.2022

Client: EKG Cargo

Explanation: TW12-3K1006217-2020

Payment: 30 days

Order d.: . . . Due: 07.10.2022

Bank account group: [Default]

Company: Demo

VAT no.: 44556677889 VAT code: LV44556677889

Address: [Address field]

Phone: [Phone field] Fax: [Fax field]

Manager: Demo

Quantity: [Quantity field]

Manager: De [Manager field]

Notes: [Notes field]

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Functions: Seller, Client, Carrier, Add, Open, Delete

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