

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**

1 Incoming invoice: - Delayed

2 Attachments

3 Create bank outgoing payment order

4 New cash outgoing payment order

5 Cross-payment cancellation act

6 Mutual payment cancellation act

7 Create credit invoice

8 d files

9 fixed asset incoming document of future period in Partner national currency in basic currency

10 incoming invoices

11 every tickets to invoice checks to invoice

12 content for Bill from xls

13 Save

14 Close

15 Invoice

16 Number 14

17 Invoice No. 679

18 Receiving date 02.06.2022

19 Invoice date 02.06.2022

20 Currency EUR

21 Rate

22 Supplier Demo

23 Bank account LV27HABA0551028432947

24 HABALV22

25 A/s "Swedbank"

26 Payment

27 New - Bank payment order

28 Explanation

29 # Type

30 1 Service

31 V.A.T.

32 Payment No. 5

33 Payment date 12.09.2022

34 Bank account from SEB EUR

35 Bank account to LV62UNLA0015020070904 (EUR)

36 Currency EUR

37 Sum 242.00

38 EUR

39 (+) Receiver Demo

40 Demo SIA

41 R.No. 44556677889

42 Bank account LV27HABA0551028432947

43 Bank HABALV22

44 A/s "Swedbank"

45 SWIFT HABALV22

46 Paym.purpose 14 REKINS NR: 679

47 Notes

48 International

49 Export to internet bank

50 Save

51 Cancel

52 2 records

53 2 records

54 Apmaksai 1 dokuments, 242.00 EUR

55 242.00 EUR

56 242.00 EUR

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"

2 **Functions**

- Create bank outgoing payment order
- New cash outgoing payment order
- Cross-payment cancellation act
- Mutual payment cancellation act
- Create credit invoice

3 **New - Bank payment order**

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

2 records 2 records Apmaksai 1 dokumentu, 242.00 EUR 242.00 EUR 242.00 EUR

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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