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**.

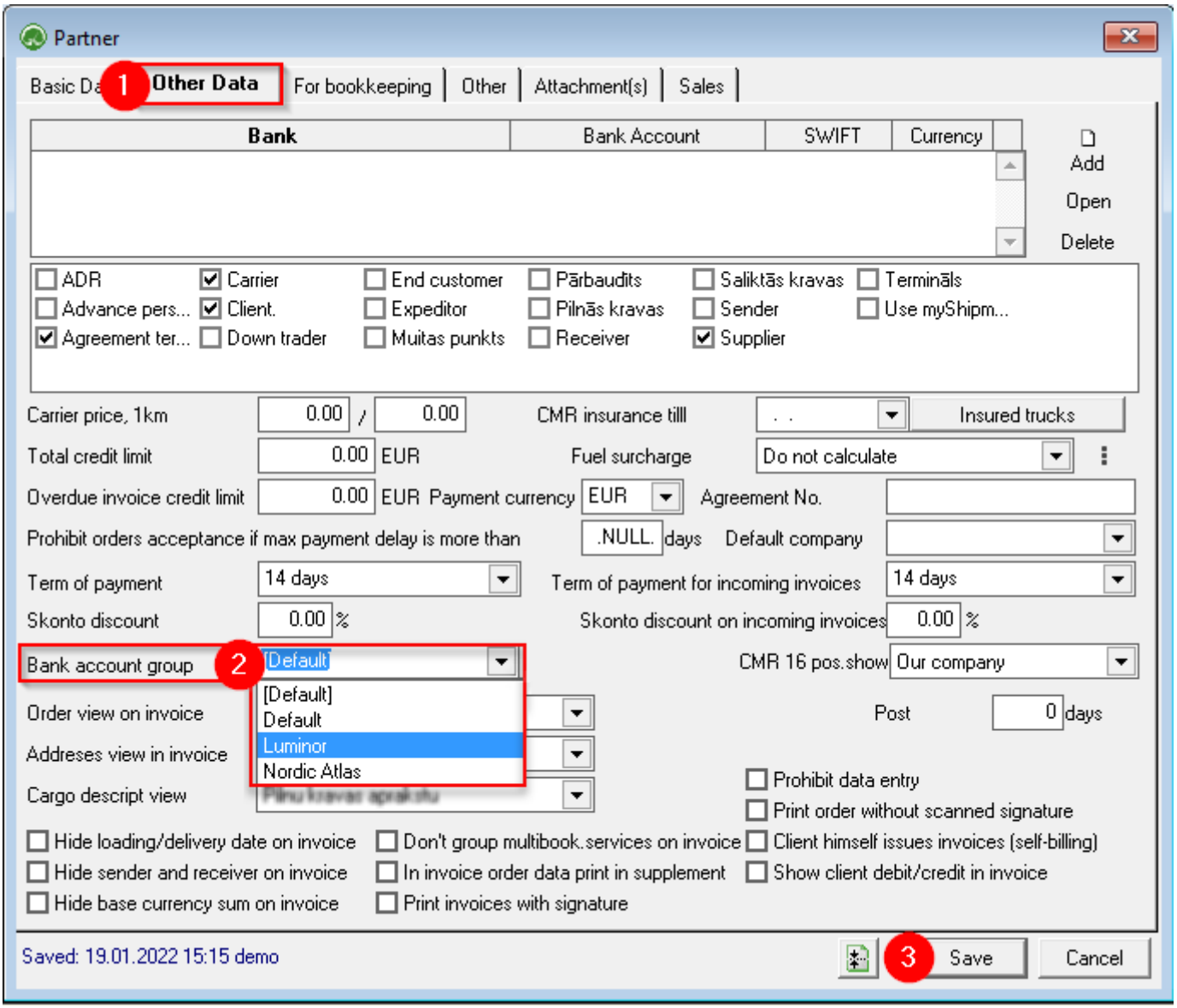
1. Standard or Default account in invoices

- 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

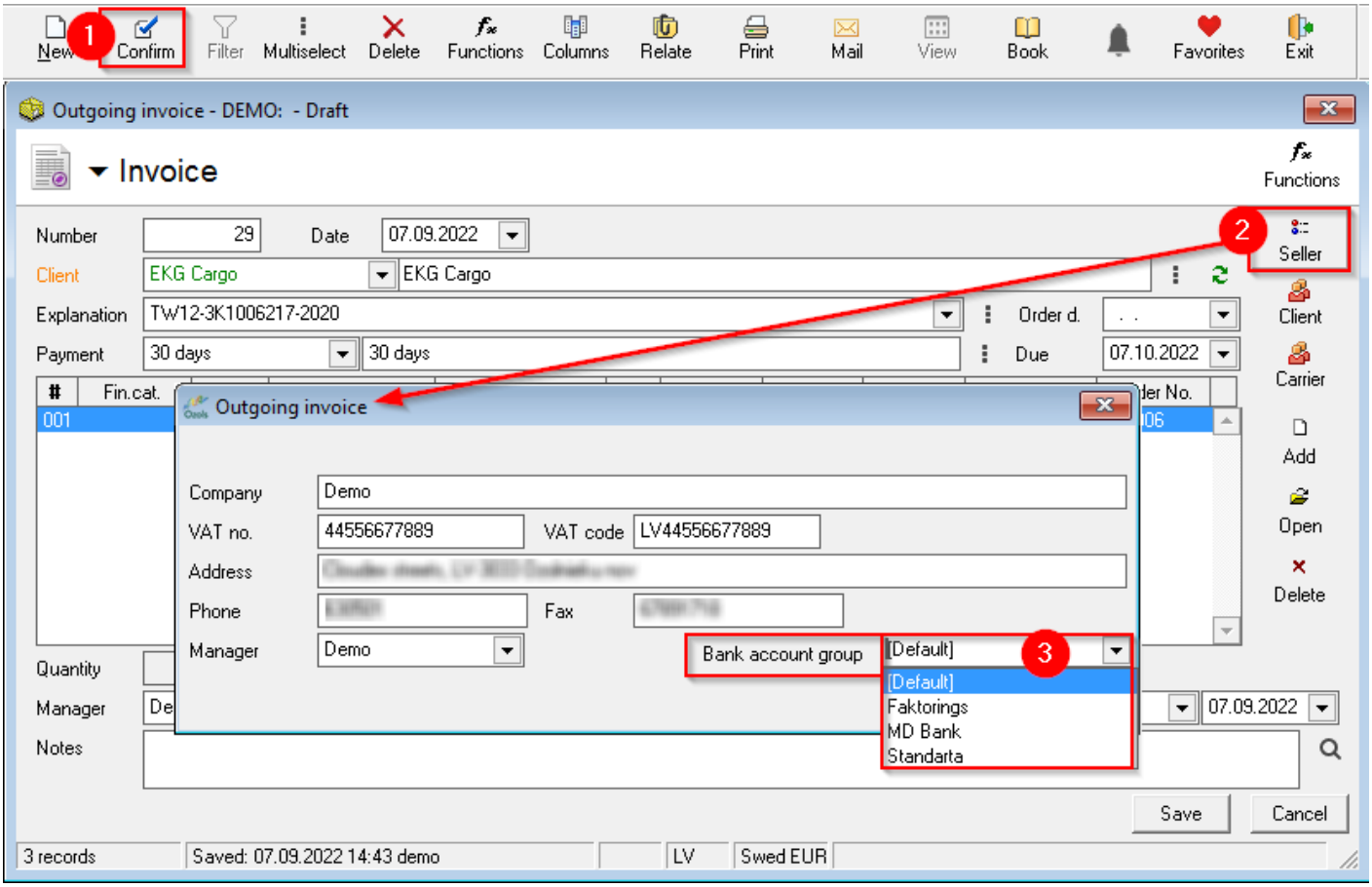
Ozols > Contacts > Lists > All Partners > Open the Partner card

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



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)



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