

# 6. Outgoing invoices (debtors)

- Outgoing invoice payments

# Outgoing invoice payments

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Important! CLOUDEX TMS provides two options - automated and manual outgoing invoice.


Only one of options can be used for the accounting period!

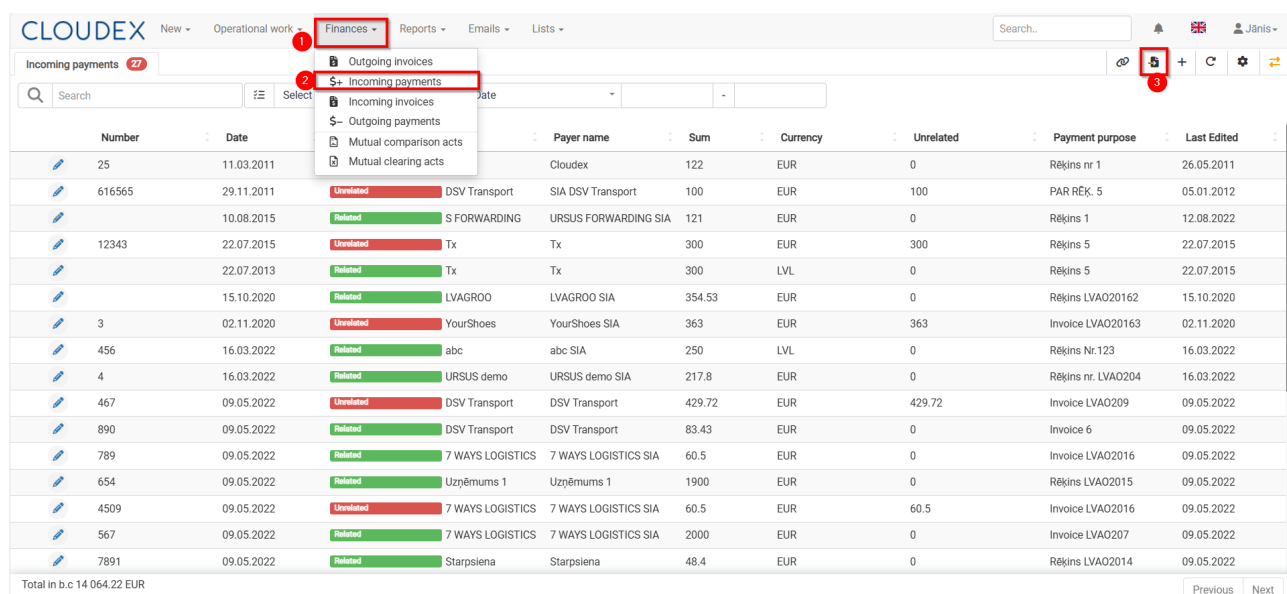
## 1. Payment of Outgoing invoices - automated data Import from the Bank

### 1.1. Export Account report from your Bank

Open your company's **Internet Bank** > prepare **the Bank Account report** for the desired period > **Export it in ISO format.** > **Save this document to your computer.**

### 1.2. Open CLOUDEX TMS

1. **Finance > Incoming payments**
2. **Import payments from the Bank** (using symbol "  ")



The screenshot shows the CLOUDEX TMS interface. The top navigation bar includes 'New', 'Operational work', 'Finances', 'Reports', 'Emails', and 'Lists'. The 'Finances' menu is open, showing options like 'Outgoing invoices', 'Incoming payments', 'Incoming invoices', 'Outgoing payments', 'Mutual comparison acts', and 'Mutual clearing acts'. The 'Incoming payments' option is selected. Below the menu, there is a table of payment data with columns: Number, Date, Payer name, Sum, Currency, Unrelated, Payment purpose, and Last Edited. The table contains 15 rows of data, including payments from DSV Transport, SIA DSV Transport, S FORWARDING, URSUS FORWARDING SIA, Tx, LVAGROO, YourShoes, abc, URSUS demo, DSV Transport, 7 WAYS LOGISTICS, Uzpējumums 1, 7 WAYS LOGISTICS, and Starpsiena. The total sum is 14 064.22 EUR.

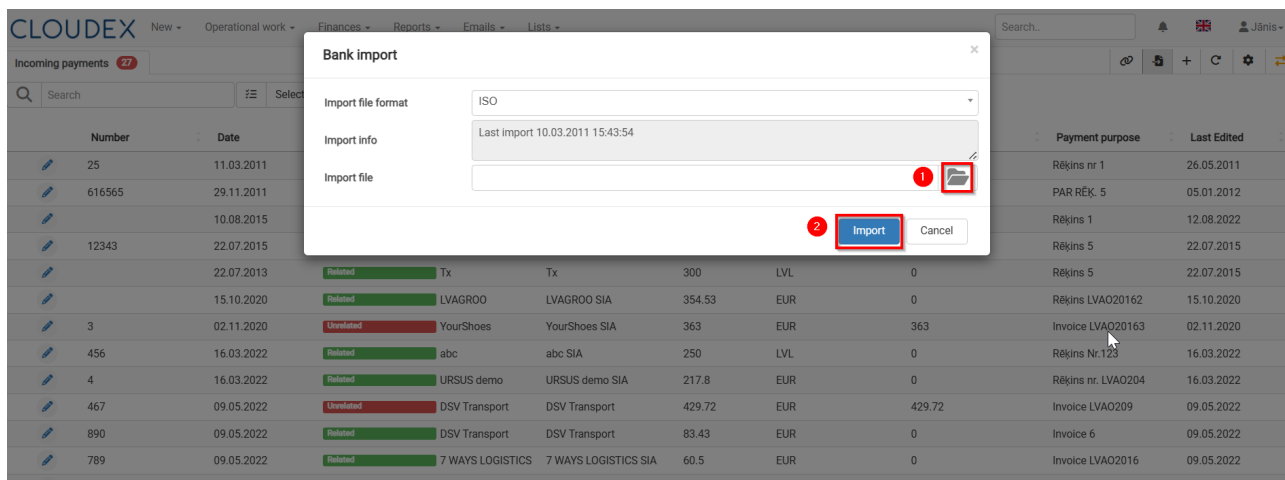
Number	Date	Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
25	11.03.2011	Cloudex	122	EUR	0	Rēķins nr 1	26.05.2011
616565	29.11.2011	DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
12343	10.08.2015	S FORWARDING	121	EUR	0	Rēķins 1	12.08.2022
12343	22.07.2015	Tx	300	EUR	300	Rēķins 5	22.07.2015
12343	22.07.2013	Tx	300	LVL	0	Rēķins 5	22.07.2015
3	15.10.2020	LVAGROO	354.53	EUR	0	Rēķins LVAO20162	15.10.2020
456	02.11.2020	YourShoes	363	EUR	363	Invoice LVAO20163	02.11.2020
456	16.03.2022	abc	250	LVL	0	Rēķins Nr.123	16.03.2022
4	16.03.2022	URSUS demo	217.8	EUR	0	Rēķins nr. LVAO204	16.03.2022
467	09.05.2022	DSV Transport	429.72	EUR	429.72	Invoice LVAO209	09.05.2022
890	09.05.2022	DSV Transport	83.43	EUR	0	Invoice 6	09.05.2022
789	09.05.2022	7 WAYS LOGISTICS	60.5	EUR	0	Invoice LVAO2016	09.05.2022
654	09.05.2022	Uzpējumums 1	1900	EUR	0	Rēķins LVAO2015	09.05.2022
4509	09.05.2022	7 WAYS LOGISTICS	60.5	EUR	60.5	Invoice LVAO2016	09.05.2022
567	09.05.2022	7 WAYS LOGISTICS	2000	EUR	0	Invoice LVAO207	09.05.2022
7891	09.05.2022	Starpsiena	48.4	EUR	0	Rēķins LVAO2014	09.05.2022

Total in b.c 14 064.22 EUR

### 1.3. Import Bank payments

1) Choose **the file** which you imported from **Internet Bank**

2) Press **Import**

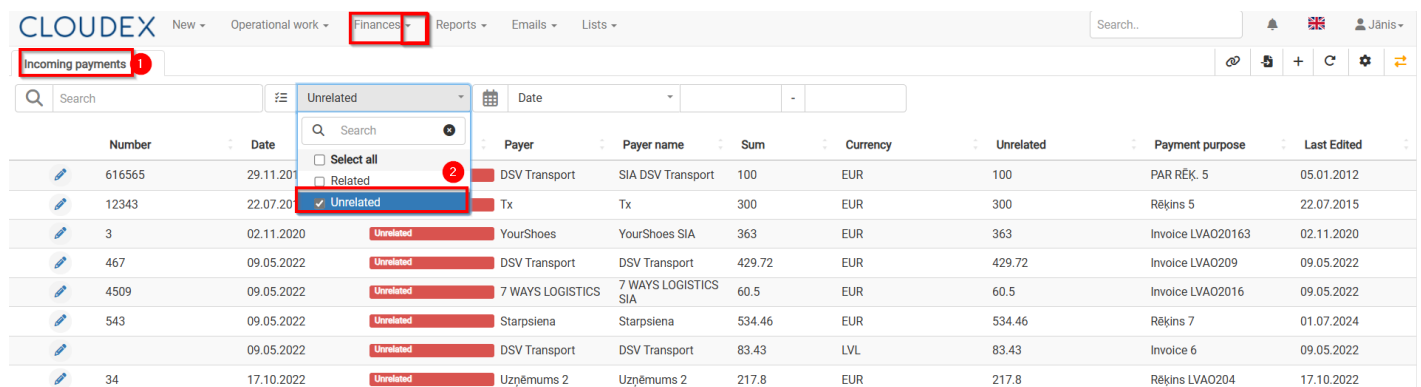


## 2. Linking "Incoming Bank payments" with "Outgoing invoices"

When importing payments from the Internet bank, CLOUDEX TMS creates attachment of invoices, but if the invoices are not attached to the payment amount, then do the attachment according to the instructions bellow.

1) **CLOUDEX TMS > Finances > Incoming payments**

2) **Filter > show only Unrelated payments "Unrelated" (payments which are not related to invoices)**



3) **Select Incoming Payment** which to "Relate" with Invoice

4) Press the button "Relate invoices" 

8) With "the green arrows" it is possible to switch to another "Unlinked" payment.

CLOUDEX

New

Incoming payments

5

🔍

Search

Number

616565

12343

3

467

4509

543

34

Total in b.c 2 124.19 EUR

Relate payments with invoices

✕

Date

02.11.2020

Document No.

3

📄

← →

8

Partner

YourShoes SIA

Sum

363

EUR

Unrelated

363

Description

Invoice LVAO20163

Date	Number	Type	Document No.	Sum	Debt	Related sum	Currency	Description

Related sum

0,00

EUR

↑

↓

6

🔍

Search

5

❑

01.11.2020

LVAO20163

RRD

363

363

EUR

W107-11002620-1981

🔍

28.10.2021

LVAO203

RRD

423.5

423.5

EUR

S207-11014689313

🔍

02.11.2020

LVAO20166

RRD

96.8

96.8

EUR

W107-41003020-1113

🔍

01.11.2020

LVAO20164

RRD

63.53

63.53

EUR

S105-21002720-8931

🔍

23.01.2024

LVAO2055

RRD

100

100

EUR

TW93-1; K10280

7

Close

9) With the filter, you can quickly find the required invoice by number, amount, etc.

CLOUDEX									
New	Operational work	Finances	Reports	Emails	Lists	Search..			
Incoming payments 27									
9 Search Select all (2) Date									
Number	Date	Status	Payer	Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
25	11.03.2011	Related	Demo	Cloudex	122	EUR	0	Rēķins nr 1	26.05.2011
616565	29.11.2011	Unrelated	DSV Transport	SIA DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
	10.08.2015	Related	S FORWARDING	URSUS FORWARDING SIA	121	EUR	0	Rēķins 1	12.08.2022
12343	22.07.2015	Unrelated	Tx	Tx	300	EUR	300	Rēķins 5	22.07.2015
	22.07.2013	Related	Tx	Tx	300	LVL	0	Rēķins 5	22.07.2015
	15.10.2020	Related	LVAGROO	LVAGROO SIA	354.53	EUR	0	Rēķins LVAO20162	15.10.2020
3	02.11.2020	Unrelated	YourShoes	YourShoes SIA	363	EUR	363	Invoice LVAO20163	02.11.2020
456	16.03.2022	Related	abc	abc SIA	250	LVL	0	Rēķins Nr.123	16.03.2022
4	16.03.2022	Related	URSUS demo	URSUS demo SIA	217.8	EUR	0	Rēķins nr. LVAO204	16.03.2022
467	09.05.2022	Unrelated	DSV Transport	DSV Transport	429.72	EUR	429.72	Invoice LVAO209	09.05.2022
890	09.05.2022	Related	DSV Transport	DSV Transport	83.43	EUR	0	Invoice 6	09.05.2022

When the Incoming Payment is linked to the corresponding invoice, the amount in the "Unrelated" column in the Bank incomings list will be zero.

### 3. Outgoing invoice payment - manual data entry

1. Go to **Finances >Outgoing Invoices**
2. Mark **Outgoing Invoices** which are **paid**
3. Choose function "Make Incoming payments for selected outgoing invoice"
4. Choose appropriate Bank account, if you have more than one account
5. Enter the Payment date.
6. Save

Make "Incoming payments" for selected outgoing invoices

Information  
Selected invoices for payment: 3  
Total sum for the selected invoices 1400.00 EUR

Bank account

Payment date

Save Cancel

