

6. Outgoing invoices (debtors)

- Outgoing invoice payments

Outgoing invoice payments

1. [Payment of Outgoing invoices - automated data Import from the Bank](#)
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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!

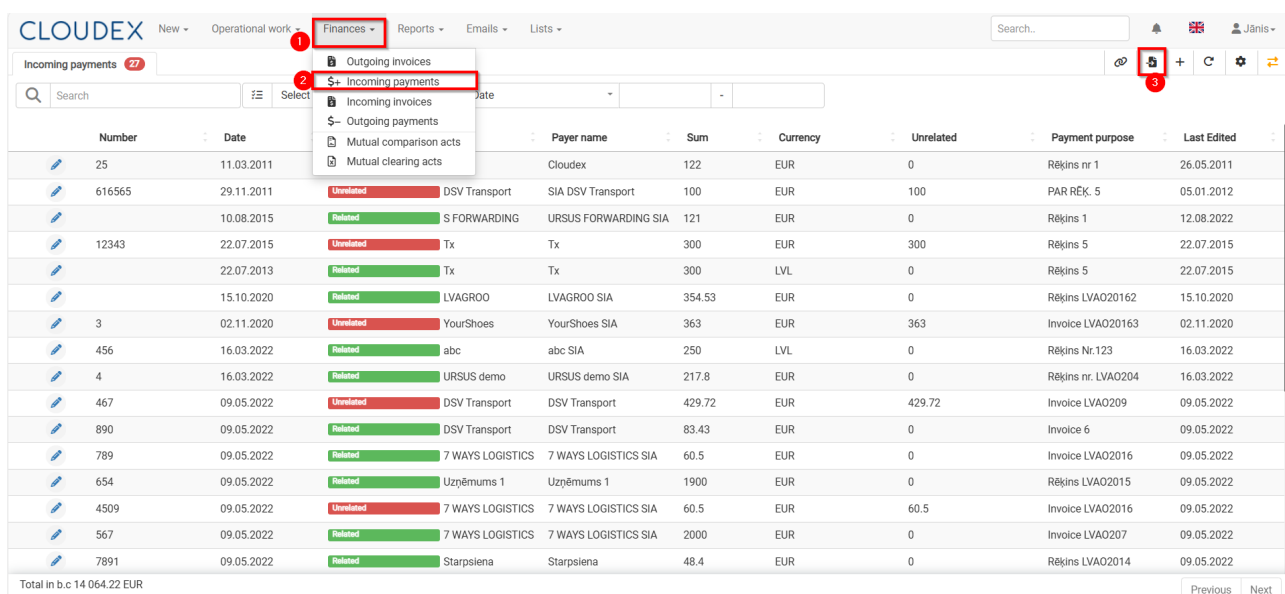
1. Payment of Outgoing invoices - automated data Import from the Bank

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, and Starpsiena. The total sum is 14 064.22 EUR.

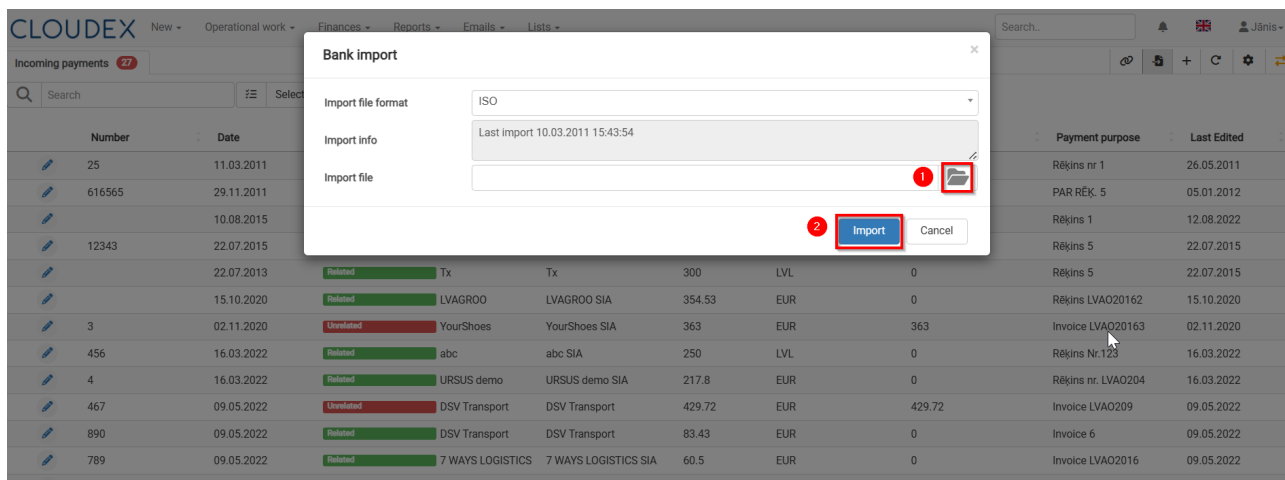
| Number | Date | Payer name | Sum | Currency | Unrelated | Payment purpose | Last Edited |
|--------|------------|------------------|--------|----------|-----------|--------------------|-------------|
| 25 | 11.03.2011 | Cloudex | 122 | EUR | 0 | Rēķins nr 1 | 26.05.2011 |
| 616565 | 29.11.2011 | DSV 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 |
| 4 | 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**

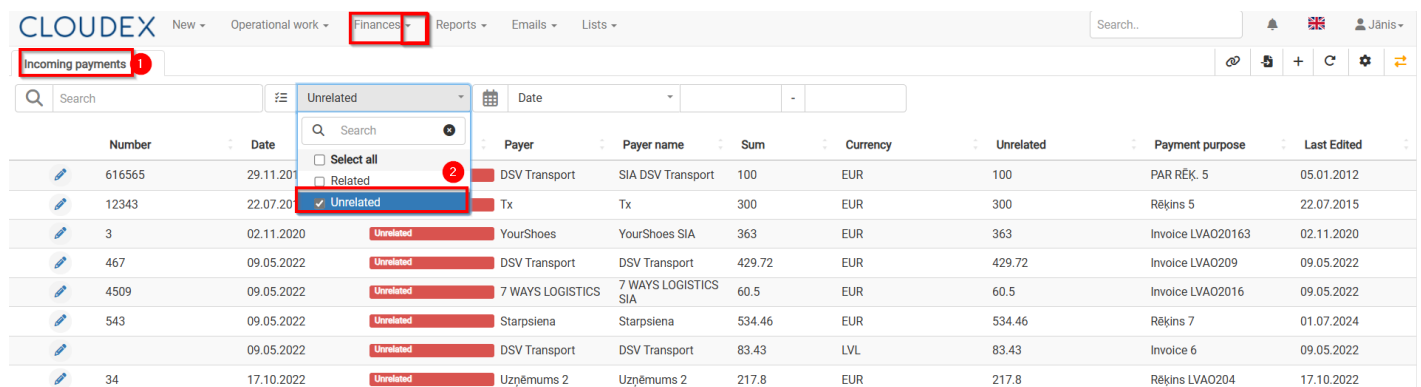


2. Linking "Incoming Bank payments" with "Outgoing invoices"

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 below.

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" 

CLOUDEX

New

Incoming payments

1

Search

Search

Number

616565

12343

3

467

4509

543

34

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

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

Total in b.c 2 124.19 EUR

Previous

Next

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

| 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
DD.MM.YYYY

Save Cancel

