

# 7. Outgoing invoices (debtors)

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# Outgoing invoice payments

1. Payment of Outgoing invoices - automated data Import from the Bank
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3. Outgoing invoice payment - manual data entry

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


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

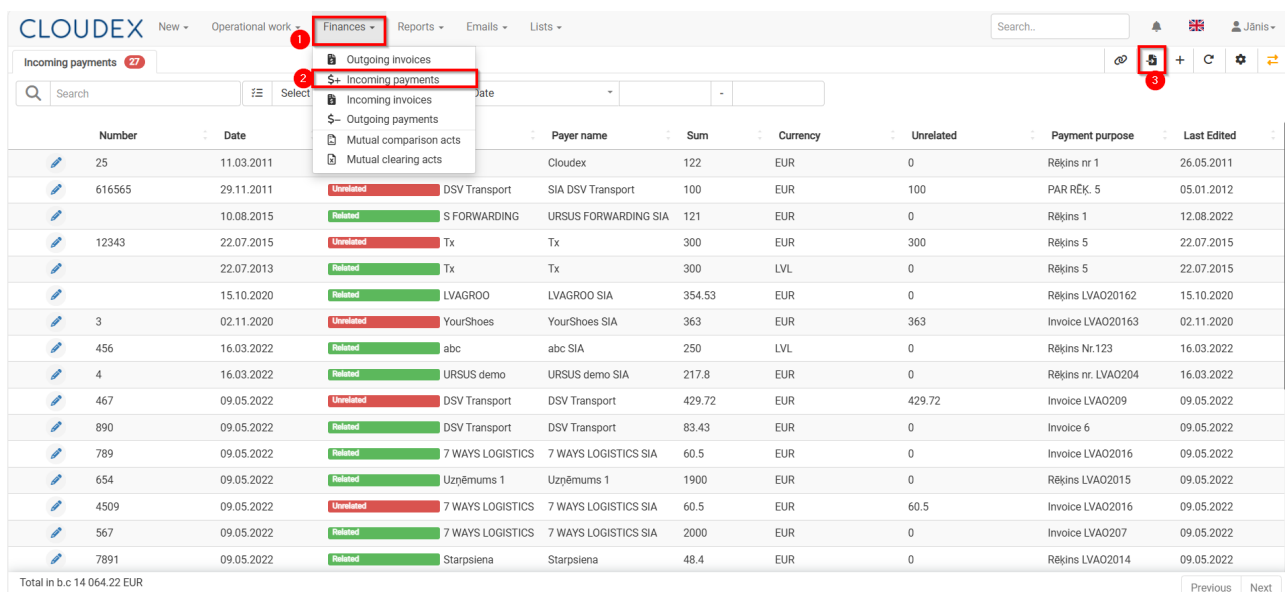
## 1. Payment of Outgoing invoices - automated data Import from the Bank

### 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 "  ")

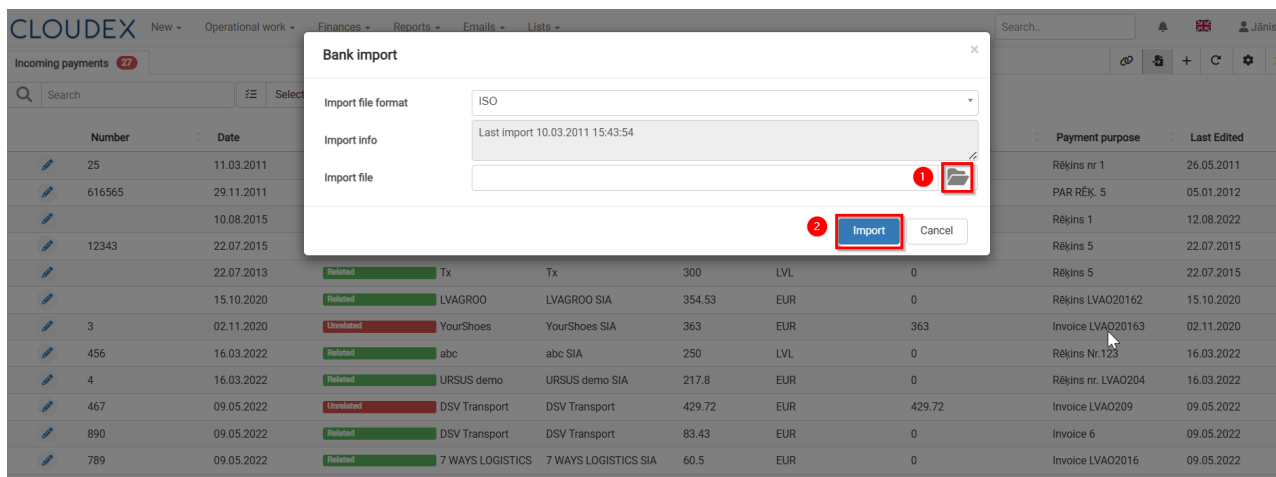


Number	Date	Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
25	11.03.2011	Cloudex	122	EUR	0	Rēķins nr 1	26.05.2011
616565	29.11.2011	DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
12343	22.07.2015	Tx	300	EUR	300	Rēķins 5	22.07.2015
	22.07.2013	Tx	300	LVL	0	Rēķins 5	22.07.2015
	15.10.2020	LVAGROO	354.53	EUR	0	Rēķins LVAO20162	15.10.2020
3	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

### 1.3. Import Bank payments

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

2) Press **Import**

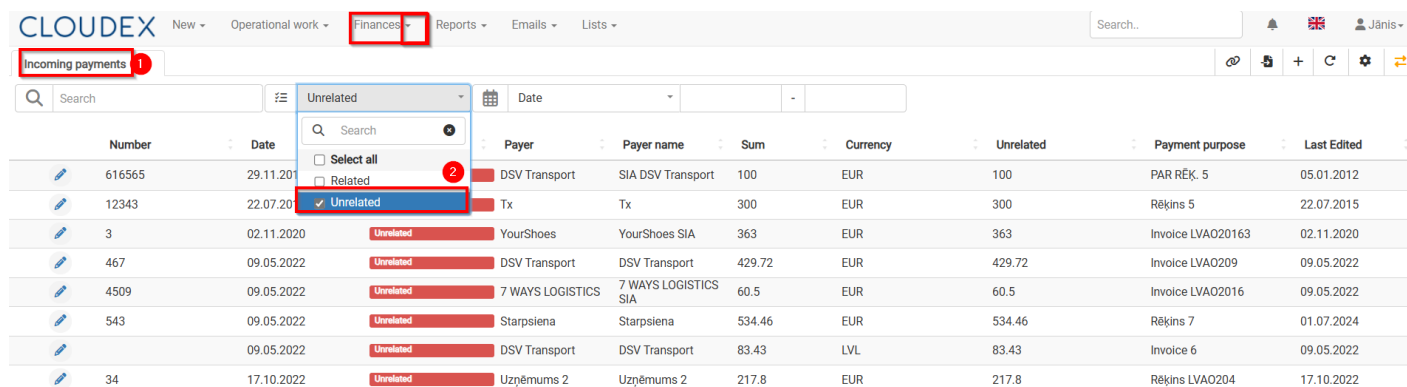


## 2. Linking "Incoming Bank payments" with "Outgoing invoices"

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 > Finaces > 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" 

Incoming payments 8

🔍 Search ☰ Unrelated 📅 Date

Number	Date	Status	Payer	Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
616565	29.11.2011	Unrelated	DSV Transport	SIA DSV Transport	100	EUR	100	PAR RĒĶ. 5	05.01.2012
12343	22.07.2015	Unrelated	Tx	Tx	300	EUR	300	Rēķins 5	22.07.2015
3	02.11.2020	Unrelated	YourShoes	YourShoes SIA	363	EUR	363	Invoice LVAO20163	02.11.2020
467	09.05.2022	Unrelated	DSV Transport	DSV Transport	429.72	EUR	429.72	Invoice LVAO209	09.05.2022
4509	09.05.2022	Unrelated	7 WAYS LOGISTICS SIA	7 WAYS LOGISTICS SIA	60.5	EUR	60.5	Invoice LVAO2016	09.05.2022
543	09.05.2022	Unrelated	Starpsiena	Starpsiena	534.46	EUR	534.46	Rēķins 7	01.07.2024
	09.05.2022	Unrelated	DSV Transport	DSV Transport	83.43	LVL	83.43	Invoice 6	09.05.2022
34	17.10.2022	Unrelated	Uzņēmums 2	Uzņēmums 2	217.8	EUR	217.8	Rēķins LVAO204	17.10.2022

- 5) In the list of Invoices, select the appropriate invoice/invoices for which payment has been made, mark them.
- 6) Selecting "the up arrow" you will be able to relate the invoice to payment.
- 7) Confirm with the button "Close".
- 8) With "the green arrows" it is possible to switch to another "Unlinked" payment.

**Relate payments with invoices**

Date: 02.11.2020 Document No.: 3

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

🔍 Search

Date	Number	Type	Document No.	Debt	Total	Currency	Description
<input checked="" type="checkbox"/>	01.11.2020	LVAO20163	RRD	363	363	EUR	W107-11002620-1981
<input type="checkbox"/>	28.10.2021	LVAO203	RRD	423.5	423.5	EUR	S207-11014689313
<input type="checkbox"/>	02.11.2020	LVAO20166	RRD	96.8	96.8	EUR	W107-41003020-1113
<input type="checkbox"/>	01.11.2020	LVAO20164	RRD	63.53	63.53	EUR	S105-21002720-8931
<input type="checkbox"/>	23.01.2024	LVAO2055	RRD	100	100	EUR	TW93-1; K10280

Total in b.c 2 124.19 EUR

Close

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	LVAAGROO	LVAAGROO 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 [dropdown arrow]

Payment date [DD.MM.YYYY]

[Save] [Cancel]



# Invoice "Date sent"

This will answer the question of when the Invoice **"Date sent"** is set automatically and when the user needs to enter it manually.

The status **"Invoice sent"** changes automatically when a value is set in the Invoice field **"Date sent."**

The **"Date sent"** field is set automatically when the **"Send by email only"** checkbox is selected and the invoice is sent by email.

Outgoing invoice No.: 23-062 - **Invoice sent**

SIA Apse

Date \* 06.12.2023 Type Rēķins Account group Apse  
Client \* 1 namu pārvalde vas \_cd Payment terms \* Prepayment Due date \* 06.12.2026

Search..

No.	Service type	Quantity	Price	Sum	VAT code	VAT sum	Order No.	Trip/Spedition no.	Truck/Trailer No	Sum [bc]
1	Freight	1 gab.	501	501	EU	0	8965	E2318		501
2	Freight	1 gab.	50	50	EU	0	8896/3	R2410-6	M9001	50
				551	551					551

Invoice data Attachment(s)

Total sum 551 EUR

Notes

Manager Veldre Janis Date sent 21.01.2026  Send by email only

Confirmed 22.01.2026 11:06 JanisV

Delete Save Cancel

The **"Send by email only"** checkbox value is set automatically when generating an invoice from an order.

The checkbox value depends on the **"Send invoices"** field value.

**Partner : M.o.n.t.a**

Basic data   Invoices   Sales   Notification settings   Attachment(s)

Name: M.o.n.t.a  
 Code: M.o.n.t.a SIA  
 Reg No.: 40003087148  
 Client status: Neutral  
 Carrier status: Neutral

1 **Send invoices**: By e-mail and post (with POD)

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**Client order** 9041 **Invoice Issued**

Term: Prepayment   2 **Send inv.**: By e-mail and post (wit... \*

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**Outgoing invoice No.: 25-016**

Date sent: DD.MM.YYYY   3  **Send by email only**

**Send invoices** values marked with "\*" set the **"Send by email only"** checkbox value automatically:

- **By e-mail (with POD) \***
- By post (with POD)
- By e-mail and post (with POD)
- **Don't send (Self-billing) \***
- **Download in client portal \***
- By e-mail (invoice upon delivery, second time with POD)
- **By e-mail (without POD) \***
- Upload to the customer portal together with POD



# How to connect your bank account with GoCardless

To enable automatic bank statement downloads (up to 3 times per day), you need to connect your bank account with GoCardless.

Please follow the steps below:

The screenshot shows the ClouDEX interface with the following elements:

- Navigation:** New, Operational work, Finances, Reports, Emails, Lists, Search..
- User Profile:** Jānis (1)
- Company settings:** Configurations, Company settings, Classifications
- Logistics sidebar:** Chart of accounts, Term type, Other classifier, Department, Client category, Text template, Agreement rules, Price list, VAT rate, Ferry line, Unit of measurement, **Bank account (3)**, Payment terms
- Table:** Search in list, Column visibility. Table with columns: Account name, Type, Bank account, SWIFT code. Row 1: Swed EUR (4), Regular account, LV27HABA0551028432947, HABALV22.
- Bank account form:** Account name: Swed EUR, Type: Regular account, Company: DEMO, Bank account: LV27HABA0551028432947, SWIFT code: HABALV22, Currency: EUR, Imp/Exp.format: ISO, Gateway: Gateway, Bokkeeping account: 2621 - SEB banka EUR. GoCardless section: GoCardless allows you to import your bank statements without file format restrictions. To activate it, you need to be connected and authorised. **Connect to GoCardless (6)** button.
- Buttons:** Delete, Save, Cancel. Saved: 31.03.2026 11:37 clouDEX