

# CLOUDEX TMS - ENGLISH

- 6. Outgoing invoices (debtors)
  - Outgoing invoice payments
- Driver app "Cloudex drive"
  - Clear Storage

## 6. Outgoing invoices (debtors)

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# Outgoing invoice payments

1. Payment of Outgoing invoices - automated data Import from the Bank
2. Linking Incoming Bank payments with Outgoing invoices
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!

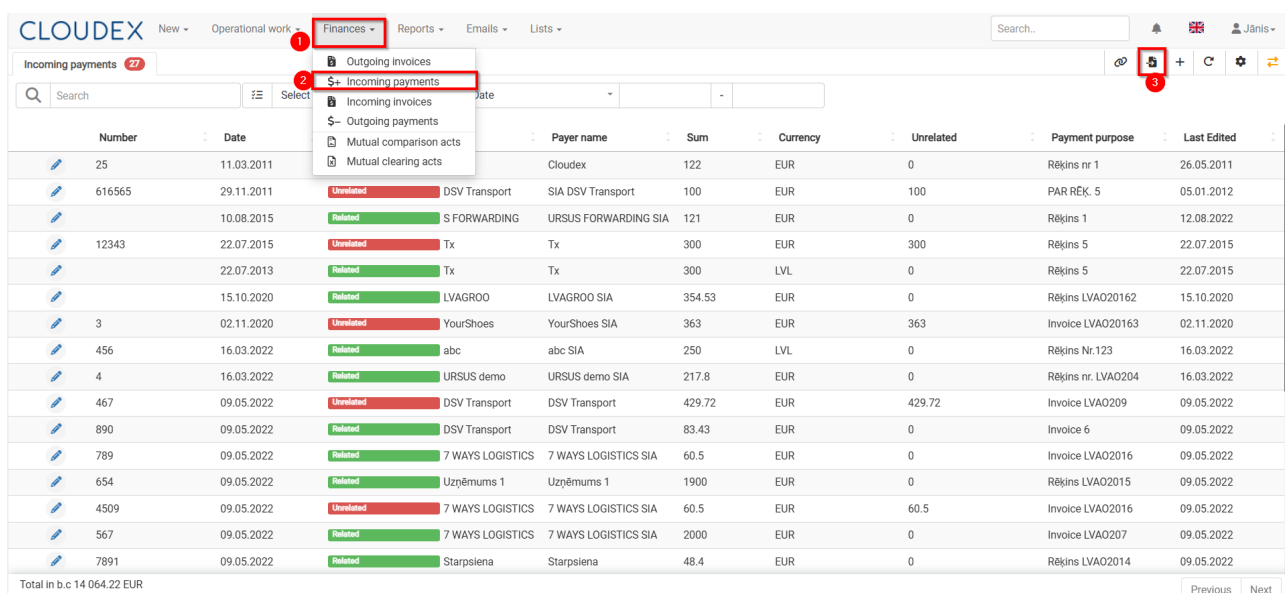
## 1. Payment of Outgoing invoices - automated data Import from the Bank

### 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 | Unrelated | DSV Transport    | 100    | EUR      | 100       | PAR RĒK. 5         | 05.01.2012  |
|        | 10.08.2015 | Related   | URSUS FORWARDING | 121    | EUR      | 0         | Rēķins 1           | 12.08.2022  |
| 12343  | 22.07.2015 | Unrelated | Tx               | 300    | EUR      | 300       | Rēķins 5           | 22.07.2015  |
|        | 22.07.2013 | Related   | Tx               | 300    | LVL      | 0         | Rēķins 5           | 22.07.2015  |
|        | 15.10.2020 | Related   | LVAGROO          | 354.53 | EUR      | 0         | Rēķins LVAO20162   | 15.10.2020  |
| 3      | 02.11.2020 | Unrelated | YourShoes        | 363    | EUR      | 363       | Invoice LVAO20163  | 02.11.2020  |
| 456    | 16.03.2022 | Related   | abc              | 250    | LVL      | 0         | Rēķins Nr.123      | 16.03.2022  |
| 4      | 16.03.2022 | Related   | URSUS demo       | 217.8  | EUR      | 0         | Rēķins nr. LVAO204 | 16.03.2022  |
| 467    | 09.05.2022 | Unrelated | DSV Transport    | 429.72 | EUR      | 429.72    | Invoice LVAO209    | 09.05.2022  |
| 890    | 09.05.2022 | Related   | DSV Transport    | 83.43  | EUR      | 0         | Invoice 6          | 09.05.2022  |
| 789    | 09.05.2022 | Related   | 7 WAYS LOGISTICS | 60.5   | EUR      | 0         | Invoice LVAO2016   | 09.05.2022  |
| 654    | 09.05.2022 | Related   | Uzņēmums 1       | 1900   | EUR      | 0         | Rēķins LVAO2015    | 09.05.2022  |
| 4509   | 09.05.2022 | Unrelated | 7 WAYS LOGISTICS | 60.5   | EUR      | 60.5      | Invoice LVAO2016   | 09.05.2022  |
| 567    | 09.05.2022 | Related   | 7 WAYS LOGISTICS | 2000   | EUR      | 0         | Invoice LVAO207    | 09.05.2022  |
| 7891   | 09.05.2022 | Related   | Starpsiena       | 48.4   | EUR      | 0         | Rēķins LVAO2014    | 09.05.2022  |

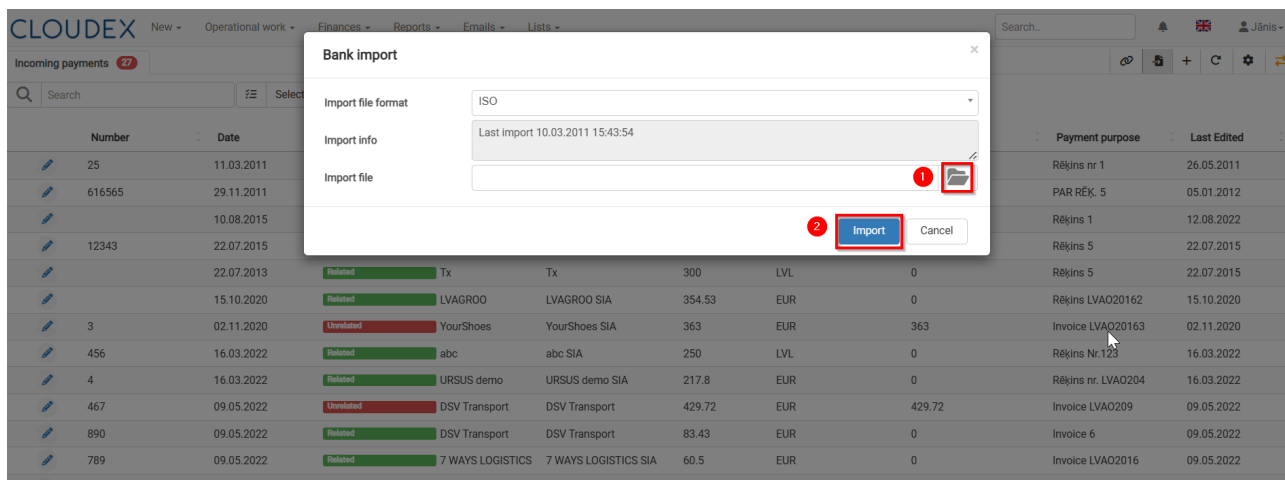
Total in b.c 14 064.22 EUR

Previous Next

### 1.3. Import Bank payments

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

2) Press **Import**

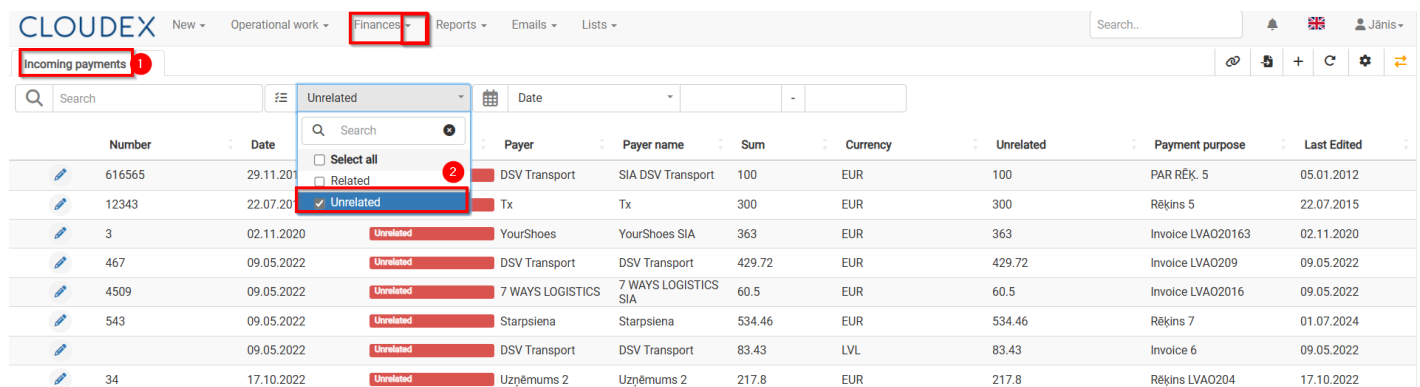


## 2. Linking "Incoming Bank payments" with "Outgoing invoices"

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" 

| <div> <div>CLOUDEX</div> <div> <div>New</div> <div>Operational work</div> <div>Finances</div> <div>Reports</div> <div>Emails</div> <div>Lists</div> </div> <div>Search..</div> <div> <div>🔔</div> <div>🇬🇧</div> <div>Jānis</div> </div> </div> |            |           |                  |                      |        |          |           |                   |             |  |
|--|------------|-----------|------------------|----------------------|--------|----------|-----------|-------------------|-------------|--|
| <div> <div>Incoming payments</div> <div> <div>🔍 Search</div> <div>Unrelated</div> <div>Date</div> </div> </div>  |            |           |                  |                      |        |          |           |                   |             |  |
| 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 RĒK. 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 | 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.

CLOUDEX

New

Operational work

Finances

Reports

Emails

Lists

Search..

🔔

🇬🇧

Jānis

Incoming payments

🔍 Search

Unrelated

Date

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

←

→

Partner

YourShoes SIA

Sum

363

Currency

EUR

Unrelated

363

Description

Invoice LVAO20163

Date

Number

Type

Document No.

Sum

Debt

Related sum

Currency

Description

Related sum

0,00

EUR

↑

↓

🔍 Search

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

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 payments27

Q

Search

Select all (2)

Date

9

| Number             | Date       | Status    | Payer         | Payer name           | Sum    | Currency | Unrelated | Payment purpose    | Last Edited |
|--------------------|------------|-----------|---------------|----------------------|--------|----------|-----------|--------------------|-------------|
| <div></div> 25     | 11.03.2011 | Related   | Demo          | Cloudex              | 122    | EUR      | 0         | Rēķins nr 1        | 26.05.2011  |
| <div></div> 616565 | 29.11.2011 | Unrelated | DSV Transport | SIA DSV Transport    | 100    | EUR      | 100       | PAR RĒK. 5         | 05.01.2012  |
| <div></div>        | 10.08.2015 | Related   | S FORWARDING  | URSUS FORWARDING SIA | 121    | EUR      | 0         | Rēķins 1           | 12.08.2022  |
| <div></div> 12343  | 22.07.2015 | Unrelated | Tx            | Tx                   | 300    | EUR      | 300       | Rēķins 5           | 22.07.2015  |
| <div></div>        | 22.07.2013 | Related   | Tx            | Tx                   | 300    | LVL      | 0         | Rēķins 5           | 22.07.2015  |
| <div></div>        | 15.10.2020 | Related   | LVAGROO       | LVAGROO SIA          | 354.53 | EUR      | 0         | Rēķins LVAO20162   | 15.10.2020  |
| <div></div> 3      | 02.11.2020 | Unrelated | YourShoes     | YourShoes SIA        | 363    | EUR      | 363       | Invoice LVAO20163  | 02.11.2020  |
| <div></div> 456    | 16.03.2022 | Related   | abc           | abc SIA              | 250    | LVL      | 0         | Rēķins Nr.123      | 16.03.2022  |
| <div></div> 4      | 16.03.2022 | Related   | URSUS demo    | URSUS demo SIA       | 217.8  | EUR      | 0         | Rēķins nr. LVAO204 | 16.03.2022  |
| <div></div> 467    | 09.05.2022 | Unrelated | DSV Transport | DSV Transport        | 429.72 | EUR      | 429.72    | Invoice LVAO209    | 09.05.2022  |
| <div></div> 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



Driver app "Cloudex drive"

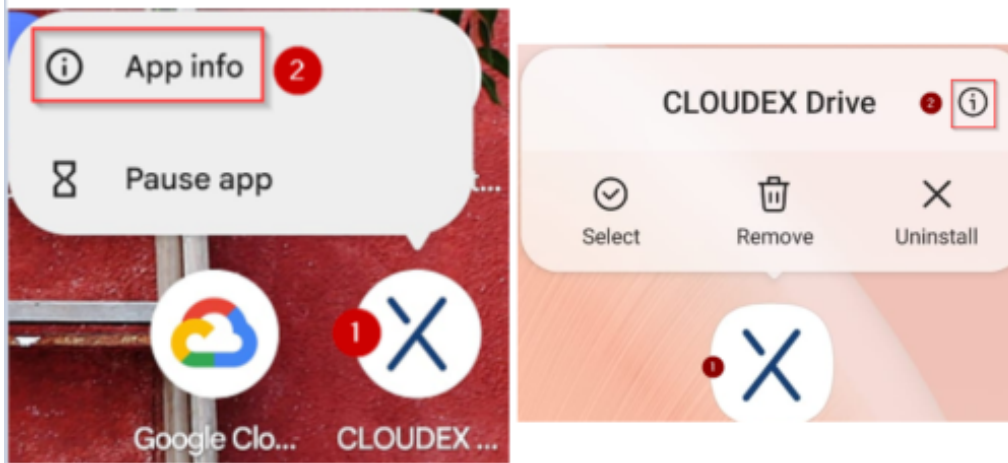


Driver app "Cloudex drive"

# Clear Storeage

(1) Finger press the "CLOUDEX drive" icon for 1 second (2) and then select "App info"

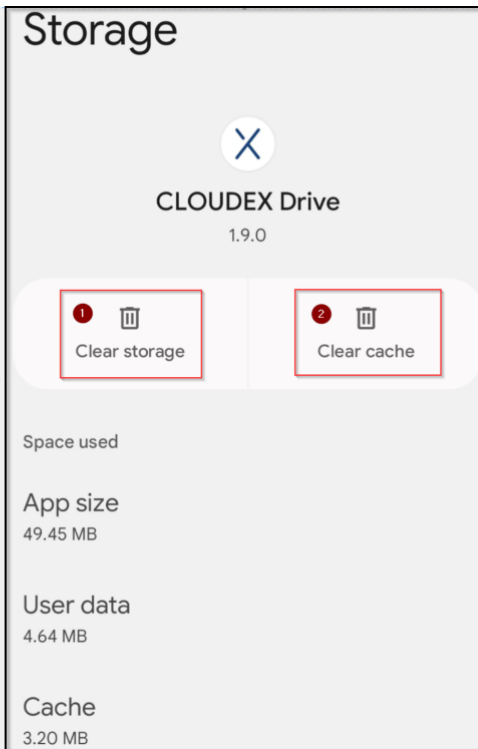
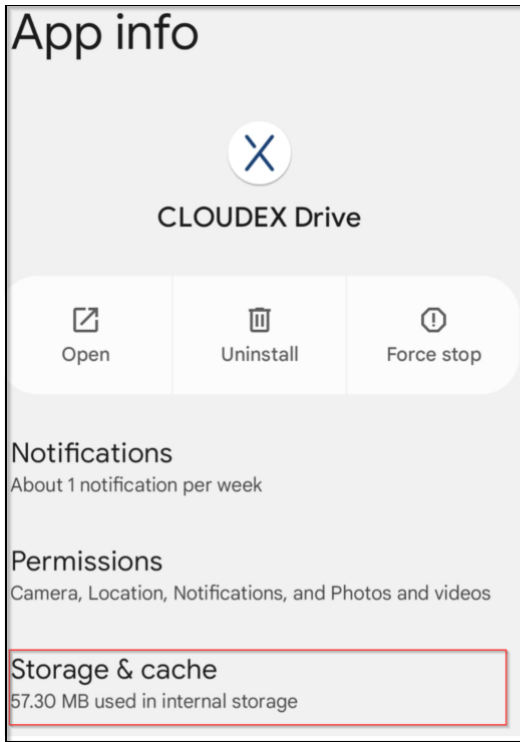
Options for how it could look



(1) Click on storage and cache

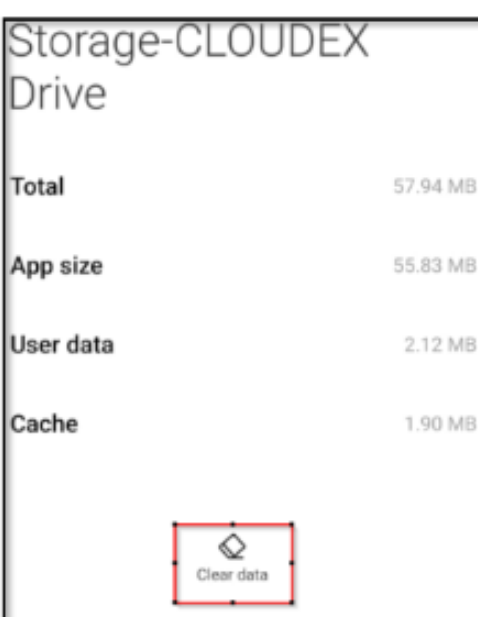
Options for how it could look

(2) Clear storage (2) Clear cache



(1) Click on storage

(2) Click clear data



(1) Click on storage

(2) Click clear data

## < App info

Privacy

### Notifications

Allowed

### Permissions

Camera, Location, Notifications, and Photos and videos

### Screen time

Remove permissions if app is unused



Defaults

### Set as default

In this app

Usage

### Mobile data

No data used

### Battery

1% used since last fully charged

### Storage

49.35 MB used in Internal storage

## < Storage



CLOUDEX Drive

1.9.0

Space used

App

47.44 MB

Data

193 kB

Cache

1.72 MB

Total

49.35 MB



Clear data



Clear cache