

CLOUDEX TMS - ENGLISH

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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!

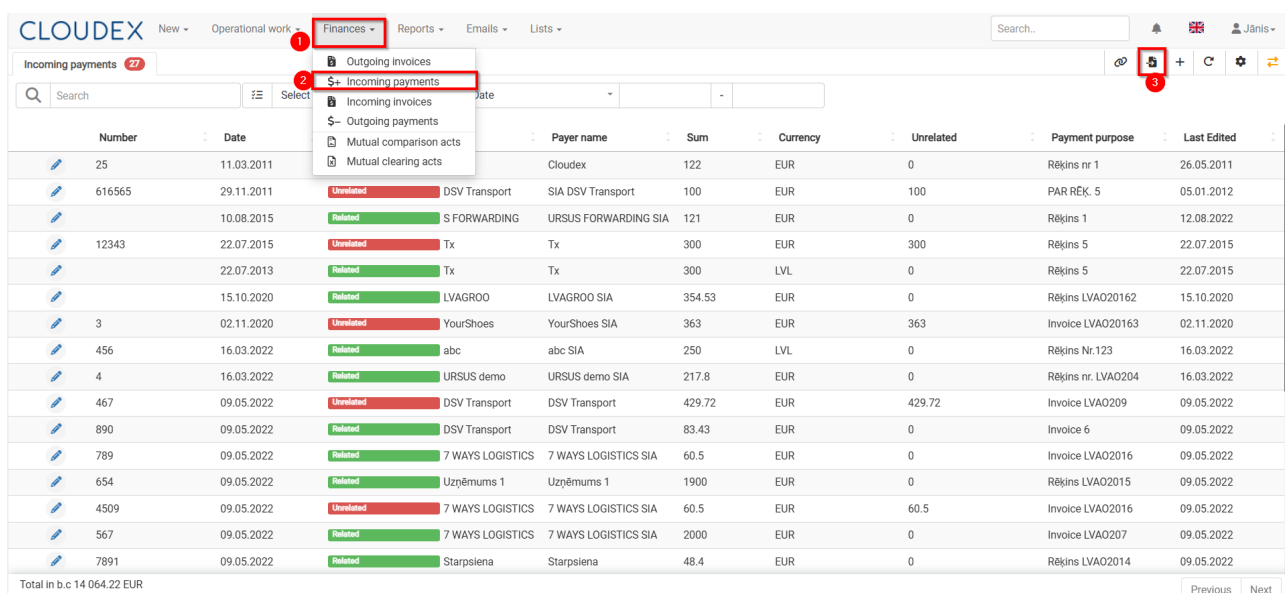
1. Payment of Outgoing invoices - automated data Import from the Bank

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

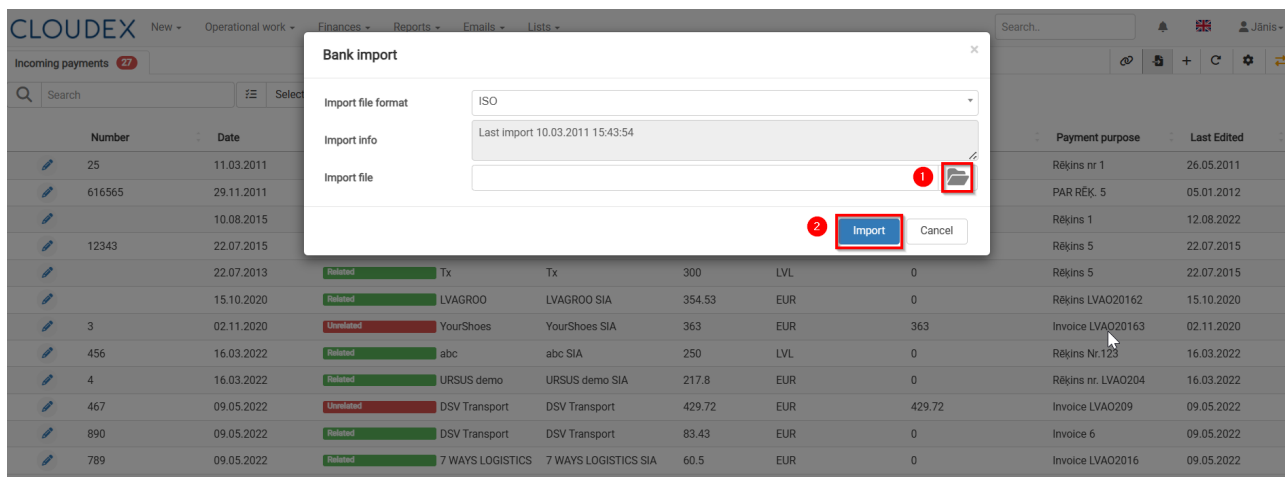
Total in b.c 14 064.22 EUR

Previous Next

1.3. Import Bank payments

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

2) Press **Import**

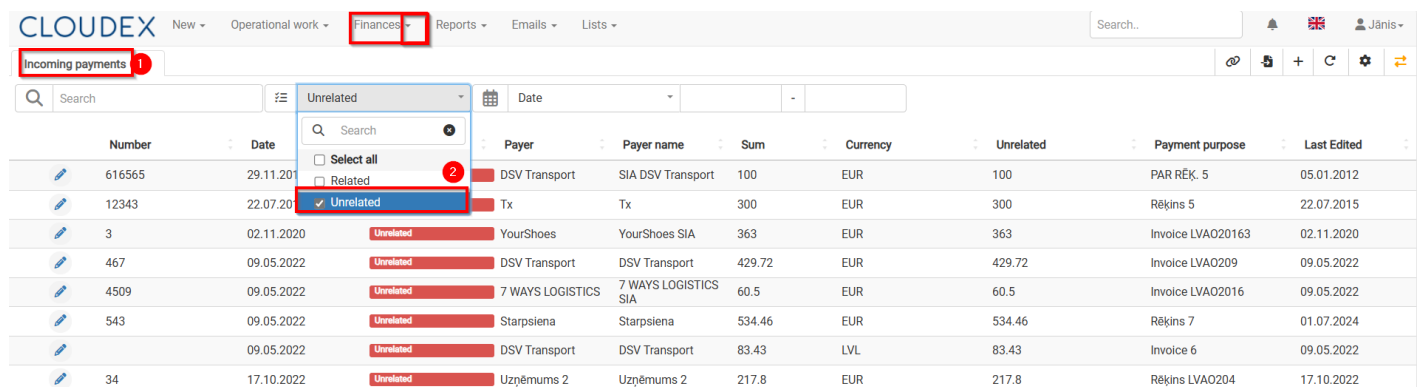


2. Linking "Incoming Bank payments" with "Outgoing invoices"

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 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" 

<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

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Search..

Jānis

Incoming payments27

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Search

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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

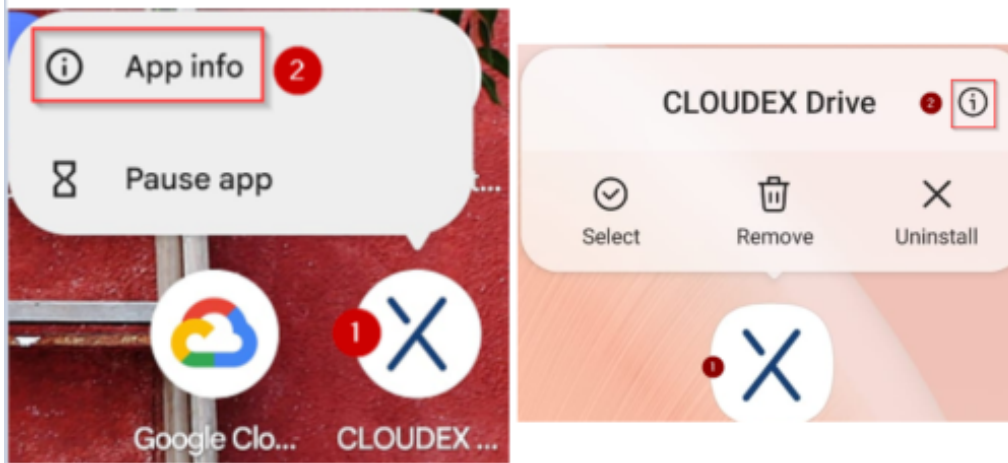
Driver app "Cloudex drive"

Driver app "Cloudex drive"

Clear Storeage

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

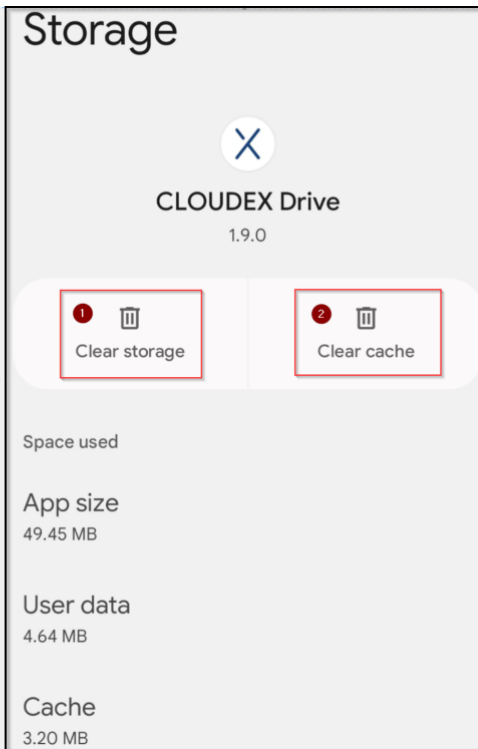
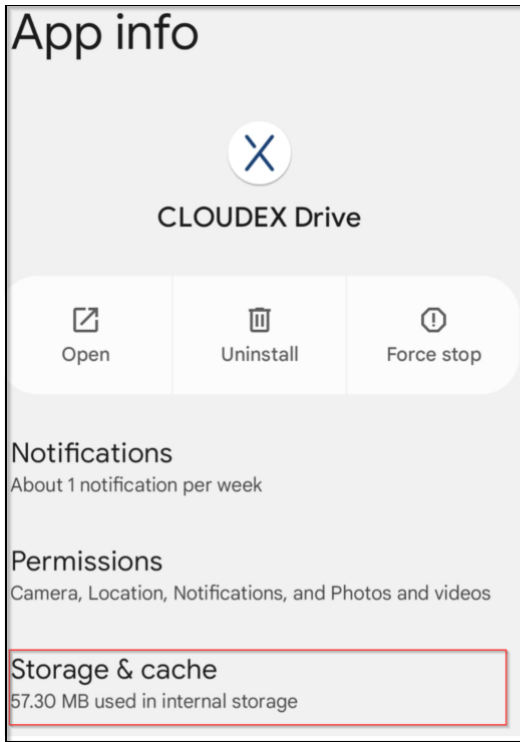
Options for how it could look



(1) Click on storage and cache

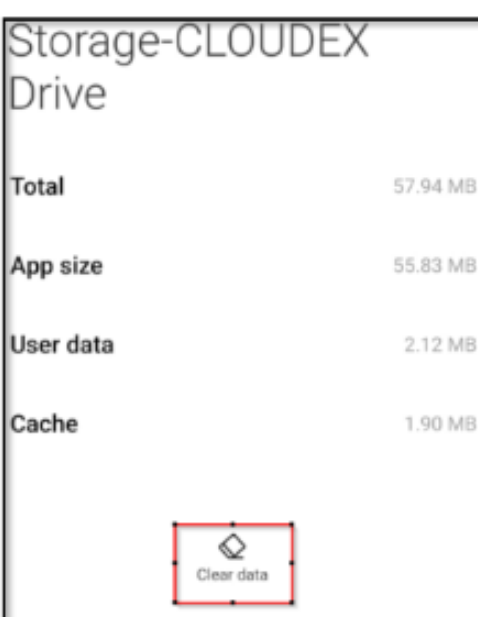
Options for how it could look

(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



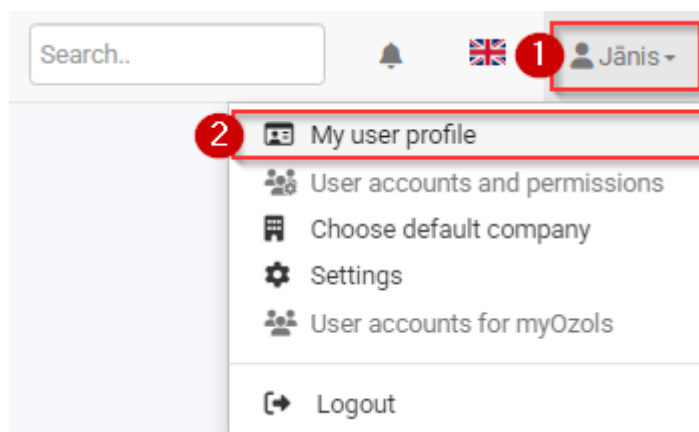
Clear cache

Settings

E-mail settings

To send emails from Cloudex TMS:

- 1) Click on the Your User Name icon
- 2) Select the "My Profile" menu



In the "Email password" field:

- 1) Enter your email password
- 2) Click the "Save" button

A screenshot of the 'My user profile' form. The form has a title bar with 'My user profile' and a close button. It contains several input fields: 'Name' (Jānis), 'Surname' (Veldre), 'Position' (Position), 'GSM' (+37129489925), 'Phone' (+37163050199), 'Email' (info@cloudex.lv), and 'Email password' (masked with dots). A red circle with the number '1' is placed over the 'Email password' field. At the bottom of the form, there is a 'Saved: 20.03.2025 11:22 webuser' message, a 'Save' button, and a 'Cancel' button. A red circle with the number '2' is placed over the 'Save' button.