

# 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!

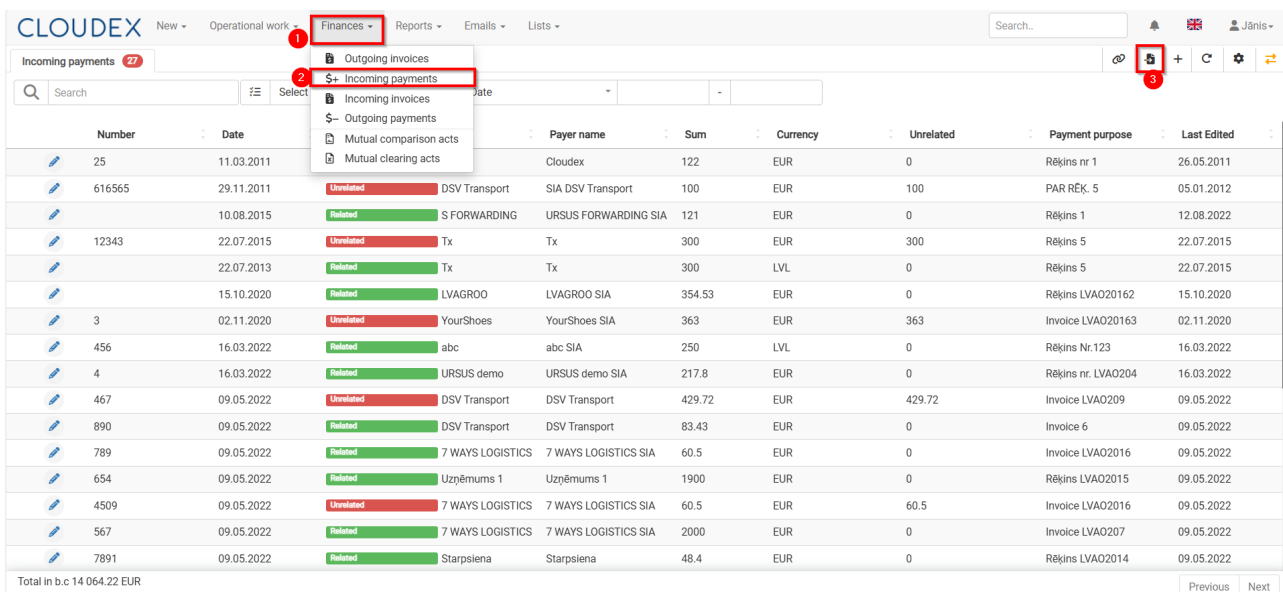
## 1. Payment of Outgoing invoices - automated data Import from the Bank

### 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 "  ")



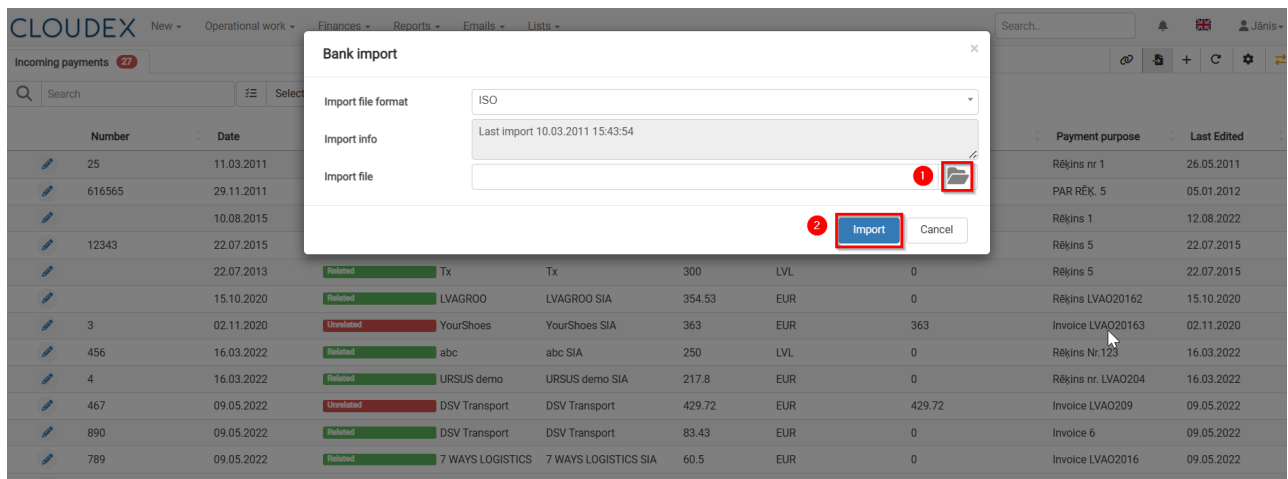
Number	Date		Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
25	11.03.2011		Cloudex	122	EUR	0	Rēķins nr 1	26.05.2011
616565	29.11.2011	Unrelated	DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
	10.08.2015	Related	S FORWARDING	121	EUR	0	Rēķins 1	12.08.2022
12343	22.07.2015	Unrelated	Tx	300	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

### 1.3. Import Bank payments

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

## Import

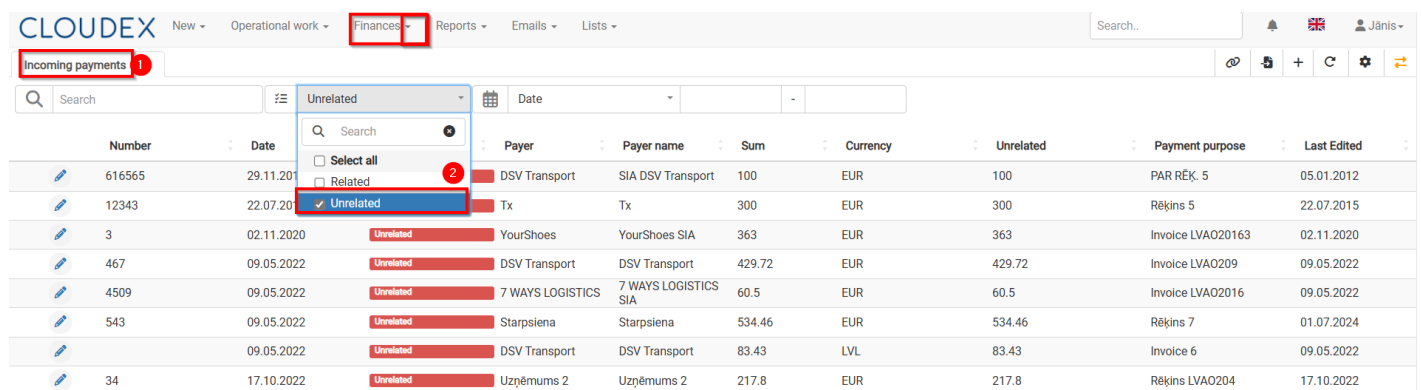


## 2. Linking "Incoming Bank payments" with "Outgoing invoices"

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> <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> <div> <div>Search..</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> </div>									
<div> <div>Incoming payments</div> <div> <div>8</div> <div>4</div> <div></div> <div></div> <div></div> <div></div> </div> </div> <div> <div> <div>Q</div> <div>Search</div> </div> <div> <div>≡</div> <div>Unrelated</div> <div> <div>📅</div> <div>Date</div> </div> <div> <div>-</div> <div></div> </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 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.

CLOUDEX

New

Operational work

Finances

Reports

Emails

Lists

Incoming payments

8

Q

Search

≡

Unrelated

📅

Date

-

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

←

→

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

↑

↓

Q

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

05.01.2012

22.07.2015

02.11.2020

09.05.2022

09.05.2022

01.07.2024

09.05.2022

17.10.2022

Previous

Next

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

<div> <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> <div> <div>Search..</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> </div>									
<div> <div>Incoming payments</div> <div> <div>27</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> <div> <div> <div>Q</div> <div>Search</div> </div> <div> <div>≡</div> <div>Select all (2)</div> <div> <div>📅</div> <div>Date</div> </div> <div> <div>-</div> <div></div> </div> </div> </div>									
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

The screenshot displays the CLOUDEX software interface. At the top, the 'Finances' menu is highlighted, and the 'Outgoing invoices' tab is selected. A list of outgoing invoices is shown, with columns for Number, Client, Status, Total in b.c, Payment term, Debt, VAT sum b.c, Total in currency, Sum b.c without VAT, Currency, Info, VAT Number, Date, Sent date, and Days overdue. Several invoices are marked as 'Overdue payment'. A modal window titled 'Make "Incoming payments" for selected outgoing invoices' is open, showing the 'Information' section with 'Selected invoices for payment: 3' and 'Total sum for the selected invoices 1400.00 EUR'. The 'Bank account' field is a dropdown menu, and the 'Payment date' field is a text input with a date format 'DD.MM.YYYY'. The 'Save' button is highlighted.

Number	Client	Status	Total in b.c	Payment term	Debt	VAT sum b.c	Total in currency	Sum b.c without VAT	Currency	Info	VAT Number	Date	Sent date	Days overdue
LVAO2043	MG Trade SIA	Confirmed												
LVAO2053	BAU-HOW	Overdue payment												
LVAO2054	7 WAYS LOGISTICS	Overdue payment												
LVAO2055	YourShoes	Overdue payment												
LVAO2056	7 WAYS LOGISTICS	Overdue payment												
LVAO2058	7 WAYS LOGISTICS	Overdue payment	1000	31.03.2024	1000	0	1000	1000	EUR	S92-1; K10292	LV40103295923	01.03.2024	01.03.2024	94
LVAO2059	Starpsiena	Overdue payment	2103	23.03.2024	2054.6	0	2103	2103	EUR	W94-1; 10293	LV401031642	09.03.2024		102
LVAO2060	LATVIJAS	Overdue payment	300	23.03.2024	300	0	300	300	EUR		LV40003004173	09.03.2024		102

Revision #4

Created Wed, Jul 3, 2024 11:37 AM by [Janis Veldre](#)

Updated Thu, Jul 4, 2024 7:46 AM by [Janis Veldre](#)