

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!

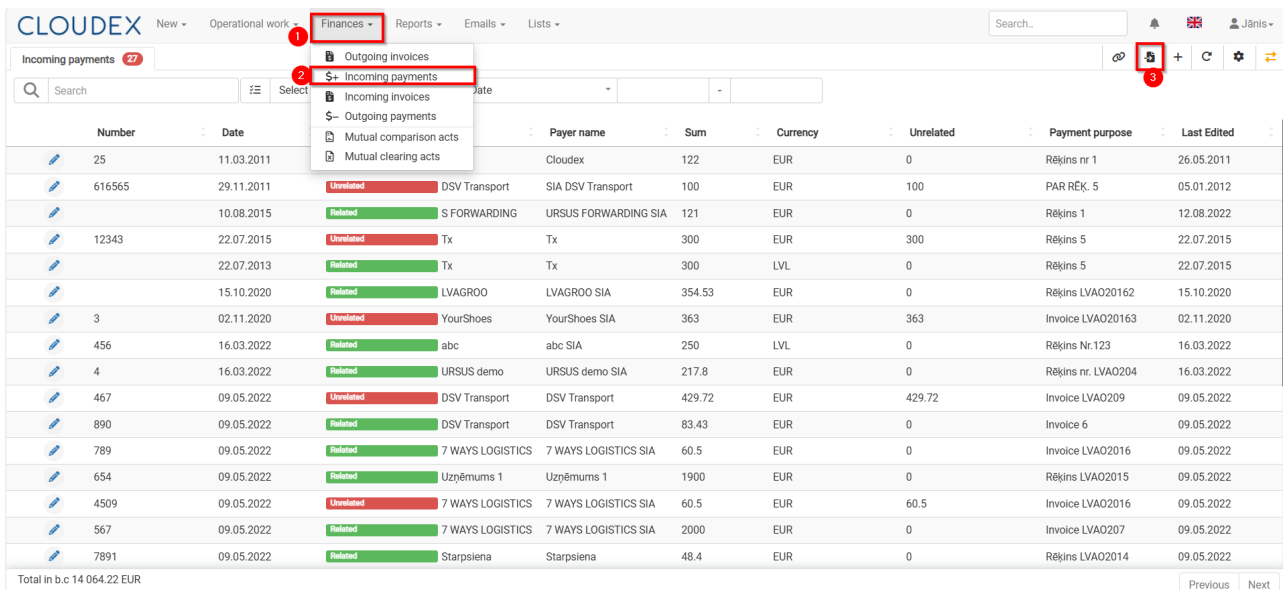
1. Payment of Outgoing invoices - automated data Import from the Bank

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 "  ")



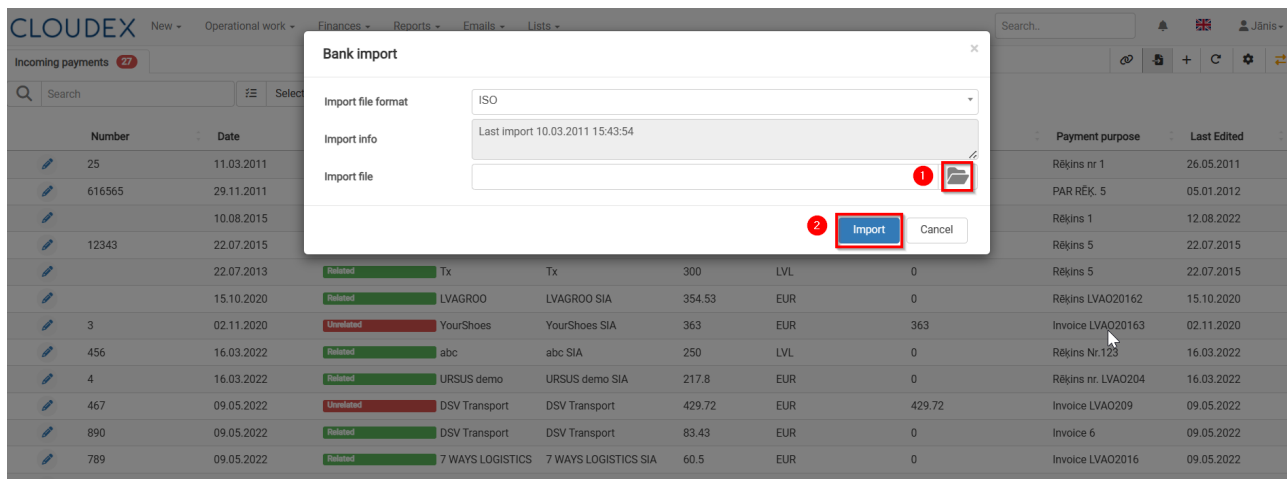
Number	Date		Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
25	11.03.2011		Cloudex	122	EUR	0	Rēķins nr 1	26.05.2011
616565	29.11.2011	Unrelated	DSV Transport	100	EUR	100	PAR RĒK. 5	05.01.2012
	10.08.2015	Related	S FORWARDING	121	EUR	0	Rēķins 1	12.08.2022
12343	22.07.2015	Unrelated	Tx	300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

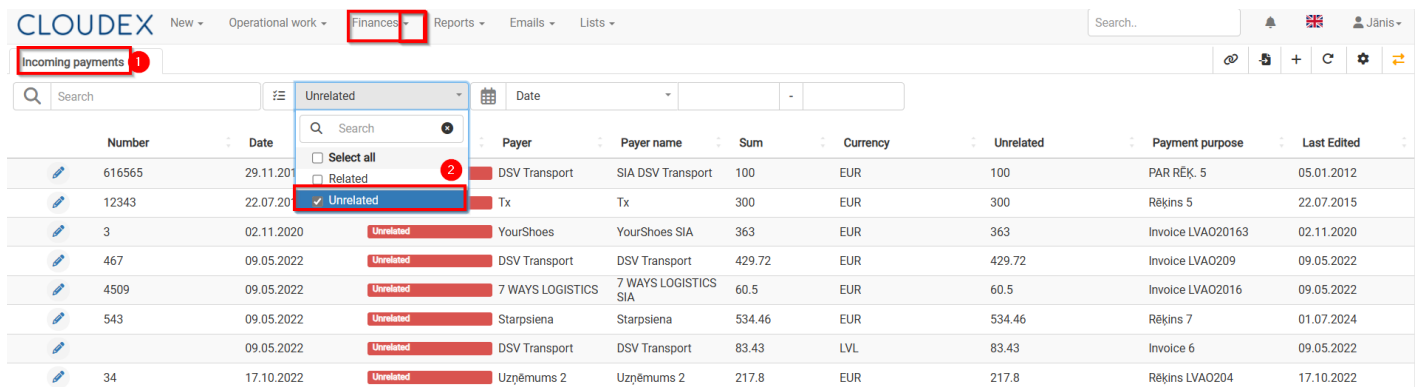


2. Linking "Incoming Bank payments" with "Outgoing invoices"


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>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></div> <div></div> <div></div> <div></div> </div> <div>Jānis</div> </div>										
<div> <div>Incoming payments</div> <div>8</div> <div> <div>4</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div>										
<div> <div>Q Search</div> <div>Unrelated</div> <div>Date</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

Search..

Jānis

Incoming payments

9

Q Search

Select all (2)

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

EUR

Unrelated

363

Description

Invoice LVAO20163

Date	Number	Type	Document No.	Sum	Debt	Related sum	Currency	Description

Related sum

0,00

EUR

↑

↓

Q Search

Date	Number	Type	Document No.	Debt	Total	Currency	Description
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.

<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></div> <div></div> <div></div> <div></div> </div> <div>Jānis</div> </div>										
<div> <div>Incoming payments</div> <div>27</div> <div> <div>Q Search</div> <div>Select all (2)</div> <div>Date</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. The top navigation bar includes 'New', 'Operational work', 'Finances', 'Reports', 'Emails', and 'Lists'. The 'Finances' menu is highlighted with a red box and a red circle labeled '1'. Below it, the 'Outgoing invoices' tab is selected, also highlighted with a red box and a red circle labeled '1'. The main table lists outgoing invoices with columns: 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' with a red status indicator. A red box and a red circle labeled '2' highlight the toggle switch for selecting invoices. A modal window titled 'Make "Incoming payments" for selected outgoing invoices' is open in the center. It contains the following fields: 'Information' (Selected invoices for payment: 3, Total sum for the selected invoices 1400.00 EUR), 'Bank account' (a dropdown menu highlighted with a red box and a red circle labeled '4'), and 'Payment date' (a text field with a placeholder 'DD.MM.YYYY' highlighted with a red box and a red circle labeled '5'). At the bottom of the modal, there is a 'Save' button highlighted with a red box and a red circle labeled '6', and a 'Cancel' button. A red arrow points from the 'Make Incoming payments' button in the top right of the invoice list to the modal window.

Revision #4

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