

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!

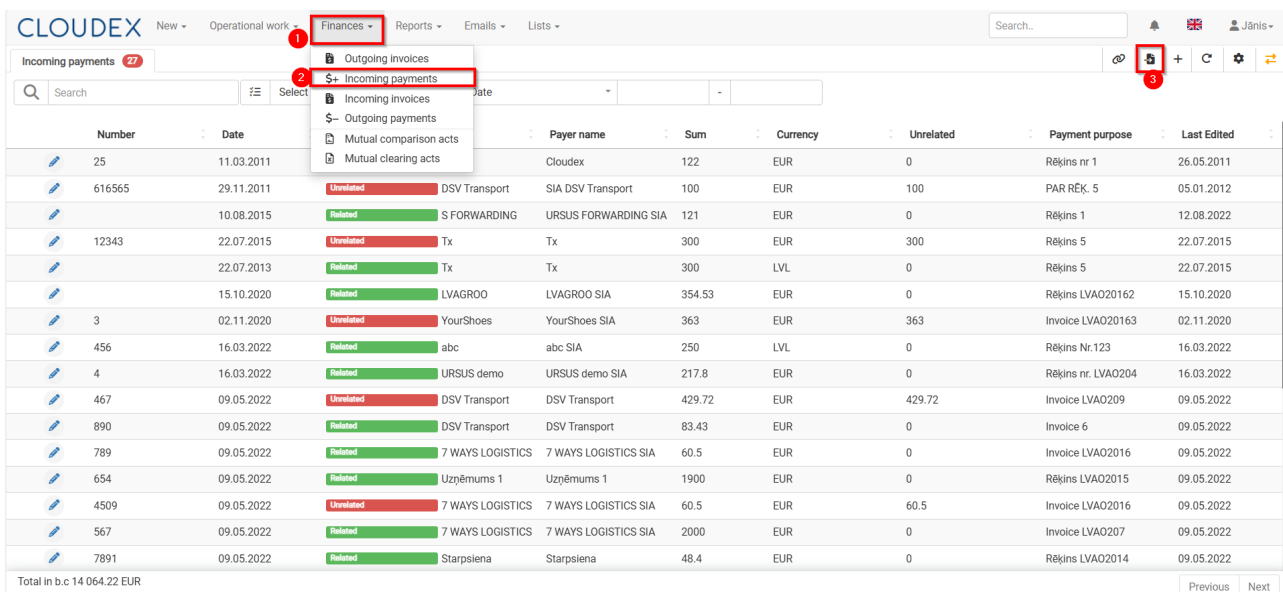
1. Payment of Outgoing invoices - automated data Import from the Bank

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 "  ")



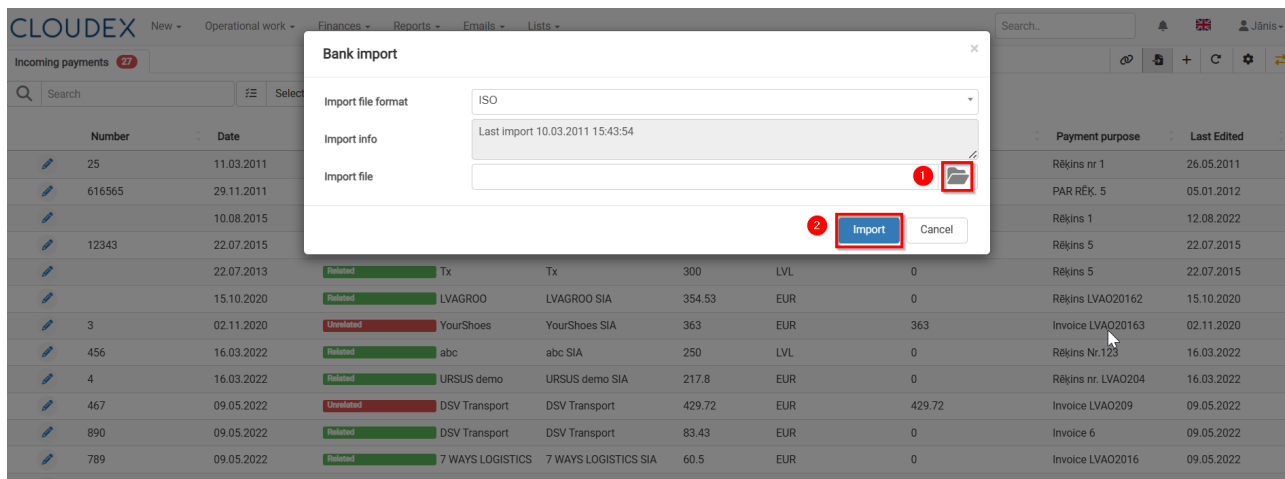
| Number | Date | | Payer name | Sum | Currency | Unrelated | Payment purpose | Last Edited |
|--------|------------|-----------|------------------|--------|----------|-----------|--------------------|-------------|
| 25 | 11.03.2011 | | Cloudex | 122 | EUR | 0 | Rēķins nr 1 | 26.05.2011 |
| 616565 | 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

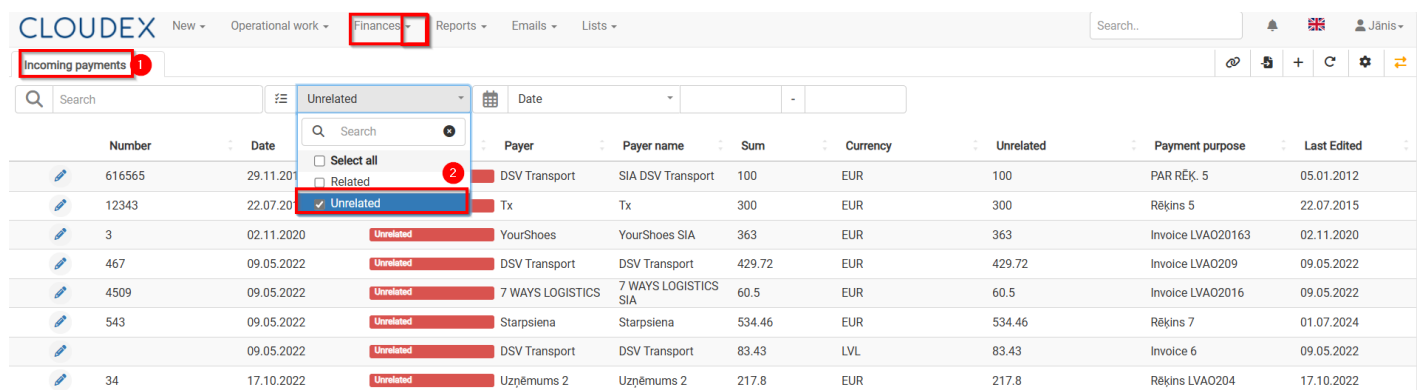
Import




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 |
| 3 | 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

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

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

Currency

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

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> | | | | | | | | | | |
| 9 | 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 | LVA GROO | LVA GROO 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 bar. 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 'Bank account' dropdown in the modal to the 'Bank account' dropdown in the main table's header area, which is also highlighted with a red box and a red circle labeled '3'. The main table shows several rows of invoice data, including LVAO2043, LVAO2053, LVAO2054, LVAO2055, LVAO2056, LVAO2058, LVAO2059, and LVAO2060.

Revision #4

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

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