

7. Outgoing invoices (debtors)

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- [Invoice "Date sent"](#)
- [How to connect your bank account with GoCardless](#)

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!

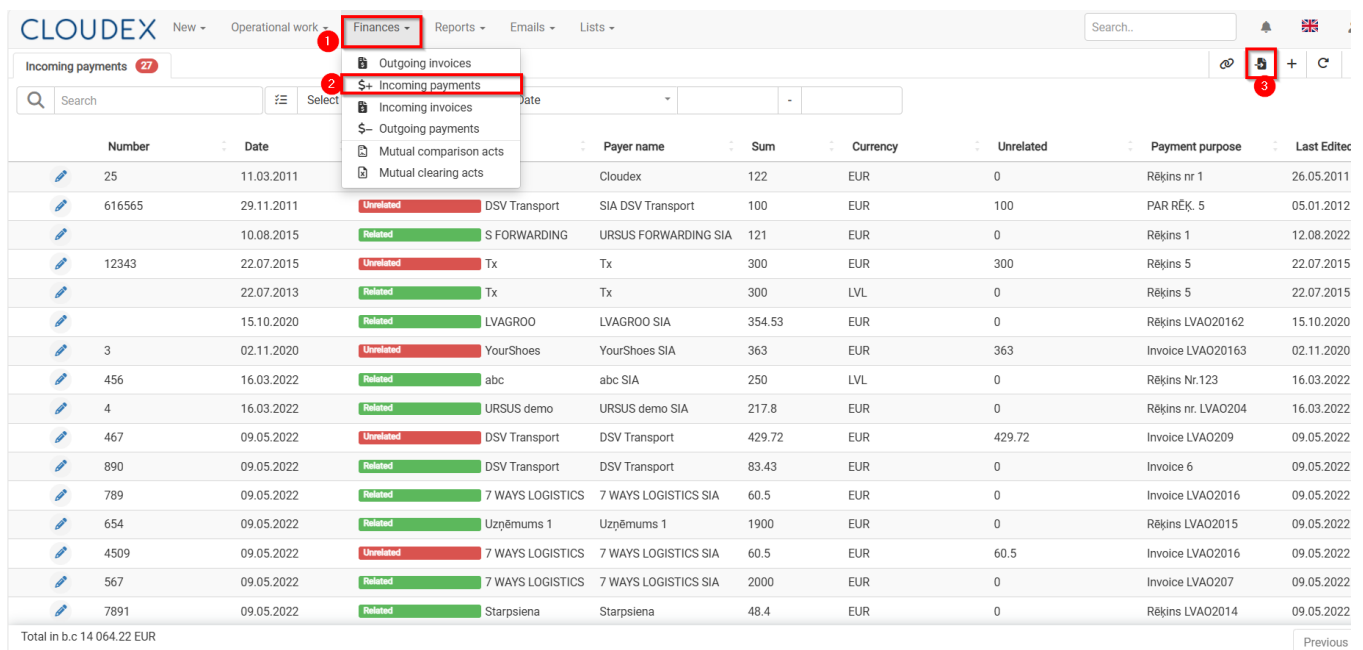
1. Payment of Outgoing invoices - automated data Import from the Bank

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 "  ")



The screenshot shows the CLOUDEX TMS interface. At the top, there is a navigation bar with 'Finances' highlighted. Below it, a dropdown menu is open, showing 'Incoming payments' as the selected option. The main area displays a table of incoming payments with columns: Number, Date, Status, Description, Payer name, Sum, Currency, Unrelated, Payment purpose, and Last Edited. The table contains 15 rows of data, including transactions from DSV Transport, SIA DSV Transport, URSUS FORWARDING SIA, Tx, LVAGROO, YourShoes, abc, URSUS demo, and 7 WAYS LOGISTICS. A 'Total in b.c 14 064.22 EUR' is shown at the bottom left, and a 'Previous' button is at the bottom right.

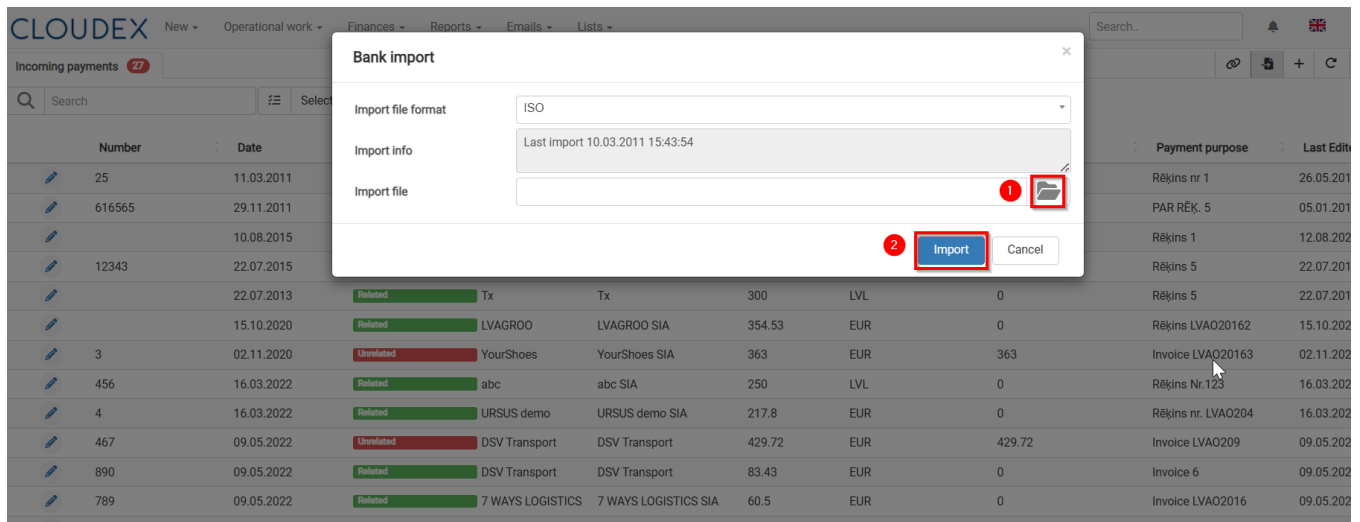
Number	Date	Status	Description	Payer name	Sum	Currency	Unrelated	Payment purpose	Last Edited
25	11.03.2011			Cloudex	122	EUR	0	Rēķins nr 1	26.05.2011
616565	29.11.2011	Unrelated	DSV Transport	SIA DSV Transport	100	EUR	100	PAR RĒĶ. 5	05.01.2012
	10.08.2015	Related	S FORWARDING	URSUS FORWARDING SIA	121	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
789	09.05.2022	Related	7 WAYS LOGISTICS	7 WAYS LOGISTICS SIA	60.5	EUR	0	Invoice LVAO2016	09.05.2022
654	09.05.2022	Related	Uzņēmums 1	Uzņēmums 1	1900	EUR	0	Rēķins LVAO2015	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
567	09.05.2022	Related	7 WAYS LOGISTICS	7 WAYS LOGISTICS SIA	2000	EUR	0	Invoice LVAO207	09.05.2022
7891	09.05.2022	Related	Starpsiena	Starpsiena	48.4	EUR	0	Rēķins LVAO2014	09.05.2022

Total in b.c 14 064.22 EUR

Previous

1.3. Import Bank payments

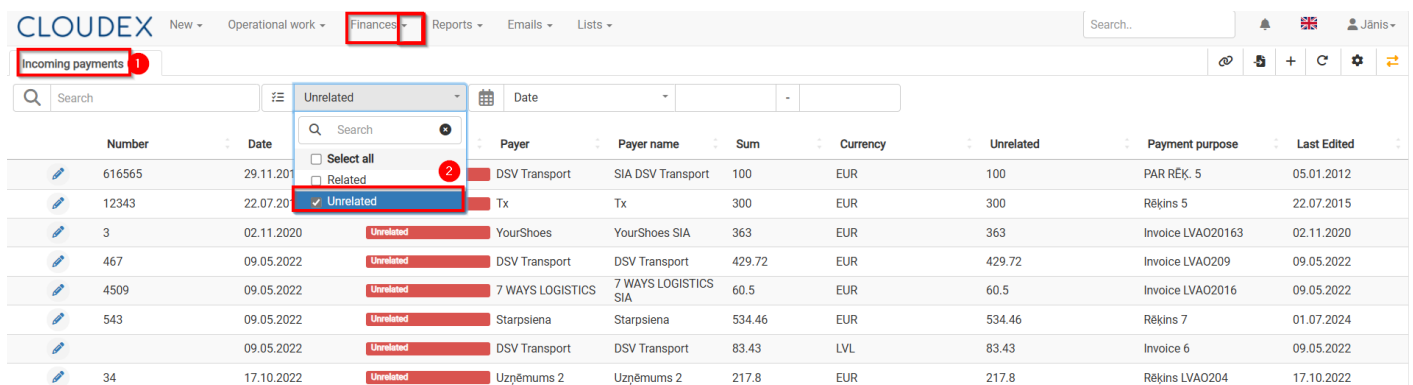
- 1) Choose **the file** which you imported from **Internet Bank**
- 2) Press **Import**



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

When importing payments from the Internet bank, CLODEX 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) **CLODEX 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" 

CLOUDEX New Operational work Finances Reports Emails Lists Search.. 🔔 🇬🇧 Jānis									
Incoming payments 🔍 Search ☰ Unrelated 📅 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	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

☰ 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

Currency

EUR

Unrelated

363

Description

Invoice LVAO20163

Date

Number

Type

Document No.

Sum

Debt

Related sum

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

Related sum

0,00

EUR

⬆️⬆️

🔍 Search

5

🔍

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.

CLOUDEX New Operational work Finances Reports Emails Lists Search.. 🔔 🇬🇧 Jānis									
Incoming payments 🔍 Search ☰ Select all (2) 📅 Date ⌵									
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. Three invoices are selected, indicated by a '3 selected' status and a red box labeled '2' around the selection checkboxes. A modal window titled 'Make "Incoming payments" for selected outgoing invoices' is open. 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 are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box and a red circle labeled '6'. A red arrow points from the 'Make Incoming payments' button in the top right of the invoice list to the modal window.

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	1000		0	1000	1000	1000	EUR	TW78-14; 10251		01.01.2024		-1
LVAO2053	BAU-HOW	Overdue payment	300		0	300	300	300	EUR			02.01.2024		161
LVAO2054	7 WAYS LOGISTICS	Overdue payment	1000		0	1000	1000	1000	EUR			02.01.2024	11.01.2024	144
LVAO2055	YourShoes	Overdue payment	1000		0	1000	1000	1000	EUR			02.01.2024		132
LVAO2056	7 WAYS LOGISTICS	Overdue payment	1000		0	1000	1000	1000	EUR			02.01.2024	15.02.2024	109
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		LV40003094173	09.03.2024		102

Invoice "Date sent"

This will answer the question of when the Invoice **"Date sent"** is set automatically and when the user needs to enter it manually.

The status **"Invoice sent"** changes automatically when a value is set in the Invoice field **"Date sent."**

The **"Date sent"** field is set automatically when the **"Send by email only"** checkbox is selected and the invoice is sent by email.

Outgoing invoice No.: 23-062 - Invoice sent

SIA Apse

Date *06.12.2023

TypeRēķins

Account groupApse

Client *1 namu pārvalde vas_cd

Payment terms *Prepayment

Due date *06.12.2026

Search..

	No.	Service type	Quantity	Price	Sum	VAT code	VAT sum	Order No.	Trip/Spedition no.	Truck/Trailer No	Sum [bc]
☐	1	Freight	1 gab.	501	501	EU	0	8965	E2318		501
☐	2	Freight	1 gab.	50	50	EU	0	8896/3	R2410-6	M9001	50
					551	551					551

Invoice data

Attachment(s)

Total sum551EUR

Notes

ManagerVeldre Janis

Date sent21.01.2026

☐ Send by email only

Confirmed 22.01.2026 11:06 JanisV

Delete

Save

Cancel

The **"Send by email only"** checkbox value is set automatically when generating an invoice from an order.

The checkbox value depends on the **"Send invoices"** field value.

Partner : M.o.n.t.a

Basic data Invoices Sales Notification settings Attachment(s)

Name M.o.n.t.a

Code M.o.n.t.a SIA

Reg No. 40003087148

Client status Neutral ▼

Carrier status Neutral ▼

1 **Send invoices** By e-mail and post (with POD) ▼

Client order 9041 **Invoice issued** ▼

Term Prepayment × ▼ 2 **Send inv.** By e-mail and post (wit... × ▼

Outgoing invoice No.: 25-016

Date sent DD.MM.YYYY 3 ☐ **Send by email only**

Send invoices values marked with “*” set the “**Send by email only**” checkbox value automatically:

- **By e-mail (with POD) ***
- By post (with POD)
- By e-mail and post (with POD)
- **Don't send (Self-billing) ***
- **Download in client portal ***
- By e-mail (invoice upon delivery, second time with POD)
- **By e-mail (without POD) ***
- Upload to the customer portal together with POD

How to connect your bank account with GoCardless

To enable automatic bank statement downloads (up to 3 times per day), you need to connect your bank account with GoCardless.

Please follow the steps below:

The screenshot shows the CLOUDEX web application interface. The top navigation bar includes links for New, Operational work, Finances, Reports, Emails, and Lists, along with a search bar and a user profile dropdown (Jānis). The left sidebar contains a 'Company settings' section with sub-links for Configurations, Company settings, and Classifications. Under 'Company settings', there is a 'Logistics' section with various links, including 'Bank account' which is highlighted with a red box and a red circle labeled '3'. The main content area displays a table of bank accounts. The first row is highlighted with a red box and a red circle labeled '4'. A modal window titled 'Bank account' is open, showing the details of the selected account. The modal includes fields for Account name, Company, Bank account, SWIFT code, Currency, Imp/Exp.format, Gateway, and Bokkeeping account. At the bottom of the modal, there is a 'GoCardless' section with a checkbox for 'Prohibit data entry' and a 'Connect to GoCardless' button, which is highlighted with a red box and a red circle labeled '6'. A red circle labeled '5' is also present near the bottom right of the modal. A red circle labeled '2' is on the 'Settings' link in the user profile dropdown, and a red circle labeled '1' is on the user profile dropdown itself.

Company settings

Configurations Company settings Classifications

Package type

Logistics

- Chart of accounts
- Term type
- Other classifier
- Department
- Client category
- Text template
- Agreement rules
- Price list
- VAT rate
- Ferry line
- Unit of measurement
- Bank account**
- Payment terms

Account name	Type	Bank account	SWIFT code
Swed EUR	Regular account	LV27HABA0551028432947	HABALV22
SEB EUR	Regular account	LV62UNLA0015020070904	UNLALV2X
SWED NOK	Regular account	SWEDNOK123456789	

Bank account

Account name * Swed EUR Type Regular account

Company DEMO

Bank account * LV27HABA0551028432947

SWIFT code * HABALV22 A/s "Swedbank"

Currency EUR

Imp/Exp.format. ISO

Gateway Gateway

Bokkeeping account 2621 - SEB banka EUR

GoCardless GoCardless allows you to import your bank statements without file format restrictions. To activate it, you need to be connected and authorised.

☐ Prohibit data entry

Connect to GoCardless

Saved: 31.03.2026 11:37 clouDEX

Delete Save Cancel