

# 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!

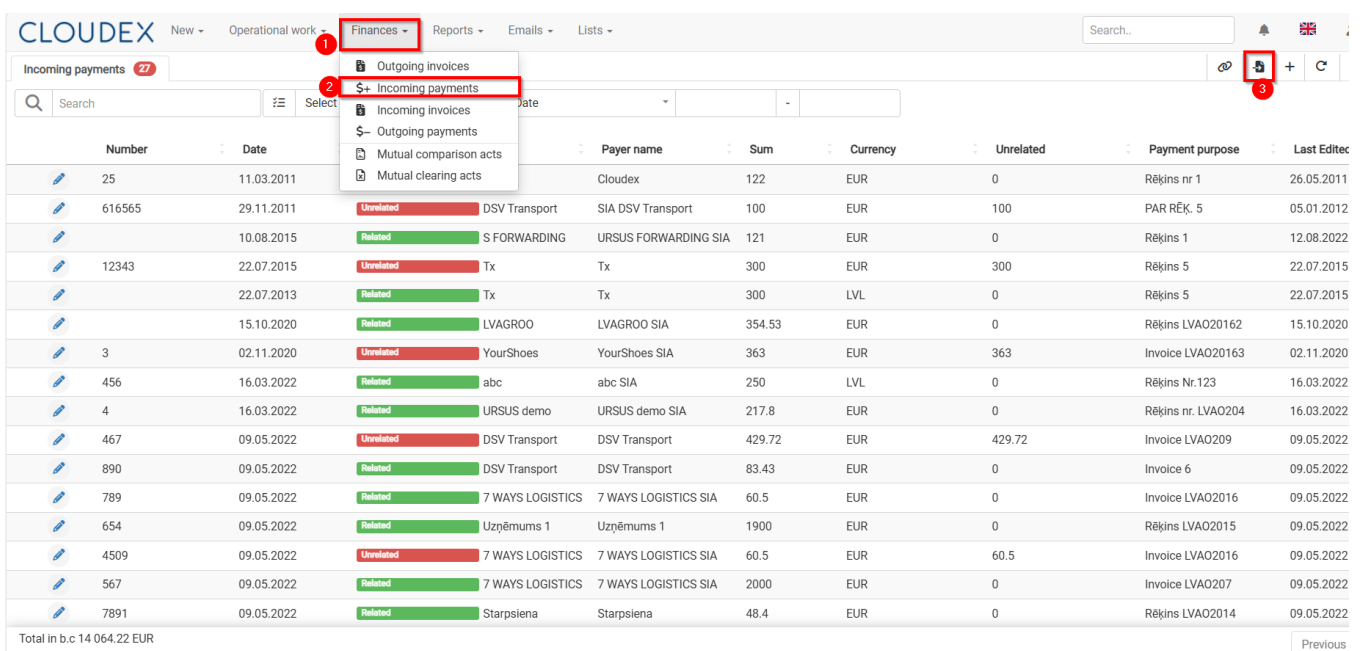
## 1. Payment of Outgoing invoices - automated data Import from the Bank

### 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 "  ")

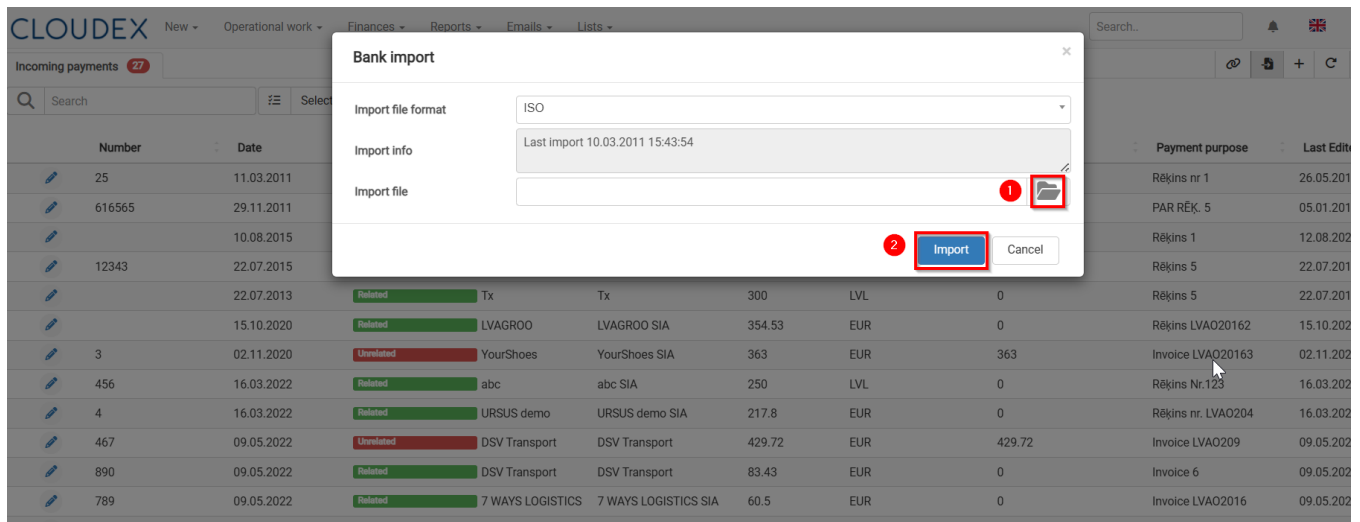


| Number | Date       | Status    | Payer name       | Sum    | Currency | Unrelated | Payment purpose    | Last Edited |
|--------|------------|-----------|------------------|--------|----------|-----------|--------------------|-------------|
| 25     | 11.03.2011 |           | Cloudex          | 122    | 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

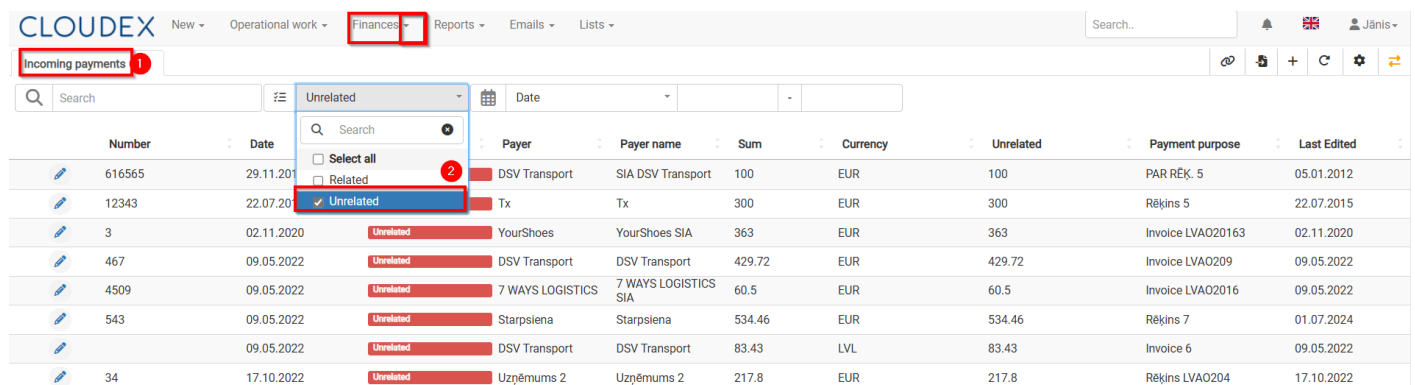
- 1) Choose **the file** which you imported from **Internet Bank**
- 2) Press **Import**



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

When importing payments from the Internet bank, 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" 

| <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> <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 | 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  | LV L     | 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

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

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

6

7

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> <div>9</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div>                                                                                                                                                             |            |           |               |                      |        |          |           |                    |             |
| <div> <div>Q Search</div> <div>Select all (2)</div> <div>Date</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    | LV L     | 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    | LV L     | 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, and the 'Outgoing Invoices' tab is selected. A modal window titled 'Make "Incoming payments" for selected outgoing invoices' is open, showing the following details:

- Information: Selected invoices for payment: 3; Total sum for the selected invoices 1400.00 EUR
- Bank account: A dropdown menu is open, showing a list of bank accounts.
- Payment date: A text input field with the placeholder 'DD.MM.YYYY'.
- Buttons: 'Save' and 'Cancel' buttons are at the bottom right.

The background shows a table of 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. The table lists several invoices, including LVAO2043, LVAO2053, LVAO2054, LVAO2055, LVAO2056, LVAO2058, LVAO2059, and LVAO2060.

Revision #10

Created 2024-07-03 14:37:25 UTC by Janis Veldre

Updated 2025-05-30 14:45:07 UTC by Janis Veldre