

Incoming Invoices (Creditors)

- [How to register an Incoming Invoice?](#)
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- [How to find carrier orders or trips for which an incoming invoice has not been received?](#)
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How to register an Incoming Invoice?

To register a single invoice for multiple trips at once, you can do so in one of the following ways:

- [How to register an Invoice from the Trip Form?](#)
- [How to Register an Invoice from the Open Trips window?](#)

How to register an Invoice from the Trip Form?

1. Open **the Trip**.
2. Click the "**Register Invoice**" button.

[image-1780561081176.png](#)

For an unconfirmed invoice, it is possible to add other customer orders.

How to Register an Invoice from the Open Trips window?

Navigate to the **Open Trips** tab. Select the trips for which incoming invoices have been received and click the "**Register Incoming Invoice**" button.

1. Select the trips for which you want to register an incoming invoice.
2. Click the invoice registration icon [image-1780561317768.png](#)
3. Complete the required fields and click **Save**.

[image-1780561219944.png](#)

[image-1780561499887.png](#)

How to apply a discount (Skonto) to an incoming invoice?

1. In the Partner List, find the relevant partner.
2. Open the "Settlements" section and enter the discount.

[image-1780901854138.png](#)

How to find carrier orders or trips for which an incoming invoice has not been received?

How to pay Incoming invoices?

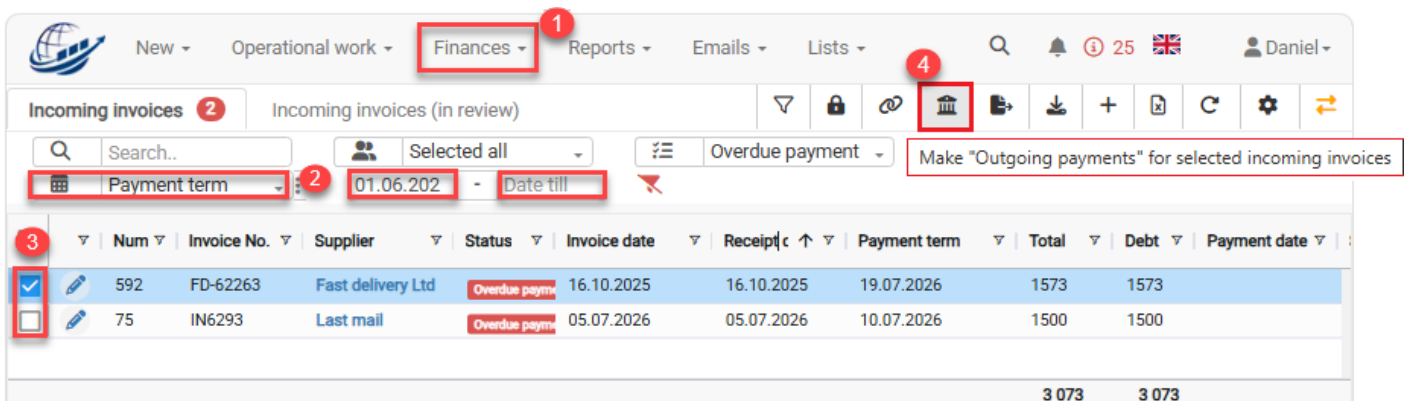
- [How to make Incoming invoices?](#)
- [How to export Outgoing payments to Internetbank?](#)
- [Tips and tricks](#)

How to make Incoming invoices?

Navigation path: **Finances** → **Incoming invoices**

Open Finances → Incoming invoices.

1. In the **Payment term** filter, enter the payment date. CLOUDEX TMS will show incoming invoices that must be paid within the selected payment term.
2. Select the invoices you want to pay.
3. Click the icon  - to **Make “Outgoing payments” for selected incoming invoices.**



The screenshot shows the CLOUDEX TMS interface. The top navigation bar includes 'New', 'Operational work', 'Finances' (highlighted with a red box and number 1), 'Reports', 'Emails', and 'Lists'. Below this, the 'Incoming invoices' section is active, with a filter 'Incoming invoices (in review)'. The 'Payment term' filter is set to '01.06.2025' (highlighted with a red box and number 2). The 'Date till' filter is also visible. The table below shows two invoices: one from 'Fast delivery Ltd' and another from 'Last mail'. The first invoice is selected (highlighted with a red box and number 3). The toolbar on the right includes a bank icon (highlighted with a red box and number 4) and a tooltip that reads 'Make "Outgoing payments" for selected incoming invoices'.

	Num	Invoice No.	Supplier	Status	Invoice date	Receipt	Payment term	Total	Debt	Payment date
☒	592	FD-62263	Fast delivery Ltd	Overdue payment	16.10.2025	16.10.2025	19.07.2026	1573	1573	
☐	75	IN6293	Last mail	Overdue payment	05.07.2026	05.07.2026	10.07.2026	1500	1500	
								3 073	3 073	

5. When the “Make outgoing payments for selected incoming invoices” window opens, **select the correct bank account.**
6. Click the **Make outgoing payments** button to create outgoing payments.

Make "Outgoing payments" for selected incoming invoices

Information

Selected invoices for payment: 2

Total sum for the selected invoices 3073.00 EUR

Bank account

Luminor Eur LV50RIKO0002930262796 EUR

☐ Set payment date form invoice

Payment term

6

Make outgoing payments

Cancel

After clicking **Make outgoing payments**, CLOUDEX TMS will create outgoing payment records for the selected incoming invoices. These payments will be available in **Finances → Outgoing payments** and will be ready for export to Internetbank.

How to export Outgoing payments to Internetbank?

Navigation path: **Finances → Outgoing payments**

1. Open **Finances → Outgoing payments**.
2. Select the **Outgoing payments** you want to export using the checkbox in the first column.
3. Click **Bank payments export** icon  in the top toolbar.

New

Operational work

1

Finances

Reports

Emails

Lists

Search..

25

Daniel

Outgoing payments

1

2

213213213

Selected all

ENERGIJA Rezekne...

Date

Date from

Date till

Bank payments export

	Number	Date	Status	Bank account from	Approved in bank	Recipient coc	Recipient name	Type	Transferred sum	Unrelated	Currenc	Payment purpose
3	213213213	07.04.2026	Draft	BALT RUR		ENERGIJA Rezek	ENERGIJA Rezekne	BIZ	5000	5000	EUR	par transporta pakalpo

Tips and tricks

1. How to remove an outgoing payment from bank export?

When you click **Make "Outgoing payments" for selected incoming invoices**, CLOUDEX TMS creates outgoing payment records for the selected incoming invoices.

By default, these payments are prepared for bank export. This means that the **Export to Internetbank** checkbox is selected automatically.

If the payment should not be exported to the bank, for example because the invoice was already paid manually, you need to remove this checkbox from the outgoing payment.

1. **Outgoing payments.**
2. Find the required outgoing payment and click the **Edit** icon.

3. Clear the **Export to Internetbank** checkbox.
4. Click **Save**.

After this, the payment will remain in CLODEX TMS, but it will not be included in the bank export.

Bank outgoing payment - Draft

Payment type * Payment order (BIZ) x

Payment No. 213213213 Payment date * 07.04.2026

Bank account from * BALT RUR LV55CBBR1120001000010 RUB

Receiver * ENERGIJA Rezekne Rezekne x Receiver country x

Receiver name * ENERGIJA Rezekne Rezekne

Bank account to * LV04LHZB4600084385001 LHZBLV22 MORTGAGE AND LAND I

Sum * 5000 EUR Exchange rate 0

Sum 0 RUB

Payment purpose * par transporta pakalpojumiem

Payment Standard Commision Divided

Notes Notes

☒ Export to internetbank

Saved: 07.04.2026 09:09 JanisV

Delete Save Cancel

2. How to mark payments for export - set checkbox "Export to internet bank"?

Outgoing payments 137

Search... Selected all Date Date from Date till

Relate invoices Export payments + Mark for export selected payments

Num	Date	Status	Bank account from	Approved in bank	Recipient coc	Recipient name	Type	Transferred sum	Unrelated	Currenc	Payment purpose
9	21.07.2026	Marked for export	SCL Luminor Eur		Fast delivery Ltd	Fast delivery Ltd	BIZ	1573	0	EUR	Invoice No. FD-62263
10	21.07.2026	Marked for export	SCL Luminor Eur		Last mail	Last mail	BIZ	1500	0	EUR	Invoice No. IN6293
64	10.07.2025	Exported to bank	SCL Swed Eur		Lattelekom sia	Lattelekom sia	BIZ	36.33	0	EUR	Invoice No. 40415582
65	10.07.2025	Exported to bank	SCL Paysera Eur		Ekg cargo	Ekg cargo SIA	BIZ	6.05	0	EUR	Invoice No. ww5684
66	10.07.2025	Exported to bank	SCL Luminor Eur		Feik Logistics SIA	Feik Logistics SIA	BIZ	7.26	0	EUR	Arve 111