Incoming Invoices (Creditors)

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.

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> 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 iconimage-1780561317768.png
3. Complete the required fields and click **Save**.

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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.

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

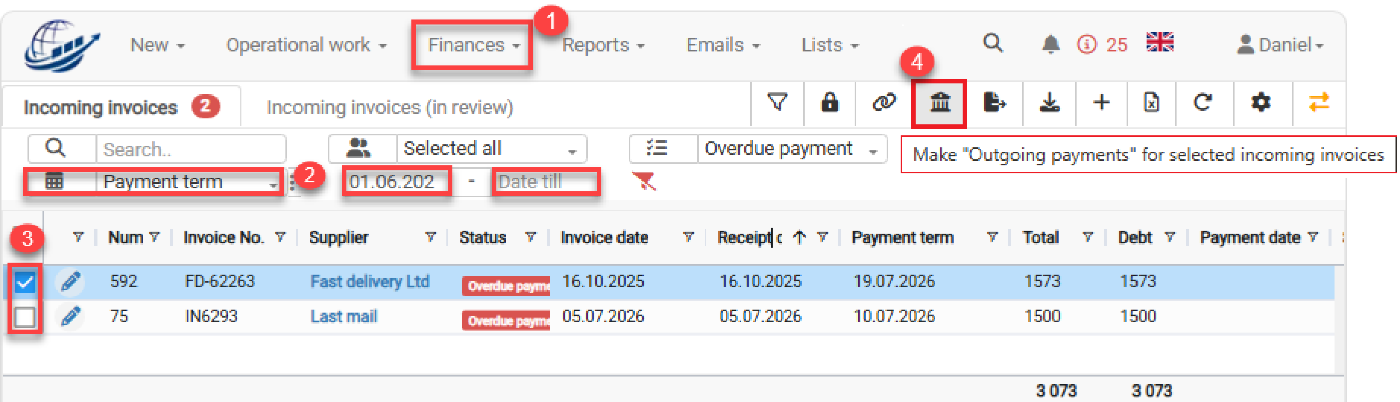
How to pay Incoming invoices?

How to make Incoming invoices?

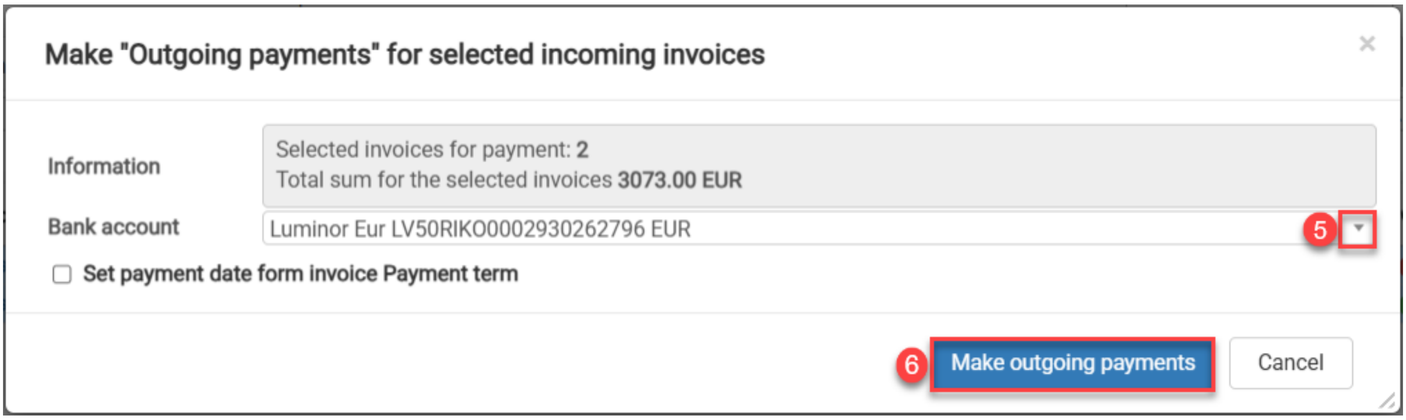
Navigation path: **Finances → Incoming invoices**

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**.



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.

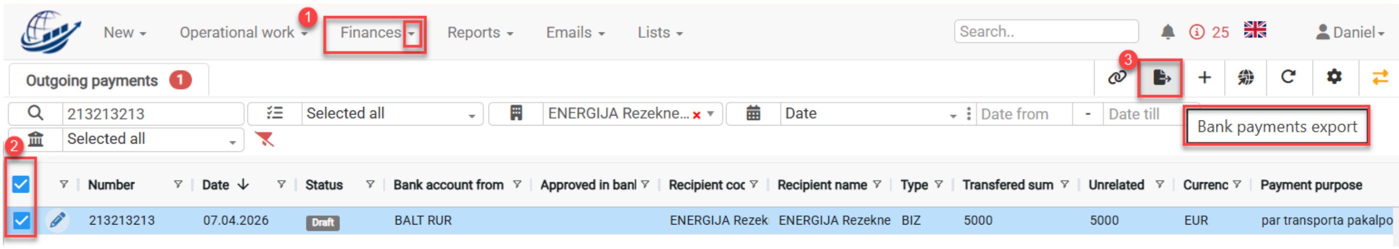


After clicking **Make outgoing payments**, CLOUDEX TMS will create outgoing payment records for the selected incoming invoices. These payments will be available in **Finances → Outgoing payments** and will be ready for export to Internetbank.

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.



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.

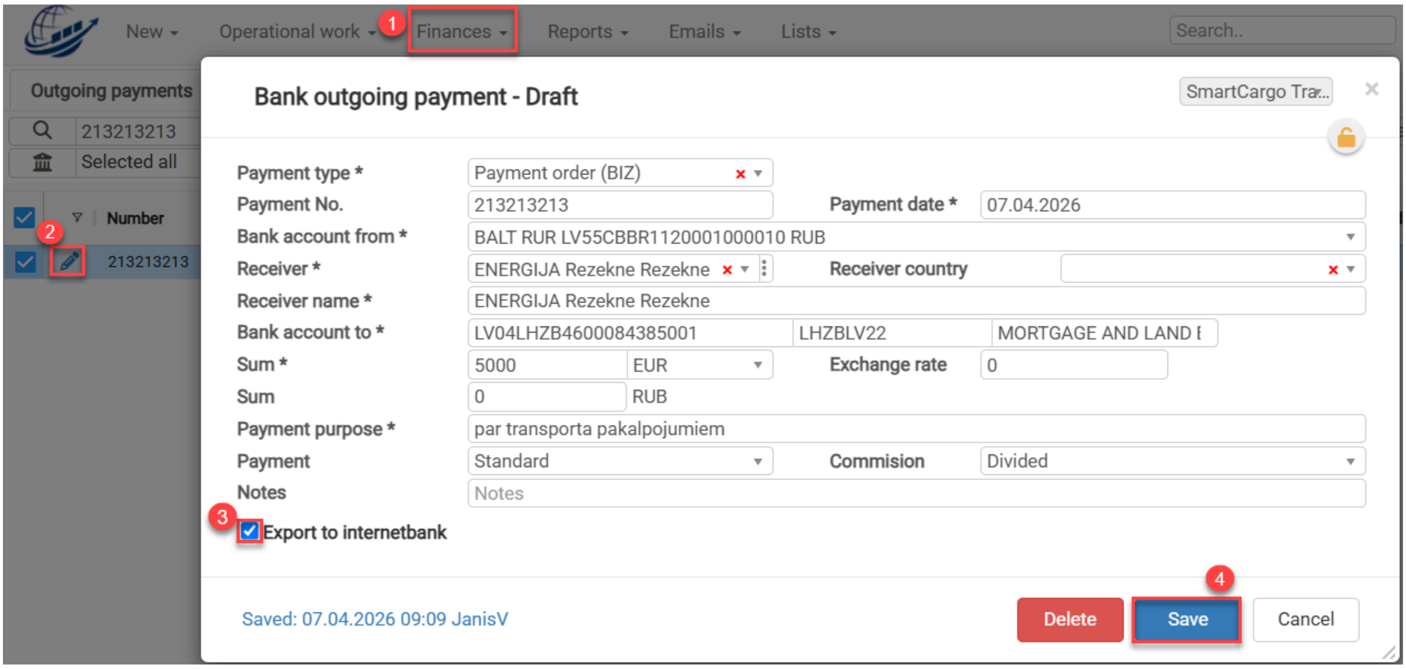
By default, these payments are prepared for bank export. This means that the **Export to Internetbank** checkbox is selected automatically.

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 CLOUDEX TMS, but it will not be included in the bank export.



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