Outgoing invoices (debtors)

How to Import Bank Payments and Mark Invoices as Paid

> 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 "image-1719928964263.png")

   Import from Bank.png1.3. **Import** Bank payments
   1) Choose **the file** which you imported from **Internet Bank**
   2) Press **Import**

   Import the fail.png

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 bellow.

1) **CLOUDEX TMS > Finaces >Incoming payments**
2) **Filter >**show only **Unrelated payments "Unrelated" (payments which are not related to invoices)**

Unrelated payments.png

3) **Select Incoming Payment** which to "Relate" with Invoice
4) Press the button "Relate invoices" image-1719838166417.png

Relate.png

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.
Relate Invoice with payment.png

9) With the filter, you can quickly find the required invoice by number, amount, etc.
Filter.png

> When the Incoming Payment is linked to the corresponding invoice, the amount in the "Unrelated" column in the Bank incomings list will be zero.

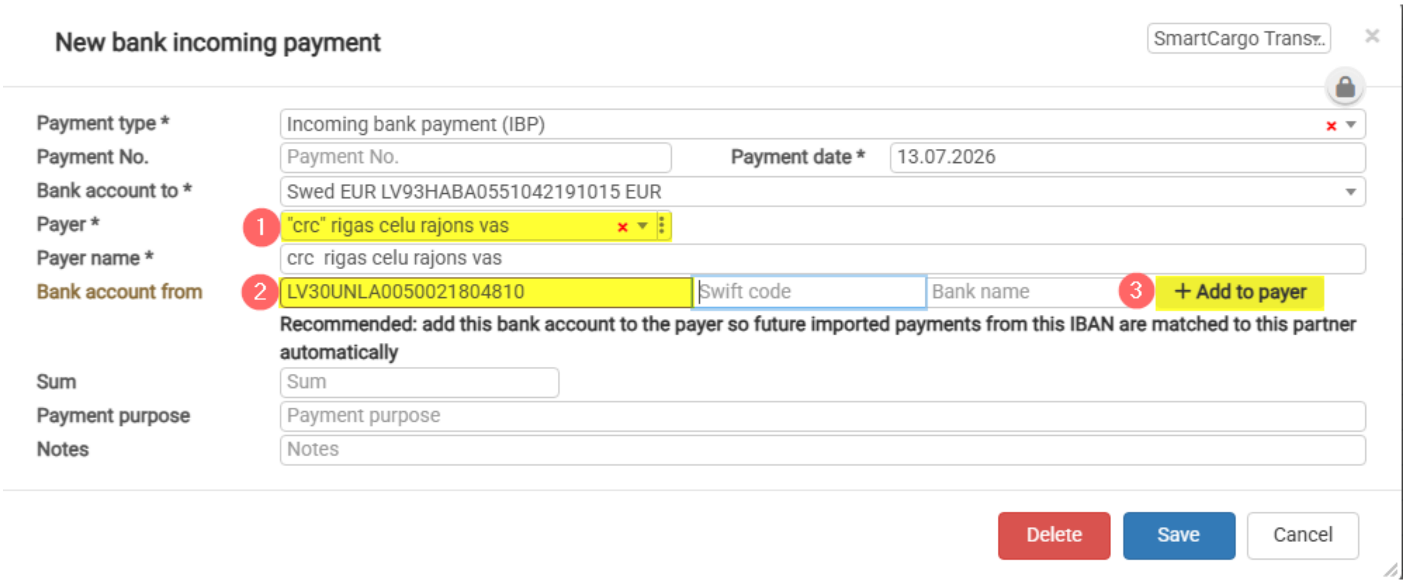
3. Outgoing invoice payment - manual data entry

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

Manual payment.png

4. Tips and Tricks

1. Choose **Payer**
2. Fill in the bank number.
3. Press **"Add Account to Payer Account."**

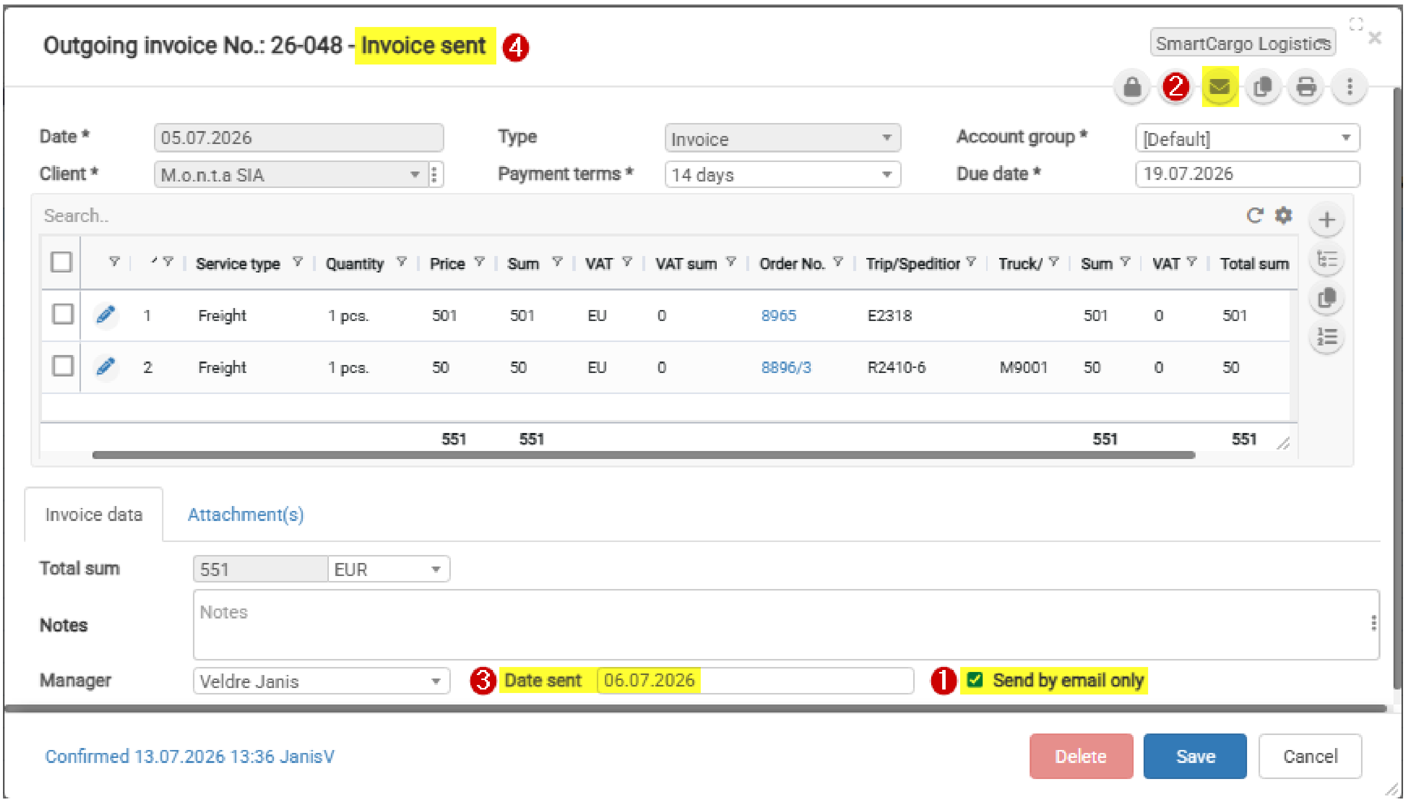


When is the invoice “Date sent” field filled in automatically?

Cloudex TMS fills in the **Date sent** field automatically when both of the following conditions are met:

1. **Send by email only** is selected.
2. The invoice is sent by email from Cloudex TMS.

When the **Date sent** field contains a date, the invoice status changes automatically to **Invoice sent**.



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.

image-1769069369331.png

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

Send invoices setting	“Send by email only” selected automatically
By e-mail (with POD)	Yes
By post (with POD)	No
By e-mail and post (with POD)	No
Don’t send (Self-billing)	Yes
Download in Client Portal	Yes
By e-mail (invoice upon delivery, second time with POD)	No
By e-mail (without POD)	Yes
Upload to the Client Portal together with POD	No

When should I enter the “Date sent” manually?

Enter the **Date sent** manually if the invoice was sent outside Cloudex TMS or if the date was not filled in automatically.

For example, manual entry may be required when the invoice was sent directly from Outlook or another email application.

How to connect your bank account with GoCardless?

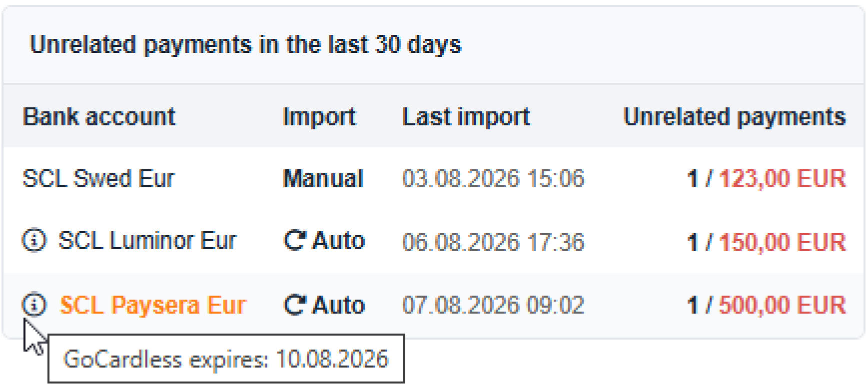
To enable automatic bank statement downloads (up to 3 times per day), you need to connect your bank account with GoCardless.

Please follow the steps below:

image-1774946604962.png

In Cloudex TMS first page/dashboard you can see

1) Import for bank account need to be made Manualy or it is configured it imports payments automatically using GoCardless API
2) **Last import** column shows when the last time payments are imported, maualy or automatically
3) After import payments are related automatically. If some payments could not be related automatically then it shows not related payment count and total unrelated sum
4) **click on bank account** and last 30 days unrelated payment list will be opened



Unrelated payments in the last 30 days

Bank account	Import	Last import	Unrelated payments
SCL Swed Eur	Manual	03.08.2026 15:06	1 / 123,00 EUR
SCL Luminor Eur	Auto	06.08.2026 17:36	1 / 150,00 EUR
SCL Paysera Eur	Auto	07.08.2026 09:02	1 / 500,00 EUR

GoCardless expires: 10.08.2026

How to send electronic Invoice to your client?

In order to send electronic Invoice to your client (PEPPOL, rekini.lv or other formats)

Go on Partner > Invoices > Electronic invoice format in email chose: **Peppol** or other > Save

image-1773305815682.png

When you send an invoice to your client, electronic invoice (PEPPOL or other formats) will be included as an attachment.

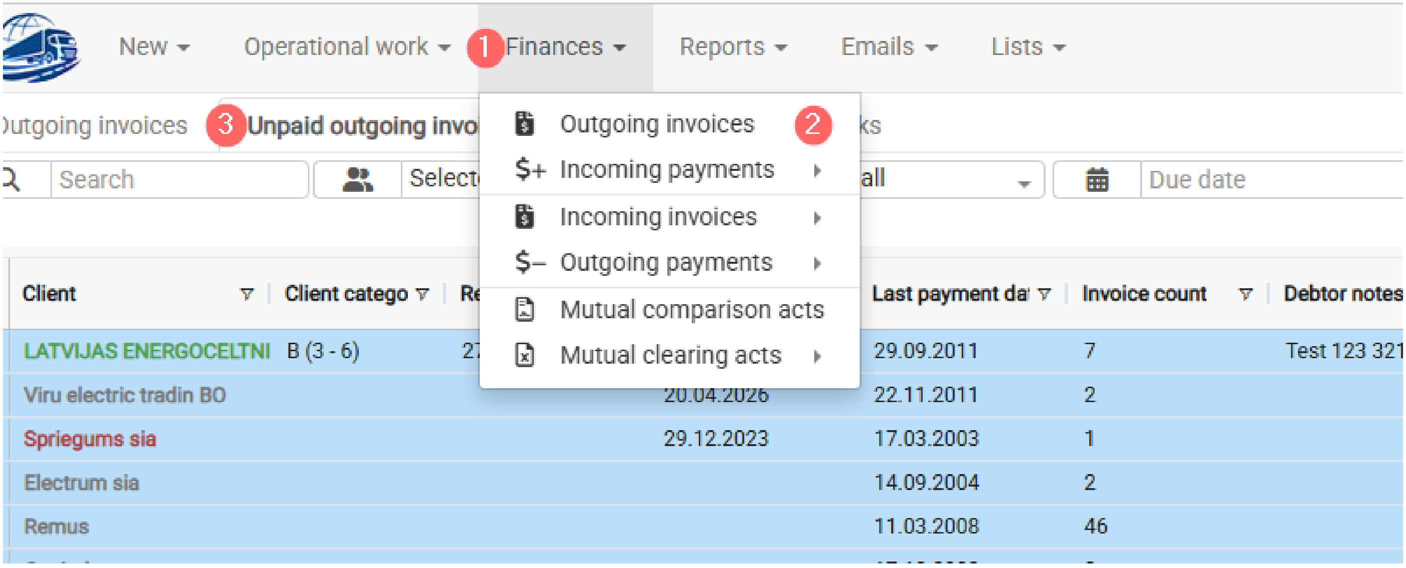
image-1773306189484.png

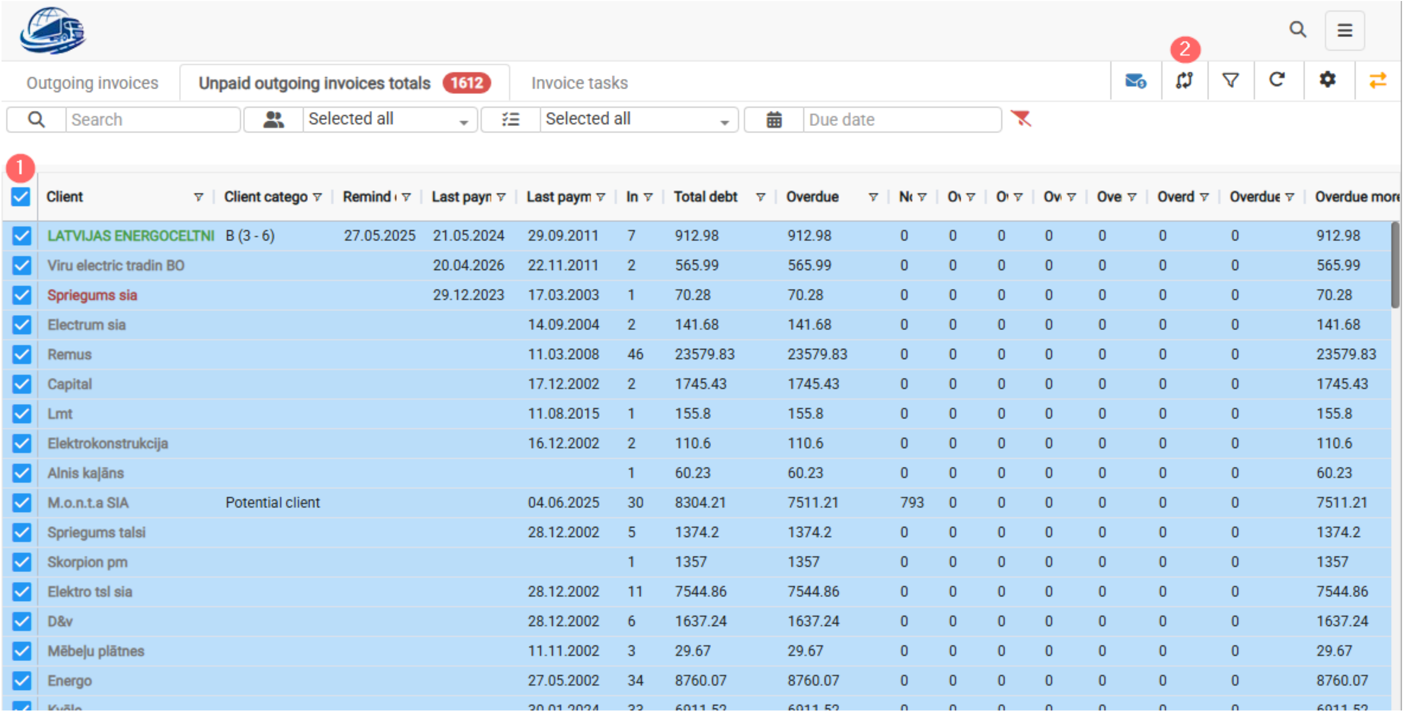
How to create a mutual comparison?

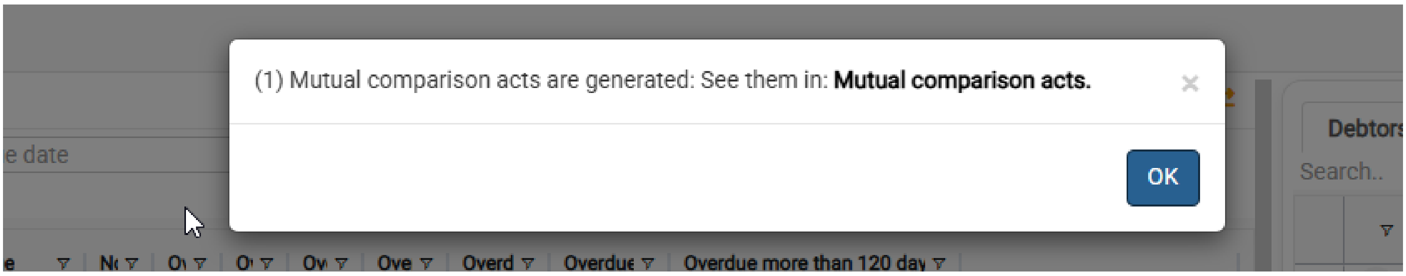
Mutual Comparison Acts – Documents used to compare and reconcile financial transactions, balances, or invoices between two parties.

Create and manage reconciliation documents to compare balances and transactions with customers or suppliers.

> **Finances** -> **Outgoing invoices** -> **Unpaid outgoing invcoices tools**



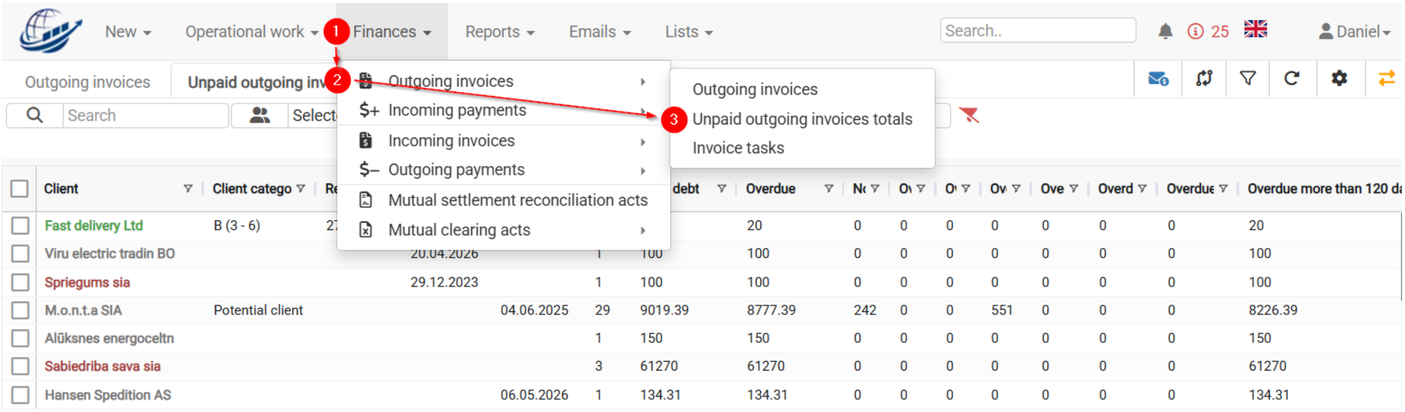

Outgoing invoices
Unpaid outgoing invoices totals 1612
Invoice tasks
2
Search
Selected all
Selected all
Due date
1
Client
Client catego
Remind
Last payn
Last paym
In
Total debt
Overdue
Overdue mor
LATVIJAS ENERGOCELTNI B (3 - 6) 27.05.2025 21.05.2024 29.09.2011 7 912.98 912.98 0 0 0 0 0 0 0 912.98
Viru electric tradin BO 20.04.2026 22.11.2011 2 565.99 565.99 0 0 0 0 0 0 0 565.99
Spriegums sia 29.12.2023 17.03.2003 1 70.28 70.28 0 0 0 0 0 0 0 70.28
Electrum sia 14.09.2004 2 141.68 141.68 0 0 0 0 0 0 0 141.68
Remus 11.03.2008 46 23579.83 23579.83 0 0 0 0 0 0 0 23579.83
Capital 17.12.2002 2 1745.43 1745.43 0 0 0 0 0 0 0 1745.43
Lmt 11.08.2015 1 155.8 155.8 0 0 0 0 0 0 0 155.8
Elektrokonstrukcija 16.12.2002 2 110.6 110.6 0 0 0 0 0 0 0 110.6
Alnis kaļāns 1 60.23 60.23 0 0 0 0 0 0 0 60.23
M.o.n.t.a SIA Potential client 04.06.2025 30 8304.21 7511.21 793 0 0 0 0 0 0 7511.21
Spriegums talsi 28.12.2002 5 1374.2 1374.2 0 0 0 0 0 0 0 1374.2
Skorpion pm 1 1357 1357 0 0 0 0 0 0 0 1357
Elektro tsl sia 28.12.2002 11 7544.86 7544.86 0 0 0 0 0 0 0 7544.86
D&v 28.12.2002 6 1637.24 1637.24 0 0 0 0 0 0 0 1637.24
Mēbeļu plātnes 11.11.2002 3 29.67 29.67 0 0 0 0 0 0 0 29.67
Energo 27.05.2002 34 8760.07 8760.07 0 0 0 0 0 0 0 8760.07


(1) Mutual comparison acts are generated: See them in: Mutual comparison acts.
OK
Debtors
Search..
Overdue more than 120 day

How to send an unpaid outgoing invoice reminder

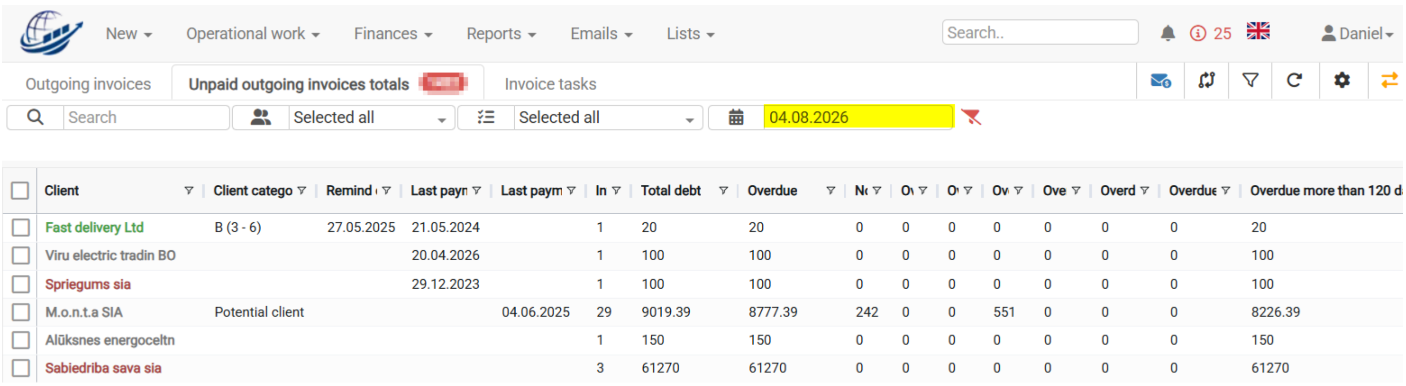
How to navigate to Unpaid outgoing invoices reminder tool.

> **Finances** -> **Outgoing invoices** -> **Unpaid outgoing invoices totals**



To see the correct list of unpaid invoices, set the date to the date 04.08.2026 you want to check. The system will display all invoices that were still unpaid on that date.

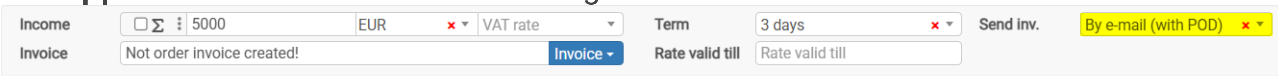
If no date is selected, the system will display all unpaid invoices.



How to send outgoing invoices automatically

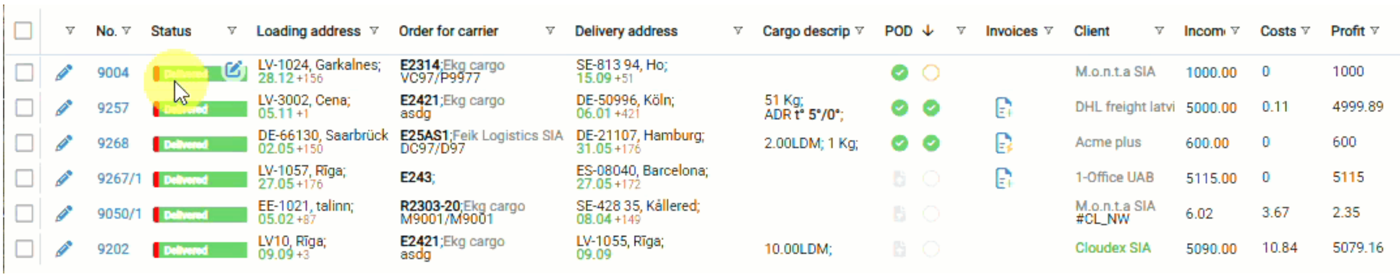
To generate an invoice automatically, the following criteria must be met:

1. In the client card Invoices tab has to be mark ☑ Generate invoice automatically
2. Order must be in status "**Delivered**" Delivered
3. Depending on the selected **"Send inv."** option, a POD/CMR may need to be **uploaded** and **approved** before the invoice can be generated.



Ready to invoice	POD is uploaded	POD is approved
By e-mail (with POD)	Yes	Yes
By e-mail (without POD)	No	No
By e-mail (invoice upon delivery, second time with POD)	No	No
By e-mail and post (with POD)	Yes	Yes
By post (with POD)	Yes	Yes
Don't send (Self-billing)	No	No
Upload to the Client Portal together with POD	Yes	Yes
Download in Client Portal	Yes	Yes

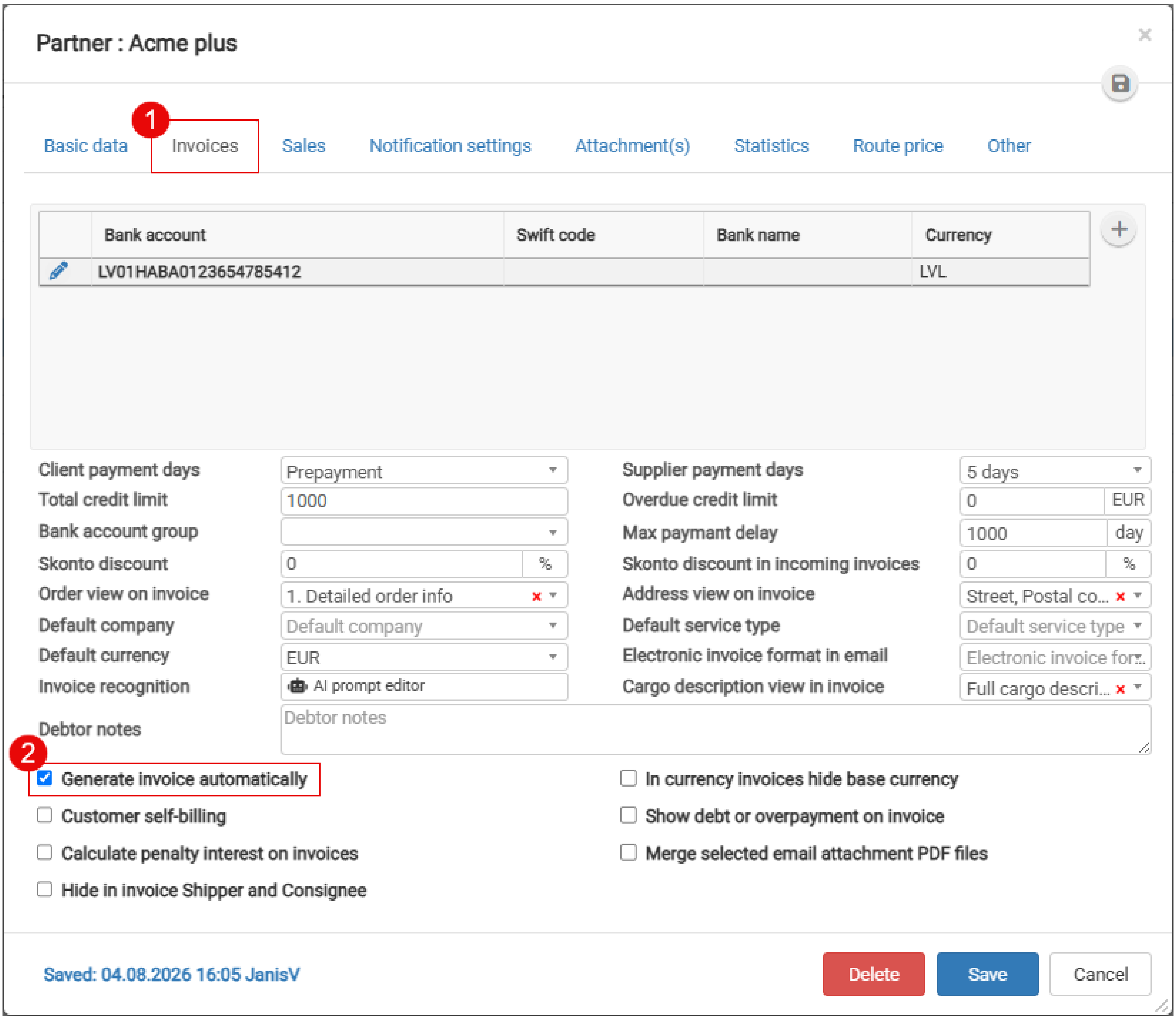
Active orders



No.	Status	Loading address	Order for carrier	Delivery address	Cargo descrip	POD	Invoices	Client	Incom	Costs	Profit
9004	Delivered	LV-1024, Garkalnes; 28.12 +156	E2314;Ekg cargo VC97/P9977	SE-813 94, Ho; 15.09 +51				M.o.n.t.a SIA	1000.00	0	1000
9257	Delivered	LV-3002, Cena; 05.11 +1	E2421;Ekg cargo asdg	DE-50996, Köln; 06.01 +421	51 Kg; ADR t° 5°/0°;			DHL freight latvi	5000.00	0.11	4999.89
9268	Delivered	DE-66130, Saarbrück 02.05 +150	E25AS1;Feik Logistics SIA DC97/D97	DE-21107, Hamburg; 31.05 +176	2.00LDM; 1 Kg;			Acme plus	600.00	0	600
9267/1	Delivered	LV-1057, Rīga; 27.05 +176	E243;	ES-08040, Barcelona; 27.05 +172				1-Office UAB	5115.00	0	5115
9050/1	Delivered	EE-1021, talinn; 05.02 +87	R2303-20;Ekg cargo M9001/M9001	SE-428 35, Kållered; 08.04 +149				M.o.n.t.a SIA #CL_NW	6.02	3.67	2.35
9202	Delivered	LV10, Rīga; 09.09 +3	E2421;Ekg cargo asdg	LV-1055, Rīga; 09.09	10.00LDM;			Cloudex SIA	5090.00	10.84	5079.16

Second orange empty circle means **POD/CMR approval is expected**,
icon indicates that the invoice is ready to be generated **manually,**
icon indicates that the invoice will be generated **automatically.**

Whre to find checkbox "Generate invoice automatically"


Partner : Acme plus
1
Basic data
Invoices
Sales
Notification settings
Attachment(s)
Statistics
Route price
Other
Bank account
Swift code
Bank name
Currency
LV01HABA0123654785412
LVL
Client payment days
Prepayment
Total credit limit
1000
Bank account group
Skonto discount
0
%
Order view on invoice
1. Detailed order info
Default company
Default company
Default currency
EUR
Invoice recognition
AI prompt editor
Supplier payment days
5 days
Overdue credit limit
0
EUR
Max paymant delay
1000
day
Skonto discount in incoming invoices
0
%
Address view on invoice
Street, Postal co...
Default service type
Default service type
Electronic invoice format in email
Electronic invoice for...
Cargo description view in invoice
Full cargo descri...
Debtor notes
Debtor notes
2
Generate invoice automatically
Customer self-billing
Calculate penalty interest on invoices
Hide in invoice Shipper and Consignee
In currency invoices hide base currency
Show debt or overpayment on invoice
Merge selected email attachment PDF files
Saved: 04.08.2026 16:05 JanisV
Delete
Save
Cancel