How to pay Incoming invoices?

- 1. How to prepare payments for incoming invoices?
- 2. How to export payments to the Internet bank?
- Tips ans tricks

How to pay incoming invoices?

Use this function when you want to prepare payments for supplier or carrier invoices registered in Cloudex TMS.

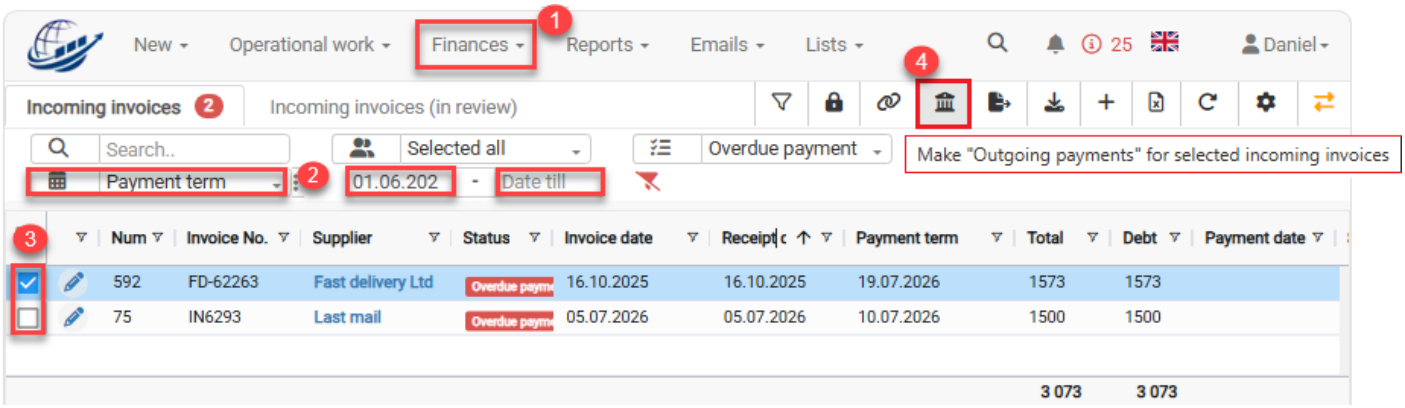
The payment process consists of two steps:

1. Create **Outgoing payments** from the incoming invoices.
2. Export the prepared payments to your Internet bank.

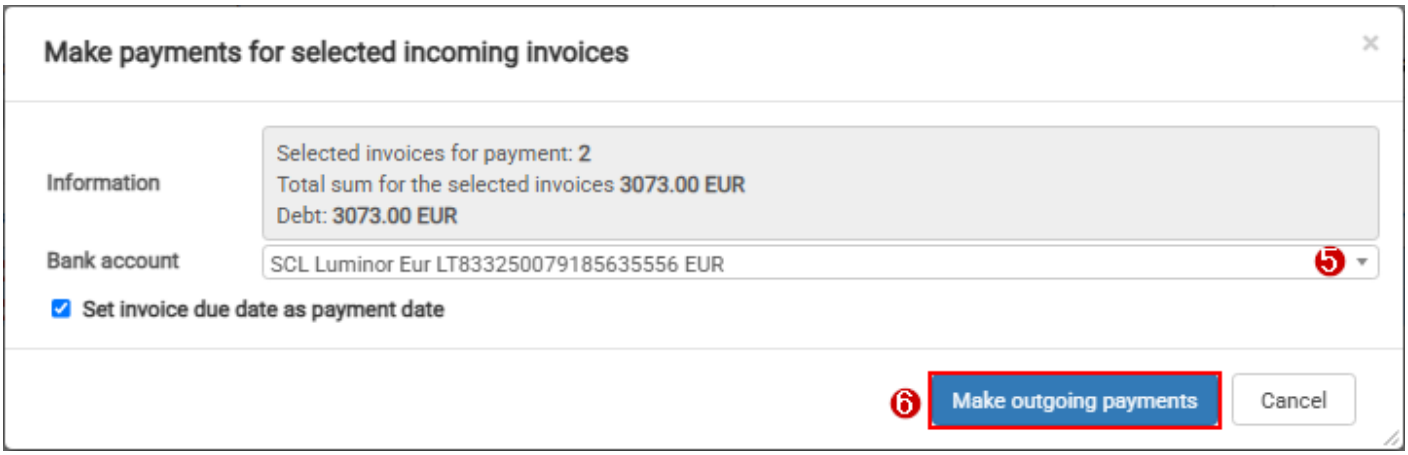
> **Important:** Creating an outgoing payment in Cloudex TMS does not transfer money from your bank account. The payment must still be exported to the Internet bank and processed there.

1. How to prepare payments for incoming invoices?

1. Open **Finances → Incoming invoices**.
2. In the **Payment term** filter, select the date up to which invoices should be paid. Cloudex TMS will show incoming invoices with a payment due date up to the selected date.
3. Select the invoices you want to pay using the checkboxes.
4. Click **Make outgoing payments** in the toolbar.



5. In the **Make outgoing payments for selected incoming invoices** window, select the bank account from which the payments will be made.
6, Click **Make outgoing payments**.



The created payments can be found under: **Finances → Outgoing payments**

By default, newly created payments are prepared for bank export and have the status **Marked for export**.

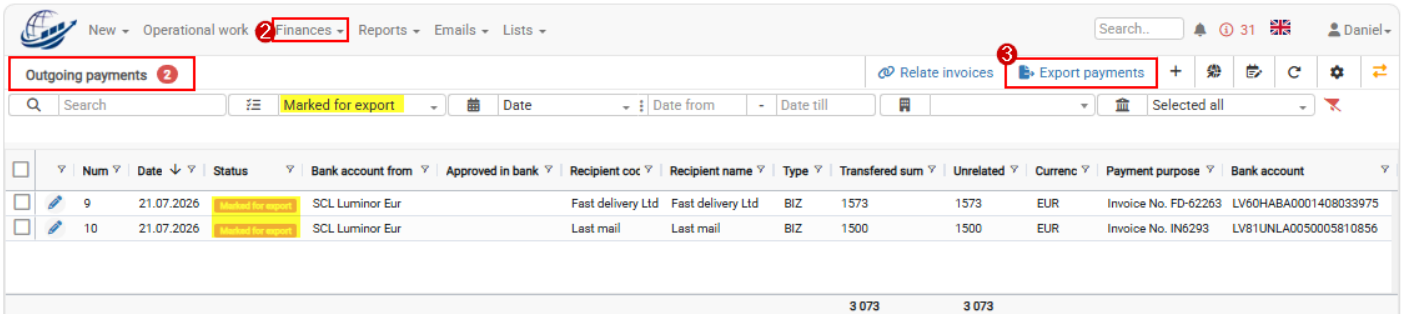
2. How to export payments to the Internet bank?

Navigation path: **Finances → Outgoing payments**

1. Open **Finances → Outgoing payments**.
2. Review the payments that have the status **Marked for export**.
3. Click **Export payments** in the toolbar.

> Cloudex TMS will create the bank payment export file for the payments marked for export.

Upload the generated payment file to your Internet bank and complete the payment according to your bank's workflow.



Tips and tricks

How to exclude a payment from bank export?

When an outgoing payment is created from an incoming invoice, the **Export to Internetbank** checkbox is selected by default.

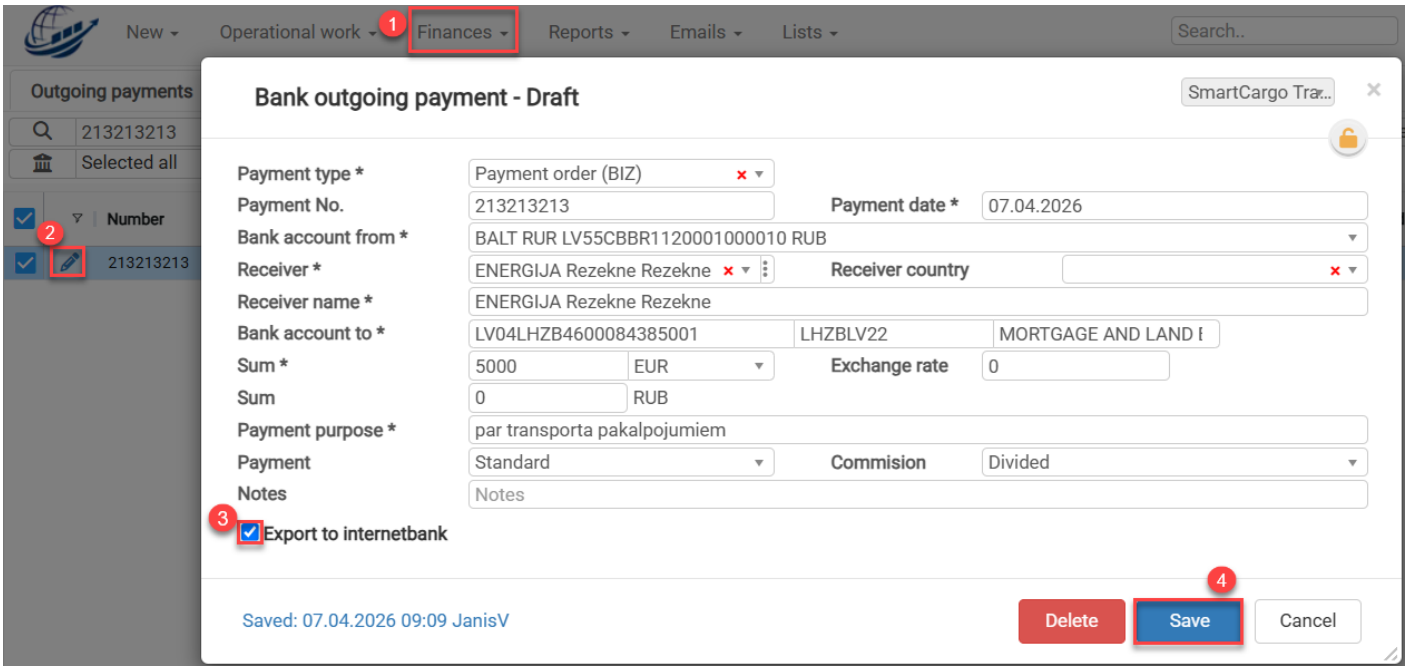
You may want to clear this checkbox if, for example:

- the invoice has already been paid manually;
- you do not want to include this payment in the next bank export;
- the payment will be processed in another way.

To remove a payment from bank export, go to: **Finances → Outgoing payments**

1. Find the required outgoing payment.
2. Click **Edit**.
3. Clear the **Export to Internetbank** checkbox.
4. Click **Save**.

The outgoing payment will remain in Cloudex TMS, but it will no longer be included in the bank payment export.



How to mark a payment for export again?

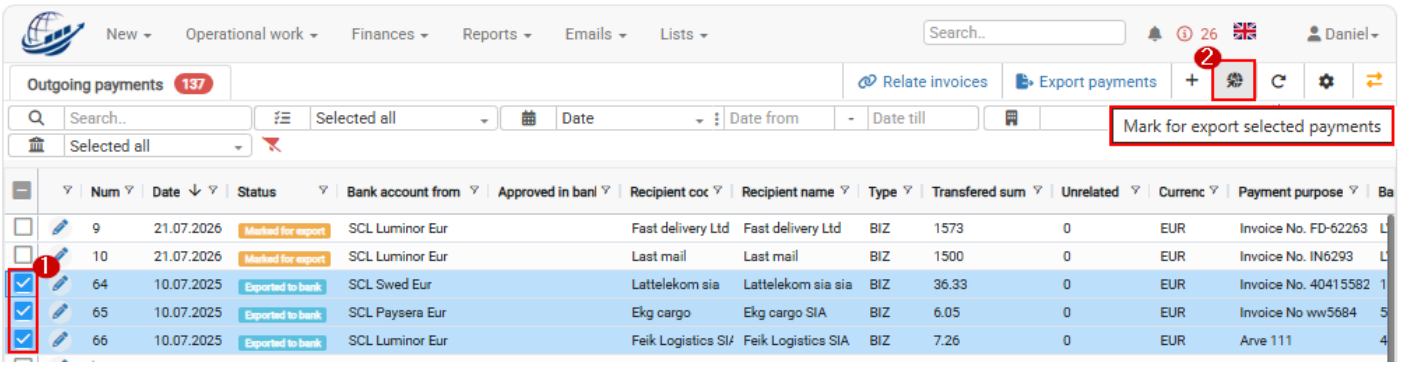
If an outgoing payment should be included in the next bank export:

Navigation path:
Finances → Outgoing payments

1. Open the outgoing payment.
2. Select **Export to Internetbank**.
3. Click **Save**.

Or see picture below if you want to mark more than one payment for export again

The payment will again be marked for export.



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