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Payment forecast

The report shows the purchase invoices that are partially or fully unpaid and the due dates. The last column shows how many days are the invoices overdue or how many days are left until payment. The report can be used to review or make payments for a specific day using the *Payments to* filter. It is also possible to make a payment directly in the report by pressing the **CREATE PAYMENT** button. The corresponding button appears after pressing the report button, except in the Summary view.

1. Filters

- **Supplier** - purchase invoices with the selected supplier are filtered
- **Project** - purchase invoices with the selected project are filtered
- **Supplier class** - purchase invoices with the selected supplier class are filtered
- **User** - purchase invoices related to the selected user are filtered
- **Object** - purchase invoices with the selected object are filtered
- **Payments to** - purchase invoices up to the selected payment term are filtered
- **Sorted by** - the report is sorted according to the selection: Due date, Date, Supplier (code), Supplier (name), Object, Supplier Invoice, Sum, Status, Invoice No, Bank
- **Bank** - filtered by the selected bank
- **Reason** - reason in payment schedule
- **Proceeder** - purchase invoice proceeder, the !USER exclusion also works.
- **Currency** - purchase invoices with the selected currency are filtered
- **Type** - purchase invoice type
- **Subtotal** - unpaid sums are shown in groups
- **Reclamation** - shows the sum and reason for the reclamation filled out on the purchase invoice in a separate column
- **Status** - purchase invoice status
- **Show Cash Discount** - shows the sum to be paid with cash discount in a separate column, if cash discount is indicated on the payment condition on the purchase invoice
- **Supplier prepayment** - shows in a separate column the total sum of the supplier's prepayment. If there are several purchase invoices, then supplier prepayment total sum is shown on the each purchase invoice row.
- **Related customer`s balance** - if the **Customer** code is marked on the supplier's card, the sales invoices submitted to the customer corresponding to the supplier are shown in a separate column.

2. Options

- **View** -
 - **Normal** - shows all purchase invoices on a separate row
 - **Status compare** - shows all purchase invoices on a separate row, column **Status** (status on the purchase invoice) and table **Status comparison** appear.
 - **Summary** - shows the report summarizing the past due and the amount due in the future in a 15 day period.
 - **Currency** - the currency column, rate and sum in currency are shown. Currency in total and in comparison with the current exchange rate.

- **Show** -

- **All** - all unpaid invoices
- **W/O payments** - invoices that are not even partially paid

3. Links

- **Number** - opens purchase invoice
- **Supplier code** - opens supplier card

4. Payment schedule presentation in report

You can read about the payment schedule [Payment schedule](#)

The payment forecast shows purchase invoices to which a payment schedule has been applied as multi-line according to the schedule:

Report Payment Forecast - Work - Microsoft Edge

https://login.directo.ee/ocra_directo_jane/or_aru_tasu_ennustus.asp?showall=1&hankija=&projekt=&klass=&data1=&data1_t=&lisav_sel_item1=&d_klass1=hankija&datasisu1=&data2=&data2_t=...

Supplier: [] Project: [] Supplier Class: [] (Supplier DataField) [v]
 User: [] Object: [] Payments to: [] (Supplier DataField) [v]
 Sorted by: Due date [v] Due date [v] Bank: [] (Supplier DataField) [v]
 Reason: [v] Proceeder: [] Currency: [] Type: (All) [v] Subtotal: [v]
 View: Normal [v] ☒ Reclamation Status: (All) [v] ☐ Show Cash Discount **CREATE PAYMENT** **REPORT**
 Show: All [v] ☐ Supplier prepayment ☐ Related customer's balance

Selected: EUR: 2 491 725 USD: 35 907 SEK: 54 363 Pcs: 329

Due date	Invoice No	Days Date	Supplier Bank	Name	Supplier Invoice	Invoice total	Reclam.	Reason	Sum	☑	Total
01.01.2017	100314	10.22.12.2016	1134	China Production	4444447	1 000.00	0.00		1000.00 USD	<input type="checkbox"/>	957.49
15.01.2020	100009	14.01.01.2020	1005	Ahvileivapuu	20200101	1 200.00	0.00		1200.00 USD	<input type="checkbox"/>	2 025.67
15.01.2020	100163	14.01.01.2020	1006	Banaanipuu	11qq11	1 500.00	0.00		1500.00 EUR	<input type="checkbox"/>	3 525.67
08.02.2020	100586	38.01.01.2020	1015	MarkiT Eesti AS	010120	320.00	0.00		320.00 EUR	<input checked="" type="checkbox"/>	3 845.67
08.03.2020	100586	67.01.01.2020	1015	MarkiT Eesti AS	010120	500.00	0.00	Tagatisraha	500.00 EUR	<input checked="" type="checkbox"/>	4 345.67

The same purchase invoice rows have different due dates, sums to be paid and reasons.

Invoices can also be filtered by reason codes using the **Reason** filter.

5. Changing status

By selecting the 'Status compare' view, it is possible to change the purchase invoice statuses individually or in bulk.

To change one by one, select the appropriate status in the desired row and press the 'Save' button in the header.

To change with bulk, you have to select the preferred status from the column header drop-down menu and then mark which rows you still want this status for. Selecting the check mark will change the status to the same as in the header. To confirm, you must also press the 'Save' button in the header, which only changes the status of those rows with a checkmark.

It is also possible to use the checkmark column header checkmark, it assigns the preferred status to all rows and it is also possible to remove them.

'Status compare view':

Supplier

Project

Supplier Class

User

Object

Payments to

Sorted by

Reason

Currency

Type

Subtotal

☒ Reclamation

Status

☐ Show Cash Discount

Show

☐ Supplier prepayment

☐ Related customer's balance

Status compare

Status	AKT	SEPT	EUR	OTEL	-	EUR:
Initial balance	0	0	0	0	0	USD:
Payments	0	0	0	0	0	SEK:
Closing balance	0	0	0	0	0	Pcs:

EUR

USD

SEK

EUR	0	0	0
USD	0	0	0
SEK	0	0	0

Invoice No	Supplier Name	Supplier Class	Supplier Invoice	Date	Due date	Days	JP	Status	Sum EUR	Sum CUR	Reclam.	Total to paym	Total Bank
100314	1134	China Production	4444447	22.12.2016	01.01.2017	10	-2098	OOTEL	957.49	1 000.00	0.00	1000.00 USD	957.49
100009	1005	Ahvilelvapuu	20200101	01.01.2020	15.01.2020	14	-989	OOTEL	1 068.19	1 200.00	0.00	1200.00 USD	2 025.67
100163	1006	Banaanipuu	11qq11	01.01.2020	15.01.2020	14	-989	OOTEL	1 500.00	1 500.00	0.00	1500.00 EUR	3 525.67
100586	1015	MarkIT Eesti AS	010120	01.01.2020	08.02.2020	38	-965	OOTEL	320.00	320.00	0.00	320.00 EUR	3 845.67
100586	1015	MarkIT Eesti AS	010120	01.01.2020	08.03.2020	67	-936	OOTEL	500.00	500.00	0.00	500.00 EUR	4 345.67
100010	1005	Ahvilelvapuu	KLASS1 20200102	01.03.2020	15.03.2020	14	-929	OOTEL	1 093.19	1 200.00	0.00	1200.00 USD	5 438.87
100586	1015	MarkIT Eesti AS	010120	01.01.2020	08.04.2020	98	-905	OOTEL	500.00	500.00	0.00	500.00 EUR	5 938.87
100015	1004	Palm	200002	01.05.2020	15.05.2020	14	-868	OOTEL	1 125.29	12 000.00	0.00	12000.00 SEK	7 064.16

The status column is selected and checkmarks are marked in two rows. After making the selections, press the 'Save' button in the header:

Supplier

Project

Supplier Class

User

Object

Payments to

Sorted by

Reason

Currency

Type

Subtotal

View ☒ Reclamation

Status ☐ Show Cash Discount

Show ☐ Supplier prepayment ☐ Related customer's balance

Status compare

Status	AKTSEPTEERITUD	OOTEL	-	
Initial balance	0	-2 593	-2 593	
Payments	2 593	-2 593	-2 593	
Closing balance	-2 593			
		0	0	
		0	0	
EUR	1 500			
USD	1 200			
SEK	0			

Selected

EUR:	1 500
USD:	1 200
SEK:	0
Pcs:	1

Invoice No	Supplier Name	Supplier Class	Supplier Invoice	Date	Due date	Days	JP	Status	Sum EUR	Sum CUR	Reclam.	Total to paym	Total Bank
100314	1134 China Production	KLASS1	4444447	22.12.2016	01.01.2017	10	-2098	OOTEL	957.49	1 000.00	0.00	1000.00 USD	957.49
100009	1005 Ahvileivapuu	KLASS1	20200101	01.01.2020	15.01.2020	14	-989	OOTEL	1 068.19	1 200.00	0.00	1200.00 USD	2 025.67
100163	1006 Banaanipuu	KLASS2	11qq11	01.01.2020	15.01.2020	14	-989	AKTSEPTEERITUD	1 500.00	1 500.00	0.00	1500.00 EUR	3 525.67
100586	1015 MarkIT Eesti AS		010120	01.01.2020	08.02.2020	38	-965	OOTEL	320.00	320.00	0.00	320.00 EUR	3 845.67
100586	1015 MarkIT Eesti AS		010120	01.01.2020	08.03.2020	67	-936	OOTEL	500.00	500.00	0.00	500.00 EUR	4 345.67
100010	1005 Ahvileivapuu	KLASS1	20200102	01.03.2020	15.03.2020	14	-925	AKTSEPTEERITUD	1 093.19	1 200.00	0.00	1200.00 USD	5 438.87
100586	1015 MarkIT Eesti AS		010120	01.01.2020	08.04.2020	98	-905	OOTEL	500.00	500.00	0.00	500.00 EUR	5 938.87
100015	1004 Palm		200002	01.05.2020	15.05.2020	14	-868	OOTEL	1 125.29	12 000.00	0.00	12000.00 SEK	7 064.16

6. Examples

Some purchase invoices are missing check marks

If there are no check marks after some purchase invoices when opening the payment forecast, then an **unconfirmed payment** or **unconfirmed netting** has already been created for these purchase invoices. Manually can add a check mark and create a new payment document from payment forecast.

Supplier
User
Sorted by Due date Due date
Reason Proceeder
View Normal ☒ Reclamation ☐
Show All ☐ Supplier prepayment ☐ Related customer's balance

Project
Object
Supplier Class
Payments to
Bank
Currency
Type (All) Subtotal
Status (All) ☐ Show Cash Discount

Selected:
EUR: 2 491 725
USD: 35 907
SEK: 54 363
Pcs: 329

Due date	Invoice No	Days Date	Supplier Bank	Name	Supplier Invoice	Invoice total	Reclam.	Reason	Sum	<input checked="" type="checkbox"/>	Total
01.01.2017	100314	1022.12.2016	1134	China Production	4444447	1 000.00	0.00		1000.00 USD	<input type="checkbox"/>	957.49 -2098
15.01.2020	100009	14.01.01.2020	1005	Ahvileivapuu	20200101	1 200.00	0.00		1200.00 USD	<input type="checkbox"/>	2 025.67 -989
15.01.2020	100163	14.01.01.2020	1006	Banaanipuu	11qq11	1 500.00	0.00		1500.00 EUR	<input type="checkbox"/>	3 525.67 -989
08.02.2020	100586	38.01.01.2020	1015	MarkiT Eesti AS	010120	320.00	0.00		320.00 EUR	<input checked="" type="checkbox"/>	3 845.67 -965
08.03.2020	100586	67.01.01.2020	1015	MarkiT Eesti AS	010120	500.00	0.00	Tagatisraha	500.00 EUR	<input checked="" type="checkbox"/>	4 345.67 -936
15.03.2020	100010	14.01.03.2020	1005	Ahvileivapuu	20200102	1 200.00	0.00		1200.00 USD	<input checked="" type="checkbox"/>	5 438.87 -929
08.04.2020	100586	98.01.01.2020	1015	MarkiT Eesti AS	010120	500.00	0.00	Tagatisraha	500.00 EUR	<input checked="" type="checkbox"/>	5 938.87 -905
15.05.2020	100015	14.01.05.2020	1004	Palm	200002	12 000.00	0.00		12000.00 SEK	<input checked="" type="checkbox"/>	7 064.16 -868

Payment schedule data

If the purchase invoice has a payment schedule, the payment forecast shows the Payment schedule link, similarly to the Purchase ledger (last column) and the purchase invoice number has an information bubble (shows the same information as the purchase invoice browser).

Supplier1015

User

Sorted byDue date

Reason

ViewNormal

ShowAll

Project

Object

Due date

Proceeder

☒ Reclamation

Supplier Class

Payments to

Bank

Currency

Type (All)

Subtotal

Status (All)

☐ Show Cash Discount

CREATE PAYMENT

REPORT

Selected

EUR: 595 802

USD: 10 560

Pcs: 118

Due date	Invoice No	Days	Date	Supplier Bank	Name	Supplier Invoice	Invoice total	Reclam.	Reason	Sum	Total	
08.02.2020	100586	38	01.01.2020	1015	MarkiT Eesti AS 010120		320.00	0.00		320.00 EUR	320.00-965	Payment schedule
08.03.2020	100586	67	01.01.2020	1015	MarkiT Eesti AS 010120		500.00	0.00		500.00 EUR	820.00-936	Payment schedule
08.04.2020	100586	01	01.2020	010120 1015	MarkiT Eesti AS		500.00	0.00		500.00 EUR	1 320.00-900	
08.07.2020	100495	125	361	Server C200 1100 1	MarkiT Eesti AS 010720		1 200.00	0.00		1200.00 EUR	2 520.00-810	
08.07.2020	100496	7	01.07.2020	1015	MarkiT Eesti AS 010721		1 200.00	0.00		1200.00 EUR	3 720.00-810	
08.07.2020	100497	7	01.07.2020	1015	MarkiT Eesti AS 010722		1 200.00	0.00		1200.00 EUR	4 920.00-814	
08.01.2021	100527	7	01.01.2021	1015	MarkiT Eesti AS 100		1 200.00	0.00		1200.00 EUR	6 120.00-630	
08.01.2021	100580	7	01.01.2021	1015	MarkiT Eesti AS 01012121		1 200.00	0.00		1200.00 EUR	7 320.00-630	
08.01.2021	100171	7	01.01.2021	1015	MarkiT Eesti AS 260122_test		24 000.00	0.00		24000.00 EUR	31 320.00-630	
08.01.2021	100172	7	01.01.2021	1015	MarkiT Eesti AS TEST2		24 000.00	0.00		24000.00 EUR	55 320.00-630	

Date	Percentage	Partial sum	Balance	Reason
08.02.2020	24.2424	320.00	320.00	
08.03.2020	37.8788	500.00	500.00	
08.04.2020	37.8788	500.00	500.00	

Show cash discount in payment forecast

If cash discount is marked on the purchase invoice and cash discount payment term is used in the purchase invoice payment terms, then the payment forecast shows the cash discount.

Supplier1151

User

Sorted bySupplier (Code)

Reason

ViewNormal

ShowAll

Project

Object

Due date

Proceeder

☐ Reclamation

Supplier Class

Payments to

Bank

Currency

Type (All)

Subtotal

Status (All)

☒ Show Cash Discount

CREATE PAYMENT

REPORT

Supplier prepayment

Related customer's balance

Due date	Cash Dis	Due Date	Invoice No	Days	Date	Supplier Bank	Name	Supplier Invoice	Cash Dis	Sum	Sum	Total
12.10.2022	03.10.2022	100599	14(3)	28.09.2022	1151	Maasikas OÜ 321			1 224.00	1440.00 EUR	1 440.00	12

Must be filled on payment term

System settings > Payment terms > 14_5_15

Back

New

Copy

Delete

Save

Status: View

View changelog

14 days net - with cash sale 5 days 15%

Payment Schedule

CODE

14_5_15

NAME

14 days net - with cash sale 5 days 15%

TYPE

Normal

DUE DATE

14

AFFECTS

DAY

CASH ACCOUNT

ALWAYS THIS ACCOUNT

CLASS

ASK PRINT

ROUNDING

CASH DISCOUNT

15

CASH DISCOUNT DAYS

5

FISCAL GROUP

PROHIBITED ITEM CLASSES

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