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## Netting

Netting is not performed if the supplier is not associated with the customer on the supplier's card. The rule also applies if the supplier and the customer have the same registration number !

Netting locates Finance > Documents > Netting.

The netting document is intended for settlements between invoices, purchase invoices and prepayments with the same customer and supplier balance.

The netting document assumes that the supplier and the customer are related. For this the Client cell must be filled in on the supplier's card.

## Differences between the new "Netting" document and the old "Netting" document

- Enables the settlement of purchase invoices, sales invoices and prepayments made in the same currency
- The financial transaction calculates foreign exchange rate gains and losses for currency nettings
- Documents in different currencies can be settled on the same document
- Balances in different currencies have been moved to a separate tab under Currencies
- The Sales PreID and Purchase PreID fields have been added
- The original document date field has been added

## Adding a netting document

If the netting document is not visible in the main menu, you must add it yourself. Add a new document to the user group that will use this document

## 1. Netting buttons

## Old view

Close New Refresh	Copy Delete Confirm	Save Print Mail 🕖 F	<< >>	There is a new design available of this document.
Number 100014	Date 15.06.2022 10:21	Purchase sum	186.23	
Employee TRIINP	Comment	Sales sum	186.23	
		Diff	0.00	
by Customer 1005	Supplier 1010	Name Arvut	ikaubad As	
Last changed by 15.00	5.2022 10:21:29			

## New design

🗄 New 🝷 🗇 Save	🗸 Confirm	🖥 Сору	- 🛞 Discard 👘 Delete 🖉 Attachments	🗠 Mail 🝷 🖨 Print 🝷	$\checkmark$ $\rightleftharpoons$ Switch to old view
Netting 1000	4 Saved				Last changed by (15.06.2022 at 10:2
Number	Supplier	P	Supplier Name	Purchase sum	
100014	1010	Q	Arvutikaubad As	186.23	
Date	by Customer	Ð	Customer Name	Sales sum	
15.06.2022 10:21 📋	1005	Q		186.23	
Employee 🖉	Comment			Diff	
Q				0.00	

- **New** opens new blank document. Checks in advance if the previous document contains unsaved changes.
- **Save** saves the document
- **Confirm** confirms document if save button is pressed after confirm button. As a result, a transaction related to the netting in is automatically created.
- Copy creates a copy of existing document. Opens new document that has most fields filled as on previous document. Date of creating the copy is by default marked as the new document date. Document number range is by default selected from the user settings that created the copy.
- Discard interrupts document filling without saving, same does F5.
- Delete deletes the document
- Attachments possibility to add attachments
- **Mail** sends printout with e-mail. In case there is more than one printout designed pressing "Mail" with right mouse button will open the selection.
- **Print** creates printout. After pressing "Print" printout preview will be shown for a moment and after that print dialog will be opened. For separate printout preview hold "Shift" button on keyboard and press "Print" on the document. In this case print dialog will not be shown automatically. After pressing "Ctrl" + "P" on keyboard print dialog will be opened. If there is more than one printout designed pressing "Print" with right mouse button will open the selection.
- Open allows to open the confirmed document (if the user has rights).

## 2. Netting fields

## 2.1. Header fields

#### **Old view**

Close New R	tefresh Copy	Delete	Confirm Save F	Print Mail	) F <	< >>	There is a new	w design available (	of this document. 🔁
Number 10001	4 Da	te 15.06.2022	10:21	Purchase sum	1	86.23			
Employee TRIINF	P Comme	nt		Sales sum	1	86.23			
				Diff		0.00			
by Customer 1005	Suppli	er 1010		Name	Arvutikauba	ad As			
Last changed by	15.06.2022 10:	21:29							
NO Purc. Invoice	Supplier Invoice	Invoice	Purchase sum	Sale sum	Currency	Rate	Object	Project	Baas
1 100055	123		186.23		EUR		1 LADU		186.23
				-105.93	FUR		1		-105.93
2				100.00					
2 3		100046		94.16			1 LADU		94.16
	_	100046 100059		94.16			1 LADU 1 LADU		

## New design

3 New	<del>-</del> 6	P Save 🗸 Co	onfirm   💼 Copy 👻	🛞 Discar	d 前 De	elete OPEN 🖉	Attachments	🗹 Mail 🔻	🖨 Print	🕶 🖨 Tasaa	rveldus 🔻 🤅	₿ N	letting 🔻			¢ <del>,</del> 2	Switch to o	ld view 🔳
letti	ing	100014	Confirmed											Last	hanged by	/ (18.01.2	023 at 18:03	:08)
elated	docu	ments: <mark>kanne</mark>																
Numbe	r		Supplier	<i>ି</i> S	upplier N	ame			Purchase	sum								ş
		100014	1010	Q A	rvutikaul	oad AS				186.	23							
Date			by Customer	∂ c	ustomer	Name			Sales sum	n								
15.06.2	022	10:21 🛗	1005	Q A	rvutikaul	oad AS				186.	23							
Employ	ee	P	Comment						Diff									
		Q								0.	00							
Invoice		Currencies																
		n Delete sele	ction Bulk Insert													$\otimes$	<b>X</b> [23]	
No. 🗠		Purc. Invoid	Supplier Invoice	ş	Invoice	✤ Purchase sun	✤ Sale sun	Currency	≁ Rate	≁ Object	≁ Project		Original doc currency	۶ Ori	ginal sum	Base cur	rency 🎤	Rate dif
		> Search Q	> Search	> Searc	h Q	> Search	> Search	Search	> Searc	Search	Search		Search		Search	>	earch >	Search
	1	10005	5 123			186.23		EUR	1	LADU			1		186.23		86.23	0.0
	2						-105.93	EUR	1				1		-105.93	-	05.93	0.0
	3				100046		94.16	EUR	1	LADU			1		94.16		94.16	0.0

- **Number** document number. When making new document range code is shown there. The right range can be selected By double-clicking or with Ctrl+Enter.
- Supplier supplier code, whose purchase invoices need to be settled
- Supplier name supplier`s name, is filled when placing the supplier on the document
- Purchase sum the sum of purchase invoices is calculated from the document rows
- Date document date

2025/07/01 18:03

- **by Customer** customer code, whose invoices need to be settled. If the Customer field is filled in on the supplier's card, you do not need to fill in the customer in the netting document header, it is filled in automatically when filling the supplier field.
- **Customer name** customer's name, is filled when placing the customer on the document
- Sales sum the sum of sales invoices is calculated from the document rows
- **Employee** user code who created the document. Automatically filled in when creating a document. Possible to change.
- **Comment** an informative cell, where can enter the necessary information.
- Diff shows the difference between the purchase invoices and sales invoices

## 2.1. Row fields

#### **Old view**

The document rows have columns under the first button:

NO	Purc. Invoice	Supplier Invoice	Invoice	Purchase sum	Sale sum	Currency	Rate	Object	Project	Baas
1	100065	543212		1200		USD	0.840972	ADMIN	K203	1009.17
2			100068		1200	USD	0.840972			1009.17

Under the second button of the document rows are shown additional columns of currency rate differences:

	$\bigcirc$												
NO Purc. Invoice	Supplier Invoice	Invoice	Purchase sum	Sale sum	Currency	Rate	Object	Project	Baas		Original doc currenc	y Original sum	Rate diff
1 100065	543212		1200		USD	0.840972	ADMIN	K203	100	9.17	0.814929509	977.92	31.25
2		100068		1200	USD	0.840972			100	9.17	0.829668962	995.6	13.569999
3													

## New design

Column Invoices

Invoices	Currencies															
Copy selection	on Delete selec	tion Bulk Insert													× X 53	
No	Purc. Invoic	✤ Supplier Invoice	≁ Invoice	≁ Purchase sum	≁ Sale sum	Currency	≁ Rate	≁ Object	≁ Project	P Original doc currency	۶ Original sum	✤ Base currency	≁ Rate diff	≁ Purchase PreID	✤ Sales PreID	≁ Date
	> Search Q	> Search	> s∈ Q	> Search	> Search	Search	> Searc	Search	Search	Search	Search	Search	Search	> Search Q	> Search Q	🗦 Seai 🛗
≡ ∦ 1												0.00	0.00			
= = 2												0.00	0.00			

- Purchase invoice purchase invoice number, placed by number entry or search
- **Supplier invoice** supplier's invoice number on the purchase invoice, is filled in automatically when placing the purchase invoice.
- Invoice invoice number, placed by number entry or search
- **Purchase sum** balance sums of purchase invoices entered for netting. This cell is filled with the balance of the document, which can be overwritten manually. It is not allowed to write a sum greater than the balance of the document.
- **Sale sum** balance sums of invoices entered for netting. This cell is filled with the balance of the document, which can be overwritten manually. It is not allowed to write a sum greater than the balance of the document.
- Currency the currency of the purchase invoice/sale invoice netting
- Rate the currency rate of the corresponding row with the date of the netting document.
- **Object** the object is taken from the selected documents headers, cannot be changed
- Project the project is taken from the selected documents headers, cannot be changed
- **Base** the sum of the row is calculated based on the value in the field rate in the base currency
- Original doc currency shows the original document currency of the corresponding row
- **Original sum** shows the sum of the corresponding row in the base currency i.e. the corresponding row sum in currency multiplied by the content of the original document rate field
- Base currency on the new document
- Rate diff shows the difference between the Base minus the Sum original
- Purchase PreID on the new document
- Sales PreID on the new document
- **Diff** on a new document
- Purchase in base currency on the new document
- Sales in base currency on the new document
- Date date of the document to be settled (on the new document)

#### Column Currencies

Invoice	s [	Currencies												
Copy sele	ectio	n Delete selec	tion											
<b>No.</b> ~ (		Currency	ŗ	Purchase sum	Ļ	Sales sum	۶	Diff	ŗ	Purchase in base currency		Sales in base currency	Ļ	Diff in base currency
		Search Q		Search		Search	> 5	Search		Search		Search		Search
	1	USD		100.00		100.00		0.00		97.69	9	97.69	)	0.00

- Currency the total sum of the documents to be settled (on the new document)
- Purchase sum the total sum of the purchase documents to be settled on the new document
- Sales sum the total sum of sales invoices and sales prepayments to be settled on a new document
- **Diff** on the new document
- Purchase in base currency on the new document
- Sales in base currency on the new document
- Diff in base currency on the new document

## 3. Netting in currency

The sums of purchase invoices and sales invoices and their difference are calculated in the header of

the document. The sums must be entered in the netting document rows so that the difference in the header is zero.

If the document rows have documents only in EUR (i.e. the base currency), then the sums in the header are calculated only in euros.

**Old view** - if there are documents in another currency on the netting document rows, then additional columns appear next to the base currency sums in the header to show total sums in the corresponding currency.

Close New	Refresh	Сору	Print Tasaarv	eldus Netting N	Mail 🕕 F	OPEN <	< >>	Status: Confirmed
Number 10	00002	Date	31.07.2021	Pu	urchase sum	1009.17	USD	1200
Employee SU	UPER	Comment			Sales sum	1009.17	USD	1200
					Diff	0.00	USD	0
by Customer 59	9	Supplier	1012		Name	Osaühing Directo		

**New design** - if there are documents in another currency on the netting document rows, then in the **Currencies** tab will appear rows with the sums of all currencies.

Invoice	es	Currencies												
Copy sel	lectio	on Delete select	tion											
No. 🗠		Currency	Ļ	Purchase sum	ç	Sales sum	Ļ	Diff	۶	Purchase in base currency	ŗ	Sales in base currency	×	Diff in base currency
		> Search Q		Search		Search		Search		Search		Search		Search
	1	USD		1000.00		1000.00		0.00		963.76		963.76		0.00

Confirming the netting document creates a financial transaction according to the purchase and sales invoice headers financial accounts as if a payment/receipt transaction has been made. There is no need to use an intermediate account. If prepayments balances are added to the netting, they are posted in the same way as prepayments are recorded on receipts or payments. The exchange rate differences are recorded to the accounts specified in the system settings Foreign exchange gain (Sales, Purchase) and Foreign exchange loss (Sales, Purchase).

## Old view

< <: Netting <sub>v4</sub> - Work -	Microsoft Edge										-
https://login.dir	ecto.ee/ocra_directo/fin_ta	isaarveldus.asp?numb	er=100057								
ransaction								Th	nere is a new design avail	able of this document. 🔁 Tr	new vers
Close New Ref	fresh Copy Print Tas	aarveldus Netting	Mail 🕖 F	OPEN	<< >	> Status: Con	firmed			×	
Number 100057	Date 15.01.2023		Purchase sum	92	24.73 USD	1000					
Employee	Comment		Sales sum	92	24.73 USD	1000					
			Diff		0.00 USD	0					
y Customer 2009	Supplier 1166		Name	Roosa Pant	ter OÜ						
ast changed by:	18.01.2023 18:29:08										
	0										
O Purc. Invoice	Supplier Invoice Invoice	Purchase sum S	ale sum	Currency	Rate	Object	Project	Baas	Original doc currend	y Original sum Rate diff	
1 100716	234	1000		USD	0.924727	TOOTMINE		924.	73 0.937558597	937.56 -12.829995	
2	100384		1000	USD	0.924727			924.	73 1.008674602	1008.67 -83.939995	

New design

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Netting	g 100057	Confirmed									Last changed	by (18.01.202	23 at 18:29:08)
Related docu	uments: <mark>kann</mark> e	e											
Number		Supplier	🖉 Supplie	r Name		Р	urchase sum						ų
	100057	1166		Panter OÜ				924.73					
Date		by Customer	∂ Custom	er Name		s	ales sum						
15.01.2023	<b></b>	2009	Q Roosa	Panter OÜ			9	924.73					
Employee	P	Comment				D	iff						
	Q							0.00					
Invoices	Currencies												
Copy selectio	on Delete sel	ection Bulk Inser	t									× X 53	
No. 🗠 🗌	≁ Purc. Invoi	ic 🦻 Supplier Invo	i ۶۰ Invoice	✤ Purchase st	۶ Sale sum	Currency	۶ Rate	≁ Object	✤ Project	P Original doc c	P Original sum	۶ Base currency	ℰ Rate diff
	> Search C	λ > Search	> Search Q	> Search	> Search	> Search	> Search	Search	Search	Search	Search	Search	Search
≣ ∥ 1	10071	16 234		1000.00		USD	0.924727205	TOOTMINE		0.937558597	937.56	924.73	-12.83
≡ ∥ 2			100384		1000.00	USD	0.924727205			1.008674602	1008.67	924.73	-83.95

## Transaction

Finance	e - Tran	saction TASA: 10	0057 💽	red			I	ast changed by	(18.01.2023	at 18:29:08) 🧐
Type I	Number	Date	Reference	Descripti	on			D	ebit	ş
TASA	100	057 15.01.2023 💼							1021.51	
Credit 10 Copy selection	21.51	ference 0 action Bulk Insert Paste R	ecipe Split from	Resources				8	<u>کا لا</u>	
No. ^ 🗌	≁ Accqunt	P Description		۶ Debit	۶ Credit	≁ Custom	Currency	۶ Cur. Debit	🤌 Cur. Credit	≁ Rate
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≣ ∥ 1	212211	100716 Hankijatele tasumata ar	ved	937.56	•		USD	1000.00	)	0.937558597
≣	113101	100384 Nõuded ostjate vastu			1008.67	2009	USD		1000.00	1.008674602
≣ ∦ 3	423001	100716 Kasum valuutakursi mu	utusest ostjate ne		12.83		EUR		12.83	1
≣ ∦ 4	562401	100384 Kahjum valuutakursi mu	uutustest ostjate	83.95		2009	EUR	83.95	5	1
≡ ‼ 5	529901	Ümarduse kulu			0.01		EUR		0.01	1
= 11										

# 4. Giving a warning about the customer's debt when making payments

In order to avoid situations, where a supplier is paid for a purchase invoice, while at the same time this supplier also owes you as a client, an additional system setting has been added in the Payment settings block: On payment warns about client unpaid invoices - NO/YES. This setting is recommended to set YES.



If this setting is set to YES, when the supplier's invoice is set for payment (including via the Payment Forecast report), the following warning will be displayed on the screen, and the user can then decide if they want to make this payment or if they want to make a netting instead.

#### **Old view**

9/11

Netting

#### 2025/07/01 18:03

<b>)</b> <<: Payment 10001	1 <sub>va</sub> - Work -	Microsoft Edge							- 0
🕆 https://login.	directo.ee,	/ocra_directo/or_ta	sumine.asp?NUMBER=10001						- 🖩 A
Close New Number 100011 Pay mode P User Last changed by: Bank Statements: -	Close         New         Copy         Refresh         Delete         Confirm         Save         SEPA E           Number         100011         Date         31.07.2021         Save         Save					has balance as a client 127	973.95. Do you still	There is a new design available of t 0.00 Paid 1200.00 Paid Difference 0.00	
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	O Ref.	Bank account/IBAN	Bank Cur Bank rate
	1012	Osaühing Directo				54321		123456	EUR
2									

## New design

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Payment 100011	Draft							(15.08.2021	X
Number Date	Reference	Purchase invoices	Paid			nt 127973.95		nas balance a	sa
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Comment		Object	Project		User	Ø Differ	ence		_
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No. 🕤 🤌 🛛 Invoice No	Supplier  Mame in ban	k 🤌 Supplier invoice	<sup>J</sup> Object	Project	🤌 Bank Cur	Bank Sum	≁ PreID	Bank rate	🤌 Supplie
> Search Q	$\rightarrow$ Search Q $\rightarrow$ Search	> Search	> Sear Q	> Searc Q	> Sear Q	> Search	> Sei Q	> Searc Q	
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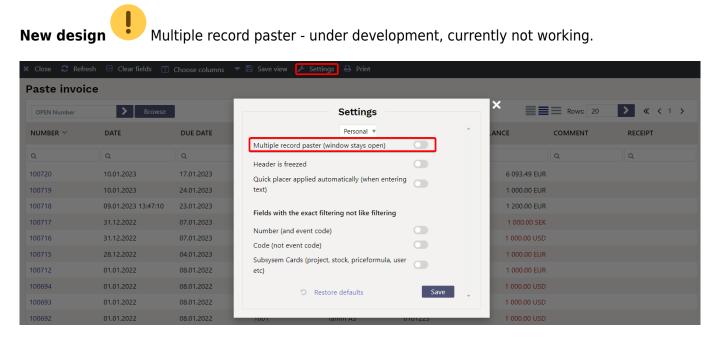
## 5. Linking the supplier card to the customer

General info	Contacts	O Bank Accounts	O Actions O Char	iges O Automation O T	Transport	Supplier's card
Code	1012	Class	Object	Stock Type Co	ompany 🗸	Closed
Name	Directo OÜ					
Tänav	Mõisa tn 4					
Indeks, linn	13522 Haab	ersti linnaosa, Tallinn	n, Harju maakond			
Maa						
County		~				
Country	EE (Eesti)		~	Representative		
Phone				Fax		
	info@directo	).ee		URL		
Comment						
Warning						
Reference				Mano	datory	
	New p invoi	ce prefilled with pre	wious			
Bank	New p.invoi	ce prefilled with pre	evious			
Bank	IFT	ce prefilled with pre	evious	Bank account/IBAN	N 112233445566	
Bank SW Co	IFT	ce prefilled with pre	evious	Name	е	
Bank SW Cc Name in Ba	IFT ode ank	ce prefilled with pre	evious	Name Address in ban	e	
Bank SW Co	IFT ode ank erm 7			Name	e	
Bank SW Co Name in Ba	IFT ode ank erm 7	ce prefilled with pre		Name Address in ban	e k e SEPA ✔	
Bank SW Co Name in Ba	IFT ode ank erm 7			Name Address in ban Payment type	e k e SEPA ✔	
Bank SW Co Name in Ba Pay Te	IFT ode ank erm 7 e-invoice		a above	Name Address in ban Payment type Coste	e k e SEPA ✔	Directo to Directo V
Bank SW Cc Name in Ba Pay Te J Info Del Mod	FT ode ank arm 7 _ e-invoice		a above Del Term	Name Address in bank Payment type Costs	e k e SEPA v s v	Directo-to-Directo: Ye
Bank SW Co Name in Ba Pay Te Info Del Mod Paye	IFT ode ank mm 7 e-invoice le e		a above Del Tern Vat reg no	Address in bank Payment type Costs	e k k e SEPA v s v Language	
Bank SW Co Name in Ba Pay Te Info Del Mod Paye Reg no	IFT ode ank rm 7 e-invoice e e 1 10652749		a above Del Tern Vat reg no VAT codo	Address in bank Payment type Costs EE100615311	e E E E E E E E E E E E E E E E E E E E	
Bank SW Co Name in Ba Pay Te Info Del Mod Paye Reg no PP accourt	IFT ode ank m 7 e-invoice e e 1 10652749 nt	e import prefers dat	a above Del Term Vat reg no VAT codo Debt Aco	Address in bank Payment type Costs EE100615311	e EPA V s V Language Currency SR Account	527401
Bank SW Co Name in Ba Pay Te Info Del Mod Paye Reg no PP accourt	IFT ode ank frm 7 e-invoice e e 1 10652749 tt e Domestic	e import prefers dat	a above Del Tern Vat reg no VAT codo	Address in bank Payment type Costs EE100615311	e E E E E E E E E E E E E E E E E E E E	527401 59

## 6. Examples

## 6.1. Placing multiple documents

To place several purchase or sales invoices to the netting document must fill in the setting **Multiple record paster (window stays open)** in the purchase and sales invoices browser.



The multiple record paster works on the netting document only if the customer and supplier codes are filled.

## Old view

Sule Uus	Jäta Koopia	Kustuta Kin	nita Salvesta	Trüki Meil	Û F 🔄	<< >>	Olek: Vaata	1	Dokumendis	st on olemas uus kujund
Number 100006	A	eg 01.12.2021		Ostu summa	-6	00.00				
Kasutaja	Kommenta	aar		Müügi summa		0.00				
				Vahe	-6	00.00				
Klient 59		kija 1012		Nimi	Osaühing D	Directo				
Klient 59 Viimati muutis:	Hank 26.07.2012 09.34			Nimi	Osaühing D	Directo				
		-08	cord paster only				pplier code	s are filled		
	26.07.20.2 09.3	-08	cord paster only Summa ost				p <b>plier code</b> Objekt	<b>s are filled</b> Projekt	Baas	
Viimati muutis:	26.07.20.12 09.3	Multiple re		y works if the Summa müük	customer	r and su			Baas -1200.00	

## 6.2. How can I send an English printout of the netting document? ?

The required printout can be sent by pressing the printout button. Language sensitivity does not work here i.e. it is not enough if the supplier has the ENG language marked on the supplier's card - an ENG printout cannot be sent automatically.

Create printouts in Estonian and English in Print layouts  $\rightarrow$  Netting and add the desired printouts to the Netting document - add **Buttons**.

Print layouts > Netting														
Close Refresh EMPTY ALL Save	XML Status: C	Changed												
NO Description	Language	Project	Range	Object	Contacts group	Location	Stock	Payment term	Туре	Status	Fields	Matrix E	Button	Closed
1 Tasaarveldus											Choose		Print 🗸	
2 Netting	ENG										Choose		Delet	
3											Choose			<b>1</b> 20
4											Choose		Print+Mail	
5											Choose		~	

Printout buttons are visible both on unconfirmed and confirmed documents.

## **Old view**

🗅 <<: Netting 🗤 - Work - Micro	soft Edge												
https://login.directo.ee/ocra_directo/fin_tasaarveldus.asp?NUMBER=100054													
Transaction Printout I	buttons												
Close New Refresh	Copy Print Tasaarveldu	us Netting Mail 🗍 F	OPEN << >>	Status: Confirmed									
Number 100054	Date 29.12.2022	Purchase sum	1000.00										
Employee	Comment	Sales sum	1000.00										
		Diff	0.00										
by Customer 2007	Supplier 1165	Name Ko	ollane Kass OÜ										
Last changed by: 30.1	2.2022 08:03:10												

## New design

👌 New 🔻	4 Save	🗸 Confirm	💼 Сору	- 🛞 Discard	前 Delete	OPEN	Attachments	🗠 Mail 👻	🖨 Print	- 6	Netting 🝷	🖨 Tasaarv	eldus	3	ŗ	₽ Switch to old view	/ 🗇
Netting	10005	4 Confirme	d									1	Last	changed by	(3	0.12.2022 at 08:03:10)	
Related docu	ments: <mark>kann</mark> e	e									Printou	it buttons					
Number		Supplier	P	Supplier Nar	ne			Purchase sum								p.	
	100054	1165	Q	Kollane Kas	OÜ				1000.00								
Date		by Custome	r e	Customer Na	me			Sales sum									
29.12.2022	<b></b>	2007	Q	Kollane Kas	ΟÜ				1000.00								
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