

Sisukord

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Receipt Forecast

The report shows confirmed invoices with a balance (either fully/partially unpaid or overpaid) according to the selected conditions.

1. Filters

- **Customer** - customer code on the invoice
- **Class** - customer class on the invoice. Can be a colon separated range. Also considers the additional field class.
- **Overdue at least** - only those invoices that are at least the selected number of days past due.
- **and not more than** - only those invoices that are no more than the selected number of days past due
- **Customer datafield** - it is possible to filter the report according to additional parameters set on the customer card. For example:

The screenshot shows a filter configuration interface. It includes three dropdown menus on the left: 'Laekumise eritingimus', '(Customer datafield)', and '(Customer datafield)'. To the right, there is a text input field containing 'eritingimus üle tähtaja laekumiste puhul'. A blue 'REPORT' button is located at the bottom right of the form.

(Picture 1)

- **Due date to** - unpaid invoices until the selected time
- **Object** - object on invoice
- **Sum from** - an empty option shows all unpaid sums, filling in with a number does not show unpaid sums smaller than the number.
- **until** - an empty option shows all unpaid sums, filling in with a number does not show unpaid sums larger than the number.
- **Range** - document number range, for example if invoices are made with several different range, it is possible to select only unpaid invoices of one range
- option **Invoice salesman** - according to the option, whether only invoices with the selected salesman or **Customer salesman** - only those invoices with a customer whose customer card has a selected salesman.
- **Type** - invoice type (options you can set yourself)
- **Subtotal** - unpaid sums are shown as grouped
 - **Customer** - by customers
 - **Class** - by classes
 - **Salesman** - according to the salesman on the invoice
- **Show** -
 - **all** - all unpaid invoices
 - **without receipt** - invoices that have not even been partially received
- **Status** - invoice status (options you can set yourself)

2. Options

- summary - unpaid sums are shown grouped into a 15-day period. The link opens the receipt forecast for the given day range.
- Prepayments - adds prepayments to the report, which reduces the amount of unpaid invoices.

The screenshot shows a software interface with various filters and a table of data. The filters include Customer, Class, Overdue at least, and and not more than days. The 'Prepayments' checkbox is checked. The table has columns for Due date, Invoice No, Customer, Name, Sum, Total, and Days. A red box highlights the 'PREPAYMENT' entries in the 'Invoice No' column.

Due date	Invoice No	Customer	Name	Sum	Total	Days
	PREPAYMENT	1001	Big Client	-1016.55 EUR	-1 016.55	
	PREPAYMENT	1003	Strawberry	-246.10 EUR	-1 262.65	
	PREPAYMENT	1003	Strawberry	246.10 EUR	-1 016.55	
	PREPAYMENT	1004	Orange	-10000.00 USD	-9 293.33	
	PREPAYMENT	1005	Melon	-105.93 EUR	-9 399.26	
	PREPAYMENT	1005	Melon	105.93 EUR	-9 293.33	
	PREPAYMENT	1006	Mango	-10000.00 SEK	-10 277.19	
	PREPAYMENT	1011	METS AS	-10000.00 EUR	-20 277.19	
	PREPAYMENT	1018	Klient OÜ	-120.00 EUR	-20 397.19	
	PREPAYMENT	1019	PLIATS AS	-1000.00 EUR	-21 397.19	
	PREPAYMENT	1019	PLIATS AS	420.00 EUR	-20 977.19	
	PREPAYMENT	59	Directo	-2000.00 EUR	-22 977.19	
	PREPAYMENT	61	Banaanid OÜ	-9640.00 EUR	-32 617.19	
	PREPAYMENT	63	New	-20600.00 USD	-50 409.55	
15.01.2020	100154	1006	Mango	1200.00 USD	-49 341.37	-925
15.02.2020	100155	1006	Mango	1200.00 USD	-48 255.59	-894

3. Links

- payment schedule - opens the customer's payment schedule



The screenshot shows a software interface with various filters and a table of data. The filters include Customer, Class, Overdue at least, and and not more than days. The 'Prepayments' checkbox is checked. The table has columns for Due date, Invoice No, Customer, Name, Sum, Total, and Days. A red box highlights the 'Payment schedule' link in the 'Days' column.

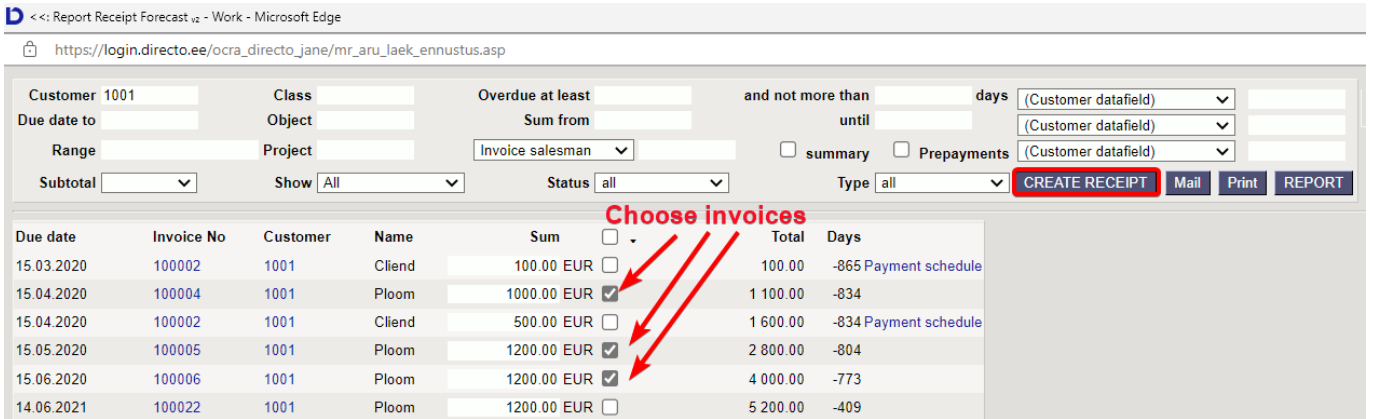
Due date	Invoice No	Customer	Name	Sum	Total	Days
15.01.2020	100154	1006	Mango	1200.00 USD	1 068.19	-925
15.02.2020	100155	1006	Mango	1200.00 USD	2 153.96	-894
15.02.2020	100012	1006	Mango	12000.00 SEK	3 277.89	-894
15.03.2020	100002	1001	Client	100.00 EUR	3 377.89	-865 Payment schedule
15.04.2020	100004	1001	Ploom	1000.00 EUR	4 377.89	-834

4. Fine-tuning

- **Setting** - option to choose your own personal settings.
- **Show header Object** - invoice header object
- **Show header Project** - invoice header project
- **Comment** - invoice comment
- **Show customer Order** -
- **Show customer order no** -
- **Orders are included by** - options No, Prepayment, Payment graph
- **Currency** - by default EUR

5. Buttons

- **Excel**  (shortcut F12 or Alt+E) - options with Supplier information (as in the report), as a table (allows to combine report information in columns).
- **Save the report**  (shortcut Alt+A) - Save the report in the user menu with a name of your choice.
- **CREATE RECEIPT** - makes a payment to the selected invoices



Customer 1001 Class _____ Overdue at least _____ and not more than _____ days (Customer datafield) v

Due date to _____ Object _____ Sum from _____ until _____ (Customer datafield) v

Range _____ Project _____ Invoice salesman v summary Prepayments (Customer datafield) v

Subtotal v Show All v Status all v Type all v **CREATE RECEIPT** Mail Print REPORT

Choose invoices

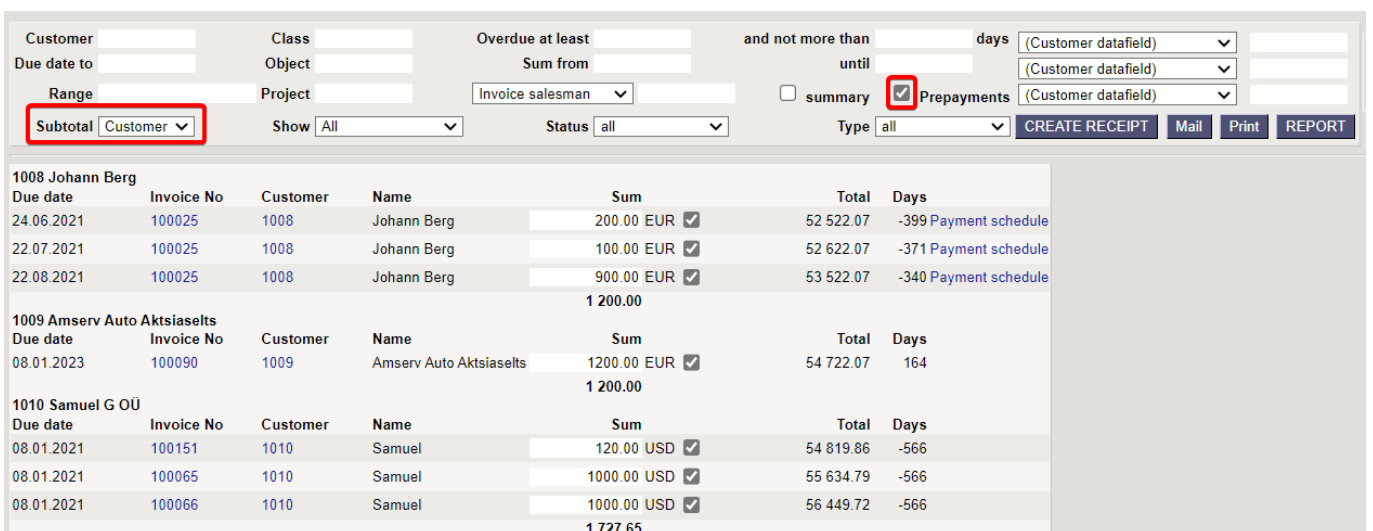
Due date	Invoice No	Customer	Name	Sum		Total	Days
15.03.2020	100002	1001	Cliend	100.00 EUR	<input type="checkbox"/>	100.00	-865 Payment schedule
15.04.2020	100004	1001	Ploom	1000.00 EUR	<input checked="" type="checkbox"/>	1 100.00	-834
15.04.2020	100002	1001	Cliend	500.00 EUR	<input type="checkbox"/>	1 600.00	-834 Payment schedule
15.05.2020	100005	1001	Ploom	1200.00 EUR	<input checked="" type="checkbox"/>	2 800.00	-804
15.06.2020	100006	1001	Ploom	1200.00 EUR	<input checked="" type="checkbox"/>	4 000.00	-773
14.06.2021	100022	1001	Ploom	1200.00 EUR	<input type="checkbox"/>	5 200.00	-409

(Picture 2)

- **Mail** - if you have a mass emailing module, you can send emails to customers. It is possible to prepare printouts to send to customers.
- **Print** - printing the report
- **REPORT** - creates a report based on the given parameters

6. Examples

6.1. Example - subtotal by customers with prepayments



Customer _____ Class _____ Overdue at least _____ and not more than _____ days (Customer datafield) v

Due date to _____ Object _____ Sum from _____ until _____ (Customer datafield) v

Range _____ Project _____ Invoice salesman v summary **Prepayments** (Customer datafield) v

Subtotal Customer v Show All v Status all v Type all v **CREATE RECEIPT** Mail Print REPORT

1008 Johann Berg

Due date	Invoice No	Customer	Name	Sum		Total	Days
24.06.2021	100025	1008	Johann Berg	200.00 EUR	<input checked="" type="checkbox"/>	52 522.07	-399 Payment schedule
22.07.2021	100025	1008	Johann Berg	100.00 EUR	<input checked="" type="checkbox"/>	52 622.07	-371 Payment schedule
22.08.2021	100025	1008	Johann Berg	900.00 EUR	<input checked="" type="checkbox"/>	53 522.07	-340 Payment schedule
				1 200.00			

1009 Amserv Auto Aktsiaselts

Due date	Invoice No	Customer	Name	Sum		Total	Days
08.01.2023	100090	1009	Amserv Auto Aktsiaselts	1200.00 EUR	<input checked="" type="checkbox"/>	54 722.07	164
				1 200.00			

1010 Samuel G OÜ

Due date	Invoice No	Customer	Name	Sum		Total	Days
08.01.2021	100151	1010	Samuel	120.00 USD	<input checked="" type="checkbox"/>	54 819.86	-566
08.01.2021	100065	1010	Samuel	1000.00 USD	<input checked="" type="checkbox"/>	55 634.79	-566
08.01.2021	100066	1010	Samuel	1000.00 USD	<input checked="" type="checkbox"/>	56 449.72	-566
				1 727.65			

6.2. Example - netting with prepayment

The client has a prepayment and unpaid sales invoices

Customer 1011 Class Overdue at least and not more than days Selected EUR: -6 400.00

Due date to Object Sum from until (Customer datafield)

Range Project Invoice salesman summary Prepayments (Customer datafield)

Subtotal Customer Show All Status all Type all CREATE RECEIPT Mail Print REPORT

Due date	Invoice No	Customer	Name	Sum	Total	Days
	PREPAYMENT	1011	METS AS	-10000.00 EUR	-10 000.00	
07.09.2021	100076	1011	METS AS	1200.00 EUR	-8 800.00	-324
07.09.2021	100077	1011	METS AS	2400.00 EUR	-6 400.00	-324
				-6 400.00		

To make a netting, write the sum as the amount to be paid in advance so that the netting goes to zero

Customer 1011 Class Overdue at least and not more than days Selected EUR: 0.00

Due date to Object Sum from until (Customer datafield)

Range Project Invoice salesman summary Prepayments (Customer datafield)

Subtotal Customer Show All Status all Type all CREATE RECEIPT Mail Print REPORT

Due date	Invoice No	Customer	Name	Sum	Total	Days
	PREPAYMENT	1011	METS AS	-3600.00 EUR	-10 000.00	
07.09.2021	100076	1011	METS AS	1200.00 EUR	-8 800.00	-324
07.09.2021	100077	1011	METS AS	2400.00 EUR	-6 400.00	-324
				-6 400.00		

Change this number

Press CREATE RECEIPT

<< Receipt 0 - Work - Microsoft Edge

https://login.directo.ee/ocra_directo_jane/mr_laekumine.asp?new=1&showall=2&ctrl=1

Close New Refresh Confirm Save Print Mail Status: New

Number DOK Date 28.07.2022 14:09:33 Reference Paid 0.00 Invoices sum 3600.00 To bank 0.00

Pay mode Comment Object Difference -3600.00 Fee 0.00

Project User TRIINP Location 213.35.145.242 Bulk Insert

NO Invoice	Order	Customer	Text	Object	Project	Bank cur	Rate R	Bank sum	Fine	Fee	Fee cur.	VC	Invoice cur	Inv. Balance	Received
1		1011	METS AS			EUR	1	-3600.00	0.00	0.00			EUR	0.00	-3600.00
2	100076	1011	METS AS			EUR	1	1200	0.00	0.00			EUR	1200.00	1200.00
3	100077	1011	METS AS			EUR	1	2400	0.00	0.00			EUR	2400.00	2400.00

When saving, advance payments are distributed according to the EttetID

Close New Copy Refresh Delete Confirm Save Print Mail F << >> Status: View

IMPORT THE EST local

Number 107665 Date 28.07.2022 14:10:40 Reference Paid 0.00 Invoices sum 3600.00 To bank 0.00

Pay mode T Comment Object Difference -3600.00 Fee 0.00

Project User TRIINP Location 213.35.145.242 Bulk Insert

Last changed by TRIINP 28.07.2022 14:10:40

Bank Statements: -

NO Invoice	Order	Customer	Text	Object	Project	Bank cur	Rate R	Bank sum	Fine	Fee	Fee cur.	VC	Invoice cur	Inv. Balance	Received	Date	Customer Total	Prepayment SN	Account	PreID
1		1011	METS AS			EUR	1	-3600.00	0.00	0.00			EUR	0.00	-3600.00			0		7
2	100076	1011	METS AS			EUR	1	1200.00	0.00	0.00			EUR	1200.00	1200.00					
3	100077	1011	METS AS			EUR	1	2400.00	0.00	0.00			EUR	2400.00	2400.00					

The financial transaction is created after confirmation

Finance - Transaction LAEK: 107665 **Saved** Last changed by (28.07.2022 at 14:19:35)

Type LAEK Number 107665 Date 28.07.2022 14:10:40 Reference Description Debit 3600

Credit 3600 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
1	212101			METS AS	3600.00			
2	113101			METS AS		1200.00		
3	113101			METS AS		2400.00		

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Last update: **2022/09/28 14:04**

