## **Table of Contents**

RECEIPT	. 3
1. Use	. 3
1.1. Differences between the new Receipt document and the old Receipt document	. 3
2. Receipt buttons	. 4
2.1. Header buttons	. 4
2.2. Row buttons	. 4
3. Receipt fields	. 5
3.1. Header fields	. 5
3.2. Row fields	. 5
4. Fine-tuning	. 7
5. Receipt types	. 7
6. Receipt transactions	. 8
7. Prepayments via PreID	. 8
8. Import from the bank	10
8.1. Import of factory receipts	10
9. Placing several invoices in a row	13
10. Refund to the customer	13
11. Examples	14
11.1. System setting - Finance transactions from ledgers in rows	14
11.1.1. Finance transaction with options NO - Finance transactions from ledgers in rows	15
11.1.2. Option DEBT PART - Finance transactions from ledgers in rows	15
11.1.3. Option ASSET PART TOO - Finance transactions from ledgers in rows	15
11.1.4. Options like PAYMENT FILE - Finance transactions from ledgers in rows	16
12. Receipt of sales invoice in currency ON THE NEW "RECEIPT" DOCUMENT	16
12.1. Full receipt of the sales invoice in the currency	16
12.1.1. Receipt of the sales invoice in the same currency	17
12.1.2. Receipt of the sales invoice in the base currency (EUR) exactly at the central bank	
rate of the day	18
12.1.3. Receipt of the sales invoice in the base currency (EUR) not at the central bank rate of the day	19
12.1.4. Receipt of a currency sales invoice in another currency (not in the base currency) with exact daily central bank rate	19
12.1.5. Receipt of a currency sales invoice in another currency (not in the base currency) not	
at the central bank rate	20
12.1.6. Prepayment from the customer in currency	21
12.2. Partial receipt of the invoice in the currency	22
12.2.1. Partial receipt of an invoice in the same currency	22

1/23

## RECEIPT

Receipt is a document that records the customer's receipts. Nettings, invoice payments and prepayments can be created using receipt document. Payment files can be imported from the bank to the receipt. Receipts can be made directly and through an order. The receipt reduces customer`s balance.

### 1. Use

- 1. From the payments register create new payment by pressing "F2-Add new" button. Fill in necessary fields. To keep the document, press "Save" button. Payment should be confirmed by pressing "Confirm" and "Save" after the data is verified.
- Receipt from order. Press "Receipt" on order. A document will appear in a new window, in order to save it, it is necessary to press the "Save" button. Document should be confirmed by pressing "Confirm" and "Save" after the data is verified.
- 3. Receipt can also be created from the reports: receipt forecast and invoice list.

#### New design

🗄 New 🔻	Save	🗸 Confirm	🖷 Copy 🔹	🛞 Discard f	🕆 Delete 🛛 O	PEN 🖉	Attachments	🖸 Mail 🝷	🖨 Print	- Cas	shIN Open sale	s ledger	•••	<b>≓ S</b> v	vitch to old	view 🎤	
Receipt	107735	Confirmed											Last char	nged by	(16.10.2	)22 at 15:45:23	()
Related docu	ments: <mark>kan</mark> r	ie															
Number		Date		Reference	Re	ceived		Invoices sum		Receive	ed currency	Pay mo	ode	Ð		ېر	s
	107735	31.05.2022	2 🗰				933.45		933.45		1000.00	P		Q			
Comment					O	oject		Difference		Fee		Project	t	ι	lser	P	
							Q		50.53		0.00			Q		Q	
Location																	
194.126.96.6	68																
Copy selecti	on Delete	selection	Bulk Insert												$\otimes$	x 📃 🔳	۶
No. 🕤 🗌	۶ Invoic	e 🥕 Order	≁ Customer	🥕 Name in ban	k 🥜 Objec	t	≁ Project	Bank cur	۶ R	late R 🤌	Bank sum 🥕 A	count 🔑	PreID	≁ Inoice c	ur	د Inv. Bala	ince
	> Searc O	Sei Q	> Search Q	> Search	> Search	Q	> Searc Q	Search Q	> s	earch >	Search > Se	Q >	Sear Q	Search		Sea	arch
≣ ∦ 1	10023	0	1001	Big Client	PROD			EUR		1	933.45			USD		100	0.00

#### Old view

Transaction												There is a new des	ion available of t	his document.	≓ Try new	version
Close New	Copy F	Refresh Cash	N Prepayment Invoid	e Print Ma	il [ ]	F OPI	EN << :	>> Stat	tus: Confirme	d			5			
Number 10773	15	Date 31.05.20	2 Ref	erence			Received	d i	933.45 Invo	oices sum	882.92	2 Received currency	933.45	5		
Pay mode P	Cor	nment					Objec	t	E	Difference	50.53	3 Fee	0.00	D		
Project		User JANE	L	ocation 194.126.	96.68		Bulk Insert									
Last changed by:	16.10.202	2 15:45:24						-								
Bank Statements:	-															
								0 0								
NO Invoice	Order	Customer	Name in bank	Object	Proje	ct	Bank cur	Rate R	Bank sum	Fine	Fee Fee	cur. VAT code l	noice cur	Inv. Balance	Received	Date
1 100230		1001	Big Client	PROD			EUR		1 933.	45 0.0	0 0.00		USD	1000.00	1057.23	
2																

## **1.1. Differences between the new Receipt document and the old Receipt document**

- Receipts in different currencies: Receipt of sales invoice in currency
- Added Open sales ledger, which opens a blank sales ledger report
- A mandatory object level requirement check has been added to the account
- An information column **Received EUR** has been added to the rows, which calculates the sum received in the currency of each receipt row into the base currency at the rate of the day of receipt.

Switch to old view

## 2. Receipt buttons

#### 2.1. Header buttons

• **New** - opens new empty payment document. Checks if previous document has any unsaved changes

- Save saves the document
- Confirm pressing "Save" after pressing "Confirm" confirms the document
- **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.

🗓 New 👻 🖓 Save 🔍 Confirm 💼 Copy 🔹 🛞 Discard 🍵 Delete 🛛 OPEN 🥒 Attachments 📨 Mail 🍷 🖨 Print 👻 CashiN 🛛 Open sales ledger

- **Delete** deletes the document
- **Open** allows to open the document (if the user has rights).
- 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.
- Cashin generates a Cash In order
- Open sales ledger opens a blank sales ledger report

#### 2.2. Row buttons

Copy selection Delete selection Bulk Insert

- **Copy selection** copies the selected rows to the copy buffer. To select rows, press on the row number. The button is not active if no rows are selected. Copied rows can be pasted from the row context menu (opens when you right-click on the line number) with "paste rows".
- **Delete selection** -deletes the selected rows. To select rows, press on the row number. The button is not active if no rows are selected.
- **Bulk insert** allows to fill/place rows based on a spreadsheet (mostly excel). The order in which the columns should be is listed in the HELP under the Bulk insert button.
- EEEE these buttons affect the height of the rows.
- 💹 for exporting table or selected rows to Excel.
- I from this button row fields can be selected and unselected. Only selected fields are displayed on the document.

## 3. Receipt fields

#### 3.1. Header fields

- Status shows document status. Possible statuses:
  - "New" document is created but not saved;
  - $\circ\,$  "View" document is unconfirmed and open and there is no unsaved changes;
  - "Changed" there are unsaved changes;
  - "Confirming" confirming document is started (by clicking "Confirm") but "Save" button is not yet pressed. This process can be cancelled by clicking "Confirm" again.
  - "Confirmed" document is confirmed and not changeable
- Number- document's number is created automatically when the document is saved for the first time. If necessary document number range can be changed with double-click or pressing "Ctrl" + "Enter" on the keyboard.
- **Date** receipt date. When opening new receipt the document creation date will be shown in this field. Date can be changed if necessary.
- **Reference** reference number can be used when adding invoice on the receipt. Reference number in the receipt header will be added to transaction reference field.
- **Received** total sum of invoices on the receipt rows, the total sum received in the base currency.
- **Invoices sum** the sum of invoices received in the base currency at the exchange rate of the invoice creation date.
- **Received currency** received to bank in currency. If received in a different currency, all sums are added together.
- **Pay mode** receipt payment mode, shows how the customer has paid the invoice. With doubleclick or "Ctrl" + "Enter" it's possible to select, change or to add new payment mode. Payment mode settings can be found Settings > Finance settings > Payment mode. On prepayment payment mode type "Equal" should be used to avoid mistakes. Type "Equal" checks that using prepayment gives total sum 0. Currency sums are also calculated when used.
- **Comment** informative field. In the case of a prepayment, the program automatically enters information about the prepayment into the cell.
- **Object** object used in accounting calculation. Using objects is not mandatory, except when objects are already in use and there is a need to add particular object to the sum of money. Selection of objects can be opened with double click or "Ctrl" + "Enter" combination.
- Difference profit/loss from exchange rate changes
- Fee field for bank fees, shows how much bank fee was calculated in the bank.
- **Project** project code. This is used in case where receipt needs to be connected with certain project. When project is used on receipt, this document will be shown in project reports. Selection of projects can be opened with double click or "Ctrl" + "Enter" combination.
- User creator of this document

#### 3.2. Row fields

- NO number of the row
- **Invoice** to help adding right invoice number to the receipt, partially or fully unreceived invoices list can be opened with double click or "Ctrl" + "Enter" combination. Invoice number can be also added manually.
- Order to help adding right order number to the receipt, partially or fully unreceived orders list

can be opened with double click or "Ctrl" + "Enter" combination.

- **Customer** costumer code. Can be selected from costumers registry by double click or with "Ctrl" + "Enter" combination.
- **Name in bank** customer's name will be added here if customer is pasted on the document, informative field
- Object object used in accounting calculation. Using objects is not mandatory, except when objects are already in use and there is a need to add particular object to the sum of money. Objects list can be opened with double click or "Ctrl" + "Enter" combination.
- **Project** project code. This is used in case where receipt needs to be connected with certain project. When project is used on receipt, this document will be shown in project reports. Projects list can be opened with double click or "Ctrl" + "Enter" combination. Mostly used for receipts with multiple rows, when the invoices are related to different projects.
- **Bank cur** if the money has been received in a currency, the currencies list can be opened with double click or "Ctrl" + "Enter" combination.
- Rate R current exchange rate of the selected currency
- **Bank sum** the sum that needs to be received is placed in the cell when entering the invoice or order. It can be changed, for example, if the invoice is received partially. Example: the balance of the invoice is 550 EUR and 250 EUR has been received. Then the 550 EUR in the cell can be changed to 250.
- Account account number for prepayment transaction.
- **PreID** Directo generates a prepayment ID or value for each receipt row with a positive prepayment sum.
- **Invoice cur** shows the currency of the invoice. It cannot be changed. This option remains in the Bank cur cell.
- Inv. Balance invoice balance, cannot be changed
- Rate Service actual receipt rate (NEW RECEIPT DOCUMENT)
- Fine fine sum
- Fee is the bank fee cell, i.e. it shows the sum, how much the service fee was calculated in the bank.
- Fee cur. bank fee currency indicator
- VAT code can be selected from vat code list by double click or with "Ctrl" + "Enter" combination.
- **Received** shows how much of the invoice's outstanding balance or how much of the prepayment was received
- Date receipts of several different days can be added to one receipt document.
- **Customer Total EUR** shows customer's total sum. If one customer is on several rows, customer's total sum will be shown on the first row.
- Prepayment SN prepayment serial number
- Description text field
- Reg No/ID number manually filled field
- Bank account/IBAN bank account number
- **Received EUR** informative field. Calculates the **Received** sum in currency of each receipt row into base currency with the rate of the receipt day.
- **Bank row** if a receipt is created from a bank statement, it shows which bank statement row it is related to. If the sum is divided between several invoices, when creating a receipt from a statement, then all these rows have the same statement row number in front of them. If it is necessary to change the sum of a row (for example, mark it as linked to other invoices or as prepayment), the receipt row must be deleted and the data placed again. In this case, the "Bank row" cell remains empty. (ON THE NEW RECEIPT DOCUMENT).

7/23

## 4. Fine-tuning

Preference	es	×
Personal	System	
Customer	name to Receipt comment	
Fee is subt	racted from Received field	
Show cust	omer warning	
Attachment	preview	
None		Ψ
Check the	invoice number from the explanation	
		Restore Save

- **SETTING**: System, Personal. If automatic receipts are set up from the bank statement applies system setting. If receipts are created manually applies personal settings.
- **Customer name to Receipt comment**: customers names on receipt go into the comment box as a comma-separated list.
- Fee is subtracted from Received field:
- **Show customer warning**: displays a customer warning, if the receipt sum differs from the invoice sum.
- Attachment preview: shows .pdf documents attached to the receipt
- Check the invoice number from the explanation: checks the invoice number in the receipt explanation

## 5. Receipt types

- **Usual receipt** customer pays unpaid invoice, the invoice paid by the customer is selected for the receipt row.
- **Prepayment** if the customer has paid a prepayment or the sum received is bigger than the invoice, then the remaining sum goes to the customer's prepayment. The customer to whom the prepayment belongs is placed to receipt, prepayment sum is written to Bank sum cell. Prepayment deleting has the same process, only the sum is written with a "-" sign. NB! Invoice number is not marked in prepayment.
- Netting receipt if you want to withdraw money from the account as a prepayment, a two-line receipt is made. The first row contains the invoice number, the customer and the sum with a "-" sign, in the second row is the customer WITHOUT an invoice number and the sum with a "+" sign. However, if the customer has an unlinked prepayment and wants to link it to the invoice, a receipt with the opposite signs is made i.e. in the first row the invoice number, customer and

sum with a "+" sign and in the second row the customer without the invoice number and with the sum "-".

 A separate instruction has been made for receipts and prepayments, which describes how to report various receipts, how to make a prepayment and how it is possible to delete a prepayment. Read more → Ettemaksud ja laekumised

### 6. Receipt transactions

What	D/C
Usual receipt	
Money	debit
Customer debt	credit
Prepayment	
Money	debit
Customer prepayment	credit
Deleting prepayment in an "Equ	al" payment type
Customer prepayment	debit
Customer debt	credit

Finance account for money is taken from the payment type - whether bank, cash account, netting, etc. Finance account for customer debt and prepayment are taken from the customer class or from System settings > Sale settings > Invoice debit, receipt credit; Receript customer prepayment.

## 7. Prepayments via PreID

These receipt rows, which do not refer to any specific sale invoice, affect the prepayment balance in the sales ledger and the customers prepayment balance in the balance sheet. Directo generates a unique prepayment ID or PreID value for each payment row with a positive prepayment sum, which can later be used to link the purchase invoice to a specific prepayment row.

In the prepayment row can use the account to which the prepayment can be entered in the balance sheet - if the account is left empty, it will be taken either from the customer's class settings in the receipt row or if no account has been specified in the customer's class, then from the system settings Receipt customer prepayments. Prepayment row object and project are used to create the transaction, whether the account is filled in the receipt line or not.

An example of a receipt where two prepayments of different sums and purposes have been received from the same customer (the picture shows only the fields important for the given topic):

Nev	New design														
No.	~ 🗌	۶ Invoice	Order	≁ Customer	Name in bank	≁ Object	Project	Bank cur	Rate R	🕗 Bank sum	Account	PrelD			
		> Searc Q	> Sei Q	> Search Q	> Search	> Search Q	> Searc Q	> Search Q	> Search	> Search	> Sei Q	> Sear Q			
≡ ‼	1			1020	A&E Office OY	ADM,PARNU_PROD	P001	EUR	1	500.00		63			
= ::	2			1020	A&E Office OY	SALES, PARNU_PROD	P002	EUR	1	1000.00		64			

Old view

2025/07	/28 19:2	4							9/	23				RE	CEIPT
NO Invoice	Order	Customer	Name in bank	Object	Project	Bank cur	Rate R	Bank sum	Inv. Balance	Received	Date	Customer Total	Prepayment SN	Account	PreID
1		1020	A&E Office OY	ADM, PARNU	P001	EUR		1 500.00	0.00	500.00		1500			63
2		1020	A&E Office OY	SALES, PARN	I P002	EUR		1 1000.00	0.00	1000.00					64
3															

0/23

RECEIDT

Rate Search

> 1 1 1

In the case of such a receipt is created a transaction that uses one of the bank accounts resulting from the payment method, but the prepayment is credited to two different accounts and to different objects and projects.

#### New design

No. 🗠		Account	۶ Object	≁ Project	Description	۶ Debit	۶ Credit	≁ Currency	۶ Rate	🥕 Cur. Debi	≁ Cur. Cre
		> Sear Q	> Search Q	> S∈ Q	> Search	> Search	> Search	> Search Q	> Search	> Search	> Search
= :	1	111201	ADM,PARNU_PROD	P001	A&E Office OY	500.00		EUR	1	500.00	
≡ 8	2	111201	SALES, PARNU_PROD	P002	A&E Office OY	1000.00		EUR	1	1000.00	
= 1	3	212101	ADM,PARNU_PROD	P001	A&E Office OY		500.00	EUR	1		500.00
≡ 8	4	212101	SALES, PARNU_PROD	P002	A&E Office OY		1000.00	EUR	1		1000.00
	-										

#### Old view

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer
1	111201	ADM, PARNU_	P001	A&E Office OY	500.00				1020
2	111201	SALES, PARN	P002	A&E Office OY	1000.00				1020
3	212101	ADM,PARNU_	P001	A&E Office OY		500.00			1020
4	212101	SALES, PARN	P002	A&E Office OY		1000.00			1020

The receipt rows identified via PreID can be linked to the invoice. To make a choice, must click on the Prepayment link in the invoice header, which opens a section on the invoice, where can see the PreID of the given customer with an usable balance.

A double-click inside any of the Selected column fields will attempt to match that specific prepayment with invoice prepayment uncovered sum.

Receipts	: -										
Last cha	nged by:	19.12.2022 11:23:22					%	Discount		Refresh ro	ows
Cu	rency EUR	Total weight	0	VAT	0.00	Su	ototal	(	60.00	Prepayment	60.00
Date	Document	Comment Int. part no. Desc	ription Serialnum	ber Object		Projec	t PreID	Sum V	AT Code L	Jsed Balance	Selected
31.10.20	22 Receipt 10781	3		ADM,PARNU	PROD	P001	63	500.00		0.00 500.00	0.00
31.10.20	22 Receipt 10781	3		SALES, PARN	U_PROD	P002	64	1000.00		0.00 1000.00	60.00

PreIDs manual selection is not mandatory! If no manual selection is made or the selected sums do not fully cover the invoice prepayment sum, selects Directo automatically the necessary IDs using the FIFO method.

In this example is selected PreID 64, where a prepayment account was used on receipt, which has not been specified in any customer class or in the system settings.

After confirming the invoice is created following transaction:

Nev	v d	es	ign																	
No	. ~ (		≁ Acco	unt	ŗ	Object		ç	Proje	ect	ç	Description	ŗ	Debit	ç	Credit	Ļ	Currenc	y	ç
			> Sear	Q	>	Search	Q	>	Se	Q	>	Search	>	Search	>	Search	>	Search	Q	>
= #		1	113101		PF	ROD					Ac	counts Receivable		60.00			ΕU	JR		
= #		2	411001		D	AVIDD,PROD					Сс	omputer				60.00	ΕU	JR		
= #		3	113101		PF	ROD					Ac	counts Receivable				60.00	ΕU	JR		
= #		4	125511		A	DMIN, TALLINN		P0(	02		Pr	epayments for Tangible assets		60.00			ΕU	JR		
					_		_	_		_										

Old view

NO	Account	Object	Project	Description	Debit	Credit	VAT code
1	113101	PROD		Accounts Receivable	60.00		
2	411001	DAVIDD, PROI		Computer		60.00	0
3	113101	PROD		Accounts Receivable		60.00	
4	125511	ADMIN, TALLI	P002	Prepayments for Tangible assets	60.00		
5							

The prepayment row uses the account, object and project resulting from the receipt row associated with the selected PreID.

If the object was not filled in the receipt row to which the PreID refer to, is used invoice object for corresponding transaction row.

If the system setting Prepayment takes object from Customer/Supplier is something other than No, the object found via PreID is not used.

To reduce the prepayment balance with the receipt, you must select a PreID with a sufficient balance to the receipt row with a negative sum to be paid. Double-click in the PreID field of the corresponding receipt row, after which the PreID placer opens.

PREID 🔨	CURRENCY	OBJECT	PROJECT		ACCOUNT	BALANCE	CUSTOMER	
þ	۹	Q	Q	>>	Q	Q	1020	$\gg$
63	EUR	ADM,PARNU_PROD	P001			-500	1020	
64	EUR	SALES, PARNU_PROD	P002			-1000	1020	

In the given example the PreID 64 usable balance is 940 euros, even though a prepayment of 1,000 euros was initially withdrawn. The reason is that when linking the PreID with the sales invoice, 60 euros were spent from the original 1,000 euros and the usable balance is 940 euros.

## 8. Import from the bank

The program allows to import receipts from the internet bank. For that there is a button IMPORT SEPA EST on the receipt document.

To use this option, it is necessary to create a receipt file on the bank page and save it to computer, then make a new receipt in the program and press the button IMPORT SEPA EST. A window opens where you can insert the file saved from the bank into the program. Another window will then open asking to link the receipts to the correct invoices. Once the data has been entered into the receipt document, the same procedure as when creating a normal receipt follows.

#### 8.1. Import of factory receipts

Swedbank customers can import factoring invoices receipts into Directo. XML files with two different descriptions can be reflected (reserves and advances) and upon import the receipt rows are created according to the content of the file.

The functionality purpose is that the sum received does not have to be manually entered by invoice in Directo and that the sum indicated in the "Fee" field could be posted to different accounts.

#### Settings

To import factoring invoices receipts from the bank is necessary to create a new payment mode in Finance settings > Payment modes which Export type is **SWED factoring**.

Finance Settings > Payment modes > SWED	
Ġ Back 🗋 New 🖓 Copy 🛍 Delete	Save Status: View
SWED (faktooring)	
CODE	SWED
COMMENT	SWED (faktooring)
ACCOUNT	>
TYPE	(unchosen) 🔻
BANK ACCOUNT/IBAN	
BANK ACCOUNT CURRENCY (SEPA XML OUTPUT)	
BANK ACCOUNT FOR FEES (SEPA XML OUTPUT)	
BANK	HABAEE2X (Swedbank AS)
EXPORT TYPE	19 (SWED factoring)
EXPORT PAYMENTS GROUPED	▼

It is possible to set an account to the **Bank services** field to where the **Fee** sum indicated upon receipt is posted. If the account is left empty in the payment method, the **Banking services** (transfers etc.) account specified in the System setting is used.

EXPORT TYPE	19 (SWED factoring)	
EXPORT PAYMENTS GROUPED	•	
EXPORT CHANNEL	V	
EXPORT CHANNEL ID		
EXPORT CHANNEL CONTRACT		
OBJECT		>>
PROJECT		>>>
SERVICE CODE		
AGREEMENT CODE		
CUST CODE		
LOCATIONS		
BANK SERVICES	527301	≫

After setting the payment method a button **IMPORT SWED factoring** appears on the saved receipt, under which you can import the file saved from the bank into the program.

#### New design

다 Uus 🔻 🔶 S	Salvesta 🗸 Kinni	ita 💼 Kopeer	i 👻 🛞 Jäta	前 Kustuta	🖉 Manused	🗠 Meili 🔻	🖨 Trüki	✓ SWED f	aktooring		≓ Lülitu v	vanale vaatele	] مر	₽
Tasumine	100283 💽	alvestatud								Viimati m	nuutis	(21.10.2022	kell 13:16:	02)
Number	Aeg	v	ïide	Ost	arved	Tasutud		Tasutud va	aluutas	Tasumisviis				Ļ
100	283 21.10.2022	2 13:11: 🗰 🗌			600		600.00		600.00	SWED	Q			
Kommentaar				Obj	ekt	Projekt		Kasutaja		Vahe				
				6	Q		Q		Q		0.00			
Old view														
Sule Uus Koop	pia Jäta Kustuta	Kinnita Salvesta	SWED faktooring	0 F <<	>> Olek: Vaata					Dokume	ndist on olemas	a uus kujundus. ᄅ	Proovi uu	t

Sule Uus Koopia	Jäta Kustuta Kinnita Salvesta	SWED faktooring	< >> Olek: Vaata			Dokumendist on olemas uus kujundus. 🗮 Proovi uut
Number 100283	Aeg 21.10.2022 13:11:56	Viide	Ostuarved	600.00 Tasutud	600.00 Tasutud valuutas	600.00
Tasumisviis SWED	Kommentaar	Objekt	Projekt	Vahe	0.00	
Kasutaja TRIINP	Massasetaja					

If the advance and reserve receipts service fees (commission fee, interest) are to be posted differently, must be made different payment methods with corresponding accounts in the **Banking services** fields. The program detects the receipts payments modes automatically.

If it is LIST\_ADV\_BUYER, then the values for receipt are found in the following fields: Comment  $\Rightarrow$  PmtNr Date  $\Rightarrow$  PmtDate Invoice  $\Rightarrow$  InvNo Bank sum  $\Rightarrow$  InvAdvCalc Fee  $\Rightarrow$  InvComm + InvCommVat

If it is LIST\_RES\_BUYER, then the values for receipt are found in the following fields: Comment  $\Rightarrow$  PmtNr Date  $\Rightarrow$  PmtDate Invoice  $\Rightarrow$  InvNo Bank sum  $\Rightarrow$  InvResCalc Fee  $\Rightarrow$  InvInterest

## 9. Placing several invoices in a row

Double click on the invoice number cell, opens the list of invoices. Activate the **Multiple record paster** (the window does not close) under "Settings"



### 10. Refund to the customer

Refunds can be made directly to the customer from Directo. Convenient for incorrect receipts, prepayments, deposits. The bank account to which the money is to be transferred is marked either on the credit invoice or customer card or directly on the receipt document.

For successful refund export :

- IBAN (bank account) must be indicated on receipt. Customer card corresponding field is filled in for frequent returns.
- The customer must have a one-row minus sum return in the Bank sum field
- The SEPA export button is generated only from unconfirmed receipts
- Nettings must be made and confirmed on the second receipt.
- If rows with both plus and minus sums are placed on the receipt, the refund to the customer will only look at the minus sums.

New design

👌 New 🔻	🗇 Save 🕠	🖌 Confirm	🗎 Сору 🝷	🛞 Discard 🏾 🍿 De	elete 🖉 Attac	hments 🖂	Mail 🝷 🖨 F	Print - Cas	shIN Ope	en sales ledger	EXPORT SEPA EST			<b>⋧ Switc</b> ł	to old view	r	œ
Receipt	107783	Draft									Last char	nged by		11.12.2022 at 13:54:09)			
Number		Date		Reference	Received		Invoices su	m	Received	l currency	Pay mode	O		p.			
	107783	13.10.2022	2 🛗			-5120.00		0		0.00	Р	Q					
Comment					Object		Difference		Fee		Project		User	P			
						Q		-5120.00		0.00		Q	JANE	Q			
Location																	
194.126.96.6	58																
Copy selection	on Delete s	election	Bulk Insert												× x		۶
No. 🔿 🗌 🕓	۶ Invoice	≁ Order	Customer	Name in bank	✤ Bank cur	Rate R	✤ Bank sum	۶ Account	PreID	P Description				<sup>J</sup> Customer Total El	✤ Bank accord	unt/IBAN	1
	> Searc Q	> Sei Q	> Search Q	> Search	> Search Q	> Search	> Search	> Se Q >	Sear Q	> Search				> Search	> Search		
≡ ⊞ 1			59	Directo	EUR	1	-5120.00		13	Refund of invoid	e received in error			-5120.00	11111111111	1111	
≡ ∥ 2																	

#### Old view

Close New	Сору	Refresh Delete	Confirm	Save Print Mail	0 F <<	>> Status:	Changed	The	ere is a ne	w design ava	ilable of this	document.	<b>≓</b> Try nev	v version
IMPORT SEPA E	ST EXPOR	RT SEPA EST												
Number 10778	3	Date 13.10.202	2	Reference		Receiv	ved	-5120.00 <b>Invoi</b>	ces sum	0	00 Receive	d currency	-5120	.00
Pay mode P	Co	omment				Obj	ect	Dif	fference	-5120	00	Fee	0	.00
Project		User JANE		Location 194.126.9	6.68	Bulk Inse	ert							
Last changed by:	22.12.2	022 9:56:44					_							
Bank Statements:	-													
NO Invoice	Order	Customer	Name in bank	Object	Project	Bank cur	Rate R	Bank sum	Fine	Fee F	ee cur.	VAT code I	noice cur	Inv. Balance
1		59	Directo			EUR		1 -5120.0	0.00	0.00				0.0
2														

## 11. Examples

#### 11.1. System setting - Finance transactions from ledgers in rows

• Finance transactions from ledgers in rows - affects receipt, payment and expense due entry lines. Options:

<u>no</u> - rows with one account are summed to one row in the related finance transaction (if the document rows do not have different objects or projects).

debt part - money flow is with one transaction row, the receipts/payments of

customers/suppliers are in a separate row, as on the receipt/payment document, i.e. there is no rows consolidation on the debt side. Objects and projects are considered.

<u>asset part too</u> - money flow and customers/suppliers receipts/payments are in a separate rows as on financial transaction.

<u>like payment file</u> - the flow of money is the aggregate by customer/supplier, and on the ledger side, the invoice is reflected line by line, the invoice number is at each row beginning.

#### Receipt document

🗘 New	•	අ Save 🔹	🗸 Confirm	🖻 Copy 🝷	🛞 Discard 🏾 🎁 D	elete OPEN	Attachme	ents 🛛 Mail	🝷 🖨 Prin	nt 👻 Cashl	N •••			<b>≈ Switc</b>	h to old view	ŗ	œ
Rece	eipt	: 10955	Confirmed										Last cha	anged by	(04.11.2022	2 at 17:4	14:40)
Related	- docu	ments: kanne															
Numbe	er		Date		Reference	Received		Invoices sum	F	Received curre	ency	Pay n	node	C			×
		10955	15.01.2022	<b></b>			3960.00		3960		3960.00	Ρ		Q			
Comm	ent					Object		Difference	F	Fee		Proje	ct		User	6	P
							Q		0.00		0.00			Q	JANE		Q
Locatio	n																
46.131	.60.1	33															
Copy s	electi	on Delete s	selection	Bulk Insert											X		۶
No. 🗠		۶ Invoice	≁ Order	≁ Customer	Name in bank	Bank cur	P Rate R	🖌 🎤 Bank sum	Received	≁ Account	۶ Pre	D ×	Fine	≁ Descrip	tion		
		> Searc Q	> Sei Q	> Search Q	> Search	> Search Q	> Search	> Search	> Search	> Sei Q	> Sear (	2 >	Search	> Search			
= ::	1	100256		1026	AS BCS Koolitus	EUR		1 1000.00	1000.00	0							
= ::	2	100258		1026	AS BCS Koolitus	EUR		1 1000.00	1000.00	)							
= ::	3	10004		1026	AS BCS Koolitus	EUR		1 1000.00	1000.00	)							
= #	4	10006		1029	Infotark AS	EUR		1 480.00	480.00	0							
= #	5	10009		1029	Infotark AS	EUR		1 480.00	480.00	0							

#### **11.1.1.** Finance transaction with options NO - Finance transactions from ledgers in rows

Money flow ja Accounts Receivable are a cumulative total.

Type     Number     Date     Reference     Description     Debit       LAEK     10955     15.01.2022     Image: Constraint of the second
CreditDifference39600
Copy selection Delete selection Bulk insert Paste Recipe Split from Resources
No. ^ 🗌 & Account & Description & Debit & Credit & Currency & Currency & Curr. Debit & Curr. Credit & Rate
> Sear Q         > Search
EUR 3960.00 1
■ # 2 113101 Accounts Receivable 3960.00 EUR 3960.00 1

#### **11.1.2. Option DEBT PART - Finance transactions from ledgers in rows**

The money flow is in the cumulative total and the ledger side is by invoice rows, at the beginning of each row is the number of the sales invoice.

Fina	Finance - Transaction LAEK: 10955 [Saved] Last changed by										ged by	(22.12.2022 at 12:48:26) 🦻
Туре		Number	Date Refe	rence		Description					Debit	ų
LAEK			10955 15.01.2022 🛗									3960
Credit		C 3960	ifference 0									
Copy s	elect	ion Delete	selection Bulk Insert Paste Reci	pe Sp	lit from Re	sources					8	(9) X = /
No. 🕤		≁ Account	<sup>J</sup> Description	Ļ	Debit	۶ Credit	≁ Custome	Currency	🎤 Cur. Debi	≁ Cur. Cre	۶ Rate	
		> Sear Q	> Search	>	Search	> Search	> Se Q	> Search Q	> Search	> Search	> Search	
= ::	1	111201	Bank account		3960.00			EUR	3960.00		1	
≡ ‼	2	113101	100256 AS BCS Koolitus			1000.00	1026	EUR		1000.00	1	
= 11	3	113101	100258 AS BCS Koolitus			1000.00	1026	EUR		1000.00	1	
≡ ‼	4	113101	10004 AS BCS Koolitus			1000.00	1026	EUR		1000.00	1	
≡ ‼	5	113101	10006 Infotark AS			480.00	1029	EUR		480.00	1	
= 1	6	113101	10009 Infotark AS			480.00	1029	EUR		480.00	1	

#### **11.1.3.** Option ASSET PART TOO - Finance transactions from ledgers in rows

Money flow and Accounts Receivable are on separate rows in transaction, at the beginning of each row is the sales invoice number.

en:mr laekumine

Type     Number     Date     Reference     Description     Debit       LAEK     10955     15.01.2022     Image: Construction of the second seco	! at 12:54:19) 🧐
Credit Difference	4
Copy selection Delete selection Bulk insert Paste Recipe Split from Resources	E E 🗡
No. $\ \ \Box \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	ate
> Sear Q > Search > S	ch
E II 1 11201 10004 AS BCS Koolitus 1000.00 1026 EUR 1000.00	1
2 111201 100256 AS BCS Koolitus 1000.00 1026 EUR 1000.00	1
E II 3 111201 100258 AS BCS Koolitus 1000.00 1026 EUR 1000.00	1
■ # 4 111201 10006 Infotark AS 480.00 1029 EUR 480.00	1
■ 111201 10009 Infotark AS 480.00 1029 EUR 480.00	1
E II 6 113101 100256 AS BCS Koolitus 1000.00 1026 EUR 1000.00	1
T 113101 100258 AS BCS Koolitus 1000.00 1026 EUR 1000.00	1
■ # 8 113101 10004 AS BCS Koolitus 1000.00 1026 ÊUR 1000.00	1
■ # 9 113101 10006 Infotark AS 480.00 1029 EUR 480.00	1
Image: 10 113101         10009 Infotark AS         480.00         1029         EUR         480.00	1

#### 11.1.4. Options like PAYMENT FILE - Finance transactions from ledgers in rows

Money flow is cumulative total by customer and the credit side is on separate invoice rows, at the beginning of each row is the sales invoice number.

Finand	Finance - Transaction LAEK: 10955 [Saved]										
Туре	Number	Date Ref	ference	Description			Debit		ç		
LAEK	1	0955 15.01.2022 💼						3960			
Credit Copy sele	Di 3960 ction Delete	fference 0 selection Bulk Insert Paste F	Recipe   Split fron	n Resources			$[\otimes]$	୭ 🕱 🗐 🗡			
No. ^ [	≁ Account	Description	۶ Del	oit 🤌 Credit	ℰ Custome ℰ Cu	rrency 🤌 Cur. Debit	≁ Cur. Credit	۶ Rate			
	> Sear Q	> Search	> Sear	ch > Search	> Se Q > Sea	rch Q > Search	> Search	> Search			
≣ ∦ 1	111201	AS BCS Koolitus	3000	.00	1026 EUR	3000.00		1			
≡ ∥ 2	111201	Infotark AS	960	.00	1029 EUR	960.00		1			
≡ ∥ – 3	113101	100256 AS BCS Koolitus		1000.00	1026 EUR		1000.00	1			
≣ ∦ 4	113101	100258 AS BCS Koolitus		1000.00	1026 EUR		1000.00	1			
≡ 8 5	113101	10004 AS BCS Koolitus		1000.00	1026 EUR		1000.00	1			
≡ ‼ €	113101	10006 Infotark AS		480.00	1029 EUR		480.00	1			
≡ ∦ 7	113101	10009 Infotark AS		480.00	1029 EUR		480.00	1			

# 12. Receipt of sales invoice in currency ON THE NEW "RECEIPT" DOCUMENT

#### 12.1. Full receipt of the sales invoice in the currency

If the sales invoice is not in the base currency, then there will be an exchange rate difference in receipt. It is necessary to follow the next rules in order for the exchange rate transactions to be correct. The following system settings accounts are used in the examples:

17/23

#### FINANCE SETTINGS

Foreign exchange loss (financial expense)	660051	>>	
Foreign exchange loss (Expense)	562402	>	
Foreign exchange loss (Sales, Purchase)	562401	>	
Foreign exchange loss (Receipt, Payment)	527501	>	
Foreign exchange gain (financial income)	660001	>	
Foreign exchange gain (Expense)	423002	>	
Foreign exchange gain (Sales, Purchase)	423001	>	
Foreign exchange gain (Receipt, Payment)	423003	>	
ADMINISTRATOR SETTINGS			

**12.1.1.** Receipt of the sales invoice in the same currency

Currency rates are updated automatically

• USD invoice is sent to the buyer, USD is also received.

Document	Date	Sum	Currency	Central bank rate	EUR	Exchange rate differences	System setting (currency account)
Sales invoice	01.01.2022	1000	USD	0,882924245	882,92		
Receipt	31.05.2022	1000	USD	0,933445347	933,45	50,53	Foreign exchange gain, loss (Sales, Purchase)

no

yes

- Needs to be indicated on Receipt:
  - Receipt date and pay mode
  - $\circ\,$  The sales invoice is placed on the row
  - Confirm the receipt

#### **Receipt document:**

New desi	ign												
Receipt 10	0964 Confirmed									Last chan	ged by	(10.11.2022 at 0	)7:53:10)
Related documer	nts: kanne												
Number	Date	Refe	rence	Received		Invoices sum	Re	ceived currenc	/	Pay mode	P		y.
1	31.05.2022				933.45		1000	100	0.00	P	Q		
Comment				Object		Difference	Fee	е		Project	ι	Jser	C
					Q		50.53		0.00		Q		Q
Location													
194.126.96.68													
											_		
Copy selection	Delete selection Bu	ılk insert										⊗ % ≡ ≡	1
No. 🕤 🖉	Invoice 🤌 Customer	Name in ba	nk 🤌 Bank cur	۶ Rate R	🔑 Rate Serv	vi 🦻 Bank sum	≁ Received	۶ PreID	≁ Cus	stomer Total EUR	≁ Account	t 🤌 Description	
> Se	$_{earc} Q \rightarrow _{Search} Q$	> Search	> Search Q	> Search	> Searc	h > Search	> Search	> Sear Q		Search	> Sei Q	> Search	
≣	100297 1001	Big Client	USD	0.933445347		1000.00	1000.00	0		933.45			

The finance transaction is created after receipt confirmation:

Last up	date: 2	l:17	e	n:mr_la	eku	mine					https:,	//w	viki.direct	0.	ee/en/m	nr_laeku	mine			
Fina	nce -	Trans	actio	on LAEK:	: 10964	Draft								Las	st cł	hanged by		. (10.11.20	22 at 07:53:1	10) <b>9</b>
Туре	Num	ber		Date	Refe	erence	D	escrip	otion							Debit	t			ķ
LAEK		1	0964	31.05.2022	<b></b>													933.4	5	
Credit Copy se	933. election	.45 Delete se	ference 0	Bulk Insert	Paste Recip	e Split f	rom Resou	rces								[	$\otimes$	) (9) <b>X</b>		ų
No. 🗠	□	ccount 📝	Descrip	tion		ş	Debit	ŗ	Credit	د Custor	me	Currency	ŗ	Cur. Debit	Ļ	Cur. Credit	ŗ	Rate		
	> Se	a Q	Search			>	Search	>	Search	> S∈ O	λ	> Search Q	>	Search	>	Search	>	Search		
= ::	1 1112	01 B	ank acco	unt			933.4	5				USD		1000.00	)		0.9	933445347		
= #	2 1131	01 A	ccounts F	Receivable					882.92			USD				1000.00	0.8	882924245		
≡ ‼	3 4230	01 1	00297 Pr	ofit from exchang	ge rate differe	nces			50.53	1001		EUR				50.53		1		

## 12.1.2. Receipt of the sales invoice in the base currency (EUR) exactly at the central bank rate of the day

 USD invoice is sent to the customer, received in EUR exactly at the central bank rate on the date of receipt.

Document I	Date	Sum	Currency	Exchange rate	EUR	Exchange rate differences	System setting (currency account)
Sales invoice	01.01.2022	1000	USD	0,882924245	882,92		
Sales invoice	31.05.2022	1000	USD	0,933445347	933,45	50,53	Foreign exchange gain, loss (Sales, Purchase)
Receipt	31.05.2022	933,45	EUR	1	933,45	0,00	Foreign exchange gain (Receipt, Payment)

- Needs to be indicated on receipt :
  - Receipt date and pay mode
  - $\circ\,$  The sales invoice is placed on the row
  - EUR is entered or selected to the Bank Cur field.
  - Confirm the receipt
  - Sum is converted into EUR automatically in the **Bank sum** field, nothing needs to be changed.

#### **Receipt document:**

New des	sign											
Receipt 1	0965 Confirm	ed							Last c	hanged by	(22.12.2	2022 at 13:35:24)
Related docume	nts: kanne											
Number	Date		Reference	Received		Invoices sum		Received currency	Pay mode	0		ų
	10965 31.05.20	022 🛱			933.45		933.45	1000.0	0 P	Q		
Comment				Object		Difference		Fee	Project		User	P
					Q		50.53	0.0	0	Q		Q
Location 194.126.96.68												
Copy selection	Delete selection	Bulk Insert									$\otimes$	X
No. 🕤 🖉	Invoice 🥕 Custo	mer 🥜 🎤 Name i	n bank 🥜 🕹 Bank cur	Rate R	Bank sum	Received	Custome	er Total EUR 🤌 Account	P Description			
> <	Searc Q > Search	Q > Search	> Search Q	Search	> Search	> Search		Search > Se. Q	> Search			
≡	100293 1001	Big Client	EUR	1	933.45	1000.00		933.45				

#### The finance transaction is created after receipt confirmation: Finance - Transaction LAEK: 10965 [Diract]

Туре Number Date Reference Description Debit 10965 31.05.2022 曲 933.45 LAEK Credit Difference 933.45 0 S 5 X = A Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources Debit 🦻 No. - 🗌 🤌 Account 🎤 Description Credit & Custome & Currency Cur. Debit 🤌 Cur. Credit 🤌 Rate > Sear Q > Search  ${\sf Search} \ {\sf >} \ {\sf Se} \ {\sf Q} \ {\sf >} \ {\sf Search} \ {\sf Q} \ {\sf >}$ Search > Search > Search > Search = # 1 111201 Big Client 933.45 1001 EUR 933.45 ■ 🛛 2 113101 1000.00 0.882924245 100293 Big Client 882.92 1001 USD 3 423001 100293 Profit from exchange rate differences ... 50.53 1001 EUR 50.53

Last changed by (22.12.2022 at 13:35:24) 9

last changed by (10.11.2022 at 09:04:42)

## 12.1.3. Receipt of the sales invoice in the base currency (EUR) not at the central bank rate of the day

• USD invoice is sent to the customer, received in EUR at the rate agreed with the customer.

Document	Date	Sum	Currency	Exchange rate	EUR	Exchange rate differences	System setting (currency account)
Sales invoice	01.01.2022	1000	USD	0,882924245	882,92		
Sales invoice	31.05.2022	1000	USD	0,933445347	933,45	50,53	Foreign exchange gain, loss (Sales, Purchase)
Receipt	31.05.2022	950	EUR	1	950,00	16,55	Foreign exchange gain (Receipt, Payment)

Needs to be indicated on receipt: (NB! Given order is important):

- Receipt date and pay mode
- The sales invoice is placed on the row
- Select or write the currency code, in which the receipt is made to the Bank Cur field: EUR
- Enter the sum to be received from bank to the Bank Sum field: 950.00
- Double click on the Rate Service field
- Confirm the receipt

#### **Receipt document:**

#### New design

Receipt 1096	Confirmed									Last chang	ged by	(10.11.202	2 at 08:04:43)
Related documents: kan	ne												
Number	Date	Referenc	e	Received		Invoices sum		Received curre	ncy	Pay mode	P		ų
10966	31.05.2022	<b></b>			950.00		933.45		1000.00	Р	Q		
Comment				Object		Difference		Fee		Project		User	P
					Q		67.08		0.00		Q		Q
Location													
194.126.96.68													
Copy selection Delet	e selection Bulk Ir	sert										× x	× ×
No. 🕤 🖉 Invoid	e 🕹 Customer 🏒	Name in bank	Bank cur	Rate R	Bank sum	n 🤌 Received	🤌 Custor	mer Total EUR 🥖	Account	P Description			
> Searc	$Q \rightarrow Search Q \rightarrow Searc$	Search	> Search Q	> Search	> Search	h > Search		Search	Se Q	> Search			
■    1 1002	92 1001 Big	Client	EUR	1	950.0	1000.00		950.00					

## The finance transaction is created after receipt confirmation:

Finar	IC	e - mar	ISaction LAEK: 10	900 Draft						Last cha	ilged by	(10.11.2022 at	00.04.43) -2
Туре		Number	Date	Reference		Desc	ription				Debit		1
LAEK			31.05.2022									950	
Credit		950	ifference 0										
Copy se	lect	ion Delete	selection Bulk Insert Pas	te Recipe Sp	lit from	Resour	ces				$\otimes$	୭ 🗶 🗏	■
No. 🕤		Account	P Description		۶	Debit	۶ Credit	≁ Custome	Currency	۶ Cur. Debit	Cur. Credit	Rate	
		> Sear Q	> Search		>	Search	> Search	> Se Q	> Search Q	> Search	> Search	> Search	
= :	1	111201	Bank account			950.00			EUR	950.00		1	
≡ 8	2	113101	Accounts Receivable				882.92		USD		1000.00	0.882924245	
= #	3	423001	100292 Profit from exchange rate	e differences			50.53	1001	EUR		50.53	1	
= #	4	423003	100292 Profit from exchange rate	e differences			16.55	1001	EUR		16.55	1	

## 12.1.4. Receipt of a currency sales invoice in another currency (not in the base currency) with exact daily central bank rate

 USD invoice is sent to the customer, received in SEK exactly at the central bank rate on the date of receipt.

Document	Date	Sum	Currency	Exchange rate	EUR	Exchange rate differences	System setting (currency account)
Sales invoice	01.01.2022	1000	USD	0,882924245	882,92		
Sales invoice	31.05.2022	1000	USD	0,933445347	933,45	50,53	Foreign exchange gain, loss (Sales, Purchase)
Receipt	31.05.2022	9806,12	SEK	0,095190047	933,45	0,00	Foreign exchange gain (Receipt, Payment)

Last changed by (10.11.2022 at 18:12:24) 5

- Needs to be indicated on receipt :
  - Receipt date and pay mode
  - $\circ\,$  The sales invoice is placed on the row
  - SEK is entered or selected to the Bank Cur field.
  - Confirm the receipt
  - Sum is converted into SEK automatically in the **Bank sum** field, nothing needs to be changed.
  - Exchange rate differences are calculated automatically in the **Financial transaction**.

#### **Receipt document:**

New design											
Receipt 10968	Confirmed							L	ast changed by	(10.11.2022	2 at 18:12:24)
Related documents: kanr	ne										
Number	Date	Reference	R	eceived	Ir	nvoices sum	Received currency	Pay m	iode 🖉		ų
10968	31.05.2022	<b>1</b>		93	33.45	933.4	5 1000.	00 P	Q		
Comment			0	bject	D	lifference	Fee	Projec	t	User	P
					Q	50.5	3 0.	00	Q		Q
Location 194.126.96.68 Copy selection Delete	e selection Bulk In	sert								<u> </u>	
No. 🕤 🖉 Invoid	e 🕹 Customer 🛛 🖉	Name in bank	<sup>6</sup> Bank cur	Rate R	🥕 Bank s	um 🤌 Received 🦂	<sup>6</sup> Customer Total EUR	≁ Account	Description		
> Searc C	$\downarrow$ > Search $\bigcirc$ > S	Search	Search Q	> Search	> Sea	rch > Search	Search	> Se Q	> Search		
≡	89 1001 Big	Client S	SEK	0.095190047	9806	6.12 1000.00	933.45				

## The finance transaction is created after receipt confirmation:

								-			_
Туре	Number	Date	Reference	Desci	ription				Debit		ş
LAEK	1	31.05.2022								933.45	
Credit	D 933.45	lifference 0									
Copy se	election Delete	selection Bulk Insert Pas	te Recipe Sp	lit from Resour	ces						≡ 🖌
No.	Account	✤ Description		۶ Debit	۶ Credit	≁ Custome	e 🎤 Currency	۶ Cur. Debit	≁ Cur. Credit	≁ Rate	
	> Sear Q	> Search		> Search	> Search	> s∈ Q	> Search Q	> Search	> Search	> Search	
= ::	1 111201	Bank account		933.45			SEK	9806.12		0.095190047	
≡ ‼	2 113101	Accounts Receivable			882.92		USD		1000.00	0.882924245	
= #	3 423001	100289 Profit from exchange rat	e differences		50.53	1001	EUR		50.53	1	

## 12.1.5. Receipt of a currency sales invoice in another currency (not in the base currency) not at the central bank rate

• USD invoice is sent to the customer, received in SEK at the rate agreed with the customer.

Document	Date	Sum	Currency	Exchange rate	EUR	Exchange rate differences	System setting (currency account)
Sales invoice	01.01.2022	1000	USD	0,882924245	882,92		
Sales invoice	31.05.2022	1000	USD	0,933445347	933,45	50,53	Foreign exchange gain, loss (Sales, Purchase)
Receipt	31.05.2022	9850	SEK	0,095190047	937,62	4,17	Foreign exchange gain (Receipt, Payment)

Needs to be indicated on receipt: (NB! Given order is important):

- Receipt date and pay mode
- The sales invoice is placed on the row
- Select or write the currency code, in which the receipt is made to the Bank Cur field: SEK
- Enter the sum to be received from bank to the Bank Sum field: 9850.00
- Double click on the **Rate Service** field
- Confirm the receipt

21/23

Last changed by \_\_\_\_\_ (10.11.2022 at 18:21:35) 🧐

#### **Receipt document:**

New de	sign													
Receipt	t 10969	Confirmed									Last chang	ed by	(10.11.2022 at 18	:21:35)
Related docu	iments: <mark>kann</mark> e	e												
Number	[	Date	Reference	R	eceived		Invoices s	um	Received cur	rency	Pay mode	P		J.
	10969	31.05.2022	<b> </b>			937.62		933.45	1	000.00	Р	Q		
Comment				0	bject		Difference	9	Fee		Project		User	0
						Q		54.70		0.00		Q		Q
Location 194.126.96.	68													
Copy selecti	ion Delete	selection Bu	k Insert										⊗ % ≡ ≡	1
No. ^ 🗌	۶ Invoice	Customer	Name in bank	📕 Bank cur	ş	Rate R	۶ Rate Servi	≁ Bank sum		≁ Custo	omer Total EUR	≁ Accourt	nt & Description	
	> Searc Q	> Search Q	> Search	> Search	Q >	Search	> Search	> Search	> Search		Search	> Sei C	> Search	
≣ ∦ 1	100288	3 1001	Big Client	SEK	0.09	5190047	0.93762196	9850.00	0 1000.00		937.62			
	1			2			4	3						

#### The finance transaction is created after receipt confirmation: **Finance - Transaction LAEK: 10969** [Deal]

Туре	Number	Date Refer	rence	Descr	iption				Debit		y.
LAEK	1	0969 31.05.2022 🗰								937.62	
Credit	D 937.62	ifference 0									
Copy sel	ection Delete	selection Bulk Insert Paste Rec	ipe Sp	lit from Resou	ces				89	X	1
No. ^ [	Account	Description		۶ Debit	۶ Credit	≁ Custom	e 🖉 Currency	۶ Cur. Debit	🥕 Cur. Credit	≁ Rate	
	> Sear Q	> Search		> Search	> Search	> s∈ Q	> Search Q	> Search	> Search	> Search	
≡ ‼	1 111201	Bank account		937.62	2		SEK	9850.00		0.095190047	
= :	2 113101	Accounts receivable			882.9	2	USD		1000.00	0.882924245	
≡ ‼	3 423001	100288 Profit from exchange rate diffe	erences		50.5	3 1001	EUR		50.53	1	
≡ ‼	4 423003	100288 Profit from exchange rate diffe	rences		4.1	7 1001	EUR		4.17	1	

#### 12.1.6. Prepayment from the customer in currency

- Needs to be indicated on receipt :
  - Receipt date and pay mode
  - Customer code is entered to the Customer field
  - $\circ\,$  Select or write the currency code, in which the prepayment was made to the Bank Cur field: for example USD
  - Enter the prepayment sum in currency to the field **Bank Sum**
  - Confirm the receipt

#### **Receipt document:**

New design												
Receipt 10977	Confirmed								Last char	ged by	(16.11.2	2022 at 07:52:43)
Related documents: kan	ne											
Number	Date	Reference	Rec	eived	Invoid	es sum	Received	currency	Pay mode	O		ų
10977	31.05.2022	<b></b>		933	.45	0		0.00	Ρ	Q		
Comment			Obj	ject	Differ	ence	Fee		Project		User	P
					Q	933.45		0.00		Q		Q
Location												
194.126.96.68												
Copy selection Delet	e selection Bul	k Insert									× X	E E &
No. 🕤 🖌 Invoid	e 🥕 Customer	Name in bank	Bank cur	Rate R	Rate Servi	Bank sum	≁ Received	۶ PreID	Customer To	otal EUR	✤ Account	P Description
> Searc C	λ → Search Q	> Search	> Search Q	> Search	> Search	> Search	> Search	> Sear Q		Search	> Sei Q	> Search
≡ ∄ 1	1001	Big Client	USD	0.933445347		1000.00	1000.00	42		933.45		prepayment

The finance transaction is created after receipt confirmation:

Last upda	ate: 2023/0	1/26 11:17	en:i	mr_laekı	umine			https://wiki.directo.ee/en/mr_laekumin				
Financ	ce - Trar	nsaction LAEK:	10977 [Saved]					Last cha	nged by	(16.11.2022 at (	)7:52:43) <b>9</b>	
Туре	Number	Date	Reference	Desci	ription				Debit		ş	
LAEK		10977 31.05.2022								933.45		
Credit Copy sele	933.45 ection Delete	Difference 0 e selection Bulk Insert	Paste Recipe Split fre	om Resourc	ces				$\otimes$	৩ 🗴 📃	- ×	
No. ^ 🗌	Account	<sup>J</sup> Description	بكر	Debit	۶ Credit	≁ Custom	Currency	۶ Cur. Debit	🤌 Cur. Credit	≁ Rate		
	> Sear Q	> Search	>	Search	> Search	> S∈ Q	> Search Q	> Search	> Search	> Search		
≡ ∥ 1	1 111201	Big Client		933.45		1001	USD	1000.00		0.933445347		
≡ ∦ 2	2 212101	Big Client			933.45	1001	USD		1000.00	0.933445347		

#### **12.2.** Partial receipt of the invoice in the currency

#### 12.2.1. Partial receipt of an invoice in the same currency

• USD invoice is sent to the customer, received also in USD, for example 50%.

Document	Date	Sum	Currency	Central bank rate	EUR	Exchange rate differences	System setting (currency account)
Sales invoice	01.01.2022	1000	USD	0,882924245	882,92		
Receipt (partial)	31.05.2022	500	USD	0,933445347	466,72	25,27	Foreign exchange gain, loss (Sales, Purchase)

- Needs to be indicated on receipt :
  - Receipt date and pay mode
  - $\circ\,$  The sales invoice is placed on the row
  - Enter the sum to be received from bank to the **Bank Sum** field (for example 500 USD)
  - Confirm the receipt

#### Receipt document:

	New	design	
--	-----	--------	--

Receipt	10775	5 Confirmed								Last changed	l by (16.1	1.2022 at 08:43:15)
Related docur	ments: <mark>kan</mark> r	ne										
Number		Date	Reference	F	Received	In	voices sum	Receive	d currency	Pay mode	õ	عر
	107755	31.05.2022	<b></b>		4	66.72	50	00	500.00	Р	Q	
Comment				C	Object	Di	fference	Fee		Project	User	C
						Q	25.2	.6	0.00		Q	Q
Location	0											
154.120.50.0	0											
Copy selection	on Delete	e selection Bu	lk Insert								×	
No. 🔿 🗌 🖌	ہ م	e 🥕 Customer	Name in bank	🥕 Bank cur	🤌 🛛 Rate R	R 🤌 Rate Ser	rvi 🤌 Bank sum	≁ Received	≁ PreID	🔑 Customer Total El	JR 🥕 Account	P Description
1	Searc O	Search Q	> Search	> Search Q	> Search	> Sear	ch > Search	> Search	> Sear Q	> Sear	ch → Se; Q	> Search
≡ ∥ 1	10028	1001	Big Client	USD	0.93344534	7	500.00	500.00		466	72	

#### The finance transaction is created after receipt confirmation: **Finance - Transaction LAEK: 107755** [Draft]

Last changed by \_\_\_\_\_ (16.11.2022 at 08:43:15) 🤊

Туре	Number	Date	Reference	Desc	ription				Debit	
LAEK	10	31.05.2022								466.72
Credit	D 466.72	ifference 0								
Copy sel	ection Delete	selection Bulk Insert Pa	ste Recipe Sp	lit from Resou	rces				× K	
No. ^ [	Account	P Description		۶ Debi	t 🤌 Credit	≁ Custom	e 🔑 Currency	۶ Cur. Debit	🤌 Cur. Credit	≁ Rate
	> Sear Q	> Search		> Search	> Search	> S∈ Q	> Search Q	> Search	> Search	> Search
≡ ‼	1 111201	100285 Big Client		466.7	2	1001	USD	500.00		0.933445347
≡ ‼	2 113101	100285 Big Client			441.46	1001	USD		500.00	0.882924245
≡ ‼	3 423001	100285Profit from exchange rat	e differences (		25.26	1001	EUR		25.26	1

From: https://wiki.directo.ee/ - Directo Help

Permanent link: https://wiki.directo.ee/en/mr\_laekumine

Last update: 2023/01/26 11:17



23/23