

Table of Contents

OSTUARVE JA ETTEMAKSUD	3
Ettemaksu kasutamine ostuarvel	3
Üldpõhimõtted	3
Ettemaksu kasutamine	3
Nupp "Kasuta ettemaks"	4
Ettemaksumodaal	4
Väli "Ettemaks"	5
Ettemaksumodaali veerud	6
<i>Ostu ettemaksuarve loomine</i>	7
PURCHASE INVOICES AND PREPAYMENTS	9
<i>Using a prepayment on a purchase invoice</i>	9
General principles	9
Using a prepayment	9
Use prepayment button	10
Prepayment window	11
Prepayment field	11
Prepayment window columns	12
<i>Creating a purchase prepayment invoice</i>	13

OSTUARVE JA ETTEMAKSUD

Ettemaksu kasutamine ostuarvel

Üldpõhimõtted

Kui sa pole varem kokku puutunud, kuidas Directos ettemaksude arvestus toimub, siis tutvu kõigepealt [ettemaksude juhendiga](#).

Missuguseid ettemakseid saab ostuarvel kasutada? On hulk erinevaid [süsteemiseadistusi](#), mis määravad, kas ostuarvel saab ettemaksu kasutada või mitte. Nendega tuleks kindlasti tutvuda, et ettemaksude kasutamine dokumentidel oleks eesmärgipärane.

Üldistatult saab öelda, et ostuarvel saab kasutada ettemakseid, mis on:

- seotud vastava hankijaga
- seotud läbi ostutellimuse
- samas valuutas
- piisava saldogaga
- tekkinud enne arve kuupäeva
- seotud läbi objektitasemetete (süsteemiseadistus)



Ostuarveid ostutellimuse alusel luues tuleb meeles pidada, et ka hankija ettemaksud peavad olema seotud sama ostutellimusega. Kui ettemaksu tasumine või ettemaksuarve ei ole ostutellimusega seotud, kuid ostuarve on, ei saa vastavat ettemaksu ostuarvel kasutada.

Ettemaksu kasutamine

Ettemaksude kasutamine toimub ostuarve „**KOKKU**“ **sektsoonis** kolmel erineval moel:

- väli „Ettemaks“
- ikoon, mis avab ettemaksu valimise modaali
- nupp „Kasuta ettemaks“

Nupp "Kasuta ettemaks"

Vajuta ostuarve dokumendil sektsioonis „KOKKU“ nuppu **“Kasuta ettemaks”**.

Nupule vajutus valib **automaatselt** õiged ettemaksud (vastavalt süsteemiseadistuste reeglitele) ning sisestab väärtused kas ainult “Ettemaksu” väljale (**ettelD**) või siis ka arve ridadele (**ettemaksuartikkel**).

Ostuarve 102225 Mustand Viimati muutis LAURA (30.09.2026 kell 15:35:02)

Loo: Laosissetulek Tasumine Kassa välja Kreeditarve Sündmus

Hankija: 14289872 Hankija nimi: Paabulind OÜ Hankija arve: OA-557t Objekt: Projekt:

PÕHIANDMED

MENETLUS

LISAVÄLJAD

KOKKU

Summa	KM kokku	Tasuda	Saldo	Valuuta	Kurss
600	156.12	756.12	0	EUR	1.000000000

Ettemaks: 756.12 Ümardus: 0

ettelD summa asetub siia **Kasuta ettemaks** **Lisa ümardusse** **ettemaksuartikkel** asetub arve ridadele

Nr	Konto	Objekt	Projekt	Sisu	Summa	KMK	KM	Artikkel	Aigus
1	521102	TARTU		Ruumide kommunaal- ja hoolduskulud	700	35	168		
2	114501			Ettemaksed varude eest	-100.0000	35	-11.8800	E2	
3									

- **EttelD** ettemaksude saldod kokku km-ga summas asetuvad FIFO meetodil **„Ettemaks“ väljale**
- **Ettemaksuartiklite** saldod asetuvad arve ridadele miinusega km-ta summas



Kui on peal süsteemiseadistus „Ostuarve kinnitamisel kasutatakse ära hankija ettemaks“: valikuga Jah või Ainult ostutellimusega, siis ettelD asetub “Ettemaksu” väljale automaatselt.

Ettemaksumodaal

Vajuta välja **“Ettemaks”** sees asuvale asetaja ikoonile ja see avab **modaalakna**, kus saab käsitsi valida ettemaksusid, mida ostuarvel kasutada soovid. **„Sisesta ettemaks“** nupule vajutus sisestab väärtused kas ainult “Ettemaks” väljale või siis ka ostuarve ridadele.

- **EttelD** ettemaksude saldod kokku km-ga summas asetuvad FIFO meetodil **„Ettemaks“ väljale**
- **Ettemaksuartiklite** saldod asetuvad ostuarve ridadele miinusega km-ta summas.

Ostuarve 10222 Ettemaksu valimine (Paabulind OÜ, 14289872)

Loo: Laosissetulek Tasumine

Hankija: 14289872

PÕHIANDMED

MENETLUS

LISAVÄLJAD

KOKKU

Summa

	Summa km'ga	Kasutatud	Jääk km'ga	Valitud summa
EtteID	1000.00	243.88	756.12	756.12
EM artikkel	124.00	0.00	124.00	5.00
Kokku	1124.00	243.88	880.12	761.12

Aeg	Dokument	SN	EtteID	KM määr (kood)	Summa km'ga	Kasutatud	Jääk km'ga	Vali summa
01.02.2026	T 1315		89		1000.00	243.88	756.12	756.12 fx
03.03.2026	O 100487	ETTE.95		24% (35)	124.00	0.00	124.00	5.00 fx

Ava: Ostureskontro **Sisesta ettemaks** Katkesta

Umdarv

Massasetaja... Aseta reit... Jaga ressursidelt

Lo: PV VV Lisa: PV VV

Nr	Konto	Objekt	Projekt	Sisu	Summa	KMK	KM	Artikkel	Algus
1	521102	TARTU		Ruumide kommunaal- ja hoolduskulud	700	35	168		

Väli "Ettemaks"

Kirjuta „**Ettemaks**“ väljale käsitsi ettemaksu summa ning vajuta nuppu „**Kasuta ettemaks**“. Kui ettemaksu saldod pole piisavalt, muutub summa automaatselt väiksemaks.

Uus Salvesta Kinnita Kopeeri Jäta Kustuta Meil

Ostuarve 102225 Mustand

Lo: Laosissetulek Tasumine **Kassa välja** Kreditarve Sündmus

Hankija: 14289872 Hankija nimi: Paabulind OÜ Hankija arve: OA-557t

PÕHIANDMED

MENETLUS

LISAVÄLJAD

KOKKU

Summa: 700 KM kokku: 168 Tasuda: 868

Ettemaks 800 **Ümardus** 0 **Kasuta ettemaks** Lisa ümardusse

Kui „Ettemaks“ väljale on summa lisatud ning avad modaali, siis „Vali summa“ veerus on näha, milliseid ja kui suur osa ettemakseid ostuarvele asetati.

! Nupp **Kasuta ettemaks** asetab ostuarvele alati suurima võimaliku ettemaksu summa, et ostuarve eest tasuta jääv saldo oleks võimalikult väike. Kasutaja poolt väljale **Ettemaks** varem sisestatud väiksem summa asendatakse. Kui soovid ettemaksu kasutada osaliselt, vali soovitud summa eraldi ettemaksumodaal aknas.

 Kui ettemaksul mingid seosed puuduvad, siis need veerud ei ole modaalis nähtaval. Näiteks kui puudub projekt, objekt, siis seda veergu modaalis pole. Modaali all on kiirlink ostreskontosse.

- **Aeg** - ettemaksu aeg
- **Dokument** - näitab ettemaksu dokumendi liiki ja numbrit
 - **O** - ostuarve
 - **T**- tasumine
- **Kommentaar** - ettemaksu dokumendi kommentaar
- **Objekt** - ettemaksu dokumendi objekt, kursoriga väljale liikudes on nähtaval tooltip

- **Projekt** - ettemaksu dokumendi projekt
- **SN** ja **etteID** - märgistavad erinevaid ettemaksu tüüpe.
 - Kui ettemaks on tekkinud seostamata või ostutellimusega seotud tasumise kaudu, siis

tekib EttelID ettemaks, mida saab kasutada otse ostuarvel ja tasumisel.

- Kui ettemaks on tekkinud läbi ostuarve (ostuarvel peab olema kasutatud „ettemaksuartiklit“), siis tekib ostuarve rea kaudu ettemaksu SN kood. Ettemaksuartiklit saab kasutada ainult ostuarve ridadel.

- **KM määr (kood)** - ettemaksu käibemaksu määr ja kood
- **Summa km'ga** - ettemaksu summa koos käibemaksuga
- **Kasutatud** - näitab, kui suur osa EttelID-st on juba kasutatud
- **Jääk km'ga** - ettemaksu jääk käibemaksuga
- **Vali summa** - kui ostuarvel väljal „Ettemaks“ on summa valitud, siis modaalis näitab, kui suurt ettemaksu kasutatakse. Summat on võimalik käsitsi muuta. Kui summa valitakse alles ettemaksumodaalil, on seda võimalik teha käsitsi kirjutades või kui soovitakse asetada kogu ettemaksu jääk, siis topeltklikiga või „fx“ nupule vajutades.



Kui ettemaks on valuutas, siis näitab modaalis ka ettemaksu dokumendi valuutat ja ettemaksu tekkimise päeva valuutakurssi.

Ettemaksu valimine (Laokaup OÜ, 17241966)										
				Summa km'ga		Kasutatud	Jääk km'ga	Valitud summa		
EM artikkel				1220.00		0.00	1220.00	0.00		
Aeg	Dokument	SN	KM määr (kood)	Valuuta	Kurss	Summa km'ga	Kasutatud	Jääk km'ga	Vali summa	
26.05.2025	O 1160	ETTE.19	24% (1)	USD	0.884877444	1220.00	0.00	1220.00	0.00 fx	

Ava: Ostureskontro

Sisesta ettemaks

Katkesta

Kinnitatud ostuarvel saab avada modaali „**Ava ettemaksud**“. Näitab ettemaksude seisu peale ostuarve kinnitamist. NB! See saldo ei pruugi kokku minna reskontro ettemaksude saldoga, sest reskontros võib olla ka muus valuutas ettemakseid või ka neid, mis antud ostuarve kontekstis ei saanud kasutada (teine objekti tase vms).

Ostu ettemaksuarve loomine

Selleks, et luua ostu ettemaksuarvet peab esmalt olema loodud **ostuettemaksu artikkel**, kus on tehtud järgnevad valikud:

- **Klass** = ETTEM (ettemaksu klass)
- **Tüüp** = Tavaline /teenus
- **Kinkekaart** = Ettemaks
- **Vaik. kogus** = 1

Artikkel: E2 - Google Chrome
login.directo.ee/ocra_directo.../yld_artikkel.asp?order1=KOOD&order2=NIMI&kood=E2

Sule Uus Koopia Kustuta Salvesta Loo artiklid Trüki F << >> (vali tegevus) Olek: Vaata

Sündmus

Artikkel Hinnavalem Muudatused Muutused Ostuartiklid Müügiartiklid Min/max tasemed Kontod Seotud artiklid Pakendid Hinnagrupid

ÜLDINE INFORMATSIOON ARTIKLI KOHTA

KOOD E2 Klass ETTEM Tüüp Tavaline/teer Auto SN Seeria nr Seerianumber SN klass SN reegel Tegija

Ribakood Ladu Objekt Projekt Variant Ei

Nimi Ettemaks (ost)

Hoiatus

Kirjeldus

URL Värv aruanetes FFFFFF

MÜÜK

Müügihind 0 Suletud Kinkekaart ettemaks Null kredid

Pakis 1 Pakis 2

Katte% 0.00 Garantii Min tase 0 Max tase 0

Juurde% 0.00 Koondartikkel Rendiartikkel Riul

Max ale Range ABCKlass Maatriks

Ühik Prioriteet 2 Vaik. kogus 1 Punktid

Kampaaniad Asendus

Ostuarvel tuleb valida reale sobiv ostu ettemaksu artikkel:

PÕHIANDMED
MENETLUS
LISAVÄLJAD
KOKKU

Massasetaja... Aseta retsept... Jaga ressursidelt Loo: PV VV Lisa: PV VV

Nr	Konto	Objekt	Sisu	Summa	KMK	KM	Artikkel	Kogus	SN
>	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
1	114501		Ettemaks (ost)	100	35	24	E2	1	ETTE.166

Ostureskontro enne ostuettemaksuarve tasumist:

Ostureskontro aruanne

Hankija 1173 Aeg Seeria Klass V konto

Objekt EM konto Jaga 0 x 0 Valuuta Täpsus 0,01

☐ ainult ületähtaja ☐ Kande aja järgi ☐ Valuutas ☐ Hankija andmed ☐ Arve projekt ☐ Arve objekt ☐ V konto

Kokku ☐ Kahepoolne saldo Sorteeritud Hankija Arve nr Trüki ARUANNE

Hankija: 1173 Kirsipunane OÜ

Arve nr	Hankija arve	Arve aeg	Tähtaeg	Tingimus	Tasuda	Päevi
100742	1000	01.01.2023	31.01.2023	30	-1 000,00	-1
Tasumata ettemaksuarved					1 000,00	
ETTEMAKS :					0,00	
Hankija saldo					0,00	
Kokku tasumata					-1 000,00	
Kokku ettemaksud					1 000,00	
Kokku saldo					0,00	
Kokku ületähtaja saldo					0,00	

Ostureskontro peale ostuettemaksuarve tasumist:

Ostureskontro aruanne

Hankija Aeg Seeria Klass V konto

Objekt EM konto Jaga x Valuuta Täpsus

☐ ainult ületataja ☐ Kande aja järgi ☐ Valuutas ☐ Hankija andmed ☐ Arve projekt ☐ Arve objekt ☐ V konto

Kokku ☐ Kahepoolne saldo Sorteeritud

Arve nr	Hankija arve	Arve aeg	Tähtaeg	Tingimus	Tasuda	Päevi
ETTEMAKS :					1 000,00	
Hankija saldo					1 000,00	
Kokku tasumata					0,00	
Kokku ettemaksud					1 000,00	
Kokku saldo					1 000,00	
Kokku ületataja saldo					0,00	

PURCHASE INVOICES AND PREPAYMENTS

Using a prepayment on a purchase invoice

General principles

If you are not yet familiar with how prepayments are handled in Directo, first read the [prepayments guide](#).

Which prepayments can be used on a purchase invoice? A number of system settings determine whether a prepayment can be used on a purchase invoice. Be sure to review them so that prepayments are used on documents as intended.

In general, prepayments that can be used on a purchase invoice are:

- linked to the same supplier
- linked via the purchase order
- in the same currency
- with a sufficient balance
- created before the invoice date
- linked via object levels (system setting)



When creating purchase invoices from a purchase order, keep in mind that the supplier's prepayments must also be linked to the same purchase order. If the prepayment payment or prepayment invoice is not linked to the purchase order but the purchase invoice is, the prepayment cannot be used on the purchase invoice.

Using a prepayment

Prepayments are used in the **TOTALS** section of the purchase invoice in three different ways:

- the **Prepayment** field
- the icon that opens the prepayment selection window
- the **Use prepayment** button

Purchase invoice 102225 Saved Last changed by LAURA (30.09.2026 at 15:52:01)

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier: 14289872 Supplier name: Paabulind OÜ VAT Reg No: Suppliers invoice: OA-557t

TOTALS

Total	700	VAT total	168	Total	868	Balance	868	Currency	EUR	Rate	1
-------	-----	-----------	-----	-------	-----	---------	-----	----------	-----	------	---

Prepayment: 0 ↓ Rounding: 0 Use prepayment Add to rounding

Use prepayment button

Click the **Use prepayment** button in the **TOTALS** section of the purchase invoice.

The button **automatically** selects the correct prepayments (according to the rules in the system settings) and enters the values either only in the **Prepayment** field (**prepayment ID**) or also on the invoice rows (**prepayment item**).

Purchase invoice 102225 Draft Last changed by LAURA (30.09.2026 at 15:52:01)

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier: 14289872 Supplier name: Paabulind OÜ VAT Reg No: Suppliers invoice: OA-557t

TOTALS

Total	600	VAT total	156.12	Total	756.12	Balance	0	Currency	EUR	Rate	1.000000000
-------	-----	-----------	--------	-------	--------	---------	---	----------	-----	------	-------------

Prepayment: 756.12 ↓ Rounding: 0 Use prepayment Add to rounding

No.	Account	Object	Description	Total	VAT code	VAT	Subtotal
1	521102	TARTU	Ruumide kommunaal- ja hoolduskulud	700	35	168	
2	114501		Ettemaksed varude eest	-100.0000	35	-11.8800	

- The balances of **prepayment ID** prepayments are entered in the **Prepayment** field as a total amount incl. VAT, using the FIFO method
- The balances of **prepayment items** are entered on the invoice rows with a minus sign, excl. VAT



If the system setting “Supplier prepayment is used when confirming purchase invoice” is set to Yes or Only with purchase order, the prepayment ID is entered in the **Prepayment** field automatically.

Prepayment window

Click the selection icon inside the **Prepayment** field to open a **window** where you can manually select the prepayments you want to use on the purchase invoice. Clicking **Insert prepayment** enters the values either only in the **Prepayment** field or also on the purchase invoice rows.

- The balances of **prepayment ID** prepayments are entered in the **Prepayment** field as a total amount incl. VAT, using the FIFO method
- The balances of **prepayment items** are entered on the purchase invoice rows with a minus sign, excl. VAT

The screenshot shows a 'Choose prepayment (Paabulind OÜ, 14289872)' dialog box. It contains a table with columns: Date, Document, SN, PreID, VAT rate (code), Sum with VAT, Used, Balance with VAT, and Select sum. The table lists two prepayments: one from 01.02.2026 (P 1315) and another from 03.03.2026 (P 100487). A red box highlights the 'Select sum' column, with a red circle '2' next to the value 124.00 for the second prepayment. Below the table, there is a 'Prepayment' field on the main invoice form with a value of 756.12 and a selection icon (a downward arrow) highlighted with a red circle '1'. A red box highlights the 'Insert prepayment' button in the dialog box, with a red circle '3' next to it.

	Sum with VAT	Used	Balance with VAT	Selected sum
PreID	1000.00	243.88	756.12	756.12
PP article	124.00	0.00	124.00	124.00
Total	1124.00	243.88	880.12	880.12

Date	Document	SN	PreID	VAT rate (code)	Sum with VAT	Used	Balance with VAT	Select sum
01.02.2026	P 1315		89		1000.00	243.88	756.12	756.12 fx
03.03.2026	P 100487	ETTE.95		24% (35)	124.00	0.00	124.00	124.00 fx

Prepayment field

Enter the prepayment amount manually in the **Prepayment** field and click **Use prepayment**. If the prepayment balance is not sufficient, the amount is reduced automatically.

The screenshot shows the 'Purchase invoice 102225' form. At the top, there is a 'Draft' status. Below it, there are buttons for 'Create: Stock Receipt, Payment, Cash Out, Credit Note, Event'. The 'Supplier' field is filled with '14289872' and the 'Supplier name' field is filled with 'Paabulind OÜ'. The 'VAT Reg No' field is empty. Below these fields, there are sections for 'GENERAL INFO', 'PROCEEDING', 'DATAFIELDS', and 'TOTALS'. The 'TOTALS' section shows 'Total' as 600, 'VAT total' as 156.12, and 'Total' as 756.12. At the bottom, there is a 'Prepayment' field with a value of 800 and a selection icon (a downward arrow) highlighted with a red circle '1'. To the right of the 'Prepayment' field is a 'Rounding' field with a value of 0. A red box highlights the 'Use prepayment' button, with a red circle '2' next to it.

If an amount has been entered in the **Prepayment** field and you open the window, the **Select sum** column shows which prepayments were used on the purchase invoice and how much of each.

Choose prepayment (Paabulind OÜ, 14289872)

	Sum with VAT	Used	Balance with VAT	Select sum
PreID	1000.00	243.88	756.12	756.12
PP article	124.00	0.00	124.00	124.00
Total	1124.00	243.88	880.12	880.12

Date	Document	SN	PreID	VAT rate (code)	Sum with VAT	Used	Balance with VAT	Select sum
01.02.2026	P 1315		89		1000.00	243.88	756.12	756.12 fx
03.03.2026	P 100487	ETTE.95		24% (35)	124.00	0.00	124.00	124.00 fx

Open: [Purchase Ledger](#) | [Insert prepayment](#) | [Cancel](#)

Prepayment: 756.12 | Rounding: 0 | [Use prepayment](#) | [Add to rounding](#)

! The **Use prepayment** button always enters the largest possible prepayment amount, so that the balance left to pay on the purchase invoice is as small as possible. A smaller amount entered earlier by the user in the **Prepayment** field is replaced. If you want to use a prepayment partially, select the desired amount in the prepayment window.

Prepayment window columns

! If a prepayment has no link of a certain kind, the corresponding column is not shown in the window. For example, if there is no project or object, that column is not shown. Below the window there is a quick link to the purchase ledger.

Choose prepayment (Paabulind OÜ, 14289872)

	Sum with VAT	Used	Balance with VAT	Select sum
PreID	1000.00	243.88	756.12	756.12
PP article	124.00	0.00	124.00	124.00
Total	1124.00	243.88	880.12	880.12

Date	Document	Comment	Project	SN	PreID	VAT rate (code)	Sum with VAT	Used	Balance with VAT	Select sum
01.02.2026	P 1315		LAEN2		89		1000.00	243.88	756.12	756.12 fx
03.03.2026	P 100487	prepayments 2026		ETTE.95		24% (35)	124.00	0.00	124.00	124.00 fx

Open: [Purchase Ledger](#) | [Insert prepayment](#) | [Cancel](#)

- **Date** - prepayment date
- **Document** - type and number of the prepayment document
 - **PI** - purchase invoice
 - **P** - payment
- **Comment** - comment of the prepayment document
- **Object** - object of the prepayment document; a tooltip is shown when you move the cursor over the field

Level	Type	Object	NAME
10	OSAKOND	PERSONAL	Personali ja raamat osakond

Document	Object
P 1159	PERSONAL

- **Project** - project of the prepayment document
- **SN** and **preID** - identify different types of prepayment.
 - If the prepayment was created by a payment that is unlinked or linked to a purchase order, a prepayment ID prepayment is created, which can be used directly on the purchase invoice and on a payment.
 - If the prepayment was created through a purchase invoice (a prepayment item must have been used on the purchase invoice), a prepayment SN code is created through the purchase invoice row. A prepayment item can only be used on purchase invoice rows.
- **VAT rate (code)** - VAT rate and code of the prepayment
- **Sum with VAT** - prepayment amount including VAT
- **Used** - shows how much of the prepayment ID has already been used
- **Balance with VAT** - prepayment balance including VAT
- **Select sum** - if an amount has been entered in the **Prepayment** field on the purchase invoice, the window shows how much of the prepayment is used. The amount can be changed manually. If the amount is selected only in the prepayment window, you can enter it manually or, to use the entire prepayment balance, double-click or click the **fx** button.



If the prepayment is in a foreign currency, the window also shows the currency of the prepayment document and the exchange rate on the date the prepayment was created.

Choose prepayment (Laokaup OÜ, 17241966)									
						Sum with VAT	Used	Balance with VAT	Selected sum
PP article						1220.00	0.00	1220.00	0.00
Date	Document	SN	VAT rate (code)	Currency	Rate	Sum with VAT	Used	Balance with VAT	Select sum
26.05.2025	P 1160	ETTE.19	24% (1)	USD	0.884877444	1220.00	0.00	1220.00	0.00 fx

Open: [Purchase Ledger](#) | [Insert prepayment](#) [Cancel](#)

On a **confirmed purchase invoice**, you can open the window with **Open prepayments**. It shows the status of prepayments after the purchase invoice was confirmed. NB! This balance may not match the prepayment balance in the purchase ledger, because the ledger may also contain prepayments in other currencies or prepayments that could not be used in the context of this purchase invoice (another object level, etc.).

Creating a purchase prepayment invoice

To create a purchase prepayment invoice, a **purchase prepayment item** must first be created with the following settings:

- **Class** = ETTEM (prepayment class)
- **Type** = Plain/service
- **Gift cert.** = Prepayment

• **Default Qty. = 1**

<< Item: P2 - Work - Microsoft Edge

https://login.directo.ee/ocra_directo.../yld_artikkel.asp?order1=KOOD&order2=NIMI&kood=P2

CloseNewCopyDeleteSaveCreate ItemsMailPrintF<<>>(choose action)Status: View

Event

☒ Item☐ Price formula☐ Changes☐ Changes☐ Purchase items☐ Sale items☐ Min/Max level☐ Accounts☐ Related items☐ Packages☐ Price groups

GENERAL ITEM INFORMATION

CODEP2ClassPREPAYMENTTypePlain/service

Bar codeStock

NamePrepayment (purchase)Project

WarningVariantNo

Description

Auto SNAuto SNSerial noSerialnumberSN classSN ruleUser

URLColour in reportsFFFFFFBest before mandatory

SALES

Sale price0NP%0.00Markup%0.00Max discountUnit

☐ ClosedPackage 1WarrantyJoint item☐ StrictPriority 2

Gift certprepayment

Package 2

Min level0Rental itemABCclassDefault Qty1

☐ Zero creditMax level0ShelfMatrixPoints

On the purchase invoice, select a suitable purchase prepayment item on the row:

<< Purchase invoice 100751 - Work - Microsoft Edge

https://login.directo.ee/ocra_directo.../or_arve.asp?number=100751&retevent=0&hoiatus=8&m=&clr1=1

CloseNewCopySaveMailPrintFUnconfirm<<>>StatusConfirmedLOGOUT

Credit?TransactionPaymentCashOUTEventStock Receipt

Number100751

Supplier1176OU STAFORD & KOVAT Reg NoEE100375745Suppliers invoice010123

PayeeVAT Reg NoSurvey

☒ Main☐ Proceeding☐ DataFields

Invoice date01.01.2023UserTRIINPBank code

Payment terms7ObjectBank account/IBANEE031010022088199008

Due date08.01.2023Cred account212211Ref.

Op. date01.01.2023ProjectAsset

VAT DateOrigin CountryEE (Eesti)Deal type

Received09.02.2023TypeTypeStatus

ReclamationRecl. description

CommentPrepayment for service

Int comment

Purchase orderS.ReceiptCredited invoiceInternal InvoiceExpense

☐ Split by resourcese-mail

Last changed by:09.02.2023 12:01:14

Paste RecipeBulk Insert...

CurrencyEURVAT total0.00Total1000.00Dividable sumPrepayment0.00

Rate1Rounding0Total1000.00DifferenceBalance1000.00

NoAccountkorrkontoObjectProjectUserDescriptionTotalVAT code VATItemQtyStockIDSNSNPID

1114501Prepayment (purchase)1000.0000.00P21PRE.1

2

Purchase ledger before the purchase prepayment invoice is paid:

<https://wiki.directo.ee/>

Printed on 2026/10/29 08:38

Purchase Ledger

Supplier1176

Time

Range

Class

D account

(Supplier Datafield)

Object

PP account

Divide0x0

Currency

Precision0,01

(Supplier Datafield)

☐ only overdue

☐ By Transaction time

☐ Currency

☐ Supplier Data

☐ Invoice project

☐ Invoice object

☐ D account

(Supplier Datafield)

Total

Overlaps are possible

Sorted bySupplierInvoice No

Print

REPORT

(Purchase invoice Datafield)

Supplier: 1176 OÜ STAFORD & KO

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days
100751	010123	01.01.2023	08.01.2023	7	-1 000.00	-32
Unpaid prepayment invoices					1 000.00	
PREPAYMENT :					0.00	
Supplier balance					0.00	
Total unpaid					-1 000.00	
Total prepayment					1 000.00	
Total balance					0.00	
Total overdue					0.00	

Purchase ledger after the purchase prepayment invoice is paid:

Purchase Ledger

Supplier1176

Time

Range

Class

D account

(Supplier Datafield)

Object

PP account

Divide0x0

Currency

Precision0,01

(Supplier Datafield)

☐ only overdue

☐ By Transaction time

☐ Currency

☐ Supplier Data

☐ Invoice project

☐ Invoice object

☐ D account

(Supplier Datafield)

Total

Overlaps are possible

Sorted bySupplierInvoice No

Print

REPORT

(Purchase invoice Datafield)

Supplier: 1176 OÜ STAFORD & KO

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days
PREPAYMENT :					1 000.00	
Supplier balance					1 000.00	
Total unpaid					0.00	
Total prepayment					1 000.00	
Total balance					1 000.00	
Total overdue					0.00	

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

Permanent link:
https://wiki.directo.ee/en/oarve_ettem?rev=1793180023

Last update: 2026/10/28 11:33

