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SPLITTING AND TRACKING THE PURCHASE INVOICE AMOUNT

Payment schedule

A payment schedule lets you split the purchase invoice amount into several instalments, each with its own due date. The schedule due dates are used by the [Payment forecast](#) and the [liquidity report](#), where payment schedule due dates take first priority.

Adding a payment schedule

Open the payment schedule window from the icon above the **Due date** field:

The screenshot shows the 'Purchase invoice 102258' form in Directo. The status is 'Confirmed'. The 'Supplier' is 10951802 and the 'Supplier name' is Directo OÜ. The 'Suppliers invoice' is OA_k11. The 'GENERAL INFO' section contains the following fields:

Invoice date	Payment terms	Due date	Op. date	Object
14.10.2026	2	16.10.2026	14.10.2026	

The 'Due date' field (16.10.2026) is highlighted with a red box, and an 'Open payment schedule' button is located above it. Other fields include 'Cred account' (212211), 'Credited invoice', 'VAT Date', and 'Comment'.

To add or change a payment schedule, the purchase invoice must have the status **Saved** or **Confirmed**, and the **Payment terms** field must be filled in.

Filling in the payment schedule

The first row of the schedule shows the amount to be paid on the purchase invoice and its due date. For each instalment, enter:

- **Date** – the expected payment date;
- **Percentage** or **Partial sum** – the share or amount of the instalment.

Purchase invoice 102258 Confirmed Last changed by LAURA (15.10.2026 at 14:20:12)

Related documents: [transaction](#)

Create: [Stock Receipt](#) [Payment](#) [Cash Out](#) [Credit Note](#) [Event](#)

Supplier: 10951802 Supplier name: Directo OÜ Suppliers invoice: OA_k1

GENERAL INFO

Invoice date: 14.10.2026 Payment terms: 2 Due date: 16.10.2026 Op. date: 14.10.2026

Cred account: 212211 Credited invoice: Comment:

VAT Date:

PROCEEDING

DATAFIELDS

TOTALS

LAURA DEMO:KAUPLUS1_1 Payment...

Close	Delete	Save	Status: View
RN	Date	Percentage	Partial sum
1	14.10.2026	30	1934.40
2	15.10.2026	50	3224.00
3	16.10.2026	20	1289.60
4			
5			
6			
7			
8			



When you save the schedule, Directo checks that the instalments add up to 100%. If the purchase invoice is paid in part, Directo marks the instalments as paid in chronological order, starting with the earliest. See also the [payment schedule](#) guide to learn how to create a payment schedule template for payment terms and how to copy a schedule from Excel.

Balance window

Click the **info** icon next to the **Balance** field on the purchase invoice to open a window that shows how the invoice balance has built up: the purchase invoice amount and every document that has changed the balance.

Purchase invoice 1011 Confirmed Last changed by LAURA (15.10.2026 at 14:40:39)

Related documents: [payment: 1012](#) | [credited invoice: 1013](#) | [nettings: 1004](#) | [transaction](#)

Create: [Stock Receipt](#) [Payment](#) [Cash Out](#) [Credit Note](#) [Event](#)

Supplier: 10951802 Supplier name: Directo OÜ

GENERAL INFO

PROCEEDING

DATAFIELDS

TOTALS

Balance calculation

Total	VAT total	Total	Balance	Currency	Rate
900	180	1080	0	EUR	1

Prepayment: 0 Rounding: 0 [Open prepayments](#) [Add to rounding](#)

[Bulk Insert...](#) [Paste Recipe...](#) [Split by resources](#) | Create: [FA](#) [LVA](#) | Add: [FA](#) [LVA](#)

The transactions that affected the balance are listed in chronological order. The window has the following columns:

- **Type** – document type: Invoice, Prepayment, Offset, Credit Note or Payment.
- **DocNo** – document number. Click the number to open the document. For a prepayment, the prepayment ID is shown in brackets.
- **Date** – document date.
- **Supplier** – supplier name, with the supplier code in brackets.
- **Pay terms/mode** – payment terms of an invoice or credit note, or payment mode of a

payment.

- **Due date** – due date of an invoice or credit note.
- **Change** – the amount by which the document changed the balance.
- **Balance** – the remaining balance after each transaction.

Purchase invoice 1011 — Balance

Type	DocNo.	Date	Supplier	Pay term	Due date	Change	Balance
Invoice	1011	19.05.2026	Directo OÜ (10951802)	10	29.05.2026	1080.00	1080.00
Prepayment	1011 (PreID 105)	19.05.2026	Directo OÜ (10951802)			-100.00	980.00
Netting	1004	19.05.2026	Directo OÜ (10951802)			-284.10	595.90
Payment	1013	15.10.2026	Directo OÜ (10951802)	P		-595.90	100.00
Credit Note	1012	15.10.2026	Directo OÜ (10951802)	KR	15.10.2026	-100.00	0.00

TOTALS

Total	VAT total	Total	Balance	Currency	Rate
900	180	1080	0	EUR	1

For a **foreign currency purchase invoice**, the window has two balance columns: **Balance [currency]** in the invoice currency and **Base balance** in the base currency.

Purchase invoice 102231 — Balance

Type	DocNo.	Date	Supplier	Pay term	Due date	Change	Balance (USD)	Base balance
Invoice	102231	30.09.2026	Demo OÜ (10001348)	10	30.09.2026	1240.00	1240.00	1092.03
Payment	1573	30.09.2026	Demo OÜ (10001348)	P		-1240.00	0.00	0.00

TOTALS

Total	VAT total	Total	Balance	Currency	Rate
900	180	1080	0	EUR	1

Amount check

The amount check helps you make sure that the Directo purchase invoice matches the supplier's invoice: the e-invoice amount matches the total of the purchase invoice rows, and when you enter an invoice manually, no rows are missing. The check uses the fields in the **TOTALS** section of the purchase invoice.

Check fields

NewSaveConfirmCopyDiscardDeleteMailPrintAttachments (1)Fill from e-invoiceSMS

Purchase invoice 102261

Related documents: payment: 1584

Create: Stock ReceiptPaymentCash OutCredit NoteEvent

Supplier10125795

Supplier nameHankija OÜ

Suppliers invoiceearve15

GENERAL INFO

PROCEEDING

DATAFIELDS

TOTALS

Total145.6

VAT total15.6

Total161.2

Balance161.2

CurrencyEUR

Rate1

Dividable sum161.2

Difference0

E-invoice sum130

E-invoice total161.2

Rounding0

Add to rounding

Bulk Insert...Paste Recipe...Split by resources

Create: FA LVAAdd: FA LVA

No.	Account	Object	Description	Total	VAT code	VAT	Qty
1	562901		Muud ärikulud	145.6	31	15.6	

Attachments1MessagesHistory

Laura_baas_901022.pdf (08.10.2026 15:38:22)

Arve901022

21.09.2026

10 pv netto

01.10.2026

5%

Lähetusaeg:

Lehekülg: 1 / 1

Kogus	Ühik	Hind	Summa	KM%
2		5.00	10.00	24*
2		60.00	120.00	24*

Field	Content	How it is filled in
Dividable sum	Total amount of the supplier's invoice that the total of the purchase invoice rows is compared with	From the e-invoice (depending on the setting) or manually
Difference	Difference between the total of the purchase invoice rows and the divisible sum. If the difference is 0, the rows match the supplier's invoice	Directo calculates it automatically
E-invoice sum	Amount of the supplier's invoice excluding VAT	Automatically from the e-invoice or manually
E-invoice total	Amount of the supplier's invoice including VAT	Automatically from the e-invoice or manually
Rounding	Rounding amount that Directo posts to the rounding account in the financial transaction	Manually or with the Add to rounding button

How the check works

- Directo fills in the divisible sum automatically from the e-invoice, or you enter the total amount of the supplier's invoice manually.
- When you enter or change purchase invoice rows, the **Difference** field shows how much the row total differs from the divisible sum.
- If the difference is 0, the purchase invoice rows match the supplier's invoice. If a difference remains, a row is missing, extra or has been changed.
- If there is a difference between the divisible sum and the row total, Directo warns you when you save the purchase invoice, and the invoice cannot be confirmed:

https://wiki.directo.ee/

Printed on 2026/10/29 07:45

Purchase invoice 102261 Saved

Related documents: payment: 1584

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier: 10125795 Supplier name: Hankija OÜ Suppliers invoice: earve15

GENERAL INFO

PROCEEDING

DATAFIELDS

TOTALS

Total	VAT total	Total	Balance	Currency	Rate
70	0	70	70	EUR	1
Dividable sum	Difference	E-invoice sum	E-invoice total	Rounding	
161.2	91.2	130	161.2	0	Add to rounding

Bulk Insert... Paste Recipe... Split by resources | Create: FA LVA | Add: FA LVA

No.	Account	Object	Description	Total	VAT code	VAT	Qty
1	562901		Muud ärikulud	10	5	0	
2	562901		Muud ärikulud	60	5	0	

Whether the dividable sum is filled in from the e-invoice, and with which amount, depends on the setting System settings → Transport → **e-invoice input fills purchase invoice dividable sum**:

- **No** – Directo does not fill in the dividable sum.
- **With VAT** – the dividable sum is the e-invoice amount including VAT.
- **W/o VAT** – the dividable sum is the e-invoice amount excluding VAT.

Clearing rounding differences

The amounts on the purchase invoice and on the invoice sent by the supplier may differ slightly, and the difference has to be posted to rounding. This happens, for example, when you split one row between several cost objects, or when the VAT on the supplier's invoice differs from the VAT calculated by Directo and you have to adjust the rows so that the VAT amounts match.

Purchase invoice 102261 Saved

Related documents: payment: 1584

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier: 10125795 Supplier name: Hankija OÜ Suppliers invoice: earve15

GENERAL INFO

PROCEEDING

DATAFIELDS

TOTALS

Total	VAT total	Total	Balance	Currency	Rate
161.18	0	161.18	161.18	EUR	1
Dividable sum	Difference	E-invoice sum	E-invoice total	Rounding	
161.2	0.02	130	161.2	0	Add to rounding

The **Add to rounding** button moves the difference between the purchase invoice and the dividable sum to the **Rounding** field. Directo adds a rounding entry to the financial transaction, posted to the account set as the **Rounding account** in system settings.

Purchase invoice 102261 Saved Last changed by LAURA (15.10.2026 at 15:55:11)

Related documents: payment: 1584

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier: 10125795 Supplier name: Hankija OÜ Suppliers invoice: earve15

GENERAL INFO

PROCEEDING

DATAFIELDS

TOTALS

Total	VAT total	Total	Balance	Currency	Rate
161.18	0	161.2	161.2	EUR	1
Dividable sum	Difference	E-invoice sum	E-invoice total	Rounding	
161.2	0	130	161.2	0.02	Add to rounding



Use rounding only for small rounding differences. A larger difference means a row is missing or incorrect.

Related use

- **Bauwise** – the interface takes the amount excluding VAT from the purchase invoice. The setting Fill dividable sum when creating purchase invoice from e-invoice must be set to **Without VAT**. Read more: [Bauwise integration](#).
- **Row-based approval** – approvers split the dividable sum between themselves by rows.

Split by resources

The **Split by resources** button splits the amount of a purchase invoice row according to the rows of a resource document.

1. In the **From resrc.** field on the purchase invoice rows, enter the resource document number.
2. Click **Split by resources**.
3. Directo splits the row amount in proportion to the quantities on the resource and copies the item, quantity, project, customer, etc. from the resource rows to the purchase invoice rows.

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