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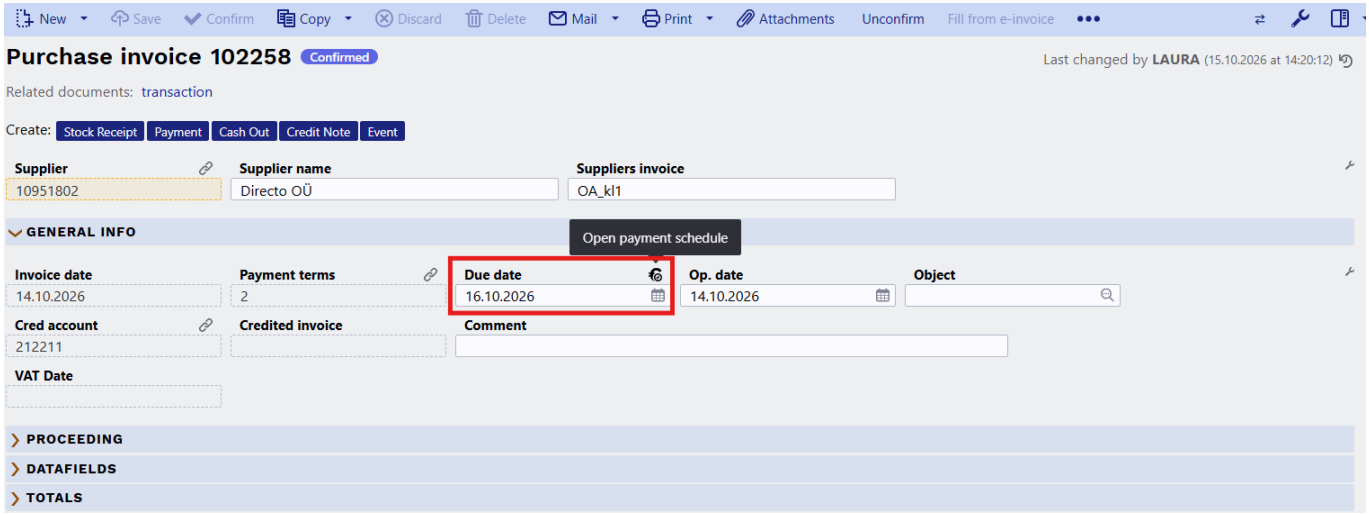
SPLITTING AND TRACKING THE PURCHASE INVOICE AMOUNT

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:

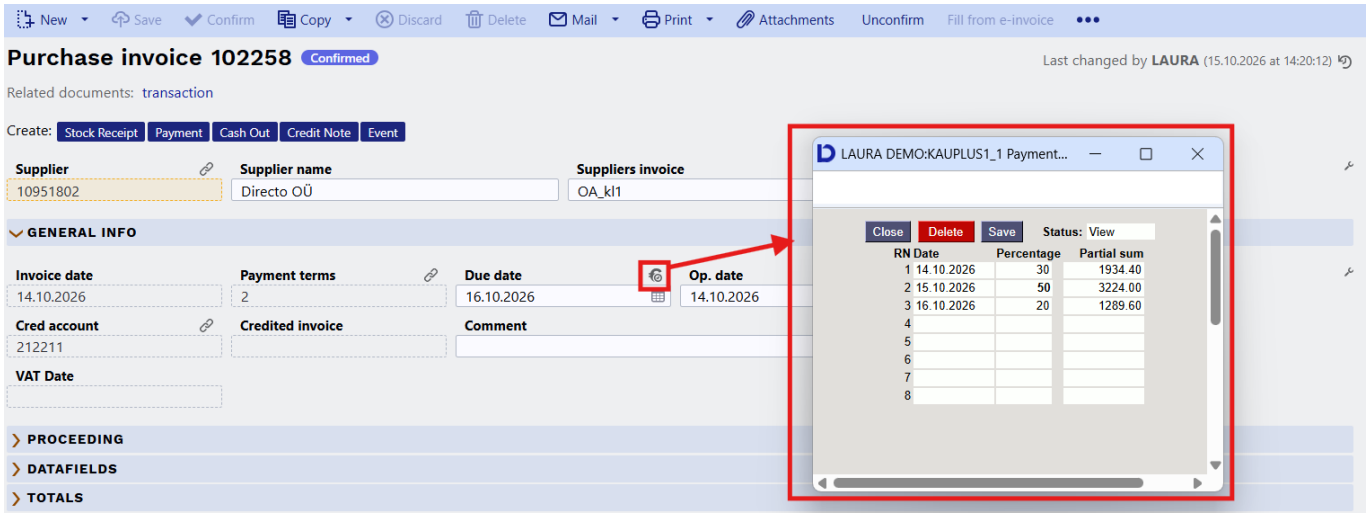


To add or change a payment schedule, the purchase invoice must have the status **Saved** or **Confirmed**, and the **Payment terms** field must be filled in.

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:

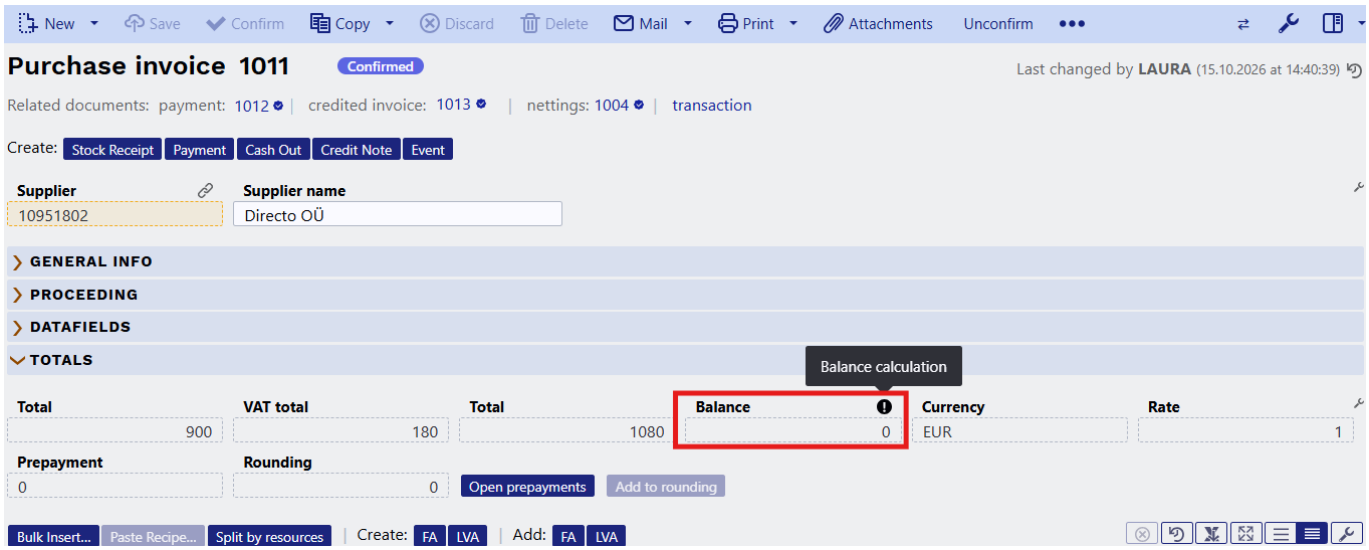
- **Date** – the expected payment date;
- **Percentage** or **Partial sum** – the share or amount of the instalment.



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

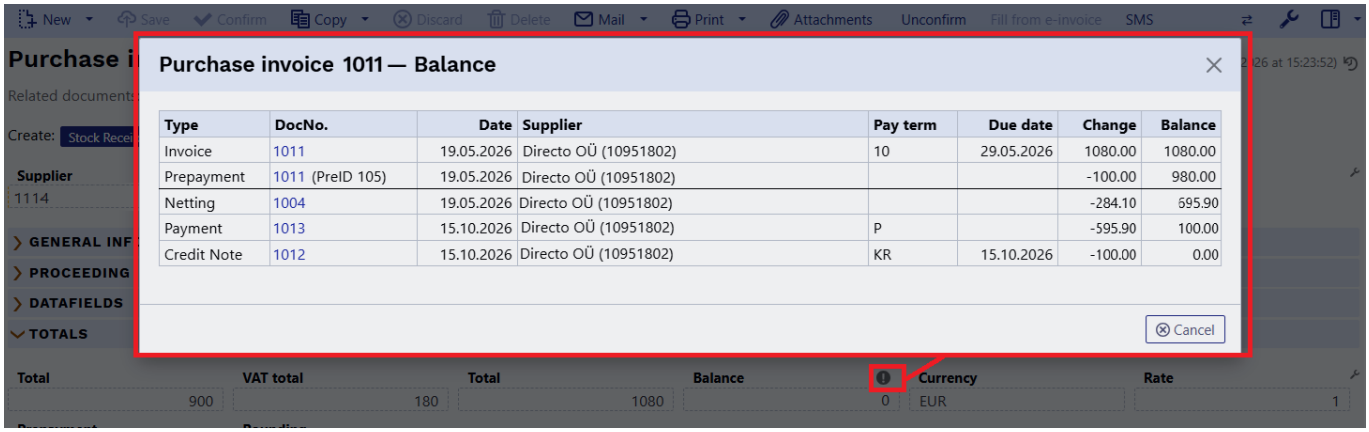
Click the **info** icon next to the **Balance** field on the purchase invoice to open a window that shows how the invoice balance has built up: the purchase invoice amount and every document that has changed the balance.



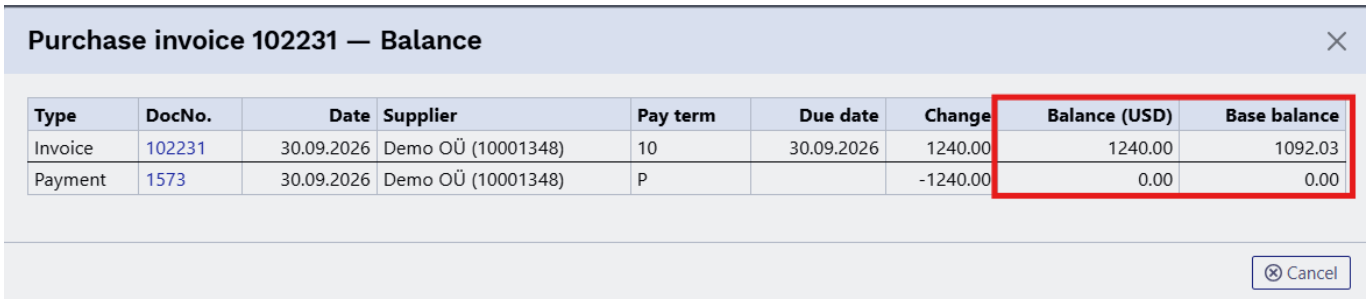
The transactions that affected the balance are listed in chronological order. The window has the following columns:

- **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.



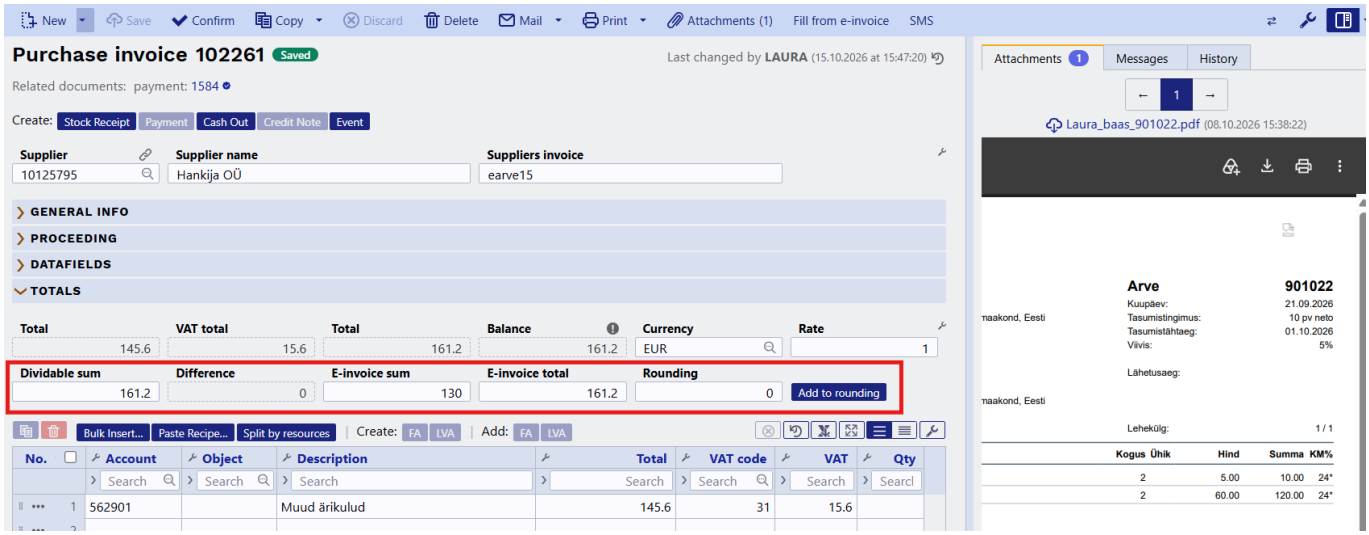
For a **foreign currency purchase invoice**, the window has two balance columns: **Balance [currency]** in the invoice currency and **Base balance** in the base currency.



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.

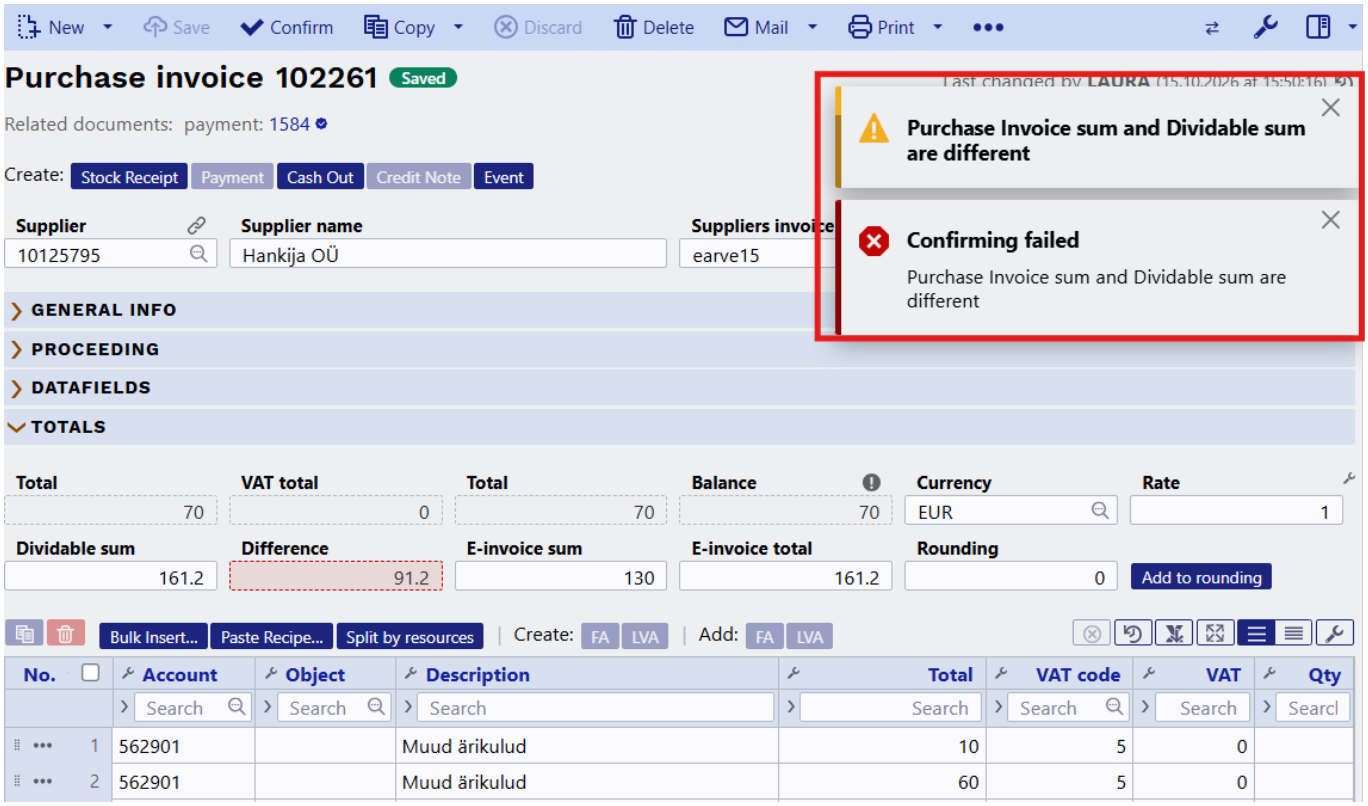
Check fields



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 dividable 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

1. Directo fills in the dividable sum automatically from the e-invoice, or you enter the total amount of the supplier's invoice manually.
2. When you enter or change purchase invoice rows, the **Difference** field shows how much the row total differs from the dividable sum.
3. 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.
4. If there is a difference between the dividable sum and the row total, Directo warns you when you save the purchase invoice, and the invoice cannot be confirmed:

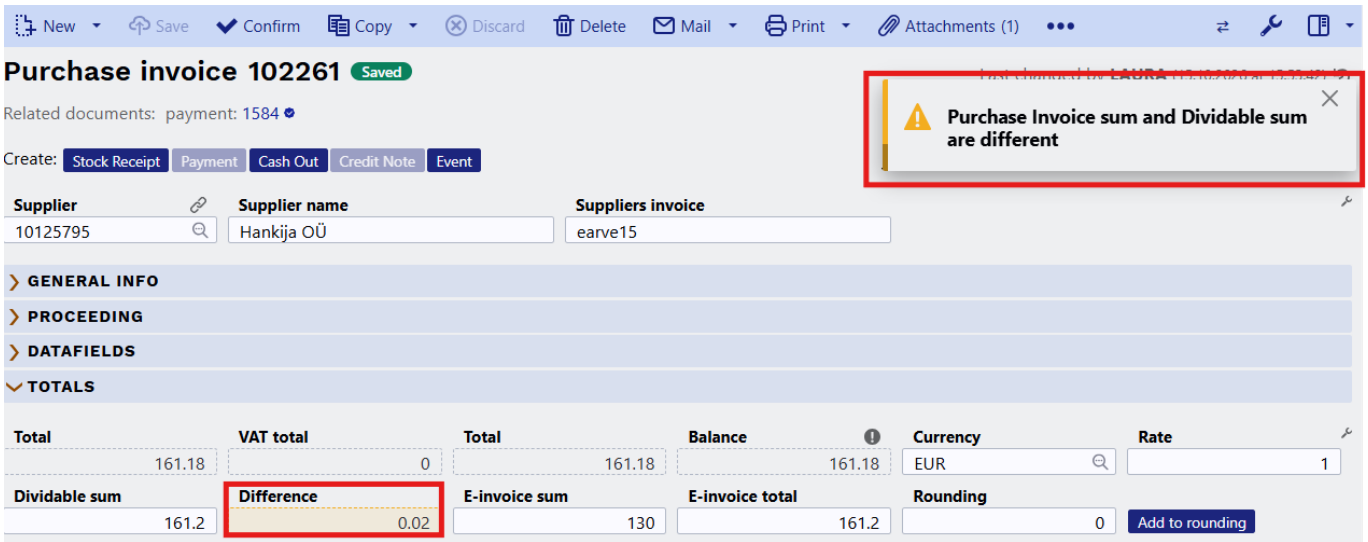


Whether the dividable sum is filled in from the e-invoice, and with which amount, depends on the setting `System settings → Transport →` **`e-invoice input fills purchase invoice dividable sum`**:

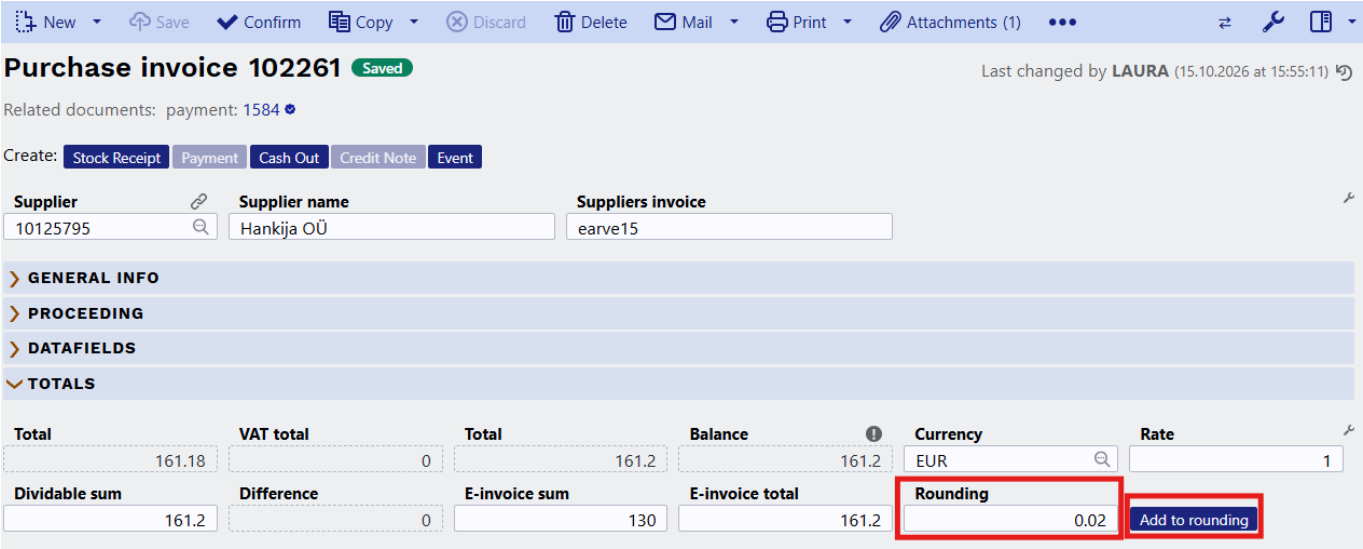
- **No** – Directo does not fill in the dividable sum.
- **With VAT** – the dividable sum is the e-invoice amount including VAT.
- **W/o VAT** – the dividable sum is the e-invoice amount excluding VAT.

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.



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.



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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