Sisukord

Payment forecast 3
- 1. Filters 3
- 2. Options 3
- 3. Links 4
- 4. Payment schedule presentation in report 4
- 5. Changing status 4
- 6. Examples 5
  - Some purchase invoices are missing check marks 5
  - Payment schedule data 6
  - Show cash discount in payment forecast 6

Payment forecast

The report shows the purchase invoices that are partially or fully unpaid and the due dates. The last column shows how many days are the invoices overdue or how many days are left until payment. The report can be used to review or make payments for a specific day using the *Payments to* filter. It is also possible to make a payment directly in the report by pressing the **CREATE PAYMENT** button. The corresponding button appears after pressing the report button, except in the Summary view.

1. Filters

- **Supplier** - purchase invoices with the selected supplier are filtered
- **Project** - purchase invoices with the selected project are filtered
- **Supplier class** - purchase invoices with the selected supplier class are filtered
- **User** - purchase invoices related to the selected user are filtered
- **Object** - purchase invoices with the selected object are filtered
- **Payments to** - purchase invoices up to the selected payment term are filtered
- **Sorted by** - the report is sorted according to the selection: Due date, Date, Supplier (code), Supplier (name), Object, Supplier Invoice, Sum, Status, Invoice No, Bank
- **Bank** - filtered by the selected bank
- **Reason** - reason in payment schedule
- **Proceeder** - purchase invoice proceeder, the !USER exclusion also works.
- **Currency** - purchase invoices with the selected currency are filtered
- **Type** - purchase invoice type
- **Subtotal** - unpaid sums are shown in groups
- **Reclamation** - shows the sum and reason for the reclamation filled out on the purchase invoice in a separate column
- **Status** - purchase invoice status
- **Show Cash Discount** - shows the sum to be paid with cash discount in a separate column, if cash discount is indicated on the payment condition on the purchase invoice
- **Supplier prepayment** - shows in a separate column the total sum of the supplier's prepayment. If there are several purchase invoices, then supplier prepayment total sum is shown on the each purchase invoice row.
- **Related customer`s balance** - if the **Customer** code is marked on the supplier's card, the sales invoices submitted to the customer corresponding to the supplier are shown in a separate column.

2. Options

- **View** -
  - **Normal** - shows all purchase invoices on a separate row
  - **Status compare** - shows all purchase invoices on a separate row, column **Status** (status on the purchase invoice) and table **Status comparison** appear.
  - **Summary** - shows the report summarizing the past due and the amount due in the future in a 15 day period.
  - **Currency** - the currency column, rate and sum in currency are shown. Currency in total and in comparison with the current exchange rate.

- **Show** -
  - **All** - all unpaid invoices
  - **W/O payments** - invoices that are not even partially paid

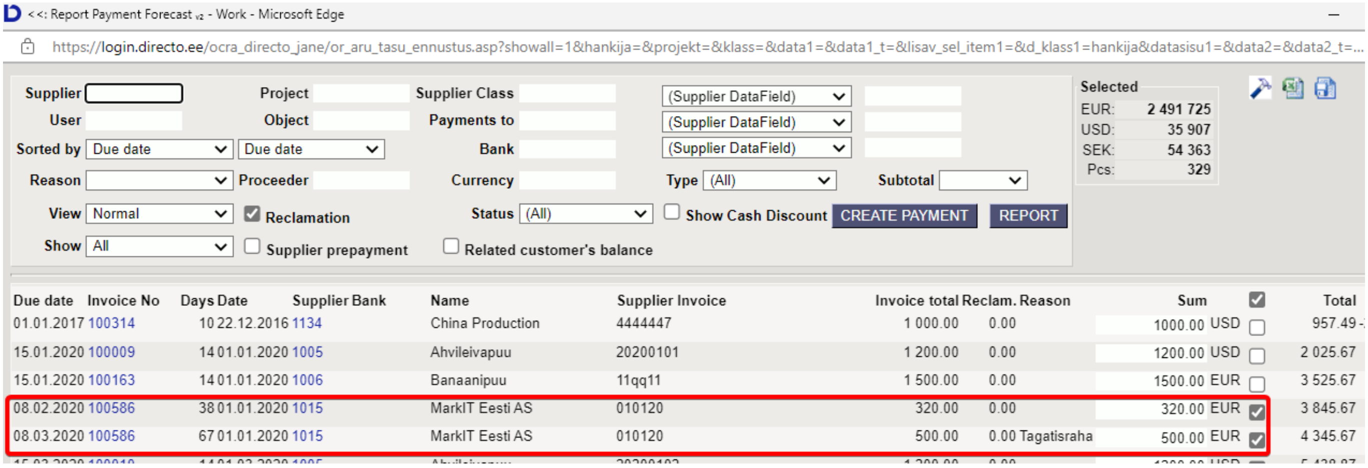
3. Links

- **Number** - opens purchase invoice
- **Supplier code** - opens supplier card

4. Payment schedule presentation in report

You can read about the payment schedule Payment schedule

The payment forecast shows purchase invoices to which a payment schedule has been applied as multi-line according to the schedule:



https://login.directo.ee/ocra_directo_jane/or_aru_tasu_ennustus.asp?showall=1&hankija=&projekt=&klass=&data1=&data1_t=&lisav_sel_item1=&d_klass1=hankija&datasisu1=&data2=&data2_t=...

Supplier
User
Sorted by: Due date / Due date
Reason
View: Normal
Show: All
Project
Object
Proceeder
☑ Reclamation
☐ Supplier prepayment
Supplier Class
Payments to
Bank
Currency
Status: (All)
☐ Show Cash Discount
☐ Related customer's balance
(Supplier DataField)
(Supplier DataField)
(Supplier DataField)
Type: (All)
Subtotal

Selected
EUR: 2 491 725
USD: 35 907
SEK: 54 363
Pcs: 329

Due date	Invoice No	Days	Date	Supplier	Bank	Name	Supplier Invoice	Invoice total	Reclam.	Reason	Sum		☑	Total
01.01.2017	100314	10	22.12.2016	1134		China Production	4444447	1 000.00	0.00		1000.00	USD	☐	957.49 -
15.01.2020	100009	14	01.01.2020	1005		Ahvileivapuu	20200101	1 200.00	0.00		1200.00	USD	☐	2 025.67
15.01.2020	100163	14	01.01.2020	1006		Banaanipuu	11qq11	1 500.00	0.00		1500.00	EUR	☐	3 525.67
08.02.2020	100586	38	01.01.2020	1015		MarkIT Eesti AS	010120	320.00	0.00		320.00	EUR	☑	3 845.67
08.03.2020	100586	67	01.01.2020	1015		MarkIT Eesti AS	010120	500.00	0.00	Tagatisraha	500.00	EUR	☑	4 345.67

The same purchase invoice rows have different due dates, sums to be paid and reasons.

Invoices can also be filtered by reason codes using the **Reason** filter.

5. Changing status

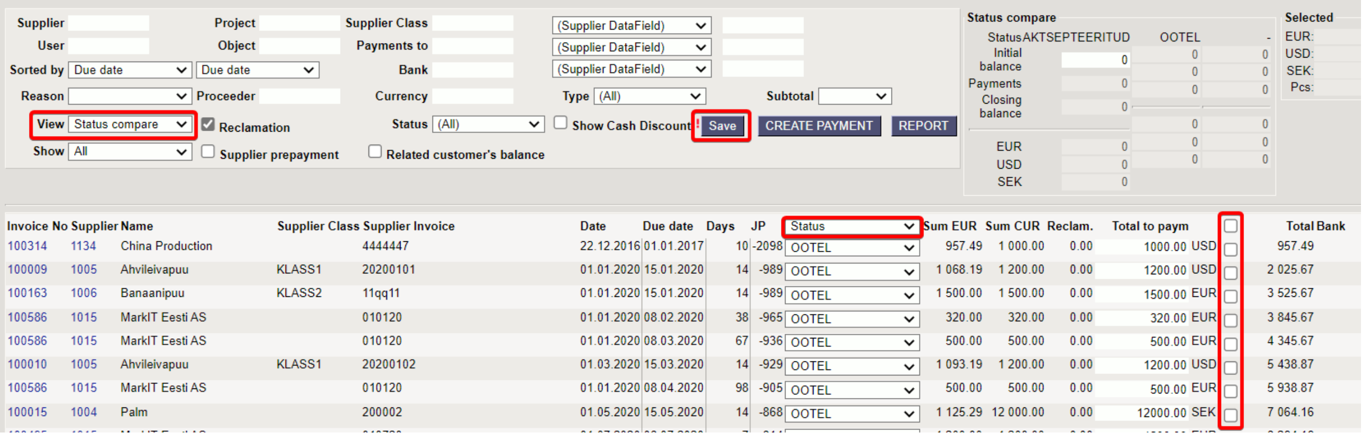
By selecting the 'Status compare' view, it is possible to change the purchase invoice statuses individually or in bulk.

To change one by one, select the appropriate status in the desired row and press the 'Save' button in the header.

To change with bulk, you have to select the preferred status from the column header drop-down menu and then mark which rows you still want this status for. Selecting the check mark will change the status to the same as in the header. To confirm, you must also press the 'Save' button in the header, which only changes the status of those rows with a checkmark.

It is also possible to use the checkmark column header checkmark, it assigns the preferred status to all rows and it is also possible to remove them.

'Status compare view':


Supplier
User
Project
Object
Supplier Class
Payments to
Bank
Proceeder
Currency
(Supplier DataField)
(Supplier DataField)
(Supplier DataField)
Save
CREATE PAYMENT
REPORT

Sorted by: Due date, Due date
Reason:
Type: (All)
Subtotal:
View: Status compare
☑ Reclamation
Status: (All)
☐ Show Cash Discount
Show: All
☐ Supplier prepayment
☐ Related customer's balance

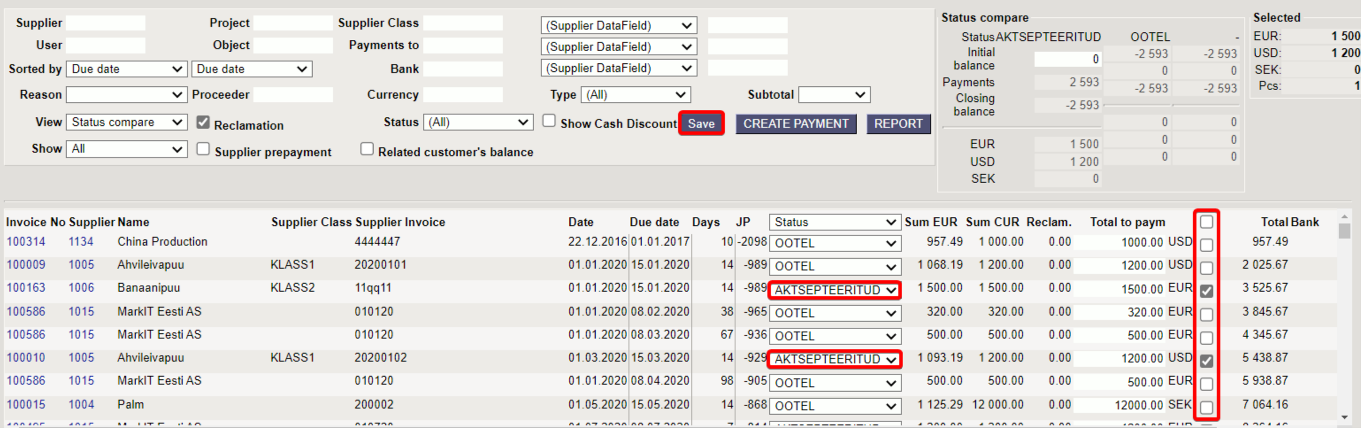
Status compare

Status	AKTSEPTEERITUD	OOTEL	-
Initial balance	0	0	0
Payments	0	0	0
Closing balance	0	0	0
EUR	0	0	0
USD	0	0	0
SEK	0	0	0

Selected
EUR:
USD:
SEK:
Pcs:

Invoice No	Supplier	Name	Supplier Class	Supplier Invoice	Date	Due date	Days	JP	Status	Sum EUR	Sum CUR	Reclam.	Total to paym		☐	Total Bank
100314	1134	China Production		4444447	22.12.2016	01.01.2017	10	-2098	OOTEL	957.49	1 000.00	0.00	1000.00	USD	☐	957.49
100009	1005	Ahvileivapuu	KLASS1	20200101	01.01.2020	15.01.2020	14	-989	OOTEL	1 068.19	1 200.00	0.00	1200.00	USD	☐	2 025.67
100163	1006	Banaanipuu	KLASS2	11qq11	01.01.2020	15.01.2020	14	-989	OOTEL	1 500.00	1 500.00	0.00	1500.00	EUR	☐	3 525.67
100586	1015	MarkIT Eesti AS		010120	01.01.2020	08.02.2020	38	-965	OOTEL	320.00	320.00	0.00	320.00	EUR	☐	3 845.67
100586	1015	MarkIT Eesti AS		010120	01.01.2020	08.03.2020	67	-936	OOTEL	500.00	500.00	0.00	500.00	EUR	☐	4 345.67
100010	1005	Ahvileivapuu	KLASS1	20200102	01.03.2020	15.03.2020	14	-929	OOTEL	1 093.19	1 200.00	0.00	1200.00	USD	☐	5 438.87
100586	1015	MarkIT Eesti AS		010120	01.01.2020	08.04.2020	98	-905	OOTEL	500.00	500.00	0.00	500.00	EUR	☐	5 938.87
100015	1004	Palm		200002	01.05.2020	15.05.2020	14	-868	OOTEL	1 125.29	12 000.00	0.00	12000.00	SEK	☐	7 064.16

The status column is selected and checkmarks are marked in two rows. After making the selections, press the 'Save' button in the header:


Supplier
User
Project
Object
Supplier Class
Payments to
Bank
Proceeder
Currency
(Supplier DataField)
(Supplier DataField)
(Supplier DataField)
Save
CREATE PAYMENT
REPORT

Sorted by: Due date, Due date
Reason:
Type: (All)
Subtotal:
View: Status compare
☑ Reclamation
Status: (All)
☐ Show Cash Discount
Show: All
☐ Supplier prepayment
☐ Related customer's balance

Status compare

Status	AKTSEPTEERITUD	OOTEL	-
Initial balance	0	-2 593	-2 593
Payments	2 593	0	0
Closing balance	-2 593	-2 593	-2 593
EUR	1 500	0	0
USD	1 200	0	0
SEK	0	0	0

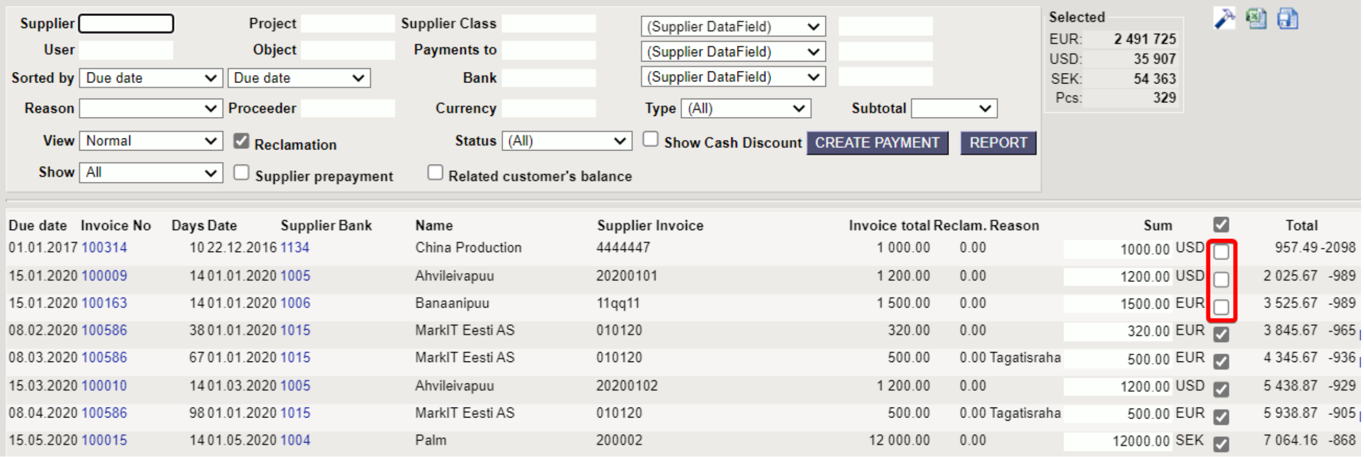
Selected
EUR: 1 500
USD: 1 200
SEK: 0
Pcs: 1

Invoice No	Supplier	Name	Supplier Class	Supplier Invoice	Date	Due date	Days	JP	Status	Sum EUR	Sum CUR	Reclam.	Total to paym		☐	Total Bank
100314	1134	China Production		4444447	22.12.2016	01.01.2017	10	-2098	OOTEL	957.49	1 000.00	0.00	1000.00	USD	☐	957.49
100009	1005	Ahvileivapuu	KLASS1	20200101	01.01.2020	15.01.2020	14	-989	OOTEL	1 068.19	1 200.00	0.00	1200.00	USD	☐	2 025.67
100163	1006	Banaanipuu	KLASS2	11qq11	01.01.2020	15.01.2020	14	-989	AKTSEPTEERITUD	1 500.00	1 500.00	0.00	1500.00	EUR	☑	3 525.67
100586	1015	MarkIT Eesti AS		010120	01.01.2020	08.02.2020	38	-965	OOTEL	320.00	320.00	0.00	320.00	EUR	☐	3 845.67
100586	1015	MarkIT Eesti AS		010120	01.01.2020	08.03.2020	67	-936	OOTEL	500.00	500.00	0.00	500.00	EUR	☐	4 345.67
100010	1005	Ahvileivapuu	KLASS1	20200102	01.03.2020	15.03.2020	14	-929	AKTSEPTEERITUD	1 093.19	1 200.00	0.00	1200.00	USD	☑	5 438.87
100586	1015	MarkIT Eesti AS		010120	01.01.2020	08.04.2020	98	-905	OOTEL	500.00	500.00	0.00	500.00	EUR	☐	5 938.87
100015	1004	Palm		200002	01.05.2020	15.05.2020	14	-868	OOTEL	1 125.29	12 000.00	0.00	12000.00	SEK	☐	7 064.16

6. Examples

Some purchase invoices are missing check marks

If there are no check marks after some purchase invoices when opening the payment forecast, then an **unconfirmed payment** or **unconfirmed netting** has already been created for these purchase invoices. Manually can add a check mark and create a new payment document from payment forecast.


Supplier
User
Project
Object
Supplier Class
Payments to
Bank
Proceeder
Currency
(Supplier DataField)
(Supplier DataField)
(Supplier DataField)
CREATE PAYMENT
REPORT

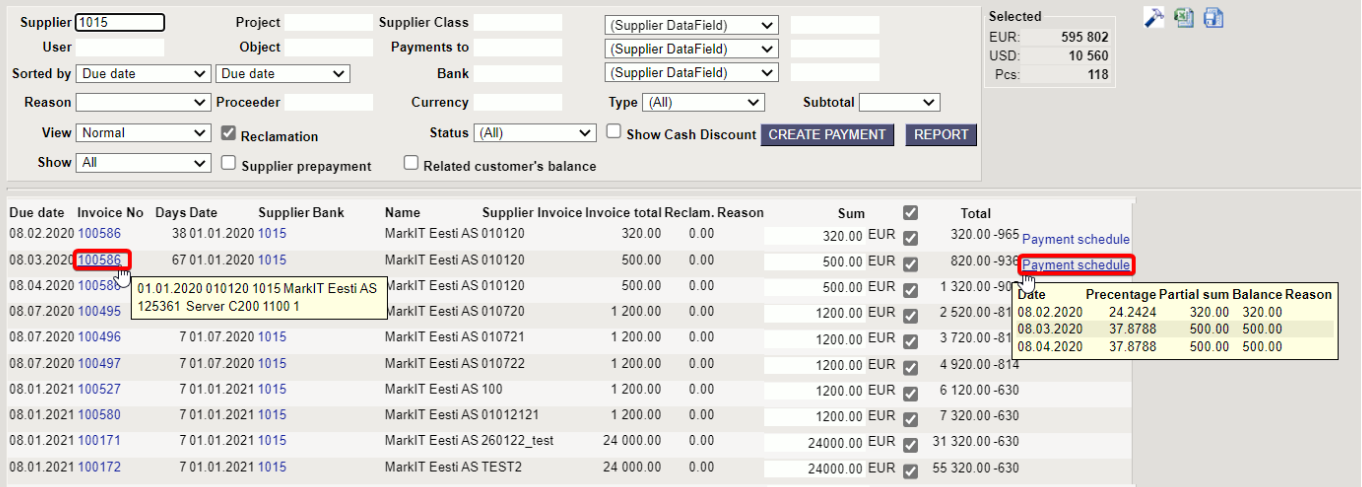
Sorted by: Due date, Due date
Reason:
Type: (All)
Subtotal:
View: Normal
☑ Reclamation
Status: (All)
☐ Show Cash Discount
Show: All
☐ Supplier prepayment
☐ Related customer's balance

Selected
EUR: 2 491 725
USD: 35 907
SEK: 54 363
Pcs: 329

Due date	Invoice No	Days	Date	Supplier	Bank	Name	Supplier Invoice	Invoice total	Reclam.	Reason	Sum		☑	Total	
01.01.2017	100314	10	22.12.2016	1134		China Production	4444447	1 000.00	0.00		1000.00	USD	☐	957.49	-2098
15.01.2020	100009	14	01.01.2020	1005		Ahvileivapuu	20200101	1 200.00	0.00		1200.00	USD	☐	2 025.67	-989
15.01.2020	100163	14	01.01.2020	1006		Banaanipuu	11qq11	1 500.00	0.00		1500.00	EUR	☐	3 525.67	-989
08.02.2020	100586	38	01.01.2020	1015		MarkIT Eesti AS	010120	320.00	0.00		320.00	EUR	☑	3 845.67	-965
08.03.2020	100586	67	01.01.2020	1015		MarkIT Eesti AS	010120	500.00	0.00	Tagatisraha	500.00	EUR	☑	4 345.67	-936
15.03.2020	100010	14	01.03.2020	1005		Ahvileivapuu	20200102	1 200.00	0.00		1200.00	USD	☑	5 438.87	-929
08.04.2020	100586	98	01.01.2020	1015		MarkIT Eesti AS	010120	500.00	0.00	Tagatisraha	500.00	EUR	☑	5 938.87	-905
15.05.2020	100015	14	01.05.2020	1004		Palm	200002	12 000.00	0.00		12000.00	SEK	☑	7 064.16	-868

Payment schedule data

If the purchase invoice has a payment schedule, the payment forecast shows the Payment schedule link, similarly to the Purchase ledger (last column) and the purchase invoice number has an information bubble (shows the same information as the purchase invoice browser).


Supplier 1015
Sorted by Due date, Due date
View Normal
☑ Reclamation
☐ Supplier prepayment
☐ Related customer's balance
Type (All)
Status (All)
☐ Show Cash Discount
Show All

Selected
EUR: 595 802
USD: 10 560
Pcs: 118

Due date	Invoice No	Days	Date	Supplier	Bank	Name	Supplier Invoice	Invoice total	Reclam.	Reason	Sum		☑	Total		
08.02.2020	100586	38	01.01.2020	1015		MarkIT Eesti AS	010120	320.00	0.00		320.00	EUR	☑	320.00	-965	Payment schedule
08.03.2020	100586	67	01.01.2020	1015		MarkIT Eesti AS	010120	500.00	0.00		500.00	EUR	☑	820.00	-936	Payment schedule
08.04.2020	10058					MarkIT Eesti AS	010120	500.00	0.00		500.00	EUR	☑	1 320.00	-90	
08.07.2020	100495					arkIT Eesti AS	010720	1 200.00	0.00		1200.00	EUR	☑	2 520.00	-81	
08.07.2020	100496	7	01.07.2020	1015		MarkIT Eesti AS	010721	1 200.00	0.00		1200.00	EUR	☑	3 720.00	-81	
08.07.2020	100497	7	01.07.2020	1015		MarkIT Eesti AS	010722	1 200.00	0.00		1200.00	EUR	☑	4 920.00	-814	
08.01.2021	100527	7	01.01.2021	1015		MarkIT Eesti AS	100	1 200.00	0.00		1200.00	EUR	☑	6 120.00	-630	
08.01.2021	100580	7	01.01.2021	1015		MarkIT Eesti AS	01012121	1 200.00	0.00		1200.00	EUR	☑	7 320.00	-630	
08.01.2021	100171	7	01.01.2021	1015		MarkIT Eesti AS	260122_test	24 000.00	0.00		24000.00	EUR	☑	31 320.00	-630	
08.01.2021	100172	7	01.01.2021	1015		MarkIT Eesti AS	TEST2	24 000.00	0.00		24000.00	EUR	☑	55 320.00	-630	

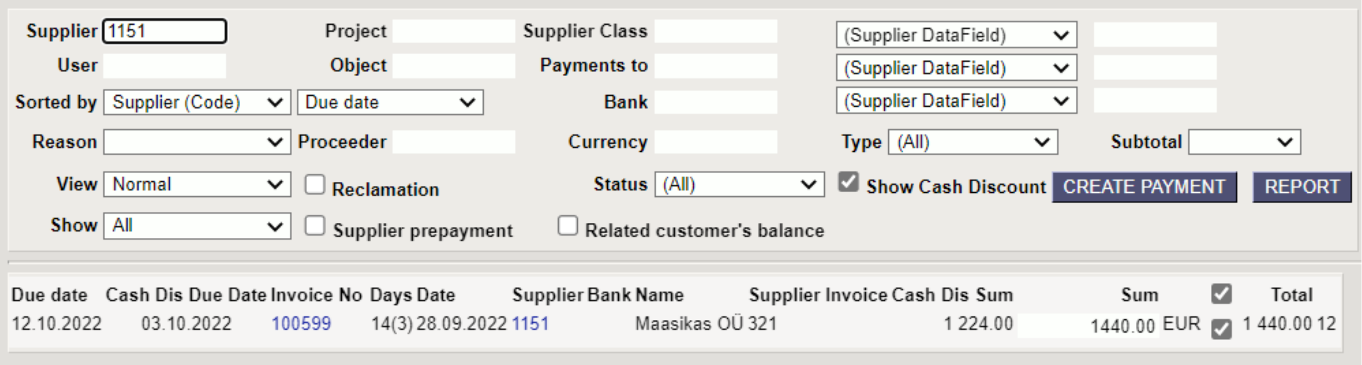
01.01.2020 010120 1015 MarkIT Eesti AS
125361 Server C200 1100 1

Date	Precentage	Partial sum	Balance	Reason
08.02.2020	24.2424	320.00	320.00	
08.03.2020	37.8788	500.00	500.00	
08.04.2020	37.8788	500.00	500.00	

Supplier
User
Project
Object
Supplier Class
Payments to
Bank
Reason
Proceeder
Currency
(Supplier DataField)
(Supplier DataField)
(Supplier DataField)
Subtotal
CREATE PAYMENT
REPORT

Show cash discount in payment forecast

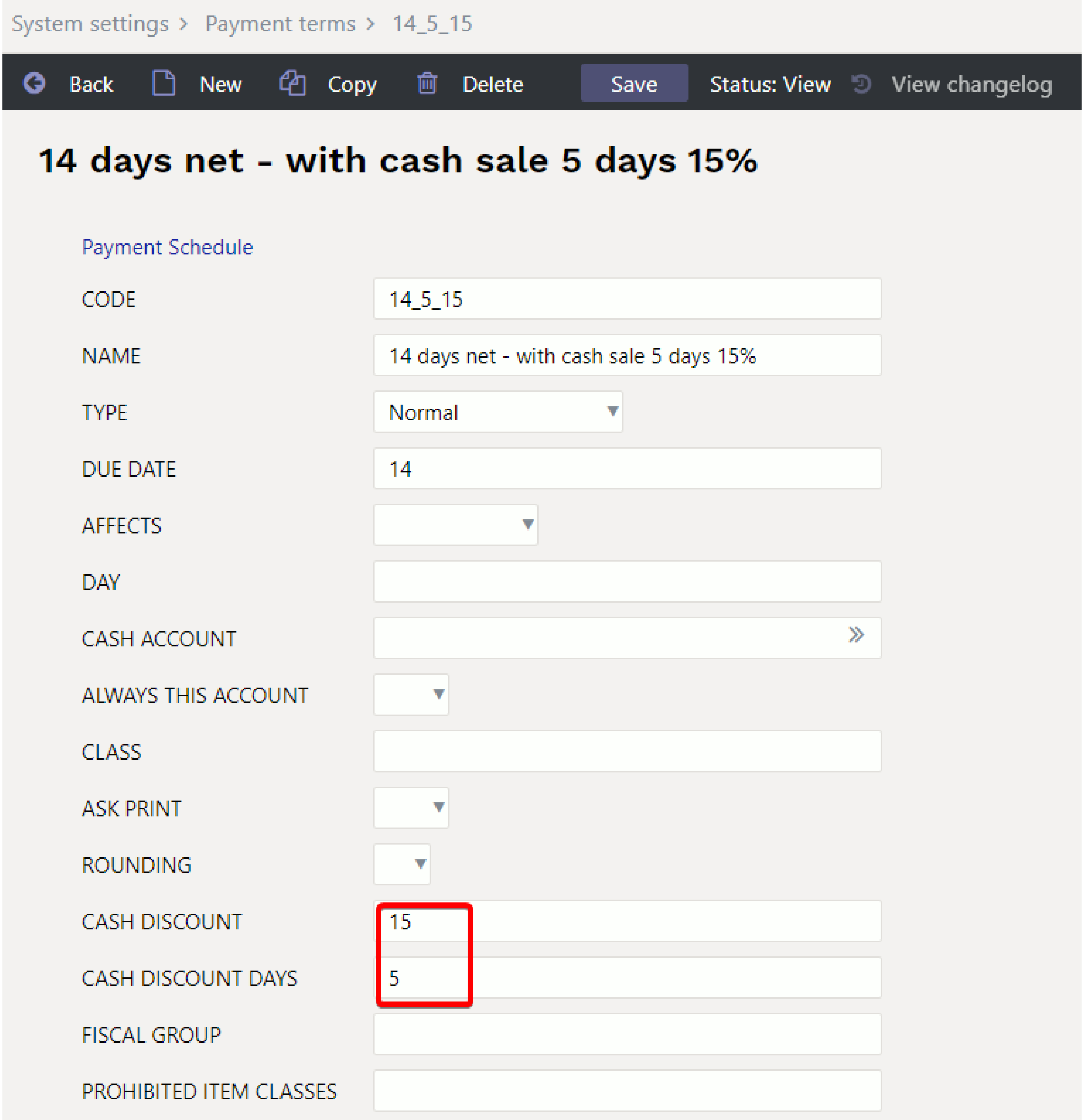
If cash discount is marked on the purchase invoice and cash discount payment term is used in the purchase invoice payment terms, then the payment forecast shows the cash discount.


Supplier 1151
Sorted by Supplier (Code), Due date
View Normal
☐ Reclamation
☐ Supplier prepayment
☐ Related customer's balance
Type (All)
Status (All)
☑ Show Cash Discount
Show All

Due date	Cash Dis Due Date	Invoice No	Days	Date	Supplier	Bank	Name	Supplier Invoice	Cash Dis Sum	Sum		☑	Total
12.10.2022	03.10.2022	100599	14(3)	28.09.2022	1151		Maasikas OÜ	321	1 224.00	1440.00	EUR	☑	1 440.00 12

Supplier
User
Project
Object
Supplier Class
Payments to
Bank
Reason
Proceeder
Currency
(Supplier DataField)
(Supplier DataField)
(Supplier DataField)
Subtotal
CREATE PAYMENT
REPORT

Must be filled on payment term



System settings > Payment terms > 14_5_15
Back
New
Copy
Delete
Save
Status: View
View changelog

14 days net - with cash sale 5 days 15%

Payment Schedule

CODE	14_5_15
NAME	14 days net - with cash sale 5 days 15%
TYPE	Normal
DUE DATE	14
AFFECTS	
DAY	
CASH ACCOUNT	
ALWAYS THIS ACCOUNT	
CLASS	
ASK PRINT	
ROUNDING	
CASH DISCOUNT	15
CASH DISCOUNT DAYS	5
FISCAL GROUP	
PROHIBITED ITEM CLASSES	

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