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# Supplier Balance Sheets

This report is used for sending confirmations to suppliers. Print layouts can be designed according to audit requirements or company's working order.

## 1. Filters and filtering options

- **Supplier ... to ...** - supplier code or range of supplier codes can be used for filtering suppliers who should receive balance sheet by e-mail. If the range of suppliers is wide, it's recommended to divide the range into smaller parts to avoid getting the workload too heavy. E.g. starting from 10000 to 10500, and then from 10501 to 11000 etc. Each supplier's balance sheet will be automatically printed to separate sheet. For filtering only one supplier, the supplier code should be filled in both fields.
- **Class** - supplier class that's marked on the supplier card. Supplier belonging to specific class will be shown in the report.
- **Object** - Object marked on supplier card. Suppliers with specific object on supplier card will be shown in the report.
- **Type** - supplier type marked on supplier card. Filtering options: *Company, Private, State institution*
- **Supplier data field** - possibility to filter suppliers if there is a corresponding field or based on the content on the suppliers card. *For example: add auditor's predefined list to the data field audit.*
- **Turnover period** - can specify which period transactions are taken into account when generating the report. Entering the year number (for example 2021) in the period beginning cell and pressing *Enter*, the start and end dates of this year are automatically placed in the period cell.
- **Balance** - possible to filter suppliers according to the report date balance. For example, if 100 is entered to the cell, only those suppliers whose selected date balance is greater than or equal to that will appear in the report. Option *Balance with fine*. Provides the ability to filter suppliers according to the balance sum on the report date with fine.
- **AT** - date as of which the report is compiled
- **Printout** - option to choose the printout used when sending/printing balance confirmations. Printouts are customizable. It is possible to set up the printouts yourself. The corresponding instruction can be found here: [Väljatrükkide häälestamine](#). To order a printout contact [info@directo.ee](mailto:info@directo.ee).

## 2. Fine-tuning

- **By transaction time** - if selected, the transaction date indicated on the documents is used when calculating the balance
- **Supplier data field with report receiver e-mail** - possible to select supplier card data field, where the invoice recipient's e-mail is indicated.
- **Currency** - report currency, by default EUR

### 3. Buttons

- **Print** - prints the balance confirmations of the suppliers in the report using the selected printout. Can also be used to review balance confirmation before sending to suppliers.
- **Mail** - sends balance confirmations to the e-mail address given in the report. The e-mail address is taken either from the corresponding field of the supplier card or from the data field specified in fine tuning.
- **Report** - compiles the report

## 4. Sending balance sheets to suppliers

### 4.1. Mark the suppliers to whom the balance sheets need to be sent

- Create a data field on the supplier's card

System settings > Datafield types > S\_AUDIT\_LIST

Back New Copy Delete Save Status: View

#### Audit list

CODE	S_AUDIT_LIST
NAME	Audit list
CLASS	Supplier
VISIBLE BY DEFAULT	Yes
WARN IF NOT FILLED	
ORDER	25
TYPE	4 (Pulldown)
LIMITATION	,AUDIT
UNIQUE	No
READ-ONLY	
COLOUR	(custom) A6FFAC

- Mark the corresponding data field for suppliers, with bulk import, to whom the balance confirmations must be sent
- Select data field manually for supplier cards

### 4.2. Check the email address required for sending and, if necessary, create a new supplier data field

- By default, the email is taken from the **Email** field on the supplier card

<<: Supplier 1012: v3 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo.../yld\_hankija.asp?KOOD=1012

CloseNewCopyRefreshDeleteSaveMailPRINTF<<>>Status: View

Prices (choose action) SurveyEventUpdate data

General infoContactsBank AccountsActionsChangesAutomationTransport

Code1012ClassObjectStockTypeCompanyClosed

NameDirecto OÜ

TänavMõisa tn 4

Indeks, linn13522 Haabersti linnaosa, Tallinn, Harju maakond

Maa

County

CountryEE (Eesti)Representative

PhoneFax

e-mailinfo@directo.eeURL

Comment

Warning

- If it doesn't fit, create a data field on the supplier's card

System settings > Datafield types > S\_AUDIT\_EMAIL

BackNewCopyDeleteSaveStatus: View

Audit email address

CODES\_AUDIT\_EMAIL

NAMEAudit email address

CLASSSupplier

VISIBLE BY DEFAULTYes

WARN IF NOT FILLED

ORDER26

TYPE

LIMITATION

UNIQUENo

READ-ONLY

COLOUR(custom)A6FFAC

- or use an already existing field. Mark it in the fine-tuning field **Supplier data field with report receiver e-mail**

BackSaveDELETESETTING: Personal

By transaction time

Supplier data field with report receiver e-mailAudit email address

CurrencyEUR

Save

4.3. Check the suppliers list to whom to send the balance sheet

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

Supplier: 1001 to 99999 Class Object Type Audit list AUDIT

Turnover period: 01.01.2022 to 31.12.2022 Balance: -1 at 04.01.2023 Printout: Balance Confirmation (w Invoices) Print Mail REPORT

Enter negative amount for balance to show records with zero balance

Supplier Name	E-mail	Unpaid	Prepayment	Balance	Turnover
1002 Kuusk	Kuusk.kuusk@gmail.com	-12 000.00	0.00	-12 000.00	0.00
1012 Directo OU	info@directo.ee	-1 307 884.03	0.00	-1 307 884.03	1 100 947.45
1135 PLIATS AS	info@pliats.ee	-2 947.60	0.00	-2 947.60	26 450.00

- Mark all the necessary filters in the list and press **Report**
- Suppliers whose balance is 0 can be listed by writing **-1** in the balance field

#### 4.4. Check the printout

- Choose one supplier
- Choose right printout
- Press **Print** and check whether the printout is correct

#### 4.5. Printout customization

If Directo's default printout **Balance confirmation (with invoices)** is not suitable, can order a suitable printout [info@directo.ee](mailto:info@directo.ee).

#### 4.6. Email supplier's balance confirmation

- Sending balance confirmations to the suppliers one by one mark to the **Supplier** and **To** fields the supplier code to whom you want to send the balance confirmation

Supplier: 1131 to 1131 Class Object Type (Supplier Datafield)

Turnover period: 1.01.2022 to 31.12.2022 Balance: -1 at 31.12.2022 Printout: Balance Confirmation (w Invoices) Print Mail REPORT

Enter negative amount for balance to show records with zero balance

Supplier Name	E-mail	Unpaid	Prepayment	Balance	Turnover
1131 Wood OY	mary.smith@gmail.com	-13 120.00	0.00	-13 120.00	15 041.00

- and press the **Mail** button

Code: 1131 Name: Wood OY

To: mary.smith@gmail.com User Contact

BCC:

Subject: Balance sheet NO 1131 Send HTML Text

Write the text here

Attachments

☐ Name

☒ Printout: Balance Confirmation (w Invoices)

- By sending a balance confirmation to the entire list at once, press the **Email** button

Sending mail v4 - Work - Microsoft Edge

https://login.directo.ee/.../yld\_print.asp?mass\_orsaldo=jah&moodul=or\_saldokinnitus.asp&form=or\_saldokinnitus&row=&mida=xsl&lisa=0&kl1=021&data1=&data1\_t=&data1s

Bulk mail body

Send

☒ HTML ☐ Text

Write the text here

- After sending the balance confirmations, opens the sending report window

v4 - Google Chrome

login.directo.ee/ocra\_.../yld\_print.asp

Kood	Nimi	Saldo
1319	aldus OÜ	0,00
2400	us OÜ	960,00

Valmis

Sule

## 5. Suppliers balance sheets examples

### 5.1. Use of supplier data fields

#### Audit balance confirmations

Special supplier data fields can be created for **audit**. Before the next year's audit, the data fields can be deleted using the bulk import module. Data fields can be created according to the needs of your company.

For example:

AUDIT\_Balance confirmation auditor 30.11  
AUDIT\_Balance confirmation customer 30.11  
AUDIT\_Balance confirmation customer 31.12

All the suppliers to whom it is necessary to send a balance confirmation by the auditor, can be filtered out at once, sent and later mark on the supplier card, when the supplier has sent back the confirmed balance confirmation.

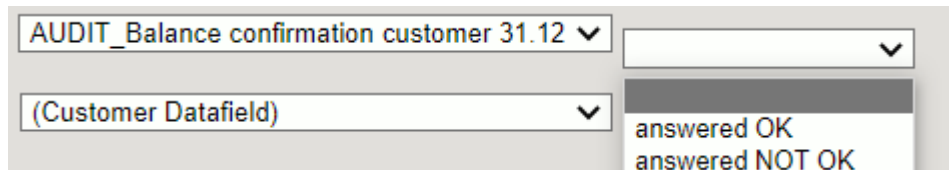
AUDIT\_Balance confirmation auditor 30.11

(Customer Datafield)

(Customer Datafield)

AUDITOR list  
SENT  
back OK  
back NOT OK

Some suppliers send the balance confirmation themselves. This can also be marked on the supplier card.



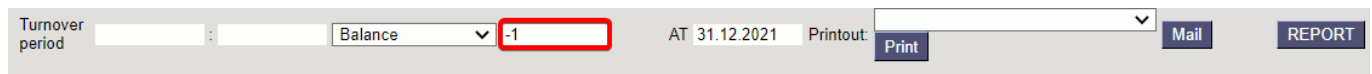
AUDIT\_Balance confirmation customer 31.12

(Customer Datafield)

answered OK  
answered NOT OK

## 5.2. Balance sheets for suppliers who have 0 balance and no turnover in the period

The **Audit** list sometimes includes suppliers, who have no turnover at all in the reporting year and the balance is 0. Such suppliers can be listed by marking Balance = -1.



Turnover period: - Balance -1 AT 31.12.2021 Printout: Print Mail REPORT

If a turnover period is marked, all customers who have turnover in that period (also with a 0-balance) will be listed.

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