

# Table of Contents

<b>Payment</b>	1
<i><b>How to use</b></i>	1
<i><b>Buttons</b></i>	1
<i><b>Header fields</b></i>	2
<i><b>Row fields</b></i>	3
<i><b>Payment types</b></i>	4
<i><b>Payment transactions</b></i>	4
<i><b>Export into bank</b></i>	4
<i><b>Sending payments to bank</b></i>	6
Settings in Swedbank	6
Settings and using in Directo	6
<i><b>Examples</b></i>	7
Paying foreign currency purchase invoice in base currency	7
Paying purchase invoice in required currency	8
<i><b>Prepayment to supplier in currency</b></i>	8
<i><b>Negative sum paid by supplier marked red</b></i>	8
<i><b>Pasting multiple purchase invoices</b></i>	9



# Payment

Payment is a document where payments to suppliers are indicated. Prepayments, purchase invoice payments and nettings can be created using payment document. New payment document can be also added from purchase invoice or using report "Payment forecast". Payment reduces debt for supplier.

## How to use

1. From the payments register create new payment by pressing "Add new" button.

Fill in necessary fields. To keep the document, press "Save" button. Payment should be confirmed by pressing "Confirm" and "Save" after the data is verified.

1. Payment can also be created from the report "Payment forecast". For that it's necessary to fill in the filtering fields of the report and select "Report". After the report is created, button "Create payment" will appear. By pressing this button, new payment document will be created with prefilled fields. It's recommended to save the document. After checking all the data payment should be confirmed.

## Buttons

The screenshot shows a software interface for creating a payment document. At the top, there is a row of buttons: Close, New, Copy, Refresh, Delete, Confirm, Save, Print, Mail, and a keyboard icon with 'F' and navigation arrows. To the right of these buttons is a status indicator that says 'Status: Changed'. Below the buttons, there are several input fields: 'Number' (100036), 'Date', 'Reference', 'Purchase invoices' (0.00), 'Paid' (0.00), 'Paid in Currency' (0.00), 'Pay mode', 'Comment', 'Object', 'Project', 'Difference' (0.00), and 'User'. There is also a 'Bulk Insert' button.

- **Close** - closes document window, checks previously if there were any unsaved changes on this document
- **New** - Opens new empty payment document. Checks if previous document has any unsaved changes
- **Copy** - creates a copy of existing document. Opens new document that has most fields filled as on previous document. Date of creating the copy is by default marked as the new document date. Document number range is by default selected from the user settings that created the copy.
- **Refresh** - cancels the document creation, all changes will be lost. Pressing F5 on keyboard will give the same result
- **Delete** - deletes the document
- **Confirm** - pressing "Save" after pressing "Confirm" confirms the document
- **Save** - saves the document
- **KVO** - opens cash out document if the payment is confirmed
- **Print** - creates printout. After pressing "Print" printout preview will be shown for a moment and after that print dialog will be opened. For separate printout preview hold "Shift" button on keyboard and press "Print" on the document. In this case print dialog will not be shown automatically. After pressing "Ctrl" + "P" on keyboard print dialog will be opened. If there is more than one printout designed pressing "Print" with right mouse button will open the selection.
- **E-mail** - sends printout with e-mail. In case there is more than one printout designed pressing

“Mail” with right mouse button will open the selection.

- **Paperclip**- possibility to add attachments
- **Bulk insert**- Possibility to fill document rows with bulk insert by using (usually Excel) table. In the bulk insert window there is description of the columns order in Help section.

## Header fields

The screenshot shows a document header form with the following elements:

- Buttons:** Close, New, Copy, Refresh, Delete, Confirm, Save, Print, Mail, F, <<, >>, Status: Changed.
- Fields:**
  - Number: 100036
  - Date: (empty)
  - Reference: (empty)
  - Purchase invoices: 0.00
  - Paid: 0.00
  - Paid in Currency: 0.00
  - Pay mode: (empty)
  - Comment: (empty)
  - Object: (empty)
  - Project: (empty)
  - Difference: 0.00
  - User: (empty)
  - Bulk Insert: (button)

**Status** - shows document status. Possible statuses:

- “New” - document is created but not saved;
- “View” - document is unconfirmed and open and there is no unsaved changes;
- “Changed” - there are unsaved changes;
- “Confirming” - confirming document is started (by clicking “Confirm”) but “Save” button is not yet pressed. This process can be cancelled by clicking “Confirm” again.
- “Confirmed” - document is confirmed and not changeable
- **Number**- document's number is created automatically when the document is saved for the first time. If necessary document number range can be changed with double-click or pressing “Ctrl” + “Enter” on the keyboard.
- **Date**- payment date. When opening new payment the document creation date will be shown in this field. Date can be changed if necessary.
- **Reference** - reference number can be used when adding invoice on the payment. Reference number in the payment header will be added to transaction reference field.
- **Purchase invoices** - total sum of purchase invoices on the payment rows. In case of currency invoices the sum is calculated according to the invoice date currency rate.
- **Paid** - total sum of payment rows. When using base currency and purchase invoices are paid in full, fields **Purchase invoices** and **Paid** values are equal. If currency invoice is paid in base currency then purchase invoices to be paid sum in base currency is shown in field “Purchase invoices”.
- **Pay mode** - payment mode, shows which method of payment is used for paying to supplier. With double-click or “Ctrl” + “Enter” it's possible to select, change or to add new payment mode. Payment mode settings can be found Settings > Finance settings > Payment mode. On prepayment payment mode type “Equal” should be used to avoid mistakes. Type “Equal” checks that using prepayment gives total sum 0. Currency sums are also calculated when used.
- **Comment** - informatory field. If payment is created from the purchase invoice, then comment field is automatically filled: Invoice nr xxxxx.
- **Object** - object used in accounting calculation. Using objects is not mandatory, except when objects are already in use and there is a need to add particular object to the sum of money. Selection of objects can be opened with double click or “Ctrl” + “Enter” combination.
- **Project** - project code. This is used in case where payment needs to be connected with certain project. When project is used on payment, this document will be shown in project reports. Selection of projects can be opened with double click or “Ctrl” + “Enter” combination.
- **Difference** - if purchase invoice in foreign currency is paid in base currency and there is loss/profit due to currency rate changes (due to purchase invoice date and payment date currency rate changes) or commercial rate profit/loss, the difference is shown in that field.

- **User**- creator of this document

## Row fields

NO	Invoice No	P.order	Supplier	Text	Description	Object	Project	Supplier invoice	Ref.
1									

- **NO** – number of the row
- **Invoice no.** – to help adding right purchase invoice number to the payment, partially or fully unpaid purchase invoices list can be opened with double click or “Ctrl” + “Enter” combination. Invoice number can be also added manually.
- **P.order** -
- **Supplier**- to open suppliers list for adding supplier code to payment use double click or “Ctrl” + “Enter” combination
- **Text**- Supplier's name will be added here if supplier or purchase invoice is pasted on the document, informatory field
- **Description** -
- **Object** -
- **Project** -
- **Supplier invoice**
- **Ref.** -

Bank Account	Bank Cur	Bank rate	Bank Sum	Fine	VC	Invoice Cur	Inv. Balance	Paid	Fee	Fee cur.	Date	Cust. Total	Cust. TotalEUR

- **Bank account**- bank account from the supplier's card will be pasted here. Adding supplier to purchase invoice will also fill the bank account field there.
- **Bank cur** – if the payment is in foreign currency, necessary selection can be done by double-clicking or Ctrl+Enter combination. If purchase invoice already has currency assigned then it will be automatically pasted to the payment.
- **Bank rate**- shows the rate of selected currency
- **Bank sum**- purchase invoice to be paid sum will be automatically pasted here by adding purchase invoice to the payment, but the sum can be changed manually if necessary. E.g. if there is a need to indicate partial payment: if purchase invoice has balance 550 and only 250 will be paid, then the number 550 can be changed to 250.
- **Fine** -
- **VC** -
- **Invoice cur** – shows purchase invoice currency. This field is not changeable, use Cur. Paid for indicating payment currency if necessary.
- **Inv. balance** – shows purchase invoice balance, this field is not changeable
- **Paid**- shows paid sum
- **Fee** - field for bank fees. This field should be filled manually after payment transaction in bank is done. Fee can be filled in each payment row or as a sum to one row or can be also added to payment transaction manually after payment is confirmed.
- **Fee cur.** -
- **Date** -
- **Cust. total** – shows supplier's total sum, if one supplier is on several rows, supplier's total sum will be shown on the first row.

## Payment types

- Usual payment - unpaid purchase invoice payment to supplier, on payment rows corresponding purchase invoice is chosen.
- Prepayment - In case of prepayment to supplier, supplier code is added to the first row of payment, "Sum Paid" is filled with prepayment sum. Using prepayment is similar but sum is indicated with "-". NB! In case of prepayment invoice number is not used. If paid sum is bigger than purchase invoice sum, then overpaid sum will be indicated as prepayment. In this case payment with two rows needs to be created. On the first row purchase invoice number, supplier and "sum paid" is added. On the second row supplier and overpaid sum on "sum paid" field are indicated.
- Netting payment - if exsisting prepayment needs to be used for paying purchase invoice. In this case payment with two rows needs to be created. On the first row of the payment purchase invoice number, supplier and sum is indicated. On the second row there is only supplier code and sum with symbol "-".

## Payment transactions

What	D/C
<b>Usual payment</b>	
Money	credit
Debt to supplier	debit
<b>Prepayment to supplier</b>	
Money	credit
Prepayment to supplier	debit
<b>Using prepayment with "Equal" payment type</b>	
Prepayment to supplier	credit
Debt to supplier	debit

Finance account for money is taken from the payment type - whether bank, netting, prepayment etc  
 Finance accounta for Debt to supplier and prepayment are taken from the System settings > Purchase settings > Supplier prepayments, Supplier unpaid invoices

## Export into bank

Program offers the possibility to export payments to internet bank. For that there is a button "SEPA EST" on the payment document. For this button to appear "Export type" needs to be defined on the payment mode. In addition "Bank account" and "Bank" fields are also necessary for exporting payments to internet bank.


Finance Settings > Payment modes > P

Back New Copy Delete Save Status: Changed View changes

## 111201


CODE	P
COMMENT	Bank account
ACCOUNT	111201 >>
TYPE	(unchosen) v
BANK ACCOUNT	
BANK ACCOUNT CURRENCY (SEPA XML OUTPUT)	
BANK ACCOUNT FOR FEES (SEPA XML OUTPUT)	
BANK	HABAE2X (Swedbank AS) v
EXPORT TYPE	18 (SEPA EST) v
EXPORT PAYMENTS GROUPED	No v

After clicking "SEPA EST" a window opens where payment files can be downloaded. Next step will be logging into internet bank and selecting "Import of payments". After that upload the file into bank. After confirming the payments in the bank the operation is complete. For successful payments export into bank, supplier's bank account and if necessary reference number, need to be filled in on payment rows.

 Each click on "SEPA EST" button generates new values in "Payment No." field. Later for relating bank statement and payment it's important to make sure that the newest export file is uploaded into bank.

Data order in Export file (SEPA EST) description:

1. Purchase invoice has Vendors invoice field filled and "Description" column is empty on the payment - Information in the file will be in form: "Nr.xxx" (xxx=vendors invoice number from the purchase invoice")
2. Description field is filled on the payment document- data from the description field will be indicated in the export file.
3. On the purchase invoice reference number is filled and description field is filled on the payment document - Reference number will be indicated in the export file

 If working with different companies and their payments "it's recommended to use "System setting > Company short code - in window title" to distinguish different companies payment files more easily. Payment file name format is

following: **Payment\_number\_company\_short\_code\_payment\_mode\_code**.

## Sending payments to bank

LHV and Swedbank offer the possibility to send payments directly to bank.

### Settings in Swedbank

- Company's legal representative has to add and sign digitally the service *Payments import to internetbank*

The screenshot shows the Swedbank internet banking interface. At the top, there is a navigation bar with icons for home, star, and 'Everyday banking' (which is highlighted with a blue box). Other options in the bar include 'Cards', 'Payment collection', 'Financing', and 'Insurance'. Below this, there are three main sections: 'Account', 'Payments', and 'Digital banking'. Under 'Digital banking', 'Swedbank Gateway' is highlighted with a red box. Below these sections, there is a table titled 'Minu ettevõtte lepingud' (My company contracts) with columns for 'Leping' (Contract), 'Kasutajad' (Users), 'Alguskuupäev' (Start date), and 'Staatuse' (Status). One contract is listed with ID '188411', start date '03.10.2016', and status 'Aktiivne' (Active). Below the table, it says 'Operaatori kanal - OÜ DIRECTO' (Operator channel - OÜ DIRECTO). Further down, it shows 'Operaator ? OÜ DIRECTO' and 'Registrikood 10652749'. At the bottom, there is a button 'Maksete import internetipanka ?' with a checkmark icon.

⚠ It's important to remember (copy) the number of the contract

### Settings and using in Directo

- Export channel needs to be defined on payment mode card. *LHV Connect* or *Swedbank GW*
- If using Swedbank, contract number needs to be added to the payment mode card field
- EXPORT CHANNEL CONTRACT**
- In user or user group rights section **Other** corresponding **Channel** rights needs to be given. Accordingly: *LHV Connect* or *Swedbank GW*
- Instead of **SEPA EST** button **Send to bank** button is now shown
- Clicking the button will send the payment to bank. According note will be also shown on the

payment document

Last changed by: VIUL 22.12.2021 14:08:00  
Electronically dispatched : LHV-SENDER (VIUL) 22.12.2021 14:22:42



- The time of sending the payment into bank will be up to 15 minutes. (If the payment is sent, the date of the sending time will be shown in bold)
- Payments can be sent again if necessary. User has to delete previous payment manually from the bank.

## Examples

### Paying foreign currency purchase invoice in base currency

Supplier sends purchase invoice in USD currency but the invoice will be paid in euros. According to the purchase invoice, sum to be paid to the supplier, is 1000 USD. Considering purchase invoice date and central bank rates the sum in euros is 887.23

Number 100066  
Vendor 1010 Supplier VAT Reg No Vendors invoice 123456  
Bill to VAT Reg No Survey

Invoice date 21.11.2021 14:18:06 User SUPER Bank code  
Payment terms 10 Object Account No  
Due date 01.12.2021 Cred account 111301 Ref.  
Op. date 21.11.2021 14:18:06 Project Inventory  
Origin Country Deal type  
Type (choose type) Status (choose status)  
Received 21.12.2021 14:18:06 Recl. description  
Reclamation  
Comment  
Int comment

Purchase order  
S.Receipt  
Credited invoice  
Internal Invoice  
Expense  
Split by resources  
e-mail

Last changed by: SUPER 21.12.2021 14:40:03 Paste Recipe Bulk Insert

Currency USD VAT total 0.00 Total 1000.00 Dividable sum Prepayment 0.00  
Rate 0.887232721 Rounding 0.00 Total 1000.00 Difference Balance 1000.00  
Base 887.23

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1		562501				Expense	1000.00	0	0.00		0			
2														

Payment will be done later when central bank rates have already changed. Bank rate to USD will also play a role because company makes the payment from it's euro currency account. In given example sum of 960 will be paid in euros. For indicating this payment in Directo following steps need to be taken: **(NB! Given order is important):**

1. Add the purchase invoice number to the payment document row (100066)
2. „Bank Cur“ field - in which currency the invoice will be paid (EUR)
3. Open the second radio button and add the invoice currency to the field „Cur. Paid“ (USD)
4. Invoice sum in currency to „Sum Paid“ field (1000)
5. Sum paid from bank to „Bank sum“ field (890)
6. Double-click on „Rate Service field

1 NO Invoice No 100066 P.order 1010 Supplier Ettevõtte Description Object Project Supplier invoice 123456 Ref. Bank Account Bank Cur EUR 2

Supplier invoice Ref. Bank Account Bank Cur Bank rate Bank Sum Fine VC Invoice Cur Inv. Balance Paid Rate Service Cur. Paid Rate Paid Sum Paid 3 4 5 6

123456 EUR 1 890.00 0.00 USD 1000.00 1000.00 0.89 USD 0.8870753 1000.00

Confirming payment document creates transaction :

<input type="checkbox"/>	No. ^	Account ↗	Object ↗	Project ↗	Description ↗	Debit ↗	Credit ↗	Cur. Debit ↗	Cur. Credit ↗	Currency ↗	Rate ↗
		> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search
1		111201			Company		890.00		890.00	EUR	1
2		111301			Company	887.23		1000.00		USD	0.887232721
3		527501			Commercial rate profit/loss	2.92		2.92		EUR	1
4		423001			Foreign exchange gain/loss		0.15		0.15	EUR	1
5											
6											
7											
8											
9											

Commercial rate profit/loss (difference between Eesti Pank rate on payment date and the actual payment rate) and "Profit/loss due to currency rate changes" (difference between currency rate on purchase invoice date and payment date) will be added to the transaction rows. Finance accounts are taken from the System settings.

## Paying purchase invoice in required currency

Supplier invoice is in USD currency and the invoice is also paid in USD. At first necessary amount is transmitted to USD account and this is indicated with transaction in Directo.

**Finance - Transaction** New

Type: FIN Number: FIN Date: 21.12.2021 11:52:36 Reference: Description: Deb

Credit: 895.00 Difference: 0.00

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

<input type="checkbox"/>	No. ^	Account ↗	Object ↗	Project ↗	Description ↗	Debit ↗	Credit ↗	Cur. Debit ↗	Cur. Credit ↗	Currency ↗	Rate ↗
		> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search
1		111202			Bank account USD	892.38		2 1000.00		USD 1	0.8923...
2		111201			Bank account		3 895.00		895.00	EUR	1.0000...
3		527501			Commercial rate profit/loss	4 2.62		2.62		EUR	1.0000...

Nex step will be creating a payment where payment mode refers to USD acccount. Purchase invoice will be added to the payment rows. If the invoice is paid in full, nothing else needs to be changed.

## Prepayment to supplier in currency

Supplier will be added to the payment row. Next prepayment currency will be added to payment row field "Bank Cur" and prepayment sum to the field "Bank sum".

## Negative sum paid by supplier marked red

If supplier has issued invoices and credit invoices and to be paid sum is negative, it will be marked red. Red field is informative.

Bank	Sum	Fine	VC	Invoice Cur	Inv. Balance	Paid	Fee	Fee cur.	Date	Cust. Total	Cust. TotalEUR
	120.00	0.00		EUR	120.00	120.00	0.00			-380.00	-380.00
	-500.00	0.00		EUR	-500.00	-500.00	0.00				

## Pasting multiple purchase invoices

Double click in the payment row field “Purchase invoice” opens the list of purchase invoices for pasting. Select “Settings” for activating **Multiple record paster (window stays open)**

Close

Refresh

Clear fields

Choose columns

Save view

Settings

Paste invoice

OPEN Number

NUMBER

DATE

100060

01.09.20

100058

20.07.20

100057

20.08.20

Settings

Personal

Multiple record paster (window stays open)

Header is freedzed

Quick placer applied automatically (when entering text)

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

Permanent link:  
[https://wiki.directo.ee/en/or\\_tasumine?rev=1640181197](https://wiki.directo.ee/en/or_tasumine?rev=1640181197)

Last update: 2021/12/22 15:53