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Payments

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.

1. How to use

. .

. .

NO Invoice No

1 100637

Supplier

1147

Name in bank

Infotark AS

1. From the payments register create new payment by pressing "F2-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.

2. 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.

ayment 10	0282 Confirmed									Last cha	nged by	(21.	10.2022 at 1	12:55
lated documents:	canne													
lumber	Date	Reference		Purchase invoid	ces	Paid		Paid in Currenc	у	Pay mode				
100282	21.10.2022 12:54:/				300		300.00	3	00.00	Р	Q			
omment				Object		Project		User		Difference				
rve nr 100637					Q		Q	TRIINP	Q		0.00			
No. ^ & Ir		Name in bank				nk Cur		Supplier invoice				ate 🖉 I	nv. Balanco	e
	ch > Search	_	PROD		メ Bar > Se EUR			> Search	> Sear		> Bank ratio > Search	_	nv. Balanco	:e
No. ~ $\not\sim$ In > Sear	ch > Search	 Name in bank Search 	> Search		> Se		> Search	> Search	> Sear	ch		ate 🖉 I	nv. Balanco	e
No. ~ P In > Sear 1 d view	ch > Search	 Name in bank Search 	> Search		> Se		> Search	> Search	> Sear	ch		ate 🖉 I	nv. Balanco	
No. ^ / II > Sear 1	hvoice No	 Name in bank Search 	> Search PROD	Search	> Se	arch	> Search	> Search 1103223	> Sear	ch	> Search	ate	nv. Balanco h 300.0	ce 00
No. ^ / In > Sear 1 d view	hvoice No	Name in bank Search Infotark AS SEPA EST 2 12:54:22	> Search PROD F OPEN	Search	> Se EUR	Confirmed	> Search	Search 1103223 There is a 300.00	> Sear	ch 78595774 n available of 1 30	> Search	ate ⊁ I Searci 1	nv. Balanco h 300.0	:e

1.1. Differences between the new Payment document and the old Payment
document

Project

 $\odot \circ \circ \circ$

Ref.

Supplier invoice

0103223

Bank account/IBAN 22176978595774 Bank Cur Bank rate

EUR

- Added PreID field and functionality
- Added purchase invoice partial currency payment

Description

Object

PROD

• Opportunity to change, remove and add fields in the header and rows. Read more here.

Switch to old view

2. Payment buttons

2.1. Header buttons

• **New**- Opens new empty payment document. Checks if previous document has any unsaved changes

- Save saves the document
- **Confirm** pressing "Save" after pressing "Confirm" confirms the document
- **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.
- **Discard** interrupts document filling without saving, same does F5.

🖫 New 👻 🖓 Save 🔍 Confirm 👔 Copy 👻 🛞 Discard 🌐 Delete 🛛 OPEN 🥒 Attachments 🖂 Mail 🍷 🖂 Print 🍷 CashOUT SEPA EST

- **Delete** deletes the document
- **Open** allows to open the document (if the user has rights).
- Attachments- possibility to add attachments
- **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.
- **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.
- **SEPA EST** allows payments to be exported to the Internet bank.

2.2. Row buttons

Copy selection Delete selection Bulk Insert

- **Copy selection** copies the selected rows to the copy buffer. To select rows, press on the row number. The button is not active if no rows are selected. Copied rows can be pasted from the row context menu (opens when you right-click on the line number) with "paste rows".
- **Delete selection** -deletes the selected rows. To select rows, press on the row number. The button is not active if no rows are selected.
- **Bulk insert** allows to fill/place rows based on a spreadsheet (mostly excel). The order in which the columns should be is listed in the HELP under the Bulk insert button.
- 🖾 for exporting table or selected rows to Excel.
- Ifrom this button row fields can be selected and unselected. Only selected fields are displayed on the document.

3. Payment fields

3.1. Header fields

New design							
Payment 100	282 Confirmed					Last changed by	(21.10.2022 at 12:55:21)
Related documents: kan	ine						
Number	Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode	, p
100282	21.10.2022 12:54:2		300	300.00	300.00	P Q	
Comment			Object	Project	User	Difference	
Arve nr 100637			Q	Q	TRIINP Q	0.00	
Old view							
Transaction							
Close New Cop	y Refresh CashOUT	SEPA EST Print	Mail 🕖 F OPEN	<< >> Status: Confirm	ned		
Number 100153	Date 01.01.2022	2	Reference	Purchase invoices	12000.00 Paid	12000.00 Paid i	n Currency 12000.00
Pay mode P	Comment		Object	Project	Difference	0.00	
User	Bulk Insert						

- Status shows document status. Possible statuses:
 - "New" document is created but not saved;
 - $\circ\,$ "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.
 - $\circ\,$ "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".
- **Paid in currency** shows the sum paid in foreign currency. The sum paid and the sum paid in currency are the same in the base currency.
- **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** informative 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.

- **User** creator of this document
- **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.

3.2. Row fields

- **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.
- **Supplier** to open suppliers list for adding supplier code to payment use double click or "Ctrl" + "Enter" combination
- **Name in bank** supplier's name will be added here if supplier or purchase invoice is pasted on the document, informative field
- Supplier invoice purchase invoice number issued by the supplier
- **Object** purchase invoice header object
- **Project** purchase invoice header project
- **Bank cur** if the payment is in foreign currency, then by double-clicking or pressing Ctrl+Enter opens currency list, where can choose an appropriate currency to a payment. If the purchase invoice already has currency assigned, then when placing the invoice, the currency is also placed automatically from there.
- Bank sum- shows the sum to be paid
- **PreID** Directo generates a prepayment ID or value for each payment row with a positive prepayment sum.
- Bank rate- shows the central bank rate of the selected currency on the payment 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.
- Cust. total EUR supplier's total sum in EUR
- **Bank account/IBAN** bank account from the supplier's card will be pasted here. Adding supplier to purchase invoice will also fill the bank account field there.
- Inv. balance shows purchase invoice balance, this field is not changeable
- **Description** text field, if it is filled in, then when importing to the bank, the "Comment field" of the payment order will be filled only with this information. If not filled in, the suppliers invoice number will be placed.
- Paid- shows paid sum
- Cur. Paid purchase invoice currency
- Rate service commercial currency
- **Rate paid** purchase invoice currency rate
- **Ref.** purchase invoice reference number. If several purchase invoices with a different reference number are filled in and paid to the supplier, these invoices will not be joined into one payment.
- Sum paid purchase invoice sum at the time of purchase
- Fine fine 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.
- VC VAT code

- Date payments created on several different days can be added to one payment document.
- Reg NO/ID Number text field
- **Document** displays operation name and generates **Select prepayment** option, when adding a payment to a supplier without selecting a purchase invoice.
- Costs allows to share the payment service fee costs. Choice of SEPA, shared, us, theirs.
- **Invoice cur** shows purchase invoice currency. This field is not changeable, use Cur. Paid for indicating payment currency if necessary.
- Payment No payment order number
- Money receiver allows to add a payee other than the supplier to the purchase invoice.
- **Supplier warning** displays an alert, when the supplier has a debt balance
- **Payment type** options SEPA, Normal, Urgent, Extra Urgent. Choose Normal, Urgent or Extra Urgent to send Luminor payments to the bank. The selection assigned to the supplier is added to the payment line.

4. Fine-tuning

Preferenc	es	\times
Personal	System	
🔲 Supplier na	ame goes to comment	
Export pay	ment comment from p.invoice (when pres	ent)
Export doe	es NOT join same supplier payments	
🗌 Due Date i	s pasted from Purchase Invoice	
Attachment	preview	
None		•
		Restore Save

- SETTING System, Personal
- **Supplier name goes to comment** if selected, the supplier names on the payment lines will go to the payment header comment field (list separated with commas).
- Export payment comment from p. invoice (when present) the purchase invoice header comment goes to the payment comment cell when exporting the bank payment order. If purchase invoices are joined, appears a comment list separated with commas. If not selected, the supplier number of the purchase invoice or a numbers list with commas will be entered in the comment cell.
- Export does NOT join same supplier payments all the purchase invoices are paid with separate payment orders. If not selected and purchase invoices do not have different reference numbers, then all the purchase invoices paid to the supplier are usually joined to one payment

order.

- **Due date is pasted from Purchase Invoice** allows to create a payment for purchase invoices to be paid in whole week. Payment terms that are on the rows are imported into the bank and the payment from bank are made according to the payment term on the rows.
- Attachment preview possible to see the pdf-documents attached to the payment

5. 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 existing 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 "-".

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

6. Payment transactions

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

7. Export to the 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.

2025/0	7/06 12:33			Paym	nents		
Finan	ace Settings > Payment modes > P						
G	Back 🗋 New 🖆 Copy 🛍 De	lete	Save	Status: Changed	୭	View chang	jelo
11	11201						
	CODE	Р					
	COMMENT	Ba	ink account				
	ACCOUNT	1	1201			>	
	ТҮРЕ	(u	nchosen) 🗸				
E	BANK ACCOUNT						
	BANK ACCOUNT CURRENCY (SEPA XML OUTPUT)						
	BANK ACCOUNT FOR FEES (SEPA XML OUTPUT)						
	BANK	Н	ABAEE2X (Sv	wedbank AS)		~	•
L	EXPORT TYPE	18	8 (SEPA EST)		~	/	
	EXPORT PAYMENTS GROUPED	N	o 🗸				

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

When 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 moce code.

8. Sending payments to bank

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

8.1. Settings in Swedbank

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

*	*	Everyday banking	Cards	Payment collection	Financing	Insurance		
Acco	ount		Payment	ts	Digital banking			
Summ	nary state	ment	List of paym	ents	Internet bar	nk		
Accou	nt statem	ent	New / dome	stic payment	Swedbank (<u>Gateway</u>		
Accou	nt balanc	e	International	l payment	Mobile app			
Repor	ts		Information a	about international	Alert			
Minu et	tevõtte l	epingud						
Leping			Kasutajad Al	guskuupäev	Staatus			
188411			03	3.10.2016	Aktiivne	00		
Оре	raatori	i kanal - OÜ	DIRECTO					
			Operaator 🕐 (OÜ DIRECTO				
			Registrikood	10652749				
	Maks	sete import inter	metipanka 🕜	~				
			/					

Keep in mind to remember (copy) the number of the contract

8.2. 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 need to be granted. 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. A note about the transaction will be Last changed by: VIUL 22.12.2021 14:08:00 indicated accordingly: Electronically dispatched : LHV-SENDER (VIUL) 22.12.2021 14:22:42
- This process can take 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.

9. Purchase invoice payment in currency

9.1. Full purchase invoice payment in currency

If the purchase invoice is not in the base currency, then there will be an exchange rate difference in payment. It is necessary to follow the next rules in order for the exchange rate transactions to be correct. The following system settings accounts are used in the examples:

Foreign exchange loss (financial expense)	660051	>>	
Foreign exchange loss (Expense)	562402	>>	
Foreign exchange loss (Sales, Purchase)	562401	>>	
Foreign exchange loss (Receipt, Payment)	527501	>>	
Foreign exchange gain (financial income)	660001	≫	
Foreign exchange gain (Expense)	423002	>>	
Foreign exchange gain (Sales, Purchase)	423001	>>	
Foreign exchange gain (Receipt, Payment)	423003	>>	
ADMINISTRATOR SETTINGS			
Currency rates are updated automatically	🔵 no 🔎 yes		

9.1.1. Currency purchase invoice payment in the same currency

• USD invoice is received from the supplier, paid also in USD.

Document	Date	Sum	Currency	Central Bank exchange rate	EUR	Exchange rate difference	System setting (currency account)
Purchase invoice	01.01.2022	1000	USD	0,882924245	882,92		
Payment	31.05.2022	1000	USD	0,933445347	933,45	50,53	Foreign exchange gain/loss (sale, purchase)

Needs to be indicated on payment:

- Payment date and pay mode
- The purchase invoice is placed on the row
- Confirm the payment

Payment document: New design

🕃 New 🔻	🗇 Save 🕚	🖌 Confirm 🛛 🕅 Co	ру - 🤇	Oiscard	前 Delete	OPEN 🖉	Attachments	🗠 Mail 🔻	🖨 Print 🕞	SEPA	EST					to old view 🏾 🎤	· 🖽
Paymen	nt 10015	68 Confirmed										Last	changed by	(07.06.2022 at	20:38:37)		
Related docur	ments: <mark>kanne</mark>																
Number		Date	F	Reference		Purchase in	nvoices	Paid		Paid ir	n Currency	Pay mode			ų		
	100158	31.05.2022					882.92		933.45		1000.00	P_USD	Q				
Comment						Object		Project		User		Difference					
Arve nr 1004	421						Q		Q	JANE	Q		50.53				
Copy selection			_														N. F
🗆 No. 🥎	P Invoice	e No 🥕 Supplier	≁ Name	e in bank	> Object	Project	Bank Cur	Bank Sum	Supplier i	nvoice	Bank account/IB.	Bank rate	Inv. Balance	e 🔑 Paid	≁ Cur. Paid	P Description	2
	> Search	> Search	> Searc	:h	> Search	> Search	> Search	> Search	> Search		> Search	> Search	Search	> Search	> Search	> Search	Search
1	10	0421 1139	Big Pape	er .			USD	1000.00	332214		1122334455	0.933445347	1000.0	1000.00			

Old view

🙃 https://lo	gin.directo.ee/ocra_dire	ecto /or_tasumin	e.asp?NUMBER=100	158					
Transaction									
Close New	Copy Refresh Cash	OUT SEPAEST P	int Mail 🛛 F	OPEN << >> Status:	Confirmed				
Number 100158	Date 31.0	5.2022	Reference	Purchase in	voices 882.92	Paid	933.45 Paid in Curre	ncy 1000.00	
Pay mode P_USD	Comment Arve	e nr 100421	Object		Project E	Difference	-50.53		
User JANE	Bulk Insert								
Last changed by	07.06.2022 20:38:38								
Bank Statements: -									
				• •	0 0				
				Constitution in the second second	D-6	Bank Ac	count Ba	nk Cur Bank rate	Bank Sum
NO Invoice No S	upplier Name in bank	Description	Object Pro	ect Supplier invoice	Ref.	Dank Ac	count Da	IN CUI Dalle late	Dalik Juli

The finance transaction is created after payment confirmation:

Financ	e - Tran	saction	TASU: 1	100158	Saved		Last chang	ed by (09.	06.2022 at 19	5:38:24) 🧐				
Туре	Number		Date		Reference	Description	De	bit		ų				
TASU		100158	31.05.2022			Arve nr 100421		93	3.45					
Credit Copy select	933.45 tion Delete	Difference 0 selection	Bulk Insert	Paste Recipe	Split from Resourc	25							≡	=
🗌 No. 🥎	≁ Account	≁ Object	≁ Project	≁ Descript	ion		۶ Debit	P Credit	≁ Currence	≁ Rate	ş	Cur. Debit	≁ Cur. Credit	s
	> Search	> Search	> Search	> Search			> Search	> Search	> Search	> Search	> Search		> Search	> s
1	111202			Pangakonto	USD			933.45	USD	0.93344			1000.00	
2	212211			100421 Big	Paper		882.92		USD	0.88292		1000.00		
3	562401			100421 Kah	jum valuutakursi muuti	ustest ostjate nõuetelt ja tarnijate kohustustelt	50.53		EUR	1		50.53		

9.1.2. The purchase invoice payment in the base currency (EUR) with exact daily central bank rate

• USD invoice is received from the supplier, paid in EUR exactly at the central bank rate on the date of payment.

Document	Date	Sum	Currency	Central Bank exchange rate	EUR	Exchange rate difference	System setting (currency account)
Purchase invoice	01.01.2022	1000	USD	0,882924245	882,92		
Purchase invoice	31.05.2022	1000	USD	0,933445347	933,45	50,53	Foreign exchange gain/loss (sale, purchase)
Payment	31.05.2022	933,45	EUR	1	933,45	0	Foreign exchange gain/loss (sale, purchase)

Needs to be indicated on **payment**:

- Payment date and pay mode
- The purchase invoice is placed on the row
- EUR is entered or selected to the Bank Cur field.
- Confirm the payment
- Sum is converted into EUR automatically in the **Bank Sum** field, nothing needs to be changed.

Payment document: New design

👌 New 🔻	🗇 Save 💊	🕈 Confirm 🛛 🕅	🗎 Сору 🝷	⊗ Discard	前 Delete	OPEN	Attachments	🖂 Mail 🔻	🖨 Print 🕞	•				≓ S	witch to old view	۳ × ۲
Paymen	t 10016	1 Confirmed	1									Las	t changed by	(21.10.202	2 at 10:55:59)	
elated docum	nents: <mark>kanne</mark>															
Number		Date		Reference		Purcha	se invoices	Paid		Paid in	Currency	Pay mode			y.	
	100161	31.05.2022					882.92		933.45		1000.00	Р	Q			
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9.1.3. Currency purchase invoices payment in base currency (EUR) not at the central bank rate

• USD invoice is received from the supplier, paid in EUR at the rate agreed with the supplier.

Document	Date	Sum	Currency	Central Bank exchange rate	EUR	Exchange rate difference	System setting (currency account)
Purchase invoice	01.01.2022	1000	USD	0,882924245	882,92		
Purchase invoice	31.05.2022	1000	USD	0,933445347	933,45	50,52	
Payment	31.05.2022	935	EUR	1,0016655	935,00	1,55	Foreign exchange gain/loss (sale, purchase)

Needs to be indicated on payment: (NB! Given order is important):

- Payment date and pay mode
- The purchase invoice is placed on the row
- Select or write the currency code, in which the payment is made to the Bank Cur field: EUR
- Enter the sum to be paid from bank to the Bank Sum field: 935.00
- Double click on the Rate Service field
- Confirm the payment

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9.1.4. Currency purchase invoices payment in another currency (not in the base currency) with exact daily central bank rate

• USD invoice is received from the supplier, paid in SEK exactly at the central bank rate on the date of payment.

Document	Date	Sum	Currency	Central Bank exchange rate	EUR	Exchange rate difference	System setting (currency account)
Purchase invoice	01.01.2022	1000	USD	0,882924245	882,92		
Purchase invoice	31.05.2022	1000	USD	0,933445347	933,45	50,53	Foreign exchange gain/loss (sale, purchase)
Payment	31.05.2022	9806,12	SEK	0,095190047	933,45	0,00	Foreign exchange gain/loss (sale, purchase)

- Needs to be indicated on payment:
 - Payment date and pay mode
 - $\circ\,$ The purchase invoice is placed on the row
 - SEK is entered or selected to the **Bank Cur** field.
 - Confirm the payment
 - The sum is converted into SEK automatically in the **Bank Sum** field, nothing needs to be changed.
 - Exchange rate differences are calculated automatically in the **Financial transaction**.

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9.1.5. Currency purchase invoices payment in another currency (not in the base currency) not at the central bank rate

• USD invoice is received from the supplier, paid in SEK at the rate agreed with the supplier.

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Needs to be indicated on payment: (NB! Given order is important):

• Payment date and pay mode

- The purchase invoice is placed on the row
- Select or write the currency code, in which the payment is made to the Bank Cur field: SEK
- Enter the sum to be paid from bank to the Bank Sum field: 9850.00
- Double click on the **Rate Service** field
- Confirm the payment

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9.1.6. Prepayment to supplier in currency

Needs to be indicated on **payment**:

- Payment date and pay mode
- Supplier code is entered to the **Supplier** field
- Select or write the currency code, in which the supplier wants the prepayment to the **Bank Cur** field: for example **USD**
- Enter the prepayment sum in currency to the field Bank Sum
- Confirm the payment

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9.2. Partial payment of purchase invoice in currency

9.2.1. Partial payment of the purchase invoice in the same currency

• USD invoice is received from the supplier, paid also in USD, for example 50%.

Document	Date	Sum	Currency	Central Bank exchange rate	EUR	Exchange rate difference	System setting (currency account)
Purchase invoice	01.01.2022	1000	USD	0,882924245	882,92		
Payment (partial)	31.05.2022	500	USD	0,933445347	466,72	25,27	Foreign exchange gain/loss (sale, purchase)

Needs to be indicated on **payment**:

- Payment date and pay mode
- The purchase invoice is placed on the row
- Enter the sum to be paid from bank to the Bank Sum field: for example 500 USD
- Confirm the payment

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9.2.2. Partial payment of the purchase invoice in the base currency (EUR)

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- USD invoice is received from the supplier, paid partially in EUR at the rate agreed with the supplier.
- For example, a purchase invoice of 1000 USD, 50% of the purchase invoice is paid, i.e. 500 USD, from bank is paid 470 EUR.

Document	Date	Sum	Currency	Central Bank exchange rate	EUR	Exchange rate difference	System setting (currency account)
Purchase invoice	01.01.2022	1000	USD	0,882924245	882,92		
Purchase invoice	31.05.2022	500	USD	0,933445347	466,72	25,27	Foreign exchange gain/loss (sale, purchase)
Payment	31.05.2022	470	EUR	1	470,00	3,28	Foreign exchange gain/loss (sale, purchase)

Needs to be indicated on payment: (NB! Given order is important):

- Payment date and pay mode
- The purchase invoice is placed on the row
- Select or write the currency code, in which the payment is made to the Bank Cur field: EUR
- Enter the sum to be paid from bank to the **Bank Sum** field: **470.00**
- Enter the value of purchase invoice in currency to the Sum Paid field 500

- Press to the formula **fx** in the **Sum Paid** field
- Confirm the payment

Payment document:

ayment 100	202 Confirmed						Last changed by	(15.06.2022 at 20:24:54)
elated documents: ka	ine							
Number	Date	Reference	Pun	hase invoices	Paid	Paid in Currency	Pay mode	ų
100202	31.05.2022	 		441.46	470.00	500.00	P Q	
Comment			Obj	ect	Project	User 🖉	Difference	
				Q	Q	Q	28.54	
Copy selection Dele	te selection Bulk Ins	sert						
No. ~ 🖋 Inv	oice No 🥕 Supplier	✤ Supplier invoice	Name in bank	& Bank Cur & Pan			Inv. Balance 🤌 Invoice Cur	👂 Bank rate 🤌 Rate Paid
No. ~ & Inve		Supplier invoiceSearch	Name in bankSearch		the used effective exchange			Image: Market Pair Image: Market Pair Image: Market Pair Image: Market Pair

The finance transaction is created after confirming the payment document:

Financ	e - Trans	action	TASU: 10	0202	Saved		Last change	ed by (15	.06.2022 at 20	:24:54) 😏				
Туре	Number		Date		Reference	Description	De			p				
TASU		100202	31.05.2022						470					
Credit		Difference												
	470	0												
Copy selec	tion Delete se	lection B	ulk Insert Past	te Recipe	Split from Resources								E 9 X	(<i>P</i>
O														
□ No. ~		⁶ Object		Description	on		۶ Debit	۶ Credit	≁ Currence	⊁ Rate	۶ Cur. Debit	🤌 Cur. Credit	≁ Supplier	ş
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U No. ~			> Search >						> Search				> Search	
1	> Search >		> Search > Par	Search				> Search 470.00	> Search EUR			> Search 470.00	> Search	
1	> Search >		> Search > Part 10	Search ngakonto 0443 Big F			> Search	> Search 470.00	> Search EUR	> Searct	> Search	> Search 470.00	> Search	
1	> Search > 111201 212211		> Search > Par 10 10	Search ngakonto 0443 Big F 0443 Valu	Paper utakursi erinevus tasumise	t ostjate nõuetelt ja tarnijate kohustustelt	> Search 441.46	> Search 470.00	> Search EUR USD	> Searct	> Search 500.00	> Search 470.00	> Search 1139	

10. Practical examples

10.1. On payment - the sum to be paid by the supplier is red with a minus sign / NEW yellow

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

Old v	/iew																				
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Sule Uus Number 10005 Tas. viis SEB		Ac	stuta Kinnita S o 1.09.2021 12:38:49 r Hansapank AS			1 F Tasur Proj			500.00												8
Kasutaja SUPE Viimati muutis:SU Pangaväljavõtteo	JPER 01.09.203	Aassasetaja 21 19:00:03	1																		
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1 10049 2 10048 3		1510 1510	Hansapank AS Hansapank AS						EE972200221021619314 EE972200221021619314	EUR	1 1200.00 1 -3000.00	0.00	EUR EUR	1200.00	1200.00	0.00			-1800.		-1800.00

New design : Customer Total is negative and yellow

lated docu	iments: kanne										4	Cust. To	tal is negative	×
lumber	[Date	Reference	Pu	rchase invoices		Paid	Paid	in Currency		Pay mode			k
	100281	05.03.2022	 			120	-120	0.00	-12	20.00	Ρ	Q		
Comment				Ob	ject		Project	Use	r		Difference	•		
						0						0.00		
						Q		Q TRI	NP	Q		0.00		
_		lection Bulk In	sert <i>۶</i> Name in bank	チ Supplier invoice	e チ Object	ر ۶ Proje	ect 🕹 Bank Cur	۲ Bank Sur			لا rate	Cust. Total	۶ Cust. Total EUR	
_		lo 🕫 Supplier		 Supplier invoice Search 					n 🗡 PrelD			Cust. Total	Cust. Total EUR Search	
Copy select	 > Invoice N > Search 	lo & Supplier	Name in bank			۶ Proje		۶ Bank Su	n & PrelD	≁ Ban		Cust. Total	Search	Bank account/IB.

10.2. Placing several purchase invoices in a row

Double click on the purchase invoice number cell, opens the list of purchase invoices. Activate the **Multiple record paster (the window does not close)** under "Settings,"

🗙 Close 🟾 😂 Refre			🔻 🖺 Save view 🖌 Settings 🖨 Print	
Paste invoid	e			
OPEN Number	> Browse		Settings Rows: 20	> « < 1 >
NUMBER 🗸	DATE	DUE DATE		RECEIPT
			Multiple record paster (window stays open)	
Q	Q	۹	Header is freezed	Q
100674	21.11.2022 16:07:29	28.11.2022	Social alexandria di actavativa lla dalla socialita Socialita Socialita Socialita di Socialita	
100653	01.01.2022	08.01.2022	text) 500.00 USD	
100651	01.01.2022	08.01.2022	Fields with the exact filtering not like filtering	
100650	01.01.2022	08.01.2022	1 000.00 USD	
100649	01.01.2022	08.01.2022	Number (and event code) 1 000.00 USD	
100648	01.01.2022	08.01.2022	Code (not event code) 1 000.00 USD	
100647	01.01.2022	08.01.2022	Subsysem Cards (project, stock, priceformula, user etc) 1 000.00 USD	
100646	01.01.2022	08.01.2022	1 000.00 USD	
100645	01.01.2022	08.01.2022	D Restore defaults Save 1 000.00 USD	
100642	02.11.2022 11:32:06	09.11.2022	1007 Apple 00 021122 150.00 EUR	

10.3. Directo purchase invoice number on the finance transaction row

New (desig	n															
Paymer	nt 1000	75 Confirmed									Last cha	inged by	(26.04.2022 at	15:48:48)			
Related docu																	
Number		Date	Reference		Purchase invoices		Paid	Paid	in Currency		Pay mode						
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Comment					Object		Project	User	9		Difference						
Arve nr 100	307					Q		Q		Q		0.00					
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🗌 No. 🤿	۶ Invoid	e No 🥕 Supplier	✤ Supplier invoice	≁ Name in bar	nk 🥜 Bank Cur	⊁ Ban	k Sum 🥕 Sum Paid	≁ Cur. Paid	⊁ Paid	۶	Inv. Balance 🖌	nvoice Cur	≁ Bank rate	e 🤌 Rate Pai	id & Description	Rate Servic	
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) << Finance	- Transaction	TASU_100075 - Wo	rk - Microsoft Edge														- 0
A																	
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🕃 New 🝷	ି Save	ि∎ Сору - ⊗ С		Attachments			: 🔹 Open original	Periodize	Create rever	se tran	saction Creat		on 1.04.2022 at 15:5	55:17) 🧐		æ Switch to	old view 🎾
B New • Finance	ି Save	ि∎ Сору - ⊗ С	Discard 🕆 Delete	Attachments	🛛 Mail 👻	🖨 Print	- • Open original	Periodize	Create rever	se tran	Last chang					₽ Switch to	old view 🎾
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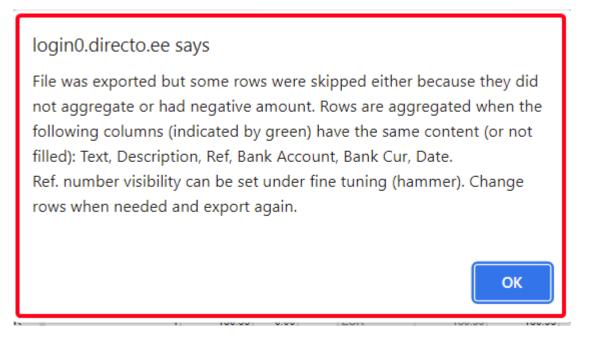
Old view

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Payments

10.4. SEPA error message

2025/07/06 12:33



This error message occurs when you want to send purchase invoices to a bank, but some purchase invoices have a different supplier name. In this case, purchase invoices with a different suppliers name will not be summarized.

New design

다 New 🝷 역	🗅 Save 🗸 Confirm 🗈	Copy - 🛞 Discard	前 Delete OPEN 🖉 /	Attachments 🖂 Mail 🤉	- 🖨 Print -	≈ Swit e	ch to old view 🎾 🔳
Payment	100209 Confirme	1				Last changed by	(21.10.2022 at 12:44:07)
Related docume	nts: kanne						
Number	Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode	6
100	16.06.2022 12:00	 	480	480.00	480.00	P Q	
Comment			Object	Project	User	Difference	
			Q	Q	TRIINP Q	0.00	

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🗌 No. 🥎	Ļ	Invoice No	۶	Supplier	Ļ	Name in bank	ŗ	Bank account/IB	ŗ	Bank Cur	ŗ	Bank Sum	ŗ	Bank rate	Ļ	Description	Ļ	Cur. Paid	۶	Rate Service	ŗ	Object	×
	>	Search	>	Search	>	Search	>	Search	>	Search	>	Search	>	Search	>	Search	>	Search	>	Search	>	Search	>
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3		100156	101	2	Osi	aühing Directo	DD	D22222	EU	IR		120.00		1									
4		100157	101	2	Dir	ecto OÜ	DD	D22222	EU	IR		120.00		1									

If the suppliers's name is written differently on the nurchase

Old view

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Last changed by: Bank Statements	-			the same w	/ay, are summar	ized to the bar	nk		Bank account/IBA	N Bi	ank Cur Bai
· · ·		2022 12:44:08 Name in bank	Description		/ay, are summar	ized to the bar		E	ank account/IBA		ank Cur Bar UR
Bank Statements	- Supplier	Name in bank		the same w	/ay, are summar Project Suppli	ized to the bar	nk	E		E	
Bank Statements NO Invoice No 1 100154	Supplier	Name in bank Osaühing Directo		the same w	Project Suppli	ized to the bar	nk	E	DDD22222	E	UR

It is allowed to send credit invoices to bank with purchase invoices. One supplier purchase invoices are summed up, if the supplier name is written in the same way. Purchase invoices with reference number will not be summarized.

10.5. Error message when importing payment to the bank - comment too long

If too many purchase invoices are paid together, the purchase invoice numbers will not fit in the comment field. Also, the payee does not know which purchase invoices have been paid. Xml fail adds all one supplier purchase invoices rows together and purchase invoice numbers are written to the comment field when importing one supplier purchase invoices to the bank. Bank issues a warning that comment is too long, if too many purchase invoices are paid together and reference numbers are not in use.

Possible solutions:

- use fine-tuning Export does not join same suppliers payments
- create multiple different payments with less purchase invoices
- use reference numbers
- send payment report to the supplier Purchases Reports Payments

10.6. Purchase invoice number added to the transaction row

To simplify verification, the Directo purchase invoice number is added to the Payment finance

• Works with system setting Finance transactions from ledgers in rows - asset part too

23/36

FINANCE SETTINGS		
Finance transactions from ledgers in rows	asset part too 🔹	
ayment 100120 <u>confirmed</u>	C << Finance - Transaction TASU_100120 - Work - Microsoft Edge	
lated documents: kanne	https://login.directo.ee/ocra_directo_jane/transaction_document.html?id=TASU_100120	
lumber Date Reference	🖪 New 🍷 🖓 Save 🐚 Copy 🍷 🛞 Discard 🏦 Delete 🥒 Attachments 🖾 Mail 🍷 🖨 Print 🍷 Open original Periodize	e Create reverse transaction Create minus transaction
100120 05.06.2022 📾	Finance - Transaction TASU: 100120 [saved]	Last changed by (20.06.2022 at 12:25:42) 🧐
	Type Number Date Reference Description TASU 100120 05.06.2022 Image: Control of the second	Debit P
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2 100206 1012 Osaühing Directo EUR	No. ~ & Account & Object & Project & Description	Debit P Credit P Current P Rate
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	1 111201 100206 Osaühing Directo	1440.00 EUR
	2 Thte91 100168 Osaühing Directo	2400.00 EUR
	3 212211 100168 Osaühing Directo 4 212211 100206 Osaühing Directo	2400.00 EUR 1440.00 EUR
	5	1440.00 EOK
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• Works with system setting Finance transactions from ledgers in rows - debt part

	FINANCE SET	TINGS sactions from ledgers	in rows debt pa	art 🔻									
Finan	ce - Transac	ion TASU: 100 ⁻	120 [Saved]		Last c	change	d by (0	i.06.2022 at 0	8:49:56) 😏				
Туре	Number	Date	Reference	Description		Deb	pit		J.				
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🗆 No. /	P Account P Ob	ect & Project & De	escription		Ł	Debit	۶ Credit	≁ Current	≁ Rate	ş	Cur. Debit	Cur. Credit	≁ Supplier
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	2 212211	10010	68 Osaühing Directo		2	400.00		EUR	1		2400.00		1012
			06 Osaühing Directo										

10.7. The payment exchange rate transaction is created separately for each purchase invoice

Every purchase invoice exchange rate transaction is on a separate line and the purchase invoice number and header object are added to the transaction line to track exchange rate gains/losses.

pe	Number		Date		Reference	Description	De	hit				
ASU	Trumber	100210	20.06.2022 1		Reference				50.31	2		
redit	950.31	Difference 0										
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1 2 3 3 2 5 5	> Search 111201 111201 212211 212211	> Search ADMIN SALE SALE ADMIN		 Search 100446 Big P 100447 Big P 100447 Big P 100446 Big P 100446 Kahju 	laper Japer Japer Japer um valuutakursi muutu	istest ostjate nõuetelt ja tarnijate kohustustelt istest ostjate nõuetelt ja tarnijate kohustustelt	 > Search 441.46 438.36	> Search 473.48 476.83	> Search USD USD USD USD USD	> Search 0.95365 0.95365 0.88292		500 496

10.8. Why the payment cannot be confirmed, although the object is marked on the row?

If the account object level is required and the payment row has object level object verify if in system settings are marked

- Finance settings Payment uses Purchase Invoice object on rows YES
- Payment settings Payment uses header object for the Asset Accounts NO

Payment uses Purchase Invoice object on 💦 no 💽 yes
rows
Bank statement import automatically creates no v
PAYMENT TERMS
Payement alerts about double invoice in O no • yes unconfirmed Payments
Payment uses header object for the Asset no yes

10.9. Payments - own right does not work

User group **own right** does not work when making payment. If it is necessary to give the user the rights to see only limited payments and the right to see only certain bank accounts, it is possible to

- Use the user group extended right
- Use the limited right
 - $\circ\,$ Make a separate payment modes for each bank account.
 - Rights can be limited in visibility rights.
 - $\circ\,$ Add the right to see limited payment rights under the user or user group rights.

Other

Visibility rights

Forbidden	Allowed	Right
	•	Pasters
	•	Cost and NetProfit view
	•	Invoice stock changing checkbox
	•	Stock level column
	•	Unbound attachments
	>>	Survey types 🕜
B, C, N	>>	Allowed payment modes 🕜

If the cell is empty, everything is allowed. Comma separated list. If at least one code is filled in, only that code is allowed.

10.10 Payment extended right

- The user sees only payments where an object, indicated on personnel card, is marked in the header
- User group rights have document = payment marked extended right

If the user group has the Payment **Extended** right, the user can only see payments with the object on the personnel card.

If the right is extended, but the object is not marked on the user's personnel card, then it behaves like an "All" right and sees all payments. If you add an object to the user, only payments with this object in the header will be visible.

11. Examples of system settings

11.1. System setting - Finance transactions from ledgers in rows

• Finance transactions from ledgers in rows - affects receipt, payment and expense due entry lines. Options:

no - rows with one account are summed to one row in the related finance transaction (if the

document rows do not have different objects or projects).

debt part - money flow is with one transaction row, the receipts/payments of

customers/suppliers are in a separate row, as on the receipt/payment document, i.e. there is no rows consolidation on the debt side. Objects and projects are considered.

<u>asset part too</u> - money flow and customers/suppliers receipts/payments are in a separate rows as on financial transaction.

<u>like payment file</u> - the flow of money is the aggregate by customer/supplier, and on the ledger side, the invoice is reflected line by line, the invoice number is at each row beginning.

Payment document

ayment	t 10033	Confirmed									Last cl	nanged by	(22.11.2022 at 1	10:49:20)	
lated docum	ents: kanne														
lumber	1	ate	Reference		Purchase	e invoices	Paid	d	Paid in Curr	ency	Pay mode			y.	
	100335					480	0	4800.00		4800.00	Ρ	Q			
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opy selection	n Delete se ^c Invoice N → Search 1006	ection Bulk o & Supplier > Search	 Name in bank Search 	> Search	nvoice & C	Object 거리	Q Project	 Bank account/IB Search 22176978595774 	TRIINP	 Bank Sum Search 	۶ Bank rate	> Paid > Search	Search 600.00	Description Search	1 1
opy selectior	n Delete se Invoice N Search 1006 1006	ection Bulk o & Supplier > Search 50 1147	 Name in bank Search Infotark AS 	> Search 20221	nvoice & C	Object 거리	Q Project	 Bank account/IB. Search 22176978595774 22176978595774 	TRIINP Bank Cur Search EUR	 ≁ Bank Sum > Search 600.00 	۶ Bank rate	 ≁ Paid > Search 600.00 	Search 600.00 600.00	 Description Search 	1 1
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11.1.1. Finance transaction with options NO - Finance transactions from ledgers in rows

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inanc	e - Transa	action	TASU:	1003:	35 Saved							Last changed	by	(22.11.2022	2 at 10:53:51) 🖡
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11.1.2. Option DEBT PART - Finance transactions from ledgers in rows

The debit and credit sides are a cumulative total

The money flow is in the cumulative total and the ledger debt side is on separate invoice rows, at the beginning of each row is the purchase invoice number.

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Type TASU	Number	100335	Date 15.01.2022		Reference	Description	larkIT Eesti AS					Debit	4800	
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11.1.3. Option ASSET PART TOO - Finance transactions from ledgers in rows

Money flow and suppliers debts are on separate rows in transaction, at the beginning of each row is the purchase invoice number.

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		1546110		. 1000							5			
pe	Number		Date		Reference	Description						Debit		
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11.1.4. Options like PAYMENT FILE - Finance transactions from ledgers in rows

Money flow is cumulative total by supplier and the debit side is on separate invoice rows, at the beginning of each row is the purchase invoice number.

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4	212211				100661 Infotark AS	6	600.00		EUR	1	600.00			1147
5	212211				100662 MarkIT Eesti AS	PØ.	1200.00		EUR	1	1200.00			1015
6	212211				100663 MarkIT Eesti AS		1200.00		EUR	1	1200.00			1015
7	212211				100664 MarkIT Eesti AS		1200.00		EUR	1	1200.00			1015

12. Prepayments via PreID (NEW PAYMENT DOCUMENT)

These payment rows, which do not refer to any specific purchase invoice, affect the prepayment balance in the purchase ledger and the customers prepayment balance in the balance sheet. Directo generates a unique prepayment ID or PreID value for each payment row with a positive prepayment sum, which can later be used to link the purchase invoice to a specific prepayment row. In the prepayment row can use the account to which the prepayment can be entered in the balance sheet - if the account is left empty, it will be taken either from the supplier's card in the payment row or if no account has been specified in the **PP account** field on the supplier's card, then from the system setting Supplier prepayments. Prepayment row object and project are used to create the transaction.

12.1. PreID on payment document

An example of a payment where two prepayments of different sums and purposes have been paid to the same supplier :

New pa	yme	ent doci	ument													
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Payment	10034	11 Confirmed										Last changed by	(23.11.2022 at 11	:17:35)		
Related docume	nts: <mark>kanne</mark>															
Number		Date	Reference	Pur	chase invoices		Paid		Paid in	Currency	Pay n	node		ų		
1	100341	01.01.2022				0		1200.00		0.00	Ρ	Q				
Comment				Obj	ect		Project		User		Diffe	rence				
Supplier PreID						Q		Q	TRIINF	Q		1200.00				
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				Supplier invoice		≁ Proj										
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1		PREID	Supplier PreID		ADM	K201	EUR		1000.00	1000.00	38	1200.00	1200.00			
2		PREID	Supplier PreID		SALES	K202	EUR		200.00	200.00	39					

Transaction

025/07/06 1	2:33						29/36	5					Pay	ment
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Type Numb		Date	Reference	Descript						De	ebit			y.
TASU	100341	01.01.2022		Supplier	PreID							1200		
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2 111201	SALES	K202	Supplier PreID			200.00	EUR	1		200.00		PREID		
3 114501	ADM	K201	Supplier PreID		1000.00)	EUR	1	1000.00			PREID		
4 114501	SALES	K202	Supplier PreID		200.00)	EUR	1	200.00			PREID		
5														

12.2. PreID prepayment use on the purchase invoice

The payment rows identified via PreID can be linked to the purchase invoice. To make a choice, must click on the Prepayment link in the purchase invoice header, which opens a section on the purchase invoice, where can see the PreID of the given supplier with an usable balance.

A double-click inside any of the Selected column fields will attempt to match that specific prepayment with purchase invoice prepayment uncovered sum.

									100679	lumber
	122	liers invoice 231	Suppl		VAT Reg No			Supplier Prel	PREID	Supplier
		Survey			VAT Reg No					Payee
		O DataFields	Proceeding	Main						
	Purchase order				Bank code	IP	User	1.2022	voice date 23	In
	S.Receipt		3	221052322	Bank account/IBAN		Object		nent terms 7	Paym
	Credited invoice				Ref.	11	red account	1.2022	Due date 30	
	Internal Invoice				Asset		Project	1.2022	Op. date 23	
	Expence	~			Deal type	~	gin Country		VAT Date	
			us) 🗸	(choose st	Status	ose type) 🗸 🗸	Туре	1.2022 11:18:01	Received 23	
by resources	🗌 Spl						description		clamation	Re
	e-mail								Comment	
FIFO method	epavments usin	k selects pr	ouble-clicl						t comment	Int
FIFO method	repayments usin	k selects pr	ouble-clicl	_	Paste			3.11.2022 11:30:47		
FIFO method	epayments usin	k selects pr		_	Paste			8.11.2022 11:30:47	ged by:	ast chang
FIFO method	Prepayment	P	lk Insert	_	Paste 800.00	Total	11	3.11.2022 11:30:47 VAT to	ged by:	.ast chang
0.00 Selected	Prepayment	P T code Total w/VA	lk Insert Im Subtotal VA	Recipe E Dividable s oject	800.00 N SN Object Pr) Total Description	ent PreID I	VAT to Suppliers invoice	ged by: y EUR Document	.ast chang Currenc Date
0.00 Selected 0.00	Prepayment AT Used 00 960.00	P T code Total w/VA 1000.0	lk Insert Im Subtotal VA 1000.00	Recipe E Dividable s oject 101	800.00 SN Object Pi ADM K3		ent PreIDI er PreID 38	VAT to Suppliers invoice	ged by: y EUR Document 12 Payment 1003	Last chang Currenc Date 01.01.202
0.00 Selected	Prepayment AT Used 00 960.00	P T code Total w/VA	lk Insert Im Subtotal VA	Recipe E Dividable s oject 101	800.00 N SN Object Pr		ent PreID I	VAT to Suppliers invoice	ged by: y EUR Document	Last chang Currenc Date 01.01.202
0.00 Selected 0.00 0.00	Prepayment AT Used 00 960.00 00 0.00	P T code Total w/VA 1000.0	lk Insert m Subtotal VA 1000.00 200.00	Recipe E Dividable s oject 101 102	800.00 SN Object Pr ADM K: SALES K:	Description	ent PreIDI er PreID 38 er PreID 39	VAT to Suppliers invoice 1	y EUR Document 12 Payment 1003 12 Payment 1003	Last chang Currency Date 01.01.202 01.01.202
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0.00 Selected 0.00 0.00	Prepayment AT Used 00 960.00 00 0.00 Balance	P T code Total w/V 1000. 200.0 It is	lk Insert Subtotal VA 1000.00 200.00	Recipe E Dividable s oject 01 02 Differe	800.00 SN Object Pr ADM K: SALES K:	Description	ent PreIDI er PreID 38 er PreID 39	VAT to Suppliers invoice 1	y EUR Document 12 Payment 1003 12 Payment 1003	Last chang Currency Date 01.01.202 01.01.202
0.00 Selected 0.00 0.00 960.00	Prepayment AT Used 00 960.00 00 0.00 Balance	P T code Total w/V 1000. 200.0 It is	lk Insert m Subtotal VA 1000.00 200.00	Recipe E Dividable s oject 01 02 Differe	800.00 SN Object Pr ADM K: SALES K:	Description	ent PreIDI er PreID 38 er PreID 39	VAT to Suppliers invoice 1	y EUR Document 12 Payment 1003 12 Payment 1003	Last chang Currency Date 01.01.202 01.01.202

PreIDs manual selection is not mandatory! If no manual selection is made or the selected sums do not fully cover the purchase invoice prepayment sum, selects Directo automatically the necessary IDs using the FIFO method.

After confirming the purchase invoice is created following transaction:

			OST: 10067											
be	Number		Date	Reference	Description					D	ebit			10
Т		100679	23.11.2022	İ	PREID Supplier Pre	D//231122						1920		
dit		Difference												
	1920													
	1520	0												
on Delete selection Bulk Insert Paste Recipe Split from Resource	selection Bulk Insert Paste Recine Split from Resour	Rulk Insert Daste Recipe Split from Resource	cine Split from Resource	res										
			Bulk Insert 📔 Paste Re	cipe Split from Resources										
				ccipe Split from Resources	بر De	bit ۶ Credit	≁ Cui	۶ Rate	& Cur. Debi	۶ Cur. Cre	≁ VAT cc	۶ مر	upplier	ا عمر به pplier ا
ş	Account			۶ Description	チ De > Search			۶ Rate > Search			≁ VAT cc> Searc		Custom Search	
^	≁ Account	≁ Object	ProjectSearch	۶ Description		> Search					> Seard			
o.	AccountSearch	≁ Object	 Project Search 	P Description Search	> Search	> Search	> Se EUR		> Search		> Searc	> Search		۶ R
No. ^ 1 2	 Account Search 212351 	≁ Object	ProjectSearch	Pescription Search VAT on purchase invoices 20%	> Search	> Search 00 960.00	> Se EUR		> Search	> Search	> Searc	> Search		≁ Re
No. ^	 Account Search 212351 212211 	≁ Object	Project Search	 <i>P</i> Description Search VAT on purchase invoices 20% Suppliers debt 	> Search 160	> Search 00 960.00 00	> Se EUR EUR		> Search 160.00	> Search	> Searc	> Search PREID PREID		≁ Re

The prepayment row uses the account, object and project resulting from the payment row associated with the selected PreID.

If the object was not filled in the payment row to which the PreID refer to, is used purchase invoice object for corresponding transaction row.

If the system setting Prepayment takes object from Customer/Supplier is something other than No, the object found via EtteID is not used.

12.3 Using PreID on payment

Example :											
Payment 10	0343 Saved								La	st changed by	(23.11.2022 at 11:57:13)
Number	Date	Reference	Purc	hase invoices	P	aid	Paid in C	Currency	Pay mo	de	ير
10034	3 01.02.2022				0	3000.0	00	0.00	P	Q	
Comment			Obje	ect	Р	roject	User		Differer	nce	
Using supplier prep	ayment				Q		Q TRIINP	Q		3000.00	
	elete selection Bulk	Insert	チ Supplier invoice	e 🕹 Object	۶ Proje	ect 🔗 Bank Cur	Bank Sum	۶ Paid	۶ PreID	۶ Cust. Total	ت الله الله الله الله الله الله الله الل
> Sear	h > Search	> Search	> Search	> Search	> Sear	ch > Search	> Search	> Search	> Search	Search	Search
1	1161	Supplier		ADM	PROJECT	T_2 EUR	3000.00	3000.00	40	3000.00	3000.00
2											

To reduce the prepayment balance on the payment document, must select a PreID with a sufficient balance to the payment row with a negative sum to be paid.

• Write manually or double-click on the corresponding payment row PreID field, which opens the PreID placer. Objects and projects are placed from PreID.

Payment 100	343 Saved												La	ist chan	ged by	(23	.11.2022 at 11:54
Number	Date	Reference		Purchase invoi	ces	Paid			Paid in C	Currenc	cy	Р	ay mo	de			
100343	01.02.2022				0		-3000.0	00			0.00	P)		Q		
Comment				Object		Project			User			D	Differe	nce			
Using supplier prepay	ment		1		Q			Q	TRIINP		a			-3	00.00		
	te selection Bulk	Insert	۶ Supplier i	nvoice 🖌 Obje	t 🖋 Pro	ر ject	Bank Cur	2	Bank Sum	ş	Paid	ş	PreID	ş	Cust. Total		Cust. Total EU
> Search	> Search	> Search	> Search	> Searc	h > Sea	arch >	Search	>	Search	> Se	arch	> Se	arch	Search		Search	
1	1161	Supplier		ADM	PROJE	CT_2 EU	JR		-3000.00	-3	3000.00		40		-3000.00		-3000.
2																	

• Write the supplier's code and the sum with a minus sign, PreID is selected using the FIFO method, when saving. By placing it in this way, prepayment objects and projects will not be

included.

	B														
Number		Date		Re	eference		Purchase	invoices	Paid		Paid in Cu	rrency	Pay mod	e	
	10034	3 01.02	2.2022						0	-1000.00		0.00	Р	Q	
Comment							Object		Project		User		Differend	ce	
Using supp	olier prep	vment							Q	Q	TRIINP	Q		-1000.00	
		lete selecti		_											
			ion Bulk I & Supplier	_	e in bank	۶ Supplier ir	nvoice ۶	Object	≁ Project	≁ Bank Cur →			۶ PreID		
		voice No		_		 Supplier in Search 		Object Search				۶ Paid			
Copy select	۶lr	voice No	۶ Supplier	≁ Name	ch		>	Search	≁ Project	チ Bank Cur	6 Bank Sum	⊁ Paid		۶ Cust. Tota	Cust. Total E Search

12.4. Examples of currency prepayments

elated docu	uments: kanne	e															
Number		Date	Reference	P	rchase invoices		Paid	Pa	aid in Currency		Pay mode				£		
	100344	01.01.2022				0	882	2.92		0.00	Р	Q					
Comment				0	oject		Project		ser		Difference						
Supplier						Q		QT	RIINP	Q		882.92					
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The prepayment is used for payment at the same exchange rate as the original prepayment.

12.4.1. Prepayment use on purchase invoice in currency

• Prepayments can only be used in the same currency as the purchase invoice. If the prepayment is created in EUR and the purchase invoice is in USD, the prepayment cannot be used on the purchase invoice.

Using prepayment in currency on the purchase invoice at the rate of the prepayment date

Close Event	New Cop Stock Red			Delete 🛈 F <	>> S	tatus Changed I	LOGOUT		
Number	100680								
Supplier 7	1161	Supplier			VAT Reg	No	Suppliers invoice	a 310522	
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						● Main O F	Proceeding O DataFi	iolds	
Inv	voice date	31.05.2022	User	TRIINP	Bank coo		roccoung Outur	Purchase order	
	ent terms		Object		Bank account/IBA			S.Receipt	
1		07.06.2022	Cred account		Re			Credited invoice	
		31.05.2022	Project		Ass			Internal Invoice	
	VAT Date		Origin Country	~	Deal typ	be	~	Expence	
		23.11.2022 12:40:13	Туре			IS (choose status)			
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Currenc	y USD		VAT total	0.00 Total	1000.0	0 Dividabl	e sum	Prepayment	1000.00
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12.4.2 Prepayment netting on the payment document in currency

Example	e : Pre	epaymer	nt															
Payment	10034	5 Confirmed												Las	t changed by		(23.11.2022 at 13	:42:05)
Related docume	nts: kanne																	
Number		Date	Reference		Purchas	e invoices		Paid			Paid in	Currency	1	Pay mode				j.
	100345	01.01.2022					0		882	2.92		(0.00	Р	Q			
Comment					Object			Project			User			Difference	e			
Box							Q			Q	TRIINP		Q		882.92			
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🗆 No. 🧄 🎤	Invoice I	No 🥕 Supplier	P Name in bank	Supplier in	voice 🦻	Object	🤌 Proje	ect 🦻 Ba	nk Cur	≁ Bank	Sum 🕗	۶ Paid	≫ Pr	eID 🔑	Cust. Total	ş	Cust. Total EUR	Bank account/I
>	Search	> Search	> Search	> Search	>	Search	> Searc	ch > Se	arch	> Searc	h 🛛	Search	> Sear	h Sear	ch	Search		> Search
1		1158	Box					USD		10	00.00	882.92		42	1000.00		882.92	

Transaction

2025/07	7/06 12:3	3					3	3/36						Paym	ents
Financ	e - Tran	sactior	n TASU: 100	345 Saved						l	Last change	d by	(23.11.2022	at 13:42:05)	୬
Туре	Number		Date	Reference	Descript	ion					De	ebit			ç.
TASU		100345	01.01.2022		Box								882.92		
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□ No. ~	≁ Account	≁ Object	Projec	t 🕹 Description		۶ Debit	۶ Credit	۶ Cu	۶ Rate	Cur. Debi	≁ Cur. Cre	≁ VAT cc	≁ Supplier	Custom	ŗ
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	1 111201			Box			882.92	USD	0.882924245		1000.00		1158		
	2 114501			Box		882.92		USD	0.882924245	1000.00			1158		

To use prepayment

- Use payment type, which TYPE=EQUAL
- Place PreID
- Place purchase invoice
- Enter manually the same exchange rate to the purchase invoice as on the prepayment in the BankRate field

elated docur			Confirmed													Р	avme	nt mode	TYPE =	EQUAL
elateu uocui	ments. Kan	ne																/		
Number		Date	e	R	Reference		Purch	ase invoices		Paid			Paid in C	urrency		Pay mod	de 🗡			
	100346	31.0)5.2022					93	3.45		0.0	00		1000	0.00	P_SUPP	LIERS	Q		
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Comment Box Copy selection		e select ice No	tion Bulk & Supplier	Insert ۶ Nam	e in bank	۶ Supplier		t ۶ Object	Q & Pro					PrelE عر		Differen Bank rate	-9	933.45 Cust. Total	E لا	st. Total EUR
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Box Copy selection	۶ Invo	ice No	۶ Supplier	≁ Nam				≁ Object	۶ Pro	iject	チ Bank Cur	≁ B > S	TRIINP ank Sum	> Search	عر (>	Bank rate	<u>ي</u> ۔ بر		۶ Cu Search	

The exchange rate profit/loss is calculated on the transaction

Туре	Number	(Date	Reference Desc	scription					Debit			
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Credit		Difference											
	933.45	0											
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				۶ Description	· Debit		✓ Cui> Se			Cur. CreSearch	≁ VAT cc	≁ Supplier	بارتیار ۲۰ Cu
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	 Account Search 	≁ Object	≁ Project	 Description Search 	· Debit	> Search 882.92	> Se USD	> Search	> Search	> Search 1000.00	 VAT cc Searc 	SupplierSearch	× Cu ≻ Cu > Se

• If several prepayments are used for one purchase invoice netting, the purchase invoice must be placed on several rows and the payment sums and exchange rates must be manually overwritten with the currency rate in Prepayment.

Purchase invoice

ayment '	100349	Confirmed									Last	hanged by	(23.11.2022 a	at 14:33:21)		
ated documen	nts: kanne										Payme	nt mode TY	'PE = EQUAI	L		
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OLDEN BOX						Q				Q		-933.45				
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No. ~ &	Invoice No	> ۶ Supplier	P Name in bank	≁ Supplier	invoice 🤌 Object	≁ Project	🖉 Bank Cur	≁ Bank Sum	۶ PreID	≁ Bank rat	te 🖉	Cust. Total 🤌	Cust. Total	EUR 🥕 Bank a	ccount/IB	Inv. Balance
>	Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search		> Search	Searc	n Se	earch	> Search		Search
1		1159	GOLDEN BOX				USD	-500.00		0.88292424	_	0.00		0.00		
2		1159	GOLDEN BOX				USD	-500.00	44	0.88809946		\sim				
3	100682		GOLDEN BOX	3105223	PROD		USD	500.00		0.8829242	_					1000.0
4	100682	2 1159	GOLDEN BOX	3105223	PROD		USD	500.00		0.8880994			to the purch			1000.
		nsactio	on TASU:	10034	19 Saved								Last change	ed by	(23.11.2	022 at 14:53:4
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12.4.3 Enne EtteID valuutas Ettemaksu tasaarveldamine samas valuutas ostuarvega tasumise dokumendil valuutas kui ettemaksu summa on väiksem kui ostuarvel

- if the prepayment is in currency, e.g. USD, then it should also be used in the same currency
- if the purchase invoice is smaller than the prepayment, then mark to the **Paid** field on the payment the sum that can be settled with the prepayment.

Paymer	nt 1003	62 (Saved															Lá	ast c	hanged by		(15.12.2022 at 16:15:47
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≣ ∦ 1			1163	Supplier							USD			500.00		48	0.88	32924245	5	500.00		441.46
≣ ∦ 2																						

Necessary steps

- place purchase invoice
- place supplier code and choose prepayment
- if the prepayment was created before 25.11.22, use the old design document and select the prepayment from the list

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1 100687	1163	Supplier	31052022	USD	0.93344	5347 1000.00			USD	1000.00	1000.00	1000.00		
2	1163	Supplier		EUR		1 0.00					0.00	0.00		Choose pre pa
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Change the purchase invoice fields

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User TRIIN	Р	Bulk Insert												
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					J		0	\bigcirc \bigcirc \bigcirc						
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1 100687	1163	Supplier	USD	0.933445347	1000.00	0		USD	1000.00	1000.00				
2	1163	Supplier	USD	0.882924245	-500.00	1				-441.4621225	48	Payment 100362		

After changing the fields, confirm the purchase invoice

Close New Copy Refresh Delete Confirm Save TH EST local Print Mail 🖗 F < >> Status: View There is a new design available of this document Try new version													
Number 1003	63	Date 31.05.2)22	Reference		Purchase invoice	s 25.26	Paid	0.00 Paid	in Currer			
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						\odot \bigcirc \bigcirc \bigcirc							
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Bank Cur Bank	rate	Bank Sum	Fine	VC Invoice Cur	Inv. Balance	Paid
1 100687	1163	Supplier				31052022	USD	0.8829242	45 500.00	0.00	USD	1000.00	500.00
2	1163	Supplier					USD	0.8829242	45 -500.00	0.00		0.00	-441.46

12.4.4. Settlement if the prepayment and purchase invoice are in different currencies

If the prepayment is in a different currency, it is possible to settle it with a purchase invoice in another currency. The currency in which the prepayment is made must be marked on the purchase invoice for payment.

- when using prepayment mark the prepayment with the same exchange rate as payment **Bank** rate
- the purchase invoice is paid in the same currency as the prepayment **Bank cur**
- when making purchase invoice payment mark the same exchange rate in which the prepayment was made **Bank rate**.
- use the netting payment as payment mode, which type is = equal

Payment 100361 Confirmed			4 Pa	y mode must be type=ed		changed by	(14.12.2022 at 08:02:07)
Related documents: kanne							
Number Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode	P	y.
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Copy selection Delete selection Bulk Inse	ert 1	Prepayment is marked v	with the same curren	cy rate as payment			
No. 🕤 🤌 Invoice No 🦻 Supplier 🦻	Name in bank 🤌 Supplier	invoice 🤌 Object 🛛 🤌 Pi	roject 🚽 🤌 Bank Cur	Bank Sum PrelD	۶ Bank rate	Supplier Total	Supplier Total EUR
> Search Q > Search Q >	Search > Search	> Sear OL > Se	earc Q > Sear Q	> Search > Ce Q	> Searc Q	Search	Search
■ 1 100513 1012 D	irecto OÜ 3002		USD	1000.00	0.882924245	0.00	0.00
2 1012 D	irecto OÜ		USD	-1000.00 47	0.882924245		

The exchange rates are calculated on the financial transaction

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Payment mode type must be equal

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12.5. Previous prepayments

All the earlier suppliers prepayments are without a prepayment number and will be used without a prepayment number. The PreID functionality only works on a new Payment document.

12.5.1 How to see correctly the prepayments in the Supplier prepayments report

- If there are few prepayments, open previous prepayments, press save (e.g. add a dot to the comment field to create a save button) and confirm again. Start by over confirming the original prepayments, then move to the used prepayment documents.
- If there are lots of prepayments, use the OLD Payment document to link the old prepayments.

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