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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

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.

New design

The screenshot shows the 'New design' interface for a payment document. At the top, there is a navigation bar with buttons for 'New', 'Save', 'Confirm', 'Copy', 'Discard', 'Delete', 'OPEN', 'Attachments', 'Mail', and 'Print'. A 'Switch to old view' link is also present. The main header displays 'Payment 100282' with a 'Confirmed' status and 'Last changed by' information. Below this, there are fields for 'Number' (100282), 'Date' (21.10.2022 12:54:22), 'Reference', 'Purchase invoices' (300), 'Paid' (300.00), 'Paid in Currency' (300.00), and 'Pay mode' (P). A 'Comment' field contains 'Arve nr 100637'. Other fields include 'Object', 'Project', 'User' (TRIINP), and 'Difference' (0.00). Action buttons for 'Copy selection', 'Delete selection', and 'Bulk Insert' are visible. At the bottom, a table lists transaction details:

No.	Invoice No	Supplier	Name in bank	Object	Project	Bank Cur	Bank Sum	Supplier invoice	Bank account/IBAN	Bank rate	Inv. Balance
1	100637	1147	Infotark AS	PROD		EUR	300.00	0103223	22176978595774	1	300.00

Old view

The screenshot shows the 'Old view' interface for a payment document. It features a 'Transaction' header with buttons for 'Close', 'New', 'Copy', 'Refresh', 'CashOUT', 'SEPA EST', 'F', 'OPEN', and navigation arrows. The status is 'Confirmed'. Fields for 'Number' (100282), 'Date' (21.10.2022 12:54:22), 'Reference', 'Purchase invoices' (300.00), 'Paid' (300.00), and 'Paid in Currency' (300.00) are present. A 'Comment' field contains 'Arve nr 100637'. Other fields include 'Pay mode' (P), 'Object', 'Project', 'User' (TRIINP), and 'Difference' (0.00). A 'Bulk Insert' button is visible. Below the header, there is a table with transaction details:

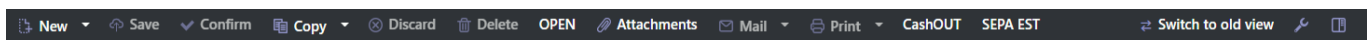
NO	Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bank account/IBAN	Bank Cur	Bank rate
1	100637	1147	Infotark AS		PROD		0103223		22176978595774	EUR	
2											

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

- Added [PreID field and functionality](#)
- Added [purchase invoice partial currency payment](#)
- Opportunity to change, remove and add fields in the header and rows. Read more [here](#).

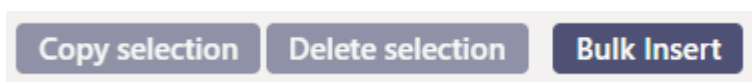
2. Payment buttons




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.
- **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** - 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.
-  - these buttons affect the height of the rows.
-  - for exporting table or selected rows to Excel.
-  - from 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 100282 Confirmed Last changed by (21.10.2022 at 12:55:21)

Related documents: [kanne](#)

Number	Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode
100282	21.10.2022 12:54:2		300	300.00	300.00	P
Comment	Object	Project	User	Difference		
Arve nr 100637			TRIINP	0.00		

Old view

Transaction

Close New Copy Refresh CashOUT SEPA EST Print Mail F OPEN << >> Status: Confirmed

Number	Date	Reference	Purchase invoices	Paid	Paid in Currency
100153	01.01.2022		12000.00	12000.00	12000.00
Pay mode	Comment	Object	Project	Difference	
P				0.00	

User Bulk Insert

- **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”.
- **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

- **Fee cur.** - service fee in currency
- **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

Preferences ✕

Personal

System

- Supplier name goes to comment
- Export payment comment from p.invoice (when present)
- Export does NOT join same supplier payments
- Due Date is 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 „-”.

6. Payment transactions

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

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.

Finance Settings > Payment modes > P

Back New Copy Delete Save Status: Changed View changes

111201

CODE	<input type="text" value="P"/>
COMMENT	<input type="text" value="Bank account"/>
ACCOUNT	<input style="float: right; text-align: right;" type="text" value="111201"/> »
TYPE	<input type="text" value="(unchosen) v"/>
BANK ACCOUNT	<input type="text"/>
BANK ACCOUNT CURRENCY (SEPA XML OUTPUT)	<input type="text"/>
BANK ACCOUNT FOR FEES (SEPA XML OUTPUT)	<input type="text"/>
BANK	<input type="text" value="HABAE2X (Swedbank AS) v"/>
EXPORT TYPE	<input type="text" value="18 (SEPA EST) v"/>
EXPORT PAYMENTS GROUPED	<input type="text" value="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



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*

The screenshot shows the Swedbank internet banking interface. The top navigation bar includes 'Everyday banking', 'Cards', 'Payment collection', 'Financing', and 'Insurance'. The 'Everyday banking' menu is expanded, showing options like 'Account', 'Payments', and 'Digital banking'. The 'Digital banking' section has 'Swedbank Gateway' highlighted with a red box. Below this, a table titled 'Minu ettevõtte lepingud' (My company contracts) lists a contract with ID 188411, start date 03.10.2016, and status 'Aktiivne' (Active). The contract is for 'Operaatori kanal - OÜ DIRECTO'.

Leping	Kasutajad	Alguskuupäev	Staat
188411		03.10.2016	✓ Aktiivne

Operaatori kanal - OÜ DIRECTO

Operaator ? OÜ DIRECTO
Registrikood 10652749

Maksete import internetipanka ?



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 indicated accordingly:

Last changed by: VIUL 22.12.2021 14:08:00
 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:

FINANCE SETTINGS

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

Payment 100158 **Confirmed** Last changed by [redacted] (07.06.2022 at 20:38:37)

Related documents: kanne

Number: 100158, Date: 31.05.2022, Reference: [empty], Purchase invoices: 882.92, Paid: 933.45, Paid in Currency: 1000.00, Pay mode: P_USD

Comment: Arve nr 100421, Object: [empty], Project: [empty], User: JANE, Difference: 50.53

Buttons: Copy selection, Delete selection, Bulk insert

No.	Invoice No	Supplier	Name in bank	Object	Project	Bank Cur	Bank Sum	Supplier invoice	Bank account/IB	Bank rate	Inv. Balance	Paid	Cur. Paid	Description
1	100421	1139	Big Paper			USD	1000.00	332214	1122334455	0.933445347	1000.00	1000.00		

Old view

Transaction

Close New Copy Refresh CashOUT SEPA EST Print Mail F OPEN << >> Status: Confirmed

Number: 100158, Date: 31.05.2022, Reference: [empty], Purchase invoices: 882.92, Paid: 933.45, Paid in Currency: 1000.00

Pay mode: P_USD, Comment: Arve nr 100421, Object: [empty], Project: [empty], Difference: -50.53

User: JANE, Bulk Insert

Last changed by [redacted] 07.06.2022 20:38:38

Bank Statements: -

NO	Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bank Account	Bank Cur	Bank rate	Bank Sum
1	100421	1139	Big Paper				332214		1122334455	USD	0.933445347	1000.00
2												

The finance transaction is created after payment confirmation:

Finance - Transaction TASU: 100158 **Saved** Last changed by [redacted] (09.06.2022 at 15:38:24)

Type: TASU, Number: 100158, Date: 31.05.2022, Reference: [empty], Description: Arve nr 100421, Debit: 933.45

Credit: 933.45, Difference: 0

Buttons: Copy selection, Delete selection, Bulk Insert, Paste Recipe, Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Curren	Rate	Cur. Debit	Cur. Credit
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 Kahjum valuutakursi muutustest 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

Old view

The finance transaction is created after confirming the payment document:

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

Payment document: New design

Payment 100159 Confirmed Last changed by [user] (07.06.2022 at 20:04:19)

Related documents: kanne

Number: 100159 Date: 31.05.2022 Reference: Purchase invoices: 814.93 Paid: 935.00 Paid in Currency: 1000.00 Pay mode: P

Comment: Arve nr 100422 Object: Project: User: JANE Difference: 120.07

Copy selection Delete selection Bulk Insert

No.	Invoice No	Supplier	Name in bank	Bank account/IB	Bank Cur	Bank Sum	Cur. Paid	Rate Servis	Rate Paid	Inv. Balance	Object	Project	Supplier invoice	Bank rate	Paid
1	100422	1139	Big Paper	1122334455	EUR	935.00	USD	0.935	0.814929509	1000.00					1000.00

Double click (pointing to Bank Cur field)

After double clicking the field Paid is equal to the field Inv. Balance (pointing to Paid and Inv. Balance fields)

Old view

Payment 100159 - Work - Microsoft Edge

https://login.directo.ee/ocra_directo_.../or_tasumine.asp?NUMBER=100159

Status: Confirmed

Reference: Purchase invoices: 814.93 Paid: 935.00 Paid in Currency: 935.00

Object: Project: Difference: -120.07

After double-clicking the field Paid is equal to the field Inv. Balance (pointing to Paid and Inv. Balance fields)

Double-click (pointing to Bank Cur field)

Object	Project	Supplier invoice	Ref.	Bank Account	Bank Cur	Bank rate	Bank Sum	Fine	VC	Invoice Cur	Inv. Balance	Paid	Rate Servis
		121		1122334455	EUR		935.00	0.00		USD	1000.00	1000.00	0.935

The finance transaction is created after confirming the payment document:

Finance - Transaction TASU: 100159 Saved Last changed by [user] (09.06.2022 at 15:38:24)

Type: TASU Number: 100159 Date: 31.05.2022 Reference: Description: Arve nr 100422 Debit: 935

Credit: 935 Difference: 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Currency	Rate	Cur. Debit	Cur. Credit
1	111201			Pangakonto		935.00	EUR	1		935.00
2	212211			100422 Big Paper	814.93		USD	0.81492...	1000.00	
3	527501			100422 Valuutakursi erinevus tasumisel	1.55		EUR	1	1.55	
4	562401			100422 Kahjuv valuutakursi muutustest osjate nõuetelt ja tarnijate kohustustelt	118.52		EUR	1	118.52	

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
 - 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**.

Payment document: New design

Payment 10015 Confirmed Last changed by (10.11.2022 at 15:05:11)

Related documents: kanne

Number: 10015, Date: 31.05.2022, Reference: , Purchase invoices: 882.92, Paid: 933.45, Paid in Currency: 1000.00, Pay mode: P

Comment: , Object: , Project: , User: JANE, Difference: 50.53

Buttons: Copy selection, Delete selection, Bulk Insert

No.	Invoice No	Supplier	Name in bank	Bank account/IB	Bank Cur	Bank Sum	Bank rate	Description	Cur. Paid	Rate Servi	Object	Project	Supplier invoice
1	100655	1139	Big Paper	1122334455	SEK	9806.12	0.095190047		USD	0.8829241	PROD		121

Old view

Transaction There is a new design available of this document Try new version

Close New Copy Refresh CashOUT SEPA EST OPEN << >> Status: Confirmed

Number: 10015, Date: 31.05.2022, Reference: , Purchase invoices: 882.92, Paid: 933.45, Paid in Currency: 9806.12

Pay mode: P, Comment: , Object: , Project: , Difference: -50.53

User: JANE, Bulk Insert

Last changed by: 10.11.2022 15:05:12

Bank Statements: -

NO	Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bank account/IBAN	Bank Cur	Bank rate	Bank Sum
1	100655	1139	Big Paper		PROD	121			1122334455	SEK	0.095190047	9806.12
2												

The finance transaction is created after confirming the payment document:

New Save Copy Discard Delete Attachments Mail Print Open original Periodize Switch to old view

Finance - Transaction TASU: 10015 Saved Last changed by (10.11.2022 at 15:05:12)

Type: TASU, Number: 10015, Date: 31.05.2022, Reference: , Description: , Debit: 933.45

Credit: 933.45, Difference: 0

Buttons: Copy selection, Delete selection, Bulk Insert, Paste Recipe, Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cur	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier
1	111201	PROD		Pangakonto		933.45	SEK	0.095190047		9806.12		
2	212211	PROD		Hankijatele tasumata arved	882.92		USD	0.882924245	1000.00			
3	562401	PROD		100654 Kahjum valuutakursi muutustest...	50.53		EUR	1	50.53			1139

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.

New Save Copy Discard Delete Attachments Mail Print Open original Periodize Switch to old view

Finance - Transaction TASU: 10016 Saved Last changed by (10.11.2022 at 15:17:22)

Type: TASU, Number: 10016, Date: 31.05.2022, Reference: , Description: , Debit: 937.62

Credit: 937.62, Difference: 0

Buttons: Copy selection, Delete selection, Bulk Insert, Paste Recipe, Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cur	Rate	Cur. Debi	Cur. Cre	VAT cc	Supp
1	111201	PROD		Pangakonto		937.62	SEK	0.095190047		9850.00		
2	212211	PROD		Hankijatele tasumata arved	882.92		USD	0.882924245	1000.00			
3	527501	PROD		100654 Valuutakursi erinevus tasumisel,...	4.17		EUR	1	4.17			1139
4	562401	PROD		100654 Kahjum valuutakursi muutustest...	50.53		EUR	1	50.53			1139

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

Payment document: New design: After entering 9850 SEK, a warning is displayed

After double-clicking on RateService and confirming

Old view

The finance transaction is created after confirming the payment document:

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

Payment document: New design

Old view

The finance transaction is created after confirming the payment document:

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

Payment document: New design

Payment 100201 Confirmed Last changed by (15.06.2022 at 19:49:30)

Related documents: [kanne](#)

Number	Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode
100201	31.05.2022		441.46	466.72	500.00	P
Comment	Object	Project	User	Difference		
Arve nr 100444			JANE	25.26		

Copy selection Delete selection Bulk Insert

No.	Invoice No	Supplier	Name in bank	Bank account/IB	Bank Cur	Bank Sum	Bank rate	Description	Cur. Paid	Rate Service	Object	Project	Su
1	100444	1139	Big Paper	1122334455	USD	500.00	0.933445347						221

Old view

Payment 100201 - Work - Microsoft Edge

https://login.directo.ee/ocra_directo_/or_tasumine.asp?NUMBER=100201

Transaction

Close New Copy Refresh CashOUT SEPA EST Print Mail F OPEN << >> Status: Confirmed There is a new design available of this document. Try new version

Number	Date	Reference	Purchase invoices	441.46	Paid	466.72	Paid in Currency	500.00
Pay mode P	Comment	Arve nr 100444	Object	Project	Difference			-25.26
User	JANE Bulk Insert							

Last changed by: 15.06.2022 19:49:30
Bank Statements: -

NO	Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bank Account	Bank Cur	Bank rate	Bank Sum	Fine
1	100444	1139	Big Paper				221		1122334455	USD	0.933445347	500.00	0.
2													

The finance transaction is created after confirming the payment document:

Finance - Transaction TASU: 100201 Saved Last changed by (15.06.2022 at 19:49:30)

Type	Number	Date	Reference	Description	Debit
TASU	100201	31.05.2022		Arve nr 100444	466.72
Credit	Difference				
466.72	0				

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Curren	Rate	Cur. Debit	Cur. Credit	Supplier
1	111201			Pangakonto	466.72	USD	0.93344...			500.00	
2	212211			100444 Big Paper	441.46	USD	0.88292...		500.00		1139
3	562401			100444 Kahjum valuutakursi muutustest ostjate nõuetelt ja tarnijate kohustustelt	25.26	EUR			25.26		1139

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



Works only on the new design payment document.

- 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.

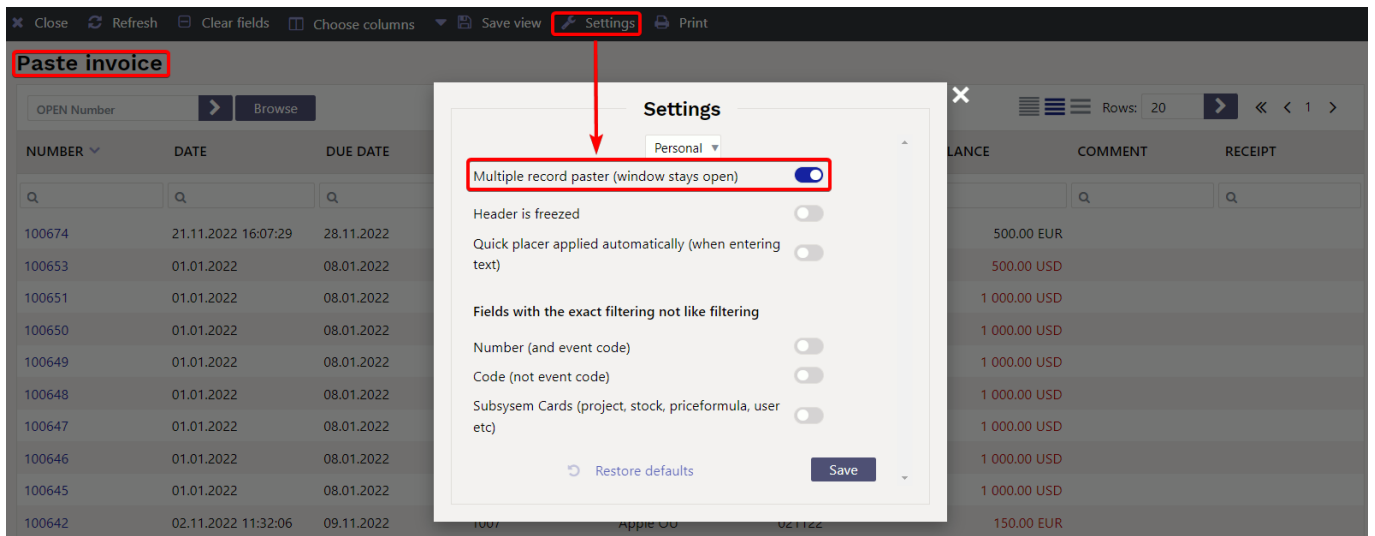
Document	Date	Sum	Currency	Central Bank exchange rate	EUR	Exchange rate difference	System setting (currency account)
Purchase invoice	01.01.2022	1000	USD	0,882924245	882,92		
Purchase invoice	31.05.2022	500	USD	0,933445347	466,72	25,27	Foreign exchange gain/loss (sale, purchase)
Payment	31.05.2022	470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

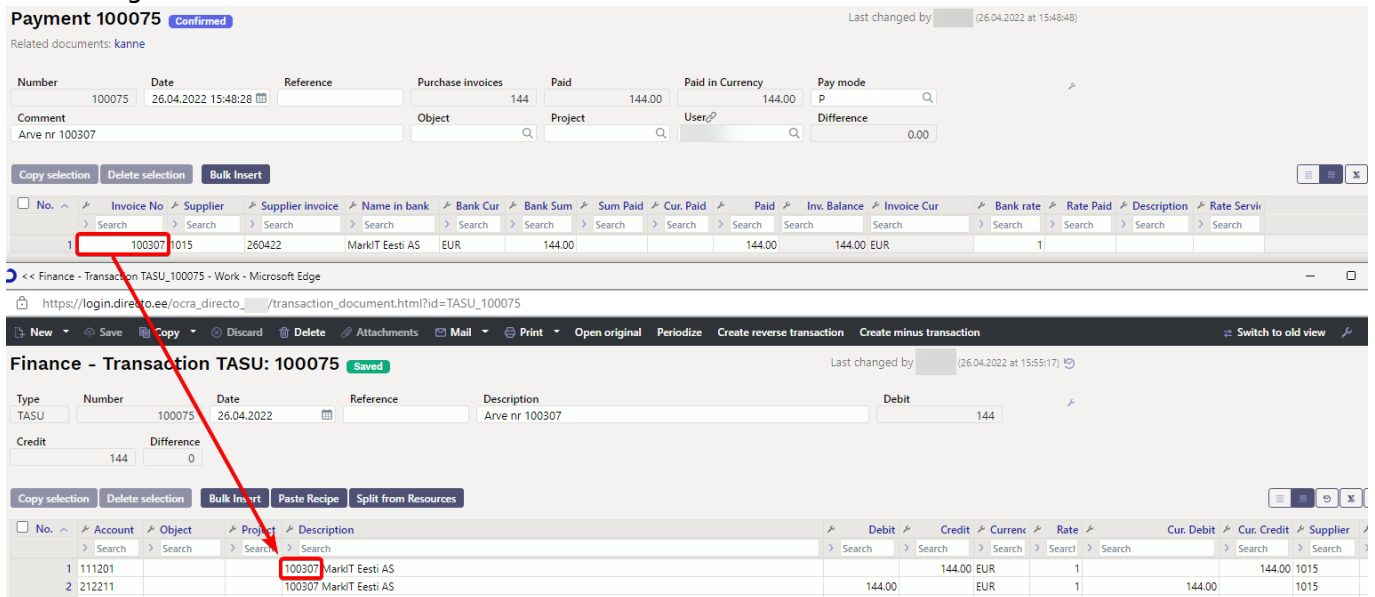
10.2. Placing several purchase invoices in a row

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",



10.3. Directo purchase invoice number on the finance transaction row

New design



Old view

Transaction

Close New Copy Refresh CashOUT SEPA EST OPEN << >> Status: Confirmed

Number 100075 Date 26.04.2022 15:48:28 Reference Purchase invoices 144.00 Paid 144.00 Paid in c
 Pay mode P Comment Arve nr 100307 Object Project Difference 0.00
 User TRIINP Bulk Insert

Last changed by 26.04.2022 15:48:49
 Bank Statements: -

NO	Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bank account/IBAN
1	100307	1015	MarkIT Eesti AS				260422		11111111111111111111111111111111
2									

<< Finance Transaction PAY:100075_v2 - Work - Microsoft Edge
 https://login.directo.ee/ocra_directo_jane/fin_kanne.asp?number=100075&tyyp=TASU

Close New Copy Save Delete Mail Print Status: View Type PAY
 Periodize REVERSE TRANSACTION MINUS TRANSACTION Open original Changes

Number 100075 Date 26.04.2022 Reference Turnover 144 144
 Description Arve nr 100307 Difference 0
 Creator TRIINP Last changed by: TRIINP 26.04.2022 15:55:18 Bulk Insert Paste Recipe Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	111201			100307 MarkIT Eesti AS		144.00				1015	
2	212211			100307 MarkIT Eesti AS	144.00					1015	

10.4. SEPA error message

login0.directo.ee says

File was exported but some rows were skipped either because they did not aggregate or had negative amount. Rows are aggregated when the following columns (indicated by green) have the same content (or not filled): Text, Description, Ref, Bank Account, Bank Cur, Date.

Ref. number visibility can be set under fine tuning (hammer). Change rows when needed and export again.

OK

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

Payment 100209 Confirmed Last changed by (21.10.2022 at 12:44:07)

Related documents: kanne

Number: 100209 Date: 16.06.2022 12:00 Reference: Purchase invoices: 480 Paid: 480.00 Paid in Currency: 480.00 Pay mode: P

Comment: Object: Project: User: TRIINP Difference: 0.00

If the suppliers` name is written differently on the purchase invoices, then only purchase invoices which are written exactly the same way, are summarized to the bank

No.	Invoice No	Supplier	Name in bank	Bank account/IB.	Bank Cur	Bank Sum	Bank rate	Description	Cur. Paid	Rate Service	Object
1	100154	1012	Osaühing Directo	DDD22222	EUR	120.00	1				
2	100155	1012	Directo OÜ	DDD22222	EUR	120.00	1				
3	100156	1012	Osaühing Directo	DDD22222	EUR	120.00	1				
4	100157	1012	Directo OÜ	DDD22222	EUR	120.00	1				

Old view

Transaction Close New Copy Refresh CashOUT SEPA EST OPEN << >> Status: Confirmed There is a new design available of this document. Try new version

Number: 100209 Date: 16.06.2022 12:00:28 Reference: Purchase invoices: 480.00 Paid: 480.00 Paid in Currency: 480.00

Pay mode: P Comment: Object: Project: Difference: 0.00

User: TRIINP Bulk Insert

Last changed by: 21.10.2022 12:44:08 Bank Statements: -

If the supplier`s name is written differently on the purchase invoices, then only purchase invoices which are written exactly the same way, are summarized to the bank

NO	Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bank account/IBAN	Bank Cur	Bank
1	100154	1012	Osaühing Directo				321		DDD22222	EUR	
2	100155	1012	Directo OÜ				456		DDD22222	EUR	
3	100156	1012	Osaühing Directo				654		DDD22222	EUR	
4	100157	1012	Directo OÜ				655		DDD22222	EUR	
5											



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

transaction.

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

FINANCE SETTINGS

Finance transactions from ledgers in rows: asset part too

Payment 100120 Confirmed

Number: 100120, Date: 05.06.2022, Reference: [empty]

Comment: [empty]

Copy selection | Delete selection | Bulk Insert

No.	Invoice No.	Supplier	Name in bank	Bank Cur.
1	100168	1012	Osaühing Directo	EUR
2	100206	1012	Osaühing Directo	EUR

Finance - Transaction TASU: 100120 Saved

Type: TASU, Number: 100120, Date: 05.06.2022, Reference: [empty], Description: [empty], Debit: 3840

Credit: 3840, Difference: 0

Copy selection | Delete selection | Bulk Insert | Paste Recipe | Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Curren	Rate
1	111201			100206 Osaühing Directo		1440.00	EUR	1
2	111201			100168 Osaühing Directo		2400.00	EUR	1
3	212211			100168 Osaühing Directo	2400.00		EUR	1
4	212211			100206 Osaühing Directo	1440.00		EUR	1

- Works with system setting Finance transactions from ledgers in rows - debt part

FINANCE SETTINGS

Finance transactions from ledgers in rows: debt part

Finance - Transaction TASU: 100120 Saved

Type: TASU, Number: 100120, Date: 05.06.2022, Reference: [empty], Description: [empty], Debit: 3840

Credit: 3840, Difference: 0

Copy selection | Delete selection | Bulk Insert | Paste Recipe | Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Curren	Rate	Cur. Debit	Cur. Credit	Supplier
1	111201			Pangakonto		3840.00	EUR	1		3840.00	
2	212211			100168 Osaühing Directo	2400.00		EUR	1	2400.00		1012
3	212211			100206 Osaühing Directo	1440.00		EUR	1	1440.00		1012

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 number and header object are added to the transaction line to track exchange rate gains/losses.

Finance - Transaction TASU: 100210 Saved

Type: TASU, Number: 100210, Date: 20.06.2022 12:33:27, Reference: [empty], Description: [empty], Debit: 950.31

Credit: 950.31, Difference: 0

Copy selection | Delete selection | Bulk Insert | Paste Recipe | Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Curren	Rate	Cur. De
1	111201	ADMIN		100446 Big Paper		473.48	USD	0.95365...	
2	111201	SALE		100447 Big Paper		476.83	USD	0.95365...	
3	212211	SALE		100447 Big Paper	441.46		USD	0.88292...	500
4	212211	ADMIN		100446 Big Paper	438.36		USD	0.88292...	496
5	562401	ADMIN		100446 Kahjum valuutakursi muutustest ostjate nõuetelt ja tarnijate kohustustelt	35.12		EUR	1	35
6	562401	SALE		100447 Kahjum valuutakursi muutustest ostjate nõuetelt ja tarnijate kohustustelt	35.37		EUR	1	35

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

FINANCE SETTINGS

Payment uses Purchase Invoice object on rows no yes

Bank statement import automatically creates payment

PAYMENT TERMS

Payment alerts about double invoice in unconfirmed Payments no yes

Payment uses header object for the Asset Accounts 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**
 - Make a separate payment modes for each bank account.
 - Rights can be limited in visibility rights.
 - Add the right to see limited payment rights under the user or user group rights.

Other

Visibility rights

Forbidden	Allowed	Right
<input type="radio"/>	<input checked="" type="radio"/>	Pasters
<input type="radio"/>	<input checked="" type="radio"/>	Cost and NetProfit view
<input type="radio"/>	<input checked="" type="radio"/>	Invoice stock changing checkbox
<input type="radio"/>	<input checked="" type="radio"/>	Stock level column
<input type="radio"/>	<input checked="" type="radio"/>	Unbound attachments
<input type="text" value=""/>	<input type="text" value=""/>	Survey types ?
<input type="text" value="B, C, N"/>	<input type="text" value=""/>	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.
asset part too - money flow and customers/suppliers receipts/payments are in a separate rows as on financial transaction.
like payment file - 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

Payment 100335 Confirmed Last changed by (22.11.2022 at 10:49:20)

Related documents: kanne

Number: 100335 Date: 15.01.2022 Reference: Purchase invoices: 4800 Paid: 4800.00 Paid in Currency: 4800.00 Pay mode: P

Comment: Infotark AS,MarkIT Eesti AS Object: Project: User: TRIINP Difference: 0.00

Copy selection Delete selection Bulk Insert

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank account/IB	Bank Cur	Bank Sum	Bank rate	Paid	Inv. Balance	Description	Cur. I
1	100660	1147	Infotark AS	20221			22176978595774	EUR	600.00	1	600.00	600.00		
2	100661	1147	Infotark AS	20222			22176978595774	EUR	600.00	1	600.00	600.00		
3	100662	1015	MarkIT Eesti AS	20223			22195688245212	EUR	1200.00	1	1200.00	1200.00		
4	100663	1015	MarkIT Eesti AS	20224			22195688245212	EUR	1200.00	1	1200.00	1200.00		
5	100664	1015	MarkIT Eesti AS	20225			22195688245212	EUR	1200.00	1	1200.00	1200.00		

11.1.1. Finance transaction with options NO - Finance transactions from ledgers in rows

The debit and credit sides are a cumulative total

Finance - Transaction TASU: 100335 Saved Last changed by (22.11.2022 at 10:53:51)

Type: TASU Number: 100335 Date: 15.01.2022 Reference: Description: Infotark AS,MarkIT Eesti AS Debit: 4800

Credit: 4800 Difference: 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cur	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier
1	111201			Bank		4800.00	EUR	1		4800.00		
2	212211			Suppliers debt	4800.00		EUR	1	4800.00			

11.1.2. Option DEBT PART - Finance transactions from ledgers in rows

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.

Finance - Transaction TASU: 100335 Salvestatud Viimati muutis (22.11.2022 kell 10:51:08)

Type: TASU Number: 100335 Date: 15.01.2022 Reference: Description: Infotark AS,MarkIT Eesti AS Debit: 4800

Credit: 4800 Difference: 0

Kopeeri valitud Kustuta valitud Bulk Insert Paste Recipe Split from Resources

Nr	Account	Object	Project	Description	Debit	Credit	Cur	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier
1	111201			Bank		4800.00	EUR	1		4800.00		
2	212211			100660 Infotark AS	600.00		EUR	1	600.00			1147
3	212211			100661 Infotark AS	600.00		EUR	1	600.00			1147
4	212211			100662 MarkiT Eesti AS	1200.00		EUR	1	1200.00			1015
5	212211			100663 MarkiT Eesti AS	1200.00		EUR	1	1200.00			1015
6	212211			100664 MarkiT Eesti AS	1200.00		EUR	1	1200.00			1015

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.

Finance - Transaction TASU: 100335 Saved Last changed by (22.11.2022 at 10:56:31)

Type: TASU Number: 100335 Date: 15.01.2022 Reference: Description: Infotark AS,MarkIT Eesti AS Debit: 4800

Credit: 4800 Difference: 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cur	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier
1	111201			100660 Infotark AS		600.00	EUR	1		600.00		1147
2	111201			100661 Infotark AS		600.00	EUR	1		600.00		1147
3	111201			100662 MarkiT Eesti AS		1200.00	EUR	1		1200.00		1015
4	111201			100663 MarkiT Eesti AS		1200.00	EUR	1		1200.00		1015
5	111201			100664 MarkiT Eesti AS		1200.00	EUR	1		1200.00		1015
6	212211			100660 Infotark AS	600.00		EUR	1	600.00			1147
7	212211			100661 Infotark AS	600.00		EUR	1	600.00			1147
8	212211			100662 MarkiT Eesti AS	1200.00		EUR	1	1200.00			1015
9	212211			100663 MarkiT Eesti AS	1200.00		EUR	1	1200.00			1015
10	212211			100664 MarkiT Eesti AS	1200.00		EUR	1	1200.00			1015

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.

Finance - Transaction TASU: 100335 Saved Last changed by (22.11.2022 at 10:59:16)

Type	Number	Date	Reference	Description	Debit
TASU	100335	15.01.2022		Infotark AS,MarkiT Eesti AS	4800
Credit	Difference				
4800	0				

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cu	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier
1	111201			20223 20224 20225 MarkiT Eesti AS		3600.00	EUR	1		3600.00		1015
2	111201			20221 20222 Infotark AS		1200.00	EUR	1		1200.00		1147
3	212211			100660 Infotark AS	600.00		EUR	1	600.00			1147
4	212211			100661 Infotark AS	600.00		EUR	1	600.00			1147
5	212211			100662 MarkiT Eesti AS	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 payment document

Payment 100341 Confirmed Last changed by (23.11.2022 at 11:17:35)

Related documents: kanne

Number	Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode
100341	01.01.2022		0	1200.00	0.00	P
Comment	Object	Project	User	Difference		
Supplier PreID			TRIINP	1200.00		

Copy selection Delete selection Bulk Insert

No.	Invoice No	Supplier	Name in bank	Supplier Invoice	Object	Project	Bank Cur	Bank Sum	Paid	PreID	Cust. Total	Cust. Total EUR	Bank account/IB	Inv. Balance	Desc
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

Finance - Transaction OST: 100679 Saved Last changed by (23.11.2022 at 11:40:04)

Type: OST, Number: 100679, Date: 23.11.2022, Reference: PREID Supplier PreID//231122, Description: PREID Supplier PreID//231122, Debit: 1920

Credit: 1920, Difference: 0

Copy selection | Delete selection | Bulk Insert | Paste Recipe | Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cur	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier	Custom	Resource
1	212351			VAT on purchase invoices 20%	160.00		EUR	1	160.00		1	PREID		
2	212211			Suppliers debt		960.00	EUR	1		960.00		PREID		
3	525202			Directo costs	800.00		EUR	1	800.00		1	PREID		
4	212211			Suppliers debt		960.00	EUR	1		960.00		PREID		
5	114501	ADM	K201	Inventory Prepayments		960.00	EUR	1		960.00		PREID		

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 EttelD is not used.

12.3 Using PreID on payment

Example :

Payment 100343 Saved Last changed by (23.11.2022 at 11:57:13)

Number: 100343, Date: 01.02.2022, Reference: , Purchase invoices: 0, Paid: 3000.00, Paid in Currency: 0.00, Pay mode: P

Comment: Using supplier prepayment, Object: , Project: , User: TRIINP, Difference: 3000.00

Copy selection | Delete selection | Bulk Insert

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank Sum	Paid	PreID	Cust. Total	Cust. Total EUR
1		1161	Supplier		ADM	PROJECT_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 100343 Saved Last changed by (23.11.2022 at 11:54:26)

Number: 100343, Date: 01.02.2022, Reference: , Purchase invoices: 0, Paid: -3000.00, Paid in Currency: 0.00, Pay mode: P

Comment: Using supplier prepayment, Object: , Project: , User: TRIINP, Difference: -3000.00

Copy selection | Delete selection | Bulk Insert

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank Sum	Paid	PreID	Cust. Total	Cust. Total EUR
1		1161	Supplier		ADM	PROJECT_2	EUR	-3000.00	-3000.00	40	-3000.00	-3000.00
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.

Payment 100343 Saved Last changed by (23.11.2022 at 11:56:03)

Number: 100343, Date: 01.02.2022, Reference: , Purchase invoices: 0, Paid: -1000.00, Paid in Currency: 0.00, Pay mode: P

Comment: Using supplier prepayment, Object: , Project: , User: TRIINP, Difference: -1000.00

Buttons: Copy selection, Delete selection, Bulk insert

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank Sum	Paid	PreID	Cust. Total	Cust. Total EUR
1		1161	Supplier		ADM	PROJECT_2	EUR	-1000.00	-1000.00	40	-1000.00	-1000.00
2												

12.4. Examples of currency prepayments

Payment 100344 Confirmed Last changed by (23.11.2022 at 12:05:55)

Related documents: kanne

Number: 100344, Date: 01.01.2022, Reference: , Purchase invoices: 0, Paid: 882.92, Paid in Currency: 0.00, Pay mode: P

Comment: Supplier, Object: , Project: , User: TRIINP, Difference: 882.92

Buttons: Copy selection, Delete selection, Bulk insert

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank Sum	Paid	PreID	Cust. Total	Cust. Total EUR	Bank account/IB	Inv. Balance
1		1161	Supplier				USD	1000.00	882.92	41	1000.00	882.92		

Finance - Transaction TASU: 100344 Saved Last changed by (23.11.2022 at 12:05:55)

Type: TASU, Number: 100344, Date: 01.01.2022, Reference: , Description: Supplier, Debit: 882.92

Credit: 882.92, Difference: 0

Buttons: Copy selection, Delete selection, Bulk insert, Paste Recipe, Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cui	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier	Custom
1	111201			Supplier		882.92	USD	0.882924245		1000.00		1161	
2	114501			Supplier	882.92		USD	0.882924245	1000.00			1161	

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 New Copy Confirm Save Mail Print Delete F << >> Status Changed LOGOUT

Event Stock Receipt Data from e-invoice

Number 100680
 Supplier 1161 Supplier VAT Reg No Suppliers invoice 310522
 Payee VAT Reg No Survey

Main Proceeding DataFields

Invoice date 31.05.2022 User TRIINP Bank code Purchase order
 Payment terms 7 Object PROD Bank account/IBAN 221050323227 S.Receipt
 Due date 07.06.2022 Cred account 212211 Ref. Credited invoice
 Op. date 31.05.2022 Project Asset Internal Invoice
 VAT Date Origin Country Deal type Expenditure
 Received 23.11.2022 12:40:13 Type (choose type) Status (choose status) e-mail
 Reclamation Recl. description Split by resources
 Comment e-mail
 Int comment

Last changed by: 23.11.2022 12:45:42 Paste Recipe Bulk Insert

Currency	USD	VAT total	0.00	Total	1000.00	Dividable sum	Prepayment	1000.00							
Date	Document	Suppliers invoice	Comment	PreID	Item	Description	SN	Object	Project	Subtotal	VAT code	Total w/VAT	Used	Rate	Selected
01.01.2022	Payment 100344		Supplier	41						1000.00		1000.00	0.00	0.8829 USD	1000.00
Rate	0.933445347	Rounding	0.00	Total	1000.00	Difference	Balance	1000.00							
				Base	933.45										

Transaction

Finance - Transaction OST: 100680 Saved Last changed by: (23.11.2022 at 13:15:55)

Type Number Date Reference Description Debit

OST 100680 31.05.2022 1161 Supplier//310522 1866.9

Credit Difference
1866.9 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cu	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier	Custom	Resource
1	212211	PROD		Accounts Payable		933.45	USD	0.933445347		1000.00		1161		
2	522107	PROD		Office Supplies	933.45		USD	0.933445347	1000.00	0		1161		
3	212211	PROD		Accounts Payable	933.45		USD	0.933445347	1000.00			1161		
4	114501			Inventory Prepayments		882.92	USD	0.882924245		1000.00		1161		
5	423001	PROD		Profit from exchange rate differences		50.52	EUR	1		50.52		1161		
6	529901	PROD		Rounding Costs		0.01	EUR	1		0.01		1161		

12.4.2 Prepayment netting on the payment document in currency

Example : Prepayment

Payment 100345 Confirmed Last changed by: (23.11.2022 at 13:42:05)

Related documents: kanne

Number 100345 Date 01.01.2022 Reference Purchase invoices Paid Paid in Currency Pay mode

0 882.92 0.00 P

Comment Object Project User Difference

Box TRIINP 882.92

Copy selection Delete selection Bulk Insert

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank Sum	Paid	PreID	Cust. Total	Cust. Total EUR	Bank account/I
1	1158	Box					USD	1000.00	882.92	42	1000.00	882.92	

Transaction

Finance - Transaction TASU: 100345 Saved Last changed by (23.11.2022 at 13:42:05)

Type	Number	Date	Reference	Description	Debit
TASU	100345	01.01.2022		Box	882.92

Credit: 882.92 Difference: 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cu	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier	Custom
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

Payment 100346 Confirmed Last changed by (23.11.2022 at 14:09:15)

Related documents: kanne

Number	Date	Reference	Purchase Invoices	Paid	Paid in Currency	Pay mode
100346	31.05.2022		933.45	0.00	1000.00	P_SUPPLIERS

Comment: Box Object: Project: User: TRIINP Difference: -933.45

Copy selection Delete selection Bulk Insert

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank Sum	PreID	Bank rate	Cust. Total	Cust. Total EUR
1		1158	Box				USD	-1000.00	42	0.882924245	0.00	0.00
2	100681	1158	Box	310522			USD	1000.00		0.882924245		

Payment mode TYPE = EQUAL

Enter manually the same exchange rate to the purchase invoice as on the prepayment

The exchange rate profit/loss is calculated on the transaction

Finance - Transaction TASU: 100346 Saved Last changed by (23.11.2022 at 14:16:13)

Type	Number	Date	Reference	Description	Debit
TASU	100346	31.05.2022		Box	933.45

Credit: 933.45 Difference: 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Cu	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier	Custo
1	114501			Inventory Prepayments		882.92	USD	0.882924245		1000.00		1158	
2	212211			100681 Box	933.45		USD	0.933445347	1000.00			1158	
3	423001			100681 Profit from exchange rate differ...		50.53	EUR			50.53		1158	

- 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

Payment 100349 Confirmed Last changed by (23.11.2022 at 14:33:21)

Related documents: kanne

Number: 100349, Date: 31.05.2022, Reference: , Purchase invoices: 933.45, Paid: 0.00, Paid in Currency: 1000.00, Pay mode: P_SUPPLIERS, Comment: GOLDEN BOX, Object: , Project: , User: TRIINP, Difference: -933.45

Payment mode TYPE = EQUAL

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank Sum	PreID	Bank rate	Cust. Total	Cust. Total EUR	Bank account/IB	Inv. Balance
1	1159	1159	GOLDEN BOX				USD	-500.00	43	0.882924245	0.00	0.00		
2	1159	1159	GOLDEN BOX				USD	-500.00	44	0.888099467				
3	100682	1159	GOLDEN BOX	3105223	PROD		USD	500.00		0.882924245				1000.00
4	100682	1159	GOLDEN BOX	3105223	PROD		USD	500.00		0.888099467				1000.00

PreID exchange rate manually copied to the purchase invoice

Transaction

Finance - Transaction TASU: 100349 Saved Last changed by (23.11.2022 at 14:53:42)

Type: TASU, Number: 100349, Date: 31.05.2022, Reference: , Description: GOLDEN BOX, Debit: 933.45

Credit: 933.45, Difference: 0

No.	Account	Object	Project	Description	Debit	Credit	Cur	Rate	Cur. Debi	Cur. Cre	VAT cc	Supplier
1	114501			Inventory Prepayments		441.46	USD	0.882924245		500.00		1159
2	114501			Inventory Prepayments		444.05	USD	0.888099467		500.00		1159
3	212211	PROD		100682 GOLDEN BOX	466.72		USD	0.933445347	500.00			1159
4	212211	PROD		100682 GOLDEN BOX	466.72		USD	0.933445347	500.00			1159
5	423001	PROD		100682 Profit from exchange rate differ...		47.94	EUR	1		47.94		1159
6	562401			Loss from Exchange Rate Differences	0.01		EUR	1	0.01			

12.4.3 Before PreID, netting the currency prepayment with the purchase invoice in the same currency on the payment document, if the prepayment sum is smaller than the purchase invoice

- 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.

Payment 100362 Saved Last changed by (15.12.2022 at 16:15:47)

Number: 100362, Date: 01.01.2022, Reference: , Purchase invoices: 0, Paid: 441.46, Paid in Currency: 0.00, Pay mode: P, Comment: Supplier prepayment in USD,Suurem hankija,Supplier, Object: , Project: , User: TRIINP, Difference: 441.46

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank Sum	PreID	Bank rate	Supplier Total	Supplier Total EUR
1	1163	1163	Supplier				USD	500.00	48	0.882924245	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

NO	Invoice No	Supplier	Name in bank	Supplier invoice	Bank Cur	Bank rate	Bank Sum	Fine	VC	Invoice Cur	Inv. Balance	Bank Sum	Paid	PreID	Document
1	100687	1163	Supplier	31052022	USD	0.933445347	1000.00			USD	1000.00	1000.00	1000.00		
2		1163	Supplier		EUR		1	0.00				0.00	0.00		Choose pre payment

Change the purchase invoice fields

NO	Invoice No	Supplier	Name in bank	Supplier invoice	Bank Cur	Bank rate	Bank Sum	Fine	VC	Invoice Cur	Inv. Balance	Bank Sum	Paid	PreID	Document	Reg No/ID number
1	100687	1163	Supplier		USD	0.933445347	1000.00			USD	1000.00	1000.00	1000.00			
2		1163	Supplier		USD	0.882924245	-500.00				-441.4621225			48	Payment 100362	

After changing the fields, confirm the purchase invoice

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	0.882924245	500.00	0.00		USD	1000.00	500.00
2		1163	Supplier					USD	0.882924245	-500.00	0.00			0.00	-441.46

12.4.4. Netting - 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 bank exchange rate in which the prepayment was made **Bank rate**.
- use the netting payment as payment mode, which type is = equal

No.	Invoice No	Supplier	Name in bank	Supplier invoice	Object	Project	Bank Cur	Bank rate	Bank Sum	Fine	VC	Supplier Total	Supplier To
1	100513	1012	Directo OÜ	3002			USD	1000.00	1000.00			0.00	
2		1012	Directo OÜ				USD	-1000.00	-1000.00	49			

The exchange rates are calculated on the financial transaction

Finance - Transaction TASU: 100361 Draft Last changed by (14.12.2022 at 08:18:29)

Type	Number	Date	Reference	Description	Debit
TASU	100361	31.05.2022			882.92

Credit: 882.92 Difference: 0

No.	Account	Object	Project	Description	Debit	Credit	Currency	Rate	Cur. Debi	Cur. Cre	VAT code	Supplier
1	114501			Prepayment		882.92	USD	0.882924245		1000.00		1012
2	212211			100513 Directo OÜ	933.45		EUR	1	933.45			1012
3	423001			Profit from exchange rate differences (A...	-50.53		EUR	1	-50.53			

Payment mode type must be **equal**

Finance Settings > Payment modes > N_EQUAL

Back New Copy Delete **Save** Status: View

Netting equal

CODE: N_EQUAL

COMMENT: Netting equal

ACCOUNT: 91001

TYPE: Equal

12.4.5. Netting - prepayment and purchase invoice are in the same currencies

If the prepayment is in the same currency as purchase invoice

- 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
- exchange rates are calculated on the financial transaction

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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