Sisukord

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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.

	ive 🗸 Confirm 項 Cop	y 👻 🛞 Discard			Attach		🗹 Mail 🔻	.				ch to old v	iew 🔑
ayment 10	0282 Confirmed									Last cha	anged by	(21.1).2022 at 12:5
ated documents	kanne												
umber	Date	Reference	Р	urchase invoice	es	Paid		Paid in Cur	ency	Pay mode			
1002	2 21.10.2022 12:54:				300		300.00		300.00	Ρ	Q		
omment			0	bject		Project		User		Difference	:		
rve nr 100637					Q		Q	TRIINP	Q		0.00		
	Invoice No 🤌 Supplier	Name in bank	-	Project				Supplier invo					
No. ^ / Se	arch > Search	 Search Infotark AS 	PROD Object	Project Search	> Se EUR			Search	> Sea		> Bank rate > Search	ite & Ir Search 1	
> Se	arch > Search	> Search	> Search		> Se		Search	Search	> Sea	rch			
> Se	arch > Search	> Search	> Search		> Se		Search	Search	> Sea	rch			
1 se	arch > Search	> Search	> Search		> Se		Search	Search 103223	> Sea 221769	rch 978595774	> Search	Search	300.00
1 Se 1 d view	arch > Search	> Search	> Search PROD	> Search	> Se	earch >	Search	Search 103223	> Sea 221769	rch	> Search	Search	300.00
1 Se 1 d view saction ose New (arch > Search 100637 1147	> Search Infotark AS	> Search PROD	> Search	> Se EUR	Confirmed	Search	Search 103223 There	> Sea 221769	rch 978595774 gn available of	> Search	Search 1 ≓Try n	300.00 ew version
1 Se 1 saction	arch > Search 100637 1147	Search Infotark AS SEPA EST	> Search PROD F OPEN Refe	Search	> Se EUR	Confirmed	Search 300.00 0	Search 103223 There a 300.0	> Sea 221769	rch 178595774 gn available of 3	> Search	Search 1 ≓Try n	

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

Name in bank

Infotark AS

Added purchase invoice partial currency payment

Description

Object

PROD

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

NO Invoice No Supplier

1147

1 100637

2

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 n	ame goes to co	omment			
Export pay	/ment commer	t from p.invoice (wh	nen present)		
Export do	es NOT join sar	ne supplier payment	ts		
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 "-".

What	D/C
Usual payment	
Money	credit
Debt to supplier	debit
Prepayment to supplier	
Money	credit
Prepayment to supplier	debit
Using prepayment with "Ec	qual" 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.

Finan	ce Settings > Payment modes > P					
G	Back 🗋 New 🖓 Copy 🛍 [Delete	Save	Status: Changed	🔊 Vie	ew changelo
11	11201					
	CODE		Р			
	COMMENT		Bank account			
	ACCOUNT		111201			>>
	TYPE		(unchosen) 🗸			
Γ	BANK ACCOUNT					
	BANK ACCOUNT CURRENCY (SEPA XML OUTPUT)	(
	BANK ACCOUNT FOR FEES (SEPA XML OUTPUT)	(
	BANK		HABAEE2X (Sv	vedbank AS)		~
	EXPORT TYPE		18 (SEPA EST)		~	
	EXPORT PAYMENTS GROUPED		No 🗸			

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:

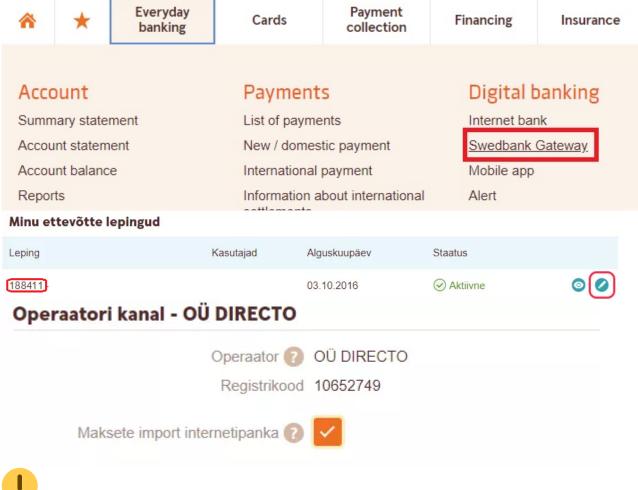
Payment number company short code payment moce code.

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



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 👻	🛞 Discard	前 Delete	OPEN 🥖	Attachmen	ts 🖂 Mail 👻	🖨 Print 🕚	- SEPA	EST				🔁 Switch	to old view 🛛 🔑	÷ 🗉
Paymer	nt 10015	58 Confirmed										Last	changed by	(07.06.2022 at	20:38:37)		
Related docu	ments: <mark>kann</mark> e	•															
Number		Date		Reference		Purchase i	invoices	Paid		Paid ir	n Currency	Pay mode			ų		
	100158	31.05.2022					882.92	2	933.45		1000.00	P_USD	Q				
Comment						Object		Project		User		Difference					
Arve nr 100-	421						C	2	Q	JANE	Q		50.53				
Copy selection		selection Bulk I	nsert														X ×
🗆 No. 🥎	۶ Invoice	e No 🥕 Supplier	≁ Nar	ne in bank	> Object	Project	Bank C	ur 🤌 Bank Sun	n 🥕 Supplier	invoice	Bank account/IB.	Bank rate	🖌 🖉 Inv. Balanc	e 🤌 🛛 Paid	& Cur. Paid	P Description	1
	> Search	> Search	> Sea	arch	> Search	> Search	> Search	> Search	> Search		> Search	> Search	Search	> Search	> Search	> Search	Search
1	10	0421 1139	Big Pa	ner			USD	1000.0	0 332214		1122334455	0.93344534	7 1000.0	0 1000.00			

Old view

🖯 https:/	/login.dire	cto.ee/ocra_directo	o /or_tasumin	e.asp?NUMBER=	=100158							
Transaction												
Close Nev	v Сору	Refresh CashOU	T SEPAEST P	rint Mail 🕖]	OPEN	<< >> Status: C	onfirmed					
Number 1001	58	Date 31.05.2	022	Reference		Purchase inve	bices 882.92	Paid	933.45 Paid in	Currency	1000.00	
Pay mode P_U	SD	Comment Arve nr	100421	Object		Pr	oject	Difference	-50.53			
User JAN	E	Bulk Insert										
ast changed by	07.06.2	2022 20:38:38										
Bank Statements	s: -											
							00					
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bank A	count	Bank Cur Ban	k rate	Bank Sum
1 100421	1139	Big Paper				332214		112233	4455	USD	0.933445347	1000
2												

The finance transaction is created after payment confirmation:

Financ	e - Tran	saction	TASU: 1	00158	Saved		Last chan	ged by (09	.06.2022 at 1	5:38:24) 🧐				
Туре	Number		Date		Reference	Description	C	lebit		p				
TASU		100158	31.05.2022			Arve nr 100421		93	33.45					
Credit Copy selec	933.45 tion Delete	Difference 0 selection	Bulk Insert]	Paste Recipe	Split from Resources								Ξ	=
🗌 No. 🥎	≁ Account	≁ Object	≁ Project	≁ Descript	ion		۶ Deb	it 🤌 Credit	≁ Current	≁ Rate	ş	Cur. Debit	≁ Cur. Credit	ş
	> Search	> Search	> Search	> Search			> Search	> Search	> Search	> Search	> Search		> Search	> s
1	1 111202			Pangakonto	USD			933.45	USD	0.93344			1000.00	
2	2 212211			100421 Big	Paper		882.9	12	USD	0.88292		1000.00		
2	3 562401			400404141	jum valuutakursi muutuste		50.5		EUR			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 🔻					🔁 Swi	tch to old view	۵ مر
Payment	100161 <u>Confir</u>	rmed									Last	changed by	(21.10.2022 a	t 10:55:59)	
elated docume	ents: kanne														
Number	Date		Reference		Purcha	se invoices	Paid		Paid in	Currency	Pay mode			ş	
	100161 31.05.202	22 🟥				882.92		933.45		1000.00	Р	Q			
Comment					Object		Project		User		Difference				
Arve nr 100423	3					Q		Q	JANE	Q		50.53			
Copy selection	Delete selection	Bulk Insert													x
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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

Payment document: New design

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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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NO Invoice No	Supplier Name in bank	Description Ob	ject Proj	ject Supplie	r invoice	Ref.	Ban	k account/IBAN	Bank Cur Ba	nk rate	Ban	nk Sum
1 100655	1139 Big Paper	PF	ROD	121			112	2334455	SEK	0.09519	0047	9806.12
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The finance transaction is created after confirming the payment document:

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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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After double-clicking on RateService and confirming

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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

Payment document: New design

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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

Payment document: New design

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3	562401			100444 Kahj	um valuutakursi muutus	test ostjate nõuetelt ja tarnijate kohustustelt	25.2	6	EUR	1	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

- Press to the formula \mathbf{fx} in the $\mathbf{Sum}\ \mathbf{Paid}$ 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 - Tran	saction	TASU: 10	0202	Saved		Last change	ed by (15	06.2022 at 20	:24:54) 😏					
Туре	Number		Date		Reference	Description	De			×					
TASU		100202	31.05.2022						470						
Credit		Difference													
	470	0													
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	tion Delete s		Bulk Insert Pa			burces	۶ Debit	* Credit	≁ Currenc	≁ Rate	۶ Cur	Debit	Eur. Credit		
		≁ Object		⁶ Descript		burces			 Currence Search 				Cur. Credit Search	≁ Supplier	×
	≁ Account	≁ Object		⁶ Descript	ion	Nurces			> Search					Supplier Search	×
□ No. ~	 Account Search 	≁ Object		Descript	ion	purces		> Search 470.00	> Search EUR		> Search		> Search	Supplier Search	×
□ No. ~	Account Search 111201	≁ Object	Project P Search P 1	 Description Search angakonto 00443 Big 	ion		> Search	> Search 470.00	> Search EUR	> Searct	> Search		> Search	Supplier Search	×
□ No. ~		≁ Object	Project > Search P 1 1	 Descripti Search angakonto 00443 Big 00443 Valu 	ion Paper iutakursi erinevus t		> Search 441.46	> Search 470.00	> Search EUR USD	> Searct	> Search	500.00	> Search	 Supplier 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																				
D	Tasumi	ine 100)5 _{v2} - Google	e Chrome															-	đ	\times
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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																		
NR Ostuarve nr	O.tellimus	Hankija	Tekst	Selgitus	Objekt	Projekt	O O Hankija arve	Viitenumber	Arveldusarve	Val. P. Kurss P	Summa P	Viivis KMk	Valuuta arvel	Arve saido	Tasuti	T-Tasu T-	Tasu val.	Aca	Hankija summa	Hankija sum	maFUR
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

ated docu	iments: <mark>kanne</mark>										4	Cust. To	tal is negative	2
umber	D	ate	Reference	Pu	urchase invoices		Paid	Paic	in Currency	Pa	/ mode			J.
	100281 0	5.03.2022	 			-120	-120	0.00	-120	00 P		Q		,
omment				0	bject		Project	Use		Di	ference			
						0		0	NID	0		0.00		
						Q		Q TRI	NP	Q		0.00		
			ert ۶ Name in bank		e 🗲 Object	≁ Proj	ect & Bank Cur				عر te	Cust. Total	۶ Cust. Total EUR	
	_	o ۶ Supplier	_	Supplier invoic Search	te ⊁ Object → Search				n ۶ PrelD ノ		te ۶ Search	Cust. Total	Cust. Total EUR Search	
ppy selecti No. ^	 Invoice N Search 	o ⊁ Supplier → Search	Name in bank			۶ Proje		≁ Bank Sur	n & PrelD A	Bank ra		Cust. Total	Search	P Bank account/

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 🛛 😂 Refree			🔻 🖺 Save view 🌈 Settings 🖨 Print	
Paste invoid	e			
OPEN Number	> Browse		Settings Kows: 20 Settings	1 >
NUMBER 🗸	DATE	DUE DATE		
Q	Q	Q	Multiple record paster (window stays open)	
2		ų	Header is freezed	
100674	21.11.2022 16:07:29	28.11.2022	Quick placer applied automatically (when entering	
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	In																	
Paymer	nt 1000	75 Confirmed									Last o	hanged by	(26.04.2022	at 15:48	3:48)				
Related docu																			
Number	100075	Date 26.04.2022 15:44	Reference		Purchase invoices	144	Paid	Paid i	n Currency	4.00	Pay mode	Q			×				
Comment	100075	20.04.2022 13:4	0:20 W		Object	144	Project	User		+.00	Difference	4							
Arve nr 100	307				object	Q	- Hojeet	Q		Q		0.00							
Copy select		selection Bulk																	= x
□ No. ~	Invoice Search	e No	Supplier invoice Search	Name in bar Search			k Sum ≁ Sum Paid ch → Search		Paid Search		nv. Balance	P Invoice Cur Search				> Search	Rate Servi Search		
1		00307 1015	260422	MarkIT Eesti AS			144.00	/ Sedich	7 Search 144.00		144.00 E		> Search	1	Search	> Search	/ Search		
	<u> </u>			Contract Cost into	2011														
< < Finance	- Transaction	TASU_100075 - Wor	rk - Microsoft Edge															_	. 0
https:/	//login.dire	to.ee/ocra_direct	o_ /transaction_o	document.htm	l?id=TASU_1000	075													
🕃 New 🝷	🗇 Save 🛛	🛍 Copy 🝷 🛞 🛛	Discard 🍵 Delete	Attachments	🖸 Mail 👻	🖨 Print	 Open original 	Periodize	Create rever	se tran	saction Cre	ate minus transad	tion				🔁 Swit	h to old vi	ew 🎾
			Discard 🗊 Delete		🖂 Mail 🝷	🖨 Print	 Open original 	Periodize	Create revers	se tran	saction Cre Last char	_	ction (26.04.2022 at 1	5:55:17)	ତ		æ Swit	h to old vi	ew ۶
			ASU: 100075			Print	▼ Open original	Periodize	Create rever	se tran		_		5:55:17)	9		⊉ Swit	h to old vi	ew ۶
Finance	e - Tran	isaction TA	ASU: 100075	Saved	Desc			Periodize	Create revers	se tran		nged by		5:55:17)			₽ Swite	th to old vi	ew ۶
Finance Type	e - Tran	isaction TA	ASU: 100075	Saved	Desc	cription		Periodize	Create rever	se tran		nged by	(26.04.2022 at 1	5:55:17)			⊉ Swit	h to old vi	ew ۶
Finance Type TASU	e – Tran Number 144	Difference	ASU: 100075	Saved Reference	Dese Arve	cription		Periodize	Create rever	se tran		nged by	(26.04.2022 at 1	5:55:17)			₽ Swit	th to old vid	ew X
Finance Type TASU Credit Copy selecti	e - Tran Number 144 ion Delete	Dation TA 100075 26. Difference 0 selection Bulk	ASU: 100075 te .04.2022	Saved Reference Split from Re	Dese Arve	cription		Periodize	Create revers	se tran	Last char	Debit	(26.04.2022 at 1 144 dit & Currene		۶ Rate ۶		æ Swit		9 x
Type TASU Credit Copy selecti	e - Tran Number 144 ion Delete : ⊁ Account > Search	Difference selection Bulk P Object	ASU: 100075 te .04.2022 Im trt Paste Recipe * Projet * Descripti > Search > Search	Saved Reference Split from Re	Dese Arve	cription		Periodize	Create revers	se tran	Last char	Debit Debit Pebit / Cree > Search	(26.04.2022 at 1 144 dit <i>/</i> Currend > Search		۶ Rate ۶		Debit & Cur.	Credit & S	Supplier 2 Search 2
Type TASU Credit No. ~	e - Tran Number 144 ion Delete	Dation TA 100075 26. Difference 0 selection Bulk	ASU: 100075 te .04.2022 (1) In trt Paste Recipe + Projust + Descripti	Saved Reference Split from Re ion	Dese Arve	cription		Periodize	Create revers	se tran	Last char	Debit Debit Pebit / Cree > Search	(26.04.2022 at 1 144 dit & Currene		۶ Rate ۶	earch	Debit & Cur.	Credit ≁ S	Supplier 2 Search 2 5

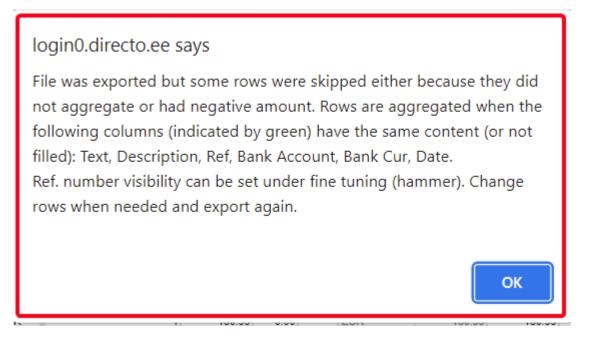
Old view

-									
ransaction								There is a new desig	n available of this docum
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Pay mode P		Comment Arve nr	100307	Object		Pr	oject	Difference	0.00
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ast changed by		4.2022 15:48:49							
Bank Statement	ts: -								
						\odot \bigcirc \bigcirc	0		
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	E	Bank account/IBAN
100307	1015	MarkIT Eesti AS				260422		1	111111111111111111111111111111111111111
	1015	Warki'i Eesu AS							
2	1015	Markin Eesti AS							
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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

👌 New 🔻 🗇 Sav	e 🗸 Confirm 🗈 Co	py 🔻 🛞 Discard	前 Delete OPEN	Attachments	🖾 Mail 🔻	🖨 Print 🔻	≳ Swite	ch to old view 🎤 🔳
Payment 10	0209 Confirmed						Last changed by	(21.10.2022 at 12:44:07)
Related documents: I	anne							
Number	Date	Reference	Purchase invoid	es Paid		Paid in Currency	Pay mode	
100209	16.06.2022 12:00 🗰			480	480.00	480.00	P Q	
Comment			Object	Project		User	Difference	
				Q	Q	TRIINP Q	0.00	
						ently on the purc		
Conversion D	elete selection Rulk I	inv	oices, then only	purchase inv	oices whi	ch are written ex	actly the	

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🗌 No. 🥎	P Invoice No	≁ Supplier	» Name in bank	Bank account/IB.	Bank Cur	🤌 Bank Sum	Bank rate	P Description	≁ Cur. Paid	Rate Service	≁ Object	×
	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	>
1	100154	1012	Osaühing Directo	DDD22222	EUR	120.00	1	I				
2	100155	i 1012	Directo OÜ	DDD22222	EUR	120.00	1	I				
3	100156	5 1012	Osaühing Directo	DDD22222	EUR	120.00	1	I				
4	100157	1012	Directo OÜ	DDD22222	EUR	120.00	1	I				

Old view

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Pay mode P		Comment		Object		Proj	ect	Difference	0.00		
User TRIIN	IP	Bulk Insert				en differently on					
Last changed by:		2022 12:44:08	invoices			voices which are mmarized to the		tly			
Bank Statements	:-			the same v	vay, are su	mmarized to the	oank		D 1 (1044		6 D
Bank Statements	- Supplier	Name in bank	Description			supplier invoice	bank		Bank account/IBAN		Cur Ba
Bank Statements NO Invoice No 1 100154	Supplier	Name in bank Osaühing Directo		the same v	vay, are su	Supplier invoice	oank		DDD22222	EUR	Cur Baı
Bank Statements NO Invoice No 1 100154 2 100155	Supplier 1012 1012	Name in bank Osaühing Directo Directo OÜ		the same v	vay, are su	Supplier invoice	oank		DDD22222 DDD22222	EUR	Cur Baı
Bank Statements NO Invoice No 1 100154	Supplier	Name in bank Osaühing Directo		the same v	vay, are su	Supplier invoice	oank		DDD22222	EUR	Cur Baı
Bank Statements NO Invoice No 1 100154 2 100155	Supplier 1012 1012	Name in bank Osaühing Directo Directo OÜ		the same v	vay, are su	Supplier invoice	oank		DDD22222 DDD22222	EUR	Cur Baı

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

23/37

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
Copy selection Delete selection Bulk Insert	Credit Difference	
No. ~ & Invoice No & Supplier & Name in bank & Bank &	ur 3840 0	
> Search > Search > Search > Search		
1 100168 1012 Osaühing Directo EUR	Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources	
2 100206 1012 Osaühing Directo EUR	No. ~ & Account & Object & Project & Description	Debit P Credit P Current P Rate
	Search Search Search	> Search > Search > Search > Search
	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
	6	
	7	

• 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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	1 111201	Panga	akonto				3840.00	EUR	1			3840.00)
	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										
	556151											
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□ No. ~												
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1	> Search	> Search		> Search	'aper			> Search	> Search	> Search		Cur. De
1	> Search 111201	> Search ADMIN		> Search 100446 Big P	'aper 'aper			> Search 473.48 476.83	> Search USD USD	> Search 0.95365		Cur. De 500
1	> Search 111201 111201	> Search ADMIN SALE		> Search 100446 Big P 100447 Big P	'aper 'aper 'aper		 Search	> Search 473.48 476.83	> Search USD USD USD	> Search 0.95365 0.95365		
1	> Search 111201 111201 212211	> Search ADMIN SALE SALE		 Search 100446 Big P 100447 Big P 100447 Big P 100446 Big P 	'aper 'aper 'aper 'aper	stest ostjate nõuetelt ja tarnijate kohustustelt	 > Search 441.46	> Search 473.48 476.83	> Search USD USD USD	> Search 0.95365 0.95365 0.88292		500
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

INANCE SETTINGS	
Payment uses Purchase Invoice object on rows	🔵 no 🕒 yes
Bank statement import automatically create payment	s no 🔻
AYMENT TERMS	
Payement alerts about double invoice in unconfirmed Payments	🔵 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	5.01.2022			4800			4800.00		4800.00	Ρ	Q			
omment								ject	User		Difference				
								ject							
	larkIT Eesti AS		Insert		object	(Q .	Q	TRIINP	٩) (0.00			x
opy selectior	n 🛛 Delete se		Insert	۶ Supplier in					TRIINP				Inv. Balance	ت الت الت الت الت الت الت الت الت الت ال	
opy selectior	n 🛛 Delete se	ection Bulk		 Supplier in Search 	nvoice & C	Object 거리	۹	Q	TRIINP	لم Bank Sum	۶ Bank rate				1 1
opy selection	n Delete se	ection Bulk o ゲ Supplier	Name in bank		nvoice & C	Object 거리	Q Project	Q ≁ Bank account/IB. > Search	TRIINP	لم Bank Sum	۶ Bank rate	۶ Paid	Search	 Pescription Search 	1 2 (
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	 	Search 600.00 600.00	 Description Search 	1 1
infotark AS,M	Delete se Invoice N Search 1006 1006 1006	ection Bulk o > Supplier > Search 50 1147 51 1147	 Name in bank Search Infotark AS Infotark AS 	> Search 20221 20222	nvoice & C	Object 거리	Q Project	 Bank account/IB. Search 22176978595774 22195688245212 	TRIINP	 ✓ Bank Sum > Search 600.00 600.00 	Bank rate Search	 Paid Search 600.00 600.00 	Search 600.00 600.00 1200.00	 Description Search 	X (

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

🗄 New 🔻	4 Save	🖻 Сору	 Oiscard 	前 Delet	e 🖉 Attachments	🖾 Mail 🝷 🖨	Print 🝷	Open o	riginal Pe	riodize	•••		≈ Switcl	h to old vie	ew 🎤	α
inanc	e - Trar	nsactio	on TASU:	1003	35 Saved							Last changed	d by	(22.11.2022	2 at 10:53:5	1)
Туре	Number		Date		Reference	Description							Debit			
TASU		100335	15.01.2022			Infotark AS,	MarkIT Ees	ti AS						4800		
		B.144														
redit		Difference														
redit	4800	Difference 0														
redit	4800															
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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 payment of money is in the cumulative total and the debit side of the ledger is spread across the lines of the invoice, at the beginning of each line is the number of the purchase invoice

mano	e mun	0.000			35 Salvestatud									kell 10:51:08
/pe	Number		Date		Reference	Description						Debit		
SU		100335	15.01.2022	ti i		Infotark AS,N	larkIT Eesti AS						4800	
	4800	0												
opeeri val		a valitud	Bulk Insert			_	۶ Dobit	ć Cradit	8 C	é Pata	έ Cur Dabi	K Cur Cro		୭ X
	≁ Account	۶ Object		≁ Project	۶ Description	_	۶ Debit		۶ Cui		Cur. Debi		۶ VAT cc	Suppli
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) Nr ^ 1	 Account Otsi 111201 	۶ Object		≁ Project	 Description Otsi Bank 	_	> Otsi		> oi EUR		> Otsi	> Otsi 4800.00	VAT ccOtsi	 Suppl Otsi
) Nr ^ 1 2	 Account Otsi 111201 212211 	۶ Object		≁ Project	Pescription Otsi Bank 100660 Infotark AS	_	> Otsi 600.00	> Otsi	> OI EUR EUR		> Otsi 600.00	> Otsi 4800.00	VAT ccOtsi	 Suppl Otsi 1147
Nr ^ 1 2	 Account Otsi 111201 	۶ Object		≁ Project	 Description Otsi Bank 	_	> Otsi	> Otsi	> oi EUR		> Otsi	> Otsi 4800.00	VAT ccOtsi	 Suppl Otsi
Nr ^ 1 2 3	 Account Otsi 111201 212211 	۶ Object		≁ Project	Pescription Otsi Bank 100660 Infotark AS	_	> Otsi 600.00	> Otsi	> OI EUR EUR		> Otsi 600.00	> Otsi 4800.00	VAT ccOtsi	 Suppl Otsi 1147
Nr ^ 1 2 3 4	 Account Otsi 111201 212211 212211 	۶ Object		≁ Project	Description Otsi Bank 100660 Infotark AS 100661 Infotark AS	_	> Otsi 600.00 600.00	> Otsi	> OI EUR EUR EUR		> Otsi 600.00 600.00	> Otsi 4800.00	VAT ccOtsi	 Suppli Otsi 1147 1147

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.

🗅 New 🔻	A Save	🖻 Copy 🔹	🛞 Discard	前 Dele	te 🖉 Attachments 🗠	Mail 🝷 🖨 Print	t - Open	original Pe	iodize	•••		≈ Switch	to old vie	w 🔑 🖽
Finance	e - Trai	nsactio	n TASU:	: 1003	35 Saved					L	ast changed	by	(22.11.2022	at 10:56:31) 🧐
Туре	Number		Date		Reference	Description					ſ	Debit		,
TASU		100335	15.01.2022			Infotark AS,Mark	dT Eesti AS						4800	
Credit		Difference												
	4800	0												
Copy select	tion Delete	e selection	Bulk Insert	Paste Re	cipe Split from Resour	es								୬ 🗶 🗡
□ No. ^	Account	^{>} Object		Project	P Description	ş	Debit	Credit	۶ Cui	Rate	۶ Cur. Debi	≁ Cur. Cre	✓ VAT cc	Supplier
	> Search	> Search		> Search	> Search	>	Search	> Search	> Se	> Search	> Search	> Search	> Seard	> Search
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	FUR	1		1200.00		
								1200.00	LOIN					1015
5	111201				100664 MarkIT Eesti AS			1200.00		1		1200.00		1015 1015
	111201 212211						600.00			1	600.00			
6					100664 MarkIT Eesti AS		600.00 600.00		EUR	1	600.00			1015
6 7	212211				100664 MarkIT Eesti AS 100660 Infotark AS				EUR EUR	1 1 1 1				1015 1147
6 7 8	212211 212211				100664 MarkIT Eesti AS 100660 Infotark AS 100661 Infotark AS		600.00		EUR EUR EUR	1 1 1 1 1 1	600.00			1015 1147 1147

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.

🗄 New 🔻	Save	🖻 Copy 🔹	🛞 Discard	前 Delet	te 🖉 Attachments 🗠	3 Mail 🝷 🖨	Print - Ope	n original Pe	riodize	•••		≈ Switch	n to old vie	ew 🎤 [
inance	e - Trar	isactio	n TASU:	: 1003	35 Saved					I	Last changec	d by	(22.11.202)	2 at 10:59:16)
Туре	Number		Date		Reference	Description						Debit		
TASU		100335	15.01.2022			Infotark AS,	√arkIT Eesti AS						4800	
Credit		Difference												
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J NO. ~	≁ Account				P Description		۶ Debit		۶ Cui		🦻 Cur. Debi			
	> Search	> Search		> Search	> Search		> Search	> Search	> Se	> Search	> Search	> Search	> Searc	> Search
1	111201				20223 20224 20225 Mark	T 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	Ν	600.00		EUR	1	600.00			1147
5	212211				100662 MarkIT Eesti AS	6	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 👻 🗇 Save	🗸 Confirm 🗎 Co	opy 👻 🛞 Discard	T Delete OPE	N 🧷 Attachi	ments	🗠 Mail 🝷 🖨 P	rint - (ashOUT					⇒ Swit	ch to old view) عر
ayment 1003	41 Confirmed									Last	t changed by	(23.11.2022 at 11	1:17:35)		
lated documents: <mark>kann</mark>	e														
lumber	Date	Reference	Pur	chase invoices		Paid	Pa	id in Currency		Pay mode			y.		
100341	01.01.2022				0	120	0.00	C	0.00	Ρ	Q				
omment			Obj	ect		Project	U	ser		Difference	•				
upplier PreID					Q		QT	RIINP	Q		1200.00				
Copy selection Delete	selection Bulk I	Insert													X
No. 🔨 🤌 Invoid	e No 🥕 Supplier	Name in bank	✤ Supplier invoice	≁ Object	≁ Projec	ct 🛛 ۶ Bank Cur	≁ Bank S	um 🦻 🛛 Paid	⊬ Pi	relD ۶	Cust. Total	Cust. Total EUR	≁ Bank account/IB.	🤌 Inv. Balance	e ۶
> Search	> Search	> Search	> Search	> Search	> Searc	h > Search	> Search	> Search	> Sear	rch Searc	:h	Search	> Search	Search	>
1	PREID	Supplier PreID		ADM	K201	EUR	100	0.00 1000.00	Г	38	1200.00	1200.00	1		

Transaction

. .

025/07/06 1	2:33							Ĩ	29/3	7						Pay	ment
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Finance - ⁻	ransactio	n TASU: 1003	41 Saved									Las	t changec	l by	(23.11.2022	eat 11:17:35)	୭
Type Num	ber	Date	Reference	D	escription								De	bit			ç.
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	200 0 Delete selection	Bulk Insert Paste Re	cipe Split from Resourc	ces												<u> </u>	× ×
🗌 No. 🥎 🥕 Ac	count 🥜 Object	Project	P Description		Ļ	Debit	2	Credit	۶ Cu	۶ Rat	te 🤌 Cur. Deb	i P	Cur. Cre	≁ VAT cc	Supplier	Custom	Ļ
> Se	arch > Search	> Search	> Search		>	Search	>	Search	> Se	> Search	> Search	>	Search	> Searc	> Search	> Search	> Sea
1 11120	1 ADM	K201	Supplier PreID					1000.00	EUR		1		1000.00		PREID		
2 11120	1 SALES	K202	Supplier PreID					200.00	EUR		1		200.00		PREID		
3 11450	1 ADM	K201	Supplier PreID			1000.00)		EUR		1 1000.0	0			PREID		
4 11450	1 SALES	K202	Supplier PreID			200.00)		EUR		1 200.0	0			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.

Number 100679											
Supplier PREID	Supplier	PreID		VAT Reg No		Suppli	ers invoice 231	122			
Payee				VAT Reg No			Survey				
					● Main ○ P	roceedina	O DataFields				
Invoice date	23.11.2022	User	TRIINP	Bank code				Purchase ord	ler		
Payment terms	7	Object		Bank account/IBAN	22105232278			S.Recei	ipt		
Due date	30.11.2022	Cred account	212211	Ref.				Credited invoi	ce		
Op. date	23.11.2022	Project		Asset				Internal Invoi	ce		
VAT Date		Origin Country	~	Deal type			~	Expen	ce		
Received	23.11.2022 11:18:01	Туре	(choose type) 🗸	Status	(choose status)	~					
Reclamation		Recl. description						0	Split by resource	es	
Comment								e-m	ail		
Int comment					Dou	ble-click	r selects n			nethod	
	23.11.2022 11:30:	47		Paste			selects pi		using FIFO r	nethod	
	23.11.2022 11:30:4	47		Paste			selects pi			nethod	
ast changed by:			160.00 Total	Paste 800.00						nethod	
.ast changed by: Currency EUR Date Documer	V nt Suppliers inve	/AT total oice Comment PreID	Item Descriptio	800.00 on SN Object Pr	Recipe Bulk Ir Dividable sum oject	sert Subtotal VA	F code Total w/V	Prepayments	Using FIFO r	8	
ast changed by: Currency_EUR Date Documer 01.01.2022 Payment	V nt Suppliers invo 100341	/AT total oice Comment PreID Supplier PreID 38	Item Descriptio	800.00 on SN Object Pr ADM K2	Recipe Bulk Ir Dividable sum oject 101	sert Subtotal VA 1000.00	f code Total w/V/ 1000.	Prepayments	Using FIFO r		
.ast changed by: Currency EUR Date Documer	V nt Suppliers invo 100341	/AT total oice Comment PreID	Item Descriptio	800.00 on SN Object Pr	Recipe Bulk Ir Dividable sum oject 101	sert Subtotal VA	F code Total w/V	Prepayments	Using FIFO r		
ast changed by: Currency_EUR Date Documer 01.01.2022 Payment	V nt Suppliers invo 100341 100341	/AT total oice Comment PreID Supplier PreID 38	Item Descriptio	800.00 on SN Object Pr ADM K2	Recipe Bulk Ir Dividable sum oject 101	sert Subtotal VA 1000.00	f code Total w/V/ 1000.	Prepayments	Using FIFO r		
ast changed by: Currency EUR Date Documer 01.01.2022 Payment 01.01.2022 Payment	V nt Suppliers invo 100341 100341	/AT total oice Comment PreID Supplier PreID 38 Supplier PreID 39	Item Descriptio	800.00 SN Object Pri ADM K2 SALES K2	Recipe Bulk Ir Dividable sum oject 01 02 Difference	sert Subtotal VA 1000.00 200.00	1 C code Total w/V 1000. 200.	Prepayment Prepayment AT U 00 96 Balance	0.00 0.00 0.00 0.00 0.00)	row
ast changed by: Currency EUR Date Documer 01.01.2022 Payment 01.01.2022 Payment	V nt Suppliers inv 100341 1 Ro	/AT total oice Comment PreID Supplier PreID 38 Supplier PreID 39	ltem Description	800.00 SN Object Pri ADM K2 SALES K2	Recipe Bulk In Dividable sum oject 101 102	Subtotal VA1 1000.00 200.00	1 C code Total w/V 1000. 200.	Prepayment Prepayment AT U 00 96 Balance	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0) Ily on the	e row

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 یpplier ۶ Custom
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 100	343 Saved									Last	changed by	(23.11.2022 at 11:57:13)
Number	Date	Reference	Pu	rchase invoices	. F	Paid	Paid	n Currency	Pa	y mode	2	y.
100343	01.02.2022				0	3000.	00	0.0	00 P		Q	
Comment			Ol	oject	F	Project	User		Dif	ference	e	
Using supplier prepay	ment				Q		Q TRIIN	IP	Q		3000.00	
	te selection Bulk	Insert	チ Supplier invo	ice 🕹 Object	۶ Proj	ect 🕹 Bank Cur	≁ Bank S	um & Pa	d ۶ F	PreID	۶ Cust. Total	ت الله الله الله الله الله الله الله الل
> Search	> Search	> Search	> Search	> Search	> Sea	rch > Search	> Search	> Search	> Sea	rch S	Search	Search
1	1161	Supplier		ADM	PROJEC	T_2 EUR	300	.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 1	00343	Saved								La	ast changed by	(23.11.2022 at 11:54:2
Number	Date	e	Reference		Purchase invoices	Paid		Paid in C	irrency	Pay mo	de	
100	0343 01.0	02.2022				0	-3000.00		0.00	Р	Q	
Comment					Object	Proje	ct	User		Differen	nce	
Using supplier pr				1		Q	C	TRIINP	Q		-3000.00	
osing supplier pr	repayment					Q		TRIINP	4		-3000.00	
Copy selection	Delete select		_	د Supplier	invoice & Object							E E X A
Copy selection	Delete select		nsert Mame in bank Search	Supplier Search	invoice & Object	 Project Search 	≁ Bank Cur → > Search					
Copy selection	Delete select Invoice No earch	≁ Supplier	Name in bank			≁ Project	الم الم	€ Bank Sum	۶ Paid	۶ PrelD	۶ Cust. Total Search	Cust. Total EUR Search

• 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.

vaymer		43 Saved									Las	t changed by	(23.11.2022 at 11:56:0
Number	, i i i i i i i i i i i i i i i i i i i	Date	Reference		Purcha	ase invoices	Paid		Paid in Cu	rrency	Pay mod	le	
	100343	01.02.2022					0	-1000.00		0.00	P	Q	
Comment					Object		Projec	t	User		Differen	ce	
							Q	Q	TRIINP	Q		-1000.00	
	lier prepaym						Q	~	TRIINP	4		-1000.00	
			Insert				Q	4	TRIINP	4		-1000.00	× x
Copy selecti	ion Delete		Insert	ىر ،	Supplier invoice	۶ Object	لم Project	・ Bank Cur ・			PreID		
Copy selecti	ion Delete	e selection Bull			Supplier invoice Search	> Object> Search					PrelDSearch		
Copy selecti	ion Delete	e selection Bulk	Name in ban		Search		۶ Project	チ Bank Cur →	6 Bank Sum	⊁ Paid		Cust. Total Search	Cust. Total EUF Search

12.4. Examples of currency prepayments

Number		Date	Referenc		Purchase invoice	s	Paid		Paid in Curren	y	Pay mode			ş			
	100344	01.01.2022				0		882.92		0.00	Р	Q					
Comment					Object		Project		User		Difference						
iupplier						Q		Q	TRIINP	Q		882.92					
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ype ASU redit	Number 882.92 tion Dele	100344 Difference 0 te selection	Date 01.01.2022 Bulk Insert Pa	Refe	rence lit from Resour	rces	Supplier		 ≁ Cred > Search 				De	bit ≁ VAT cc	882.92 (≣	E 19 ;	م مر لا
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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

Event	ew Cop Stock Rec			Delete U F <<	>> Sta	tus Changed	LOGOUT					
Number 10	0680											
Supplier 11	61	Supplier			VAT Reg No		Supp	liers invoice	310522			
Payee					VAT Reg No			Survey	1			
						Main	Proceeding	◯ DataF	elds			
Invoi	ice date	31.05.2022	User	TRIINP	Bank code					Purchase order		
Paymer	nt terms	7	Object	PROD	Bank account/IBAN	221050323227	7			S.Receipt		
D)ue date	07.06.2022	Cred account	212211	Ref.					Credited invoice		
C	Op. date	31.05.2022	Project		Asset					Internal Invoice		
V	AT Date		Origin Country	~	Deal type			~		Expence		
R	eceived	23.11.2022 12:40:13	Туре	(choose type) 🗸	Status	(choose statu:	s) 🗸					
	amation		Recl. description				/				Split by resou	rces
	omment		noon accomption							e-mail	opin by roood	
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Currency Date D 01.01.2022 F	Documen		VAT total ice Comment PreID Iten Supplier 41	0.00 Total n Description	1000.00 SN Object Projec	t Su	ible sum ubtotal VAT co 000.00	ode Total w/ 1000		Prepayment Used 0.00	Rate 0.8829 USD	1000.00 Selected 1000.00
Date D	Documen [:] ^D ayment 1	00344	ice Comment PreID Iten		SN Object Projec	t Su 1	ubtotal VAT co			Used	Rate	Selected
Date C 01.01.2022 F Rate	Document Payment 1	0.933445347]	ice Comment PreID Iten Supplier 41 Rounding	n Description 0.00 Total Base	SN Object Projec	t Su 1	ubtotal VAT co 000.00	1000		Used 0.00 Balance	Rate	Selected 1000.00
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12.4.2 Prepayment netting on the payment document in currency

Exampl	le : Pre	epaymer	nt											
Payment	t 10034	5 Confirmed										Last changed by	(23.11.2022 a	t 13:42:05)
Related docum	ients: kanne													
Number	1	Date	Reference		Purchase invoices		Paid		Paid in	Currency	Pay	mode		يو.
	100345	01.01.2022	 			0	8	32.92		0	.00 P	a	L .	
Comment					Object		Project		User		Diff	erence		
Box						Q		Q	TRIIN	>	Q	882.92		
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🗆 No. 🧄 🖌	P Invoice I	No 🖌 Supplier	<i>P</i> Name in bank	Supplier invo	ice 🥜 Object	🤌 Proje	ect 🥜 & Bank Cur	≁ Ba	nk Sum	₽ Paid	PreID	۶ Cust. Total	Cust. Total E	UR & Bank account/I
	Search	> Search	> Search	> Search	> Search	> Sear	ch > Search	> Sea	arch	> Search	> Search	Search	Search	> Search
1		1158	Box				USD		1000.00	882.92	42	1000.00	88	2.92
_														

Transaction

2025/0	7/06 12:3	3								33	3/37						Paym	ents
Financ	ce - Trar	nsactior	n TASU: 10	00345 (Saved								L	ast changed	d by	(23.11.2022	at 13:42:05)	୭
Туре	Number		Date		Reference	Desc	ription							De	ebit			ç.
TASU		100345	01.01.2022			Box										882.92		
Credit Copy sele	882.92	Difference 0 selection	Bulk Insert Pa	ste Recipe	Split from Resourc	es											<u>ک</u> ک	عر (
□ No. ~	Account	≁ Object	≁ Pr	oject 🦻 De	scription		Ļ	Debit	4	Credit	۶ Cui		۶ Cur. Debi	≁ Cur. Cre	≁ VAT co	≁ Supplier	≁ Custom	4
	> Search	> Search	> Se	earch > Sea	arch		> s	earch	> Sear	rch	> Se	> Search	> Search	> Search	> Seard	> Search	> Search	> Se
	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

raymen	11 1003	540	Confirmed														ged by		2022 at 14:09:1
elated docur	ments: <mark>kan</mark>	ne													P	ayme	ent mode	TYPE :	EQUAL
Number		Date		Re	eference		Purchase invoice	5	Paid			Paid in Cu	urrency		Pay mod	de 🗡			
	100346	31.0	5.2022				9	33.45		0.0	00		1000.	.00	P_SUPP		Q		
															Differen				
Comment							Object		Project			User			Differen	ce			
Box	on Delet	e select	ion Bulk	Insert			Object	Q	Project		Q	User TRIINP		Q	Differen		933.45		
		e select ice No	ion Bulk & Supplier	Insert <i>P</i> Name	in bank	≁ Supplier in:	•	Q & Pro					۶ PrelD		Bank rate	-	933.45 Cust. Total	<u>ا</u>	ust. Total EUR
Box Copy selectio		ice No		_			•		oject		۶ B	TRIINP			Bank rate	-	Cust. Total		
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The exchange rate profit/loss is calculated on the transaction

Туре	Number		Date	Reference Desc	ription					Debit			
ASU		100346	31.05.2022	Box							9	933.45	
Credit		Difference											
	933.45	0											
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Copy sele	ction Delete	selection	Bulk Insert Paste Re	ccipe Split from Resources								≣ ∎ છ	X.
	ction Delete			Cipe Split from Resources	۶ Debit	کر Credit	۶ Cui	۶ Rate	* Cur. Debi	Cur. Cre			
_				۶ Description	· Debit		≁ Cui> Se			Cur. CreSearch	✓ VAT cc		
□ No. ~	≁ Account	۶ Object	≁ Project	۶ Description	· Debit		> Se		> Search		VAT ccSearc	≁ Supplier	ے ریے ا
□ No. ^	 Account> Search	۶ Object	≁ Project	 Description Search 	· Debit	> Search 882.92	> Se USD	> Search	> Search	> Search 1000.00	VAT ccSeard	SupplierSearch	ے ریے در

• 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	ents: kanne										1	Payme	ent mode J	PE = EQUA	_		
Number	Dat		Reference		Purchase invoice	es Pai			aid in Cur		Dev	(mode					
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GOLDEN BOX						Q		QT	RIINP		Q		-933.45				
			_														
Copy selection	Delete selec	tion Bulk I	nsert														E E X
) No. 🧄 🎤	Invoice No	Supplier	P Name in bank	Supplier invo Supp	oice 🤌 Object	Project	🖉 Bank Cur	🕗 Bank S	Sum 🤌	PreID &	Bank rat	te 🖉	Cust. Total 🤌	Cust. Total	EUR 🤌 Bank a	ccount/IB.	Inv. Balance
>	Search	> Search	> Search	> Search	> Search	> Search		> Search	s > s	_	Search	Searc	h S	earch	> Search		Search
1		1159	GOLDEN BOX				USD		00.00	_	0.88292424	_	0.00		0.00		
2		1159	GOLDEN BOX				USD		00.00	_	0.88809946	-	\sim				
3	100682		GOLDEN BOX	3105223	PROD		USD		00.00		0.88292424						1000
4	100682	1159	GOLDEN BOX	3105223	PROD		USD	50	00.00		0.88809946						1000
									FreiD	exchan	ge rate	manu	any copied	to the purch	ase invoici	e	
		nsactio	on TASU:	100349	Saved									Last change	ed by	(23.11.20)22 at 14:53:
nance			Date	F	Saved		Description							Last change	d by Debit		
nance	e - Trai	nsactio					Description GOLDEN BC	хx						Last change		(23.11.20 933.4)22 at 14:53:4
nance /pe ASU	e - Trai		Date 31.05.2022	F			•	X						Last change			
inance ype ASU	e - Trai	100349	Date 31.05.2022	F			•	х						Last change			
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nance /pe ASU redit	e - Trai Number 933.45 ion Delete & Account	100349 Difference 0 e selection & Object	Date 31.05.2022 Bulk Insert	Paste Recipe Poject & Search >	Reference Split from Description	n Resources	GOLDEN BO	J.				> Se		 <i>F</i> Cur. Debi Search 	Debit	933.45	ی سی ۶ Suppli
nance /pe ASU redit opy selecti	e - Trai Number 933.45 ion Delete	100349 Difference 0 e selection & Object	Date 31.05.2022 Bulk Insert	Paste Recipe Poject & Search > Inve	Reference Split from Description Search	n Resources ments	GOLDEN BO	J.			ch	> Se USD	> Search	e ≁ Cur. Debi > Search	Debit	933.4 = • * VAT co > Searc	ت به کی Search
nance /pe ASU opy selecti No. ^	e - Trai Number 933.45 ion Delete > Search 114501	100349 Difference 0 e selection & Object	Date 31.05.2022 Bulk Insert	Paste Recipe	Split from Description Search entory Prepayu	n Resources ments ments	GOLDEN BO	J.		> Sear	rch 441.46 444.05	> Se USD USD	> Search	e	Debit	933.4 = • * VAT co > Searc	5 *> X * Suppli > Search 1159
ype ASU redit No. ^ 1 2 3	e - Trai Number 933.45 ion Delete * Account > Search 114501 114501 212211	100349 Difference 0 e selection	Date 31.05.2022 Bulk Insert	Paste Recipe	Split from Description Search entory Prepayi entory Prepayi	ments ments BOX	GOLDEN BO	J.	rch	> Sear	rch 441.46 444.05	> Se USD USD	 Search 0.882924245 0.888099467 	 ² Cur. Debi > Search 5 7 7 500.00 	Debit	933.4 = • * VAT co > Searc	5 *> ¥ * Suppli > Search 1159 1159
Type TASU Credit No. ^ 1 2 3 4	e - Trai Number 933.45 ion Delete * Account > Search 114501 114501 212211 212211	100349 Difference 0 e selection > Search PROD	Date 31.05.2022 Bulk Insert	Paste Recipe Poject & I Search > Invi	Split from Description Search entory Prepayi entory Prepayi 1682 GOLDEN	ments ments BOX BOX	GOLDEN BO	J.	rch 466.72	> Sear	rch 441.46 444.05	> Se USD USD USD USD	 Search 0.882924245 0.888099467 0.933445347 	 ² Cur. Debi > Search 5 7 7 500.00 	Debit	933.45	5 *> X * Suppli > Search 1159 1159 1159

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														Las	st changed by		(15.12.2022 at 16:15:47)
Number		Date	Reference		Purcha	ase invoid	es	P	aid			Paid in C	Curren	су	Pa	y moo	le 🖉		j.
	100362	01.01.2022						0		441	.46			0.0	00 P		Q		
Comment					Object	t		P	roject			User		(🖉 Di	fferen	ce		
Supplier prepa	ayment in L	JSD,Suurem hankij	a,Supplier					Q			Q	TRIINP			Q		441.46		
Copy selection	n Delete s	election Bulk I	nsert														(\otimes	X = ×
No. 🔿 🗌 🤌	Invoice	No 🥕 Supplier	Name in bank	Supplier inv	voice	^p Object	t /	Projec	t -	Bank Cur	۶B	Bank Sum	۶	PreID	🤌 Bank	rate	Supplier Total	~	Supplier Total EUR
>	Search	Q → Search Q	> Search	> Search		> Sear	Q	> Searc	Q	> Sear Q	>	Search	> Sei	Q	> Searc	Q	> Search		Search
≡ ‼ 1		1163	Supplier						1	USD		500.00		48	0.88292	4245	500.00		441.46
≣																			

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

Close New	Refresh	Confirm Save Star	tus: Changed						There	is a new design a	available of th	his document.	≓ Try new	version
Number DOK		Date 31.05.2022		Reference	1	Purchase invoice	s	933.4	5 Paid	933.4	5 Paid in Cu	irrency	1000.00	
Pay mode P		Comment Supplier		Object		Proje	ct		Difference	0.0	0			
User TRIIN	Р	Bulk Insert												
NO Invoice No	Supplier	Name in bank	O O O O	Bank Cur Banl	k rate	Bank Sum	Fine V	Ċ	Invoice Cur	Inv. Balance	ank Sum	Paid	PreID	Document
NO Invoice No 1 100687	Supplier 1163	Name in bank Supplier	Supplier invoice		k rate 0.93344534				Invoice Cur	Inv. Balance	ank Sum 1000.00			Document
	1163		Supplier invoice	Bank Cur Banl								1000.00	D	Document Choose pre pay

Change the purchase invoice fields

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Number DOK		Date	31.05.2022			Reference			Purch	ase invoices	933.45	Paid	933	45 Paid in Curren	cy 1000.0	0
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After changing the fields, confirm the purchase invoice

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NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Bank Cur <u>Bank</u>	rate	Bank Sum	Fine	vc	Invoice Cur	Inv. Balance	Paid
NO Invoice No 1 100687	Supplier 1163	Name in bank Supplier	Description	Object			Bank Cur Bank USD	rate 0.88292424				Invoice Cur USD	Inv. Balance 1000.00	

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

Payment 1003	361 Confirmed								Last change	d by (16.12.2	2022 at 09:23:1
elated documents: ka	inne					4. Pay	yment mode m	iust be typ	e = equal		
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No. 🕤 🖻 🤌 Invo	oice No 🥕 Supplier	» Name in bank	Supplier invoice	P Object	Project	🔑 Bank Cur	🤌 Bank Sum	PreID	Bank rate	Supplier Total	Supplier
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■ ‼ 1	100513 1012	Directo OÜ	3002			USD	1000.00		0.882924245	0.00	
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The exchange rates are calculated on the financial transaction

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Payment mode type must be equal

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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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