

# 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.

### New design

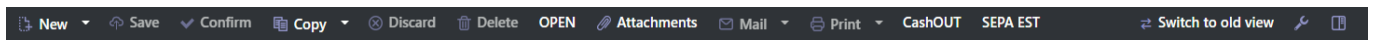
### Old view

## 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](#).

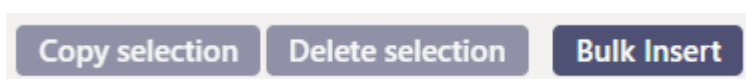
## 2. Payment buttons




### 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 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** [X]

**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    |
|---|--------|
| <b>Usual payment</b>                              |        |
| Money   | credit |
| Debt to supplier                                  | debit  |
| <b>Prepayment to supplier</b>                     |        |
| Money   | credit |
| Prepayment to supplier                            | debit  |
| <b>Using prepayment with „Equal“ payment type</b> |        |
| Prepayment to supplier                            | credit |
| Debt to supplier                                  | debit  |

Finance account for money is taken from the payment type - whether bank, netting, prepayment etc.  
 Finance 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 &gt; Payment modes &gt; P

Back New Copy Delete Save Status: Changed View changelo
**111201**CODE COMMENT ACCOUNT  »TYPE BANK ACCOUNT BANK ACCOUNT CURRENCY (SEPA XML OUTPUT) BANK ACCOUNT FOR FEES (SEPA XML OUTPUT) BANK  vEXPORT TYPE  vEXPORT PAYMENTS GROUPED  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\_mode\_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*

Account

- Summary statement
- Account statement
- Account balance
- Reports

Payments

- List of payments
- New / domestic payment
- International payment
- Information about international settlements

Digital banking

- Internet bank
- Swedbank Gateway**
- Mobile app
- Alert

**Minu ettevõtte lepingud**

| Leping | Kasutajad | Alguskuupäev | Staatus    |
|--------|-----------|--------------|------------|
| 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

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:

**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

NewSaveConfirmCopyDiscardDeleteOPENAttachmentsMailPrintSEPA ESTSwitch to old view

Payment 100158Confirmed

Last changed by (07.06.2022 at 20:38:37)

Related documents: kanne

Number100158Date31.05.2022ReferencePurchase invoices882.92Paid933.45Paid in Currency1000.00Pay modeP\_USD

CommentArve nr 100421ObjectProjectUserJANEDifference50.53

Copy selectionDelete selectionBulk 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

<<: Payment 100158 v2 - Work - Microsoft Edge

[https://login.directo.ee/ocra\\_directo.../or\\_tasumine.asp?NUMBER=100158](https://login.directo.ee/ocra_directo.../or_tasumine.asp?NUMBER=100158)

Transaction

CloseNewCopyRefreshCashOUTSEPA ESTPrintMailFOPEN<<>>Status: Confirmed

Number100158Date31.05.2022ReferencePurchase invoices882.92Paid933.45Paid in Currency1000.00

Pay modeP\_USDCommentArve nr 100421ObjectProjectDifference-50.53

UserJANEBulk Insert

Last changed by 07.06.2022 20:38:38

Bank Statements: -

NO Invoice NoSupplierName in bankDescriptionObjectProjectSupplier invoiceRef.Bank AccountBank CurBank rateBank Sum

21004211139Big Paper3322141122334455USD0.9334453471000.00

The finance transaction is created after payment confirmation:

Finance - Transaction TASU: 100158Saved

Last changed by (09.06.2022 at 15:38:24)

TypeTASUNumber100158Date31.05.2022ReferenceDescriptionArve nr 100421Debit933.45

Credit933.45Difference0

Copy selectionDelete selectionBulk InsertPaste RecipeSplit 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 nõuetele ja tarnijate kohustustele | 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

NewSaveConfirmCopyDiscardDeleteOPENAttachmentsMailPrintSwitch to old view

Payment 100161Confirmed

Last changed by (21.10.2022 at 10:55:59)

Related documents: kanne

Number100161Date31.05.2022ReferencePurchase invoices882.92Paid933.45Paid in Currency1000.00Pay modeP

CommentArve nr 100423ObjectProjectUserJANEDifference50.53

Copy selectionDelete selectionBulk 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   | 100423     | 1139     | Big Paper    |        |         | EUR      | 933.45   | 3321             | 1122334455       | 1         | 1000.00      | 1000.00 | USD       |             |

Old view

Payment 100161 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo.../or\_tasumine.asp?NUMBER=100161

Transaction

CloseNewCopyRefreshCashOUTSEPA ESTPrintMailFOPEN<<>>Status: Confirmed

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

Number100161Date31.05.2022ReferencePurchase invoices882.92Paid933.45Paid in Currency933.45

Pay modePCommentArve nr 100423ObjectProjectDifference-50.53

UserJANEBulk Insert

Last changed by: 07.06.2022 21:57:26  
Bank Statements: -

NO Invoice NoSupplierName in bankDescriptionObjectProjectSupplier invoiceRef.Bank AccountBank CurBank rateBank Sum

11004231139Big Paper33211122334455EUR1933.45

2

The finance transaction is created after confirming the payment document:

NewSaveCopyDiscardDeleteAttachmentsMailPrintOpen originalPeriodizeCreate reverse transactionCreate minus transactionSwitch to old view

Finance - Transaction TASU: 100161Saved

Last changed by (07.06.2022 at 21:57:26)

TypeTASUNumber100161Date31.05.2022ReferenceDescriptionArve nr 100423Debit933.45

Credit933.45Difference0

Copy selectionDelete selectionBulk InsertPaste RecipeSplit from Resources

| No. | Account | Object | Project | Description   | Debit  | Credit | Currency | Rate       | Cur. Debit | Cur. Credit | Date |
|-----|---------|--------|---------|---|--------|--------|----------|------------|------------|-------------|------|
| 1   | 111201  |        |         | Pangakonto  |        | 933.45 | EUR      | 1          |            | 933.45      |      |
| 2   | 212211  |        |         | 100423 Big Paper  | 882.92 |        | USD      | 0.88292... | 1000.00    |             |      |
| 3   | 562401  |        |         | 100423 Kahjum valuutakursi muutustest osjate nõuetelt ja tarnijate kohustustelt | 50.53  |        | EUR      | 1          | 50.53      |             |      |

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

NewSaveConfirmCopyDiscardDeleteOPENAttachmentsMailPrintSwitch to old view

Payment 100159Confirmed

Last changed by (07.06.2022 at 20:04:19)

Related documents: kanne

Number100159Date31.05.2022ReferencePurchase invoices814.93Paid935.00Paid in Currency1000.00Pay modeP

CommentArve nr 100422ObjectProjectUserJANEDifference120.07

Copy selectionDelete selectionBulk 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      |        |         | 121              | 1         | 1000.00 |

Old view

<<: Payment 100159 - Work - Microsoft Edge

[https://login.directo.ee/ocra\\_directo\\_/or\\_tasumine.asp?NUMBER=100159](https://login.directo.ee/ocra_directo_/or_tasumine.asp?NUMBER=100159)

PrintMailFOPEN<<>>Status: Confirmed

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

ReferencePurchase invoices814.93Paid935.00Paid in Currency935.00

ObjectProjectDifference-120.07

After double-clicking the field Paid is equal to the field Inv. Balance

Double-click

| Object | Project | Supplier invoice | Ref. | Bank Account | Bank Cur | Bank rate | Bank Sum | Fine | VC | Invoice Cur | Inv. Balance | Paid    | Rate Service |
|--------|---------|------------------|------|--------------|----------|-----------|----------|------|----|-------------|--------------|---------|--------------|
|        |         | 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: 100159Saved

Last changed by (09.06.2022 at 15:38:24)

TypeTASUNumber100159Date31.05.2022ReferenceArve nr 100422Debit935

Credit935Difference0

Copy selectionDelete selectionBulk InsertPaste RecipeSplit 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 Kahjum valuutakursi muutustest ostjate nõuetelt ja tamiijate 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  | Date       | Reference | Purchase invoices | Paid       | Paid in Currency | Pay mode |
| 10015   | 31.05.2022 |           | 882.92            | 933.45     | 1000.00          | P        |
| Comment | Object     | Project   | User              | Difference |                  |          |
|         |            |           | JANE              | 50.53      |                  |          |

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

<< Payment 10015 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo\_jane/or\_tasumine.asp?number=10015

Transaction

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

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

|            |            |           |                   |            |                  |
|------------|------------|-----------|-------------------|------------|------------------|
| Number     | Date       | Reference | Purchase invoices | Paid       | Paid in Currency |
| 10015      | 31.05.2022 |           | 882.92            | 933.45     | 9806.12          |
| Pay mode P | Comment    | Object    | Project           | Difference |                  |
| User JANE  |            |           |                   | -50.53     |                  |

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   | Number     | Date       | Reference | Description | Debit  |
| TASU   | 10015      | 31.05.2022 |           |             | 933.45 |
| Credit | Difference |            |           |             |        |
| 933.45 | 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  | 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   | Number     | Date       | Reference | Description | Debit  |
| TASU   | 10016      | 31.05.2022 |           |             | 937.62 |
| Credit | Difference |            |           |             |        |
| 937.62 | 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 | 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

**Payment 10016** Confirmed Last changed by (10.11.2022 at 15:17:22)

Related documents: kanne

Number: 10016 Date: 31.05.2022 Reference: Purchase invoices: 882.92 Paid: 937.62 Paid in Currency: 1000.00 Pay mode: P

Comment: Object: Project: User: JANE Difference: 54.70

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 invoi |
|-----|------------|----------|--------------|-----------------|----------|----------|-------------|-------------|-----------|------------|--------|---------|----------------|
| 1   | 100654     | 1139     | Big Paper    | 1122334455      | SEK      | 9850.00  | 0.095190047 |             | USD       | 0.93762196 | PROD   | 120     |                |

1 2 3 4

Old view

Transaction Close New Copy Refresh Cancel SEPA EST P OPEN << >> Status: Confirmed There is a new

Number: 10016 Date: 31.05.2022 Reference: Purchase invoices: 882.92 Paid: 937.62 Paid in Currency: 9850.00

Pay mode: P Comment: Object: Project: Difference: -54.70

User: JANE Bulk Insert

Last changed by: JANE 10.11.2022 15:17:22

Bank Statements -

| NO Invoice No | Supplier | Name in bank | Description | Object | Project | Supplier invoice | Ref. | Bank account/IBAN | Bank Cur | Bank rate   | Bank Sum | Fine | VC | Invoice Cur | Inv. Balance | Paid    | PreID | Rate Service |
|---------------|----------|--------------|-------------|--------|---------|------------------|------|-------------------|----------|-------------|----------|------|----|-------------|--------------|---------|-------|--------------|
| 1             | 100654   | 1139         | Big Paper   | PROD   |         | 120              |      | 1122334455        | SEK      | 0.095190047 | 9850.00  | 0.00 |    | USD         | 1000.00      | 1000.00 |       | 0.93762196   |

2 3 4

The finance transaction is created after confirming the payment document:

**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

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                                   |        | 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, l... | 4.17   |        | EUR | 1           | 4.17      |          |        | 1139     |
| 4   | 562401  | PROD   |         | 100654 Kahjum valuutakursi muutustest, l...  | 50.53  |        | EUR | 1           | 50.53     |          |        | 1139     |

### 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

Payment 100163 **Confirmed** Last changed by (21.10.2022 at 11:21:22)

Related documents: kanne

Number 100163 Date 31.05.2022 Reference Purchase invoices 0 Paid 933.45 Paid in Currency 0.00 Pay mode P

Comment Object Project User JANE Difference 933.45

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 | Rate Paid | Object | Project | Supplier invoice |
|-----|------------|-----------|--------------|------------------|----------|-------------|------------|-------------|-----------|------------|-----------|--------|---------|------------------|
| 1   | 1139       | Big Paper | 1122334455   | USD              | 1000.00  | 0.933445347 | Prepayment |             |           |            |           |        |         |                  |

## Old view

Payment 100163 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo\_/or\_tasumine.asp?NUMBER=100163

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 100163 Date 31.05.2022 Reference Purchase invoices 933.45 Paid 933.45 Paid in Currency 1000.00

Pay mode P Comment Object Project Difference 0.00

User Bulk Insert

Last changed by 07.06.2022 22:21:01

Bank Statements: -

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

The finance transaction is created after confirming the payment document:

Finance - Transaction TASU: 100163 **Saved** Last changed by (07.06.2022 at 22:21:01)

Type TASU Number 100163 Date 31.05.2022 Reference Description Debit 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 | Currency | Rate       | Cur. Debit | Cur. Credit | Supplier |
|-----|---------|--------|---------|-------------|--------|--------|----------|------------|------------|-------------|----------|
| 1   | 111201  |        |         | Pangakonto  |        | 933.45 | USD      | 0.93344... |            | 1000.00     |          |
| 2   | 114501  |        |         | Big Paper   | 933.45 |        | USD      | 0.93344... | 1000.00    |             | 1139     |

## 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

NewSaveConfirmCopyDiscardDeleteOPENAttachmentsMailPrintSwitch to old view

Payment 100201Confirmed

Last changed by (15.06.2022 at 19:49:30)

Related documents: kanne

Number100201Date31.05.2022ReferencePurchase invoices441.46Paid466.72Paid in Currency500.00Pay modeP

CommentArve nr 100444ObjectProjectUserJANEDifference25.26

Copy selectionDelete selectionBulk 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](https://login.directo.ee/ocra_directo_/or_tasumine.asp?NUMBER=100201)

Transaction

CloseNewCopyRefreshCashOUTSEPA.ESTPrintMailFOPEN<<>>Status: Confirmed

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

Number100201Date31.05.2022ReferencePurchase invoices441.46Paid466.72Paid in Currency500.00

Pay mode PCommentArve nr 100444ObjectProjectDifference-25.26

User JANEBulk Insert

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

NOInvoice NoSupplierName in bankDescriptionObjectProjectSupplier invoiceRef.Bank AccountBank CurBank rateBank SumFine

11004441139Big Paper2211122334455USD0.933445347500.000

2

The finance transaction is created after confirming the payment document:

Finance - Transaction TASU: 100201Saved

Last changed by: (15.06.2022 at 19:49:30)

TypeTASUNumber100201Date31.05.2022ReferenceDescriptionArve nr 100444Debit466.72

CreditDifference466.720

Copy selectionDelete selectionBulk InsertPaste RecipeSplit from Resources

| No. | Account | Object | Project | Description  | Debit  | Credit | Currenc    | 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 nõuetele ja tarnijate kohustustele | 25.26  | 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 **fx** in the **Sum Paid** field
- Confirm the payment

### Payment document:

**Payment 100202** Confirmed Last changed by (15.06.2022 at 20:24:54)

Related documents: kanne

|         |            |           |                   |            |                  |          |
|---------|------------|-----------|-------------------|------------|------------------|----------|
| Number  | Date       | Reference | Purchase invoices | Paid       | Paid in Currency | Pay mode |
| 100202  | 31.05.2022 |           | 441.46            | 470.00     | 500.00           | P        |
| Comment | Object     | Project   | User              | Difference |                  |          |
|         |            |           |                   | 28.54      |                  |          |

Copy selection Delete selection Bulk Insert

| No. | Invoice No | Supplier | Supplier invoice | Name in bank | Bank Cur | Bank Sum | Sum Paid | Cur Paid | Paid   | Inv. Balance | Invoice Cur | Bank rate | Rate Paid   |
|-----|------------|----------|------------------|--------------|----------|----------|----------|----------|--------|--------------|-------------|-----------|-------------|
| 1   | 100443     | 1139     | 311              | Big Paper    | EUR      | 470.00   | 500.00   | USD      | 500.00 | 1000.00      | USD         | 1         | 0.882924245 |

Calculate the used effective exchange rate for full payment

### The finance transaction is created after confirming the payment document:

**Finance - Transaction TASU: 100202** Saved Last changed by (15.06.2022 at 20:24:54)

Type TASU Number 100202 Date 31.05.2022 Reference Description Debit 470

Credit 470 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

| No. | Account | Object | Project | Description  | Debit  | Credit | Current | Rate       | Cur. Debit | Cur. Credit | Supplier |
|-----|---------|--------|---------|--|--------|--------|---------|------------|------------|-------------|----------|
| 1   | 111201  |        |         | Pangakonto   | 470.00 |        | EUR     |            |            | 470.00      |          |
| 2   | 212211  |        |         | 100443 Big Paper   | 441.46 |        | USD     | 0.88292... | 500.00     |             | 1139     |
| 3   | 527501  |        |         | 100443 Valuutakursi erinevus tasumisel   | 3.28   |        | EUR     |            | 3.28       |             | 1139     |
| 4   | 562401  |        |         | 100443 Kahjum valuutakursi muutustest ostjate nõuetelt ja tarnijate kohustustelt | 25.26  |        | EUR     |            | 25.26      |             | 1139     |
| 5   |         |        |         |  |        |        |         |            |            |             |          |

## 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 view

Tasumine 10005\_v2 - Google Chrome

login0.directo.ee/intclient/ocra\_directo.../or\_tasumine.asp?number=10005&clr1=1&cscroll=0

Sub Us Koopia Jäta Kasutaja Kinnita Salvesta SEPA EESTI Talla Meil F Olet: Vasta

Number 10005 Aeg 01.09.2021 12:38:49 Viide Tasutud -1800.00 -1800.00 -1800.00

Tas. viis SEB Kommentaar Hantsapank AS Objekt Tasutud -1800.00 -1800.00 -1800.00

Kasutaja SUPER Masinadaja

Vimati muuta SUPER 01.09.2021 19:00:03 Pangalaajavõtted: -

| NR | Osutava nr | O.ellimus | Hankija       | Tekst | Selgitus | Objekt | Projekt | Hankija arve | Vitenumber | Arveldusaarve        | Val. P. | Kursus P. | Summa P | Vilvis   | KMK  | Valutsa arvel | Arve saldo | Tasuti   | T.Tasu val. | T.Tasu val. | Aeg |
|----|------------|-----------|---------------|-------|----------|--------|---------|--------------|------------|----------------------|---------|-----------|---------|----------|------|---------------|------------|----------|-------------|-------------|-----|
| 1  | 10049      | 1510      | Hantsapank AS |       |          |        |         |              |            | EE972200221021619314 | EUR     |           | 1       | 1200.00  | 0.00 | EUR           | 1200.00    | 1200.00  | 0.00        |             |     |
| 2  | 10048      |           |               |       |          |        |         |              |            | EE972200221021619314 | EUR     |           | 1       | -3000.00 | 0.00 | EUR           | -3000.00   | -3000.00 | 0.00        |             |     |
| 3  |            |           |               |       |          |        |         |              |            |                      |         |           |         |          |      |               |            |          |             |             |     |

Hankija summa -1200.00 Hankija summa EUR -1200.00

#### New design : Customer Total is negative and yellow

**Payment 100281** Confirmed Last changed by (21.10.2022 at 14:35:47)

Related documents: kanne

Number 100281 Date 05.03.2022 Reference Purchase invoices Paid -120 Paid in Currency -120.00 Pay mode P

Comment Object Project User TRIINP Difference 0.00

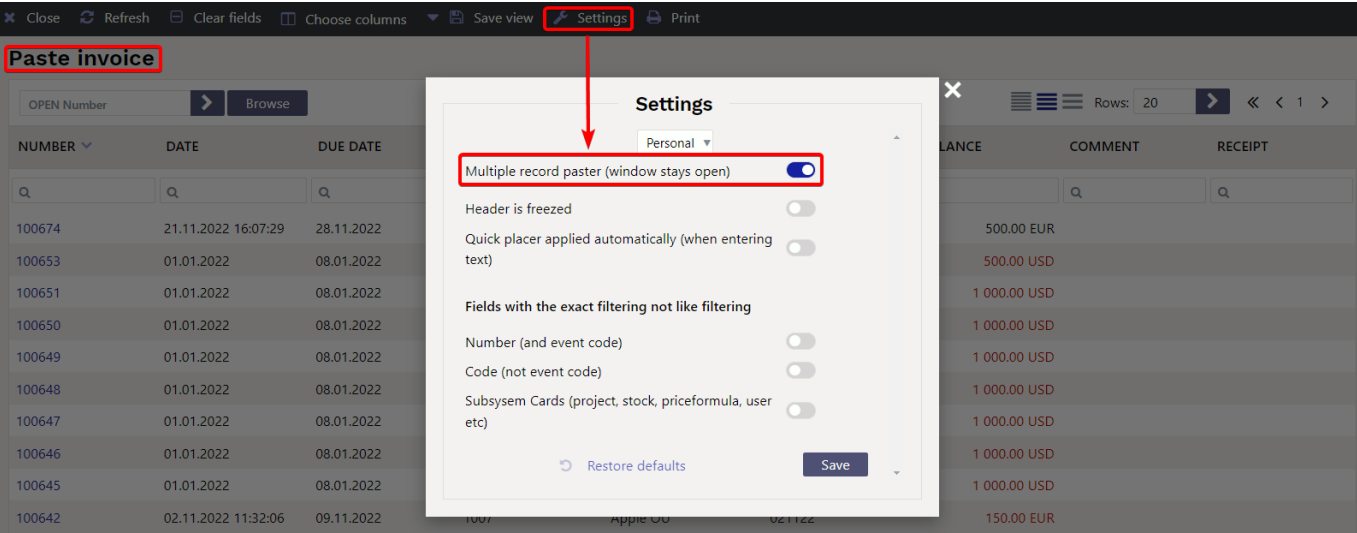
Copy selection Delete selection Bulk Insert

| No. | Invoice No | Supplier | Name in bank    | Supplier invoice | Object | Project | Bank Cur | Bank Sum | PreID | Bank rate | Cust. Total | Cust. Total EUR | Bank account/IB     |
|-----|------------|----------|-----------------|------------------|--------|---------|----------|----------|-------|-----------|-------------|-----------------|---------------------|
| 1   | 100635     | 1015     | MarkIT Eesti AS | 010322K          | HR     |         | EUR      | -720.00  |       | 1         | -120.00     | -120.00         | 1111111111111111... |
| 2   | 100634     | 1015     | MarkIT Eesti AS | 230322           | HR     |         | EUR      | 600.00   |       | 1         |             |                 | 1111111111111111... |

Cust. Total is negative

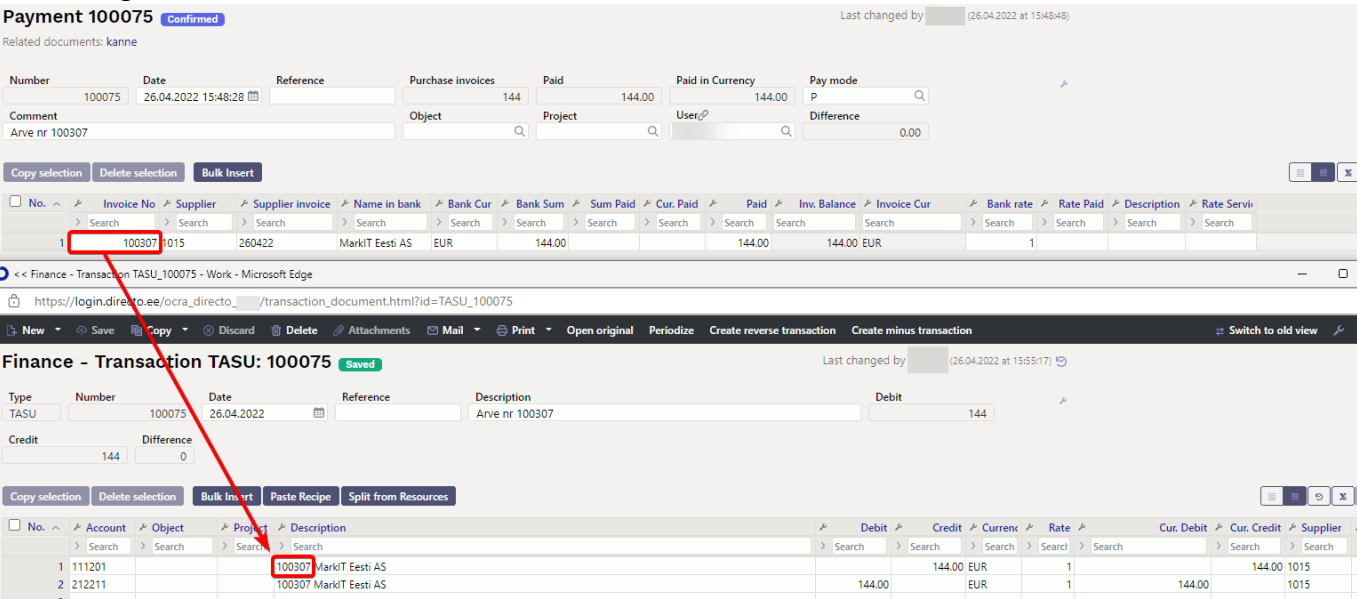
10.2. Placing several purchase invoices in a row

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 t  
 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](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  | Date             | Reference | Purchase invoices | Paid       | Paid in Currency | Pay mode |
| 100209  | 16.06.2022 12:00 |           | 480               | 480.00     | 480.00           | P        |
| Comment | Object           | Project   | User              | Difference |                  |          |
|         |                  |           | TRIINP            | 0.00       |                  |          |

**If the suppliers'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     | 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      | Date                | Reference | Purchase invoices | Paid       | Paid in Currency |
| 100209      | 16.06.2022 12:00:28 |           | 480.00            | 480.00     |                  |
| Pay mode P  | Comment             | Object    | Project           | Difference |                  |
| User TRIINP |                     |           |                   | 0.00       |                  |

**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      |      |



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

Related documents: kanne

Number: 100120 Date: 05.06.2022 Reference: Comment:

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 Last changed by (20.06.2022 at 12:25:42)

Type: TASU Number: 100120 Date: 05.06.2022 Reference: Description: 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    |
| 5   |         |        |         |                         |         |         |        |      |
| 6   |         |        |         |                         |         |         |        |      |
| 7   |         |        |         |                         |         |         |        |      |

- 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 Last changed by (05.06.2022 at 08:49:56)

Type: TASU Number: 100120 Date: 05.06.2022 Reference: Description: 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 invoice number and header object are added to the transaction line to track exchange rate gains/losses.

**Finance - Transaction TASU: 100210** Saved Last changed by (20.06.2022 at 12:38:10)

Type: TASU Number: 100210 Date: 20.06.2022 12:33:27 Reference: Description: 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      |
| 7   |         |        |         |  |        |        |        |            |         |

## 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



The screenshot displays two sections of system settings. The 'FINANCE SETTINGS' section includes a radio button for 'Payment uses Purchase Invoice object on rows' with 'yes' selected (highlighted by a red box) and a dropdown menu for 'Bank statement import automatically creates payment' set to 'no'. The 'PAYMENT TERMS' section includes a radio button for 'Payment alerts about double invoice in unconfirmed Payments' with 'yes' selected, and a radio button for 'Payment uses header object for the Asset Accounts' with 'no' selected (highlighted by a red box).

## 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             |

» Survey types ?

» 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

NewSaveConfirmCopyDiscardDeleteOPENAttachmentsMailPrintSwitch to old view

Payment 100335Confirmed

Last changed by (22.11.2022 at 10:49:20)

Related documents: kanne

Number100335Date15.01.2022ReferencePurchase invoices4800Paid4800.00Paid in Currency4800.00Pay modeP

CommentInfotark AS,MarkIT Eesti ASObjectProjectUserTRIINPDifference0.00

Copy selectionDelete selectionBulk 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

NewSaveCopyDiscardDeleteAttachmentsMailPrintOpen originalPeriodizeSwitch to old view

Finance - Transaction TASU: 100335Saved

Last changed by (22.11.2022 at 10:53:51)

TypeTASUNumber100335Date15.01.2022ReferenceDescriptionInfotark AS,MarkIT Eesti ASDebit4800

Credit4800Difference0

Copy selectionDelete selectionBulk InsertPaste RecipeSplit 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 debt side of the ledger is by purchase invoice rows, at the beginning of each row is the number of the purchase invoice.

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 Accounts Payable 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.

NewSaveCopyDiscardDeleteAttachmentsMailPrintOpen originalPeriodizeSwitch to old view

Finance - Transaction TASU: 100335 Saved

Last changed by (22.11.2022 at 10:59:16)

TypeTASUNumber100335Date15.01.2022ReferenceDescriptionInfotark AS,MarkiT Eesti ASDebit4800

Credit4800Difference0

Copy selectionDelete selectionBulk InsertPaste RecipeSplit from Resources

| No. | Account | Object | Project | Description                       | Debit   | Credit  | Cui | 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

NewSaveConfirmCopyDiscardDeleteOPENAttachmentsMailPrintCashOUTSwitch to old view

Payment 100341 Confirmed

Last changed by (23.11.2022 at 11:17:35)

Related documents: kanne

Number100341Date01.01.2022ReferencePurchase Invoices0Paid1200.00Paid in Currency0.00Pay modeP

CommentSupplier PreIDObjectProjectUserTRIINPDifference1200.00

Copy selectionDelete selectionBulk 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 TASU: 100341** Saved Last changed by: (23.11.2022 at 11:17:35)

| Type | Number | Date       | Reference | Description    | Debit |
|------|--------|------------|-----------|----------------|-------|
| TASU | 100341 | 01.01.2022 |           | Supplier PreID | 1200  |

Credit: 1200    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  | ADM    | K201    | Supplier PreID |         | 1000.00 | EUR | 1    |           | 1000.00  |        | PREID    |        |
| 2   | 111201  | SALES  | K202    | Supplier PreID |         | 200.00  | EUR | 1    |           | 200.00   |        | PREID    |        |
| 3   | 114501  | ADM    | K201    | Supplier PreID | 1000.00 |         | EUR | 1    | 1000.00   |          |        | PREID    |        |
| 4   | 114501  | SALES  | K202    | Supplier PreID | 200.00  |         | EUR | 1    | 200.00    |          |        | PREID    |        |

## 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.

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

Event   Stock Receipt   Data from e-invoice

Number: 100679   Supplier: PREID   Supplier PreID   VAT Reg No   Suppliers invoice: 231122   Payee   VAT Reg No   Survey

Invoice date: 23.11.2022   User: TRIINP   Bank code: 22105232278   Purchase order:   Payment terms: 7   Cred account: 212211   Bank account/IBAN:   S.Receipt:   Due date: 30.11.2022   Op. date: 23.11.2022   Ref.:   Credited invoice:   VAT Date:   Origin Country:   Deal type:   Internal Invoice:   Received: 23.11.2022 11:18:01   Type: (choose type)   Status: (choose status)   Expenditure:   Reclamation:   Recl. description:   Split by resources:   Comment:   Int comment:   e-mail:

Last changed by: 23.11.2022 11:30:47   Paste Recipe   Bulk Insert

Currency: EUR   VAT total: 160.00   Total: 800.00   Dividable sum:   Prepayment: 0.00

| Date       | Document       | Suppliers invoice | Comment        | PreID Item | Description | SN Object Project | Subtotal VAT code | Total w/VAT | Used   | Selected |
|------------|----------------|-------------------|----------------|------------|-------------|-------------------|-------------------|-------------|--------|----------|
| 01.01.2022 | Payment 100341 |                   | Supplier PreID | 38         | ADM K201    |                   | 1000.00           | 1000.00     | 960.00 | 0.00     |
| 01.01.2022 | Payment 100341 |                   | Supplier PreID | 39         | SALES K202  |                   | 200.00            | 200.00      | 0.00   | 0.00     |

Rate: 1   Rounding: 0.00   Total: 960.00   Difference:   Balance: 960.00

No Type   Account   korrikonto   Object   Project   User   Description   Total   VAT code VAT   Item   Qty   StockID   SN   PID

1   525202   113201           Directo costs   800.00   1   160.00     0      

**Double-click selects prepayments using FIFO method**

**It is possible to write manually on the 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:

Finance - Transaction OST: 100679 Saved

Last changed by (23.11.2022 at 11:40:04)

TypeOSTNumber100679Date23.11.2022ReferencePREID Supplier PreID//231122Debit1920

Credit1920Difference0

Copy selectionDelete selectionBulk InsertPaste RecipeSplit from Resources

| No. | Account | Object | Project | Description                  | Debit  | Credit | Cui | 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)

Number100343Date01.02.2022ReferencePurchase invoices0Paid3000.00Paid in Currency0.00Pay modeP

CommentUsing supplier prepaymentObjectProjectUserTRIINPDifference3000.00

Copy selectionDelete selectionBulk 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)

Number100343Date01.02.2022ReferencePurchase invoices0Paid-3000.00Paid in Currency0.00Pay modeP

CommentUsing supplier prepaymentObjectProjectUserTRIINPDifference-3000.00

Copy selectionDelete selectionBulk 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)

Number100343

Date01.02.2022

Reference

Purchase invoices0

Paid-1000.00

Paid in Currency0.00

Pay modeP

CommentUsing supplier prepayment

Object

Project

UserTRIINP

Difference-1000.00

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      | -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

Number100344

Date01.01.2022

Reference

Purchase invoices0

Paid882.92

Paid in Currency0.00

Pay modeP

CommentSupplier

Object

Project

UserTRIINP

Difference882.92

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/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)

TypeTASU

Number100344

Date01.01.2022

Reference

DescriptionSupplier

Debit882.92

Credit882.92

Difference0

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

CloseNewCopyConfirmSaveMailPrintDeleteF<<>>

Status ChangedLOGOUT

EventStock ReceiptData from e-invoice

Number100680

Supplier1161SupplierVAT Reg NoSuppliers invoice310522

PayeeVAT Reg NoSurvey

Invoice date31.05.2022Payment terms7Due date07.06.2022Op. date31.05.2022VAT DateReceived23.11.2022 12:40:13ReclamationCommentInt comment

UserTRIINPObjectPRODCred account212211ProjectOrigin CountryType(choose type)Status(choose status)

Bank code221050323227Bank account/IBANRef.AssetDeal type(choose status)

Purchase orderS.ReceiptCredited invoiceInternal InvoiceExpence

☐ Split by resources

e-mail

Last changed by:23.11.2022 12:45:42

Paste RecipeBulk Insert

CurrencyUSDVAT total0.00Total1000.00Dividable sumPrepayment1000.00

| Date       | Document | Suppliers invoice | Comment  | PrelD | 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  |

Rate0.933445347Rounding0.00Total1000.00DifferenceBalance1000.00

Base933.45

Transaction

Finance - Transaction OST: 100680

Saved

Last changed by:(23.11.2022 at 13:15:55)

TypeOSTNumber100680Date31.05.2022ReferenceDescription1161 Supplier//310522Debit1866.9

CreditDifference1866.90

Copy selectionDelete selectionBulk InsertPaste RecipeSplit from Resources

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

1212211PRODAccounts Payable933.45USD0.9334453471000.001161

2522107PRODOffice Supplies933.45USD0.9334453471000.001161

3212211PRODAccounts Payable933.45USD0.9334453471000.001161

4114501Inventory Prepayments882.92USD0.8829242451000.001161

5423001PRODProfit from exchange rate differences50.52EUR150.521161

6529901PRODRounding Costs0.01EUR10.011161

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

Number100345Date01.01.2022ReferencePurchase invoicesPaid0882.92Paid in Currency0.00Pay modeP

CommentBoxObjectProjectUserTRIINPDifference882.92

Copy selectionDelete selectionBulk Insert

No. Invoice No Supplier Name in bank Supplier invoice Object Project Bank Cur Bank Sum Paid PrelD Cust. Total Cust. Total EUR Bank account/I

11158BoxUSD1000.00882.92421000.00882.92

Transaction

https://wiki.directo.ee/

Printed on 2025/07/06 12:09



**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 | Cui | 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 |             |                 |

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 | Cui | Rate        | Cur. Debi | Cur. Cre | VAT cc | Supplier | Custom |
|-----|---------|--------|---------|--|--------|--------|-----|-------------|-----------|----------|--------|----------|--------|
| 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 | 1           |           | 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

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 | Bank account/IB | Inv. Balance |
|-----|------------|------------|--------------|------------------|--------|---------|----------|----------|-------|-------------|-------------|-----------------|-----------------|--------------|
| 1   | 1159       | GOLDEN BOX |              |                  |        |         | USD      | -500.00  | 43    | 0.882924245 | 0.00        | 0.00            |                 |              |
| 2   | 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

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   | 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

Copy selection Delete selection Bulk Insert

| 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       | 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

Close New Refresh Confirm Save Status: Changed There is a new design available of this document. Try new version

Number DOK Date 31.05.2022 Reference Purchase invoices 933.45 Paid 933.45 Paid in Currency 1000.00  
 Pay mode P Comment Supplier Object Project Difference 0.00  
 User TRIINP Bulk Insert

| NO | Invoice No | Supplier | Name in bank | Supplier invoice | Bank Cur | Bank rate   | Bank Sum | Fine | VC | Invoice Cur | Inv. Balance | Bank Sum | Paid    | PrelD | 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

Close New Refresh Confirm Save Status: Changed There is a new design available of this document. Try new version

Number DOK Date 31.05.2022 Reference Purchase invoices 933.45 Paid 933.45 Paid in Currency 1000.00  
 Pay mode P Comment Supplier Object Project Difference 0.00  
 User TRIINP Bulk Insert

Change the exchange rate to the purchase prepayment rate manually Write the netting sum to the Bank Sum cell

| NO | Invoice No | Supplier | Name in bank | Bank Cur | Bank rate   | Bank Sum | Fine | VC | Invoice Cur | Inv. Balance | Paid         | PrelD | Document | Reg No/ID number |
|----|------------|----------|--------------|----------|-------------|----------|------|----|-------------|--------------|--------------|-------|----------|------------------|
| 1  | 100687     | 1163     | Supplier     | USD      | 0.933445347 | 1000.00  |      |    | USD         | 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

Close New Copy Refresh Delete Confirm Save THEST local Print Mail F << >> Status: View There is a new design available of this document. Try new version

Number 100363 Date 31.05.2022 Reference Purchase invoices 25.26 Paid 0.00 Paid in Currer 25.26  
 Pay mode PRE SUP Comment Supplier Object Project Difference 25.26  
 User TRIINP Bulk Insert

Payment mode must be type = equal Exchange rate and sum have been changed according to the purchase prepayment

| 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

New Save Confirm Copy Discard Delete OPEN Attachments ... Switch to old view

Payment 100361 Confirmed Last changed by (16.12.2022 at 09:23:11)

Related documents: kanne

Number 100361 Date 31.05.2022 Reference Purchase invoices 933.45 Paid 0.00 Paid in Currency 933.45 Pay mode N EQUAL  
 Comment Directo OÜ Object Project User JANE Difference -933.45

Copy selection Delete selection Bulk Insert

4. Payment mode must be type = equal

3. Mark the same exchange rate to the purchase invoice as on prepayment

| No. | Invoice No | Supplier | Name in bank | Supplier invoice | Object | Project | Bank Cur | Bank Sum | PrelD | Bank rate   | Supplier Total | Supplier To |
|-----|------------|----------|--------------|------------------|--------|---------|----------|----------|-------|-------------|----------------|-------------|
| 1   | 100513     | 1012     | Directo OÜ   | 3002             |        |         | USD      | 1000.00  |       | 0.882924245 | 0.00           |             |
| 2   |            | 1012     | Directo OÜ   |                  |        |         | USD      | -1000.00 | 49    | 0.882924245 |                |             |

2. Purchase invoice payment is marked with the same exchange rate as prepayment

1. Prepayment is marked with the same exchange rate as payment

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  | Credit | Difference |
|------|--------|------------|-----------|-------------|--------|--------|------------|
| TASU | 100361 | 31.05.2022 |           |             | 882.92 |        | 0          |

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| 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

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## 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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Last update: **2023/01/11 15:17**

