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.

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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.

N I	
1110111	ancian
	design

🗄 New 👻 🗇 Save 🕔	Confirm 💼 Copy 🝷	🛛 🛞 Discard 🏾 📆 D)elete 🖸 Mail 🝷 🤅	🗟 Print 👻 🖉	Attachment	s Unconfirm	CashOUT Ope	en purchase led	ger SEPA EST	2 ⊊	witch to old view 🎤 🔳
Payment 100	282 Confirmed								L	ast changed by	(21.10.2022 at 12:55:21
elated documents: <mark>ka</mark>	nne										
Number	Date	Reference	Pur	chase invoices	a Pa	iid	Paid i	n Currency	Pay mo	ode 🖉	,
100282	21.10.2022 12:54	:22 🗰			300	30	00.00	300	0.00 P	Q	
Comment			Obj	ect	Pi	oject	User		Ø Differe	nce	
Arve nr 100637					Q		Q		Q	0.00	
Copy selection Delete	selection Bulk Insert.										× x = = /
No. 🕤 🖉 Invo	ice No 🤌 Supplier	Name in bank	Supplier invoice	^P Object	≁ Project	🎤 Bank Cur	Bank Sum	PreID	Bank rate	Supplier Total	🤌 Supplier Total EUR 🤌
> Search	Q → Search Q	> Search	> Search	> Sear Q	> Searc	Q → Sear Q	> Search	> Sei Q	> Searc Q	Search	> Search >
			0103223	PROD		EUR	300.00			300.00	300.00 2

Old view

Transaction Close New	Сору	Refresh CashO	UT SEPA EST 🕕	F OPEN <<	>> Status:	Confirmed	There is	a new design	available of this docum	nent. 🔁 Try ne	w version
Number 10028	2	Date 21.10	.2022 12:54:22	Reference		Purchase invoices	s 300.00	Paid	300.00 Pai	d in Currency	300.00
Pay mode P		Comment Arve	nr 100637	Object		Projec	t	Difference	0.00		
User TRIIN	P	Bulk Insert									
Last changed by: Bank Statements:		.2022 12:55:22				• • • •					
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	В	ank account/IBAN	Bank C	ur Bank rate
1 100637	1147	Infotark AS		PROD		0103223		2	2176978595774	EUR	
2											

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

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

Switch to old view

2. Payment buttons

2.1. Header buttons

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

- Save saves the document
- **Confirm** pressing "Save" after pressing "Confirm" confirms the document
- **Copy** creates a copy of existing document. Opens new document that has most fields filled as on previous document. Date of creating the copy is by default marked as the new document date. Document number range is by default selected from the user settings that created the copy.
- **Discard** interrupts document filling without saving, same does F5.

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

- **Delete** deletes the document
- **Open** allows to open the document (if the user has rights).
- Attachments- possibility to add attachments
- **Mail** sends printout with e-mail. In case there is more than one printout designed pressing "Mail" with right mouse button will open the selection.
- **Print** creates printout. After pressing "Print" printout preview will be shown for a moment and after that print dialog will be opened. For separate printout preview hold "Shift" button on keyboard and press "Print" on the document. In this case print dialog will not be shown automatically. After pressing "Ctrl" + "P" on keyboard print dialog will be opened. If there is more than one printout designed pressing "Print" with right mouse button will open the selection.
- **SEPA EST** allows payments to be exported to the Internet bank.

2.2. Row buttons

Copy selection Delete selection Bulk Insert

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

3. Payment fields

3.1. Header fields

New design							
Payment 1002	282 Confirmed					Last changed by	(21.10.2022 at 12:55:21)
Related documents: kan	ine						
Number	Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode	ų
100282	21.10.2022 12:54:2		300	300.00	300.00	P Q	
Comment			Object	Project	User	Difference	
Arve nr 100637			Q	Q	TRIINP Q	0.00	
Old view							
Transaction							
Close New Cop	y Refresh CashOUT	SEPA EST Print	Mail 🕕 F OPEN -	<< >> Status: Confirm	ed		
Number 100153	Date 01.01.2022	2	Reference	Purchase invoices	12000.00 Paid	12000.00 Paid in	Currency 12000.00
Pay mode P	Comment		Object	Project	Difference	0.00	
User	Bulk Insert						

- Status shows document status. Possible statuses:
 - "New" document is created but not saved;
 - $\circ\,$ "View" document is unconfirmed and open and there is no unsaved changes;
 - "Changed" there are unsaved changes;
 - "Confirming" confirming document is started (by clicking "Confirm") but "Save" button is not yet pressed. This process can be cancelled by clicking "Confirm" again.
 - $\circ\,$ "Confirmed" document is confirmed and not changeable
- Number- document's number is created automatically when the document is saved for the first time. If necessary document number range can be changed with double-click or pressing "Ctrl" + "Enter" on the keyboard.
- **Date** payment date. When opening new payment the document creation date will be shown in this field. Date can be changed if necessary.
- **Reference** reference number can be used when adding invoice on the payment. Reference number in the payment header will be added to transaction reference field.
- **Purchase invoices** total sum of purchase invoices on the payment rows. In case of currency invoices the sum is calculated according to the invoice date currency rate.
- **Paid** total sum of payment rows. When using base currency and purchase invoices are paid in full, fields **Purchase invoices** and **Paid** values are equal. If currency invoice is paid in base currency then purchase invoices to be paid sum in base currency is shown in field "Purchase invoices".
- **Paid in currency** shows the sum paid in foreign currency. The sum paid and the sum paid in currency are the same in the base currency.
- **Pay mode** payment mode, shows which method of payment is used for paying to supplier. With double-click or "Ctrl" + "Enter" it's possible to select, change or 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

Preferenc	es	\times
Personal	System	
🔲 Supplier n	ame goes to comment	
Export pay	ment comment from p.invoice (whe	en present)
Export do	es NOT join same supplier payments	
Due Date i	is pasted from Purchase Invoice	
Attachment	preview	
None		•
		Restore Save

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

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

5. Payment types

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

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

6. Payment transactions

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

7. Export to the bank

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

Finar	ce Settings > Payment modes > P	
G	Back 🗋 New 🖓 Copy 🛍 Dele	te Save Status: Changed 💿 View changelo
1	11201	
	CODE	Ρ
	COMMENT	Bank account
	ACCOUNT	111201
	ТҮРЕ	(unchosen) 🗸
Ε	BANK ACCOUNT	
	BANK ACCOUNT CURRENCY (SEPA XML OUTPUT)	
	BANK ACCOUNT FOR FEES (SEPA XML OUTPUT)	
	BANK	HABAEE2X (Swedbank AS) ~
	EXPORT TYPE	18 (SEPA EST)
	EXPORT PAYMENTS GROUPED	No 🗠

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

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

Data order in Export file (SEPA EST) description:

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

When working with different companies and their payments it's recommended to use System

setting > Company short code - in window title to distinguish different companies
payment files more easily. Payment file name format is following:
Payment number company short code payment moce code.

8. Sending payments to bank

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

8.1. Settings in Swedbank

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

*	*	Everyday banking	Cards	Payment collection	Financing	Insurance		
Acco	ount		Payment	:s	Digital b	anking		
Summ	ary state	ment	List of payme	ents	Internet bar	nk		
Accou	nt statem	ent	New / domes	stic payment	Swedbank Gateway			
Accou	nt balanc	е	International	payment	Mobile app			
Repor	ts		Information a	about international	Alert			
Minu et	tevõtte l	epingud						
Leping			Kasutajad Alg	guskuupäev	Staatus			
188411			03	.10.2016	Aktiivne	00		
Оре	raatori	i kanal - OÜ	DIRECTO					
			Operaator 🕜 🤇	DÜ DIRECTO				
			Registrikood	10652749				
	Maks	sete import inter	metipanka 🕜	~				

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

8.2. Settings and using in Directo

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

- Clicking the button will send the payment to bank. A note about the transaction will be Last changed by: VIUL 22.12.2021 14:08:00 indicated accordingly: Electronically dispatched : LHV-SENDER (VIUL) 22.12.2021 14:22:42
- This process can take up to 15 minutes. (If the payment is sent, the date of the sending time will be shown in bold)
- Payments can be sent again if necessary. User has to delete previous payment manually from the bank.

9. Purchase invoice payment in currency

9.1. Full purchase invoice payment in currency

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

FIN	NAN	CE	SE	TTI	N (GS

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

9.1.1. Currency purchase invoice payment in the same currency

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

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

Needs to be indicated on payment:

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

Payment document: New design

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

Old view

🗅 <<: Payment	100158 _{v2} -	Work - Microsoft Edg	le									
🕆 https://l	login.dire	cto.ee/ocra_directo	o /or_tasumine	.asp?NUMBER=	100158							
Transaction												
Close New	Сору	Refresh CashOU	SEPA EST Pri	nt Mail 🗍 🗄	OPEN	<< >> Status: Co	nfirmed					
Number 10015	8	Date 31.05.20	22	Reference		Purchase invo	ices 88	2.92 Paid	933.45 Paid in	Currency	1000.00	
Pay mode P_US	D	Comment Arve nr	100421	Object		Pro	ject	Difference	-50.53			
User JANE		Bulk Insert										
Last changed by	07.06.2	022 20:38:38										
Bank Statements:	-											
						\odot \bigcirc \bigcirc	0					
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bai	nk Account	Bank Cur B	ank rate	Bank Sum
1 100421	1139	Big Paper				332214		112	2334455	USD	0.933445347	1000.0
2												

The finance transaction is created after payment confirmation:

Financ	e - Tran	saction	TASU: 1	00158	Saved		Last chang	ed by (09.0	06.2022 at 1	5:38:24) 🧐				
Туре	Number		Date		Reference	Description	De	bit		p				
TASU		100158	31.05.2022			Arve nr 100421		93	3.45					
Credit Copy selec	933.45 tion Delete	Difference 0 selection	Bulk Insert 📘	Paste Recipe	Split from Resources	1								
🗌 No. 🥎	≁ Account	≁ Object	≁ Project	≁ Descript	ion		۶ Debit	۶ Credit	≁ Currence	≁ Rate	۶	Cur. Debit	≁ Cur. Credit	چر
	> Search	> Search	> Search	> Search			> Search	> Search	> Search	> Search	> Search		> Search	> s
1	1 111202			Pangakonto	USD			933.45	USD	0.93344			1000.00	
2	2 212211			100421 Big	Damor		882.92		USD	0.00000		1000.00		
				TOOHET DIG	rapei		002.92		050	0.88292		1000.00		

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

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

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

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

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

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

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

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

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

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

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

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

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

• Payment date and pay mode

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

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After double-clicking on RateService and confirming

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9.1.6. Prepayment to supplier in currency

Needs to be indicated on **payment**:

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

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9.2. Partial payment of purchase invoice in currency

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

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

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

Needs to be indicated on **payment**:

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

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

Works only on the new design payment document.

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

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

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

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

- Press to the formula \mathbf{fx} in the $\mathbf{Sum}\ \mathbf{Paid}$ field
- Confirm the payment

Payment document:

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

The finance transaction is created after confirming the payment document:

Financ	e - Tran	saction	TASU: 10	0202	Saved		Last change	ed by (15	06.2022 at 20	:24:54) 😏					
Туре	Number		Date		Reference	Description	De			×					
TASU		100202	31.05.2022						470						
Credit		Difference													
	470	0													
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□ No. ~		≁ Object	Project > Search P 1 1	 Descripti Search angakonto 00443 Big 00443 Valu 	ion Paper iutakursi erinevus t		> Search 441.46	> Search 470.00	> Search EUR USD	> Searct	> Search	500.00	> Search	 Supplier Search 1139 	×

10. Practical examples

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

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

Old view	1																			
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Number 10005 Tas. viis SEB	Ac	ng 01.09.2021 12:38:4 ar Hansapank AS		, U –	0 F Tasu Proj		-1800.00 : -1	500.00												2
Viimati muutis:SUPER 01.09.2 Pangaväljavõtted: -	021 19:00:03																			
NR Ostuarve nr O.tellimus 1 10049 2 10048	Hankija 1510 1510	Tekst Hansapank AS Hansapank AS	Selgitus	Objekt	Projekt	Hankija arve	Viitenumber	Arveldusarve EE972200221021619314 EE972200221021619314	Val. P Kurss P EUR EUR	Summa P 1 1200.00 1 -3000.00	/iivis KMk 0.00 0.00	Valuuta arvel EUR EUR	Arve saldo 1200.00 -3000.00	Tasuti 1200.00 -3000.00	T-Tasu T- 0.00 0.00	Tasu val.	Aeg	Hankija summa -1800.	Hankija sum 1.00	nmaEUR -1800.00
-																				

New design : Customer Total is negative and yellow

ated docu	iments: <mark>kanne</mark>										4	Cust. To	tal is negative	2
umber	D	ate	Reference	Pu	urchase invoices		Paid	Paic	in Currency	Pa	/ mode			J.
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			ert ۶ Name in bank		e 🗲 Object	≁ Proj	ect & Bank Cur				عر te	Cust. Total	۶ Cust. Total EUR	
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opy selecti No. ^	 Invoice N Search 	o ⊁ Supplier → Search	Name in bank			۶ Proje		≁ Bank Sur	n & PrelD A	Bank ra		Cust. Total	Search	P Bank account/

10.2. Placing several purchase invoices in a row

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

🗙 Close 🟾 😂 Refree			🔻 🖹 Save view 🌈 Settings 🔒 Print	
Paste invoid	e			
OPEN Number	> Browse		Settings Kows:	20 🔪 « < 1 >
NUMBER 🗸	DATE	DUE DATE	Personal Personal COMMEN	T RECEIPT
			Multiple record paster (window stays open)	
Q	Q	٩	Header is freezed	٩
100674	21.11.2022 16:07:29	28.11.2022	Quick placer applied automatically (when entering 500.00 EUR	
100653	01.01.2022	08.01.2022	text) 500.00 USD	
100651	01.01.2022	08.01.2022	Fields with the exact filtering not like filtering	
100650	01.01.2022	08.01.2022	1 000.00 USD	
100649	01.01.2022	08.01.2022	Number (and event code) 1 000.00 USD	
100648	01.01.2022	08.01.2022	Code (not event code) 1 000.00 USD	
100647	01.01.2022	08.01.2022	Subsysem Cards (project, stock, priceformula, user etc) 1 000.00 USD	
100646	01.01.2022	08.01.2022	1 000.00 USD	
100645	01.01.2022	08.01.2022	C Restore defaults Save	
100642	02.11.2022 11:32:06	09.11.2022	1007 Apple 00 021122 150.00 EUR	

10.3. Directo purchase invoice number on the finance transaction row

New	desig	In																	
Paymer	nt 1000	75 Confirmed									Last o	hanged by	(26.04.2022	at 15:48	3:48)				
Related docu																			
Number	100075	Date 26.04.2022 15:44	Reference		Purchase invoices	144	Paid	Paid i	n Currency	4.00	Pay mode	Q			×				
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< < Finance	- Transaction	TASU_100075 - Wor	rk - Microsoft Edge															_	. 0
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🕃 New 🝷	🗇 Save 🛛	🛍 Copy 🝷 🛞 🛛	Discard 🍵 Delete	Attachments	🖸 Mail 👻	🖨 Print	 Open original 	Periodize	Create rever	se tran	saction Cre	ate minus transad	tion				🔁 Swit	h to old vi	ew 🎾
			Discard 🗊 Delete		🖂 Mail 🝷	🖨 Print	 Open original 	Periodize	Create revers	se tran	saction Cre Last char	_	ction (26.04.2022 at 1	5:55:17)	ତ		æ Swit	h to old vi	ew ۶
			ASU: 100075			Print	▼ Open original	Periodize	Create rever	se tran		_		5:55:17)	9		⊉ Swit	h to old vi	ew ۶
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Finance Type	e - Tran	isaction TA	ASU: 100075	Saved	Desc	cription		Periodize	Create rever	se tran		nged by	(26.04.2022 at 1	5:55:17)			⊉ Swit	h to old vi	ew ۶
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Type TASU Credit Copy selecti	e - Tran Number 144 ion Delete : ⊁ Account > Search	Difference selection Bulk P Object	ASU: 100075 te .04.2022 Im trt Paste Recipe * Projet * Descripti > Search > Search	Saved Reference Split from Re	Dese Arve	cription		Periodize	Create revers	se tran	Last char	Debit Debit Pebit / Cree > Search	(26.04.2022 at 1 144 dit <i>/</i> Currend > Search		۶ Rate ۶		Debit & Cur.	Credit & S	Supplier 2 Search 2
Type TASU Credit No. ~	e - Tran Number 144 ion Delete	Dation TA 100075 26. Difference 0 selection Bulk	ASU: 100075 te .04.2022 (1) In trt Paste Recipe + Projust + Descripti	Saved Reference Split from Re ion	Dese Arve	cription		Periodize	Create revers	se tran	Last char	Debit Debit Pebit / Cree > Search	(26.04.2022 at 1 144 dit & Currene		۶ Rate ۶	earch	Debit & Cur.	Credit ≁ S	Supplier 2 Search 2 5

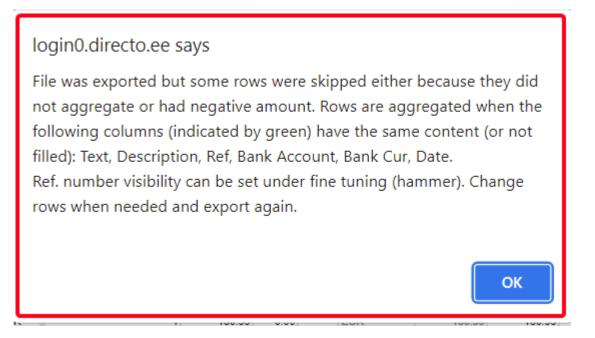
Old view

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Payments

10.4. SEPA error message

2025/07/06 12:10



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

New design

🗄 New 👻 🗇 Save	e 🗸 Confirm 🖻 Cop	y 🝷 🛞 Discard	前 Delete OPEN 🖉 A	ttachments 🖂 Mail 🤊	r 🖨 Print 🝷	≓ Swite	:h to old view 🎤 🔳
Payment 100	0209 Confirmed					Last changed by	(21.10.2022 at 12:44:07)
Related documents: k	anne						
Number	Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode	ų
100209	16.06.2022 12:00 🛅		480	480.00	480.00	P Q	

Comment				Object	F	Project		User		Difference				
					Q		Q	TRIINP	Q		0.00			
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🗆 No. 🥎	۶ Invoice No	≁ Supplier	Name in bank	۶ Bank account/IB	≁ Bank Cu	r 🤌 Bank Sum	1	Bank rate	^e Description	≁ Cur. Paid	⊮ Rat	te Service	≁ Object	ŗ
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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

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Bank Statements	- Supplier	Name in bank		the same w	Project Supplie	ized to the ban	k	Bi			R
Bank Statements NO Invoice No 1 100154	Supplier	Name in bank		the same w	Project Supplie	ized to the ban	k	B. D D	DD22222	EU	R R

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

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

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

Possible solutions:

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

10.6. Purchase invoice number added to the transaction row

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

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

23/37

FINANCE SETTINGS		
Finance transactions from ledgers in rows	asset part too 🔹	
ayment 100120 Confirmed	C << Finance - Transaction TASU_100120 - Work - Microsoft Edge	
lated documents: kanne	https://login.directo.ee/ocra_directo_jane/transaction_document.html?id=TASU_100120	
lumber Date Reference	🕼 New 🍷 🖓 Save 📲 Copy 🍷 🛞 Discard 🍵 Delete 🥒 Attachments 🗹 Mail 🍷 🖨 Print 🍷 Open original Per	riodize Create reverse transaction Create minus transaction
Jumber Date Reference 100120 05.06.2022 III III iomment IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Finance - Transaction TASU: 100120 saved	Last changed by (20.06.2022 at 12:25:42) 😇
	Type Number Date Reference Description	Debit
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No. A F Invoice No F Supplier F Name in bank F Bank		
> Search > S	Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources	
1 100168 1012 Osaühing Directo EUR 2 100206 1012 Osaühing Directo EUR		
	No. ~ / Account / Object / Project / Description	P Debit Credit Current Rat Search Sear
	1 111201 100206 Osaühing Directo	2 Search 2 S
	2 111291 100168 Osaühing Directo	2400.00 EUR
	3 212211 100168 Osaühing Directo	2400.00 EUR
	4 212211 100206 Osaühing Directo	1440.00 EUR
	5	
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• Works with system setting Finance transactions from ledgers in rows - debt part

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□ No.	へ チ Account チ Object		tion		£	Debit	۶ Cred	it 🖌 Currenc	⊮ Rate	ş	Cur. Debit	F Cur. Credit	🖌 🖉 Supplier
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	1 111201	Pangakont	0				3840.0	O EUR				3840.00)
	2 212211	100168 Os	aühing Directo			2400.00		EUR			2400.00		1012
	E EIEEII												

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

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

pe	Number		Date		Reference	Description	De	hit				
ASU	Trumber	100210	20.06.2022 1		Reference				50.31	2		
redit	950.31	Difference 0										
	556151											
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10.8. Why the payment cannot be confirmed, although the object is marked on the row?

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

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

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

10.9. Payments - own right does not work

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

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

Other

Visibility rights

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

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

10.10 Payment extended right

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

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

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

11. Examples of system settings

11.1. System setting - Finance transactions from ledgers in rows

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

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

document rows do not have different objects or projects).

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

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

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

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

Payment document

	🗇 Save 🗸 C	onfirm 🗎 Co			OPEN	Attack									
aymen	nt 100335	Confirmed									Last cł	hanged by	(22.11.2022 at 1	10:49:20)	
ated docur	ments: kanne														
lumber	D	ate	Referen	e	Purch	ase invoices		Paid	Paid in Cur	rency	Pay mode			ير	
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omment					Objec	t		Project	User		Difference				
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opy selectio	on Delete sele Invoice Net Search	o ≁ Supplier	* Name in ban			۶ Object	۶ Proje	Q iect 	B. ≁ Bank Cur	Bank Sum	> Search	e ۶ Paid	Search	۶ Description	n 🗡
opy selectio	on Delete sele	> Search	 Name in ban Search 	> Search		۶ Object	۶ Proje	iect	B. Bank Cur Search	≁ Bank Sum> Search	> Search	 ≁ Paid > Search 	Search 600.00	۶ Description	n ۶
opy selectio	on Delete sele	 > Supplier > Search 0 1147 	 Name in ban Search Infotark AS 	> Search 20221		۶ Object	۶ Proje	ect <i>F</i> Bank account/ rch 22176978595774	B. ≁ Bank Cur > Search EUR	 Bank Sum Search 600.00 	> Search	 	Search 600.00 600.00	۶ Description	n ۶
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11.1.1. Finance transaction with options NO - Finance transactions from ledgers in rows

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inanc	e - Transa	action	TASU:	1003:	35 Saved							Last changed	by	(22.11.2022	2 at 10:53:51) 🖡
Туре	Number	D	Date		Reference	Description							Debit		
TASU	10	00335 1	15.01.2022			Infotark AS,	MarkIT Eest	i AS						4800	
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11.1.2. Option DEBT PART - Finance transactions from ledgers in rows

The debit and credit sides are a cumulative total

The 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.

New 🔻			TACH	. 40.00	0.5						Villes est annue	*!-	22.44.2022	
nance	e - Tran	isactio	n TASU	: 1003	35 Salvestatud						Viimati muu	tis (a	22.11.2022	kell 10:51:08)
ype	Number		Date		Reference	Description						Debit		
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Nr ^ 1 2	 Account Otsi 111201 	۶ Object		≁ Project	 Description Otsi Bank 		> Otsi	> Otsi 4800	> 01 00 EUR		> Otsi	> Otsi 4800.00	VAT ccOtsi	 Suppli Otsi
Nr ^ 1 2 3	 Account Otsi 111201 212211 	۶ Object		≁ Project	Pescription Otsi Bank 100660 Infotark AS		> Otsi 600.0	> Otsi 4800	> OI 00 EUR EUR		> Otsi 600.00	> Otsi 4800.00	VAT ccOtsi	 Suppli Otsi 1147
Nr ^ 1 2 3 4	 Account Otsi 111201 212211 212211 	۶ Object		≁ Project	 Description Otsi Bank 100660 Infotark AS 100661 Infotark AS 		> Otsi 600.00 600.00	> Otsi 4800 0 0	> O1 00 EUR EUR EUR		> Otsi 600.00 600.00	> Otsi 4800.00	VAT ccOtsi	 Supplie Otsi 1147 1147

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.

	A Save	🗉 Сору 🔻	(X) Discard	1 Delet	e 🖉 Attachments 🗠) Mail 🝷 🖨 I	Print - Oper	n original Pe	riodize	•••		≈ Switch	1 to old vie	ew 🔑 🖽
-inanco	e - Trar	nsactio	n TASU:	: 1003	35 Saved					l	ast changed	by	(22.11.2022	2 at 10:56:31) 🧐
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11.1.4. Options like PAYMENT FILE - Finance transactions from ledgers in rows

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

🖰 New 🔻	A Save	🖻 Copy 🝷	🗵 🗵 Discard	前 Dele	te 🖉 Attachments 🖻	3 Mail 🝷 🖨	Print - Oper	n original Pe	riodize	•••		≈ Switch	n to old vie	ew 🔑 🗓
Finance	e - Trar	nsactio	n TASU:	: 1003	35 Saved					I	Last changed	d by	(22.11.202)	2 at 10:59:16) 🎽
Туре	Number		Date		Reference	Description						Debit		
TASU		100335	15.01.2022			Infotark AS,	MarkIT Eesti AS						4800	
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1	111201				20223 20224 20225 Mark	IT 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	2	600.00		EUR	1	600.00			1147
5	212211				100662 MarkIT Eesti AS	14	1200.00		EUR	1	1200.00			1015
6	212211				100663 MarkIT Eesti AS		1200.00		EUR	1	1200.00			1015
7	212211				100664 MarkIT Eesti AS		1200.00		EUR	1	1200.00			1015

12. Prepayments via PreID (NEW PAYMENT DOCUMENT)

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

12.1. PreID on payment document

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

New pa	yme	ent doci	ument													
🗅 New 🝷 🗇	Save 💊	🖌 Confirm 🛛 🗎 Co	py 🔻 🛞 Discard	前 Delete OPE	N 🖉 Attach	ments	🖂 Mail 🔹	🖨 Print 🔻	Cash	UT				⋧ Swit	ch to old view	ه ۲
Payment	10034	11 Confirmed										Last changed by	(23.11.2022 at 11	:17:35)		
Related docume	nts: <mark>kanne</mark>															
Number		Date	Reference	Pur	chase invoices		Paid		Paid in	Currency	Pay n	node		ų		
1	100341	01.01.2022				0		1200.00		0.00	Ρ	Q				
Comment				Obj	ect		Project		User		Diffe	rence				
Supplier PreID						Q		Q	TRIINF	Q		1200.00				
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				Supplier invoice		≁ Proj										
>	Search	> Search	> Search	> Search	> Search	> Sear			arch		earch		Search	> Search	Search	> Sear
1		PREID	Supplier PreID		ADM	K201	EUR		1000.00	1000.00	38	1200.00	1200.00			
2		PREID	Supplier PreID		SALES	K202	EUR		200.00	200.00	39					

Transaction

025/07/06 1	2:10							2	29/3	7						Рау	ment
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Finance - T	ransactio	n TASU: 1003	41 Saved								I	.ast ch	angeo	d by	(23.11.2022	2 at 11:17:35)	୭
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> Sea	rch > Search	> Search	> Search		>	Search	>	Search	> Se	> Search	> Search	> Se	arch	> Seard	> Search	> Search	> Sea
1 11120	ADM	K201	Supplier PreID					1000.00	EUR		1	10	00.00		PREID		
2 11120	SALES	K202	Supplier PreID					200.00	EUR		1	2	00.00		PREID		
3 11450	ADM	K201	Supplier PreID			1000.00			EUR		1 1000.00				PREID		
4 11450	SALES	K202	Supplier PreID			200.00			EUR		1 200.00				PREID		
5																	

12.2. PreID prepayment use on the purchase invoice

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

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

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

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

After confirming the purchase invoice is created following transaction:

									_			
ype	Number		Date	Reference	Description				De	ebit		10
ST		100679	23.11.2022	İ	PREID Supplier PreID/,	/231122				19.	20	
edit		Difference										
an	1920	0										
	1020											
opy selecti	ion Deletes	selection	Bulk Insert Paste Re	cipe Split from Resources								= 9 X
opy selecti	ion Delete s	selection	Bulk Insert Paste Re	cipe Split from Resources								= ७ X
	ion Delete :			Cipe Split from Resources	۶ Debit	۶ Credit ۶ Cur	۶ Rate	* Cur. Debi	≁ Cur. Cre	チ VAT cc チ Supp	lier ≁ Custon	
				۶ Description						 ド VAT cc ド Supp Searc > Sear 		
No. ^	≁ Account	≁ Object	Project	۶ Description		> Search > Se						n≁ Reso
No. ^	 Account> Search	≁ Object	Project	P Description Search	> Search	> Search > Se		> Search		> Searc > Sear 1 PREID		n≁ Reso
No. ^	 Account Search 212351 	≁ Object	Project	P Description Search VAT on purchase invoices 20%	> Search	> Search > Se EUR 960.00 EUR		> Search	> Search	> Searc > Sear 1 PREID		n≁ Reso
No. ^	 Account Search 212351 212211 	≁ Object	Project	 <i>P</i> Description Search VAT on purchase invoices 20% Suppliers debt 	> Search 160.00	Search Search 8000000000000000000000000000000000000		> Search 160.00	> Search	> Searc > Sear 1 PREID PREID		n 🖉 Reso

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

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

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

12.3 Using PreID on payment

Example :												
Payment 10	0343 saved									La	st changed by	(23.11.2022 at 11:57:13)
Number	Date	Reference	Pur	chase invoices		Paid		Paid in Cur	rency	Pay mo	de	y.
1003-	3 01.02.2022				0	3000.	00		0.00	Р	Q	
Comment			Obj	ect		Project		User		Differer	ice	
Using supplier prep	ayment				Q		Q	TRIINP	Q		3000.00	
	elete selection Bulk	Insert	≁ Supplier invoic	e ۶ Object	۶ Proj	ject 🕹 Bank Cu	r & B	ank Sum 🗸	2 Paid	۶ PrelD	チ Cust. Total	ت الله الله الله الله الله الله الله الل
> Sea	ch > Search	> Search	> Search	> Search	> Sea	rch > Search	> s	earch)	Search	> Search	Search	Search
1	1161	Supplier		ADM	PROJEC	CT_2 EUR		3000.00	3000.00	40	3000.00	3000.00
2												

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

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

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

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

included.

'aymer	nt 1003	43 Saved									Las	t changed by	(23.11.2022 at 11:56:0
Number	- 0	Date	Referen	e	Purcha	ase invoices	Paid		Paid in Cu	rrency	Pay mod	le	
	100343	01.02.2022					0	-1000.00		0.00	P	Q	
Comment					Object		Project		User		Differen	ce	
								Q	TRUND	Q		-1000.00	
							Q	Q	TRIINP	Q		-1000.00	
Copy selecti	ion Delete	e selection Bull	Insert										
Copy selecti	ion Delete		Insert	nk ×S	Supplier invoice	۶ Object	Project	Bank Cur A					
Copy selection	ion Delete	e selection Bull			Supplier invoice Search	> Object> Search							
Using suppl Copy selecti No. 1	ion Delete	e selection Bull	Name in ba		Search		≁ Project	チ Bank Cur ノ	Bank Sum	۶ Paid	۶ PreID	۶ Cust. Total Search	Cust. Total EUR Search

12.4. Examples of currency prepayments

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

12.4.1. Prepayment use on purchase invoice in currency

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

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

Event Stock Red	ceipt Data from e-in	voice	Delete U F	~~ >>		iged LOGOUT					
Number 100680											
Supplier 1161	Supplier			VAT R	leg No	Su	ppliers invoice	310522			
Payee				VAT R	leg No		Survey	1			
					Main		g O DataFi	elds			
Invoice date	31.05.2022	User	TRIINP	Bank	code		g – Dutur i	Purchase	order		
Payment terms	7	Object	PROD	Bank account	IBAN 2210503	23227		S.R	eceipt		
Due date	07.06.2022	Cred account	212211		Ref.			Credited in	nvoice		
Op. date	31.05.2022	Project			Asset			Internal In	nvoice		
VAT Date		Origin Country		✓ Dea	l type		~	Fx	pence		
	23.11.2022 12:40:13	Type				e status) 🗸			ponco		
Reclamation	23.11.2022 12.40.13	Recl. description	(choose type)	<u>•</u>		status) 🕈			S	plit by resourc	
		Reci. description								plit by resourc	50
Comment Int comment							_		e-mail		
Last changed by: Currency USD Date Documen 01.01.2022 Payment 1	t Suppliers invoi	YAT total ce Comment PrelD Iten Supplier 41				Bulk Insert Dividable sum Subtotal VAT 1000.00	code Total w/ 1000	VAT U	ayment Ised 0.00 0	Rate .8829 USD	1000.00 Selected 1000.00
Rate	0.933445347 R	tounding			00.00	Difference		В	alance		1000.00
			B	ase 9	33.45						
Transactior											
		: 100680 _{(Saved})				La	st changed by	(23.11.202	2 at 13:15:55) 🧐	
		: 100680 saved		Description			La	st changed by	(23.11.202	2 at 13:15:55) 9	
Finance - Tra	nsaction OST	Refer		Description 1161 Supplier//3105	22		La		(23.11.202)	2 at 13:15:55) ای بر	
Finance - Tra Type Number OST	Date 100680 31.05.2	Refer			22		La			2 at 13:15:55) ق عر	
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Finance - Tra	Date 100680 Difference 0 te selection Bulk Inset t Object > Search PROD	rt Paste Recipe Split Project & Descript Search > Search Accounts Pa	ence t from Resources ion ayable	1161 Supplier//3105 * Debi > Search	it Credit Search 933.45	Se Search USD 0.93344534	e ≁ Cur. Debi → > Search 17	Cur. Cre + VAT cc + Search > Search > S	1866.9 Supplier Search 161	ب ا ب د د د د د د د د د د د د د د د د د	Resource
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12.4.2 Prepayment netting on the payment document in currency

Examp	le : Pr	epayme	nt												
Paymen	t 10034	5 Confirmed										Last changed I	у	(23.11.2022 at 13	:42:05)
Related docum	nents: <mark>kanne</mark>														
Number		Date	Reference	P	urchase invoices	;	Paid		Paid ir	n Currency	Pay	/ mode			y.
	100345	01.01.2022				0	8	82.92		C	.00 P		Q		
Comment				0	bject		Project		User		Dif	ference			
Box						Q		Q	TRIIN	P	Q	882.9	2		
Copy selectio	n Delete s	election Bulk l	nsert											(
🗆 No. 🧄 🗸	Invoice عر	No 🥜 Supplier	P Name in bank	Supplier invoid	ce 🥕 Object	🤌 Proje	ect 🥜 ۶ Bank Cu	🦻 🎤 Ba	nk Sum	۶ Paid	PrelD	Cust. Tot	al P	Cust. Total EUR	& Bank account/I
	> Search	> Search	> Search	> Search	> Search	> Sear	ch > Search	> Se	arch	> Search	> Search	Search	Search	n i	> Search
1		1158	Box				USD		1000.00	882.92	47	2 1000.0	00	882.92	

Transaction

2025/0	7/06 12:1	0					3	3/37						Paym	ents
Financ	ce - Trar	nsaction	n TASU: 100	345 Saved						l	Last change	d by	(23.11.2022	at 13:42:05)	୬
Туре	Number		Date	Reference	Descri	ption					De	ebit			<u>s</u>
TASU		100345	01.01.2022	 (Box								882.92		
Credit Copy sele	882.92 ction Delete	Difference 0 selection	Bulk Insert Paste	Recipe Split from Resour	rces									<u>ا العام العام العام العام العام العام العام العام العام العام العام العام العام العام العام العام العام العام</u>	ج (
□ No. ~	Account	> Object	۶ Proje	ct 🤌 Description		۶ Debit	۶ Credit	۶ Cu	Rate	& Cur. Debi	≁ Cur. Cre	≁ VAT cc	≁ Supplier	≁ Custom	4
	> Search	> Search	> Searc	h > Search		> Search	> Search	> Se	> Search	> Search	> Search	> Searc	> Search	> Search	> Se
	1 111201			Box			882.92	USD	0.882924245		1000.00		1158		
	2 114501			Box		882.92		USD	0.882924245	1000.00			1158		

To use prepayment

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

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

The exchange rate profit/loss is calculated on the transaction

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

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

Purchase invoice

-	t 100349 nents: kanne										Payme	nt mode T	YPE = EQUA	L		
umber		ate 1.05.2022	Reference		Purchase invoice	es Paic 933.45		Paid	in Currenc		y mode SUPPLIEI			p		
omment	100349 3	1.05.2022			Object		ject	User			fference	a q				
OLDEN BO	x				Object	Q	Ject	Q TRIII	NP	Q	referice	-933.45				
opy selectio	n Delete sele	ection Bulk I	nsert													
No. ^	P Invoice No	o 🥕 Supplier	Name in bank	<i>F</i> Supplier i	nvoice 🥕 Object	Project	Bank Cur	Bank Sum	r⊁ Pre	elD 🤌 Bank ra	te 🎤	Cust. Total 🤌	Cust. Total	EUR 🤌 Bank a	ccount/IB	 Inv. Balance
	> Search	> Search	> Search	> Search	> Search	> Search		> Search	> Searc	_	Searc		earch	> Search		Search
1		1159	GOLDEN BOX				USD	-500.0		43 0.8829242	_	0.00		0.00		
2		1159	GOLDEN BOX				USD	-500.0		44 0.8880994	-	\sim				
3		2 1159	GOLDEN BOX	3105223 3105223	PROD		USD	500.0 500.0		0.8829242	_					1000.0
4	10008	2 1139	GOLDEN BOX	5103225	PROD		030						to the purch			1000.0
		insactio	on TASU:	10034	9 Saved								Last change	ed by	(23.11.2)22 at 14:53:4
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inanc ype ASU	Number	100349 Difference	Date 31.05.2022					х					Last change			
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redit	e - Tra Number 933.45	100349 Difference 0 te selection	Date 31.05.2022 Bulk Insert	Haste Reci	Reference ipe Split from		GOLDEN BC					 ✓ Rate > Search 	e ۶ Cur. Debi	Debit	933.4	5 س لا کی لا
vpe ASU redit	e - Tra Number 933.45 ttion Delet	100349 Difference 0 te selection	Date 31.05.2022 Bulk Insert	Paste Rect Project Project Search	Reference ipe Split from	n Resources	GOLDEN BC	ם عر			> Se		 <i>F</i> Cur. Debi > Search 	Debit	933.4	5 19 10 10 10 10 10 10 10 10 10 10 10 10 10
nanc ype ASU redit	e - Tra Number 933.45 ttion Delet Accoun > Search	100349 Difference 0 te selection	Date 31.05.2022 Bulk Insert	Paste Rect Project Search	Reference ipe Split from ⁶ Description ⁵ Search	n Resources ments	GOLDEN BC	ם عر		Search	> Se USD	> Search	 * Cur. Debi > Search 	Debit	933.4	5 ৩ x c & Supplie > Search
nanc /pe ASU redit	Ee - Transmission Number 933.45 933.45 stion Deleter Performance > Search 1 114501	100349 Difference 0 te selection	Date 31.05.2022 Bulk Insert	Paste Reci Poject Search In In In In In In In In In In In In In	Reference Split from Comparison Search Inventory Prepay	n Resources ments ments	GOLDEN BC	メ E > Search		Search 441.46 444.05	> Se USD USD	> Search 0.88292424	e	Debit	933.4	5 ¹ ¹ ¹ ¹ ¹ ¹ ¹ ¹ ¹ ¹
ype ASU Copy select No.	Ref Tra Number 933.45 stion Deleter / Account Search 1 114501 2 114501 3 212211	100349 Difference 0 te selection t	Date 31.05.2022 Bulk Insert	Paste Rect Project > Search = h h 1	Reference P Split from Description Search Inventory Prepay	ments ments BOX	GOLDEN BC	チ ン Search	>	Search 441.46 444.05	> Se USD USD	Search 0.882924245 0.888099465	 Cur. Debi > Search 5 7 7 500.00 	Debit	933.4	ッ X Supplier Search 1159 1159
ype ASU Credit Copy select No. ~	Number 933.45 stion Delet / Accoun > Search 1 114501 2 114501	100349 Difference 0 te selection tt & Object > Search PROD	Date 31.05.2022 Bulk Insert	Paste Rect Project	Reference P Split from Description Search Nentory Prepay Nentory Prepay 00682 GOLDEN	ments ments BOX BOX	GOLDEN BC	チ ン Search	56.72	Search 441.46 444.05	> Se USD USD USD USD	 Search 0.882924245 0.888099465 0.933445345 	 Cur. Debi > Search 5 7 7 500.00 	Debit	933.4	5 9 X Supplier Search 1159 1159 1159

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

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

Paymen	t 10036	62 💽	Saved														La	est changed by		(15.12.2022 at 16:15:47
Number		Date	•	Reference		Purch	ase inv	oices		Paid			Paid in 0	Curren	су	I	Pay mo	de 🖉		ير
	100362	01.0	1.2022						0		4	41.46			0.0	00	Р	Q		
Comment						Objec	t			Proje	ct		User			2 1	Differe	nce		
Supplier pre	payment in	USD,S	uurem hankij	a,Supplier					Q			Q	TRIINP			Q		441.46		
Copy selection	on Delete	select	ion Bulk II	nsert															0	× = = ×
No. 🔿 🗌 🧳	۶ Invoice	No 🤞	^e Supplier	Name in bank	Supplier i	nvoice	۶ Obj	ect	≁ Pro	oject	🤌 Bank C	ur 🎤	Bank Sum	۶	PreID	🤌 Bar	nk rate	Supplier Tot	al 🎤	Supplier Total EUR
	> Search	Q	Search Q	> Search	> Search		> Sea	Q	> Sea	rc Q	> Sear	2 >	Search	> Se	Q	> Sear	c Q	Sear	:h >	Search
≣ ∦ 1		1	1163	Supplier							USD		500.00		48	0.882	924245	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 Sta	tus: Changed						There	is a new design	available of t	his document.	≓ Try new	version
Number DOK		Date 31.05.2022		Reference		Purchase invoice	s	933.4	5 Paid	933.4	5 Paid in Cu	urrency	1000.00	
Pay mode P		Comment Supplier		Object		Proje	ct		Difference	0.0	0			
User TRIIN	Р	Bulk Insert												
NO Invoice No	Supplier	Name in bank	Supplier invoice	Bank Cur Ba	ank rate	Bank Sum	Fine V	C	Invoice Cur	Inv. Balance	ank Sum	Paid	PreID	Document
NO Invoice No 1 100687	Supplier 1163	Name in bank Supplier			ank rate 0.93344534				Invoice Cur USD	Inv. Balance	ank Sum 1000.00			Document
	1163		Supplier invoice	Bank Cur Ba								1000.00	0	Document Choose pre pay

Change the purchase invoice fields

Close New	Refresh	Confirm	Save Stat	us: Changed							1	here is a new	design avai	lable of	this document.	➡ Try new vers	ion
Number DOK		Date	31.05.2022			Reference			Purch	ase invoices	933.45	Paid		933.45	Paid in Currence	y 1000.	00
Pay mode P		Comment	Supplier			Object				Project		Difference		0.00			
User TRIIN	Р	Bulk Insert															
Channe th							Write the	e nettin	a sum t	o the Bank S	um cell						
Change th	e exchang	e rate to the	purchase	prepayme	ent rate man	ually	Write the	e nettin		o the Bank S	um cell						
Change th	e exchang Supplier		~	prepayme Bank Cur B			Write the Bank Sum				um cell Inv. Balance	Paid	PreID		Document	Reg No/ID numbe	r
		e rate to the	~		ank rate		Bank Sum	Fine	0	\odot \odot \bigcirc					Document	Reg No/ID numbe	r

After changing the fields, confirm the purchase invoice

Close New	Сору	Refresh Delete	Confirm Save TH E	EST local Print	Mail 🗍 F	<< >> Status: V	ew T	here is a new design	available of this o	locument.	≓Tr	y new versio	۱	
Number 1003	63	Date 31.05.2)22	Reference		Purchase invoices	25.26	Paid	0.00 Paid	in Currer				
Pay mode PRE	SUP .	Comment Supplie	(Object		Project		Difference	25.26					
User TRIIN	IP	Bulk insut	ayment mode must b	e type = equal										
Last changed by: Bank Statements		2022 17:06:36					Exchange rate	e and sum have l	been changed	accord	ing to	the purchase	e prepaymen	
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Bank Cur <u>Bank</u>	rate	Bank Sum	Fine	vc	Invoice Cur	Inv. Balance	Paid
NO Invoice No 1 100687	Supplier 1163	Name in bank Supplier	Description	Object			Bank Cur Bank USD	rate 0.88292424				Invoice Cur USD	Inv. Balance 1000.00	

12.4.4. Netting - prepayment and purchase invoice are in different currencies

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

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

Payment 1003	361 Confirmed								Last change	d by (16.12.	2022 at 09:23:1
elated documents: <mark>ka</mark>	nne					4, Pay	yment mode m	iust be typ	e = equal		
Number	Date	Reference	Purchase	e invoices	Paid		Paid in Curren	су	Pay mode	P	
100361	31.05.2022			933.45		0.00		933.45	N_EQUAL	Q	
Comment			Object		Project		User	Ð	Difference		
Directo OÜ				Q		Q	JANE	Q	-9	33.45	
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No. 🕤 🖻 🤌 🛛 Invo	ice No 🥕 Supplier	Name in bank	Supplier invoice	P Object	Project	🖉 Bank Cur	🤌 Bank Sum	PreID	🤌 Bank rate 🦂	Supplier Total	Supplier 1
> Search	Q > Search	ス > Search	> Search	> Sear Q	> Searc Q	> Sear Q	> Search	> Sei Q	> Searc Q	Search	
■	100513 1012	Directo OÜ	3002			USD	1000.00		0.882924245	0.00	
2	1012	Directo OÜ				USD	-1000.00	40	0.882924245		

The exchange rates are calculated on the financial transaction

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Payment mode type must be equal

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12.4.5. 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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