Directo Help - https://wiki.directo.ee/

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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.

New	design

🗄 New 👻 🖉	က် Save 🗸 Co	nfirm 🖬 Copy 🝷	🛛 🛞 Discard 🛛 👘 🛛	elete 🗹 Mail 🔻 (🖨 Print 👻 🖉	Attachmen	ts Unconfirm	CashOUT (Open purchase led	ger SEPA EST	ר ≓	Switch to old view 🌾 🔳
Paymer	nt 10028	2 Confirmed									Last changed by	(21.10.2022 at 12:55:21)
Related docu	ments: <mark>kanne</mark>											
Number		Date	Reference	Pu	rchase invoices	5 P	Paid	Pai	id in Currency	Pay m	node 🖉	, a
	100282	21.10.2022 12:54:	22 🗰			300	30	0.00	300	.00 P	Q	
Comment				Ob	ject	P	Project	Us	er	∂ Differ	ence	
Arve nr 100	637					Q		Q		Q	0.00	
Copy selectio	n Delete selec	tion Bulk Insert.										⊗₩छ≡∎≁
No. 🔿 🗌	Invoice I	No 🤌 Supplier	Name in bank	Supplier invoice	e 🥕 Object	Project	🤌 Bank Cur	🤌 Bank Su	um 🤌 PrelD	Bank rate	Supplier Total	🖌 ۶ Supplier Total EUR
	> Search	Q > Search Q	> Search	> Search	> Sear Q	> Searc	Q > Sear Q	> Sear	rch > Se: Q	> Searc Q	Search	> Search >
E ••• 1	1006	37 1147	Infotark AS	0103223	PROD		EUR	300	0.00	1	300.0	0 300.00 22

Old view

Transaction							There is a	new design av	vailable of this document	Try new	version
Close New	Сору	Refresh CashOUT	SEPA EST 🗍	F OPEN <<	>> Status:	Confirmed		non accign a			
Number 10028	2	Date 21.10.2022	12:54:22	Reference		Purchase invoices	300.00	Paid	300.00 Paid in Curre	ency	300.00
Pay mode P		Comment Arve nr 100	637	Object		Project	Di	ifference	0.00		
User TRIIN	P	Bulk Insert									
Last changed by:	21.10	2022 12:55:22									
Bank Statements:	-										
						$\odot \bigcirc \bigcirc \bigcirc$					
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bai	nk account/IBAN	Bank Cur	Bank rate
1 100637	1147	Infotark AS		PROD		0103223		22	176978595774	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 🖂 Mail 👻 🖨 Print 🍷 🧬 Attachments Unconfirm CashOUT. Open purchase ledg

- **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.
- Open purchase ledger opens an empty purchase ledger report.
- **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.
- - 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 1002	282 Confirmed					Last changed by	(21.10.2022 at 12:55:21)
Related documents: kann	ne						
Number	Date	Reference	Purchase invoices	Paid	Paid in Currency	Pay mode	y.
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 Copy	Refresh CashOUT	SEPA EST	Print Mail 🛈 F OPEN	<< >> Status: Confirm	ned		
Number 100153	Date 01.01.2022	2	Reference	Purchase invoices	12000.00 Paid	12000.00 Paid 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
- **Paid EUR** the payment of the row is calculated in the base currency at the rate of the payment day
- 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	yment comme	ent from p.invoice (when present)		
Export do	es NOT join sa	ame supplier payments		
Due Date	is pasted from	n 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.

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Finar	nce Settings > Payment modes > P	
0	Back 🗋 New 🖆 Copy 💼 Delete	Save Status: Changed 💿 View changelo
1	11201	
	CODE	Ρ
	COMMENT	Bank account
	ACCOUNT	111201 >>>
	ТҮРЕ	(unchosen) 🗸
Γ	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 Y

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

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

Data order in Export file (SEPA EST) description:

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

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

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

8. Sending payments to bank

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

8.1. Settings in Swedbank

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



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

8.2. Settings and using in Directo

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

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

9. Purchase invoice payment in currency

9.1. Full purchase invoice payment in currency

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

FINA	NCE	SETT	INGS

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 🛭 🗎 Cop	oy 🝷 🛞 Discard	前 Delete	OPEN 🥖	Attachments	🗠 Mail 🔻	🖨 Print 🝷	SEPA	EST					o old view	ŗ	œ
Payment 1001	58 Confirmed									Last o	changed by	(07.06.2022 at 2	0:38:37)			
Related documents: kan	ne															
Number	Date	Reference		Purchase i	nvoices	Paid		Paid ir	n Currency	Pay mode			Ŀ			
100158	31.05.2022				882.92		933.45		1000.00	P_USD	Q		í.			
Comment				Object		Project		User		Difference						
Arve nr 100421					Q		Q	JANE	Q		50.53					
Copy selection Delet	e selection Bulk In	isert													x	ų
🗌 No. 🧄 🦻 Invo	ice No 🦻 Supplier	P Name in bank	> Object	Project	& Bank Cur	🕗 Bank Sum	> Supplier i	nvoice	≁ Bank account/IB.	≁ Bank rate	P Inv. Balance	۶ Paid	≁ Cur. Paid	≁ Descript	ion 🖌	
> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search		> Search	> Search	Search	> Search	> Search	> Search	S	earch
1	100421 1139	Big Paper			USD	1000.00	332214		1122334455	0.933445347	1000.00	1000.00				

Old view

< <: Payment	100158 v2 ·	- Work - Microsoft Ed	ge											
🗅 https://	login.dire/	cto.ee/ocra_direct	o /or_tasu	mine.asp?NUMBER=	100158									
Transaction														
Close New	Сору	Refresh CashOU	IT SEPA EST	Print Mail 🗍	OPEN	<< >> Status:	Confirmed							
Number 1001	58	Date 31.05.2	022	Reference		Purchase in	voices	882.92	Paid	933.45 Paid in (Currency	1000.00		
Pay mode P_US	D	Comment Arve nr	100421	Object			Project	Differ	ence	-50.53				
User JANE		Bulk Insert												
Last changed by	07.06.2	2022 20:38:38												
Bank Statements	-													
							00							
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.		Bank A	ccount	Bank Cu	ir Bank rate		Bank Sum
1 100421	1139	Big Paper				332214			112233	4455	USD	0	933445347	1000.00
2														

The finance transaction is created after payment confirmation:

Financ	e - Tran	saction	TASU: 1	100158	Saved		Last chang	ed by (09	06.2022 at 1	5:38:24) 🧐				
Туре	Number		Date		Reference	Description	D	bit		y.				
TASU		100158	31.05.2022			Arve nr 100421		93	3.45					
Credit		Difference												
	933.45	0												
Copy selec	tion Delete	selection	Bulk Insert	Paste Recipe	Split from Resources									
□ N=	6 A 1	6.011.1	(D) (6 D			6 D.L.	6 6 19	4.0	6	(C D			6
U NO. ~	~ Account	> Object	~ Project	~ Descriptio	on		2 Debr	Credit	~ Currenc	Rate	Cur. De	SIT ~ C	ur. Credit	~
	> Search	> Search	> Search	> Search			> Search	> Search	> Search	> Search	> Search	> Sr	earch	> s
1	111202			Pangakonto	USD			933.45	USD	0.93344			1000.00	
2	212211			100421 Big F	aper		882.9		USD	0.88292	1000	.00		
3	562401			100421 Kahji	um valuutakursi muutuste:	t ostjate nõuetelt ja tarnijate kohustustelt	50.5		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.

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Payment document: New design

👌 New 🔻	🗇 Save 💊	🖊 Confirm 🛛 🕅	Сору 🝷	⊗ Discard	前 Delete	OPEN 🖉	Attachments	🖸 Mail 🔻	🖨 Print 🔻					🔁 Switch	n to old view	۵ ۶
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2 212211	100423 Big Pa	per				882.92		USD	0.88292	1000.00		
3 562401	100423 Kahjun	n valuutakursi muutustest ost	tjate nõuetelt ja tarnijate kohustust	telt		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 <mark>,</mark> 52	
Payment	31.05.2022	935	EUR	1,0016655	935,00	1,55	Foreign exchange gain/loss (sale, purchase)

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

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

Payment document: New design

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4	562401			100422 Kahj	um valuutakursi muutuste:	st ostjate nõuetelt ja tarnijate kohustustelt	118.52		EUR	1	118.5	2

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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Payment document: New design

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2	114501	Big Paper				933.45		USD	0.93344	1000.00		1139

9.1.7. Prepayment to supplier in currency with commercial rate

Works only on the new design payment document.

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

- Payment date and pay mode
- Supplier code is entered to the Supplier field
- Select or write the currency code in which the payment was made to the Bank Cur field
- Enter the amount that was paid in the bank to the Bank Sum field
- Select or write the currency code in which the the supplier received the prepayment to the Cur.Paid field
- Enter the sum in which the payment was made to the supplier to the Sum Paid field
- Double click Commercial rate field for the commercial rate to be calculated or enter the rate manually

Example: 1000USD is payed as a prepayment to the supplier from EUR account. EUR account was deducted in the amount of 935 EUR with the commercial rate (0,935). Central bank rate on the date of payment is 0.894054537.

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1		81	Firma OÜ	EUR	1	935.00	USD	1000.00	0.894054537	0.9	35 8			

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Fina	nce	e - Transad	tion TASU: 1040 (Saved)					Las	st cha	nged by LAUR	A (16	.05.2025 at 12:57	:03) න		
Create:	Min	us transaction	eriodize												
Type TASU		Date 16.05.2025 08:49	Debit Credit 31111 935 935										ų		
Differ	ence 0														
		Bulk Insert Paste F	ecipe Split from Resources												
No.		Account	P Description	۶	Debit	۶ ۲	edit	۶ Rate	e ×	Currency	۶	Cur. Debit	۶	Cur. Credit	Supplier
		> Search Q	> Search	>	Search	> Se	arch	> Search	n >	Search Q	>	Search	>	Search	> Search Q
: •••	1	111201	Firma OÜ			9	35.00		1 EU	R				935.00	81
	2	114501	Firma OÜ		894.05			0.89405453	7 US	D		1000.00			81
	3	562401	Loss from Exchange Rate Differences (Accounts Payable and Receivable)		40.95				1 EU	R		40.95			81

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

🗄 New 🔻	Save	🗸 Confirm	🖻 Copy 🔹	🛞 Discard	前 Delete	OPEN	🖉 Attachn	nents 🖂	Mail	🝷 🖨 Pri	int 🔻			≓ Si	witch to old view	۵ مر
Paymen	nt 1002	01 Confirm	ned										Las	st changed b	y (15.06.202	2 at 19:49:30)
Related docur	ments: <mark>kann</mark>	e														
Number		Date		Reference		Purchase	invoices	Paid			Paid in	Currency	Pay mode			ير
	100201	31.05.2022					441.4	6		466.72		500.00	Р	Q		í.
Comment						Object		Projec	t		User		Difference	e		
Arve nr 1004	444						(Q		Q	JANE	Q		25.26		
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🗆 No. 🥎	۶ Invoid	e No 🤌 Supp	olier 🥜 🖉 N	ame in bank	≁ Bank acco	unt/IB/ 🗡	Bank Cur	🥕 Bank Su	n 🎤	Bank rate	≁ Descrip	tion 🥜 Cur. Paid	≁ Rate	Service 🥍 O	bject 🦳 🤌 Proje	ct 🦻 🖉 Su
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1	1	00444 1139	Big P	aper	1122334455	U	SD	500.	0 0.	.933445347						221

Old view

2025/07/06 12:24

🖒 <<: Payment	: 100201 _{v2} -	Work - Microsoft Edge										-		\times
🕆 https://	/login.dire	cto.ee/ocra_directo_	/or_tasumine.asp	?NUMBER=	100201									A»
Transaction Close New	/ Сору	Refresh CashOUT	SEPA EST Print	Mail 🗍 F	OPEN	< >> Status: Confi	med		There is	a new design availa	ble of this document	t. ≓ Try	new versio	n
Number 1002	01	Date 31.05.2022	1	Reference		Purchase invoice	s 441.46	6 Paid	466.72	Paid in Currency	500.00			
Pay mode P		Comment Arve nr 100)444	Object		Projec	t	Difference	-25.26					
User JANE	:	Bulk Insert												
Last changed by: Bank Statements	15.06.2	2022 19:49:30					0							
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	В	ank Account	Bank Cu	r Bank rate		Bank Sum	Fine
1 100444	1139	Big Paper				221		1	122334455	USD	0.93	33445347	500.00) 0 .
2														

The finance transaction is created after confirming the payment document:

Finance	e - Tran	saction	TASU: 1	00201	Saved			Last chang	ed by . (15	.06.2022 at 1	9:49:30) 😏				
Type TASU	Number	100201	Date 31.05.2022		Reference	Description Arve nr 100444		De	ebit 46	6.72	×				
Credit	466.72	Difference 0													
Copy select	ion Delete	selection	Bulk Insert	Paste Recipe	Split from Resources									= 9 X	4
🗆 No. 🥎	≁ Account	≁ Object	≁ Project	≁ Descripti	on			۶ Debi	P Credit	≁ Current	≁ Rate	۶ Cur. Debit	Cur. Credit	✤ Supplier	ş
	> Search	> Search	> Search	> Search				> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Se
1	111201			Pangakonto					466.72	USD	0.93344		500.00		
2	212211			100444 Big I	Paper			441.4	5	USD	0.88292	500.00		1139	
3	562401			100444 Kahj	jum valuutakursi muutustest	ostjate nõuetelt ja tarnijate kohustustel	lt	25.2	5	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 100	202 Confirmed						Last changed by	(15.06.2022 at 20:24:54)
Related documents: kar	ine							
Number	Date	Reference	Pun	chase invoices	Paid	Paid in Currency	Pay mode	6
100202	31.05.2022	 		441.46	470.00	500.00	P Q	
Comment			Obj	ect	Project	User 🖉	Difference	
				Q	Q	Q	28.54	
Copy selection Dele	te selection Bulk In	sert						
🗌 No. 🧄 🕗 Invo	ice No 🥕 Supplier	✤ Supplier invoice	Name in bank	& Bank Cure & Par	4 Sum & Sum Daid & C	ur Daid & Daid &	Inv. Balance 🤌 Invoice Cur	🖻 Bank rate 🤌 Rate Paid
> Search	> Search	> Search	> Search	> Search Calculate	the used effective exchang	e rate for full payment	ch Search	> Search > Search
1	100443 1139	311	Big Paper	EUR	470.00 500.00 fx USD	500.00	1000.00 USD	1 0.882924245

The finance transaction is created after confirming the payment document:

Finance	e - Tran	saction	TASU: 1	00202	Saved		Last chang	ed by (1	.06.2022 at 2	0:24:54) 🧐				
Type TASU	Number	100202	Date 31.05.2022		Reference	Description	D	ebit	470	P				
Credit	470	Difference 0												
Copy select	tion Delete :	selection	Bulk Insert	Paste Recipe	Split from Resources								= 9 X	~
🗆 No. 🥎	≁ Account	≁ Object	≁ Project	≁ Descripti	on		۶ Debi	t 🖉 Credit	≁ Current	≁ Rate	۶ Cur. Debit	≁ Cur. Credit	≁ Supplier	۶
	> Search	> Search	> Search	> Search			> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Se
1	111201			Pangakonto				470.0	EUR	1		470.00		
2	212211			100443 Big I	Paper		441.4	5	USD	0.88292	500.00		1139	
3	527501			100443 Valu	utakursi erinevus tasumisel		3.2	в	EUR	1	3.28		1139	
4	562401			100443 Kahj	um valuutakursi muutustesi	ostjate nõuetelt ja tarnijate kohustustelt	25.2	5	EUR	1	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	/																				
D Tasun	nine 100	005 _{v2} - Google	e Chrome																-	đ	\times
login0.dire	cto.ee/	intclient/ocr	a_directo_	/or_ta	sumine	asp?number=	10005&clr1=	1&cscroll=0													Q
Sule Uus Koopia Number 10005 Tas. viis SEB Kasutaja SUPER	Jäta K Ar Kommenta Massasetaja	ustuta Kinnita S eg 01.09.2021 12:38:49 ar Hansapank AS	Salvesta SEPA EST 9 Viide Objekt	Jiniki Me	I F Tasu Pro	Clek: Vaata rtud -1800.00 jekt Vahe	-1800.00 : -18 0.00	500.00													2
Viimati muutis:SUPER 01.09.2 Pangaväljavõtted: -	2021 19:00:03	i -				• • • •															
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	1	Summa P 1200.00 -3000.00	Viivis KMk 0.00 0.00	Valuuta arvel EUR EUR	Arve saldo 1200.00 -3000.00	Tasuti 1200.00 -3000.00	T-Tasu 1 0.00 0.00	F-Tasu val.	Aeg	Hankija summa -1800	Hankija sum 00	maEUR -1800.00

New design : Customer Total is negative and yellow

Paymen	t 10028	81 Confirmed																Last	changed b	v	(21.10.2022 at 14:	35:47)		
Related docum	nents: <mark>kanne</mark>																	4	Cust. To	tal is ne	egative		×	•
Number		Date		Reference	P	urchase ir	nvoices		Pa	aid			Paid ir	n Currei	ncy		Pay m	ode				y.		
	100281	05.03.2022					-	120			-12	0.00)		-120	.00	P		Q					
Comment					C	Object			Pr	oject			User				Differ	ence						
								Q				C	ک (TRIIN	Р		Q			0.00					
Copy selectio	on 🛛 Delete s	election Bu	lk Insert																				x,	۶
🗆 No. 🥎	۶ Invoice	No 🥕 Supplier	🥕 🎤 Nar	ne in bank	Supplier invoi	ce 🥕 Ob	ject	≁ Pr	oject	Ļ	Bank Cur	ŗ	Bank Sum	۶P	relD	e Ban	k rate	۶	Cust. Total	Ļ.	Cust. Total EUR	⊁ Ba	ink account/IB	1
	> Search	> Search	> Sea	irch	> Search	> Sea	arch	> Se	earch	>	Search	>	Search	> Sea	rch	Searc	:h	Search		Search		> Se	earch	5
1	100	0635 1015	MarkIT	Eesti AS	010322K	HR				EU	R		-720.00				1		-120.00		-120.00	11111	11111111111	
2	100	0634 1015	MarkIT	Eesti AS	230322	HR				EU	R		600.00				1					11111	11111111111	

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 📿 Refres			🗷 🖹 Save view 🌈 Settings 🖨 Print	
Paste invoic	е			
OPEN Number	> Browse		Settings	>
NUMBER ~	DATE	DUE DATE	Personal Per	
			Multiple record paster (window stays open)	
Q	Q	Q	Header is freezed	
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 exect 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	etc) 1 000.00 USD	
100646	01.01.2022	08.01.2022	1 000.00 USD	
100645	01.01.2022	08.01.2022	T Restore defaults Save T 000.00 USD	
100642	02.11.2022 11:32:06	09.11.2022	1007 Apple 00 021122 150.00 EUR	

10.3. Directo purchase invoice number on the finance transaction row

New	desig	In																		
Paymer	nt 1000	75 Confirmed									Last ch	anged by	(26.04	.2022 at	15:48:48)					
Related docu	ments: kann	e																		
Number		Date	Reference		Purchase invoice	<u> </u>	Paid	Paid	in Currency		Pay mode				p					
Comment	100075	26.04.2022 15:48	:28 💷		Ohiert	144	14	4.00	.0 144	.00	P	Q								
Arve nr 100	307				Object	Q	Project	Q	<i></i>	Q	Difference	0.00								
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🗆 No. 🥆	۶ Invoid	e No 🥕 Supplier	Supplier invoice	P Name in base	ank 🥜 Bank Cur	≁ Bank \$	Sum 🤌 Sum Paid	≁ Cur. Paid		₽ In	w. Balance 🤌	Invoice Cur	۶B	ank rate	e 🖻 Rate	e Paid 🤞	P Description	⊁ Rat	te Servi	
	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	Search	Se	arch	> Se	arch	> Sear	ch	> Search	> Se	arch	
1	10	1015	260422	MarkIT Eesti A	S EUR	14	4.00		144.00		144.00 EU	R			1					
🕽 << Finance	- Transaction	TASU_100075 - Worl	k - Microsoft Edge																	- 0
🔒 https:/	/login.dire	to.ee/ocra_directo	/transaction_c	document.htn	nl?id=TASU_100	075														
🕃 New 🝷		🖻 Copy 🝷 🛞 Di	iscard 🍵 Delete	Attachment	s 🖾 Mail 👻	🖨 Print	 Open original 	Periodize	Create revers	e transa	action Creat	e minus tran	saction					:	2 Switch to o	ld view 🎾
Finance	e - Tran	isaction TA	SU: 100075	Saved							Last chang	ed by	(26.04.202	2 at 15:5	55:17) 🧐					
Туре	Number	Date	e	Reference	Des	cription						Debit			Ļ					
TASU		100075 26.0	04.2022		An	e nr 10030)7						144		-					
Credit	144	Difference 0																		
Copy selection	on] Delete	selection Bulk I	insert Paste Recipe	Split from R	esources															= 9 X
🗌 No. 🥎	≁ Account	۶ Object ۶	Project 🤌 Descripti	on							۶ Del	bit 🖉 C	Credit 🤌 Cu	irrenc 2	₽ Rate	۶	Cur. I	Debit	Cur. Credit	≁ Supplier
	> Search	> Search >	Search > Search								> Search	> Search	n > Se	arch	Search	> Sear	ch		> Search	> Search
1	111201		100307 Mar	kIT Eesti AS								1.	44.00 EUR		1			44.00	144.00	1015
2	212211		100307 Mar	ki i Eesti AS							144	.00	EUR		1		1	44.00		1015

Old view

Transaction There is a new design available of this document Close New Copy CashOUT SEPAEST 🕖 F OPEN << >> Status: Confirmed Refresh Date 26.04.2022 15:48:28 Number 100075 Reference Purchase invoices Paid 144.00 Paid in 144.00 Pay mode P Comment Arve nr 100307 Object Project Difference 0.00 Bulk Insert User TRIINP Last changed by 26.04.2022 15:48:49 Bank Statements: - \odot \bigcirc \bigcirc \bigcirc NO Invoice No Supplier Bank account/IBAN Name in bank Description Object Project Supplier invoice Ref. 100307 1015 MarkIT Eesti AS 260422 🔿 <<: Finan Transaction PAY:100075 v2 - Work - Microsoft Edge https://login.directo.ee/ocra_directo_jane/fin_kanne.asp?number=100075&tyyp=TASU Ĥ Close New Copy Save Delete Mail Print Status: View Ì Type PAY riodize REVERSETRANSACTION MINUS TRANSACTION Open original Changes Number 100075 te 26.04.2022 Reference Turnover 144 144 Description Arve nr 100307 Difference 0 Creator TRIINP Last changed by: TRINP 26.04.2022 15:55:18 Bulk Insert Paste Recipe Split from Resources \odot VAT code Date NO Account Object Project Description Debit Credit Customer Supplier Resource 100307 MarkIT Eesti AS 144 00 1 111201 1015 2 212211 100307 MarkIT Eesti AS 144.00 1015

en:or tasumine https://wiki.directo.ee/en/or tasumine?rev=1747391560

10.4. SEPA error message

Last update: 2025/05/16 13:32



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

2025/07/06	6 12:24						23/38				Payme	ents
🖟 New 🔻	↔ Save	🗸 Confirm 🛙 🖻 Co	py 🝷 🛞 Discard	💮 Delete OPEI	N 🕜 Attao	chments 🖂 Ma	ail 🔻 🗧	Print 🔻		₽ Switch to	old view 🎾	
Paymer	nt 1002	209 Confirmed							Last chang	ed by	(21.10.2022 at 12:4	4:07)
Related docu	ments: <mark>kan</mark>	ne										
Number		Date	Reference	Purchase inv	oices	Paid	Pa	id in Currency	Pay mode			×
	100209	16.06.2022 12:00 🛗			480	480	.00	480.00	Р	Q		
Comment				Object		Project	Us	er	Difference			
					Q		Q TF	CINP Q		0.00		
Copy selecti	ion Delet	te selection Bulk I	nsert	If the supplier voices, then or sa	rs's name nly purch me way, a	e is written d ase invoices are summeri	lifferent which zed to t	ly on the purc are written exa he bank	hase actly the			×
🗆 No. ~	۶ Invo	ice No 🤌 Supplier	Name in bank	Bank account/IB.	🥕 🎤 Bank Cu	r 🤌 Bank Sum	≁ Bank	rate & Description	& Cur. Paid	Rate Ser	vice 🥕 Object	×
	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	>
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	V w Copy	Refresh CashOUT	SEPA EST	F OPEN <<	>> Status	: Confirmed		There is a new desig	n available of thi	s document. ≓	Try new versior	h
Number 1002	209	Date 16.06.20	022 12:00:28	Reference		Purcha	se invoices	480.00	Paid	480.00 Paid	in Currency	
Pay mode P		Comment		Object			Project	: Dif	ference	0.00		
User TRI	INP r:21.1 ts: -	Bulk Insert	If the invoice	supplier`s nan s, then only pu the same w	ne is writ Irchase ir ay, are si	ten different nvoices whic ummarized to o C	ly on th h are w o the ba	e purchase ritten exactly ınk				
NO Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	е	Ref.	Bank a	ccount/IBAN	Bank Cur	Bank
1 100154	1012	Osaühing Directo				321			DDD22	2222	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.

456

654

655

DDD22222

DDD22222

DDD22222

FUR

EUR

EUR

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

Directo OÜ

Directo OÜ

Osaühing Directo

2 100155

3 100156

4 100157

1012

1012

1012

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	< Finance - Transaction TASU_100120 - Work - Microsoft Edge	
Related documents: kanne	https://login.directo.ee/ocra_directo_jane/transaction_document.html?id=TASU_100120	
Number Date Reference	🕼 New 🍷 🗇 Save 🐚 Copy 🍷 🛞 Discard 🏦 Delete 🥒 Attachments 🖾 Mail 🍷 🖨 Print 🍷 Open original Periodize Create	reverse transaction Create minus transaction
100120 05.06.2022 🛗	Finance - Transaction TASU: 100120 [Saved]	Last changed by (20.06.2022 at 12:25:42) 😏
Copy selection Delete selection Bulk Insert	Type Number Date Reference Description TASU 100120 05.06.2022 Image: Credit Difference	Debit > 3840
No. ∧ F Invoice No F Supplier F Name in bank F Bank Cu > Search > Search > Search > Search > Search	3840 0 Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources	
2 100206 012 Osauhing Directo EUR	No. A Account Object Project Peroject Pe	P Debit Credit Currenc Rate > Search 1440.00 EUR 1 2400.00 EUR 1 1440.00 EUR 1 1

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

	FINANCE SETTING	a s ons from ledgers in ro	ws debt part	Y								
Finance	e - Transaction	TASU: 100120	Saved		La	ast change	d by (05.	06.2022 at 08	3:49:56) 😏			
Туре	Number	Date	Reference	Description		Deb	it		k			
TASU	100120	05.06.2022					3	3840				
Credit	Difference 3840 0											
Copy select	ion Delete selection	Bulk Insert Paste Recipe	Split from Resources									۲ <u>۲</u> e
🗆 No. 🔨	& Account & Object	& Project & Descripti	on		ş	Debit	۶ Credit	≁ Curren	≁ Rate	۶ Cur. Debit	≁ Cur. Credit	≁ Supplier
	> Search > Search	> Search > Search			> s	earch	> Search	> Search	> Search	> Search	> Search	> Search
1	111201	Pangakonto					3840.00	EUR	1		3840.00	
2	212211	100168 Osa	ühing Directo			2400.00		EUR	1	2400.00		1012
3	212211	100206 <mark></mark> Osa	ühing 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.

Financ	e - Tran	saction	1 TASU: 1	00210	Saved			Last	changed	by	(20.	06.2022 at 12	2:38:10) 🧐		
Type TASU	Number	100210	Date 20.06.2022 1	2:33:27 🗰	Reference	Description			De	bit	95	0.31	ų		
Credit	950.31	Difference 0													
Copy select	ion Delete	selection	Bulk Insert F	Paste Recipe	Split from Resources									6 = =	X ×
🗆 No. 🤿	≁ Account	≁ Object	≁ Project	≁ Description	on			ş	Debit	ŗ	Credit	≁ Current	⊮ Rate	ş	Cur. De
	> Search	> Search	> Search	> Search				> Se	arch	> S	earch	> Search	> Search	> Search	
1	111201	ADMIN		100446 Big P	'aper						473.48	USD	0.95365		
2	111201	SALE		100447 Big P	'aper						476.83	USD	0.95365		
3	212211	SALE		100447 Big P	aper				441.46			USD	0.88292		500
4	212211	ADMIN		100446 Big P	aper				438.36			USD	0.88292		496
5	562401	ADMIN		100446 Kahju	um valuutakursi muutustest	ostjate nõuetelt ja tarnijate kohustu	ustelt		35.12			EUR	1		35
6	562401	SALE		100447 Kahju	um valuutakursi muutustest	ostjate nõuetelt ja tarnijate kohustu	ustelt		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

on 🕜 no 💽 yes
reates no 🔻
n 🕜 no 🔍 yes
;et 🔹 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).

<u>debt part</u> - 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

🖰 New 🔻	🗇 Save 🗸 C	onfirm 🖷 C	ору 🝷	⊗ Discard	前 Delete	OPEN	Attack	nments	🖸 Ma	il 🝷 🖨 Print						≈ Switch	to old view	۵ کر
Paymer	nt 100335	Confirmed												Last ch	anged by	(22.11.2022 at	10:49:20)	
Related docu	ments: kanne																	
Number	D	ate		Reference		Purch	ase invoice		Daid		Paid in Curr	ency	Dav	mode				
Number	100335 1	5.01.2022	m	Reference		Furch	ase involces	4800	Faiu	4800.00	r alu ili culi	4800.00	P	mode	Q		2	
Comment	Object Project User							Diff	erence									
Infotark AS,	MarkIT Eesti AS				Q		Q	TRIINP	Q			0.00						
Copy selecti	on Delete sele	ction Bulk	Insert															X
□ No. ~	۶ – Invoice No	Supplier	🤌 Nam	ne in bank	Supplier in	voice 🤌	6 Object	🤌 Proj	ect -	Bank account/IB.	Bank Cur	Bank Sum	ا ۲	Bank rate	۶ Paid	۶ Inv. Balance	P Description	🤌 Cur. I
	> Search	> Search	> Sear	rch	> Search)	Search	> Sear	ch	Search	> Search	> Search	> 5	earch	> Search	Search	> Search	> Searc
1	10066	0 1147	Infotark	k AS	20221				2	2176978595774	EUR	600.00)	1	600.00	600.00		
2	10066	1 1147	Infotark	k AS	20222				2	2176978595774	EUR	600.00)	1	600.00	600.00		
3	10066	2 1015	MarkIT	Eesti AS	20223				2	2195688245212	EUR	1200.00)	1	1200.00	1200.00		
4	10066	3 1015	MarkIT	Eesti AS	20224				2	2195688245212	EUR	1200.00)	1	1200.00	1200.00		
5	10066	4 1015	MarkIT	Eesti AS	20225				2	2195688245212	EUR	1200.00)	1	1200.00	1200.00		

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

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Finance	e - Tran	sactio	n TASU:	1003	35 Saved								Last changed	d by	(22.11.2022	at 10	:53:51) 🧐
Туре	Number		Date		Reference	Description	ı							Debit			ą
TASU		100335	15.01.2022			Infotark A	S,Ma	rkIT Eesti As	5						4800		
Credit Copy select	4800 ion Delete	Difference 0 selection	Bulk Insert	Paste Re	cipe Split from Res	ources										5	X ×
🗌 No. 🥎	Account	P Object	1	Project	P Description		ŗ	Debit	٨	Credit	≁ Cui	۶ Rate	🥕 Cur. Debi	🤌 Cur. Cre	≁ VAT cc	۶ کر	pplier
	> Search	> Search	2	Search	> Search		>	Search	> Sea	arch	> Se	> Search	> Search	> Search	> Searc	> Se	arch
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 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 🔻	🗇 Save	🗎 Copy 🔻	🛞 Discard	前 Dele	te 🖉 Attachments	🗠 Mail 🝷 🖨 Pri	int 🝷 Oper	n original Pe	riodize	•••		≈ Switch	ı to old vie	w 🔑 🖽
Finance	e - Tran	sactio	n TASU:	1003	35 Salvestatud						Viimati muut	tis (a	22.11.2022 k	cell 10:51:08) 🧐
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Credit	4800	Difference 0												
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🗆 Nr 🔨	Account	P Object	1	· Project	P Description	ų	Debit	۶ Credit	۶ Cui	۶ Rate	Cur. Debi	≁ Cur. Cre	≁ VAT cc	≁ Supplier
	> Otsi	> Otsi		Otsi	> Otsi	>	Otsi	> Otsi	> 01	> Otsi	> Otsi	> Otsi	> Otsi	> Otsi
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.

👌 New 🔻	4 Save	🛍 Copy 🍷	🛞 Discard	前 Dele	te 🖉 Attachments 🖻	🛾 Mail 🔻	🖨 Pri	nt 👻 Ope	en original Pe	riodize	•••		≈ Switch	i to old vie	ew 🔑	œ
Financ	e - Tran	sactio	n TASU:	: 1003	35 Saved						L	ast changed.	l by	(22.11.2022	2 at 10:56:31)	୭
Туре	Number		Date		Reference	Descripti	on						Debit			y.
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Credit	4800	Difference 0														
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🗌 No. 🥎	Account	≁ Object		≁ Project	^J Description		ş	Debit	۶ Credit	۶ Cui	۶ Rate	🥕 Cur. Debi	Cur. Cre	≁ VAT cc	🥕 Supplie	er
	> Search	> Search		> Search	> Search		>	Search	> Search	> Se	> Search	> Search	> Search	> Searc	> Search	
1	111201				100660 Infotark AS				600.00	EUR	1		600.00		1147	
2	111201				100661 Infotark AS				600.00	EUR	1		600.00		1147	
3	111201				100662 MarkIT Eesti AS				1200.00	EUR	1		1200.00		1015	
4	111201				100663 MarkIT Eesti AS				1200.00	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.

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🗄 New 👻	A Save	🖻 Copy 🔻	🛞 Discard	前 Delet	te 🖉 Attachments	🗠 Mail 🔹	🖨 Prir	nt - Ope	n original Pe	riodize	•••		≓ Switc	h to old vi	ew 🔑 🕕
Finance	e - Trar	nsactio	n TASU:	1003	35 Saved							Last change	d by	(22.11.202	2 at 10:59:16) 🧐
Туре	Number		Date		Reference	Description	on						Debit		ų
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🗆 No. 🥎	Account	≁ Object	ş	Project	✤ Description		ېر	Debit	۶ Credit	۶ Cui	۶ Rate	🥕 Cur. Debi	🦻 Cur. Cre	≁ VAT co	≁ Supplier
	> Search	> Search	>	Search	> Search		>	Search	> Search	> Se	> Search	> Search	> Search	> Searc	> Search
1	111201				20223 20224 20225 Ma	arkIT Eesti AS			3600.00	EUR	1		3600.00		1015
2	111201				20221 20222 Infotark A	\S			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	5		1200.00		EUR	1	1200.00)		1015
6	212211				100663 MarkIT Eesti AS	5		1200.00		EUR	1	1200.00)		1015
7	212211				100664 MarkIT Eesti AS	5		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 b	New payment document																	
👌 New 🔻	A Save	🗸 Confirm 🛛 🕅	Сору 🝷	⊗ Discard	前 Delete 🛛 O	PEN 🕜 Attact	nments	🖾 Mail 🝷 🤞	🗟 Print 📑	Cash	TUC					≓ S w	itch to old view	ت م
Payme	nt 1003	41 Confirmed	d										Las	st changed by	(23.11.2022 at	11:17:35)		
Related docu	iments: <mark>kan</mark> r	ne																
Number		Date		Reference		Purchase invoices	5	Paid		Paid in	Currency	F	Pay mode	e		ų		
	100341	01.01.2022					0		1200.00		0.0		p	Q				
Comment						Object		Project		User		[Differenc	e				
Supplier Pr	eID						Q		Q	TRIINF	• •	2		1200.00				
Copy select	ion Delete	e selection B	ulk Insert															X /
🗆 No. 🔨	۶ Invoi	ce No 🤌 Supplie	er 🥜 Na	me in bank	Supplier invo	ice 🤌 Object	🤌 Proje	ct 🥜 ۶ Bank C	Cur 🤌 Ba	nk Sum	۶ Paid ۶	Pre	eID 🔑	Cust. Total	🤌 💫 Cust. Total EU	R 🖋 Bank account/IB	🤌 🕴 Inv. Balanc	e 🥕 Desc
	> Search	> Search	> Se	arch	> Search	> Search	> Sear	h > Search	Sea	arch	> Search >	Searc	h Sear	ch	Search	> Search	Search	> Sear
1		PREID	Suppl	ier PreID		ADM	K201	EUR		1000.00	1000.00	Г	38	1200.00	1200.0	00		
2		PREID	Suppl	ier PreID		SALES	K202	EUR		200.00	200.00		39					

Transaction

. .

🗄 New 👻	🗇 Save	🖻 Сору 🝷	⊗ Discard	e 🖉 Attachments	s 🖸 Mail	🍷 🖨 Pi	int 👻 Ope	n original	Periodize	Create	e reve	rse transactio	on •••			old view	۵ ۲
Financ	e - Tran	saction	TASU: 1003	41 Saved								L	ast change	d by	(23.11.2022	at 11:17:35)	୬
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	1200	0															
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	> Search	> Search	> Search	> Search		2	Search	> Search	> Se	> Sear	ch	> Search	> Search	> Searc	> Search	> Search	> Searc
1	111201	ADM	K201	Supplier PreID				1000	0.00 EUR		1		1000.00		PREID		
2	111201	SALES	K202	Supplier PreID				200	0.00 EUR		1		200.00		PREID		
3	114501	ADM	K201	Supplier PreID			1000.00		EUR		1	1000.00			PREID		
4	114501	SALES	K202	Supplier PreID			200.00		EUR		1	200.00			PREID		
5																	

12.2. PreID prepayment use on the purchase invoice

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

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

Event Stock Re	opy Confirm eceipt Data	Save Mail from e-invoice	Print C)elete	0 F	~~ >>	Stat	tus Changed L	LOGOUT							2
Number 100679																
Supplier PREID	S	Supplier PreID					VAT Reg No		Supp	liers invoice	231122					
Payee							VAT Reg No			Survey	r -					
								● Main ○ P	Proceeding	O DataFi	elds					
Invoice date	23.11.2022		User	TRIINP			Bank code		5			Purchase orde	r			
Payment terms	7		Object			Bank	k account/IBAN	22105232278				S.Receip	t			
Due date	30.11.2022		Cred account	212211			Ref.					Credited invoic	е			
Op. date	23.11.2022		Project				Asset					Internal Invoic	е			
VAT Date		0	Drigin Country		•	~	Deal type			~		Expende	е			
Received	23.11.2022 11	1:18:01	Туре	(choose	e type)	~	Status	(choose status)	~							
Reclamation		Re	cl. description										Split	by resources		
												0.000				
Comment												e-ma				
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Comment Int comment Last changed by:	23.11.2022	2 11:30:47					Paste	Dou Recipe Bulk In	I <mark>ble-clic</mark>	k select	s prep	ayments u	ising	j FIFO m	ethod	
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Comment Int comment Last changed by: Currency EUR Date Documer 01.01.2022 Payment 01.01.2022 Payment	23.11.2022 nt Suppli 100341 100341	2 11:30:47 VAT total ers invoice Com Supp Supp	iment PreID Jier PreID 38 Jier PreID 39	160.00 Item	Total Descrij	otion	Paste 800.00 SN Object Pr ADM K2 SALES K2	Dou Recipe Bulk In Dividable sum oject 201 002	Ible-clic Isert Subtotal VA 1000.00 200.00	k select	Prep I w/VAT 1000.00 200.00	e-mai ayments u ayment Ut 960 0	sed	0.00 Selected 0.00	ethod	
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Comment Int comment Last changed by: Currency EUR Date Documer 01.01.2022 Payment 01.01.2022 Payment Rate	23.11.2022 nt Suppli 100341 100341 1	2 11:30:47 VAT total ers invoice Com Supp Supp Rounding	iment PrelD Slier PrelD 38 Slier PrelD 39	160.00 Item	Total Descrip Total	otion	Paste 800.00 SN Object Pr ADM K2 SALES K2 960.00	Dou Recipe Bulk In Dividable sum oject 201 002 Difference	Ible-clic Isert Subtotal VA 1000.00 200.00	k select	Prep I w/VAT 1000.00 200.00	Balance	sed 0.00 vrite	0.00 Selected 0.00 960.00 manually	ethod y on the s	row
Comment Int comment Last changed by: Currency EUR Date Documer 01.01.2022 Payment 01.01.2022 Payment 01.01.2022 Payment No Type Accou	23.11.2022 nt Suppli 100341 100341 1 1 1 1 1	2 11:30:47 VAT total ers invoice Com Supp Supp Rounding to Object	iment PrelD olier PrelD 38 olier PrelD 39 Project	160.00 Item 0.00	Total Descrip Total ser	otion	Paste 800.00 SN Object Pr ADM K2 SALES K2 960.00	Dou Recipe Bulk In Dividable sum oject 201 Difference © To	ible-clic isert Subtotal VA 1000.00 200.00	k select	Prep I w/VAT 1000.00 200.00	Balance Item	sed 000 00 vrite	0.00 Selected 0.00 960.00 manually StockID	ethod y on the i	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:

🗄 New 🔻	🗇 Save 🛛	🗎 Сору 🝷	🛞 Discard Dele	te 🖉 Attachments 🛛 Mail	🝷 🖨 Print 🝷 Op	en original Pe	riodize	Create reve	erse transactio	on •••			Switch to old	view 🔑 🔳
Finance	e - Tran	saction	OST: 10067	9 Saved					L	ast change.	d by	(23.11.2022	at 11:40:04) 🤘	D
Туре	Number		Date	Reference	Description					D	ebit			p.
OST		100679	23.11.2022	▦	PREID Supplier PreID	//231122						1920		
Credit Copy select	1920 ion Delete	Difference 0 selection	Bulk Insert] Paste Re	cipe Split from Resources										= • x /
🗆 No. 🥎	≁ Account	≁ Object	≁ Project	P Description	۶ Debi	t 🖉 Credit	۶ Cui	۶ Rate	≁ Cur. Debi	≁ Cur. Cre	≁ VAT co	≁ Supplier	≁ Custom	ℰ Resource
	> Search	> Search	> Search	> Search	> Search	> Search	> Se	> Search	> Search	> Search	> Seard	> Search	> Search	> Search
1	212351			VAT on purchase invoices 20%	160.0	0	EUR	1	160.00		1	PREID		
2	212211			Suppliers debt		960.00	EUR	1		960.00		PREID		
3	525202			Directo costs	800.0	0	EUR	1	800.00		1	PREID		
4	212211			Suppliers debt	960.0	0	EUR	1	960.00			PREID		
5	114501	ADM	K201	Inventory Prepayments		960.00	EUR	1		960.00		PREID		

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Payments

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

2025/07/06 12:24

Example :																			
Payment 1	00343	Saved													La	t changed by	(2	3.11.2022 a	t 11:57:13)
Number	Dat	e	Reference		Purcha	ase invoices		Paid			Paid in C	urrend	:y	Pa	iy mo	le			j.
100	01.0	02.2022	İ				0		3000.0	0			0.00	P		Q			
Comment					Object	1		Project			User			D	ifferer	ce			
Using supplier p	repayment						Q			Q	TRIINP		Q			3000.00			
Copy selection	Delete selec	tion Bulk In:	sert																××
🗆 No. 🧄 🎽	Invoice No	≁ Supplier	Name in bank	Supplier	invoice	> Object	≁ Pro	oject	Bank Cur	ŗ	Bank Sum	Ļ	Paid	4	PreID	۶ Cust. Tot	al ×	Cust. To	otal EUR
> s	earch	> Search	> Search	> Search		> Search	> Se	earch	> Search	>	Search	> Se	arch	> Se	arch	Search	Sear	ch	
1		1161	Supplier			ADM	PROJE	ECT_2	EUR		3000.00		3000.00		40	3000.0	0		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	st changed by	(23.11.2022 at 11:54:26)
Number	Date	Reference	Purch	nase invoices	Paid		Paid in C	urrency	Pay mo	de	J.
10034	3 01.02.2022				0	-3000.0	0	0.00	Р	Q	
Comment			Obje	ct	Project	t	User		Differen	nce	
Using supplier prepa	iyment				Q	(Q TRIINP	Q		-3000.00	
Copy selection De	lete selection Bulk	Insert									
🗌 No. 🧄 🖉 In	voice No 🥕 Supplier	Name in bank	۶ Supplier invoice	≁ Object	Project	Bank Cur	Bank Sum	۶ Paid ه	PreID	Cust. Total	Cust. Total EUR
> Searc	h > Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	> Search	Search	Search
1	1161	Supplier		ADM I	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.

Paymer	nt 1003	43 Saved											Las	t changed by	(23.11.2022 at 11:56:03)
Number		Date	Reference		Purchase	e invoices	Paid			Paid in Cu	rrency		Pay mod	le	y.
	100343	01.02.2022				(0	-1000.00	0		0.	00	Р	Q	
Comment					Object		Project			User			Differen	ce	
Using suppl	lier prepaym	ient				(Q	C	2	TRIINP		Q		-1000.00	
Copy selection	on Delete	e selection Bulk	Insert												 × × ×
🗆 No. 🥆	۶ Invoid	ce No 🤌 Supplier	Name in bank	Supplier	invoice 🤌	Object	Project	Bank Cur	Ļ	Bank Sum	۶ Pa	aid 🦯	PreID	۶ Cust. Total	Cust. Total EUR
	> Search	> Search	> Search	> Search	>	Search	> Search	> Search	>	Search	> Search		Search	Search	Search
1		1161	Supplier		A	DM F	PROJECT_2	EUR		-1000.00	-1000	.00	40	-1000.00	-1000.00
2															

12.4. Examples of currency prepayments

Paymer	nt 10034	4 Confirmed									Last ch	nanged by	(23.11.202	2 at 12:05:5	5)		
Related docu	ments: kanne																
Number		Date	Reference		Purchase invoid	es	Paid	Paid in	n Currency		Pay mode				y.		
	100344	01.01.2022				0	882.	92	0	.00	Р	Q					
Comment					Object	0	Project	User	_		Difference						
Supplier						Q		Q TRIIN	P	Q		882.92					
Copy selecti	on Delete se	election Bulk	Insert													= x	4
🗆 No. 🧄	P Invoice	No 🖋 Supplier	» Name in bank	Supplier in	nvoice 🥜 Object	🔑 Proj	ect 🥜 & Bank Cur 🖉	Bank Sum	۶ Paid	P مر	relD 🖉	Cust. Total 🤌	Cust. Tota	I EUR 🎤	Bank account/IB	🤌 🛛 Inv. Balance	P [
	> Search	> Search	> Search	> Search	> Search	> Sea	rch > Search >	Search	> Search	> Sear	rch Search	S	earch	>	Search	Search	\rightarrow
1		1161	Supplier				USD	1000.00	882.92		41	1000.00	8	82.92			
Financ	e - Trai	nsaction	10 TASU: 10	0344 💽	Saved								Last changed	l by	(23.11.2022	at 12:05:55) 🦻	
Туре	Number		Date	Re	eference		Description						De	bit		2 and a second	
TASU		100344	01.01.2022				Supplier								882.92		
Credit	882.92	Difference 0															
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🗌 No. 🥎	≁ Account	> Object	🔑 Pro	ject 🤌 Desc	ription		ل مر	ebit ۶	Credit 🦻	Cui 🖉	Rate	≁ Cur. Del	oi 🤌 Cur. Cre	≁ VAT d	c 🕹 Supplier	≁ Custom ≯	
	> Search	> Search	> Sea	rch > Sear	ch		> Search	> Se	arch >	Se >	Search	> Search	> Search	> Searc	> Search	> Search >	Sea
1	111201			Supplier	r				882.92 US	D 0	.882924245		1000.00		1161		
2																	

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

2025/07	7/06 12:	24						33	3/38					Payments
Close I Event	New Cop Stock Rec	y Confirm s eipt Data fro	Save Mail Print m e-invoice	Delete F	<< >>		Status Cha	anged	LOGOUT					
Number 1	100680													
Supplier 1	1161	Supp	blier			VAT Reg	No		Su	ppliers invoid	e 310522			
Payee						VAT Reg	No			Surve	y			
							. Ma	in C	Proceeding		iolde			
Inv	voice date	31.05.2022				Bank co	de O		Troceeding	y ⊂ Datai	leius	Purchase order		
Paym	ont torms	7	Obi	act PROD	Ban	account/IB/	AN 22105	0323227	7	_		S Receipt		
Fayin	Duo dato	, 07.06.2022	Crod acco	unt 212211	Dai		of	0525221		_		Cradited invoice		
	On date	21.05.2022	Cred acco	ant 212211	-	K And	er.			_		Internal Invoice		
	Op. date	31.05.2022	Pioj	ect		Ast	set				-	Internal invoice		
	VAI Date		Origin Cour	try	~	Deal ty	pe			~		Expence		
	Received	23.11.2022 12:40	:13 Tj	pe (choose type)	~	Stat	us (choo	se status	s) 🗸					
Red	clamation		Recl. descript	ion									Split by resou	rces
	Comment											e-mail		
Int	comment													
Currency	y USD	20.11.2022 12	VAT total	0.00 T	Fotal	1000.	.00	Divida	ble sum			Prepayment		1000.00
Date	Document	Suppliers	invoice Comment PreID	Item Descriptio	on	SN Object Pro	ject	Su	ubtotal VAT	code Total w	/VAT	Used	Rate	Selected
01.01.2022	2 Payment 1	00344	Supplier 41					1	000.00	100	0.00	0.00	0.8829USD	1000.00
Rate	e	0.933445347	Rounding	0.00 T E	Fotal Base	1000. 933.	.00 45	Di	fference			Balance		1000.00
Trans Financ Type OST	action e - Tra	nsaction (100680 3	DST: 100680 sa Pate F 11.05.2022 m	ved leference	Descriptio 1161 Sup	on pplier//310522				L	ast changed De	d by (23.11.2 bit 1866.	022 at 13:15:55) 9	9 *
Credit	1866.9	0												
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Credit Copy selec	1866.9	o Difference	Ik Insert 】 Paste Recipe 】	Split from Resources		ر Dehit	6 Cred	it & Cu	۶ Rate	و کرد کرد کرد کرد کرد کرد کرد کرد کرد کرد	۶ Cur Cre	VAT cc به Suppl	er & Custom	り、X ド Resource
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Copy select	1866.9 tion Delet & Account > Search 1 212211 2 522107 3 212211	Difference 0 e selection Bu > Cobject > Search PROD PROD PROD	Ik Insert Paste Recipe	Split from Resources cription cch ts Payable Siupplies ts Payable	3	 Debit Search 933.45 933.45 	Cred Search 933.4	it ^{Je} Cui > Se USD USD USD	▶ Rate > Search 0.93344534' 0.93344534' 0.93344534' 0.93344534'	 <i>F</i> Cur. Debi Search 1000.00 1000.00 	 Cur. Cre Search 1000.00 	> VAT cc > Suppl > Searcl > Searcl 1161 1161 1161 1161	ier Custom Search	ッズ・ メート Search
Copy select	1866.9 tion Delet × Account > Search 1 212211 2 522107 3 212211 4 114501	Difference 0 e selection Bu > Cobject > Search PROD PROD PROD	Ik Insert Paste Recipe	Split from Resources cription tch ts Payable upplies ts Payable try Prenavments		 Debit Search 933.45 933.45 	 Cred Search 933.4 882.9 	it × Cui > Se USD USD USD 2 USD	> Rate > Search 0.93344534' 0.93344534' 0.93344534' 0.93344534' 0.88292424' 0.88292424'	 Cur. Debi Search 1000.00 1000.00 	Cur. Cre > Search 1000.00	> VAT cc > Suppl > Searcl > Searcl 1161 1161 1161 1161	ier & Custom	ッス・ ・ ・ ・ Search
Copy select	1866.9 tion Delet > Search 1 212211 2 222107 3 212211 4 114501 5 423001	Difference 0 e selection Bu F Object > Search PROD PROD	Ik Insert Paste Recipe /* Project /* > Search > Accour Accour Accour Invent Profit	Split from Resources cription tch ts Payable supplies ts Payable ny Prepayments om exchange rate differ	ences	P Debit J > Search 3 3 933.45 933.45 9	 Cred Search 933.4 882.9 50.5 	it × Cur > Se USD USD USD 2 USD 2 EUR	P Rate > Search 0.93344534* 0.93344534* 0.93344534* 0.88292424*	 Cur. Debi Search 1000.00 1000.00 1 	Cur. Cre > Search 1000.00 1000.00 50.52	 ✓ VAT cc ✓ Searcl > Searcl 1161 0 1161 1161 1161 1161 1161 	ier / Custom	b b k k Resource > Search

12.4.2 Prepayment netting on the payment document in currency

Examp	le : Pre	epayme	nt															
Paymer	nt 10034	5 Confirmed												Last chang	ged by	((23.11.2022 at 13	:42:05)
Related docu	ments: <mark>kanne</mark>																	
Number		Date	Reference	Pur	chase invoices		Paid			Paid ir	n Currency		Pay	mode				ķ
	100345	01.01.2022				0		882.	.92			0.00	Ρ		Q			
Comment				Ob	ect		Project			User			Diffe	erence				
Box						Q			Q	TRIIN	Р	Q		8	382.92			
Copy selecti	on] Delete se	election Bulk I	nsert														(
🗆 No. 🥆	۶ Invoice ا	No 🥕 Supplier	P Name in bank	Supplier invoice	> Object	🤌 Proje	ect 🥜 🎤 Bar	nk Cur 🌛	۶ Ban	k Sum	۶ Paid	۶	PreID	۶ Cust	. Total	۶	Cust. Total EUR	& Bank account/I
	> Search	> Search	> Search	> Search	> Search	> Sear	rch > Sea	arch	> Sea	rch	> Search	> s	earch	Search		Search		> Search
1		1158	Box				USD		1	000.00	882.92		42	1	000.00		882.92	
T	a ki a sa																	

Transaction

Financ	e - Transac	tion TAS	J: 1003	45 Saved										L	ast.	changed	l by	(23.11.202	2 at	13:42:05) 🦉	D	
Туре	Number	Date		Reference	Descript	tion										De	bit			,	ç	
TASU	10	0345 01.01.2	022		Box													882.92				
Credit Copy select	Diffe 882.92	on Bulk Inse	t Paste R	rine Solit from Resources																5 X		5
	と Account と Ot	hiect	& Project			ŗ	Debit	×	Credit	ار ک	1	Rate	ŗ	Cur Debi	20	Cur Cre	الم م	ے کر Supplier		Custom	ت ار بر	_
	> Search > Se	earch	> Search	> 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

ayment	: 100346	Confirmed											l	ast chan	iged by	(23.	.11.2022 at 14:09:15
elated docum	ents: kanne													Payme	ent mode	TYPE	E = EQUAL
Number	Da	ite	Reference		Purcha	ase invoices		Paid			Paid in Cu	rrency	Pav m	ode 🗡			
	100346 31	.05.2022				933	8.45		0.0	00		1000.0	0 P_SUF	PLIERS	Q		-
Comment					Object	t		Project	t		User		Differe	ence			
Box							Q			Q	TRIINP		Q	-	-933.45		
Copy selection	n Delete sele	ction Bulk I	nsert														
Copy selection	Delete sele	ction Bulk I	nsert	د الم	nvoice	۶ Object	≁ Pro	oject	≁ Bank Cur	۶ و	Bank Sum 🗸	PrelD	≁ Bank rat	e ۶	Cust. Total	عر ا	E E X ×
Copy selection	Delete sele Invoice No Search	ction Bulk I > Supplier > Search	Name in ban	 Supplier in Search 	nvoice	> Object> Search	ProSe	oject earch	✓ Bank Cur> Search	۶ کر ک	Sank Sum	PreID Search	Bank rate Search	e & Search	Cust. Total	ے Search	Cust. Total EUR
Copy selection	Delete sele Invoice No Search	ction Bulk I > Supplier > Search 1158	nsert	Search	nvoice	> Object> Search	≁ Pro> Se	oject earch	 Bank Cur Search USD 	ید ک ک	Bank Sum A Search 3 -1000.00	PrelD Search 42	 Bank rate Search 0.88292424 	e ۶ Search	Cust. Total	Search	Cust. Total EUR

The exchange rate profit/loss is calculated on the transaction

Finance	e - Tran	sactior	n TASU: 1003	46 Saved					Last	changed by	(2	23.11.2022 at 14	4:16:13) 🦻
Туре	Number		Date	Reference	Description					Debit			y.
TASU		100346	31.05.2022		Box						1	933.45	
Credit	933.45	Difference 0											
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🗌 No. 🥎	≁ Account	> Object	Project	P Description	۶ Debi	t 🤌 Credit	۶ Cui	۶ Rate	🤌 Cur. Debi	🥕 Cur. Cre	≁ VAT co	≁ Supplier	≁ Custo
	> Search	> Search	> Search	> Search	> Search	> Search	> Se	> Search	> Search	> Search	> Seard	> Search	> Searc
1	114501			Inventory Prepayments		882.92	USD	0.882924245		1000.00		1158	
2	212211			100681 Box	933.4	5	USD	0.933445347	1000.00			1158	
3	423001			100681 Profit from exchange r	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

2025/07/06 12:24									35/38								Payments				
Payme	nt 100349	Confirmed											Last	changed by	(23.11	.2022 at	t 14:33:21)				
Related doci	uments: kanne												Paym	ent mode	YPE = E	QUAL	-				
Number	Dat	e	Reference		Pure	chase invoice	s	Paid	Paid		Paid in Currency		Pay mode				y.				
	100349 31.	05.2022	m				933.45		0.00	0		1000.00 P	SUPPLIE	RS Q			<u>í</u>				
Comment					Obj	ect		Project		User		D	ifference								
GOLDEN B	OX						Q		0	C TRIINP		Q		-933.45							
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🗆 No. 🥎	۶ Invoice No	≁ Supplier	Name in bank	≁ Supplier	invoice	≁ Object	۶ Proj	ect 🥜 Bank Cur	ŗ	Bank Sum 🖌	Pre	eID 🕗 Bank r	ate 🖌	Cust. Total	c Cust	. Total I	EUR 🖌 Bank a	account/IB.	۶Ir	nv. Balance	۶ [
	> Search	> Search	> Search	> Search		> Search	> Sear	rch > Search	>	Search >	Searc	h > Search	Sean	ch S	Search		> Search		Search		>
1		1159	GOLDEN BOX					USD		-500.00		43 0.882924	245	0.00			0.00				
2		1159	GOLDEN BOX					USD		-500.00		44 0.888099	467	\sim							
3	100682	1159	GOLDEN BOX	3105223		PROD		USD		500.00		0.882924	245 🗲	>						1000.00	
4	100682	1159	GOLDEN BOX	3105223		PROD		USD		500.00		0.888099	467 🔫							1000.00	_
										PreID) exc	change rat	e manı	ally copied	to the p	ourch	ase invoice	a			
Trans	action																				
Finan	ce - Trar	nsactio	on TASU:	1003	49	Saved									Last cl	nange	d by	(23.11.2	2022 at	t 14:53:42)	୭
Type	Number		Date		Refe	rence		Description									Debit				
TASU		100349	31.05.2022	m				GOLDEN B	ох									933.4	15		1
Credit		Difference																			
	933.45	0																			
Copy sel	ection Delete	e selection	Bulk Insert	Paste Re	cipe]	Split from	Resou	rces) x (4
No	Account	& Object		Project	& Dec	cription			Ļ	Debi	ير •	Credit	E Cu	& Rate	e & Cur	Debi	& Cur Cre	& VAT	c &	Supplier	£
	> Search	> Soarch		Soarch	> 503	rch			5	Search	5	Soarch	> cu) Search) Son	rch) Soarch			Soarch	5
	1 114501	Jearch		Jearch	/ Jea	anu Dranau	monto		1	Jearch	1	A41 44		0 00000404	r Jea	cii	500.00	Jean		Dearch	-
	1 114501				invenu	bry Prepay	inents					441.40		0.00292424	2		500.00		112)9 50	
	2 114501				Invento	ory Prepay	ments				_	444.05	USD	0.88809946	/		500.00	-	115	5 9	
	3 212211	PROD			100682	2 GOLDEN	ROX			466.7	2		USD	0.93344534	/ 5	00.00			115	99	
	4 212211	PROD			100682	2 GOLDEN	BOX			466.7	2		USD	0.93344534	7 5	00.00			115	59	
	5 423001	PROD			100682	2 Profit fro	m excha	inge rate differ				47.94	EUR		1		47.94		115	i9	
	6 562401				Loss fr	om Exchan	ge Rate	Differences		0.0	1		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.

Paymer	nt 10036	2 Saved									La	ast changed by	(15.12.2022 at 16:15:47
Number		Date	Reference	Pur	chase invoices	F	Paid		Paid in (Currency	Pay mo	de 🖉	1
	100362	01.01.2022				0		441.46		0.	00 P	Q	
Comment				Ob	ect	F	Project		User		Ø Differe	nce	
Supplier pr	epayment in	USD,Suurem hankij			Q		Q	TRIINP		Q	441.46		
Copy select	ion Delete	selection Bulk I	nsert										× = = ×
No. 🕤 🗌	P Invoice	No 🥕 Supplier	Name in bank	Supplier invoice	e 🥕 Object	🤌 Proje	ct 🤌 Bank	Cur 🦻	Bank Sum	PreID	Bank rate	Supplier Total	Supplier Total EUR
	> Search	$Q \rightarrow Search Q$	> Search	> Search	> Sear Q	> Searc	Q > Sear	Q >	Search	> Sei Q	> Searc Q	Search	Search
≣ ∦ 1		1163	Supplier				USD		500.00	48	0.882924245	500.0	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 th	is document.	≓ Try new	version
Number DOK		Date	31.05.2022		Reference		P	urchase invoic	s	933.4	45 Paid	933.4	5 Paid in Cu	rrency	1000.00	
Pay mode P		Comment	Supplier		Object			Proje	ct		Difference	0.0	0			
User TRIINP	•	Bulk Insert														
				$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$												
NO Invoice No	Supplier	Name in ban	k S	upplier invoice	Bank Cur	Bank rate		Bank Sum	Fine	VC	Invoice Cur	Inv. Balance	ank Sum	Paid	PreID	Document
1 100687	1163	Supplier	3	31052022	USD		0.933445347	7 1000.00			USD	1000.00	1000.00	1000.0	D	
2	1163	Supplier			EUR		1	0.00					0.00	0.0	0	Choose pre payment
3														1		

Change the purchase invoice fields

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Number DOK		Date	31.05.2022	Reference			Purch	ase invoices	933.45	Paid	933.45	Paid in Current	y 1000.00)
Pay mode P		Comment	Supplier	Object				Project		Difference	0.00			
User TRIIN	P	Bulk Insert												
Change the exchange rate to the purchase prepayment rate manually Write the netting sum to the Bank Sum cell														
							0	\odot \odot \bigcirc						
NO Invoice No	Supplier	Name in bar	nk Bank Cur Ba	nk rate	Bank Sum	Fine	VC	Invoice Cur	Inv. Balance	Paid	PreID	Document	Reg No/ID number	Co
1 100687	1163	Supplier	USD	0.933445347	1000.00)		USD	1000.00	1000.00				
2	1163	Supplier	USD	0.882924245	-500.00	5				-441.4621225	48	Payment 100362		

After changing the fields, confirm the purchase invoice

Close New	Сору	Refresh Delete C	onfirm Save TH EST lo	cal Print	Mail 🗍 F	<< >> Status: Vi	ew	There is a new design a	vailable of this o	locument. 🗲	Try new version		
Number 10036	53	Date 31.05.2022		Reference		Purchase invoices	25.2	6 Paid	0.00 Paid	in Currer			
Pay mode PRE	SUP	Comment Supplier		Object		Project		Difference	25.26				
User TRIIN	Р	Bulk Insut Pay	ment mode must be typ	e = equal									
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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 exchange rate in which the prepayment was made **Bank rate**.
- use the netting payment as payment mode, which type is = equal

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2	2. Purchase inv	voice payment	is marked with th	e same exchange	rate as prepa	yment		1 Prenavme	nt is marke	d with the san	ne exchange rate a	s navment

The exchange rates are calculated on the financial transaction

Payments

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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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