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ACCOUNTANT MANUAL

Here we write tricks that make the accountant's life faster and easier.

TRANSACTIONS

When importing a financial transaction (by bulk import), no date is filled in the rows

If it is necessary to bulk import the transactions row date, you must also import **Periodized - Row** with the value **1**.

Nr	Nimetus	Järjekord
	NUMBER - Päis	
1	AEG - Päis	
2	SELETUS - Päis	
3	KONTO - Rida	
4	DEEBET - Rida	
5	KREEDIT - Rida	
6	AEG - Rida	
7	PERIODISEERITUD - Rida	

Example :

	А	В	С	D	E	F	G	Н	
1									
								Rida.	
	Päis.			Rida.	Rida.	Rida.		periodise	
2	Number	Päis.Aeg	Päis.Seletus	Konto	Deebet	Kreedit	Rida. Aeg	eritud	
3	100030	01.01.2021	. Massimpordi test	113431	2000.00				
4	100030	01.01.2021	. Massimpordi test	521115	1000.00				
5	100030	01.01.2021	. Massimpordi test	212211		3000.00			
6	100030	01.01.2021	. Massimpordi test	113431		1000.00	01.02.2021	1	
7	100030	01.01.2021	. Massimpordi test	521115	1000.00		01.02.2021	1	
8	100030	01.01.2021	. Massimpordi test	113431		1000.00	01.03.2021	1	
9	100030	01.01.2021	. Massimpordi test	521115	1000.00		01.03.2021	1	
10						<u> </u>			
11			Kollasega osa ko	peerida	massimp	ordi pea	le		
12									

The same transaction after bulk import :

d <<: Finant	ts - kanne FIN	1:100030 _{v2} - Go	oogle Chrome					-					
Iogin.directo.ee/ocra_directo_jane/fin_kanne.asp?number=100030&tyyp=FIN													
Sule Uus Koopia Salvesta Kustuta Trüki Image: F Clek: Vaata Tüüp FIN Periodiseeri PÖÖRDKANNE Muutused Muutused Muutused Muutused Muutused													
Number 100	030	Aeg 01.01.2021	Viide	Käive	5000	5000							
Seletus Mas	simpordi test			Vahe)								
Pangaväljavõt	ted: -												
Looja 06.06.2	021 8:55:28	/iimati muutis: JA	NE 06.06.2021 8 55:28 Massasetaja	Aseta ret	sept 🗆 Jaga	ressurssidelt							
NR Konto	Objektid	Projekt	Sisu		Deebet	Kreedit	KM kood	Aeg					
1 113431			Ettemakstud varakindlustus		2000.00								
2 521115			Ruumide kindlustus		1000.00								
3 212211 Hankijatele tasumata arved						3000.00							
5 212211			3			0000.00							
4 113431			Ettemakstud varakindlustus			1000.00		01.02.2021					
4 113431 5 521115			Ettemakstud varakindlustus Ruumide kindlustus		1000.00	1000.00		01.02.2021 01.02.2021					
4 113431 5 521115 6 113431			Ettemakstud varakindlustus Ruumide kindlustus Ettemakstud varakindlustus		1000.00	1000.00		01.02.2021 01.02.2021 01.03.2021					

How can I change balance in EUR to USD?

If the account should have USD-s, but until now the transactions have been made in EUR-s, then in order to adjust the account, EUR-s must be written off and USD-s must be received.

Example: The account must have 1000 USD on 31.03.2021, but there is 852.88 EUR (which is worth 1000 USD).

- The account still has transactions in EUR-s and the balance has been manually revalued to be correct as of 31.03.2021 exchange rate
- I make a financial transaction to adjust the amounts I transfer USD-s instead of EUR. Enter the sums to correct the currency to the transaction Cur. debit field and currency cell minus EUR-s on the account instead of USD-s.

Number 1000	072	Aeg 31.03.202	Viide	Käive	0	0			
Seletus USD)-ide konto kor	rastus (kontol p	oeab olema 1000 USD-i)	Vahe	0				
^o angaväljavõt	ted: -								
	16 10 2021 10	53:22 Viimati	muutis: JANE 06 10 2021 20:05:48	antoin	Acoto rotoont		aidalt		
	00.10.2021 10	JJ.ZZ VIIIIdu	Massa	isetaja	Aseta retsept	 Jaga ressurs 	sideit		
						0			
NR Konto	Objektid	Projekt	Sisu		Val. deebet	Val. kreedit	Valuuta	Kurss	Kogus
1 111205			Pangakonto USD - sisestatud algselt EL	JR-is	-852.88		EUR	1	
111205				100.1			LICD	0.953979465	
2 111205			Pangakonto USD - sisestatud algselt EU	JR-IS	1000		030	0.052070405	

ACCOUNTANT MANUAL

5/53

Algsaldo	-	0,00	-								
Number	Objekt	Aeg	Seletus	KMK	Deebet	Kreedit	Val.deebet	Val.kreedit	Val.	Muutus	Saldo
FIN.100069		31.12.2020	saime USD-i laenu 1000 USD-i		814,93	0,00	814,93	0,00	EUR	814,93	814,93
FIN.100070		31.01.2021	USD-i ümberhindlus - käsitsi		9,65	0,00	9,65	0,00	EUR	824,58	824,58
FIN.100071		28.02.2021	USD-i ümberhindlus - käsitsi		1,02	0,00	1,02	0,00	EUR	825,60	825,60
FIN.100073		31.03.2021	USD-i ümberhindlus - käsitsi		27,28	0,00	27,28	0,00	EUR	852,88	852,88
FIN.100072		31.03.2021	USD-ide konto korrastus (kontol peab olema 1000 USD-i)		-852,88	0,00	-852,88	0,00	EUR	0,00	0,00
FIN.100072		31.03.2021	USD-ide konto korrastus (kontol peab olema 1000 USD-i)		852,88	0,00	1 000,00	0,00	USD	852,88	852,88
					852,88	0,00				852,88	852,88
Lõppsaldo	8	52.88									

2025/07/29 01:40

• If the account has currency that has not been revalued, then currency revaluation transaction should be made first. Then in the future can use Maintenance > Currency rates > Currency rate converter to convert currency rates.

BANK STATEMENTS

Why does the bank statement START BALANCE DIFF sum is shown in red

If there is a red non-zero number in the DIFF cell, it means that the bank start balance for that day and the Directo account start balance are not equal. If the DIFF cell has a number for a long time, look at the previous days bank statements and find a bank statement with a start balance DIFF a zero and start checking from that day.

Start balance block contains information fields

- In fail shows start balance in bank
- Directo shows account start balance in Directo
- **DIFF** shows the bank statement start balance difference

If everything is correct, the DIFFERENT sum will be a 0.00 number in black colour.

Dat	e: 25.08.2022	1	
	Start balance	Final Balance	
In file:	232 565.81	240 925.42	EUR
Directo:	232 565.81	240 925.42	EUR
DIFF.:	0.00	0.00	

If the day's start balance does not equal to the bank start balance statement in Directo, DIFF will show a red number.

b	Bank Stater	nents 220723 _{v2}	- Work - Microsoft Ed	ige												- 1	⊐ ×
🖯 h	ttps://login.direc	to.ee/ocra_	/fin_valjavo	ote.asp?NUME	ER=220723												A» ⊕
Close	New Copy	Refresh	Delete Save IN	MPORT SEPA E	ST Print	Mail 🖗 🛛	«	Status: View		Date	25.08.20	122					
Numt	per 220723	Date 25	.08.2022		Employee (dire	cto)	Sum	0.00	Closed		Start baland	ce Final Balance			IN	0	UT
Pay mo	de 3	Comment GV	N 20220826-0717-SEE	B_PeriodicState	Object		Project			In file:	452 554.3	452 554.38 EU	JR Transact	ions:	0		0
				_			-			Directo:	415 335 (9 415 335.09 EU	JR 1	fotal:	0.00	-0.	00
										DIFF.:	37 219.2	9 37 219.29					
												-					
ALL I	Not used Receipt	Payment T	Transaction Card pa	yment Expension	se due Cash	Salary paymen	t Set ty	pe for selected	Not used	~							
NO Date	Account N	lo	Reg No/ID numbe	er Company		Description			Currency S	Sum	Fee	Reference no	Payment No	Rule Typ	e	Doc no.	Account
										_				A	kction 🗸 🗸	•	
1										If	there is a	sum, then the	bank dav	Not	t used 🛛 🗸	•	
2										S	art baland	e in Directo is	incorrect	Not	t used 🛛 🗸	•	
3														Not	t used 🛛 🗸	•	
4														Not	t used 🛛 🗸	•	
5														Not	t used 🗸 🗸	,	

If the DIFF number is red on the bank statement, it means that the previous day's bank statement final balance is not the same sum in the financial account and in the bank.

- Go to the **previous** day bank statement and check if all rows are covered with transactions.
- Check if all receipts and payments have been confirmed in the **previous** day's bank statement.
- If all the lines have been checked and there is still a difference, look at this account **previous day's** statement in the nominal ledger and check if all the rows are there.



Errors, that may occur

- 1. financial transaction has incorrect account
- 2. payment, receipt, etc. not created
- 3. payment, receipt has been created, but not confirmed
- 4. double payment, receipt has been created
- 5. accidentally have been deleted some bank service financial transaction
- 6. by mistake, the date was changed when making a copy of the bank service transaction

Find the error and fix it. DIFF sum is always 0.00 if everything is correct.

If the bank statement is linked to the wrong document, what to do?

• Remove the wrong link in the row by pressing the red X in the Type column

		Clic	k on the red X and	d disconnect	
Not used	<u>`</u>	<u> </u>			
Currence	y Sum	Fee	Reference no	Payment No Rule	Type Doc no Account
					Abling 🗸 🗸
EUR	÷	2850.77	32212691	1075 ADE	Receipt [X] 220286

- Select the document type and create a new link
- Check, if the correct connection was made
- Check account statement
- Mark the bank statement as closed

Can a bank statement be linked to a financial transaction already made?

Financial transactions that are not created directly from a bank statement **cannot** be linked to a bank statement. When checking the bank statement, add Type "Not used" to these bank statement lines. When all actions related to the bank statement have been completed, mark the bank statement as

closed.

I transfer money from one bank account to another, why a double entry occurs?

If money is transferred between your own bank accounts and both bank accounts appear in the bank statement, you must check that only one bank statement has a financial transaction and on the other bank statement is marked "Not used".

Example: **Without a rule** If both bank accounts appear on the bank statement, start with the account statement from which the money was withdrawn

ALL Not use	d Receipt Payment Tra	ansaction Card payment Expense due	Cash Salary payment	Set type for selected Not used	~					
NO Date	Account No	Reg No/ID number Company	Description	Currer	icy Sum	Fee	Reference no	Payment No Ru	ile Type	Doc no Account
									Action	~
1				eur	200.0	00		A	D Transactio	n [X] 100074 113101
2 30.01.2021	EE86 221	My own company	's name Money transfer	EUR	20000	00		A	D Transaction	✓ 10201
3									Not used	V
4						1	Account number 1	to which	Hor used	~
5						t	he money was tra	insferred	Not used	~
6									Not used	~
7									Not used	v

If you don't want to create rules for the bank statement, can select a transaction and mark the account where the money goes to. To create a transaction, click Transaction option and Create transaction from the top bar to activate it.

Transaction

d <<: Finants - kanne FIN:210347 _{v2} - Go	ogle Chrome					
login.directo.ee/ocra_	/fin_kanne.asp	o?tyyp=FIN&number=2	10347			
Sule Uus Koopia Meil Trüki	Finantskanne	0 F << >> Olek:	Muudetud Tüü	ip FIN		
Periodiseeri PÖÖRDKANNE MIINUSK	ANNE Muutuse	d				
Number 210347 Aeg 30.01.2021	Viide	Käive	200000	200000		
Seletus raha ülekanne Minu oma firma nimi		Vahe	0			
Pangaväljavõtted: 210031					\$	
Looja JANE 27.05.2021 12:03:05 Viimati mu	utis: JANE 27.05.2	021 12:03:04 Massasetaja	Aseta retsept	Jaga ressurssid	elt	
NR Konto Objektid	Projekt	Sisu		Deebet	Kreedit	KM k
1 10202		Minu oma firma nimi raha üle	ekanne		200000.00)
2 10201		Minu oma firma nimi raha üle	ekanne	200000.00		

Mark the row "Not used" on the money income bank statement, because the transaction has already been prepared.

ALL Not used	I Receipt Payment	Transaction Card payment Expense due	Cash Salary payment Set t	ype for selected Not used 💙	Generat	e: Transaction	
NO Date	Account No	Reg No/ID number Company	Description	Currency Sum	Fee	Reference no	Payment No Rule Type [
							Action 🗸
1				eur 20	00.00		ADD Transaction [X] 1
3 30.01.2021	EE8655555221	My own company`	s name Money transfer	EUR 200	00.00		Not used 🗸

I transfer money from one bank account to another. I use a bank statement - how should the bank statement rules be created?

2) **Rules: option 1.** If you have a lot of money moving between your bank accounts, you can create bank statement rules, that make transactions themselves.

Create a new rule from the bank statement row (Rule column - Add), where the necessary fields are

filled in:

Add new Write the rule code, for example CODE ACCOUNT_6221 (the last 4 digits of the bank account) My own company's name NAME >> PAY MODE Т PRIORITY **Rule conditions** DIRECTION Out 🔻 OTHER PARTY NAME My own company's name OTHER PARTY ACCOUNT NUMBER EE86 6221 delete the sum, then the rule SUM 200.00:200.00 always applies despite the sum CURRENCY eur DESCRIPTION Money transfer

, inc			Marca a start line ta call, then to the
F	nsaction		transaction row is written "not used" and you do not need to do anything
		>	
		>>	Write account number. The account
	201	*	is important for the transaction,
т		>	your need.
		>>	
		>>	
		>>	
		>	
CIPE		>	
	ment between your accounts	_	Write if you wish. No need to mark
		>	
	201	>> >> >> >> >> >> >> >> >> >> >> >> >>	Write account number. The accoun is important for the transaction, objects and projects according to your need.

You can always test the rule by saving and if the transaction is not created as you want, you delete it. Open the rule and change until you get the desired result. Save the rule. Save the bank statement again - then transactions that have not been created are created based on the rules.

3) **Rules: option 2.** If you don't want to use the "Not used" rule, you must create a rule for both bank statements, where the account is the bank's suspense account "money transfer", choose yourself

whether to make a balance account or an off-balance account starting with a number 9!.

a) To the bank rule for withdrawing money, add bank's suspense account "money transfer" to the account field, the transaction is created like this

d <<: Finants - kanne FIN:210355 _{v2} - Google Chrome —												
login.directo	o.ee/ocra/fi	n_kanne.asp?numl	per=210355%20&tyyp=Fl	N&clr1=1&csc	roll=0&hoiatus=	=						
Sule Uus Periodiseeri Po	Koopia Salvesta Ku ÖÖRDKANNE MIINUS	ustuta Meil Tr SKANNE Muutused	üki Finantskanne 🛈 F	< >> (Dlek: Vaata	Tüüp FIN						
Number 210355	Aeg 30.01.2021	Viide	Käive	200000	200000							
Seletus raha ülek	anne Minu firma nimi		Vahe	0								
Pangaväljavõtted:	-						÷					
Looja JANE 30.05	5.2021 20:27:03 Viimati m	nuutis: JANE 30.05.2	021 20:28:33 Massasetaja	Aseta retsept	Jaga ressurssi	delt						
NR Konto Ot	ojektid	Projekt	Sisu		Deebet	Kreedit	K					
1 10299			Raha teel		200000.00							
2 10202			Minu oma firma nimi raha ül	ekanne		200000.0	0					

b) To the bank rule for the money coming in - add bank's suspense account "money transfer" to the account field, so you can always check that the bank's suspense account must be 0. The transaction is created like this:

d <<: Finants	s - kanne FIN:210354 "	2 - Google Chrome	Ν				_						
🔒 login.dir	recto.ee/ocra_	/fin_kanne.asp?n	number=210354%	620&tyyp=Fl	N&clr1=1&cs	croll=0&hoiatus	=						
Sule Uus Periodiseeri	Sule Uus Koopia Salvesta Kustuta Meil Trüki Finantskanne Image: Finantskanne Finantskann												
Number 2103 Seletus raha	Number 210354 Aeg 30.01.2021 Viide Käive 200000 200000 Seletus raha ülekanne Minu firma nimi Vahe 0 0												
Pangaväljavõ Looja JANE	tted: - 30.05.2021 20:16:46	Viimati muutis: JANE 30.	05.2021 20:18:34	Massasetaja	Aseta retsept	Jaga ressurssi	delt	\$					
NR Konto	Objektid	Projekt	Sisu			Deebet	Kreedit	K					
1 10201			Minu firma nim	ii - raha ülekar	nne	200000.00)						
2 10299			Raha teel				200000	.00					

On the bank statement, receipts via TREASURY are not placed on the correct customer

If the state board pays for the customers and the receipts are not tied to the invoice, then

- Use an invoice-based reference number
- Make sure that the reference number is indicated on the invoice printout sent to the customer
- When creating a receipt from a bank statement, the reference number is taken into account and the sums received are linked exactly based on the invoice reference number

The bank statement has not arrived, how can I add it manually

If for some reason the bank statement has not been automatically received in Directo (technical problem), the bank statement can be added manually.

• Download the required day's bank statement - file format ISO_XML_

· · · · · · · · · · · · · · · · · · ·									
A ★ Igapäeva- pangandus	Kaardid	Maksete vastuvõtmine	inantseerimine	Kindlustus	Hoiustamine, investeerimine	Traderoom	Kontsernikonto	Partner- pakkumised	l
<u>Avaleht</u> ► Igapäevapangandus ► Ko	nto väljavõte								
Valige faili forma	at								
Valige faili forma	at								
Valige faili forma	a t Salvesta fail f	formaati PDF	÷						
Valige faili forma	a t Salvesta fail fi	formaati PDF PDF	÷						
Valige faili forma	a t Salvesta fail fi Panga l	formaati PDF kinnitus PDF TH5	+						
Valige faili forma	a t Salvesta fail fi Panga l	formaati PDF PDF kinnitus TH5 TH6_IB CSV	↓ BAN						

• Create a new bank statement in Directo



- Mark Payment mode and save, after that a button will appear
 IMPORT SEPA EST
- Upload the file and press IMPORT

D Impordi väljavõte 🗤 - Google Chrome
login.directo.ee/ocra /mr_laek_thansa_import.asp?valjavote=220180
Impordi väljavõte (10M) Choose File statement.xml ISO XML EST (camt.053.001.02/camt.052.001.02) v Sorteeritud - Vajuta IMPORT Vajuta IMPORT

- After uploading will apply all automatically configured actions
- Check
- If the same day statement is received later, delete the duplicate bank statement

The user can`t see some bank accounts statements and information

Make a separate payment method for each bank account. We can limit the rights through payment visibility rights. Under user rights or user group rights, add the right to see restricted payment rights.

Visibility rig	ghts	
Forbidden	Allowed	Right
	٠	Pasters
	•	Cost and NetProfit view
	•	Invoice stock changing checkbox
	٠	Stock level column
	٠	Unbound attachments
	>	Survey types 🕜
P,S,T	>>	Allowed payment modes 🕜

If empty, everything is allowed. List of codes with commas. If even one code is filled, only that code is allowed.

Expenses

How do I see expense sums by different currencies?

If an expense has rows in several different currencies and/or different expenses have expenses in different currencies and want to view the report by currencies. For example expense:

🗅 <<: Expen	ise 100065 _{v4} -	Work - Micr	osoft Edge															- (
🗇 https	://login.dire	cto.ee/ocra	a_directo_	/fin_kulutus	.asp?NUMB	ER=100065												
Close N	ew Copy	Save M	lail Print	UF OF	'EN ««	>> Transa	ction Status	Confirmed										2
Expense D	ue Event]																
Numbe	er 100065		(Date 31.01.2022		s	urvey											
Expende	r MARGUS		Expender n	ame Margus														
								DataFields O Pr	oceeding									
Tra	ans date 31.01	1.2022		Signer			Project											
	Туре			Asset			Object											
	Person JANE			Start			to											
Co	omment Differ	rent costs																
	Order			Ordinance			Ext. Id											
Int co	omment																	
Last changed	d by: 1	0.08.2022 14	4:11:18				Paste Re	cipe Bulk Insert										
Currency E	UR \	/at Total	40.0	0 Subtotal	340.95	Base	340.95											
Rate	1	Rate-D	0.0	0 To pay	380.95													
NO Type	Date	Doc NO	Supplier	Supplier name	Account	Object	Project	Description		Quantity	Currency	Rate	Base	Unit price	Subtotal	VATCode	AT	RS VAT
1	15.01.2022	225	1010	Koopiakeskus	125361	ADMIN, MALL		Paper		1	USD	0,882924245	105.9509		120.00	0	0.00	120.00
2	20.01.2022	2234	1012	Directo	527401			Directo training		1	EUR	1	200.0000		200.00	1	40.00	240.00
3	20.01.2022	112	1011	DONALD Taxi	526401			Taxi		1	SEK	0,095337973	35.0005		367.12	0	0.00	367.12
4																		

Expender report - options <u>With rows</u>, <u>Currency</u> shows the selected expenses sums in different currencies below

	ider report va - work	c - Microsoft Edge												
🖯 http	s://login.directo.e	e/ocra_directo	/fin_aru_kulutaja.asp?	showall=jee&o	otsi_kulutaja	a=MARGUS&p	ersonal_qf_kood=	&perso	onal_qf_sisu=&ot	si_kinnitaja=&	kas_aeg=28	&otsi_aeg1=01.01.	2022&otsi_aeg2=31	.01.2022&seeria=
ON EXPEN	SE: Expender	MARGUS	l Signer		Status	•	D	Date	♥ 01.01.2022	: 31.01.2022				
	Range		Asset		Person		Country	~						
	Туре		Object		Currency		Project		Customer					
	Confirmed	all 🗸	(Expense datafic 🗸		Comment		City		Ordinance					
IN ROW:	Doc NO		Supplier		Account		Date	:						
	Description			_	Item		VAT code							
	With rows	to customer	With purchase invoices	Currency	Subtotal	~				View common	✓ Print	REPORT		
Number	Date	Expender	Object	Signer	Status	Comment	Period	1	Days		Subtotal	Vat Total	To pay	Currency
100065	Type 31.01.2022	Date MARGUS: Mar	Object	Supplier	Doc NO	Account Different cos	Description		Currency Q	uantity	Unit price 340.95	Subtotal 40.00	VAT 380.95	RS VAT
100000	01.01.2022	15.01.2022	ADMIN, MALLE	E 1010: Koopiake	skus 225	125361	Paper		USD	1	0.00	120.00	0.00	120.00
		20.01.2022		1011: DONALD	Taxi 112	526401	Taxi		SEK	1	0.00	367.12	0.00	367.12
Kokku:		20.01.2022		1012: Directo	2234	527401	Directo training	(EUR D	1	0.00 687.12	200.00	40.00 727.12	240.00
	Currency EUR	Subtotal 340.95	Vat Total 40.00	To 38	pay 80.95	Base currency 380.95	Current	t rate 30.95						
Sum of row	s by currencies:	Currency USD SEK EUR	R\$ VAT 120.00 367.12 240.00	}←	Selected	l expense ro	ows in different	t curre	ncies					

How should employees' daily allowances be entered??

Daily allowances are reflected on the Expense document. Daily allowances are not part of the salary and are not reflected in the salary module.

• Create Expense type

Finance Settings > Expense Ty	rpes											
😋 Back 🗋 New 🖓	🕽 Back 🗋 New 🖓 Copy 💼 Delete 🛛 Save Status: View											
Daily allowance												
TYPE	DAILY_ALLO	WANCE										
DESCRIPTION	Daily allowar											
ACCOUNT	526101	>>										
OBJECT				>>>								
PROJECT				>>>								
VAT CODE			•									
UNIT PRICE	0											
PERSONNEL INCOME	Yes 🔻											

• Create expense and confirm

<<: Expense 100066 v2 - Work - Microsoft Edge</p>

https://login.dire	cto.ee/ocra_directo_	/fin_kulutus.a	asp?NUMBE	R=100066							
Close New Copy Expense Due Event	Confirm Save Del	<mark>ete</mark> Mail P	rint 🛈 F	« »	Status Cha	anged					
Number 100066	(Date 14.06.2022		S	urvey						
Expender MALLE	Expender na	ame Malle Maasik	as								
					\odot \bigcirc \bigcirc	DataFields OPr	oceeding				
Trans date 14.0	6.2022	Signer			Project						
Туре		Asset			Object						
Person JAN	E	Start			to						
Comment											
Order		Ordinance			Ext. Id						
Int comment Päe	/arahad Soome 15.06 - 16	6.06.2022									
Last changed by: 14	.06.2022 12:05:25				Paste Rec	ipe Bulk Insert					
Currency EUR	Vat Total 0.00	Subtotal	100.00	Base	100.00			0 Jan			
Rate 1	Rate-D 0.00	To pay	100.00	Daily all	owance to	be paid		2 days	Agreed daily allowand	e for one day	
					• •	0		•			
NO Type Date	Doc NO Supplier	Supplier name	Account C	bject	Project I	Description		Quantity Currency Rate	Base Unit price	Subtotal VATCode VAT	
1 DAILY_AI			526101			Daily allowance		2 EUR	1 100.0000 50.00	100.00	0

- Create a payment, in agreement with the employee before going on a business trip
- If by agreement with the employee the daily allowances are paid together with the business trip expense, then can create an expense, where all the expenses of the business trip are indicated.
- Expense types can be added to the salary printout, where is marked **Personnel income YES**.

EXPENSE DUE

FIXED ASSET

How can I check if all fixed assets and low value assets cards have been created?

Report purchase invoices - write in the account cell the fixed asset accounts you want in the report (comma-separated list). Choose "show rows". In the Name/Asset column the rows show the asset numbers, when the asset cards have been created.

Searches only for fixed assets created from the purchase invoice lines.

🖒 <<: Report -	- Purchase invoi	ices _{v2} - Work - I	Microsoft Edge	•								-		\times
🙃 https:/	//login.directo	o.ee /ocra_dire	cto /or_	aru_arved.a	sp?hankija=&klass=	&hankija_arve=	&viide=&vkonto=	&objekt	=&proje	ekt=&hankija_ty	/yp=&data1=&d	data1_t=&lisav_se	e A∿	Ð
IN INVOICE		Supplier			Class		Sup.Invoice			Reference	9	2 🖄		
		Account			Object		Project			VAT zone	•	 Sup.type 		~
	(Purchase	e invoic 🗸				(Supplier DataFie	ld) 🗸			WI	all 🗸			
	Per	riod 🗸 (01.08.2021	: 01.08.2021	Confirmed	all 🗸	User			Range	9			
Fixed asset	ts accounts	- Due date		:	Balance	(all) 🗸	PayTerm	è		Currency	/			
comma se	parated lis	Туре	(all)	~	Status	(all) 🗸	Sum	is bigger t	han 🗸					
IN ROW		Account	125361	±	Content		Sum			Iten	1	Item Class		- 1
		VAT			VAT code		Invoice			Stock II)	SN		
	_	Contract		-	Customer		User							
PROCEEDING	j .	Proceeder			Role		Proceeded		•					
_		Iotai		<u> </u>	Sorted by	Lime V	View	common	````					
W/o Stock Reg	d Show row	/s 🗆 exact m	atch 🕛 to c	ustomer 🖾	Currency Dipoints	; 🗆 weight 🗆	VAT Reg No 🗆 F	leg nr 🗆	Comme	ent 🗆	REPORT			
🗆 orig. subto	otal							(default))	PRINT INVO	ICES MAIL INV	OICES Print		
Number S	up.Invoice 1	Time	Due date	Su	pplier	Name	Project		Pa	vTerm Object	Sum	VAT	Tota	1
Account	· (Content	Start:Due of	late	΄ [Asset	Project	Item	Qty	Object	VAT code	VAT	Sum	n
100570 01	10821 0	01.08.2021 Server C200	08.08.2021	10	15	MarkIT Eesti AS A118			1	7 HR	1 100.00 EUR 1	220.00 EUR 220.00 EUR	1 320.00	
1											1 100.00	220.00	1 320.00	0
			_	_			If the asset	card ba	as not					
FI	urrency UR	1.33	Sum 20.00	Base curren 1 320	cy Curren 00 1.3	t rate 20.00	been created	, the as	set co	de				
							is no	t visible	•					
Number of row Number of row Row total: Row total VAT:	ws: 1 100.00 ws: 1 1 100.00 ī: 220.00													

How can I get fixed assets as of 31.12.2019?

Report - Asset list

Write in the time fields **Date** and **Valid** date 31.12.2019. **Valid** is a helpful field that also shows assets written off after the report date.

🗅 <<: Report - Asset lis	C <<: Report - Asset list v₂ - Work - Microsoft Edge												
https://login.d	lirecto.ee/ocra_directo	/yld_inventar_aru_r	imekiri.asp										
Code	Class	In charge	Object	Department	(Data field)	~	2						
Description	Comment	Customer	Supplier	Start	(Data field)	~							
SN	Take asset	:	Project	Date 31.12.201	9 (Data field)	~							
Sorted by Date	✓ Written off	1	End	1	(Data field)	~							
User	Subtotal	~	Valid 31.12.20	019	(Data field)	~							
LV ID	Actions	:		~									
🗆 asset 🗹 capital	asset 🗹 intangible asset	written off Relation	ted 🗹 money 🗆 multi	ple datafields 🗌 Closed 🗌	dates 🗆 Type 🗌	Accounts insurance info	Purchased customer master class cution LV ID						

Why the asset history report does not match the balance sheet

- The closing checkmark on the asset cards is intended to "write off" low value assets, i.e. to remove them from the reports. The fixed asset cards should not be closed, when fixed assets are written off. If you close the card, it will no longer appear in the Asset history and Asset List reports, and the reports will not be comparable to the balance sheet.
- Actions in the asset module **changing the financial transactions dates** do not change the dates in the reports and the asset module and the balance sheet data are not comparable.
 - $\circ\,$ For example changing the depreciation transaction dates / sums
 - $\circ\,$ or changing the billing / write-off date

Can the car fringe benefit also be calculated for low value assets?

Can not. The car fringe benefit is calculated on the **Asset Depreciation** report and only fixed assets come into that report.

Car fringe benefit can only be calculated for cars on fixed asset cards.

In case the cars do not belong to the company, but is in the company's use on an operating lease or other agreement basis, then a separate fixed asset class for the car fringe benefit should be created under the fixed asset classes.

Can fixed assets be partially written off on the asset card?

Fixed assets cannot be partially written off on the asset card. If you want to write off a part, then you should write off all and then take into account only the part that remained. On the new fixed asset card, you can partially write off the fixed asset proportionally from the acquisition cost.

OBJECTS

NETTINGS

MIDDLE TRANSACTIONS

BUDGETS

BALANCE

I want to exclude one object from a certain object level

Balance report	Salance report I exclude one object from the object level												
ARU													
(Time start 🗸 01.01.2021	(Compare) 🗸	Currency	Report ARU	Configure	è 🖪 🛃 🥎	(DataField)	~						
end 31.08.2022	Period	Object [!HR	Level 15 (DEPAR1 🗸	Project	Ð	(DataField)	~						
Unit/round 0,1 V	Depth (all)	🖌 Language English 🗸	Split 🗸 🗸]		(DataField)	~						
🗹 accounts 🕻	🛛 date 🔽 total 🔽 change	🗹 zero 🗌 unbalanced				✓ Print	Mail REPORT						
objects divided	🗸 🗹 objects w/ name 🗌	levels 🗹 transpose											
		ADM Administration Production	PROD ST department Stock and logi	OCK stics	Total								
objects divided	objects w/ name	levels C transpose ADM Administration Production	PROD ST department Stock and logi	OCK stics	Total								

Why does the balance sheet show all the income statement accounts with a plus sign

If the income statement accounts are shown in the balance sheet description, then the income

accounts balances are shown with a + sign and expense account balances with a - sign, i.e. expense accounts balances also appear in the report with a + sign.

Finants - pearaamat						Bilanss					
Aeg: algus 01.01.2021 lõpp 31.1	2.2021 Konto algu	is 411001	löpp 9999	🗈 😢 者	(lisaväli)	Kasumi kontroll					
Korr. konto näita	korr. kontosid Objekt	KONS	Tüüp		(lisaväli)						
Muutus on suurem kui 🗸	Selgitus		Viide		(lisaväli)						
Keel 🗸 kan	de seletus 🗸					Aeg algus 01.01.2021	Võrreldav	Val	uuta	Aruanne KK	
Sort1 Aeg V Sort2 sort	eerimata 🗸 🗹 ainult su	mma 🗌 vaheld. k	contod	Fi	irma						
Konto Nimetus	Algsaldo	Deebet	Kreedit M	Auutus	Lõppsaldo	lõpp 31.12.2021	Periood	Objel	t	Tüüp	
411001 Kauba müük	0.00	0.00	118.40 -	118.40	- 118.40	Keel 🗸					
412001 Teenuste müük	0.00	0.00	2 915.38 -2 9	915.38	-2 915.38		1 🛃	n . n			
522110 Tootearendus	0.00	4 337.37	0.00 4 3	337.37	4 337.37	(Laiali) V	objektid nimega	💟 muutus 💟 kontoo	i 🗆 aeg 🗀 poor	dtabel FIRMA	
651150 Intressikulud laenudelt - kontsern	0.00	2 858.06	0.00 24	858.06	2 858.06						
Kontod kokku	0.00	7 195.43	3 033.78 4	161.65	4 161.65	Aruandeaasta kasum (kahi	um) (kõik)		01.01.2021	muutus	31.12.2021
Bilansiaruanne KK _{va} - Google	Chrome		D			411001 Kauba müü 412001 Teepuste m	k nok	Tulukontod	0.00	118.40	118.40
A login0 directo any	/fir	bilanciaru acni	Wood=VV			522110 Tootearend	us	Kulukontod	0.00	4 337.37	4 337.37
I logino.directo.ee/	(111	i_bilalisialu.asp:	KOOU-KK			651150 Intressikulu	d laenudelt - kontsern	Kulukontou	0.00	2 858.06	2 858.06
Sule Uus Koopia Jäta Ku	stuta Salvesta Olek:	/aata ARI	UANNE Puuduvad kontod			Kokku Aruandeaasta kasu	n (kahjum) (kõik)		0.00	-4 161.65	-4 161.65
Kood KK Objekt	Kasutaja	Taksonoom	nia 🗸 🗸								
Nimi Kasumi kontroll		Kommenta	ar			1					
Viimati muutis:SUPER 26.08.2022 15:48:29											
NR Number Tüüp Kont	tod / Tehe Obj	ekt	Tekst	к	llassGra						
1 3750 1(Tulem) ✓ 4110	000:711999		Aruandeaasta kasum (kahjun	m) (kõik)	1(Kreedit) 🗸						

INCOME STATEMENT

NOMINAL LEDGER

The nominal ledger gives an error message

The nominal ledger does not open on the screen if the data volumes are too large and shows an error message. The nominal ledger data can get to excel by selecting the necessary fields and pressing the CSV button directly.

Finants - Pearaamatu aruanne												
Aeg algus 01.09.2000	lõpp 29.09.2021	Konto algus 4	lõpp 9		Projekt	Ð	(lisaväli) V		» 🕙 🔒 📾			
Korr. konto	näita korr. kontosi	d Objekt	Тüüр	\sim	Keel	\sim	(lisaväli) 🗸					
Muutus on suurem kui	~	Selgitus	Viide		Klient	\oplus	(lisaväli) 🗸					
Sort1 Aeg 🗸	Sort2 sorteerimata 🗸	Kanne 237	\$		Hankija	\pm	Ühik/täpsus 0,01 🗸					
KM kood (kõik)	~	Tasemeta	Valuuta	١	Vahesumma	\sim	🗌 🗆 ainult saldoga					
mõlemad 🗸] 🗋 ainult summa 🗌	vaheld. kontod 🔲 muutusega	kontod 🗌 saldeerimata		C tasemed C lisainfo		Trüki ARUANNE					
An error occurred on the sen	ver when processing the	URL. Please contact the system	administrator.									
If you are the system administ	strator please click here to	o find out more about this error.										

See the instruction here:

salvesta_aruanne_csv_failina

Exclusion in the nominal ledger

Set in system settings - character to search empty field (a little-used sign that you like - for example #)

17/53 ACCOUNTANT MANUAL System settings (1) COMMON SETTINGS Character to search empty field #

From nominal ledger can check does all transactions have necessary objects and projects.

d KENA PÄEV: Finants - pearaamat 🗤 - Google Chrome													
🔒 login.dir	login.directo.ee/ocra_directo_jane/fin_aru_pea.asp?uus=ei&aeg1=01.01.2021&aeg2=31.01.2021&kred_konto=40000&konto=50641&projekt=&projekt_qf_ko												
Finants -	Pearaama	itu aruan	ne										
Aeg algus 01.	01.2021 lõp	p 31.01.2021	Konto algu	s 40000	lõpp	50641	Projekt		\oplus		2	😫 🔒 📼	
Korr. konto		näita korr. kon	tosid Obje	(t	Tüüp	~	Keel	~					
Muutus on	suurem kui 🗸		Selgitu	s	Viide		Klient		\pm				
Sort1 Ae	eg 🗸 Sort	2 sorteerimata	✓ Kan	ne ,	-		Hankija		\oplus	Ühik/täpsus 0,01	~		
KM kood (kč	ŏik)		✓ Tasemet	a	Valuuta		Vahesumma		~	ainult saldoga			
rea	seletus 🗸 🗌	ainult summa	vaheld, konto	i 🔽 muutusega k	ontod	saldeerimata	a 🗆 tasemed			Trüki ARUANNE			
40131 Algsaldo	Tulud teenust	te müügist											
Number	Objekt	Projekt	Aeg	Seletus	alat		I	KMK	Deebe	et Kreedit	Muutus	Saldo	
ARVE.10005	OBJEKT1 I	PROJEKT1	01.01.2021	Tulud teenuste müt	igist			1	0.0	0 1 000.00	-10 965.82	-10 965.82	
ARVE.10002	OBJEKT1		01.01.2021	Tulud teenuste müü	igist			1	0.0	0 100.00	-11 065.82	-11 065.82	
Lõnnsaldo	11 065 82								0.0	0 11 065.82	-11 065.82	-11 065.82	
50641 Algsaldo	Raamatupidar	misteenused	I										
Number	Objekt	Projekt	Aeg	Seletus				кмк	Deebe	t Kreedit	Muutus	Saldo	
OST.10002			01.01.2021	Raamatupidamistee	enused			1	814.9	3 0.00 6 0.00	814.93	814.93	
OST.10005	OBJEKT1	PROJEKT1	01.01.2021	Raamatupidamistee	enused			1	814.9	3 0.00	1 729.52	1 729.52	
OST.10005	OBJEKT1		01.01.2021	Raamatupidamistee	enused			1	99.6	6 0.00	1 829.18	1 829.18	
OST.10001	OBJEKT1		01.01.2021	Raamatupidamistee	enused			1	1 000.0	0 0.00	2 829.18	2 829.18	
051.10008	UBJEK11	PROJEK12	05.01.2021	Raamatupidamistee	enused			1	2 928 6	3 0.00 1 0.00	2 928.61	2 928.61	
Lõppsaldo	2 928.61										2 0 2 0 0 1	2 0 2 0 0 0	

Project exclusion in nominal ledger

Show me transactions, where the project is missing. For this, add the empty field character, marked in the system settings, to the project cell (for example: #).

Finants -	Finants - Pearaamatu aruanne											
Aeg algus 01.	.01.2021	lõpp 31.01.2021	Konto alg	us 40000	lõpp 5064	11	Proje <mark>kt</mark> #	\oplus		2	a) 🔒 📾	
Korr. konto		näita korr. kon	tosid Obje	kt	Tüüp 🔽		Keel 🗸					
Muutus on	suurem kui	~	Selgit	us	Viide		Klient	\pm				
Sort1 Ae	v pe	Sort2 sorteerimata	V Kan	ne			Hankija	Æ	Ühik/tänsus 0.01	×		
				····				-				
KM kood (k	õik)	_	✓ Taseme	ta	Valuuta	V	ahesumma	~	💛 ainult saldoga			
rea	seletus 🗸] 🗌 ainult summa 🛛	vaheld. konto	d 🗹 muutusega kontoo	: 🗆 :	saldeerimata	🗆 tasemed 🗌 lisainfo		Trüki ARIJANNI			
40131	Tulud teer	nuste müügist							Ŭ			
Algsaldo		0.00										
Number	Objekt	Projekt	Aeg	Seletus Tulud te enuete müürlet			KMK 1	Deeb	et Kreedit	Muutus	Saldo	
ARVE.10006	OB IEKT1		01.01.2021	Tulud teenuste müügist			1	0.0	0 9 965.62	-9 905.02	-9 965.62	
ARVE. 10002	OBJERT		01.01.2021	ruidu teenuste muugist				0.0	0 10 065 82	-10 065.82	-10 065.82	
Lõppsaldo	-10 06	5.82						0.0	10 000102	10 000102	10 000102	
50641	Raamatup	oidamisteenused	l									
Algsaldo		0.00										
Number	Objekt	Projekt	Aeg	Seletus			KMK	Deeb	et Kreedit	Muutus	Saldo	
OST.10002			01.01.2021	Raamatupidamisteenuse	ed		1	814.9	0.00	814.93	814.93	
OST.10003			01.01.2021	Raamatupidamisteenuse	ed		1	99.6	6 0.00	914.59	914.59	
OST.10005	OBJEKT1		01.01.2021	Raamatupidamisteenuse	ed		1	99.6	6 0.00	1 014.25	1 014.25	
OST.10001	OBJEKT1		01.01.2021	Raamatupidamisteenuse	ed		1	1 000.0	0.00	2 014.25	2 014.25	
Lőppsaldo	2 01	4.25						2 014.2	.000	2 014.25	2 014.25	

Object exclusion in nominal ledger

To search transactions which has for example a car object missing, we need to exclude this level object level.

To exclude multiple levels objects, add a list of object levels separated by a comma.

D <	<: Paste Objects _{vz} - Work - Microsoft Edge	- 0
ċ	https://login.directo.ee/ocra_directo	/yld_m_objekt_aseta.asp?unit=put_objekt&kuhu=fin_aru_pea.objekt& A
Lev	vel Type	Object 🄊
1	OSAKOND	✓
2	ALAMOSAKOND	×
3	ASUKOHT	✓
5	ISIK	✓
6	AUTO	×
7	OSS JA IOSS ERIKORD	✓
8	OSS JA IOSS ERIKORRA RIIK	~
9	INTERNAL TRANSACTION/EXTERNAL T	R
13	RIIGI RAHAVOOD	×
15	DEPARTMENT	✓
P	ASTE New Show All	✓ PASTE

Initial example:

Finants - Pearaamatu aruanne

Aeg algus 01	.01.2021	lõpp 31	.01.2021	Konto algus	40000	lõpp	523104	Proje	kt	Ð	(lisaväli)	~	
Korr. konto		nä	ita korr. kontosio	d Objekt		Tüüp		✓ Ke	el	~	(lisaväli)	~	
Muutus or	n suurem kui	~		Selaitus		Viide		Klie	nt	Æ	(lisaväli)	~	
Sort1 A	ea 🗸	Sort2 S	orteerimata 🗙	Kanne		Sügavus	(kõik) 🗙	Hanki	ia	Ē	Ühik/täpsus 0.01	~	
	- 5 - 10			T			<u></u>			_			
	OIK)		<u> </u>	lasemeta	_	valuuta	_	vanesumm		~	🗆 ainult saldoga		
rea	seletus 🗸	']∪ ainu	lt summa 🕛 🗤	vaheld. kontod	muutuseg	a kontod	saldeerimata	U tasem	ed 🗌 lisa	ainfo	Trüki ARUANN	E	
412001	Teenuste	e müük											
Algsaldo	-14 2	48,21											
Number	Objekt	Pro	ojekt	Aeg	Seletus	i		1	KMK	Deebet	Kreedit	Muutus	Saldo
ARVE.100064	ADMIN	K2	01:Päikesepane	elid 01.01.2021	Koolitus	5			1	0,00	679,11	-679,11	-14 927,32
ARVE.100065	ADMIN	K2	01:Päikesepane	elid 01.01.2021	Koolitus	; ;			1	0,00	679,11	-1 358,22	-15 606,43
ARVE.100066	ADMIN	K2	01:Päikesepane	elid 01.01.2021	Koolitus	;			1	0,00	679,11	-2 037,33	-16 285,54
Lännaalda	16	205 54								0,00	2 037,33	-2 037,33	-16 285,54
Loppsaido	-10	260,04											
521115	Ruumide	kindlus	stus										
Algsaldo		0,00											
Number	Objekt	Pr	ojekt	Aeg	Seletus			KI	IK	Deebet	Kreedit	Muutus	Saldo
FIN.100030				01.01.2021	Ruumide ki	ndiustus				1 000,00	0,00	1 000,00	1 000,00
Lõnnsaldo	1	000 00								1 000,00	0,00	1 000,00	1 000,00
522100	Väikovat	oondid											
	Vainevai	0.00											
Number	Objekt	0,00 Pro	iekt	Aeg	Sele	tue			кмк	Deebet	Kreedit	Muntue	Saldo
OST 100063	Objekt	110	JORT	01 01 2	021 print	er kontorisse			1	400.00	0.00	400.00	400.00
OST 100062				01.01.2	021 klavi	atuurid			1	350.00	0,00	750.00	750.00
OST 100061	VAIKEV	K20	3:Mesi 23 hoon	e ehitus 01.01.2	021 väike	evahendid - para	ndus		1	679.11	0.00	1 429 11	1 429 11
										1 429,11	0,00	1 429,11	1 429,11
Löppsaldo	14	29,11											
523104	Autode k	cindlust	us										
Algsaldo		0,00											
Number	Objekt	Pr	ojekt	Aeg	Seletus			KN	IK	Deebet	Kreedit	Muutus	Saldo
FIN.100060	HANS,746	6MST		01.01.2021	Autode kind	llustus				12 000,00	0,00	12 000,00	12 000,00
FIN.100060	HANS,746	SMST		01.01.2021	Autode kind	llustus				0,00	11 000,00	1 000,00	1 000,00
										12 000,00	11 000,00	1 000,00	1 000,00
Lõppsaldo	1	000,00											

Show me transactions, where level 6 objects are missing

Finants - Pearaamatu aruanne lõpp 31.01.2021 lõpp 523104 \oplus Aeg algus 01.01.2021 Konto algus 40000 Projekt (lisaväli) × Korr, konto näita korr. kontosid Obiekt Tüüp ~ Keel (lisaväli) \sim Muutus on suurem kui 🗸 Selgitus Viide Klient \pm (lisaväli) V \pm Sort1 Aeg \mathbf{v} Sort2 sorteerimata 🗸 Kanne Sügavus (kõik) 🗸 Hankija Ühik/täpsus 0,01 v • KM kood (kõik) Tasemeta 6 Valuuta Vahesumma ~ ainult saldoga Trüki ARUANNE saldeerimata rea seletus 🗸 🗋 ainult summa 🗌 vaheld. kontod 🗹 muutusega kontod tasemed lisainfo 412001 Teenuste müük -14 248,21 Objekt Algsaldo Projekt Number Aea Seletus кмк Deebet Kreedit Muutus Saldo ARVE.100065 ARVE.100064 ADMIN ADMIN K201:Päikesepaneelid 01.01.2021 K201:Päikesepaneelid 01.01.2021 Koolitus Koolitus 0,00 0,00 679,11 679,11 -679,11 -1 358,22 -14 927,32 -15 606,43 ARVE.100066 ADMIN K201:Päikesepaneelid 01.01.2021 Koolitus 0 00 679 11 -2 037 33 -16 285 54 0,00 2 037,33 -2 037,33 -16 285,54 l õppsaldo -16 285 54 521115 Ruumide kindlustus Algsaldo 0,00 Number FIN.100030 Objekt Projekt Aeg 01.01.2021 Seletus кмк Deebet 1 000,00 Kreedit 0,00 **Muutus** 1 000,00 Saldo 1 000,00 Ruumide kindlustus 1 000.00 0.00 1 000.00 1 000.00 Löppsaldo 1 000,00 522109 Väikevahendid Algsaldo 0,00 Projekt кмк Number Objekt Aeg 01.01.2021 Seletus Deebet Kreedit Muutus Saldo OST.100063 OST.100062 printer kontorisse klaviatuurid 400,00 750,00 400.00 0.00 400.00 01.01.2021 350,00 0,00 750,00 OST.100061 VAIKEV K203 Mesi 23 hoone ehitus 01 01 2021 väikevahendid - parandus 679 11 0.00 1 429 11 1 429 11 1 429,11 0,00 1 429,11 1 429,11 Lõppsaldo 1 429.11

Show me transactions, where department (level 1), subdivision (level 2) and car (level 6) objects is missing

Finants -	- Pearaa	imatu aruan	ne						
Aeg algus 01	.01.2021	lõpp 31.01.2021	Konto algus 40000	lõpp 523104	Projekt	\pm	(lisaväli)	~	
Korr. konto		näita korr. konto	osid Objekt	Tüüp	✓ Keel	~	(lisaväli)	~	
Muutus or	n suurem kui	~	Selgitus	Viide	Klient	Ð	(lisaväli)	~	
Sort1 A	eg 🗸	Sort2 sorteerimata	✓ Kanne	🚽 Sügavus (kõik) 🗸	Hankija	Ð	Ühik/täpsus 0,01	~	
KM kood (k	:õik)		✓ Tasemeta 1,2,6	Valuuta	Vahesumma	~	ainult saldoga		
rea	seletus 🗸	ainult summa	🛛 vaheld. kontod 🗹 muut	usega kontod 🛛 🗍 saldeerimata	🗌 tasemed 🗌 lis	sainfo	Trüki ARUANNI		
521115 Algsaldo	Ruumide	kindlustus _{0,00}							
Number FIN.100030	Objekt	Projekt	Aeg Seletu 01.01.2021 Ruumi	s de kindlustus	КМК	Deebet 1 000,00 1 000.00	Kreedit 0,00 0.00	Muutus 1 000,00 1 000.00	Saldo 1 000,00 1 000.00
Lõppsaldo	1	000,00				,	-,	,	,
522109 Algsaldo	Väikevah	endid 0,00							
Number OST.100063	Objekt	Projekt	Aeg 01.01.2021	Seletus printer kontorisse	КМК 1	Deebet 400,00	Kreedit 0,00	Muutus 400,00	Saldo 400,00
OST.100062			01.01.2021	klaviatuurid	1	350,00	0,00	750,00	750,00
OST.100061	VAIKEV	K203:Mesi 23 ho	oone ehitus 01.01.2021	väikevahendid - parandus	1	679,11 1 429,11	0,00 0,00	1 429,11 1 429,11	1 429,11 1 429,11
Lõppsaldo	14	29,11							

Show me transactions, where department (level 1), subdivision (level 2) and car (level 6) objects and project is missing.

Finants	s - Pearaa	amatu arua	inne							
Aeg algus (01.01.2021	lõpp 31.01.2021	Konto algu	s 40000	lõpp 523104	Pro	jek #	(lisaväli)		~
Korr. konto		näita korr. ko	ontosid Objel	kt	Tüüp	~	Keel 🗸 🗸	(lisaväli)		~
Muutus	on suurem kui	~	Selgitu	IS	Viide	ĸ	ient	(lisaväli)		~
Sort1	Aeg 🗸	Sort2 sorteerimat	ta ❤ Kanı	ne 🖉 Süş	gavus (kõik) 🗸	Har	kija	🗄 Ühik/täps	us 0,01 🗸	·
KM kood	(kõik)		✓ Tasemet	ta 1,2,6 Va	luuta	Vahesur	nma	✓ □ ainult	saldoga	
re	ea seletus 🗸	ainult summa	vaheld. kontoo	d 🔽 muutusega kontod	saldeerimata	🗆 tase	med 🗌 lisainfo	Trüki	ARUANNE	
521115 Algsaldo Number FIN.100030	Ruumide Objekt	e kindlustus 0,00 Projekt	Aeg 01.01.2021	Seletus Ruumide kindlustus		КМК	Deebet 1 000,00 1 000,00	Kreedit 0,00 0,00	Muutus 1 000,00 1 000,00	Saldo 1 000,00 1 000,00
522109 Algsaldo	Väikevah	nendid 0,00								
Number	Objekt	Projekt	Aeg	Seletus		КМК	Deebet	Kreedit	Muutus	Saldo
OST.100063	5		01.01.2021	printer kontorisse		1	400,00	0,00	400,00	400,00
OST.100062			01.01.2021	klaviatuurid		1	350,00	0,00	750,00	750,00
Lõppsaldo	7	50,00					750,00	0,00	750,00	750,00

How to grant rigths to see only certain account statements

If the user is allowed to see a limited number of accounts, should create a personal Balance Sheet and/or Income Statement description for the user, where can highlight the accounts that are allowed and give the user limited rights:

1) System setting



hange gr	oup rig	ghts "Acc	counta	nt as	sistent"	Save
Documents	Reports	Setting	Other			
Finance						
Report		Unassigned	Denied	Own	Extended	All
Balance		0	0	٠	0	\bigcirc
Income stater	nent	•				
Finance Statis	tics					•
VAT declar.		•				
Nominal Ledg	jer	\bigcirc	\bigcirc		0	
Transactions I	ist	\bigcirc	\bigcirc	\bigcirc	•	0

3) Create a **balance sheet** or **income statement** with only the accounts that the user can see and in the employee cell add a comma-separated list of users who can see this report.

< <: Balance report v3 - Work - Microsoft Edge

https://	https://login.directo.ee/ocra_directo_/fin_bilansiaru.asp?new=1&clr1=1&eimuuda=jah&add=1⌖=&target2=&after=											
Close 1	Close New Refresh Save Status: Changed Missing accounts											
Code	REPORT	Object	Employe	eBOB	Taxonomy 🗸 🗸							
Description					Comment							
NO Number	Туре		Accounts / Formula	Object	Text	Class	Graph					
1 10	1(Resu	ult) 🗸	100001+100002		Report accounts	~						
2		~				~]					

4) User can only open a balance sheet or a income statement, where he/she is marked as a user

5) From the **balance sheet** you can open the **general ledger, only one account at a time**.

6) From general ledger report can see all the allowed accounts statements - write a commaseparated list of accounts in the account start field. Alt+A can be used to save under saved reports. Finance Report - Nominal Ledger

Time start 01.01.2021	end 03.11.2021	Account start 11110	1,111201 end	Project	\oplus	(DataField)
Corr.Account	show corr. acc.	Object	111101 Kassa	✓ Language English ✓]	(DataField) 🗸
Change is bigger than	v	Description	111201 Pangakonto	Customer	\oplus	(DataField)
Sort1 Time 🗸	Sort2 unsorted V	Transaction	▼ Depth (all) ∨	Supplier	Ð	Unit/round 0,01 V
VAT code (all)	~	w/o level(s)	Currency	Subtotal		✓ □ only with balance
row desc	🖌 🗆 only sum 🗌 mix	ked accounts 🛛 🗹 w	ith change 🛛 unbalance	ed 🗌 levels 🗌 more inf	o	Print REPORT

A user with limited rights can save the same report to the account start field by adding it as an accounts + list.

inance Report - Nominal Ledger										
Time start 01.01.2021 end 03.11.2021	Account start 111101+111201	end	Project	Ð	(DataField)	~				
Corr.Account Show corr. acc	Object	Туре	✓ Language English ✓		(DataField)	~				
Change is bigger than 🗸	Description	Reference	Customer	Ð	(DataField)	~				
Sort1 Time V Sort2 unsorted V	Transaction	▼ Depth (all) ∨	Supplier	Ð	Unit/round 0,01 🗸	·				
VAT code (all)	✓ w/o level(s)	Currency	Subtotal	~	only with balance					
row desc 🗸 🖸 only sum 🗍 r	nixed accounts 🛛 🗹 with change	unbalanced	🗌 levels 🗌 more info		Print REPORT					

PAYMENT SHEET

STATE BALANCE SHEET

Why the State account does not appear in the balance data

Reason - The state account has not been entered under financial accounts. State account - the cell is mandatory for this entry to appear in the balance data report. The account number of the state account plan is written here.

See The state balance sheet guide for more details: Riigi saldoandmik

MAINTENANCE - CURRENCY RATE CONVERTER

How to start using the currency converter, if until now the currency recalculation transactions have been made manually

- Create currency recalculation under maintenance with period end date
- Make a manual financial transaction with a minus sign to eliminate the double currency rate sum

Initial data - if the data is in currency, the opening balances should also be entered in the correct currency. If the data is entered as a financial entry, the data in currency should be entered under the second sheet (data in EUR is not entered).

Nu	mber	100063	Date 31.1	2.2020	Reference		Turnover	814.93	814.9	3
De	Description we received a loan in USD-s Difference					Difference	0			
Ba	nk Stateme	nts: -								
Cre	Creator 06.10.2021 18:47:55 Last changed by: 06.10.2021 18:47:55 Bulk Insert Paste Recipe Split from Resources									
Paste Recipe C Spin norm Resources										
									\bigcirc	
NO	Account	Object	Project	Description	1		Cur. Deb	it	Cur. Credit	Currenc
1	111204			Bank accou	nt USD			1000		USD
	111204			Danne accou	11.000			1000		000

Manual currency rate transactions for January and March.

Number	100070	Date 31.01.202	21 Reference	Turnover 9.65	9.6	5				
Description USD manual recalculation Difference 0										
Bank Statements: -										
Creator 06.10.2021 19:52:03 Last changed by: 06.10.2021 19:52:03 Bulk Insert Paste Recipe D Split from Resources										
			-		۲	0				
NO Account	Object	Project	Description	Debit	Credit	VAT code	Date		Customer	Customer Supplier
1 111205			Bank account USD	9.6	5					
2 660001			Currency rate profit (financial income		9.65					

Total January - March recalculations.

111204	Bank /	Account						
Beginning balance 814.9		814.93						
Number	Object	Time	Description	VC	Debit	Credit	Change	Balance
TRAN.100064		31.01.2021	USD-i ümberhindlus - käsitsi		9.65	0.00	9.65	824.58
TRAN.100065		28.02.2021	USD-i ümberhindlus - käsitsi		1.02	0.00	10.67	825.60
TRAN.100066		31.03.2021	USD-i ümberhindlus - käsitsi		27.28	0.00	37.95	852.88
					37.95	0.00	37.95	852.88
Closing balance	8	352.88						

Same account in USD Finance Report - Nominal Ledger

	j						
Time start 01.08.2022 end 31.08.2022	Account start 111204	end 111204	Project	\pm	(DataField)	~	
Corr.Account Show corr.	acc. Object	Туре	✓ Language Eng	llish 🗸	(DataField)	~	
Change is bigger than 🗸	Description	Reference	Customer	Ð	(DataField)	~	
Sort1 Time V Sort2 unsorted	✓ Transaction	▼ Depth (all) ∨	Supplier	\oplus	Unit/round 0,01	~	
VAT code (all)	✓ w/o level(s)	Currency USD	Subtotal		💌 🗌 only with balanc	е	
transaction desc only sum mixed accounts with change unbalanced levels more info Print REPORT							
111204 Bank Account SEK Beginning balance 1 000.00 Number Object Time	Description	VC	Debit Credit	Change	Balance		
Closing balance 1 000.00			0.00 0.00	0.00	1 000.00		

We do an automatic recalculation under Maintenance

Currency ra	tes converter	
Date	31.03.2021	
Range	FIN	
Previous	6 (USD-i pangakonto valuuta ümberarvutamine (111	204)) 🗸
Accounts	111204	
Description	USD bank account currency conversion	
Group by:	Object Project by Customer Supplier	
		Transaction

Manually corrected currency rate transaction

C P	Close New Copy Save Delete Mail Print Image: F Status: Changed Type TRAN Periodize REVERSE TRANSACTION MINUS TRANSACTION Changes											
Nu De	mber scription l	100068 JSD recalcula	Date 31.03.2 ation - manual tra	2021 Reference	Turnover Differenc	-37.95 e 0	-37.95					
Bar Cre	Bank Statements: - Creator 31.08.2022 15:20:43 Last changed by: 31.08.2022 15:20:43 Bulk Insert Paste Recipe Split from Resources											
NO 1 2	Account 111204 660001	Object	Project	Description Bank account USD Currency rate profit (financial in	Come)	Credit -37.95	VAT code					

Transactions in nominal ledger

111204	Bank	Account SEK	Correction of m					
Beginning bala	nce	814.93						
Number	Object	Time	Description	VC	Debit	Credit	Change	Balance
TRAN.100064		31.01.2021	USD-i ümberhindlus - käsitsi		9.65	0.00	9.65	824.58
TRAN.100065		28.02.2021	USD-i ümberhindlus - käsitsi		1.02	0.00	10.67	825.60
TRAN.100068		31.03.2021	USD-i ümberhindluse - käsitsi tehtud kannete ellimineerimine		-37.95	0.00	-27.28	787.65
TRAN.100066		31.03.2021	USD-i ümberhindlus - käsitsi		27.28	0.00	0.00	814.93
TRAN.100067		30.04.2021	USD-i pangakonto valuuta ümberarvutamine		37.95	0.00	37.95	852.88
					37.95	0.00	37.95	852.88
Closing balance	e i	852.88	Automatic curr	ency re	ecalculation			

TAX OFFICE

TSD Annexes 4,5,6

Annexes 4, 5, 6 data can also be automatically sent to E-MTA together with the TSD salary report.

For this:

1. Set up Fringe benefit field to kontodele.

Fringe benefit - you can choose which TSD Annex 4,5,6 fringe benefit field the account turnover is related to. It is useful to specify if is wanted the fringe benefit fields to be filled in when submitting the TSD to the Tax and Customs Board.

In front of each fringe benefit option, there is a code that shows which TSD Annex 4, 5 or 6 row exactly the account turnover data goes to.

Create necessary number of accounts to be able to automatically submit TSD annexes. For example, two separate financial accounts should be created for gifts. One up to the established limit and the other for gifts that cost more than the limit.

ERISOODUSTUS	~ ·
STATISTIKA	
	4000 (Eluasemekulude täielik või osaline katmine)
KEHTIV ALATES	4010 (Kindlustusmaksete tasumine, kui selline kohustus ei ole ette nähtud seadusega)
KONTOL ON NÕUTUD	4030 (Isikliku sõiduauto töösõitudeks kasutamise eest hüvitise maksmine üle piirmäära)
	4040 (Tööandja sõiduauto kasutada andmine töö-, ameti- või teenistusülesannetega või tööandja ettevõtlusega mitteseotud tegevuseks)
	4050 (Tööandja sõiduki või muu vara tasuta või soodushinnaga kasutada andmine töö-, ametivõi teenistusülesannetega või tööandja ettevõtlusega mitteseotud tegevuseks
	4061 (turutingimuste alusel arvutatud intressi summa)
	4062 (laenulepingus ettenähtud intressimäära järgi arvutatud intressi summa)
KOHUSTUSLIK	4081 (osaluse turuhind)
	4082 (osaluse realiseerimishind)
	4083 (optsioonipreemia)
	4091 (rakendatud hind)
	4092 (turuhind)
	4100 (Loobumine rahalise nõude sissenõudmisest)
	4110 (Tasemeõppe ja täienduskoolituse kulude katmine)

2. Check from the nominal ledger that everything is declared

Nominal ledger report <u>subtotal</u> **By employee benefit** helps to check the TSD annexes data sent to EMTA.

In the financial account, it is possible to determine to which TSD Annex 4, 5 or 6 row the expense on the account should move.



Subtotal by employee benefit - by transaction

Finance Report - Nominal Ledger

Time start 01.05.2022 end 31.05.2022 Corr.Account show corr. acc Change is bigger than v Sort1 Time V Sort2 unsorted v VAT code (all) v transaction desc v only sum v mi	Account start 0 Object Description Transaction w/o level(s) xed accounts With change	end z Type eference Depth all) currency unbalanced	Project Language Englis Customer Supplier Subtotal by Em I levels mod	h V H ployee benefit . V ore info	(DataField) (DataField) (DataField) Unit/round 0.01 ✓ only with balance Print REPORT	v v v	2 9 3 5
Katter Katter<	nine) Time 02.05.2022 nine)	Description TSD lisade test	VC	Debit 300.00 300.00	Credit 0.00 0.00	Beginning balance Change 300.00 300.00	169.78 Balance 469.78 469.78
4130 (Muud erisoodustused) Account Number Object 528201 TRAN.100151 4130 (Muud erisoodustused) Total:	Time 02.05.2022	Description TSD lisade test	vc	Debit 1 000.00 1 000.00	Credit 0.00 0.00	Beginning balance Change 1 000.00	150.00 Balance 1 150.00 1 150.00
5100 (Vastuvõtukulud) Account Number Object 528101 TRAN.100151 5100 (Vastuvõtukulud) Total:	Time 02.05.2022	Description TSD lisade test	VC	Debit 3 000.00 3 000.00	Credit 0.00 0.00	Beginning balance Change 3 000.00 3 000.00	0.00 Balance 3 000.00 3 000.00

Subtotal by employee benefit - only the sum

Finance Report - Nominal Ledger						
Time start 01.05.2022 end 31.05.2022 Account start 0	end z	Project	(DataFiel	d) 🗸		n n 🖉 🖉 n 🖉
Corr.Account Show corr. acc. Object	Туре	✓ Language English ✓	(DataFiel	d) 🗸		
Change is bigger than V Description	Reference	Customer	(DataFiel	d) 🗸		
Sort1 Time V Sort2 unsorted V Transaction	▼ Depth (all) ∨	Supplier	🕀 Unit/round	0,01 🗸		
VAT code (all) v/o level(s)	Currency	Subtotal by Employee	benefit . 🗸 🗹 only w	ith balance		
transaction desc 🗸 🗹 only sum 🗌 mixed accounts 🛛 🖉 with change	unbalanced	levels more info	Print	REPORT		
4110 (Tasemeöppe ja täienduskoolituse kulude katmine) Account Description 525812 Employees Training Costs (Taxable) 4110 (Tasemeöppe ja täienduskoolituse kulude katmine)		Beginning balance 169.78	Debit 300.00	Credit 0.00	Change 300.00	Closing balance 469.78
Account Sum		169.78	300.00	0.00	300.00	469.78
4130 (Muud erisoodustused) Account Description 528201 Fringe Benefits 4130 (Muud erisoodustused) Account Sum		Beginning balance 150.00 150.00	Debit 1 000.00 1 000.00	Credit 0.00 0.00	Change 1 000.00 1 000.00	Closing balance 1 150.00 1 150.00
5100 (Vastuvõtukulud) Account Description 528101 Representational Costs 5100 (Vastuvõtukulud) Account Sum		Beginning balance 0.00 0.00	Debit 3 000.00 3 000.00	Credit 0.00 0.00	Change 3 000.00 3 000.00	Closing balance 3 000.00 3 000.00
Account Sum		Beginning balance 8 370.97	Debit 4 300.00	Credit 0.00	Change 4 300.00	Closing balance 12 670.97

3. Send TSD

• Send TSD automatically to the Tax Office.

The data in Annexes 4, 5, 6 are automatically filled in together with the salary data.

As long as the TSD declaration has not been confirmed in the e-Tax Office, can change and correct the data in Directo and resend it.

• Download the TSD file from Direto and upload the appropriate annex one by one to the e-Tax Office.

If it is not recommended to automatically send the TSD to the e-Tax Office, the TSD file can be downloaded from Directo and upload the file to e-Tax Office either at once or separately.

SALES INVOICE

How can I change the payment term on a confirmed sales invoice?

It is sometimes necessary to change the payment term on a confirmed sales invoice (for example by parties later agreement, making debt payment schedule, etc). Making changes to the confirmed sales invoice must be under strict control.

Invoice 100201						
Customer 1020	A&E Office OY		Ass	et	Budget	
Ordered by			Surve	ey		
					O O Proceeding	
Date 01 01 2020	Cust rep		Stock		🔽 Upd	ate stock
Pay term 7	Our ref	Bob Brown	Object	ADMIN, DAVIDD	· ·	
Due date 08.01.2020	Salesman	BOB	Project	PROJECT_2		
Trans date 01.01.2020	Vastutaja		Order no.			
Cust order	Quotation		Credited invoice			
Sent 01.01.2020	Туре	(choose type) 🗸	Status	(choose status) 💊	•	
Comm. Training						<u>د</u>

User group, with the right to change the payment terms on a confirmed sales invoice, must have the following rights:

Other - Modification rights

Modification rights

Forbidden	,	Allowed	R	ight							
	•		Br ch	owse oosii	r fielc ng	ls					
	•		Us se	er fir tting	netuni s	ing					
			A	ter Fo	orm						
	•		Su Tra Cł	ibsys ansac nange	tem tions						
	•		Pr m	int la odify	yout ing						
	•		Ev m	ent s odify	tatus ing						
	_		Ba m	ink A odify	ccour ing	nt					
	٩		Pa be sa	ymei chai les d	nt teri nged ocum	m ca on ents	an s				
Documents Reports Setting	Other										
Delete row											
NO Module	Name	How		Browse	Columns	View	Add	Direct	Change	Delete	Confirm
1 artikkel_aal	AIM recipe		All								
2 aastaaru	Annual Reports	• •									Confirma
4 artikkel	Items	v v									

Why credit invoice transactions are not with a minus sign?

Positions

In order for the credit invoices financial transactions to have minus signs, turn on the system setting Finance transactions can be negative \rightarrow YES

V All 🗹



5

ametikoht

Attachments Folders

✓

✓

~

✓

Issuing a sales invoice if the customer is subject to VAT in several countries

If one and the same customer is subject to VAT in several countries, a separate customer card should be made for each different VAT register number and VAT country. When making invoices, the payer should always be the "main code" and the customer - the customer's card with the VAT information of the country to which the goods are delivered.

On both customer cards Multiple VAT zones must have a check mark.

Bank	B/a	Pay term 14	Del term	Del mode	Delivery schedule
Salesman SUPER	Price formula	Reg # 10652749	Currency	Language	Fine 2
VAT zone Domestic	VAT code	Vat reg no EE100615311	Prepayment%	Credit limit	Credit limit balance 0.00
Notice letter	Delivery Stock Delivery	VAT country	✓ Quotation	Special offers	Campaigns
Warns	Auto print No	✓ Destination	~	Deposit Yes 🗸	
Prohibits	Invoice printout	✓ ✓ Multiple VAT zones			

RECEIPT

10. Laekumisel - raha tagastamine kliendile

Directost saab otse kliendile raha tagastada. Mugav ekslike laekumiste, ettemaksude, deposiitide tagastamisek. Arveldusarve, kuhu raha kanda märgitakse kas kreeditarvele või kliendikaardile või otse laekumise dokumendile.

Raha tagastuse ekspordi õnnestumiseks :

- Laekumisel peab olema märgitud kliendi IBAN (arveldusarve). Korduvatel tagastustel täidetakse kliendikaardi vastav väli.
- Kliendil peab olema üherealine miinussummaga tagastus Summa S väljal
- SEPA eksport nupp tekib ainult kinnitamata laekumiselt
- Tasaarveldused peavad olema tehtud ja kinnitatud teise laekumise peal. Juhul kui laekumisele asetatakse nii pluss kui miinusssummadega ridu, siis raha tagastamine kliendile vaatab ainult miinussummasid

Uus kujundus

🖰 Uus 👻	Salvesta	🗸 Kinnita	💼 Kopeeri	→ ⊗ Jäta	前 Kustuta	Manused	🖄 Meili	i 🝷 🖨 Trú	iki 🝷	KSO	EKSPORT SEPA EST						
Laekum	Laekumine 107783 Salvestatud Viimati muutis (01.12.2022 kell 13:54:09)																
Number		Aeg		Viide		Laekunud		Arvete sur	mma		T-Tasu		Laekunud valu	iutas	Vahe		y.
	107783	13.10.2022				-	5120.00			0	(0.00		0.00	-	5120.00	
Tasumisviis		Kommentaar						Objekt			Projekt		Kasutaja		Koht		
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	> Otsi	> Otsi	> Ot	si > Ot	si	> Otsi	> Otsi	> (Dtsi					> Ots	și.	Otsi	
1			59	Direct	to	EUR		5120.00 Eksli	kult laeku	unud ai	ve tagastus			11111	111111111		-5120.00

Vana kujundus

Last update: 2022/09/07 12:17

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IMPORT SEPA	EST EKSPOR	RT SEPA EST	г							
Number 220008		Aeg 11.0	3.2022	Viide		Laekunud	-12.00	Arvete summa	-12.00 Par	nka
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1 220086		1063	DIRECTO OI	Ü .			FUR	1 -1	2 00 0 00 0	00

SALES LEDGER

PURCHASE INVOICE

How to record a capital lease on a purchase invoice

The company purchased fixed assets with a cost of 100,000+VAT. In order to reflect the fixed asset purchase invoice in the purchase module, the following posting must be made:

Valuuta EU	IR	KM kokku	20000.00 Summa		200.00 Jagatav summa	Ette	maks		0.00	
Kurss		1 Ümardus	0 Tasuda		20200.00 Erinevus		Saldo	2	0200.00	
NRTüüp	Konto	Objekt	Projekt	Kasutaja	Sisu	Summa	кмк	КМ	Klient	
1	21941	589NGU			Kapitalirendi pikaajaline kohustus	-86667.00	23	0.00		
2	21151	589NGU			Pikaajaliste kapitalirentide tagasimakse	d -13333.00	23	0.00		
3	10921	589NGU			Masinad ja seadmed (soetusmaksumus	se 100000.00	4	20000.00		
4	50643	589NGU			Lepingutasu	200.00	23	0.00		
5										

Liability accounts are entered with a minus for the financial entry to be correct. In the example, the capital lease obligation of the current year is also immediately reflected in the account "Repayments of long-term capital leases in the following periods" and "Long-term capital lease liability" sum reduced by this. The VAT code has been added to the fixed assets account. When the invoice is confirmed, the following financial transaction is created:

🗌 Nr 🔿	Konto 🖉 🎤	Objektid 🔑	Projekt 🧳	۶ Sisu ۶		Deebet 🔑		ç	Kreedit 🦯 🎤	KN	1 kood 🎤	ł
	> Otsi	> Otsi	> Otsi		> Otsi)	Otsi		> Otsi	>	Otsi	
1	10617	589NGU			Põhivara sisendkäibemaks		20000.	00		4		
2	21311				Hankijatele tasumata arved				20200.00			
3	21941	589NGU			Kapitalirendi pikaajaline kohustus		-86667.	00		23		
4	21151	589NGU			Pikaajaliste kapitalirentide tagasimaksed järgmis		-13333.	00		23		
5	10921	589NGU			Masinad ja seadmed (soetusmaksumuses)		100000.	00		4		
6	50643	589NGU			Lepingutasu		200.	00		23		
7												

After confirming the purchase invoice, a new fixed asset card can be created from the purchase invoice, under the third tab of the rows.

Confirming the prepayment on the purchase invoice gives an error message

A prepayment to the supplier is requested on the purchase invoice. The payment term is prepayment and the item in line is E2, confirming gives error:



• Set the default quantity to 1 on the purchase prepayment item card. Then the error will not appear.

If the company is not liable for VAT - how to enter purchase invoices

If the company is not liable for VAT, it is possible to enter purchase invoices.

1. Put cost sum including VAT into the cost and VAT 0

Create VAT code

Finance Settings > VAT codes > 58														
🚱 Back 🗋 New 🖆 Copy 💼 D	elete Save Status: View 🔊 View changelog													
Input VAT 20% (expense)													
CODE	58													
DESCRIPTION	Input VAT 20% (expense)													
VAT%	0													
SALES VAT ACCOUNT	>													
PURCHASE VAT ACCOUNT	212351 >>>													

Create purchase invoice

.

🗇 http	ps://login.dir	ecto.ee/ocra_directo_	/or_arve.asp?numbe	r=100576&reteven	t=0&hoiatus=&m=&cli	r1=1			
Close Credit?	New Co Transaction	py Save Mail Payment CashO	Print 🚺 F OP UT Event Stock	EN << >> Receipt	Status Con	firmed LOGOUT			l
Number	100576								
Vendor	1131	Wood OY			VAT Reg N	lo	Vendors invoice	010922	
Payee					VAT Reg N	lo	Survey		
						Main	Proceeding O DataF	Fields	
li li	nvoice date	01.09.2022	User	TRIINP	Bank code			Purchase order	
Payı	ment terms	14	Object	ADMIN	Account No 2	3222768762222		S.Receipt	
	Due date	15.09.2022	Cred account	212211	Ref.			Credited invoice	
	Op. date	01.09.2022	Project		Asset			Internal Invoice	
	VAT Date		Origin Country	EE (Eesti) 🗸	Deal type		~	Expence	
	Received	06.09.2022 11:40:46	Туре	(choose type) 🗸	Status	(choose status) 🗸]		
R	eclamation		Recl. description						Split by resources
	Comment	Not subject to VAT						e-mail	mary smith@gmail.con
In	nt comment								, in the second second
Last chan	iged by:	06.09.2022 11:44:1	0		Pas	te Recipe Bulk I	insert		
Currency	EUR	VAT tota	0.00	Total	120.00 Dividable su	m	Prepayment	0.00	
Rate	•	1 Rounding	g 0	Total	120.00 Differen	ce	Balance	120.00	
						Tota	al Cost including V	AT is entered in the to	otal cell
No Type	Accou	nt Object P	roject User	Description	-	Total 🛛 🗡 VAT	code VAT Item	Qty Stockli	D SN PID
1	52520	2		Directo costs		120.00	58 0.00	0	

• Purchase invoice transaction

Finance	ance - Transaction OST: 100576 [saved]								Last changed by (06.09.2022 at 11:49:49) 😏										
Туре	Number		Date		Reference	Description		Del	oit		y.								
OST		100576	01.09.2022			1131 Wood OY/Not subject to VAT/010922				120									
Credit	120	Difference 0																	
Copy select	ion Delete	selection	Bulk Insert	Paste Recipe	Split from Resources														
🗆 No. 🥎	≁ Account	≁ Object	≁ Project	≁ Description	on		۶	Debit	۶ Credit	۶ Date	≁ VAT cc	≁ Rate	≁ Currenc →						
	> Search	> Search	> Search	> Search			> Se	arch	> Search	> Search	> Seard	> Search	> Search						
1	212211	ADMIN		Debt to supp	oliers				120.00			1	EUR						
2	525202	ADMIN		Directo costs				120.00			58	1	EUR						

2. Enter the cost sum without VAT in the cost and VAT 20 (proportion 0)

• Create VAT code

33/53





• Create purchase invoice

Last update: 2022/09/07 12:17

🗅 < <: Purch	nase invoice 1	00577 _{vs} - Work -	Microsoft Edge																_
🗇 http	s://login.dir	ecto.ee/ocra_d	irecto_jane/or	_arve.asp?numbe	er=1005778cm=	&clr1=1&ho	iatus=												
Close Credit?	New Co Transaction	py Save Payment	Mail Print CashOUT	Event Stock	EN << :	»>	Status C	onfirmed	LOG	TUC									
Number	100577																		
Vendor	1131	We	ood OY				VAT Reg	j No		V	/endors	invoice 060	9222						
Payee							VAT Reg	j No				Survey							
								۲	Main		ding	DataFields	6						
In	voice date	06.09.2022 14	:07:49	User	TRIINP		Bank code						Pu	rchase	order				
Payr	nent terms	14		Object	ADMIN		Account No	23222	7687622	22		-		S.Re	eceipt				
	Due date	20.09.2022		Cred account	212211		Ref.						Cre	dited in	voice				
	Op. date	06.09.2022 14	:07:49	Project			Asset						Int	ernal In	voice				
	VAT Date			Origin Country	EE (Eesti)	~	Deal type					~		Exp	bence				
	Received	06.09.2022 14	:07:49	Туре	(choose type)	~	Status	(choos	se status) 🗸									
Re	eclamation		R	ecl. description												Split by reso	urces		
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Currency	EUR	V	AT total	0.00	Total	120.0	0 Orig. Subt	otal		100	Dividab	le sum			Pre	epayment		0.0(0
Rate		1 Ro	ounding	0	Total	120.0	0 Orig.	VAT		20	Diffe	erence				Balance		120.00	0
												Enter	the su	m with	out \	/AT			
No Type	Accou	nt Object	Project	User	Description			Total		Orig. Subt	otal 🙏	AT code VAT		Orig. V	/AT	Item	Qty	StockID	SI
1	52520	2	,		Directo costs				120.00	1	00.00	57	0.00		20.00			0	
2											_								

• Purchase invoice transaction

Finance	e - Tran	saction	OST: 10	0577 💽	Saved		Last changed	by (06.	09.2022 at 14:13:1	6) 🧐		
Туре	Number		Date		Reference	Description	Del	pit		×		
OST		100577	06.09.2022 1	14:07:49 🛗		1131 Wood OY/Not subject to VAT/0609222			120			
Credit	120	Difference 0										
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	> Search	> Search	> Search	> Search			> Search	> Search	> Search	> Searc	> Search	> Search
1	212211	ADMIN		Debt to tupp	liers			120.00			1	EUR
2	525202	ADMIN		Directo costs			20.00				1	EUR
3	525202	ADMIN		Directo costs			100.00			57	1	EUR

If purchase invoices are automatically sent to Directo with e-invoices, it is better to use this option.

How to report sums paid to the Tax Board and interest payments in Directo?

1) Make a supplier card to the Tax Office

) <<: Supplier 1008: _{v2} - Wo	rk - Microsoft	Edge					
https://login.direct	o.ee/ocra_d	irecto/yld_hankij	a.asp?KOOD=1008				
Close New Cop	y Refres	h Delete Save	Mail PRINT	0 F <<	Status: Change	d	2
Prices (choose action	1)	✓ Survey	Event Update da	ta			
General info	Contacts	O Bank Accounts	O Actions O C	hanges O A	Automation O Transport		
Code	1008	Class	Object	Stock	Type State institut	~	Closed
Name	Tax and Cu	stoms Board					
Tänav	Lõõtsa tn 8	a					
Indeks, linn	15176 Lasr	namäe linnaosa, Tallinr	, Harju maakond				
Maa							
County		~					
Country	EE (Eesti)			✓ Rep	presentative		
Phone					Fax		
e-mail					URL		
Comment							
Warning							
	New p.invo	Enter bice prefilled with pre-	er your company vious	`s reference	number		
Bank							
SW	IFT EEUHE	E2X			Bank acc EE351	010052031000004	
C	ode 401				Name SEB P	ank	
Name in B	ank				Address in bank Tornim	äe 2, 15 <mark>0</mark> 10 Tallinn, ES ⁻	ΓΟΝΙΑ
Pay Te	erm						
	e-invoid	ce import prefers data	a above		Costs	∽ \	
Info					Choose	the bank account	you want to pay to
Del Moo	le		Del T	erm			Directo-to-Directo: No
Paye	e		Vat reg	no EE100276	271	Language	
Reg no	1 7000034	9	VAT c	ode		Currency	
PP accou	nt		Debt	Acc 991111		SR Account	
VAT Zor	ne Domesti	c `	Credit I	imit		Customer	
Consignment Count	ry	<u>`````````````````````````````````````</u>	Default Del T	ime		Tran. Cost	
Deal typ	be			~	□ Worker	Discount %	
Purchasing grou	р		с	reate an off-	balance account		

2) Create a purchase invoice with the date when payment is due or if desired, e.g. 23.03.2021 and the payment term is 7 days

🕆 https:	://login.dire	cto.ee/ocra_directo	/or_arve.a	sp?numbe	r=100031									
Close M Event	New Copy Stock Rece	y Confirm Sav eipt Data from e	e Mail -invoice	Print D	elete 🕖 F	<< >>	S	Status Changed	LOGOUT					
				Ad	d land tax no	otice as an a	ttachmen	t, then it is easi	er to check					
Number 1	00031						VATO	55400070074						
Vendor 1	008	Tax and	Customs Board				VAT Reg I	NO EE100276271	vendors	INVOICE MA	AMAKST			
Payee							VALKEGI	NO		Survey				
								Main	Proceeding	DataFields	3			
Inv	oice date (01.01.2021		User		E	3ank code	401			Purcha	se order		
Payme	ent terms	0		Object	ADMIN	A	ccount No	EE35101005203100	00004		S	Receipt		
	Due date (01.01.2021	Cred	account	991111	_	Ref.	32845566			Credited	invoice		
	Op. date	01.01.2021		Project			Asset				Internal	Invoice		
	VAT Date		Origin	Country	EE (Eest	~	Deal type			~	E	xpence		
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Rate		1 Roundir	ng	0.00	Total	12350.16	Differer	ice	Bal	ance	12350	16		
								۲	000	,Choose \	/AT code "	No turno	ver"	
о Туре	Account	t Object I	Project	User	Description			Total VAT	Code VA	Item	Qty	StockID	SN	PID
4	113201				Land tax			12096.38	23 0	.00		0		
-	44005	Balanc	e account -	taxes	1. 1.			050 70				•		

A transaction is created

<< Finance - Transaction OST_100031 - Work - Microsoft Edge															
https://lo	gin.directo.ee/oci	ra_directo_	/transaction_c	document.html	?id=OST_100031										
👌 New 🔻	🕆 Save	Сору 🝷	⊗ Discard	前 Delete	Attachments	🗠 Mail	- 🖨 Print	 Open origin 	al Periodize	Create reverse transac	tion ●●●		₹ Switch to	old view	-
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Туре	Number		Date		Reference		Description				De	bit		j.	
OST		100031	01.01.2021		32845566		1008 Tax and	d Customs Board,	/Land tax payr	ment/LAND TAX I		1235	0.16		
Credit	12350.16	Difference 0	Pulk Incort	Dasto Posing	Colit from Por								[=	= = [6]	ſ
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1	991111 A	ADMIN		Subsidiary	account for Tax Offi	ce transact	tions					12350.16			
2	113201 A	ADMIN		Land tax							12350.16			23	

3) Create payment

D << Payment 100002 - Work - Mi	crosoft Edge														
https://login.directo.ee/	ocra_directo /purch	ase_payment.html?id=1	100002												
🔁 New 🝷 🗇 Save 🖓	🗸 Confirm 🛛 🖷 Cop	y 👻 🛞 Discard	前 Delete	Attachmen	ts 🗹 Mail	🝷 🖨 Print 🍷 S	EPA E	EST							
Payment 1000	02 Saved										Last changed	d by	(0)	7.09.20)22 at 11:50
Number	Date	Reference		Purchase invo	pices	Paid		Paid in Curre	ency	Pay m	iode&				
100002	01.01.2021	 			12350.16	12350.	16		12350.16	Ρ		Q			
Comment				Object		Project		User⊘		Differ	ence				
Arve nr 100026					Q		Q	RAILIT	Q		0	0.00			
Copy selection Delete	selection Bulk In	sert													
🗌 No. 🥎 🤌 Invoic	e No 🥜 Supplier	Name in bank	P Description	> Object	Project	Supplier invoice	₽R	lef.	Bank Accord	ount	Bank Cur	2	Bank rate	⊁ Bi	ank Sum 🤞
> Search	> Search	> Search	> Search	> Search	> Search	> Search	> 5	Search	> Search		> Search	>	Search	> Se	arch
1 10	0026 1008	Tax and Customs		ADMIN		LAND TAX I	3284	45566	EE351010052	0310	EUR		1		12350.16
2															

A transaction is created

< Finance - Tra	ansaction TASU_1	00250 - Work - Mi	crosoft Edge										
https://log	gin.directo.ee/c	ocra_directo_	/transaction_d	ocument.html?i	id=TASU_100250								
🗄 New 🔻	🗇 Save 🛛	🗈 Copy 🝷	🛞 Discard	前 Delete 🛛	Attachments	🗹 Mail	🖶 Print 🔻	Open original	Periodize	Create reverse transactior	•••	≓ Switc	:h
Finance	e - Tran	saction	TASU: 1	100250	Saved					La	st changed	by (07.	09.
Туре	Number		Date		Reference	[Description				De	bit	
TASU		100250	01.01.2021				nvoice 100031					1235	0.1
Credit	12350.16	Difference 0											
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🗆 No. 🥆	≁ Account	≁ Object	≁ Project	≁ Description	on					يكر	Debit	۶ Credit	ŗ
	> Search	> Search	> Search	> Search						>	Search	> Search	>
1	991111	ADMIN		100031 Tax a	ind Customs Boar	d					12350.16		
2	111201	ADMIN		100031 Tax a	ind Customs Boar	d						12350.16	

All monthly payments to the Tax Office - VAT, TSD taxes - can be made on the same principles. Add the tax declaration as an attachment to the purchase invoice, then it is easy to check the payments later.

The same principle can be used to make loan payments and interest payments, it is necessary to create an off-balance subsidiary account "Loans and interest - subsidiary account" or create a separate subsidiary account for each type of payment - depending on your needs.

Can the payment schedule be copied from Excel to Directo?

Read the manual here: Maksegraafik

The purchase invoice displays a message "the purchase prepayment is smaller than the supplier's prepayment" xxx.00

In our example the purchase invoice displays a message "the purchase prepayment is smaller than the supplier's prepayment 2160.00. Actually the supplier does not have a prepayment. In order to correct it, you need to find the reason, why there is a message that the supplier has a prepayment, even though the purchase invoice does not have the prepayment. To find the reason:

• Calculate the report Purchase prepayments

If there is a supplier in this report whose purchase invoices have such a mistake, then it is a prepayment in EEKs

IoginO.directo.ee/intclient/ocra /or_aru_ettemaksjad.asp?showall=1&uus=ei&aeg=14.06. Aeg [14.06.2022] Aruanne Hankija Hankija nimi Valuuta Valuutas Ettemaks Viimane ettemaksu aeg Hankija Nimi EEK -33 796.66 -2 160.00 31.03.2008 SUMMA:				rome	nkijad _{v2} - Google C	ettemaksudega han	Aruanne		0
Aeg 14.06.2022 ARUANNE Hankija Hankija nimi Valuuta Valuutas Ettemaks Viimane ettemaksu aeg Hankija K Kood Nimi EEK -33 796.66 -2 160.00 31.03.2008 Image: Comparison of the second	22&clr1=1	us=ei&aeg=14.06.2022&clr	iaksjad.asp?showall=1&u	_ettemaksja	/or_ar		.ee/intclient/ocra_	login0.directo.ee/	â l
Aeg 14.06.2022 ARUANNE Hankija Hankija nimi Valuuta Valuutas Ettemaks Viimane ettemaksu aeg Hankija k Kood Nimi EEK -33 796.66 -2 160.00 31.03.2008 SUMMA: EUR 2 160.00 2 160.00 18.02.2008									
Aeg 14.06.2022 ARUANNE Hankija Hankija nimi Valuuta Valuutas Ettemaks Viimane ettemaksu aeg Hankija P Kood Nimi EEK -33 796.66 -2 160.00 31.03.2008 SUMMA: EUR 2 160.00 18.02.2008									
Hankija Hankija nimi Valuuta Valuutas Ettemaks Viimane ettemaksu aeg Hankija Hankija Kood Kood Nimi EEK -33 796.66 -2 160.00 31.03.2008 EUR 2 160.00 2 160.00 18.02.2008							ARUANNE	14.06.2022 ARU	Aeg
Hankija Hankija nimi Valuuta Valuutas Ettemaks Viimane ettemaksu aeg Hankija F Kood Nimi EEK -33 796.66 -2 160.00 31.03.2008 EUR 2 160.00 2 160.00 18.02.2008									
Kood Nimi EEK -33 796.66 -2 160.00 31.03.2008 EUR 2 160.00 2 160.00 18.02.2008	ku	aksu aeg Hankija Kokku	Ettemaks Viimane ettem	tas Et	uuta Valu	Valuu	ankija nimi	kija Hanki	Hanki
EUR 2 160.00 2 160.00 18.02.2008	.00	0.00	-2 160.00 31.03.2008	.66 -2	< -33 79	EEK	Nimi	od Nin	Koo
SUMMA:			2 160.00 18.02.2008	.00 2	R 216	EUR			
	.00	0.00						MA:	SUMN
Valuuta Valuutas Baasvaluutas Hetkekursiga Ettemaks kokku	n 0	Ettemaks kokku on 0			Hetkekursiga	Baasvaluutas	Valuutas	uta	Valuu
EUR 2160.00 2160.00 2160.00					2 160.00	2 160.00	2 160.00	EUR	

• Suppliers prepayments report will open when clicking on the Prepayment sum in this report

D Aruanne hank	cija ettemaks _{v2} - Google (Chrome						-		\times
login0.dire	ecto.ee/intclient/ocra_		/or_aru_	ettemaks.asp?hank	ija=					
								Vaade	Seotud	~
Hankija ette	emaksude nimekir	i		ainult saldoga			Hankija ko	ood ja nimi		
,										
Hankija seostama	ata tasumised									
Dokument			Aeg				Valuuta	ETTEMAKS		Baas
Tasumine 80088			18.02.2008				EUR	2 160.00	2	160.00
Tasumine 80110			31.03.2008				EEK	-33 796.66	-2	160.00
Saldo								-31 636.66		0.00
Ettemaksu artiklid	I									
Artikkel Ostutellin	nus SN Aeg KM Summa Su 0.00	mma km 0.00								
·										
Valuuta	Summa	Summa KM	Baasvaluutas	Baasvaluutas KM	Hetkekursiga	Hetkekursiga KM				
EUR	2 160.00	2 160.00	2 160.00	2 160.00	2 160.00	2 160.00				
EEK	-33 796.66	-33 796.66	-2 160.00	-2 160.00	-2 160.00	-2 160.00				

• If the report shows that the Payments have negative payments in EEK, i.e. purchase prepayments, the report shows payment in EUR in the same sum and the balance is 0, must create a **Netting on the Payment document**.

	: Tas	umine 320107 v2 - Google Ch	rome												
login0.directo.ee	e/intclient/ocra	a		or_tasumine.asp?	number=320	107&clr1=1&cscroll	=0								
Seonduv kanne Sule Uus Koopia	Jäta KVO	TH Eesti sise Trüki Meil	ÛF	AVA << >>	Olek: Kinnitatud										
Number 320107	Aeg 1	4.06.2022	Viide		Ostuarved	0.00 Tasutud	0.00 Tasutud valuutas	316	36.66						
Tas. viis X	Kommentaar T	asaarveldus EEK ettemaksude ja E	UF Objekt		Projekt	Vahe	0.00								
Kasutaja SUPER	Massasetaja						Та	saarvel	damiseks	s märgi vas	tupidise	•	E	JR-ides na	äitab
Viimati muutis:SUPER 14.06	2022 23:53:33							märgi	ga EEKj	ja EUR sum	mad		tas	ımist kokl	ku null
Pangavaljavotted: -						0 0				\mathbf{N}				\sim	
NR Ostuarve nr Hankija	Nimi pangas	Selgitus	Objekt	Projekt Han	nkija arve	Viitenumber	Arveldusarve	Val. P	Kurss P	Sum	ma P Vii	vis KMk	Valuuta arvel	Arve saldo 🔰	asuti
1								EEK		0.063911649	33796.66	0.00		0.00	2160.00
3								ZUK			-2100.00	0.00		0.00	-2160.00

• After confirming the Payment document, the purchase invoice error message should disappear.

Error message - account on the row 1 has missing corresponding account

If the purchase invoice is periodized

2025/07/29 01:40

39/53

🔒 login.di	recto.e	e/ocra_d	irectc	/or_arve.asp	?number=1	100454&reteven	t=0&hoiatus=&m	=&clr1=1				
Sule Uu	s Koo	opia Ki	nnita S	alvesta Trü	ki Kustu	ta 🛛 F 🔜	>> 0	lek Vaata	LOGOUT			
Sündmus	Sis	setulek	Andme	ed e-arvelt								
Numbe	er 1004	454										
Hankij	a 1013	3		Mets AS				KM reg nr		Hankija arve	2223	
Makse saaj	а							KM reg nr		Uuring		
							Ü	ld O Menetlus	○ Lisaväljad			
Arv	/e aeg	27.06.20)22	к	asutaja JA	NE	Pangakood				Ostutellimus	
Tas	s. ting.	7			Objekt LA	DU,9I	Arveldusarve	11111111111111	1		Sissetulek	
Та	s. aeg	04.07.20)22	Kred	I. konto 21	2211	Viitenumber				Kred. ost	
0	p. aeg	27.06.20)22		Projekt		Vara				Sisearve	
к	M aeg			Sa	aatjariik E	E (Eesti) 🗸	Tehinguliik			~	Kulutus	
S	aadud	29.06.20	022 9:48:	08	Tüüp (v	ali tüüp) 🗸 🗸	Staatus	(vali staatus) 🗸	•			
Reklama	tsioon			Rekl.	elgitus							Jaga ressurssidelt
Komme	entaar										meil	
Sisekomm	entaar											
Viimati muu	tis: JAN	NE 29.06.	2022 9:4	9:26			Aseta retsept	Massasetaja				
Valuuta EU	JR		KM	okku	0.0	00 Summa	864.00	lagatav summa		Ettemaks		0.00
Kurss			1 Üm	ardus	0.0	00 Tasuda	864.00	Erinevus		Saldo	86	64.00
								000				
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1	525	811			JANE	Koolitus			864.00 59	0.0001.0	7.2022 31.07.	2022
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nd cor	nfirn	ning	gives	senorn	lessay	e						

Kinnitamisol	tekkinud	hazuhenaz
KIIIIIlaiiisei	lekkinuu	segadused

Real 1 kontol on korrespondeeriv konto puudu,

login.directo.ee/ocra_directo_j /or_arve_save.asp?new=0

Tagasi

Then the corresponding account is missing in the expense account, where the expense must be periodized in the balance sheet. Add the appropriate corresponding account (expense account for future periods) to the account card and confirm again.

D <-	🗅 <<: Finantskontod 🗤 - Google Chrome											
â I	ogin.directo.ee/ocra	lirecto/t_edit2.asp?unit=konto&kood=525811										
G	Tagasi 🗋 Uus	🖞 Koopia 💼 Kustuta 🛛 Salvesta 🛛 Olek: Vaata 🗇 Vaata muudatuste logi										
к	oolituskulud	- personali taseme ja täiendõpe										
	KOOD	525811										
	NIMI	Koolituskulud - personali taseme ja täiendõpe										
	KMKOOD	▼										
	MAHAKANDMISEKS	Y										
	SULETUD	v										
	KLASS	4 (Kulud) v										
	KORR. KONTO	113403										
	TAKSONOOMIA	• O										

The purchase invoice corresponding account would have other objects, projects than the expense account

If it is necessary that future periods account have other objects, projects than in the expense account, mark the objects, projects that go to the expense account row separately in the purchase invoice columns Correct object and Correct project.



Why does the comment not change on confirmed purchase invoice transaction

It is possible to change a confirmed purchase invoice, if "Confirmed" is marked on the purchase invoice in the right column "Confirm" next to the user group of the changer

Kinnitatud ostuarvet on võimalik muuta, kui muutja kasutajagrupi küljes on ostuarvel õigus tulbas "Kinnita" märgitud "Kinnitatud".

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PAYMENT

Why payment have two currency exchange accounts when a foreign currency

invoice is paid in EUR_?

Sule U Periodiseeri	us Koopia PÖÖRDK/	Salvesta	Kustuta Meil Trük	Olek: Vaata	Tüüp	TASU					~
Number 210	0097 A	eg 14.04.202	1 9:57:23 Viide	Käive 3087 Vahe 0	.44	3087.44	-				
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1 1020		21031	EasyFlat Living AB			907.62				1313	
2 1020		21031	EasyFlat Living AB			2179.42				1313	
3 2310		21031	EasyFlat Living AB		901.60					1313	
4 2310		21031	EasyFlat Living AB		2164.96					1313	
5 7310		21031	Valuutakursikahjum arveldu	stest ostjate ja tarnij	20.88		-				
6 8500			Kasum valuutakursi muutus	test		0.40					
7						_	- K				
8	_				_						
9	Va		mai yaha taoumi	onäoval Eas	41						
0	va	iuutaku	insi vane tasumi	spaevai Les	u			C)stuarve E	esti P	anga
1	Pa Pa	nga ku	rsi ja tasumise t	tegeliku kurs	si			valuut	akursivah	ie ostu	kuupäeva
2		-	vahel	-				in t	anursiaku		a vahal
3			Valici					ja t	asumisku	upaeva	a vanel
4											
5	_				_		L				
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1											

Payment - why is the sum with a minus sign payable to the supplier red

If the supplier has credit invoices, the sum with a minus sign is coloured red so that negative payments are not unnoticed.

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â logir	n0.direc	to.ee/i	ntclient/ocra	_directo_	/or_ta	sumine	.asp?number	=10005&clr1	=1&cscroll=0												Q
Sule Uus Number 10005 Tas. viis SEB Kasutaja SUPE	Koopia R	Jāta Ka Aej Kommentaa Massaselaja	stuta Kinnita Sa 01.09.2021 12:38:49 r Hansapank AS	ilvesta SEPA EST Vilde ^S Objekt	Triki Mel	0 F Tasu Pro	< >> Olek: Vaata tud -1800.00 ekt Vah	-1800.00 : 0.00	-1800.00												2
Viimati muutis:SU Pangaväljavõtted	PER 01.09.20	21 19:00:03					• • • •														
NR Ostuarve nr 1 10049 2 10048 3	O.tellimus	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	Viivis KMk 0.00 0.00	Valuuta arvel EUR EUR	Arve saldo 1 1200.00 -3000.00	asuti 1200.00 -3000.00	T-Tasu T-1 0.00 0.00	asu val.	Aeg	Hankija summa -1800.	Hankija sumi 00	naEUR -1800.00

Company name on files sent to the bank and the Tax Office

If the accountant have several companies at the same time in Directo, it was difficult to understand exactly which file to upload to the bank or the Tax Office.

We have added the company short name to the file names, which appears in the Directo header

MINU FIRMA Directo) Õ	nne Valem ∨		Ke	el: vaikin	nisi v 1	Teema:	Hall ja Kuldn	e 🗸 🔅	Seadistu	sed
Otsi Q	Q	Peamenüü	Kasutaja menüi	i Näidikud	Kaustad	Foorum					
曫 Sisseloginud kasutajad											
Viimati avatud dokumendid		— Üldine dokumen	DID	Raamat Dokumendid		Person Dokume	al NDID	M	ÜÜK KUMENDID		Ost Dokumendid

The short name can always be changed in the system settings

Süsteemi seadetest (1)		
ÜLDISED SEADISTUSED		
Firma lühikood, akende päises paistab	MINU FIRMA	0
	Salvesta	-

The payment file sent to the bank now looks like this:

1	PAYMENTS	210060	_MINU_	FIRMA_	.xml
---	----------	--------	--------	--------	------

The company short name is attached to the following documents files:

- VAT declaration
- TSD report
- Payments
- Salary payments
- Expense due

Why are purchase invoices not added up when creating a payment order from the payment to the bank

- setting in payment fine-tuning Export does NOT join same supplier payments
- The purchase invoices have reference numbers, in this case the purchase invoices are never joined
- The supplier's name is spelled differently on the purchase invoice, lines with exactly the same spelling are joined

🔰 <<: Tasumine	100083 _{v2} - (Google Chrome								
login.direct	t o.ee /ocra_	directo/or_tasun	ine.asp?NUMBER=	100083						
Sule Uus	Koopia	Jäta Kustuta Kinn	ta Salvesta SEP	AEST Trüki 🛙 F	<< >>	Olek: Muudetud				
Number 100083	3	Aeg 16.05.20	22	Viide		Ostuarved	480.00 Tasutud	480.00 Tasutud valuutas	480.0	0
Tas. viis P		Kommentaar		Objekt		Projekt	Vahe	0.00		
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Pangaväljavõtted	1 -						*			
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1 100154	1012	Osaühing Directo		e ajent		123		DDD22222	EUR	
2 100155	1012	Directo OÜ				456		DDD22222	EUR	-
3 100156	1012	Osaühing Directo				654		DDD22222	EUR	
4 100154	1012	Directo OÜ				321		DDD22222	EUR	
5				Kui ostuarvet	el on Hankija	nimi kiriutatud erinev	alt, siis panka			
6				summeerita	ikse täpselt i	ihesuguselt kirjutatud	l ostuarved			
7					poort					

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

If you pay many purchase invoices at once, the purchase invoice numbers will not fit in the comment field. Similarly, the payee cannot find out which purchase invoices have been paid.

If one supplier's purchase invoices are paid, then the xml file puts all one supplier purchase invoices

rows together, when importing to the bank and the supplier's purchase invoice numbers are written consecutively in the comment field.

If many purchase invoices are paid at once and the reference numbers have not been used, the purchase invoice numbers will not fit in the comment field and the bank issues a warning that the comment is too long.

Possible solutions:

- use fine-tuning Export does NOT join same supplier payments
- create several different payments with less purchase invoices
- use purchase invoice reference numbers
- send to the supplier`s accounting a report Purchase Reports Payments about payemnts.

Why can't the payment be confirmed, even though the row has object?

If the object level is mandatory on the account and the payment row has level object, check that in the system settings is indicated

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

Why is it not allowed to use a prepayment in foreign currency?

When using an advance payment in a foreign currency, the exact same currency rate must be used when using it. If you get an error message when saving a payment, it must be observed that USD has been added to the payment, but the currency rate is the day of the payment. There is a difference when making a prepayment and the currency rate must be exactly the same currency rate as on the payment document with which the prepayment was made to the supplier.

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22000174		Q		

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Seonduv kanne Sule Uus	Koopia	Jāta KVO SEP/	AEST Trūki Meil 🕕 F	<< >>	Olek: Kinnitatu	d							
Number 220001	74	Aeg 17.06	2022	Viide		Ostuarved	-32338.10 Tasutud	-32338.10 Tasutud valuutas	-36919.7	6			
Tas. viis T_USD		Kommentaar Tasaa	arveldus	Objekt		Projekt	Vahe	0.00					
Kasutaja		Massasetaja								N			
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Why is there a difference in purchase ledger when using an prepayment on a purchase invoice in foreign currency?

The error is known and is being corrected Such a situation can occur if the purchase invoice is in a foreign currency and the sum to be paid is settled with the prepayment directly on the purchase invoice through the Prepayment field. Since the currency rate on the prepayment date and the payment date has been different, a difference in the exchange rate occurs.

SOLUTION: If the purchase invoice is in a foreign currency, should be used a payment document to link it to the prepayment.

- Confirm the purchase invoice without using the prepayment
- Create a payment document with the purchase invoice date separately for the minus prepayment with the currency rate that is on the payment document.
- Create a separate payment document for the purchase invoice with the date of the purchase invoice
- Check the account balance of the payment method in the nominal ledger report
- Create a financial transaction and transfer the exchange rate difference to income, expenses

Example

Last update: 2022/09/07 12:17

Prepayment

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login.direct	o.ee/ocra_	directc /or_tasumine	e.asp?number=100218										
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1	1009	Meditsiiniseadmete OÜ							USD		0.882924245	1000.00	J

Purchase invoice

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Hankija	1009		Meditsiinis	eadmete OÜ	j			KM reg n	r EE10066893	1 H	lankija arve	234		
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						Baas	933.53							
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4	52581	1 LADU	K201	JAN	NE	Koolitus			1000.00	0	0.00		0	

Purchase ledger by supplier

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🔒 login	.directo.ee/ocra_directo_jane/or	_aru_reskontro.asp?showa	ll=1&hankija=1142	2&aeg=&seeria=&klass=&v	/konto=&data1=&data1_t=&lisav_sel	l_item1
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Hankija 1142	Ta Raamat AS Kokku :	asumata Ettemaks 0,00 -65,84 0,00 -65,84	Saldo -65,84 -65,84	 Ei arvuta praegu va ettemaks 	luutakursi vahet valuutas su kasutamisel	
Kulus 0 seł	rundit					

Nominal ledger report

Finants	- Pearaai	natu aruar	nne										
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Solution

1) Do not use prepayment on the purchase invoice

Last update: 2022/09/07 12:17

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Tas. aeg	08.05.2022	Kred. konto	212211	Viitenumber			Kred. ost		
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1 52	5811 LADU	K201 JA	NE Kool	itus	1000.00	0.0	0	0	
2									

2) Create a payment with the payment method of netting separately for the prepayment and the purchase invoice.

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1	1142	Raamat AS							USD		0.882924245	-1000.00)
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1 100456	1142	Raamat AS				232		1111111	USD		0.948766603	1000.00)

3) Check the netting suspense account account, the balance there should be zero. Finants - Pearaamatu aruanne

Aeg algus 01.01.2022	lõpp 31.12.2	2022 Konto algus	113401 lõpp	113401		Pro	ojekt	Ð	(lisaväli)	~
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4) Create a financial transaction to write off the exchange rate difference and check the account balance in the nominal ledger

Finants - kanne FIN: 100173 Salvestat					3					Viimati muutis JANE (0)		(08.07.
Tüüp	Number		Aeg		Seletus			Vahe		Deebet		Kreed
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5) Ostureskontros ei ole enam vahet

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Hankija K	Tasun (okku :	nata Ettemaks 0,00 0,00	Saldo 0,00			

SUPPLIER

Automatic

How can I add leasing invoices to automation?

The leasing company sends e-invoices where each customer has the same reference number and line explanation. Vehicles could only be identified using the contract number field.

- 1. Write on the Content field to a separate row "Interest" and "Instalment" and fill in the Fields that are filled in on all purchase invoices of the leasing contract if the rules match
- 2. Write the lease agreement number to a separate row in the Content field and fill in the fields that are filled in differently depending on the rules

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PURCHASE LEDGER

I delete the purchase invoice, but it is still on the purchase ledger

This situation occurs when the purchase invoice that is deleted has already been paid.

If a paid purchase invoice is deleted, the payment must also be opened and remove the

VAT

Posting of VAT accounts

Every month, the VAT payable should be transferred to the taxes prepayment account and once a year make an intermediate transaction, where, for example, on 01.01.202X all VAT accounts are set to zero. So only the sum that has to be paid to the tax office for December on 20.01.202X remains.

1)There is no need to reset all VAT accounts on a monthly basis 2)Transaction must be made by the 20th of the following month

- D Payment of VAT
- K Tax prepayments

If according to the VAT declaration there is a prepayment to the tax office, the transaction must still be made, but there is a minus sign in front of the sums.

3) When transferring money to the tax office is created a transaction

- D Tax prepayments
- K Bank account

4) At the end of the year all VAT account balances are written to zero, except the sum that remains to be paid to the tax office for December 20.01 and which transaction is made on 20.01. Leave the sum in the "VAT payment" account. If, as of the new year, VAT remains to be paid in advance, then make an account "Prepayments to the tax office" – prepaid VAT".

How to set up reverse sales tax that cannot be reclaimed

- Create a new VAT code
- Create an account Reverse VAT on purchases doesn't ask back

Purchase invoice with reverse VAT, which cannot be refunded

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Description of financial transaction and VAT code

(pöördkäibemaks) proportsionaalne tagasiküsimine

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GROUP

Group - sold company removal

The company that has been sold or has left the group must be removed from the group base.

Select System Settings - write group.



Click Group settings and select the company whose participation has changed **Directo seadistused**

Q Kõik \sim kontsern Süsteemi seadistused Süsteemi seadistused > Kontserni seadistused Müüdi ära Firma 1 alates 01.06.2021 Vali soovitud häälestus Lisa firma Salvesta Spetsiaal Kirjeldus Kontakt Ema-firma Osalus orteeritud Valuuta Üldised seadistused 65% Vajuta Muuda 65-FIRMA 1 65 Finantsi seadistused 66-FIRMA 2 50,9% Muuda 66 GBP 68-FIRMA3 100% Muuda 67 Sündmuse seadistused 1002-FIRMA4 100% Muuda 68 1003-FIRMA5 100% Muuda 69 GBP Personali seadistused A still a second strength of the

Write on the next free row



Group - I would like to view the data of the consolidated company in a different currency in the group database

If we want to check whether the data of the consolidated company is the same as in the consolidated base, it is easy if the currency is the same. Select this company in the group report and look at the profit and loss statement numbers.

d DIR_KON: Finants kontserni kasumiaruanne 01.01.2021:31.03.2021 v2 - Google Chrome -									
login0.directo.ee/intclient/ocra_img_k/fin_aru_kasu_k.asp?uus=1&source1=&	&aeg1=01.01.2021&source2=&aeg3=&tykk=3&firma=1&a	iru=KASUM&data (
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Aritulud 1. Realiseerimise netokäive	137 300 146 138 696 145 140 094 157	416 090 447							

If the group member is in another currency (for example GBP), the report can be viewed for verification.

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	202101 202102	202103 KOKKU			
Aritulud 1. Realiseerimise netokäive	400 000 100 000	100 000 600 000			

In the group basis must be selected "End of period" in the consolidated income statement fine-tuning. When consolidating data in the income statement "Period Average" is selected. When checking the data, you need to change the setting to "end of period".

Tagasi Salvesta KUSTUTA SEADISTUS: Isiklik	•
✓ Näita vahet ka protsendis Vaikimisi aruanne	
Valuutakurss Perioodi lõpu seisuga 🗸 Valuuta EUR 🗸	
Salvesta	

OTHER FREQUENTLY ASKED QUESTIONS

Documents do not fit on one page

Make sure that the **Margins** option in the print settings is marked **None**.

OSS declaration

The OSS declaration is not initially developed in Directo.

To start using OSS, create your own VAT country and VAT code for each OSS country. The customer decides whether to create a separate financial account for each VAT code. Data for the OSS declaration can get from the customer statistics report with the VAT country and VAT code filter.

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Permanent link: https://wiki.directo.ee/en/raamatupidaja_nipinurk?rev=1662542226

Last update: 2022/09/07 12:17

