

# Sisukord

<b>ACCOUNTANT MANUAL</b> .....	3
<b>TRANSACTIONS</b> .....	3
When importing a financial transaction (by bulk import), no date is filled in the rows .....	3
How can I change balance in EUR to USD? .....	4
<b>BANK STATEMENTS</b> .....	5
Why does the bank statement START BALANCE DIFF sum is shown in red .....	5
If the bank statement is linked to the wrong document, what to do? .....	6
Can a bank statement be linked to a financial transaction already made? .....	6
I transfer money from one bank account to another, why a double entry occurs? .....	7
I transfer money from one bank account to another. I use a bank statement – how should the bank statement rules be created? .....	7
On the bank statement, receipts via TREASURY are not placed on the correct customer .....	9
The bank statement has not arrived, how can I add it manually .....	9
The user can't see some bank accounts statements and information .....	10
<b>Expenses</b> .....	11
How do I see expense sums by different currencies? .....	11
How should employees' daily allowances be entered?? .....	12
<b>EXPENSE DUE</b> .....	13
<b>FIXED ASSET</b> .....	13
How can I check if all fixed assets and low value assets cards have been created? .....	13
How can I get fixed assets as of 31.12.2019? .....	14
Why the asset history report does not match the balance sheet .....	14
Can the car fringe benefit also be calculated for low value assets? .....	15
Can fixed assets be partially written off on the asset card? .....	15
<b>OBJECTS</b> .....	15
<b>NETTINGS</b> .....	15
<b>MIDDLE TRANSACTIONS</b> .....	15
<b>BUDGETS</b> .....	15
<b>BALANCE</b> .....	15
I want to exclude one object from a certain object level .....	15
Why does the balance sheet show all the income statement accounts with a plus sign .....	15
<b>INCOME STATEMENT</b> .....	16
<b>NOMINAL LEDGER</b> .....	16
The nominal ledger gives an error message .....	16
Exclusion in the nominal ledger .....	16
Project exclusion in nominal ledger .....	17
Object exclusion in nominal ledger .....	18
How to grant rights to see only certain account statements .....	20
<b>PAYMENT SHEET</b> .....	22
<b>STATE BALANCE SHEET</b> .....	22
Why the State account does not appear in the balance data .....	22
<b>MAINTENANCE - CURRENCY RATE CONVERTER</b> .....	22
How to start using the currency converter, if until now the currency recalculation transactions have been made manually .....	22
<b>TAX OFFICE</b> .....	23
TSD Annexes 4,5,6 .....	24
<b>SALES INVOICE</b> .....	27
How can I change the payment term on a confirmed sales invoice? .....	27

- Why credit invoice transactions are not with a minus sign? ..... 28
- Issuing a sales invoice if the customer is subject to VAT in several countries ..... 29
- RECEIPT** ..... 29
- 10. Laekumisel - raha tagastamine kliendile** ..... 29
- SALES LEDGER** ..... 30
- PURCHASE INVOICE** ..... 30
- How to record a capital lease on a purchase invoice ..... 30
- Confirming the prepayment on the purchase invoice gives an error message ..... 31
- If the company is not liable for VAT - how to enter purchase invoices ..... 31
  - 1. Put cost sum including VAT into the cost and VAT 0 ..... 31
  - 2. Enter the cost sum without VAT in the cost and VAT 20 (proportion 0) ..... 32
- How to report sums paid to the Tax Board and interest payments in Directo? ..... 34
- Can the payment schedule be copied from Excel to Directo? ..... 37
- The purchase invoice displays a message "the purchase prepayment is smaller than the supplier's prepayment" xxx.00 ..... 37
- Error message - account on the row 1 has missing corresponding account ..... 38
- The purchase invoice corresponding account would have other objects, projects than the expense account ..... 40
- Why does the comment not change on confirmed purchase invoice transaction ..... 40
- PAYMENT** ..... 40
- Why payment have two currency exchange accounts when a foreign currency invoice is paid in EUR\_? ..... 40
- Payment - why is the sum with a minus sign payable to the supplier red ..... 41
- Company name on files sent to the bank and the Tax Office ..... 41
- Why are purchase invoices not added up when creating a payment order from the payment to the bank ..... 42
- Error message when importing payment to the bank - comment too long ..... 42
- Why can't the payment be confirmed, even though the row has object? ..... 43
- Why is it not allowed to use a prepayment in foreign currency? ..... 43
- Why is there a difference in purchase ledger when using an prepayment on a purchase invoice in foreign currency? ..... 44
- Example ..... 44
- SUPPLIER** ..... 47
- Automatic ..... 47
  - How can I add leasing invoices to automation? ..... 47
- PURCHASE LEDGER** ..... 47
- I delete the purchase invoice, but it is still on the purchase ledger ..... 48
- VAT** ..... 48
- Posting of VAT accounts ..... 48
- How to set up reverse sales tax that cannot be reclaimed ..... 48
- GROUP** ..... 49
- Group - sold company removal ..... 49
- Group - I would like to view the data of the consolidated company in a different currency in the group database ..... 51
- OTHER FREQUENTLY ASKED QUESTIONS** ..... 52
- Documents do not fit on one page ..... 52
- OSS declaration ..... 53

# 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 :

	A	B	C	D	E	F	G	H
1								
2	Päis. Number	Päis.Aeg	Päis.Seletus	Rida. Konto	Rida. Deebet	Rida. Kreedit	Rida. Aeg	Rida. periodise 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								
11								
12								

Kollasega osa kopeerida massimpordi peale

The same transaction after bulk import :

login.directo.ee/ocra\_directo\_jane/fin\_kanne.asp?number=100030&tyyp=FIN

Sule Uus Koopia Salvesta **Kustuta** Trüki F << >> Olek: Vaata Tüüp FIN

Periodiseeri **PÖÖRDKANNE** Muutused

Number 100030 Aeg 01.01.2021 Viide Käive 5000 5000  
 Seletus Massimpordi test Vahe 0

Pangaväljavõtted: -

Looja 06.06.2021 8:55:28 Viimati muutis: JANE 06.06.2021 8:55:28 **Massasetaja** Aseta retsept  Jaga ressursidelt

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		
4	113431			Ettemakstud varakindlustus		1000.00		01.02.2021
5	521115			Ruumide kindlustus	1000.00			01.02.2021
6	113431			Ettemakstud varakindlustus		1000.00		01.03.2021
7	521115			Ruumide kindlustus	1000.00			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 100072 Aeg 31.03.2021 Viide Käive 0 0  
 Seletus USD-ide konto korrastus (kontol peab olema 1000 USD-i) Vahe 0  
 Pangaväljavõtted: -  
 Looja JANE 06.10.2021 19:53:22 Viimati muutis: JANE 06.10.2021 20:05:48 Massasetaja Aseta retsept  Jaga ressursidelt

NR	Konto	Objektid	Projekt	Sisu	Val. deebet	Val. krediid	Valuuta	Kurss	Kogus
1	111205			Pangakonto USD - sisestatud algself EUR-is	-852.88		EUR	1	0
2	111205			Pangakonto USD - sisestatud algself EUR-is	1000		USD	0.852878465	0

Nominal ledger transactions as example

111205 Pangakonto USD - sisestatud algself EUR-is											
Algsaldo 0,00											
Number	Objekt	Aeg	Seletus	KMK	Deebet	Krediid	Val.deebet	Val.krediid	Val.	Muutus	Saldo
FIN.100069		31.12.2020	same 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 - kasitsi		9,65	0,00	9,65	0,00	EUR	824,58	824,58
FIN.100071		28.02.2021	USD-i ümberhindlus - kasitsi		1,02	0,00	1,02	0,00	EUR	825,60	825,60
FIN.100073		31.03.2021	USD-i ümberhindlus - kasitsi		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
<b>Lõppsaldo</b>					<b>852,88</b>	<b>0,00</b>				<b>852,88</b>	<b>852,88</b>

 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

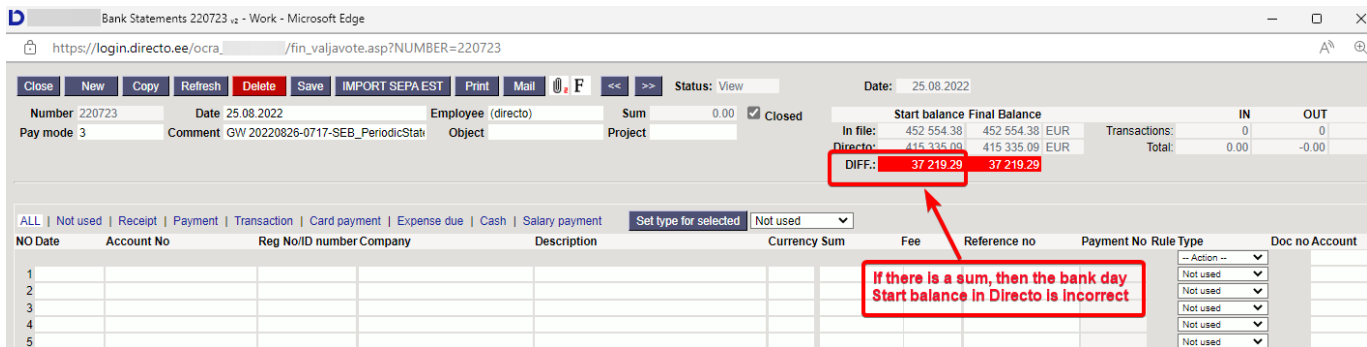
- **In fail** - shows start balance in bank
- **Directo** - shows account start balance in Directo
- **DIFF** - shows the bank statement start balance difference

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

Date: 25.08.2022

	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.



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



- 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

NO	Date	Account No	Reg No/ID number Company	Description	Currency	Sum	Fee	Reference no	Payment No	Rule Type	Doc no	Account
1					eur	200.00				ADD	Transaction [X]	100074 113101
2	30.01.2021	EE86555221	My own company's name	Money transfer	EUR	20000.00				ADD	Transaction [X]	10201
3										Not used		
4										Not used		
5										Not used		
6										Not used		
7										Not used		

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

NR	Konto	Objektid	Projekt	Sisu	Deebet	Kredit	KM k
1	10202			Minu oma firma nimi raha ülekanne		200000.00	
2	10201			Minu oma firma nimi raha ülekanne	200000.00		

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

NO	Date	Account No	Reg No/ID number Company	Description	Currency	Sum	Fee	Reference no	Payment No	Rule Type	Doc no	Account
1					eur	200.00				ADD	Transaction [X]	
3	30.01.2021	EE865555221	My own company's name	Money transfer	EUR	20000.00				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

CODE	<input type="text"/>	← Write the rule code, for example ACCOUNT_6221 (the last 4 digits of the bank account)
NAME	<input type="text" value="My own company's name"/>	
PAY MODE	<input type="text" value="T"/>	?
PRIORITY	<input type="text"/>	?

#### Rule conditions

DIRECTION	<input type="text" value="Out"/>	
OTHER PARTY NAME	<input type="text" value="My own company's name"/>	?
OTHER PARTY ACCOUNT NUMBER	<input type="text" value="EE86 6221"/>	
SUM	<input type="text" value="200.00:200.00"/>	← delete the sum, then the rule always applies despite the sum
CURRENCY	<input type="text" value="eur"/>	
DESCRIPTION	<input type="text" value="Money transfer"/>	?

### Outcome

TYPE	<input type="text" value="Transaction"/>	← If you select "not used", then to the transaction row is written "not used" and you do not need to do anything
CUSTOMER	<input type="text"/>	
SUPPLIER	<input type="text"/>	
ACCOUNT	<input type="text" value="10201"/>	← Write account number. The account is important for the transaction, objects and projects according to your need.
FEE ACCOUNT	<input type="text"/>	
OBJECT	<input type="text"/>	
PROJECT	<input type="text"/>	
VAT CODE	<input type="text"/>	
EMPLOYEE	<input type="text"/>	
FINANCE RECIPE	<input type="text"/>	
REFERENCE	<input type="text"/>	
COMMENT	<input type="text" value="Payment between your accounts"/>	← Write if you wish. No need to mark
PAY MODE	<input type="text"/>	
DETECT CUSTOMER	<input type="checkbox"/>	
DETECT SUPPLIER	<input type="checkbox"/>	

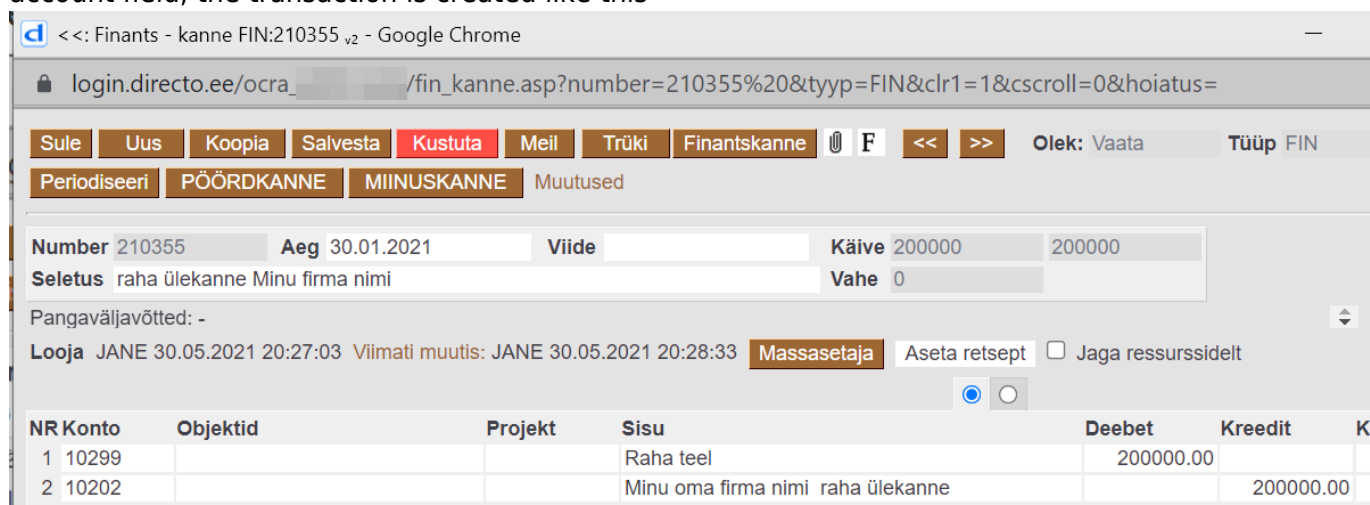


You can always test the rule by saving and if the transaction is not created as you want, you delete it. Open the rule and change until you get the desired result. Save the rule. Save the bank statement again - then transactions that have not been created are created based on the rules.

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

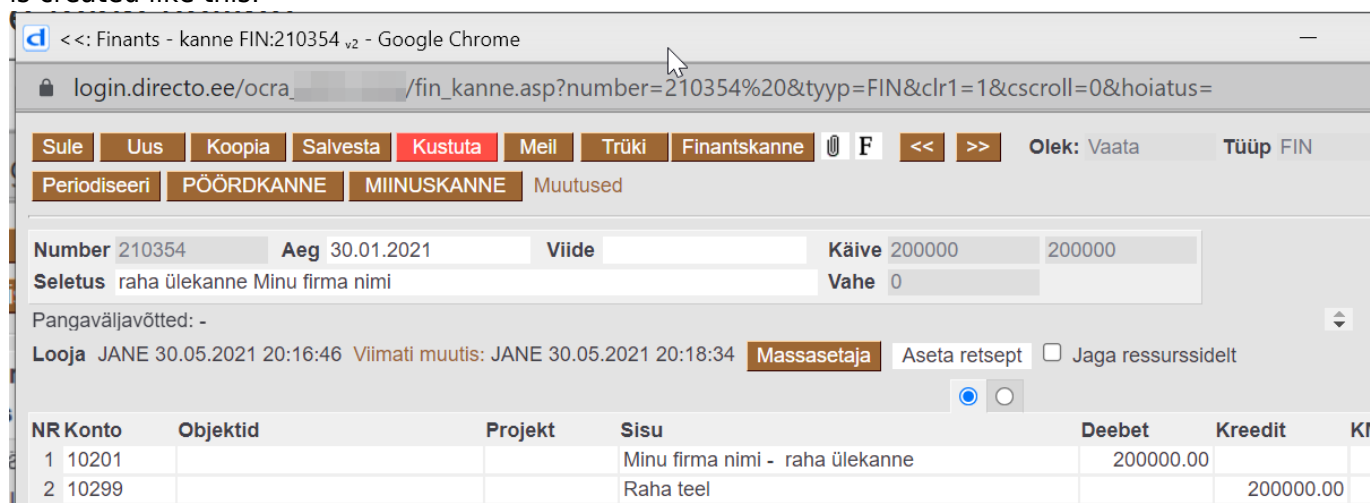


Number 210355 Aeg 30.01.2021 Viide Käive 200000 200000  
Seletus raha ülekanne Minu firma nimi Vahe 0

Pangaväljavõtted: -  
Looja JANE 30.05.2021 20:27:03 Viimati muutis: JANE 30.05.2021 20:28:33 Massasetaja Aseta retsept  Jaga ressursidelt

NR	Konto	Objektid	Projekt	Sisu	Deebet	Kreedit	K
1	10299			Raha teel	200000.00		
2	10202			Minu oma firma nimi raha ülekanne		200000.00	

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:



Number 210354 Aeg 30.01.2021 Viide Käive 200000 200000  
Seletus raha ülekanne Minu firma nimi Vahe 0

Pangaväljavõtted: -  
Looja JANE 30.05.2021 20:16:46 Viimati muutis: JANE 30.05.2021 20:18:34 Massasetaja Aseta retsept  Jaga ressursidelt

NR	Konto	Objektid	Projekt	Sisu	Deebet	Kreedit	KI
1	10201			Minu firma nimi - raha ülekanne	200000.00		
2	10299			Raha teel		200000.00	

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

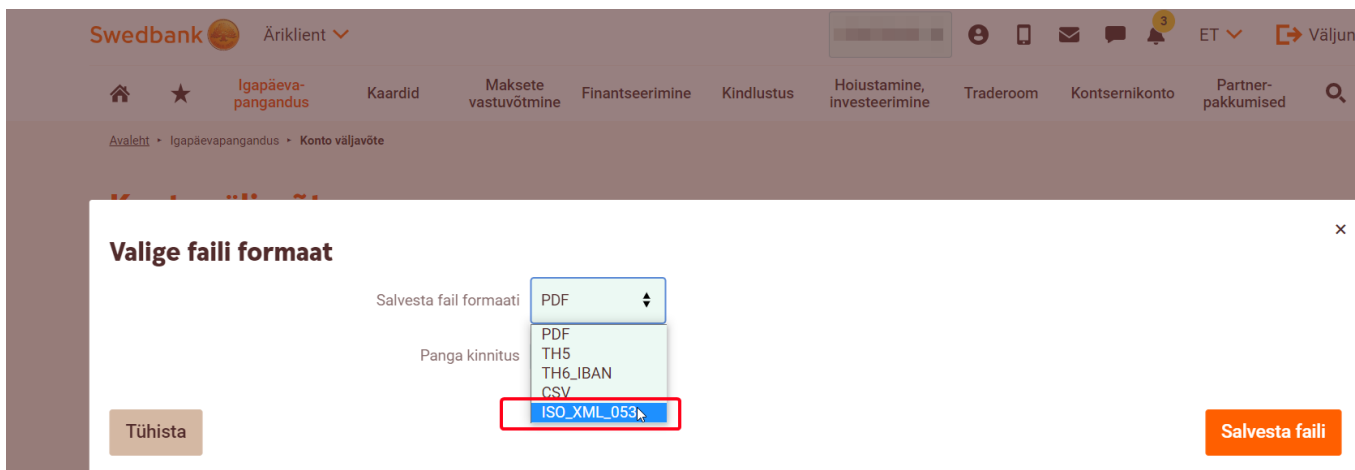
If the state board pays for the customers and the receipts are not tied to the invoice, then

- 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

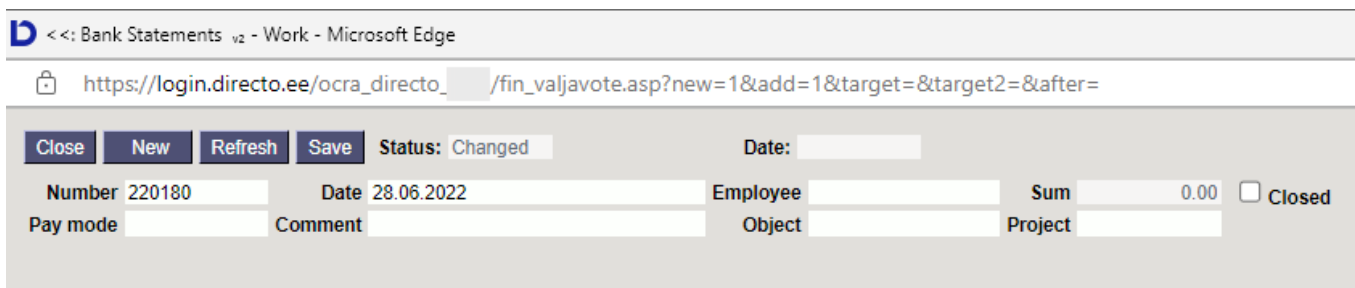
## The bank statement has not arrived, how can I add it manually

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

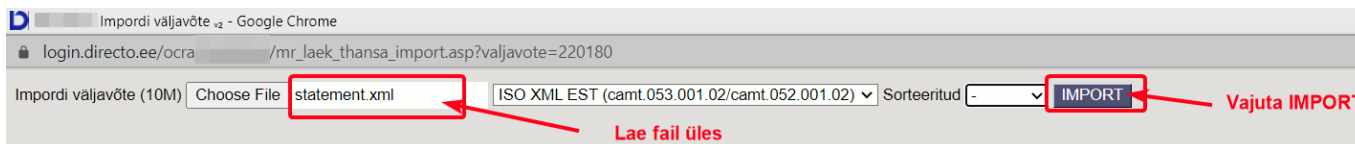
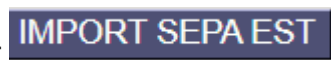
- Download the required day's bank statement - file format ISO\_XML\_



- Create a new bank statement in Directo



- Mark **Payment mode** and save, after that a button will appear
- Upload the file and press 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 rights

Forbidden	Allowed	Right
<input type="radio"/>	<input checked="" type="radio"/>	Pasters
<input type="radio"/>	<input checked="" type="radio"/>	Cost and NetProfit view
<input type="radio"/>	<input checked="" type="radio"/>	Invoice stock changing checkbox
<input type="radio"/>	<input checked="" type="radio"/>	Stock level column
<input type="radio"/>	<input checked="" type="radio"/>	Unbound attachments

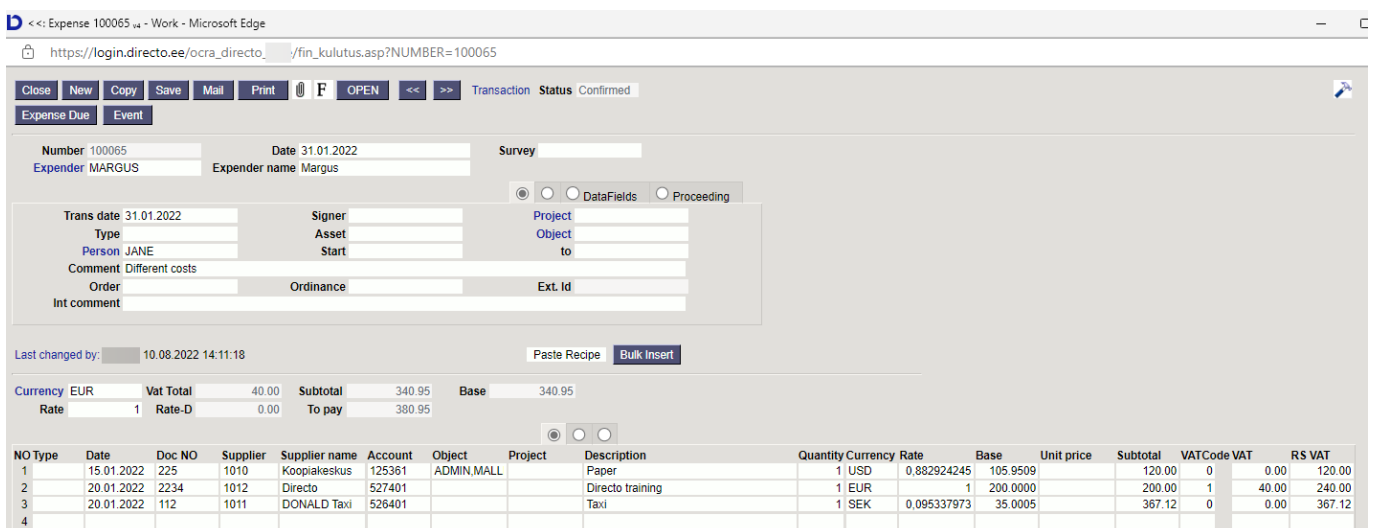
<input type="text"/>	>>	Survey types ?
<b>P,S,T</b>	>>	Allowed payment modes ?

 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:



The screenshot shows a web browser window with the URL [https://login.directo.ee/ocra\\_directo\\_/fin\\_kulutus.asp?NUMBER=100065](https://login.directo.ee/ocra_directo_/fin_kulutus.asp?NUMBER=100065). The interface includes a menu bar (Close, New, Copy, Save, Mail, Print, F, OPEN, <<, >>, Transaction Status Confirmed) and a toolbar (Expense Due, Event). The main form contains fields for Number (100065), Date (31.01.2022), Survey, Expender (MARGUS), and Expenders name (Margus). It also has radio buttons for DataFields and Proceeding, and various input fields for Trans date, Signer, Project, Type, Asset, Object, Person, Start, Comment, Order, Ordinance, Ext. Id, and Int comment. Below the form is a summary table:

Currency	EUR	Vat Total	40.00	Subtotal	340.95	Base	340.95
Rate	1	Rate-D	0.00	To pay	380.95		

Below the summary table is a detailed table of expense items:

NO	Type	Date	Doc NO	Supplier	Supplier name	Account	Object	Project	Description	Quantity	Currency	Rate	Base	Unit price	Subtotal	VATCode	VAT	RS VAT
1		15.01.2022	225	1010	Koopiaikeskus	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																		

Expenders report - options With rows, Currency shows the selected expenses sums in different currencies below

ON EXPENSE: Expendeur MARGUS Signer Status Date 01.01.2022 31.01.2022

Range Type Confirmed all (Expense datafix) Comment City Ordinance

IN ROW: Doc NO Description Supplier Account Date Item VAT code

With rows  to customer  With purchase invoices  Currency Subtotal View common Print REPORT

Number	Date Type	Expendeur Date	Object Object	Signer Supplier	Status Doc NO	Comment Account	Period Description	Days	Currency	Quantity	Subtotal Unit price	Vat Total Subtotal	To pay VAT	Currency RS VAT
100065	31.01.2022	MARGUS: Margus	ADMIN,MALLE	1010: Kooptakeskus 225	125361	Different costs	Paper		USD	1	0.00	120.00	0.00	120.00
		15.01.2022		1011: DONALD Taxi 112	526401		Taxi		SEK	1	0.00	367.12	0.00	367.12
		20.01.2022		1012: Directo	2234		Directo training		EUR	1	0.00	200.00	40.00	240.00
		20.01.2022						0				40.00		
Kokku:										3	687.12	40.00	727.12	

Currency	Subtotal	Vat Total	To pay	Base currency	Current rate
EUR	340.95	40.00	380.95	380.95	380.95

Sum of rows by currencies:

Currency	RS VAT
USD	120.00
SEK	367.12
EUR	240.00

Selected expense rows in different currencies

### 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 Types

Back New Copy Delete Save Status: View

### Daily allowance

TYPE: DAILY\_ALLOWANCE

DESCRIPTION: Daily allowance

ACCOUNT: 526101

OBJECT:

PROJECT:

VAT CODE:

UNIT PRICE: 0

PERSONNEL INCOME: Yes

- Create expense and confirm

Expense 100066 - Work - Microsoft Edge  
[https://login.directo.ee/ocra\\_directo.../fin\\_kulutus.asp?NUMBER=100066](https://login.directo.ee/ocra_directo.../fin_kulutus.asp?NUMBER=100066)

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

Expense Due Event

Number 100066 Date 14.06.2022 Survey  
 Expendier MALLE Expendier name Malle Maasikas

DataFields  Proceeding

Trans date 14.06.2022 Signer Project  
 Type Asset Object  
 Person JANE Start to  
 Comment  
 Order Ordinance Ext. Id  
 Int comment Paevarahad Soome 15.06 - 16.06.2022

Last changed by: 14.06.2022 12:05:25 Paste Recipe Bulk insert

Currency EUR Vat Total 0.00 Subtotal 100.00 Base 100.00  
 Rate 1 Rate-D 0.00 To pay 100.00 Daily allowance to be paid

2 days Agreed daily allowance for one day

NO	Type	Date	Doc NO	Supplier	Supplier name	Account	Object	Project	Description	Quantity	Currency	Rate	Base	Unit price	Subtotal	VATCode	VAT
1	DAILY_AI					526101			Daily allowance	2	EUR		1	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.

IN INVOICE Supplier \_\_\_\_\_ Class \_\_\_\_\_ Sup.Invoice \_\_\_\_\_ Reference \_\_\_\_\_  
 Account \_\_\_\_\_ Object \_\_\_\_\_ Project \_\_\_\_\_ VAT zone \_\_\_\_\_ Sup.type \_\_\_\_\_  
 (Purchase invoic) \_\_\_\_\_ (Supplier DataField) \_\_\_\_\_ WIP all  
 Period 01.08.2021 : 01.08.2021 Confirmed all User \_\_\_\_\_ Range \_\_\_\_\_  
 Due date \_\_\_\_\_ Balance (all) PayTerm \_\_\_\_\_ Currency \_\_\_\_\_  
 Type (all) Status (all) Sum is bigger than \_\_\_\_\_  
 IN ROW Account 125361 VAT \_\_\_\_\_ Content \_\_\_\_\_ Sum \_\_\_\_\_ Item \_\_\_\_\_  
 VAT \_\_\_\_\_ VAT code \_\_\_\_\_ Invoice \_\_\_\_\_ Stock ID \_\_\_\_\_  
 Contract \_\_\_\_\_ Customer \_\_\_\_\_ User \_\_\_\_\_ Item Class \_\_\_\_\_  
 PROCEEDING Proceeder \_\_\_\_\_ Role (all) Proceeded \_\_\_\_\_  
 Total \_\_\_\_\_ Sorted by Time View common  
 periodized  show rows  exact match  to customer  Currency  points  weight  VAT Reg No  Reg nr  Comment  REPORT  
 W/o Stock Receipt (default) PRINT INVOICES MAIL INVOICES Print  
 orig. subtotal

Number	Sup.Invoice	Time	Due date	Supplier	Name	Project	Item	Qty	PayTerm	Object	Sum	VAT	Total
100570	010821	01.08.2021	08.08.2021	1015	Markit Eesti AS			1	7	HR	1 100.00 EUR	220.00 EUR	1 320.00 EUR
1	125361	Server C200	-		A118						1 100.00	220.00	1 320.00

Currency EUR Sum 1 320.00 Base currency 1 320.00 Current rate 1 320.00

Number of rows: 1 100.00  
 Number of rows: 1  
 Row total: 1 100.00  
 Row total VAT: 220.00

Fixed assets accounts - comma separated list

If the asset card has not been created, the asset code is not visible

## 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.

Code \_\_\_\_\_ Class \_\_\_\_\_ In charge \_\_\_\_\_ Object \_\_\_\_\_ Department \_\_\_\_\_ (Data field) \_\_\_\_\_  
 Description \_\_\_\_\_ Comment \_\_\_\_\_ Customer \_\_\_\_\_ Supplier \_\_\_\_\_ Start \_\_\_\_\_ (Data field) \_\_\_\_\_  
 SN \_\_\_\_\_ Take asset \_\_\_\_\_ Project \_\_\_\_\_ Date 31.12.2019 (Data field) \_\_\_\_\_  
 Sorted by Date \_\_\_\_\_ Written off \_\_\_\_\_ End \_\_\_\_\_ (Data field) \_\_\_\_\_  
 User \_\_\_\_\_ Subtotal \_\_\_\_\_ Valid 31.12.2019 (Data field) \_\_\_\_\_  
 LV ID \_\_\_\_\_ Actions \_\_\_\_\_  
 asset  capital asset  intangible asset  written off  Related  money  multiple datafields  Closed  dates  Type  Accounts  insurance info  Purchased  customer  master class  action  LV ID  
 Print REPORT

## 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.
  - For example changing the depreciation transaction dates / sums
  - 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

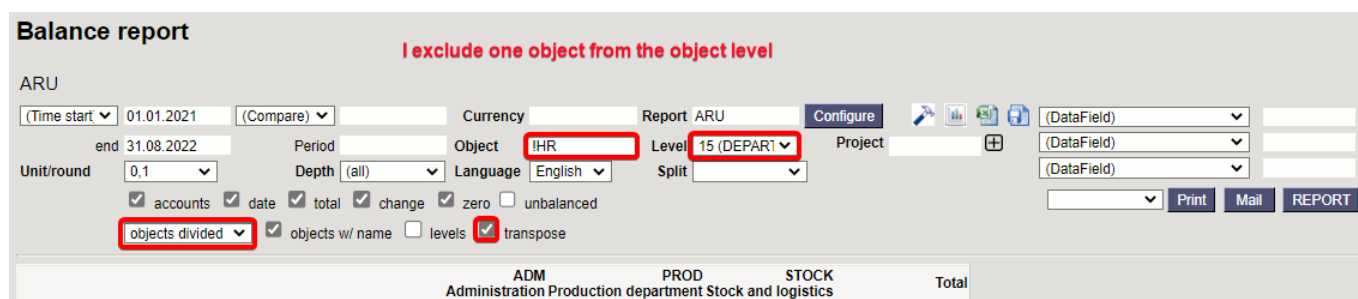
## NETTINGS

## MIDDLE TRANSACTIONS

## BUDGETS

## BALANCE

### I want to exclude one object from a certain object level



### 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

Aeg: algus 01.01.2021 lõpp 31.12.2021 Konto algus 411001 lõpp 9999

Korr. konto  näita korr. kontosid Objekt KONS Tüüp

Muutus on suurem kui  Selgitus Viide

Keel  kande seletus

Sort1 Aeg Sort2 sorteerimata  ainult summa  vaheld. kontod Firma

Konto Nimetus	Algsaldo	Deebet	Kreedit	Muutus	Lõppsaldo
411001 Kauba müük	0.00	0.00	118.40	- 118.40	- 118.40
412001 Teenuste müük	0.00	0.00	2 915.38	-2 915.38	-2 915.38
522110 Tootearendus	0.00	4 337.37	0.00	4 337.37	4 337.37
651150 Intressikulud laenuidelt - kontsern	0.00	2 858.06	0.00	2 858.06	2 858.06
<b>Kontod kokku</b>	<b>0.00</b>	<b>7 195.43</b>	<b>3 033.78</b>	<b>4 161.65</b>	<b>4 161.65</b>

### Bilanss

Kasumi kontroll

Aeg algus 01.01.2021 Võrreldav Valuuta Aruanne KK

lõpp 31.12.2021 Periood Objekt Tüüp

Keel  objektid nimega  muutus  kontod  aeg  pöördtabel FIRMA

Aruandeaasta kasum (kahjum) (kõik)	01.01.2021	muutus	31.12.2021
411001 Kauba müük	0.00	118.40	118.40
412001 Teenuste müük	0.00	2 915.38	2 915.38
522110 Tootearendus	0.00	4 337.37	4 337.37
651150 Intressikulud laenuidelt - kontsern	0.00	2 858.06	2 858.06
<b>Kokku Aruandeaasta kasum (kahjum) (kõik)</b>	<b>0.00</b>	<b>-4 161.65</b>	<b>-4 161.65</b>

# 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  (lisaväli)

Korr. konto  näita korr. kontosid Objekt Tüüp  Keel  (lisaväli)

Muutus on suurem kui  Selgitus Viide  Klient  (lisaväli)

Sort1 Aeg Sort2 sorteerimata Kanne 237 Hankija  Uhik/täpsus 0,01

KM kood (kõik) Tasemeta Valuuta Vahesumma  ainult saldogaga  tasemed  lisainfo

An error occurred on the server when processing the URL. Please contact the system administrator.  
If you are the system administrator please click [here](#) to 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 #)

## System settings (1)

### COMMON SETTINGS

Character to search empty field

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

KENA PÄEV: Finants - pearaamat v2 - Google Chrome

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 - Pearaamatu aruanne

Aeg algus 01.01.2021 lõpp 31.01.2021 Konto algus 40000 lõpp 50641 Projekt

Korr. konto  näita korr. kontosid Objekt  Tüüp  Keel

Muutus on suurem kui  Selgitus  Viide  Klient

Sort1 Aeg Sort2 sorteerimata Kanne  Hankija  Ühik/täpsus 0,01

KM kood (kõik) Tasemeta Valuuta Vahesumma   ainult saldoga

rea seletus  ainult summa  vaheld. kontod  muutusega kontod  saldeerimata  tasemed  lisainfo

**Trüki ARUANNE**

---

**40131 Tulud teenuste müügist**

Algsaldo 0.00

Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo
ARVE.10006			01.01.2021	Tulud teenuste müügist	1	0.00	9 965.82	-9 965.82	-9 965.82
ARVE.10005	OBJEKT1	PROJEKT1	01.01.2021	Tulud teenuste müügist	1	0.00	1 000.00	-10 965.82	-10 965.82
ARVE.10002	OBJEKT1		01.01.2021	Tulud teenuste müügist	1	0.00	100.00	-11 065.82	-11 065.82
						0.00	11 065.82	-11 065.82	-11 065.82
<b>Lõppsaldo -11 065.82</b>									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo
OST.10002			01.01.2021	Raamatupidamisteenused	1	814.93	0.00	814.93	814.93
OST.10003			01.01.2021	Raamatupidamisteenused	1	99.66	0.00	914.59	914.59
OST.10006	OBJEKT1	PROJEKT1	01.01.2021	Raamatupidamisteenused	1	814.93	0.00	1 729.52	1 729.52
OST.10005	OBJEKT1		01.01.2021	Raamatupidamisteenused	1	99.66	0.00	1 829.18	1 829.18
OST.10001	OBJEKT1		01.01.2021	Raamatupidamisteenused	1	1 000.00	0.00	2 829.18	2 829.18
OST.10008	OBJEKT1	PROJEKT2	05.01.2021	Raamatupidamisteenused	1	99.43	0.00	2 928.61	2 928.61
						2 928.61	0.00	2 928.61	2 928.61
<b>Lõppsaldo 2 928.61</b>									

### 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 - Pearaamatu aruanne

Aeg algus 01.01.2021 lõpp 31.01.2021 Konto algus 40000 lõpp 50641 Projekt #  

Korr. konto  näita korr. kontosid Objekt Tüüp Keel

Muutus on suurem kui Selgitus Viide Klient

Sort1 Aeg Sort2 sorteerimata Kanne Hankija Ühik/täpsus 0,01

KM kood (kõik) Tasemeta Valuuta Vahesumma  ainult saldoga

rea seletus  ainult summa  vaheld. kontod  muutusega kontod  saldeerimata  tasemed  lisainfo

40131 Tulud teenuste müügist										
Algsaldo 0.00										
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo	
ARVE.10006			01.01.2021	Tulud teenuste müügist	1	0.00	9 965.82	-9 965.82	-9 965.82	
ARVE.10002	OBJEKT1		01.01.2021	Tulud teenuste müügist	1	0.00	100.00	-10 065.82	-10 065.82	
						0.00	10 065.82	-10 065.82	-10 065.82	
Lõppsaldo -10 065.82										
50641 Raamatupidamisteenused										
Algsaldo 0.00										
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo	
OST.10002			01.01.2021	Raamatupidamisteenused	1	814.93	0.00	814.93	814.93	
OST.10003			01.01.2021	Raamatupidamisteenused	1	99.66	0.00	914.59	914.59	
OST.10005	OBJEKT1		01.01.2021	Raamatupidamisteenused	1	99.66	0.00	1 014.25	1 014.25	
OST.10001	OBJEKT1		01.01.2021	Raamatupidamisteenused	1	1 000.00	0.00	2 014.25	2 014.25	
						2 014.25	0.00	2 014.25	2 014.25	
Lõppsaldo 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.

[https://login.directo.ee/ocra\\_directo.../yld\\_m\\_objekt\\_asetasp?unit=put\\_objekt&kuhu=fin\\_aru\\_pea.objekt&...](https://login.directo.ee/ocra_directo.../yld_m_objekt_asetasp?unit=put_objekt&kuhu=fin_aru_pea.objekt&...)

Level Type	Object
1 OSAKOND	<input type="text"/>
2 ALAMOSAKOND	<input type="text"/>
3 ASUKOHT	<input type="text"/>
5 ISIK	<input type="text"/>
6 <b>AUTO</b>	<input type="text"/>
7 OSS JA IOSS ERIKORD	<input type="text"/>
8 OSS JA IOSS ERIKORRA RIIK	<input type="text"/>
9 INTERNAL TRANSACTION/EXTERNAL TR	<input type="text"/>
13 RIIGI RAHAVOOD	<input type="text"/>
15 DEPARTMENT	<input type="text"/>

Initial example:

### Finants - Pearaamatu aruanne

Aeg algus 01.01.2021 lõpp 31.01.2021 Konto algus 40000 lõpp 523104 Projekt (lisaväli) Keel (lisaväli) Klient (lisaväli)

Korr. konto näita korr. kontosid Objekt Tüüp

Muutus on suurem kui Selgitus Viide

Sort1 Aeg Sort2 sorteerimata Kanne Sügavus (kõik) Hankija Ühik/täpsus 0,01

KM kood (kõik) Tasemeta Valuuta VaheSumma ainult saldoga

rea seletus  ainult summa  vaheld. kontod  muutusega kontod  saldeerimata  tasemed  lisainfo **Trüki ARUANNE**

412001 Teenuste müük		Algsaldo -14 248,21									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
ARVE.100064	ADMIN	K201.Päikesepaneelid	01.01.2021	Koolitus	1	0,00	679,11	-679,11	-14 927,32		
ARVE.100065	ADMIN	K201.Päikesepaneelid	01.01.2021	Koolitus	1	0,00	679,11	-1 358,22	-15 606,43		
ARVE.100066	ADMIN	K201.Päikesepaneelid	01.01.2021	Koolitus	1	0,00	679,11	-2 037,33	-16 285,54		
						<b>0,00</b>	<b>2 037,33</b>	<b>-2 037,33</b>	<b>-16 285,54</b>		
Lõppsaldo											
-16 285,54											
521115 Ruumide kindlustus		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
FIN.100030			01.01.2021	Ruumide kindlustus		1 000,00	0,00	1 000,00	1 000,00		
						<b>1 000,00</b>	<b>0,00</b>	<b>1 000,00</b>	<b>1 000,00</b>		
Lõppsaldo											
1 000,00											
522109 Väikevahendid		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
OST.100063			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		
OST.100061	VAIKEV	K203.Mesi 23 hoone ehitus	01.01.2021	väikevahendid - parandus	1	679,11	0,00	1 429,11	1 429,11		
						<b>1 429,11</b>	<b>0,00</b>	<b>1 429,11</b>	<b>1 429,11</b>		
Lõppsaldo											
1 429,11											
523104 Autode kindlustus		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
FIN.100060	HANS,746MST		01.01.2021	Autode kindlustus		12 000,00	0,00	12 000,00	12 000,00		
FIN.100060	HANS,746MST		01.01.2021	Autode kindlustus		0,00	11 000,00	1 000,00	1 000,00		
						<b>12 000,00</b>	<b>11 000,00</b>	<b>1 000,00</b>	<b>1 000,00</b>		
Lõppsaldo											
1 000,00											

Show me transactions, where level 6 objects are missing

### Finants - Pearaamatu aruanne

Aeg algus 01.01.2021 lõpp 31.01.2021 Konto algus 40000 lõpp 523104 Projekt (lisaväli) Keel (lisaväli) Klient (lisaväli)

Korr. konto näita korr. kontosid Objekt Tüüp

Muutus on suurem kui Selgitus Viide

Sort1 Aeg Sort2 sorteerimata Kanne Sügavus (kõik) Hankija Ühik/täpsus 0,01

KM kood (kõik) Tasemeta **6** Valuuta VaheSumma ainult saldoga

rea seletus  ainult summa  vaheld. kontod  muutusega kontod  saldeerimata  tasemed  lisainfo **Trüki ARUANNE**

412001 Teenuste müük		Algsaldo -14 248,21									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
ARVE.100065	ADMIN	K201.Päikesepaneelid	01.01.2021	Koolitus	1	0,00	679,11	-679,11	-14 927,32		
ARVE.100064	ADMIN	K201.Päikesepaneelid	01.01.2021	Koolitus	1	0,00	679,11	-1 358,22	-15 606,43		
ARVE.100066	ADMIN	K201.Päikesepaneelid	01.01.2021	Koolitus	1	0,00	679,11	-2 037,33	-16 285,54		
						<b>0,00</b>	<b>2 037,33</b>	<b>-2 037,33</b>	<b>-16 285,54</b>		
Lõppsaldo											
-16 285,54											
521115 Ruumide kindlustus		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
FIN.100030			01.01.2021	Ruumide kindlustus		1 000,00	0,00	1 000,00	1 000,00		
						<b>1 000,00</b>	<b>0,00</b>	<b>1 000,00</b>	<b>1 000,00</b>		
Lõppsaldo											
1 000,00											
522109 Väikevahendid		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
OST.100063			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		
OST.100061	VAIKEV	K203.Mesi 23 hoone ehitus	01.01.2021	väikevahendid - parandus	1	679,11	0,00	1 429,11	1 429,11		
						<b>1 429,11</b>	<b>0,00</b>	<b>1 429,11</b>	<b>1 429,11</b>		
Lõppsaldo											
1 429,11											

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

### Finants - Pearingu aruanne

Aeg algus 01.01.2021 lõpp 31.01.2021 Konto algus 40000 lõpp 523104 Projekt (lisaväli) Keel (lisaväli) Klient (lisaväli) Ühik/täpsus 0,01

Korr. konto näita korr. kontosid Objekt Tüüp

Muutus on suurem kui Selgitus Viide

Sort1 Aeg Sort2 sorteerimata Kanne Sügavus (kõik) Hankija

KM kood (kõik) Tasemeta 1,2,6 Valuuta VaheSumma ainult saldoga

rea seletus ainult summa vaheld. kontod muutusega kontod saldeerimata tasemed lisainfo Trüki ARUANNE

521115 Ruumide kindlustus		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
FIN.100030			01.01.2021	Ruumide kindlustus		1 000,00	0,00	1 000,00	1 000,00		
Lõppsaldo		1 000,00									
522109 Väikevahendid		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
OST.100063			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		
OST.100061	VAIKEV	K203.Mesi 23 hoone ehitus	01.01.2021	väikevahendid - parandus	1	679,11	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 and project is missing.

### Finants - Pearingu aruanne

Aeg algus 01.01.2021 lõpp 31.01.2021 Konto algus 40000 lõpp 523104 Projekt # Keel (lisaväli) Klient (lisaväli) Ühik/täpsus 0,01

Korr. konto näita korr. kontosid Objekt Tüüp

Muutus on suurem kui Selgitus Viide

Sort1 Aeg Sort2 sorteerimata Kanne Sügavus (kõik) Hankija

KM kood (kõik) Tasemeta 1,2,6 Valuuta VaheSumma ainult saldoga

rea seletus ainult summa vaheld. kontod muutusega kontod saldeerimata tasemed lisainfo Trüki ARUANNE

521115 Ruumide kindlustus		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
FIN.100030			01.01.2021	Ruumide kindlustus		1 000,00	0,00	1 000,00	1 000,00		
Lõppsaldo		1 000,00									
522109 Väikevahendid		Algsaldo 0,00									
Number	Objekt	Projekt	Aeg	Seletus	KMK	Deebet	Kreedit	Muutus	Saldo		
OST.100063			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		750,00									

## How to grant rights 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

#### FINANCE SETTINGS

Fiscal Reports can open Fiscal Ledger with Ledgers own right  no  yes

### 2) User or user group rights

# Change group rights "Accountant assistant" Save

Documents
Reports
Setting
Other

## Finance

Report	Unassigned	Denied	Own	Extended	All
Balance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Income statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finance Statistics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
VAT declar.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nominal Ledger	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transactions list	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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.

Address: <<: Balance report v3 - Work - Microsoft Edge  
 https://login.directo.ee/ocra\_directo.../fin\_bilansiaru.asp?new=1&clr1=1&eimuuuda=jah&add=1&target=&target2=&after=

Close New Refresh Save Status: Changed Missing accounts

Code: REPORT    Object:    Employee: BOB    Taxonomy: ▼

Description:    Comment:

NO	Number	Type	Accounts / Formula	Object	Text	Class	Graph
1	10	1(Result) ▼	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 comma-separated 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: 111101,111201    end:    Project: +    (DataField) ▼

Corr.Account:    show corr. acc.    Object: 111101 Kassa    Language: English ▼    (DataField) ▼

Change: is bigger than    Description: 111201 Pangakonto    Customer: +    (DataField) ▼

Sort1: Time ▼    Sort2: unsorted ▼    Transaction:    Depth: (all) ▼    Supplier: +    Unit/round: 0.01 ▼

VAT code: (all)    w/o level(s):    Currency:    Subtotal:     only with balance

row desc     only sum     mixed accounts     with change     unbalanced     levels     more info    Print REPORT

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

### Finance Report - Nominal Ledger

Time start: 01.01.2021    end: 03.11.2021    Account start: 111101+111201    end:    Project: +    (DataField) ▼

Corr.Account:    show corr. acc.    Object:    Type:    Language: English ▼    (DataField) ▼

Change: is bigger than    Description:    Reference:    Customer: +    (DataField) ▼

Sort1: Time ▼    Sort2: unsorted ▼    Transaction:    Depth: (all) ▼    Supplier: +    Unit/round: 0.01 ▼

VAT code: (all)    w/o level(s):    Currency:    Subtotal:     only with balance

row desc     only sum     mixed 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).

Number	100063	Date	31.12.2020	Reference		Turnover	814.93	814.93
Description	we received a loan in USD-s				Difference	0		
Bank Statements: -								
Creator	06.10.2021 18:47:55		Last changed by:	06.10.2021 18:47:55		Bulk Insert	Paste Recipe	<input type="checkbox"/> Split from Resources
NO	Account	Object	Project	Description	Cur. Debit	Cur. Credit	Currency	Rate
1	111204			Bank account USD	1000		USD	0.814929509
2	221101			Long-term debt liabilities		1000	USD	0.814929509

### Manual currency rate transactions for January and March.

Number	100070	Date	31.01.2021	Reference		Turnover	9.65	9.65			
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	<input type="checkbox"/> Split from Resources			
NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	111205			Bank account USD		9.65					
2	660001			Currency rate profit (financial income)				9.65			

### Total January - March recalculations.

<b>111204 Bank Account</b>											
Beginning balance										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										852.88	

### Same account in USD

**Finance Report - Nominal Ledger**

Time start 01.08.2022 end 31.08.2022 Account start 111204 end 111204 Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object Type Language English Customer Supplier Unit/round 0.01

Change is bigger than Description Reference Subtotal only with balance

Sort1 Time Sort2 unsorted Transaction Depth (all) Supplier Subtotal only with balance

VAT code (all) w/o level(s) Currency USD levels more info Print REPORT

111204	<b>Bank Account SEK</b>							
Beginning balance								1 000.00
Number	Object	Time	Description	VC	Debit	Credit	Change	Balance
					0.00	0.00	0.00	1 000.00
Closing balance								1 000.00

We do an automatic recalculation under Maintenance

**Currency rates converter**

Date 31.03.2021

Range FIN

Previous 6 (USD-i pangakonto valuuta ümberarvutamine (111204))

Accounts 111204

Description USD bank account currency conversion

Group by:  Object  Project  by Customer  Supplier

Transaction

Manually corrected currency rate transaction

Close New Copy Save Delete Mail Print F << >> Status: Changed Type TRAN

Periodize REVERSE TRANSACTION MINUS TRANSACTION Changes

Number 100068 Date 31.03.2021 Reference Turnover -37.95 -37.95

Description USD recalculation - manual transactions elimination Difference 0

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	Account	Object	Project	Description	Debit	Credit	VAT code
1	111204			Bank account USD	-37.95		
2	660001			Currency rate profit (financial income)		-37.95	
3							

Transactions in nominal ledger

111204	<b>Bank Account SEK</b>							
Beginning balance								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 teatud kannete elimineerimine		-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								852.88

**Correction of manual transactions recalculation** (red arrow pointing to the 37.95 debit entry)

**Automatic currency recalculation** (red arrow pointing to the 37.95 credit entry)

## 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.

ERISSOODUSTUS	
4000	(Eluasemekulude täielik või osaline katmine )
4010	(Kindlustusmaksete tasumine, kui selline kohustus ei ole ette nähtud seadusega)
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 arvatatud intressi summa)
4062	(laenulepingus ettenähtud intressimäära järgi arvatatud intressi summa)
4081	(osaluse turuhind)
4082	(osaluse realiseerimishind)
4083	(optsoonipreemia)
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 **subtotal 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.

Finance Settings > Finance accounts > 525813

Back New Copy Delete Save Status: View View changelog

### Training costs (employee benefit)

CODE	525813
NAME	Training costs (employee benefit)
VAT CODE	
FOR STOCK DEPR	
CLOSED	
CLASS	4 (Expense)
CORR. ACC.	113403
TAXONOMY	• +
TRANSACTION OBJECTS	
TRANSACTION PROJECT	
EMPLOYEE BENEFIT	4110 (Tasemeõppe ja täienduskoolituse kulude katr)
STATISTICS	
VALID FROM	
ACCOUNT DEMANDS	

#### Subtotal by employee benefit - by transaction

### Finance Report - Nominal Ledger

Time start 01.05.2022 end 31.05.2022 Account start 0 end z Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object Type Language English (DataField) (DataField)

Change is bigger than Description Reference Customer (DataField)

Sort1 Time Sort2 unsorted Transaction Depth (all) Supplier Unit/round 0,01

VAT code (all) w/o level(s) Currency Subtotal by Employee benefit only with balance

transaction desc only sum mixed accounts with change unbalanced levels more info Print REPORT

4110 (Tasemeõppe ja täienduskoolituse kulude katmine)		Time	Description	VC	Debit	Credit	Beginning balance	Change	Balance
Account	Number		Object						
525812	TRAN.100151	02.05.2022	TSD lisade test		300.00	0.00	300.00		469.78
4110 (Tasemeõppe ja täienduskoolituse kulude katmine)								300.00	469.78
Total:					300.00	0.00			

4130 (Muud erisoodustused)		Time	Description	VC	Debit	Credit	Beginning balance	Change	Balance
Account	Number		Object						
528201	TRAN.100151	02.05.2022	TSD lisade test		1 000.00	0.00	1 000.00		1 150.00
4130 (Muud erisoodustused)								1 000.00	1 150.00
Total:					1 000.00	0.00			

5100 (Vastuvõtukulud)		Time	Description	VC	Debit	Credit	Beginning balance	Change	Balance
Account	Number		Object						
528101	TRAN.100151	02.05.2022	TSD lisade test		3 000.00	0.00	3 000.00		3 000.00
5100 (Vastuvõtukulud)								3 000.00	3 000.00
Total:					3 000.00	0.00			

### 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 (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object Type Language English (DataField) (DataField)

Change is bigger than Description Reference Customer (DataField)

Sort1 Time Sort2 unsorted Transaction Depth (all) Supplier Unit/round 0,01

VAT code (all) w/o level(s) Currency Subtotal by Employee benefit only with balance

transaction desc only sum mixed accounts with change unbalanced levels more info Print REPORT

4110 (Tasemeõppe ja täienduskoolituse kulude katmine)		Beginning balance	Debit	Credit	Change	Closing balance
Account	Description					
525812	Employees Training Costs (Taxable)	169.78	300.00	0.00	300.00	469.78
4110 (Tasemeõppe ja täienduskoolituse kulude katmine)						
Account Sum		169.78	300.00	0.00	300.00	469.78

4130 (Muud erisoodustused)		Beginning balance	Debit	Credit	Change	Closing balance
Account	Description					
528201	Fringe Benefits	150.00	1 000.00	0.00	1 000.00	1 150.00
4130 (Muud erisoodustused)						
Account Sum		150.00	1 000.00	0.00	1 000.00	1 150.00

5100 (Vastuvõtukulud)		Beginning balance	Debit	Credit	Change	Closing balance
Account	Description					
528101	Representational Costs	0.00	3 000.00	0.00	3 000.00	3 000.00
5100 (Vastuvõtukulud)						
Account Sum		0.00	3 000.00	0.00	3 000.00	3 000.00

Account Sum		Beginning balance	Debit	Credit	Change	Closing balance
		8 370.97	4 300.00	0.00	4 300.00	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.

The screenshot shows a software interface for a sales invoice. At the top, there are fields for 'Invoice' (100201), 'Customer' (1020), 'A&E Office OY', 'Asset', and 'Budget'. Below these are 'Ordered by' and 'Survey' fields. A row of radio buttons is visible, with the 'Proceeding' option selected. The main body of the form is divided into several sections: 'Date' (01.01.2020), 'Cust rep', 'Stock', and 'Update stock' (checked); 'Pay term' (7, highlighted with a red box), '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), 'Type' (dropdown menu), 'Status' (dropdown menu); and 'Comm.' (Training). A mouse cursor is visible in the bottom right corner.

**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	Right
<input type="radio"/>	<input checked="" type="radio"/>	Browser fields choosing
<input type="radio"/>	<input checked="" type="radio"/>	User finetuning settings
<input type="radio"/>	<input checked="" type="radio"/>	Alter Form
<input type="radio"/>	<input checked="" type="radio"/>	Subsystem Transactions Change
<input type="radio"/>	<input checked="" type="radio"/>	Print layout modifying
<input type="radio"/>	<input checked="" type="radio"/>	Event status modifying
<input type="radio"/>	<input checked="" type="radio"/>	Bank Account modifying
<input type="radio"/>	<input checked="" type="radio"/>	Payment term can be changed on sales documents

Documents Reports Setting Other

Delete row

NO	Module	Name	How	Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders
<input type="checkbox"/>	1	artikkeL_aal	AIM recipe	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	aastaru	Annual Reports	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	arve	Invoices	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	artikkel	Items	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	ametikoht	Positions	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Why credit invoice transactions are not with a minus sign?

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

**FINANCE SETTINGS**

Finance transactions can be negative  no  yes

## 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
<input checked="" type="checkbox"/> Notice letter	Delivery Stock Delivery	VAT country	Quotation	Special offers	Campaigns
Warns	Auto print No	Destination	Deposit Yes		
Prohibits	Invoice printout	<input checked="" type="checkbox"/> Multiple VAT zones			

## RECEIPT

### 10. Laekumisel - raha tagastamine kliendile

Directost saab otse kliendile raha tagastada. Mugav ekslike laekumiste, ettemaksude, deposite tagastamiseks. Arveldusarve, kuhu raha kanda märgitakse kas kreditarvele 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 miinussummadega ridu, siis raha tagastamine kliendile vaatab ainult miinussummasid

#### Uus kujundus

Number	Aeg	Viide	Laekunud	Arvete summa	T-Tasu	Laekunud valuutas	Vahe
107783	13.10.2022		-5120.00	0	0.00	0.00	-5120.00
Tasumisviis	Kommentaar	Objekt	Projekt	Kasutaja	Koht		
P				JANE		194.126.96.68	

Nr	Arve nr	Aeg	Klient	Nimi pangas	Val saadud	Summa S	Selgitus	Pangakonto/IBAN	Kliendi summa
1		59	Directo	EUR	-5120.00		Ekstikult laekunud arve tagastus	1111111111111111	-5120.00

#### Vana kujundus

## 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	EUR	KM kokku	20000.00	Summa	200.00	Jagatav summa	Ettemaks	0.00
Kurs	1	Ümardus	0	Tasuda	20200.00	Erinevus	Saldo	20200.00

NR	Tüüp	Konto	Objekt	Projekt	Kasutaja	Sisu	Summa	KMK	KM	Klient	Ar
1		21941	589NGU			Kapitalirendi pikaajaline kohustus	-86667.00	23	0.00		
2		21151	589NGU			Pikaajaliste kapitalirentide tagasimaksed	-13333.00	23	0.00		
3		10921	589NGU			Masinad ja seadmed (soetusmaksumus€)	100000.00	4	20000.00		
4		50643	589NGU			Lepingutasu	200.00	23	0.00		
5											

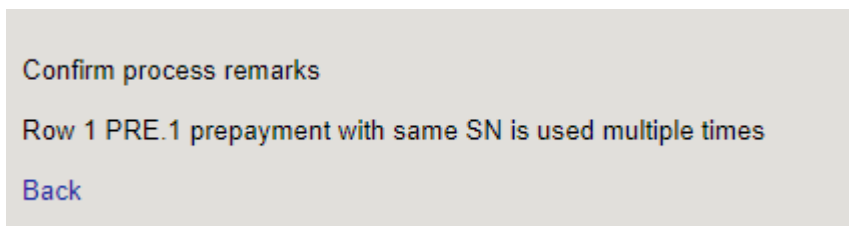
Liability accounts are entered with a minus for the financial entry to be correct. In the example, the capital lease obligation of the current year is also immediately reflected in the account „Repayments of long-term capital leases in the following periods“ and „Long-term capital lease liability“ sum 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	Sisu	Deebet	Kreedit	KM kood
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:



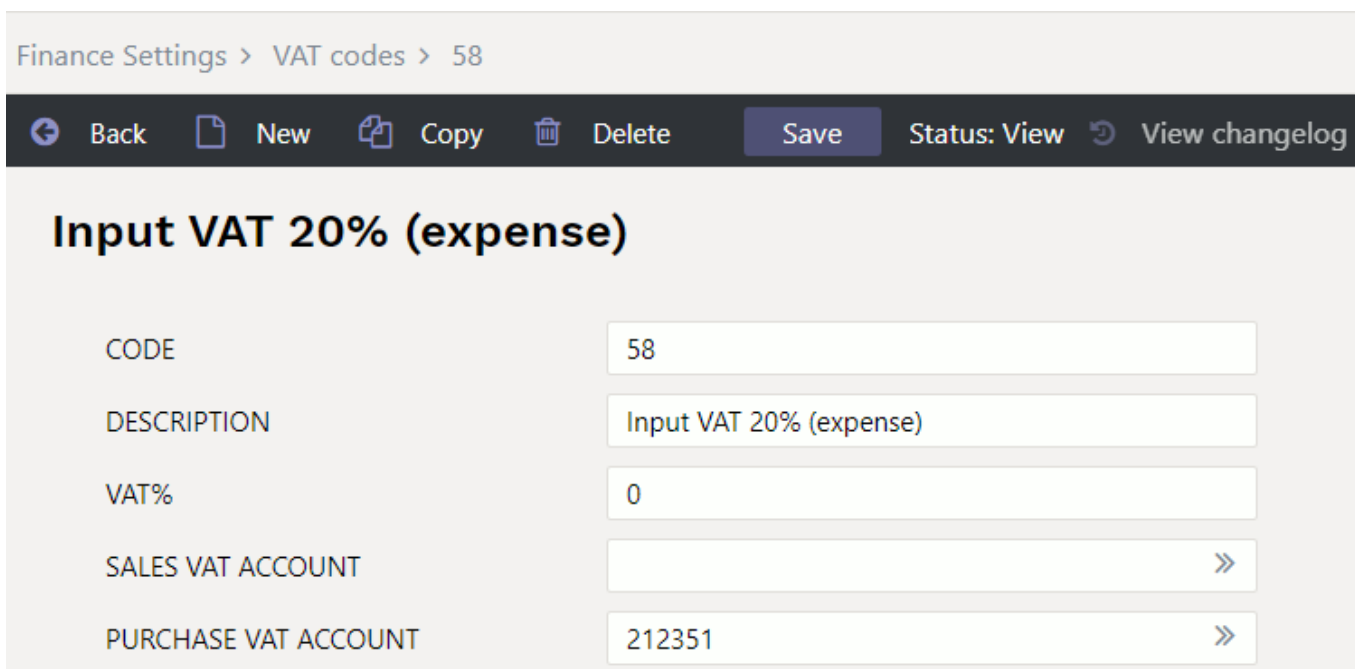
- Set the default quantity to 1 on the purchase prepayment item card. Then the error will not appear.

## 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



- Create purchase invoice

Purchase invoice 100576 - Work - Microsoft Edge  
https://login.directo.ee/ocra\_directo.../or\_arve.asp?number=100576&retevent=0&hoiatuus=&m=&clr1=1

Close New Copy Save Mail Print F OPEN << >> Status Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100576  
Vendor 1131 Wood OY VAT Reg No Vendors invoice 010922  
Payee VAT Reg No Survey

Main Proceeding DataFields

Invoice date 01.09.2022 User TRIINP Bank code  
Payment terms 14 Object ADMIN Account No 2322276876222 Purchase order  
Due date 15.09.2022 Cred account 212211 Ref. S.Receipt  
Op. date 01.09.2022 Project Asset Credited invoice  
VAT Date Origin Country EE (Eesti) Deal type Internal Invoice  
Received 06.09.2022 11:40:46 Type (choose type) Status (choose status) Expence  
Reclamation Recl. description Split by resources  
Comment Not subject to VAT e-mail mary.smith@gmail.com  
Int comment

Last changed by: 06.09.2022 11:44:10 Paste Recipe Bulk Insert

Currency EUR VAT total 0.00 Total 120.00 Dividable sum Prepayment 0.00  
Rate 1 Rounding 0 Total 120.00 Difference Balance 120.00

Total Cost including VAT is entered in the total cell

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1		525202				Directo costs	120.00	58	0.00		0			
2														

- Purchase invoice transaction

Finance - Transaction OST: 100576 Saved Last changed by (06.09.2022 at 11:49:49)

Type	Number	Date	Reference	Description	Debit
OST	100576	01.09.2022		1131 Wood OY/Not subject to VAT/010922	120

Credit 120 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc	Rate	Currency
1	212211	ADMIN		Debt to suppliers		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

System settings > VAT codes > 57

Back New Copy Delete Save Status: View View changelog

### 20% input VAT cannot be deducted

CODE	57
DESCRIPTION	20% input VAT cannot be deducted
VAT%	20
SALES VAT ACCOUNT	>>
PURCHASE VAT ACCOUNT	212351 >>
SALES CASH METHOD ACCOUNT	>>
PURCHASE CASH METHOD ACCOUNT	>>
SL PREPAYMENT ACCOUNT 1	>>
SL PREPAYMENT ACCOUNT 2	>>
PL PREPAYMENT ACCOUNT 1	>>
PL PREPAYMENT ACCOUNT 2	>>
VAT REG NO	No ▾
INVOICE DATAFIELD	
REVERSE VAT %	0
REVERSE ACCOUNT D	>>
REVERSE ACCOUNT K	>>
CORR. ACC.	>>
SALES VAT OBJECT	>>
PURCHASE VAT OBJECT	>>
FISCAL BLOCK	
DOC.TRANSPORT PREFERS	No ▾
PURCHASE VAT PROPORTION	0

- Create purchase invoice

Microsoft Edge: https://login.directo.ee/ocra\_directo\_jane/or\_arve.asp?number=100577&m=&clr1=1&hoiatas=

Close New Copy Save Mail Print OPEN << >> Status Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100577 Vendor 1131 Wood OY VAT Reg No Vendors invoice 0609222 Payee VAT Reg No Survey

Main Proceeding DataFields

Invoice date 06.09.2022 14:07:49 User TRIINP Bank code Purchase order  
 Payment terms 14 Object ADMIN Account No 2322276876222 S.Receipt  
 Due date 20.09.2022 Cred account 212211 Ref. Credited invoice  
 Op. date 06.09.2022 14:07:49 Project Asset Internal Invoice  
 VAT Date Origin Country EE (Eesti) Deal type Status (choose status) Expanse  
 Received 06.09.2022 14:07:49 Type (choose type) Split by resources  
 Reclamation Recl. description e-mail mary.smith@gmail.com  
 Comment Not subject to VAT  
 Int comment

Last changed by: 06.09.2022 14:11:18 Paste Recipe Bulk Insert

Currency EUR	VAT total 0.00	Total 120.00	Orig. Subtotal 100	Dividable sum	Prepayment 0.00
Rate 1	Rounding 0	Total 120.00	Orig. VAT 20	Difference	Balance 120.00

Enter the sum without VAT

No	Type	Account	Object	Project	User	Description	Total	Orig. Subtotal	VAT code	VAT	Orig. VAT	Item	Qty	StockID	SN
1		525202				Directo costs	120.00	100.00	57		0.00	20.00			0
2															

- Purchase invoice transaction


Finance - Transaction OST: 100577 Saved Last changed by (06.09.2022 at 14:13:16)

Type	Number	Date	Reference	Description	Debit
OST	100577	06.09.2022 14:07:49		1131 Wood OY/Not subject to VAT/0609222	120

Credit 120 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc	Rate	Current
1	212211	ADMIN		Debt to tuppliers		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 - Work - Microsoft Edge  
https://login.directo.ee/ocra\_directo.../yld\_hankija.asp?KOOD=1008

Close New Copy Refresh Delete Save Mail PRINT F << >> Status: Changed

Prices (choose action) Survey Event Update data

General info Contacts Bank Accounts Actions Changes Automation Transport

Code 1008 Class Object Stock Type State instituti Closed

Name Tax and Customs Board  
Tänav Löötsa tn 8a  
Indeks, linn 15176 Lasnamäe linnaosa, Tallinn, Harju maakond  
Maa  
County  
Country EE (Eesti) Representative  
Phone Fax  
e-mail URL  
Comment  
Warning

Reference 32845566 Mandatory  
New p.invoice prefilled with previous

Bank  
SWIFT EEUHEE2X Bank acc EE351010052031000004  
Code 401 Name SEB Pank  
Name in Bank Address in bank Tornimäe 2, 15010 Tallinn, ESTONIA  
Pay Term Costs  
e-invoice import prefers data above

Info  
Del Mode Del Term Directo-to-Directo: No  
Payee Vat reg no EE100276271 Language  
Reg no 1 70000349 VAT code Currency  
PP account Debt Acc 991111 SR Account  
VAT Zone Domestic Credit limit Customer  
Consignment Country Default Del Time Tran. Cost  
Deal type Worker Discount %  
Purchasing group

Enter your company's reference number

Choose the bank account you want to pay to

Create 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

Purchase invoice 100031 - Work - Microsoft Edge  
 https://login.directo.ee/ocra\_directo.../or\_arve.asp?number=100031

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

Event Stock Receipt Data from e-invoice

**Add land tax notice as an attachment, then it is easier to check**

Number 100031  
 Vendor 1008 Tax and Customs Board VAT Reg No EE100276271 Vendors invoice MAAMAKS I  
 Payee VAT Reg No Survey

Main Proceeding DataFields

Invoice date 01.01.2021 User Bank code 401 Purchase order  
 Payment terms 0 Object ADMIN Account No EE351010052031000004 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 (Eesti) Deal type Status (choose status) Expenditure  
 Received 17.05.2021 11:03:57 Type (choose type) Split by resources  
 Reclamation Recl. description e-mail  
 Comment Maamaksu tasumine  
 Int comment

**Off-balance account "Subsidiary account for Tax board transactions"**

Last changed by: 17.06.2021 15:13:54 Paste Recipe Bulk Insert

Currency EUR	VAT total 0.00	Total 12350.16	Dividable sum	Prepayment 0.00
Rate 1	Rounding 0.00	Total 12350.16	Difference	Balance 12350.16

No	Type	Account	Object	Project	User	Description	Total	VAT code/VAT	Item	Qty	StockID	SN	PID
1		113201				Land tax	12096.38	23	0.00	0			
2		113201				Land tax	253.78	23	0.00	0			

**Choose VAT code "No turnover"**

**Balance account - taxes prepayments**

### A transaction is created

Finance - Transaction OST\_100031 - Work - Microsoft Edge  
 https://login.directo.ee/ocra\_directo.../transaction\_document.html?id=OST\_100031

New Save Copy Discard Delete Attachments Mail Print Open original Periodize Create reverse transaction Switch to old view

**Finance - Transaction OST: 100031** Saved Last changed by (07.09.2022 at 11:46:17)

Type OST Number 100031 Date 01.01.2021 Reference 32845566 Description 1008 Tax and Customs Board/Land tax payment/LAND TAX I Debit 12350.16

Credit 12350.16 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
1	991111	ADMIN		Subsidiary account for Tax Office transactions		12350.16		
2	113201	ADMIN		Land tax	12350.16			23

### 3) Create payment

Payment 100002 - Work - Microsoft Edge  
 https://login.directo.ee/ocra\_directo.../purchase\_payment.html?id=100002

New Save Confirm Copy Discard Delete Attachments Mail Print SEPA EST

**Payment 100002** Saved Last changed by (07.09.2022 at 11:50)

Number 100002 Date 01.01.2021 Reference Purchase Invoices 12350.16 Paid 12350.16 Paid In Currency 12350.16 Pay mode P

Comment Arve nr 100026 Object Project User RAILIT Difference 0.00

Copy selection Delete selection Bulk Insert

No.	Invoice No	Supplier	Name in bank	Description	Object	Project	Supplier invoice	Ref.	Bank Account	Bank Cur	Bank rate	Bank Sum
1	100026	1008	Tax and Customs...		ADMIN		LAND TAX I	32845566	EE3510100520310...	EUR	1	12350.16

### A transaction is created

Finance - Transaction TASU: 100250 Saved Last changed by (07.09)

Type	Number	Date	Reference	Description	Debit
TASU	100250	01.01.2021		Invoice 100031	12350.16

Credit: 12350.16    Difference: 0

Copy selection   Delete selection   Bulk Insert   Paste Recipe   Split from Resources

No.	Account	Object	Project	Description	Debit	Credit
1	991111	ADMIN		100031 Tax and Customs Board	12350.16	
2	111201	ADMIN		100031 Tax and Customs Board		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

Aruanne ettemaksudega hankijad v2 - Google Chrome

login0.directo.ee/intclnt/ocra\_ /or\_aru\_ettemaksjad.asp?showall=1&uus=ei&aeg=14.06.2022&clr1=1

Aeg: 14.06.2022    ARUANNE

Hankija	Hankija nimi	Valuuta	Valuutas	Ettemaks	Viimane ettemaksu aeg	Hankija Kokku
<b>Kood</b>	<b>Nimi</b>	EEK	-33 796.66	-2 160.00	31.03.2008	0.00
		EUR	2 160.00	2 160.00	18.02.2008	
<b>SUMMA:</b>						0.00

Valuuta	Valuutas	Baasvaluutas	Hetkekursiga
EUR	2 160.00	2 160.00	2 160.00
EEK	-33 796.66	-2 160.00	-2 160.00

Ettemaks kokku on 0

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

Hankija seostamata tasumised	Aeg	Valuuta	ETTEMAKS	Baas
Dokument				
Tasumine 80088	18.02.2008	EUR	2 160.00	2 160.00
Tasumine 80110	31.03.2008	EEK	-33 796.66	-2 160.00
<b>Saldo</b>			<b>-31 636.66</b>	<b>0.00</b>

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**.

NR	Ostuarve nr	Hankija	Nimi pangas	Selgitus	Objekt	Projekt	Hankija arve	Vitenumber	Arveldusarve	Val. P	Kursss P	Summa P	Vivis	KMk	Valuuta arvel	Arve saldo	Asuti
1										EEK	0.063911649	33796.66	0.00			0.00	2160.00
2										EUR		-2160.00	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

login.directo.ee/ocra\_directo.../or\_arve.asp?number=100454&retevent=0&hoiatuus=&m=&clr1=1

Sule Uus Koopia Kinnita Salvesta Trüki Kustuta Olek Vaata LOGOUT

Sündmus Sissetulek Andmed e-arvelt

Number 100454  
 Hankija 1013 Mets AS  
 Makse saaja  
 KM reg nr  
 Hankija arve 2223  
 KM reg nr  
 Uuring

Arve aeg 27.06.2022  
 Tas. ting. 7  
 Tas. aeg 04.07.2022  
 Op. aeg 27.06.2022  
 KM aeg  
 Saadud 29.06.2022 9:48:08

Kasutaja JANE  
 Objekt LADU,9I  
 Kred. konto 212211  
 Projekt  
 Saatjariik EE (Eesti)  
 Tüüp (vali tüüp)

Pangakood  
 Arveldusarve 1111111111111111  
 Viitenumber  
 Vara  
 Tehinguliik  
 Staatus (vali staatus)

Ostutellimus  
 Sissetulek  
 Kred. ost  
 Sisearve  
 Kulutus

Reklamatsioon  
 Kommentaar  
 Sisekommentaar

Rekl. selgitus  
 Jaga ressursidelt  
 meil

Viimati muutis: JANE 29.06.2022 9:49:26  
 Aseta retsept Massasetaja

Valuuta EUR	KM kokku 0.00	Summa 864.00	Jagatav summa	Ettemaks 0.00
Kurs 1	Ümardus 0.00	Tasuda 864.00	Erinevus	Saldo 864.00

NR	Tüüp	Konto	Objekt	Projekt	Kasutaja	Sisu	Summa	KMK	KM	Algus	Lõpp	Töös	Korr. obje
1		525811			JANE	Koolitus	864.00	59	0.00	01.07.2022	31.07.2022		

and confirming gives error message

Ostuarvete salvestus 100454 v2 - Google Chrome

login.directo.ee/ocra\_directo.../or\_arve\_save.asp?new=0

Kinnitamisel tekkinud segadused

Real 1 kontol on korrespondeeriv konto puudu ,

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.

Finantskontod v2 - Google Chrome

login.directo.ee/ocra\_directo.../t\_edit2.asp?unit=konto&kood=525811

Tagasi Uus Koopia Kustuta Salvesta Olek Vaata Vaata muudatuste logi

### Koolituskulud - personali taseme ja täiendõpe

KOOD 525811  
 NIMI Koolituskulud - personali taseme ja täiendõpe  
 KMKOOD  
 MAHAKANDMISEKS  
 SULETUD  
 KLASS 4 (Kulud)  
 KORR. KONTO 113403  
 TAKSONOOMIA

Periodiseerimise jaoks peab kulukontol küljes olema KORR.KONTO (korrespondeeriv konto)

# 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.

The screenshot shows a web application interface for managing purchase invoices. It includes a header with navigation tabs (Sule, Uus, Koopia, Salvesta, Triiki, etc.), a main form area with various input fields for invoice details (Number, Date, Vendor, etc.), and a table at the bottom listing transactions with columns for account, object, project, and amounts. A red text box on the right side of the form reads: "Kui siia kirjutada objekt ja projekt siis kulukonto kasutab Korr objekt ja Korr projekt väljajade infot".

NR	Tüüp	Konto	Objekt	Projekt	Kasutaja	Sisu	Summa	KMK	KM	Algus	Löpp	Katkestuse aeg	Katkestuse summa	Katkestuse konto	Katkestuse objekt	Katkestuse projekt	Teo	Korr-objekt	Korr-projekt	Sis	
1		523104				Autode kindlustus	120.00	0	0.00	01.02.2022	31.03.2022							NARVA	K201		
2																					

## Why does the comment not change on confirmed purchase invoice transaction

It is possible to change a confirmed purchase invoice, if „Confirm“ is marked in the purchase invoice module under user group rights.

The screenshot shows a configuration page for user group rights. The group name is "Superkasutaja". A table lists various system modules and their permissions. The "Confirm" column for the "oarve" module is checked, indicating that users in this group can confirm purchase invoices.

NO	Module	Name	How	Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders	Print	Points
58	oarve	Purchase invoices	all	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	

## PAYMENT

### Why payment have two currency exchange accounts when a foreign currency invoice is paid in EUR\_?

NR	Konto	Objektid	Projekt	Sisu	Deebet	Kredit	KM kood	Aeg	Klient	Hankija	Ressurs
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	2164.95					1313	
5	7310		21031	Valuutakursikahjum arveldustest ostjate ja tarni	20.88						
6	8500			Kasum valuutakursi muutustest		0.40					

### 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.

NR	Osuarve nr	O.tellimus	Hankija	Tekst	Selgitus	Objekt	Projekt	Hankija arve	Viltinumbr	Arveldoarve	Val. P	Kursus P	Summa P	Vivis	KMK	Valutsa arvel	Arve saldo	Tasuti	T.Tasu	T.Tasu val.	Aeg	Hankija summa	Hankija summaEUR	
1	10049	1510	Hansapank AS							EE97200221021618314	EUR		1200.00	0.00		EUR	1200.00	1200.00	0.00				-1800.00	-1800.00
2	10048	1510	Hansapank AS							EE97200221021618314	EUR		-3000.00	0.00		EUR	-3000.00	-3000.00	0.00					

### 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

The short name can always be changed in the system settings

## Süsteemi seadetest (1)

ÜLDISED SEADISTUSED

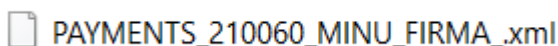
Firma lühikood, akende päises paistab

MINU FIRMA

?

**Salvesta**

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



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

login.directo.ee/ocra\_directo.../or\_tasumine.asp?NUMBER=100083

Sule Uus Koopia Jata Kustuta Kinnita Salvesta **SEPA EST** Trüki Olek: Muudetud

Number 100083 Aeg 16.05.2022 Viide Ostuarved 480.00 Tasutud 480.00 Tasutud valuutas 480.00

Tas. viis P Kommentaar Objekt Projekt Vahe 0.00

Kasutaja JANE Massasetaja

Viimati muutis: JANE 16.05.2022 19:52:54  
Pangaväljavõtted: -

NR	Ostuarve nr	Hankija	Nimi pangas	Selgitus	Objekt	Projekt	Hankija arve	Viitenumber	Arveldusarve	Val. P	Kurs
1	100154	1012	Osaühing Directo				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											
6											
7											

Kui ostuarvetel on Hankija nimi kirjutatud erinevalt, siis panka summeeritakse täpselt ühesuguselt kirjutatud ostuarved

### 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.

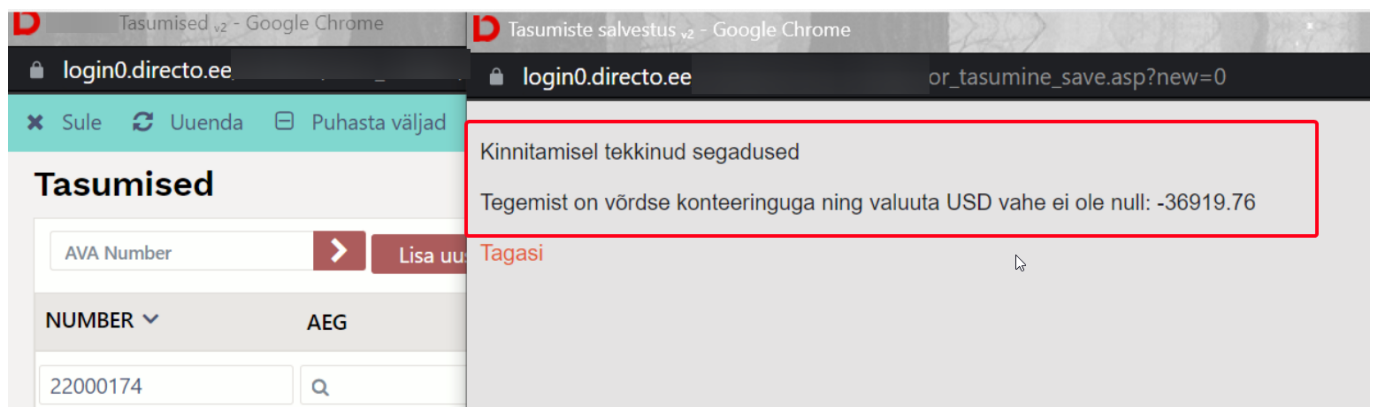
## Why can't the payment be confirmed, even though the row has object?

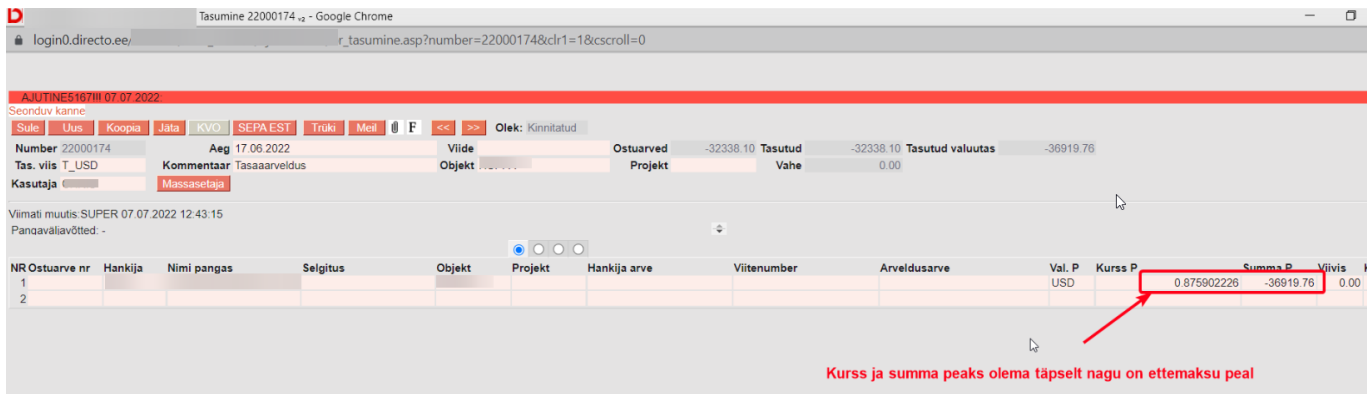
If the object level is mandatory on the account and the payment row has level object, check that in the system settings is indicated

- 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.





## Why is there a difference in purchase ledger when using an prepayment on a purchase invoice in foreign currency?

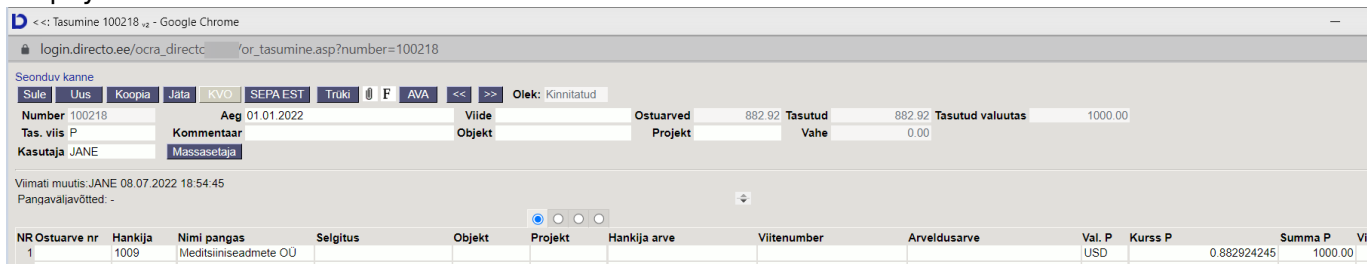
**The error is known and is being corrected** Such a situation can occur if the purchase invoice is in a foreign currency and the sum to be paid is settled with the prepayment directly on the purchase invoice through the Prepayment field. Since the currency rate on the prepayment date and the payment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

#### Prepayment



#### Purchase invoice

login.directo.ee/ocra\_directo\_.../or\_arve.asp?number=100455&revent=0&hoiatu=8&m=&clr1=1

Sule Uus Koopia Kinnita Salvesta Trüki **Kustuta** F << >> Olek Vaata LOGOUT

Sündmus Sissetulek Andmed e-arvelt

Number 100455  
 Hankija 1009 Meditsiineasemete OÜ  
 Makse saaja  
 KM reg nr EE100668931  
 Hankija arve 234  
 KM reg nr  
 Uuring

Üld Menetlus Lisaväljad

Arve aeg 01.06.2022 Kasutaja JANE Pangakood Ostutellimus  
 Tas. ting. 7 Objekt Arveldusarve 121111111 Sissetulek  
 Tas. aeg 08.06.2022 Kred. konto 212211 Viitenumber Kred. ost  
 Op. aeg 01.06.2022 Projekt Vara Sisearve  
 KM aeg Saajariik EE (Eesti) Tehinguliik Kulutus  
 Saadud 08.07.2022 18:59:18 Tüüp (vali tüüp) Staatus (vali staatus)

Reklamatsioon Rekl. selgitus Jaga ressursidelt  
 Kommentaar meil  
 Sisekommentaar

Viimati muutis: JANE 08.07.2022 19:12:54 Aseta retsept Massasetaja

Valuuta USD	KM kokku	0.00	Summa	1000.00	Jagatav summa	Ettemaks	1000.00	
Kurs	0.933532487	Ümardus	0.00	Tasuda	1000.00	Erinevus	Saldo	0.00
		Baas	933.53					

NR	Tüüp	Konto	Objekt	Projekt	Kasutaja	Sisu	Summa	KMK	KM	Artikkel	Kogus	Laoid	SN
1		525811	LADU	K201	JANE	Koolitus	1000.00	0	0.00		0		

Purchase ledger by supplier

login.directo.ee/ocra\_directo\_jane/or\_aru\_reskontro.asp?showall=1&hankija=1142&aeg=&seeria=&klass=&vkonto=&data1=&data1\_t=&lisav\_sel\_item1...

Ostureskontro aruanne

Hankija 1142 Aeg Seeria Klass V (Hankija lisaväli)  
 konto (Hankija lisaväli)  
 Objekt EM konto Jaga 0 x Valuuta Täpsus 0,01 (Hankija lisaväli)  
 0 (Hankija lisaväli)  
 ainult ületajata  Kande aja järgi  Valuutas  Hankija andmed  Arve projekt  Arve objekt  V konto (Ostuarve lisaväli)  
 Kokku Hankija Sorteeritud Hankija Arve nr Trüki ARUANNE

Hankija	Tasumata	Ettemaks	Saldo
1142 Raamat AS	0,00	-65,84	-65,84
<b>Kokku :</b>	<b>0,00</b>	<b>-65,84</b>	<b>-65,84</b>

Kulus 0 sekundit

*Ei arvuta praegu valuutakursi vahet valuutas ettemaksu kasutamisel*

Nominal ledger report

Finants - Pearaamatu aruanne

Aeg algus 01.01.2022 lõpp 31.12.2022 Konto algus 114501 lõpp 114501 Projekt (lisaväli)  
 Korr. konto naista korr. kontosid Objekt Tüüp (lisaväli)  
 Muutus on suurem kui Selgitus Viide (lisaväli)  
 Sort1 Aeg Sort2 sorteerimata Kanne Sügavus (kõik) Hankija 1142 Ühik/täpsus 0,01  
 KM kood (kõik) Tasemeta Valuuta Vahesumma ainult saldoga Trüki ARUANNE  
 rea seletus  ainult summa  vaheld. kontod  muutusega kontod  saldetumata  tasemed  lisainfo

114501 Ettemaksed varude eest												
Algsaldo	0,00											
Number	Objekt	Aeg	Seletus	KMK	Deebet	Kreedit	Val.deebet	Val.kreedit	Val.	Kurs	Muutus	Saldo
TASU100218	01.01.2022	Raamat AS			882,92	0,00	1.000,00	0,00	USD 0.882924245		882,92	882,92
OST100456	01.05.2022	Ettemaksed varude eest		0	0,00	948,77	0,00	1.000,00	USD 0.948766603		-65,85	-65,85
<b>Lõppsald</b>	<b>-65,85</b>											

*Ostuarvel ettemaksu kasutamisel ei arvuta valuutakursi vahet välja*

Solution

1) Do not use prepayment on the purchase invoice

login.directo.ee/ocra\_directo.../or\_arve.asp?number=100456&revent=0&hoiatu=8m=&clr1=1

Sule Uus Koopia Salvesta Trüki F AVA << >> Olek Kinnitatud LOGOUT

Krediteeri Seonduv kanne Tasumine KVO Sündmus Sissetulek

Number 100456  
Hankija 1142 Raamat AS KM reg nr EE100366327 Hankija arve 232  
Makse saaja KM reg nr Uuring

Arve aeg 01.05.2022 Kasutaja JANE Pangakood Ostutellimus  
Tas. ting. 7 Objekt Arveldusarve 111111111 Sissetulek  
Tas. aeg 08.05.2022 Kred. konto 212211 Viitenumber Kred. ost  
Op. aeg 01.05.2022 Projekt Vara Sisearve  
KM aeg Saatjariik EE (Eesti) Tehinguliik Kulutus  
Saadud 08.07.2022 19:20:35 Tüüp (vali tüüp) Staatus (vali staatus)

Reklamatsioon Rekl. selgitus Jaga ressursidelt  
Kommentaar meil  
Sisekommentaar

Viimati muutis: JANE 08.07.2022 19:40:15 Aseta retsept Massasetaja

Valuuta USD KM kokku 0.00 Summa 1000.00 Jagatav summa Ettemaks 0.00  
Kurs 0.948766603 Ümardus 0 Tasuda 1000.00 Erinevus Saldo 1000.00  
Baas 948.77

NR	Tüüp	Konto	Objekt	Projekt	Kasutaja	Sisu	Summa	KMK	KM	Artikkel	Kogus	Laoid	SN	OID
1		525811	LADU	K201	JANE	Koolitus	1000.00	0	0.00		0			
2														

Ettemaksu ei saa kasutada kui ostuarve on valuutas

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

login.directo.ee/ocra\_directo.../or\_tasumine.asp?number=100220&clr1=1&cscroll=0

Seonduv kanne

Sule Uus Koopia Jäta KVO TH Eesti sise Trüki F AVA << >> Olek: Kinnitatud

Number 100220 Aeg 01.05.2022 Viide Ostuarved -882.92 Tasutud -882.92 Tasutud valuutas -1000.00  
Tas. viis ETTEM\_FIN Kommentaar Arve nr 100456 -tasaarveldus ettemaksu Objekt Projekt Vahe 0.00  
Kasutaja JANE Massasetaja

Viimati muutis: JANE 08.07.2022 19:55:32 Pangavaljavad: -

Kirjuta siia käsitsi üle valuutakurs, millega ettemaks loodi

NR	Ostuarve nr	Hankija	Nimi pangas	Selgitus	Objekt	Projekt	Hankija arve	Viitenumber	Arveldusarve	Val. P	Kurs P	Summa P
1	100456	1142	Raamat AS				232		111111111	USD	0.882924245	-1000.00

3) Check the netting suspense account account, the balance there should be zero.

Finants - Pearaamatu aruanne

Aeg algus 01.01.2022 lõpp 31.12.2022 Konto algus 113401 lõpp 113401 Projekt (lisaväli)  
Korr. konto näita korr. kontosid Objekt Tüüp (lisaväli)  
Muutus on suurem kui Selgitus Viide Klient (lisaväli)  
Sort1 Aeg Sort2 sorteerimata Kanne Sügavus (kõik) Hankija 1142 Ühik/täpsus 0,01  
KM kood (kõik) Tasemeta Valuuta Vahesumma ainult saldoga Trüki ARUANNE  
rea seletus ainult summa vaheld. kontod muutusega kontod saldeerimata tasemed lisainfo

113401 Ettemaksd teenuste eest Tasaarvelduse vahekonto

Number	Objekt	Aeg	Seletus	KMK	Deebet	Kreedit	Val.deebet	Val.kreedit	Val.	Kurs	Muutus	Saldo
TASU.100221		01.05.2022	100456 Raamat AS		0,00	948,77	0,00	1 000,00	USD	0,948766603	-948,77	-948,77
TASU.100220		01.05.2022	Raamat AS		0,00	-882,92	0,00	-1 000,00	USD	0,882924245	-65,85	-65,85
					0,00	65,85					-65,85	-65,85
Lõppsaldo -65,85												

Kulus 0 sekundit

Tasumise vahekontole jääb valuutakursi vahe, mis peaks käsitsi finantskandega tulusse/kulusse kandma

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** Salvestatud Viimati muutis JANE (08.07.20)

Tüüp	Number	Aeg	Seletus	Vahe	Deebet	Kreedit
FIN	100173	01.05.2022	tasaarveldus ettemaksuga - valuutakursi vahe	0	65.85	

Nr	Konto	Objektid	Projekt	Sisu	Deebet	Kreedit	Valuuta
1	113401			Raamat AS	65.85		EUR
2	114501			Raamat AS		65.85	EUR

### 5) Ostureskontros ei ole enam vahet

login.directo.ee/ocra\_directo.../or\_aru\_reskontro.asp?showall=1&hankija=1142&aeg=&seeria=&klass=&vkonto=&data1=&data1\_t=&lisav\_sel\_iter

**Ostureskontro aruanne**

Hankija 1142 Aeg \_\_\_\_\_ Seeria \_\_\_\_\_ Klass \_\_\_\_\_ V \_\_\_\_\_ (Hankija lisaväli) \_\_\_\_\_  
 konto \_\_\_\_\_  
 Objekt \_\_\_\_\_ EM konto \_\_\_\_\_ Jaga  x \_\_\_\_\_ Valuuta \_\_\_\_\_ Tapsus  \_\_\_\_\_ (Hankija lisaväli) \_\_\_\_\_  
 ainult ületahtaja  Kande aja järgi  Valuutas  Hankija andmed  Arve projekt  Arve objekt  V konto \_\_\_\_\_ (Hankija lisaväli) \_\_\_\_\_  
 Kokku Hankija Sorteeritud     \_\_\_\_\_ (Ostuarve lisaväli) \_\_\_\_\_

Hankija	Tasumata	Ettemaks	Saldo
Kokku :	0,00	0,00	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

login.directo.ee/ocra\_directo.../yfd\_hankija.asp?kood=1146&holiatus=

Sule Uus Koopia Jaga Kustuta Salvesta PRINT

Hinnad (vali tegevus)

Üldinfo  Kontaktid  Pangakontod  Tegevused  Muutused  Automaatika  Transport

Ridade täiendamine (e-arvelt)

e-arve XML reegliid Sisaldus	Artikkel	Viltnumber	Kogus	Rea summa	Personal	Väljad, mis täidetakse reeglite sobivusel					Koord	Kinnita		
						Konto	KM kood	Objekt	Projekt	Kasutaja			Artikkel	Klient
Intress						651400	23							
Osamakse						211301	1							
202199999/00								ADMIN						
202126890/00								LADU						
202126913/00								MYK						

## 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

login.directo.ee/ocra\_directo...or\_arve.asp?number=100161&m=&clr1=1&hoiatu=

Sule Uus Koopia Salvesta Trüki F AVA << >> Olek Kinnitatud LOGOUT

Krediteeri Seonduv kanne Tasumine KVO Sündmus Sissetulek

Number 100161  
 Hankija 1012 Osahing Directo KM reg nr EE100615311 Hankija arve 333  
 Arve tasub KM reg nr Uuring

Üid Menetlus Lisaväljad

Arve aeg 12.01.2022 12:04:52 Kasutaja JANE Pangakood Ostutellimus  
 Tas. ting. 7 Objekt Arveldusarve 111222333444 Sissetulek  
 Tas. aeg 19.01.2022 Kred. konto 212211 Viitenumber Kred. ost  
 Op. aeg 12.01.2022 12:04:52 Projekt Vara Sisearve  
 KM aeg Saadud 12.01.2022 12:04:52 Saajariik EE (Eesti) Tehinguliik Kulutus  
 Tüüp (vali tüüp) Staatus (vali staatus)

Reklamatsioon Rekl. selgitus Jaga ressursidelt  
 Kommentaar meil info@directo.ee  
 Sisekommentaari

Viimati muutis: JANE 12.01.2022 12:20:57 Aseta retsept Massasetaja

Valuuta EUR	KM kokku	-69.12	Summa	414.72	Algne Summa	345.6	Jagatav summa	Ettemaks	0.00	
Kurss	1	Ümardus	0	Tasuda	345.60	Algne KM	69.12	Erinevus	Saldo	345.60

NR	Tüüp	Konto	O.tase	KORR.	Objekt	Projekt	Kasutaja	Sisu	Summa	Algne Summa	KMK	KM	Algne KM	Artikkel	Kogus
1		525201					JANE	IT teenused	414.72	345.60	56	-69.12	69.12		0
2															

Description of financial transaction and VAT code

(pöördkäibemaks) proportsionaalne tagasiküsimine

KOOD 56

SELETUS (pöördkäibemaks) proportsionaalne tagasiküsimine

KM% 0

MÜÜGI KM KONTO

OSTU KM KONTO 212360

MÜÜGI KASSAPÕHINE KONTO

OSTU KASSAPÕHINE KONTO

MR ETTEMAKSU KONTO 1

MR ETTEMAKSU KONTO 2

OR ETTEMAKSU KONTO 1

OR ETTEMAKSU KONTO 2

KMREGNR Jah

ARVE LISAVÄLI

PÖÖRDKM % 20

PÖÖRDKM KONTO D 212367

PÖÖRDKM KONTO K 212378

KORR. KONTO

MÜÜGI KM OBJEKT

OSTU KM OBJEKT

FISKAALBLOKK

DOK.TRANSPORT EELISTAB Ei

OSTU KM PROPORTSIOON 0

login.directo.ee/ocra\_directo.../fin\_kanne.asp?number=100161&tyyp=OST

Sule Uus Koopia Salvesta Kustuta Trüki Olek: Vaata Tüüp OST Dokumendist on olemas

Periodiseeri PÖÖRDKANNE MIINUSKANNE Ava algdokument Muutused

Number 100161 Aeg 12.01.2022 12:04:52 Viide Käive 414.72 414.72  
 Seletus 1012 Osahing Directo//333 Vahe 0

Looja JANE Viimati muutis: 12.01.2022 12:20:57 Massasetaja Aseta retsept Jaga ressursidelt

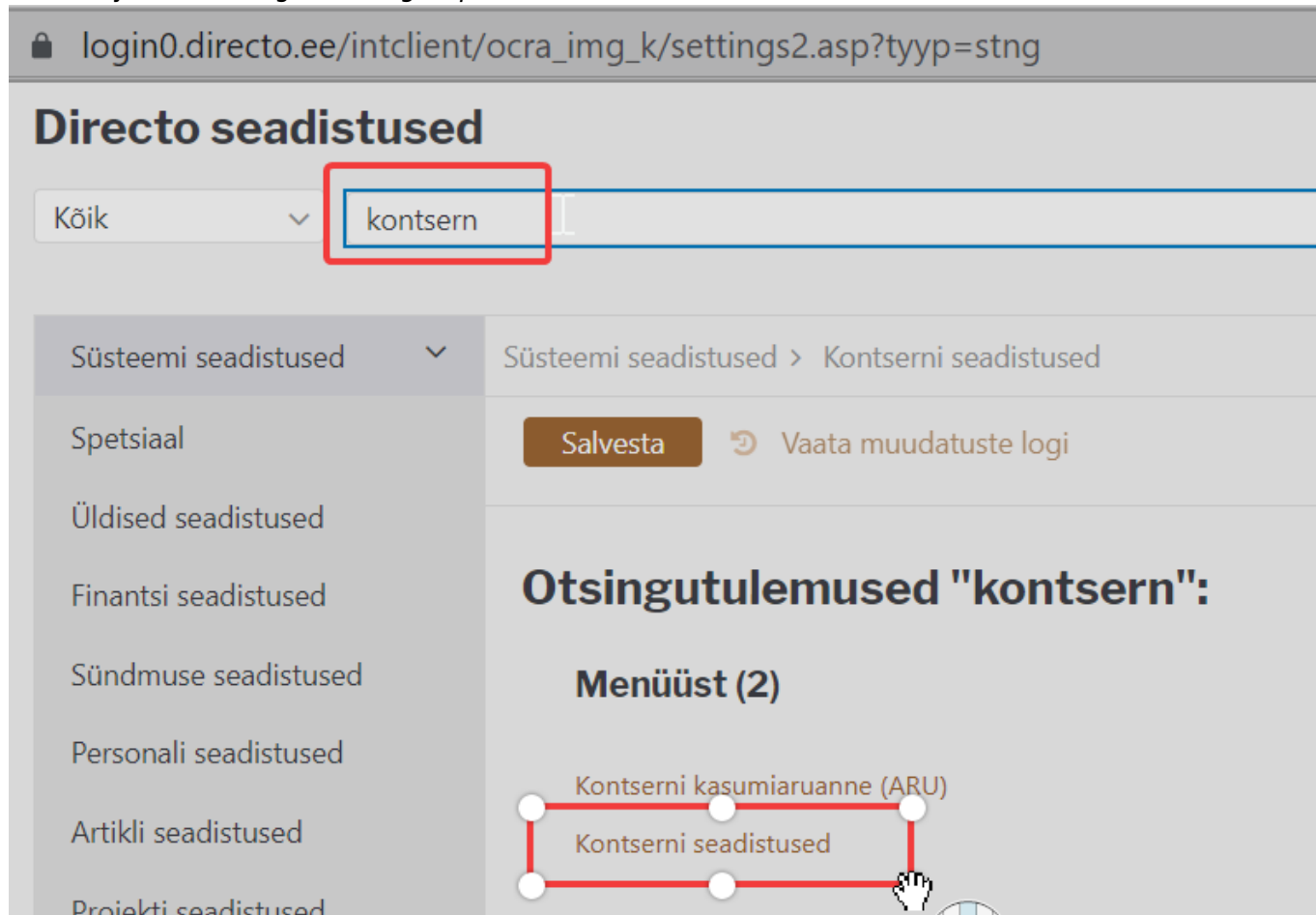
NR	Konto	Objektid	Projekt	Sisu	Deebet	Kreedit	KM kor
1	212360			Pöördkäibemaks ostul	-69.12		56
2	212367			Pöördkäibemaks ostul - ei küsi tagasi	69.12		56
3	212378			Pöördkäibemaks krediid		69.12	56
4	212211			Hankijatele tasumata arved		345.60	
5	525201			IT teenused	69.12		
6	525201			IT teenused	345.60		56
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

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



Write on the next free row

Aeg	Osalus	Kommentaar
01.01.1980	0	
15.06.2020	65	
01.01.2010	100	
01.06.2021	0	Firma 1 müüdi maha Kasum AS-ile

**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.

Finants kontserni kasumiaruanne

Kasumiaruanne kõik tehingud

(Aeg algu) 01.01.2021 (Võrrelda) Tükelda Kuuks FIRMA FIRMA 1 Aruanne KASUM Kirjelda

lõpp 31.03.2021 Periood Objekt Ühik/täpsus 1 Keel Valuuta

PRINT ARUANNE

102	202103	KOKKU	
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.

**Finants kontserni kasumiaruanne**  
Kasumiaruanne kõik tehingud - valuutakursi näide

Kontserni baas baasi valuuta EUR

(Aeg algu) 01.01.2021 (Võrrelda) Tükelda Kuuks FIRMA FIRMA 2 Aruanne KAS\_VALUUTA Kirjelda

lõpp 31.03.2021 Periood Valuuta GBP Ühik/täpsus 1 Tüüp

Keel objektid laiali eralda objektid firmad laiali pöördtabel nulliga kontod PRINT ARUANNE

Aaruanne on koostatud valuutas GBP kursiga 1.1735850

	202101	202102	202103
Äritulud			
1. Realiseerimise netokäive	400 000	100 000	100 000

**Finants - Kasumiaruanne**  
Kasumiaruanne

Konsolideeritav ettevõte baasi valuuta GBP

Periood 01.01.2021 : 31.03.2021 Võrreldav Projekt Aruanne ARU Kirjelda

Periood Klient Objekt Tüüp (lisaväli)

Periood Hankija Valuuta Tükelda Kuuks (lisaväli)

Keel (Laiali) eralda objektid nimega tasemed (pöördtabel) kiire nulliga kontod

Ühik/täpsus 1 eemalda suletud tagurpidi pöördtabel Trüki ARUANNE

	202101	202102	202103	KOKKU
Äritulud				
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

Valuutakursus 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.

From:

<https://wiki.directo.ee/> - **Directo Help**

Permanent link:

[https://wiki.directo.ee/en/raamatupidaja\\_nipinurk?rev=1662543467](https://wiki.directo.ee/en/raamatupidaja_nipinurk?rev=1662543467)

Last update: **2022/09/07 12:37**

