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# **ACCOUNTANT MANUAL**

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

# TRANSACTIONS

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

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

Nr	Nimetus		Järjekord
	NUMBER - Päis		
1	AEG - Päis	•	00
2	SELETUS - Päis	•	00
3	KONTO - Rida	•	00
4	DEEBET - Rida	•	00
5	KREEDIT - Rida	•	00
6	AEG - Rida	•	00
7	PERIODISEERITUD - Rida	•	00

Example :

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

#### The same transaction after bulk import :

	its - kanne FII	4.100050 v2 - Ci	<u>j</u>					
login.d	lirecto.ee/o	cra_directo_ja	ane/fin_kanne.asp?number=`	100030&tyy	p=FIN			
Sule U	us Koopia	Salvesta	Kustuta Trüki 🕖 F <<	>> Ole	k: Vaata	Tüüp FIN		
Periodiseeri	PÖÖRDK/	ANNE Muutus	ed					
Number 100	030	Aeg 01.01.2021	Viide	Käive 5	5000	5000		
Seletus Ma	ssimpordi test			Vahe 0	)			
				Valle	/			
Pangaväljavõ	tted: -	/iimati muutis: IA	NE 06 06 2021 9 55-29					
<sup>o</sup> angaväljavõ	tted: -	/iimati muutis: JA	NE 06.06.2021 8 55:28 Massaseta			ressurssidelt		
<sup>p</sup> angaväljavõ <b>_ooja</b> 06.06.2	tted: -	/iimati muutis: JA Projekt	NE 06.06.2021 8 55:28 Massaseta				M kood	Aeg
<sup>p</sup> angaväljavõ <b>.ooja</b> 06.06.2	tted: - 2021 8:55:28 <b>\</b>				sept 🗆 Jaga			Aeg
<sup>2</sup> angaväljavõ .ooja 06.06.2 IR Konto 1 113431	tted: - 2021 8:55:28 <b>\</b>		Sisu		sept 🗆 Jaga Deebet	Kreedit		Aeg
Pangaväljavõ .ooja 06.06.2 IR Konto 1 113431 2 521115	tted: - 2021 8:55:28 <b>\</b>		Sisu Ettemakstud varakindlustus		Sept Jaga	Kreedit	KM kood	Aeg
Pangaväljavõ .ooja 06.06.2 IR Konto 1 113431 2 521115 3 212211	tted: - 2021 8:55:28 <b>\</b>		Sisu Ettemakstud varakindlustus Ruumide kindlustus		Sept Jaga	Kreedit	KM kood	<b>Aeg</b> 01.02.2021
Pangaväljavõ .ooja 06.06.2 1 113431 2 521115 3 212211 4 113431	tted: - 2021 8:55:28 <b>\</b>		Sisu Ettemakstud varakindlustus Ruumide kindlustus Hankijatele tasumata arved		Sept Jaga	Kreedit 3000.00	KM kood	
Pangaväljavõ Looja 06.06.2 NR Konto	tted: - 2021 8:55:28 <b>\</b>		Sisu Ettemakstud varakindlustus Ruumide kindlustus Hankijatele tasumata arved Ettemakstud varakindlustus		Sept Jaga Deebet 2000.00 1000.00	Kreedit 3000.00	KM kood	01.02.2021

## 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.

023,01,23	02.00							//0000/////	
Number 100	072	Aeg 31.03.202	21 Viide	Käive	0	0			
Seletus US	D-ide konto koi	rrastus (kontol j	peab olema 1000 USD-i)	Vahe	0				
Pangaväljavõ	tted: -								
JANF	06 10 2021 19	53.22 Viimati	muutis: JANE 06.10.2021 20:05:48 Mas	sasetaja	Aseta retsept		sidalt		
	00.10.2021 10			sasetaja	Aseta Tetsept		Sideil		
						0			
NR Konto	Objektid	Projekt	Sisu		Val. deebet	Val. kreedit	Valuuta	Kurss	Kogus
1 111205			Pangakonto USD - sisestatud algselt	EUR-is	-852.88	3	EUR	1	0
2 111205			Pangakonto USD - sisestatud algselt	EUR-is	1000	)	USD	0.852878465	0
2									
ominal	ledger t	ransactio	ons as example						
11205 F	angakonto US	D - sisestatud	algselt EUR-is						

ACCOUNTANT MANUAL

5/55

111203	гануаки	garonic USD - sisestatuu aigsen EUR-is								
Algsaldo		0,00								
Number	Objekt	Aeg	Seletus	KMK	Deebet	Kreedit	Val.deebet	Val.kreedit Val.	Muutus	Saldo
FIN.100069		31.12.2020	saime USD-i laenu 1000 USD-i		814,93	0,00	814,93	0,00 EUR	814,93	814,93
FIN.100070		31.01.2021	USD-i ümberhindlus - käsitsi		9,65	0,00	9,65	0,00 EUR	824,58	824,58
FIN.100071		28.02.2021	USD-i ümberhindlus - käsitsi		1,02	0,00	1,02	0,00 EUR	825,60	825,60
FIN.100073		31.03.2021	USD-i ümberhindlus - käsitsi		27,28	0,00	27,28	0,00 EUR	852,88	852,88
FIN.100072		31.03.2021	USD-ide konto korrastus (kontol peab olema 1000 USD-i)		-852,88	0,00	-852,88	0.00 EUR	0,00	0,00
FIN.100072		31.03.2021	USD-ide konto korrastus (kontol peab olema 1000 USD-i)		852,88	0,00	1 000,00	0,00 USD	852,88	852,88
					852,88	0,00			852,88	852,88
Lõppsaldo	8	352,88								

2025/07/29 01:35

• 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	e: 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.

2	Bank Statemen	ts 220723 <sub>v2</sub> -	Work - Microsoft Edge	e													-		$\times$
🕆 https	//login.directo.e	ee/ocra_	/fin_valjavote	e.asp?NUME	3ER=22072	23												Aø.	Ð
Close	New Copy	Refresh	lelete Save IMF	PORT SEPA E	ST Print	Mail 🛛 🛛 🖉	<b>«</b>	Status: View		D	ate: 25.08.2	022							
Number 2	20723	Date 25.0	8.2022		Employee	(directo)	Sum	0.00	Closed		Start balan	ce Final B	alance				N	OUT	
Pay mode 3	Co	omment GW	20220826-0717-SEB	PeriodicState	Object		Project			In file	452 554.	38 452	554.38 EUR	Transa	ctions:	(	0	0	
										Directo	415 335	09 415	335.09 EUR		Total:	0.0	D	-0.00	
										DIFF.	37 219.	29 37	219.29						
ALL   Not u	sed   Receipt   F	Payment   Tra	insaction   Card payn	nent   Expen	se due   Ca	ash   Salary paymer	nt Set ty	ype for selected N	ot used	~	<u>۲</u>								
NO Date	Account No		Reg No/ID number	Company		Description	·		Currency S	Sum	Fee	Referen	ce no	Payment No	Rule Ty	pe	Doc	no Acco	unt
										-					-	Action	~		
1											If there is a	sum, th	nen the b	ank dav	N	ot used	~		
2											Start balan				N	ot used	~		
3															N	ot used	~		
4															N	ot used	~		

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

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



Errors, that may occur

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

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

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

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

Not used 🗸	Click	on the red X and	l disconnect	
Currency Sum	Fee	Reference no	Payment No Rule Type	Doc no Account
EUR 🗩 28	50.77	32212691	1075 ADD	Receipt [X] 220286

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

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

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

closed.

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

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

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

ALL   Not used	I   Receipt   Payment	Transaction   Card payment   Expense due	Cash   Salary payment	Set type for selected Not used	~					
NO Date	Account No	Reg No/ID number Company	Description	Curren	cy Sum	Fee	Reference no	Payment No Ru	е Туре	Doc no Accour
									Action	~
1				eur	200	00		AD	D Transaction	[X] 100074 113101
2 30.01.2021	EE86 221	My own company	's name Money transfer	EUR	20000	0.00		AD	Transaction	✓ 10201
3									Not used	~
4							Account number t	o which 🗖	Hor used	~
5							the money was tra	nsferred	Not used	×
6									Not used	<b>~</b>
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

d <<: Finan	ts - kanne FIN:210347 <sub>v2</sub>	- Google Chrome					
🔒 login.d	irecto.ee/ocra_	/fin_kanne.asp?ty	/yp=FIN&number=2	10347			
Sule Uus	s Koopia Meil 7	rüki Finantskanne 🕕	F << >> Olek: 1	Muudetud T	üüp FIN		
Periodiseeri	PÖÖRDKANNE MIII	NUSKANNE Muutused					
Number 2103	Aeg 30.01.2	021 Viide	Käive	200000	200000		
Seletus raha	ülekanne Minu oma firma	nimi	Vahe	0			
Pangaväljavõt	ted: 210031					\$	
Looja JANE	27.05.2021 12:03:05 Viima	ti muutis: JANE 27.05.2021	12:03:04 Massasetaja	Aseta retsept	Jaga ressurssion	delt	
NR Konto	Objektid	Projekt Sis	su		Deebet	Kreedit	KM k
1 10202		Mi	nu oma firma nimi 🛛 raha üle	ekanne		200000.00	)
2 10201		Mi	nu oma firma nimi 🛛 raha üle	ekanne	200000.00	)	

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

ALL   Not used	d   Receipt   Payment	Transaction   Card payment   Expense due	Cash   Salary payment Set ty	pe for selected Not used	Gener	ate: Transaction	
NO Date	Account No	Reg No/ID number Company	Description	Currency Sum	Fee	Reference no	Payment No Rule Type
							Action 🗸
1				eur	200.00		ADD Transaction D
3 30.01.2021	EE8655555221	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		Write the rule code, for example ACCOUNT_6221 (the last 4 digits of the
NAME	My own company`s name	bank account)
PAY MODE	T	
PRIORITY		
Rule conditions		
DIRECTION	Out 🔻	
OTHER PARTY NAME	My own company`s name	
OTHER PARTY ACCOUNT NUMBER	EE86 6221	de lete the error them the write
SUM	200.00:200.00	delete the sum, then the rule always applies despite the sum
CURRENCY	eur	
DESCRIPTION	Money transfer	
Outcome		If you select "not used", then to the transaction row is written "not used"
ТҮРЕ	Transaction 🔹	and you do not need to do anything

ТҮРЕ	Transaction	and you do not need to do anything
CUSTOMER	»	
SUPPLIER	»	Write account number. The account
ACCOUNT	10201	is important for the transaction, objects and projects according to
FEE ACCOUNT	»	your need.
OBJECT	»	
PROJECT	>	
VAT CODE	>	
EMPLOYEE	>	
FINANCE RECIPE	»	
REFERENCE		
COMMENT	Payment between your accounts	Write if you wish. No need to mark
PAY MODE	»	
DETECT CUSTOMER		
DETECT SUPPLIER		

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

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

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

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

d <<: Finants	- kanne FIN:210355 <sub>v2</sub> -	Google Chrome				_	
â login.dir	ecto.ee/ocra_	/fin_kanne.asp?nur	nber=210355%20&tyyp=	=FIN&clr1=1&c	scroll=0&hoiatus	;=	
Sule Uus Periodiseeri		Kustuta Meil IIINUSKANNE Muutus		F << >>	Olek: Vaata	Tüüp FIN	
Number 2103 Seletus raha	Aeg 30.01 ülekanne Minu firma nin			ive 200000 ne 0	200000		
Pangaväljavõt Looja JANE 3		nati muutis: JANE 30.05	.2021 20:28:33 Massasetaj	Aseta retsept	🗆 🗆 Jaga ressurss	sidelt	\$
NR Konto	Objektid	Projekt	Sisu		Deebet	Kreedit	ŀ
1 10299			Raha teel		200000.0	0	
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:

d <<: Finants - kanne FIN:2103	54 <sub>v2</sub> - Google Chrome	N			_	
login.directo.ee/ocra	/fin_kanne.asp?nur	nber=210354%20&tyyp=FI	\&clr1=1&c	scroll=0&hoiatus	5=	
Sule Uus Koopia S	alvesta Kustuta Meil	Trüki Finantskanne 🕖 F	<< >>	Olek: Vaata	Tüüp FIN	
Periodiseeri PÖÖRDKANNI	E MIINUSKANNE Muutus	ed				
Number 210354 Aeg	30.01.2021 Viide	Käive	200000	200000		
Seletus raha ülekanne Minu fir	ma nimi	Vahe	0			
Pangaväljavõtted: -						÷
Looja JANE 30.05.2021 20:16:	46 Viimati muutis: JANE 30.05	.2021 20:18:34 Massasetaja	Aseta retsep	t 🛛 Jaga ressurs:	sidelt	
			• •			
NR Konto Objektid	Projekt	Sisu		Deebet	Kreedit	K
1 10201		Minu firma nimi - raha ülekan	ne	200000.0	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

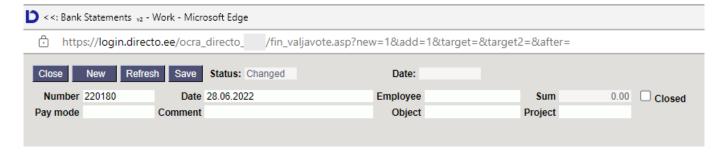
## The bank statement has not arrived, how can I add it manually

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\_

*	*	lgapäeva- pangandus	Kaardid	Maksete vastuvõtmin	e Finantseerimine	Kindlustus	Hoiustamine, investeerimine	Traderoom	Kontsernikonto	Partner- pakkumise
Avaleht +	lgapäeva	apangandus 🔸 Konto v	väljavõte							
17										
Valige	e fai	li formaat								
Valige	e fai			ail formaati P	DF					
Valige	e fai									
Valige	e fai		Salvesta f	P	DF 🔶 DF					

· Create a new bank statement in Directo



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

Impordi väljavõte v2 - Goo	gle Chrome
login.directo.ee/ocra	/mr_laek_thansa_import.asp?valjavote=220180
Impordi väljavõte (10M) Choose F	
	Lae fail üles

- · 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								
	•	Pasters								
	•	Cost and NetProfit view								
	•	Invoice stock changing checkbox								
	٠	Stock level column								
	٠	Unbound attachments								
	>	Survey types 🕜								
P,S,T	»	Allowed payment modes 📀								

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

# **Expenses**

## How do I see expense sums by different currencies?

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

🗇 http:	s://login.dire	cto.ee/ocr	a directo	/fin_kulutus	asp?NUMB	FR=100065											
		,		/													
Close N	New Copy	Save N	1ail Print	Û F OF	EN <<	>> Transa	action Status	Confirmed									2
Expense D	Due Event	1															
Numb	er 100065			ate 31.01.2022		5	urvey										
Expende	er MARGUS		Expender na	ame Margus													
								DataFields O Proceeding									
Tr	ans date 31.0	1.2022		Signer			Project										
	Туре			Asset			Object										
	Person JAN			Start			to										
С	Comment Diffe	rent costs															
	Order			Ordinance			Ext. Id										
Int c	comment																
Last change	ed by: 1	0.08.2022 1	4:11:18				Paste R	ecipe Bulk Insert									
		Vat Total	40.00	Subtotal	340.95	Base	340.95										
Currency E	EUR				380.95												
Currency E Rate	EUR 1	Rate-D	0.00	To pay	380.95												
-	EUR 1	Rate-D	0.00	) To pay	380.95		۲	0 0									
Rate	1 Date	Doc NO	Supplier	Supplier name	Account	Object	Project	Description		Currency			Unit price		VATCode VAT		VAT
Rate NO Type 1	1 Date 15.01.2022	Doc NO 225	Supplier 1010	Supplier name Koopiakeskus	Account 125361	Object ADMIN,MALL	Project	Description Paper		USD	Rate 0,882924245	105.9509		120.00	0	0.00	120.0
-	1 Date	Doc NO 225 2234	Supplier 1010 1012	Supplier name	Account		Project	Description	1			105.9509 200.0000					VAT 120.00 240.00 367.12

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

10

um of rows by	currencies:	Currency	RS VAT 120.00		0-1		ws in different c							
Cu EU	rrency R	Subtotal 340.95	Vat Total 40.00		o pay 80.95	Base currency 380.95								
okku:								0		3	687.12	40.00	727.12	
( ablaux		20.01.2022		1012: Directo	2234	527401	Directo training		EUR	1	0.00	200.00	40.00	240.
		20.01.2022		1011: DONALE	D Taxi 112	526401	Taxi		SEK	1	0.00	367.12	0.00	367.
100065	31.01.2022	MARGUS: Margus 15.01.2022	ADMIN MALLI	: E 1010: Koopiak	eskus 225	Different cost 125361	Paper		USD	1	340.95 0.00	40.00 120.00	380.95 0.00	120.
	Type	Date	Object	Supplier	Doc NO		Description		Currency Q	uantity	Unit price	Subtotal	VAT	RS VA
	Date	Expender	Object	Signer	Status	Comment	Period	Day			Subtotal	Vat Total	To pay	Curren
	With rows	to customer 🛛 W	ith purchase invoices	Currency	Subtotal	~				View common	✓ Print	REPORT		
	Description			_	Item		VAT code							
N ROW:	Doc NO		Supplier		Account		Date	1						
	Confirmed all	✓ (Expe	nse datafi∈ 🗙		Comment		City		Ordinance					
	Туре		Object	1	Currency		Project		Customer					
	Range		Asset	1	Person		Country 🗸 🗸							
ON EXPENSE:	Expender M/	RGUS	Signer		Status	-	Dat	e 🗸	• 01.01.2022	: 31.01.2022				

## How should employees' daily allowances be entered??

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

• Create Expense type

Finance Settings > Expense Ty	Finance Settings > Expense Types									
😋 Back 🗋 New 🖓	Сору 💼	Delete	Save	Status: View						
Daily allowance	)									
TYPE	DAILY_ALLO	WANCE								
DESCRIPTION	Daily allowar	nce								
ACCOUNT	526101			>>						
OBJECT				>>						
PROJECT				>>						
VAT CODE				V						
UNIT PRICE	0									
PERSONNEL INCOME	Yes 🔻									

• Create expense and confirm

<-: Expense 100066 v2 - Work - Microsof	t Edge			
https://login.directo.ee/ocra_di	recto/fin_kulutus.asp?NUMBER=	100066		
Close         New         Copy         Confirm         Save           Expense Due         Event         Event <td< td=""><td>e <mark>Delete</mark> Mail Print 🕕 <b>F</b></td><td>&lt; &gt;&gt; Status Changed</td><td></td><td></td></td<>	e <mark>Delete</mark> Mail Print 🕕 <b>F</b>	< >> Status Changed		
Number 100066 Expender MALLE Expe	Date 14.06.2022 ender name Malle Maasikas	Survey		
Trans date 14.06.2022	Signer	O DataFields Proceeding     Project		
Туре	Asset	Object		
Person JANE	Start	to		
Comment				
Order	Ordinance	Ext. Id		
Int comment Päevarahad Soome 1	5.06 - 16.06.2022			
Last changed by: 14.06.2022 12:05:25	5	Paste Recipe Bulk Insert		
Currency EUR Vat Total Rate 1 Rate-D	0.00 Subtotal 100.00 0.00 To pay 100.00	Base 100.00 Daily allowance to be paid	2 days	Agreed daily allowance for one day
		ect Project Description	Quantity Currency Rate	Base Unit price Subtotal VATCode VAT
1 DAILY_AI	526101	Daily allowance	2 EUR	1 100.0000 50.00 100.00 0

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

# **EXPENSE DUE**

# **FIXED ASSET**

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

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

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

🖒 <<: Report	- Purchase invo	ices <sub>v2</sub> - Work - I	Microsoft Edge	2								-		$\times$
🙃 https:,	//login.directo	<b>o.ee</b> /ocra_dire	cto /or_	aru_arved.a	sp?hankija=&klas	s=&hankija_arvo	e=&viide=&vkonto	=&objekt	:=&proj	ekt=&hankija_t	yyp=&data1=&	data1_t=&lisav_se	e A∿	Ð
IN INVOICE		Supplier			Clas	55	Sup.Invoice			Referenc	e	2 🖄		
		Account			Obje	ct	Project			VAT zon	e	<ul> <li>Sup.type</li> </ul>		~
		e invoic 🗸				(Supplier Data	Field) 🗸			WI	Pall 🗸			
	Per		01.08.2021	: 01.08.2021	Confirme		<ul> <li>User</li> </ul>	<u> </u>		Rang	e			
Fixed asset				:			PayTerm	5		Currenc	У			
	eparated lis			~				is bigger f	than 🗸					
IN ROW		Account	125361	Ð	Conte		Sum			Iter		Item Class		- 1
		VAT		_	VAT coo		Invoice			Stock II	0	SN		
		Contract		_	Custom		User							
PROCEEDING	G	Proceeder		_			<ul> <li>Proceeded</li> </ul>		~					
	_	Total		<b>~</b>		by Time *	<ul> <li>View</li> </ul>	common		~				
periodize W/o Stock Re		vs 🗌 exact m	atch 🗌 to c	sustomer 🗹	Currency Doir	nts 🗌 weight (	VAT Reg No	Reg nr 🗌	Comm	ent 🗆	REPORT			
🗌 orig. subt	total							(default	t)	PRINT INVC	ICES MAIL IN	/OICES Print		
Number S	Sup.Invoice	Time	Due date	Su	pplier	Name	Project		Pa	ayTerm Object	Sum	VAT	Tota	1
Account		Content	Start:Due of			Asset	Project	Item	Qty	Object	VAT code	VAT	Sum	
100570 0 125361		01.08.2021 Server C200	08.08.2021	10	15	MarkIT Eesti AS A118	i		1	7 HR	1 100.00 EUR 1	220.00 EUR 220.00 EUR	1 320.00	
1		001101 0200									1 100.00	220.00	1 320.00	
							If the asse	t card b	ae not					
	Currency EUR		Sum 20.00	Base currer 1 320		ent rate 320.00	been created							
C	UR	1.54	20.00	1 320	.00 1	320.00		t visible						
Number of ro Number of ro Row total: Row total VA	ows: 1 1 100.00													

## How can I get fixed assets as of 31.12.2019?

Report - Asset list

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

🗅 <<: Report - Asset	list <sub>va</sub> - Work - Microsoft Edge						
🕆 https://login	.directo.ee/ocra_directo	/yld_inventar_aru_n	imekiri.asp				
Code	Class	In charge	Object	Department	(Data field)	~	<b>&gt;</b> •
Description	Comment	Customer	Supplier	Start	(Data field)	~	
SN	Take asset	:	Project	Date 31.12.20		× ×	
Sorted by Date	✓ Written off	:	End	:	(Data field)		
User	Subtotal	~	Valid 31.12.20	)19	(Data field)	~	
LV ID	Actions	:		~			
🗆 asset 🔽 capita	al asset 🗹 intangible asset	written off Relat	ed 🔽 money 🗆 multi	ple datafields 🗌 Closed		counts insurance in Print REPORT	fo Purchased customer master class action LV ID

## Why the asset history report does not match the balance sheet

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

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

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

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

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

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

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

# **OBJECTS**

# NETTINGS

# **MIDDLE TRANSACTIONS**

# BUDGETS

# BALANCE

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

Balance report	l exclude one object from	n the object level			
ARU					
(Time start V 01.01.2021 (Compare) V	Currency	Report ARU Configure	i 🔑 🔟 🖉	(DataField)	~
end 31.08.2022 Period	Object IHR	Level 15 (DEPAR1 V Project	Ð	(DataField)	<b>~</b>
Unit/round 0,1 V Depth	(all) V Language English V	Split 🗸	[	(DataField)	~
🗹 accounts 🗹 date 🗹 tota	I 🗹 change 🗹 zero 🗌 unbalanced			✓ Print	Mail REPORT
objects divided 🗸 🗹 objects	w/ name 🔲 levels 🗹 transpose				
	ADM	PROD STOCK	Total		
	Auministration Production	department Stock and logistics			

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

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

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

Finants - pearaamat						Bilanss					
Aeg: algus 01.01.2021 lõpp	31.12.2021 Konto a	lgus 411001	lõpp 9999	2 🗐 🛃	(lisavāli)	Kasumi kontroll					
Korr. konto	näita korr. kontosid Objekt	KONS	Tüüp		(lisaväli)						
Muutus on suurem kui 🗸	Selgitus		Viide		(lisavāli)	-					
Keel	kande seletus V					Aeg algus 01.01.2021	Võrreldav	Val	uuta	Aruanne KK	
Sort1 Aeg V Sort	2 sorteerimata 🗸 🗹 ainult	summa 🗌 vahek	I. kontod	F	irma						
Konto Nimetus	Algsaldo	Deebet	Kreedit	Muutus	Lõppsaldo	lõpp 31.12.2021	Periood	Objek	t	Tüüp	
411001 Kauba müük	0.00	0.00	118.40	- 118.40	- 118.40	Keel 🗸					
412001 Teenuste müük	0.00	0.00	2 915.38	-2 915.38	-2 915.38	a 1 m		🗹 muutus 🗹 kontoo	o o .		
522110 Tootearendus	0.00	4 337.37	0.00	4 337.37	4 337.37	(Laiali) 🗸	objektid nimega	ビ muutus 💟 kontoo	i ⊡ aeg ⊡ po	ordtabel FIRMA	
651150 Intressikulud laenudelt - kontse		2 858.06	0.00	2 858.06	2 858.06						
Kontod kokku	0.00	7 195.43	3 033.78	4 161.65	4 161.65	Aruandeaasta kasum (kah	ium) (kõik)		01.01.2021	muutus	31,12,2021
Bilansiaruanne KK 🗤 - G						411001 Kauba mü 412001 Teenuste n	ük	Tulukontod	0.00	118.40 2 915.38	118.40 2 915.38
login0.directo.ee/	-	fin_bilansiaru.as	p?kood=KK			522110 Tootearend		Kulukontod	0.00	4 337.37 2 858.06	4 337.37 2 858.06
Sule Uus Koopia Jäta	Kustuta Salvesta Olek	: Vaata 🛛 🖌	RUANNE Puuduvad kor	ntod		Kokku Aruandeaasta kasu			0.00	-4 161.65	-4 161.65
Kood KK Objekt	Kasutaja	Taksono	omia 🗸 🗸								
Nimi Kasumi kontroll		Kommer	itaar								
/iimati muutis:SUPER 26.08.2022 15:48	:29										
NR Number Tüüp		bjekt	Tekst		KlassGra						
1 3750 1(Tulem) V	411000:711999		Aruandeaasta kasur	n (kahium) (kõik)	1(Kreedit) V						

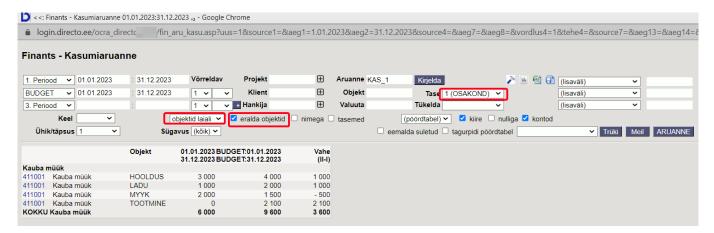
# **INCOME STATEMENT**

## How can I compare the income statement with the budget by object ?

#### Description of the used income statement :

< <: Income state	<<: Income statement KAS_1 v2 - Work - Microsoft Edge										
https://log	in.directo.ee/ocra_	directo/fin_kas	umiaru.asp?KOOD=KAS_1								
Close New	и Сору Re	efresh Delete	Save Status: Changed	REPORT Missing acc	counts						
Code KAS	_1 Obje	ect	Employee	Taxonomy	~		Closed				
Description				Comment							
Last changed by:	15.09.2022 0	9:48:11									
NO Number	Туре	Description		Object	Text		Class				
1 10	1(accounts) 🗸	411001			Sale of goods		~				

- · select the object level, which level objects you want to compare
- select objects divided
- select split objects (this is necessary, if there are more objects on the transaction than one used)



• If **split objects** is not selected, the same report will show all object combinations in a separate row

login.directo.ee/ocra/fin_aru_ka	su.asp?uus=1&source	1=&aeg1=01.01	.2023&aeg2=31.1	2.2023&source4=&ae	g7=&aeg8=&vordlu	s4=1&tehe4=&	source7=&aeg13=&
inants - Kasumiaruanne							
1. Periood 🗸 01.01.2023 : 31.12.2023 V	/õrreldav Projekt	ŧ	Aruanne KAS_1	Kirjelda	2 🗉 🚳	(lisaväli)	~
BUDGET V 01.01.2023 : 31.12.2023	1 🗸 🗸 Klient	Ð	Objekt	Tase 1 (OSA	OND) 🗸	(lisaväli)	~
3. Periood 🗸	1 🗸 🗸 🕂 Hankija	Ð	Valuuta	Tükelda	~	(lisaväli)	~
Keel 🗸	I laiali 🗸 🗌 eralda obje	ektid 🗆 nimega	tasemed	(pöördtabel) 🗸 🗹	kiire 🗌 nulliga 🗹 kor	tod	
Ühik/täpsus 1 🗸 Sügavus	(kõik) 🗸		□ e	emalda suletud 🗆 tagurp	idi pöördtabel	~	Trüki Meil ARU
Objekt	01.01.2023 BUDGI	ET:01.01.2023	Vahe				
-	31.12.2023 BUDG	ET:31.12.2023	(11-1)				
auba müük 11001 Kauba müül HOOLDUS	3 000	0	-3 000				
11001 Kauba müül HOOLDUS PARNU TOOT DAVIE		4 000	4 000				
11001 Kauba müükLADU	1 000	2 000	1 000				
11001 Kauba müük MYYK	2 000	1 500	- 500				
11001 Kauba müük TOOTMINE	0	2 100	2 100				
OKKU Kauba müük	6 000	9 600	3 600				
	N natsioonid jäävad						

# **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 - Pearaa	matu aruanne			
Korr. konto Muutus on suurem kui	lõpp 29.09 2021 Konto algus 4 näita korr. kontosid Objekt seigus sotta sorteerimata V Kanne[237	lõpp 9 Tüüp Viide	Projekt     (lisaväli)       Keel     (lisaväli)       Klient     (lisaväli)       Hanklja     Ühiktapsus 0.01	
KM kood (kõik)	Tasemeta     induction     induction     Tasemeta     induction     ainult summa     vaheld. kontod     muutuse	Valuuta	Vahesumma v ainutt saldoga	_
An error occurred on the serve	r when processing the URL. Please contact the syste rator please click here to find out more about this error	m administrator.		

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 #)

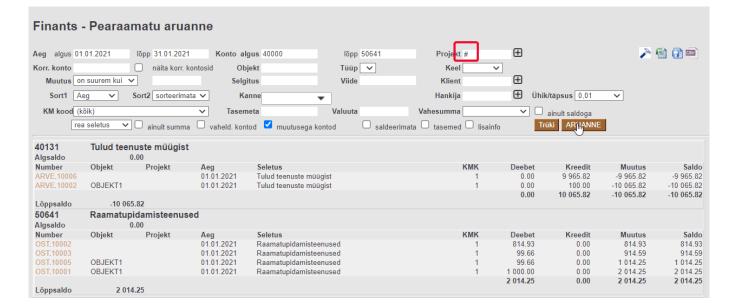
System settings (1)		
COMMON SETTINGS		
Character to search empty field	#	

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

d kena päev	V: Finants - pe	araamat <sub>v2</sub> - Goo	gle Chrome							
login.di	recto.ee/ocr	a_directo_jane	e/fin_aru_pea.a	asp?uus=ei&ae	g1=01.01.2021&aeg2	=31.01.2021&kred_ko	nto=400008	&konto=50641	&projekt=&p	orojekt_qf_k
Finants	- Pearaa	matu arua	nne							
Aeg algus 01	1.01.2021	lõpp 31.01.2021	Konto al	gus 40000	lõpp 50641	Projekt	Ð		2	8) 🔒 📼
Korr. konto		näita korr. k	ontosid Ob	jekt	Tüüp 🗸	Keel	~			
Muutus 0	n suurem kui 🥆	7	Selg		Viide	Klient	Ð			
Sort1 A		Sort2 sorteerima		anne		Hankija	_	hik/täpsus 0,01	~	
		Sonz Soneenma		anne	•	папкіја			~	
KM kood (k	(õik)		✓ Tasen	neta	Valuuta	Vahesumma	✓ [	ainult saldoga		
геа	a seletus 🗸 🗸	ainult summa	🗌 vaheld. kon	tod 🗹 muutusega	a kontod 🛛 🗍 saldeeri	mata 🗆 tasemed 🗆 lisai	nfo	Trüki ARUANNE		
40131	Tulud teer	uste müügist								
Algsaldo	(	.00								
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Saldo
ARVE.10006			01.01.2021	Tulud teenuste m		1	0.00	9 965.82	-9 965.82	-9 965.8
ARVE.10005	OBJEKT1	PROJEKT1	01.01.2021	Tulud teenuste m		1	0.00	1 000.00	-10 965.82	-10 965.82
ARVE.10002	OBJEKT1		01.01.2021	Tulud teenuste m	nüügist	1	0.00	100.00	-11 065.82	-11 065.82
Lõppsaldo	-11 06	5.82					0.00	11 065.82	-11 065.82	-11 065.82
50641		idamisteenus	ed							
Algsaldo		).00								
Number	Objekt	Projekt	Aeg	Seletus		КМК	Deebet	Kreedit	Muutus	Saldo
OST.10002		-	01.01.2021	Raamatupidamis	teenused	1	814.93	0.00	814.93	814.93
OST.10003			01.01.2021	Raamatupidamis	teenused	1	99.66	0.00	914.59	914.59
OST.10006	OBJEKT1	PROJEKT1	01.01.2021	Raamatupidamis		1	814.93	0.00	1 729.52	1 729.52
OST.10005	OBJEKT1		01.01.2021	Raamatupidamis		1	99.66	0.00	1 829.18	1 829.18
OST.10001	OBJEKT1		01.01.2021	Raamatupidamis		1	1 000.00	0.00	2 829.18	2 829.18
	OD IEI/T4	PROJEKT2	05.01.2021	Raamatupidamis	teenused	1	99.43	0.00	2 928.61	2 928.61
OST.10008	OBJEKT1	TROUEITE					2 928.61	0.00	2 928.61	2 928.61

#### 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: **#**).



#### **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.

🗅 <<: Paste Objects 🗤 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo\_/yld\_m\_objekt\_aseta.asp?unit=put\_objekt&kuhu=fin\_aru\_pea.objekt&... A

Leve	el Type	Object 🥕
1	OSAKOND	~
2	ALAMOSAKOND	~
3	ASUKOHT	~
5	ISIK	×
6	AUTO	v
7	OSS JA IOSS ERIKORD	~
8	OSS JA IOSS ERIKORRA RIIK	×
9	INTERNAL TRANSACTION/EXTERNAL TR	✓
13	RIIGI RAHAVOOD	· · ·
15	DEPARTMENT	×
PA	STE New Show All	✓ PASTE

## Initial example:

#### Finants - Pearaamatu aruanne

•	04.0004	17 04.04.0004	Kente elmo	40000	18	2404	Dee	- 1-4	Ŧ			
Aeg algus 01.	J1.2021	lõpp 31.01.2021	Konto algus	40000	lõpp 52	23104	Pro			(lisaväli)	~	
Corr. konto	(	näita korr. ko	ntosid Objekt		Tüüp		~ *	eel	~	(lisaväli)	~	
Muutus on	suurem kui 🗸	•	Selgitus		Viide		KI	ent	$\pm$	(lisaväli)	~	
Sort1 Ae	g 🗸 S	sorteerimata	a ∨ Kanne		🕳 Sügavus (	<õik) ∨	Han	kija	$\pm$	Ühik/täpsus 0,01	$\mathbf{v}$	
KM kood (kõ	iik)		✓ Tasemeta		Valuuta		Vahesum	ma	~	ainult saldoga		
rea	seletus 🗸 (	ainult summa	vaheld. kontod	muutusega	a kontod	saldeerimata	🗆 tase	med 🗆	lisainfo	Trüki ARUANI	NE	
412001	Teenuste r											
Algsaldo	-14 248	·										
Number ARVF 100064	Objekt ADMIN	Projekt K201: Däikoos	Aeg epaneelid 01.01.2021	Seletus Koolitus				KMK	Deebet	Kreedit 679.11	Muutus -679,11	Sald -14 927,3
ARVE.100064 ARVE.100065	ADMIN		epaneelid 01.01.202					1	0,00	679,11	-079,11	-14 927,3
ARVE.100065 ARVE.100066	ADMIN		epaneelid 01.01.202					1	0,00	679,11	-1 356,22	-15 606,4
ARVE. 100000	ADIVIIN	K201.Faikese	epaneeliu 01.01.202	Koontus				1.1	0,00	2 037.33	-2 037,33	-16 285,5
Lõppsaldo	-16 28	5.54							0,00	2 007,00	-2 007,00	-10 200,0
521115	Ruumide k											
Algsaldo		).00										
Number	Objekt	Projekt	Aeg	Seletus				MK	Deebet	Kreedit	Muutus	Sald
FIN.100030	objent	i rejent	01.01.2021	Ruumide kir	ndlustus				1 000.00	0.00	1 000.00	1 000,0
									1 000,00	0,00	1 000,00	1 000,0
Lõppsaldo	1 0	00,00							· · ·	· · · · · ·	· · · · · ·	,
522109	Väikevahe	ndid										
Algsaldo	0	,00										
Number	Objekt	Projekt	Aeg	Selet	tus			KMK	Deebe	t Kreedit	Muutus	Sald
OST.100063			01.01.2		er kontorisse			1	400,0		400,00	400,0
OST.100062			01.01.2		atuurid			1	350,0		750,00	750,0
OST.100061	VAIKEV	K203:Mesi 23	hoone ehitus 01.01.2	021 väike	evahendid - parand	us		1	679,1		1 429,11	1 429,1
									1 429,1	1 0,00	1 429,11	1 429,1
Lõppsaldo	1 429	,										
523104	Autode kir											
Algsaldo		,00										
Number	Objekt	Projekt	Aeg	Seletus			l l	MK	Deebet	Kreedit	Muutus	Sald
FIN.100060	HANS,746M		01.01.2021	Autode kind					12 000,00	0,00	12 000,00	12 000,0
FIN.100060	HANS,746M	ST	01.01.2021	Autode kind	lustus				0,00	11 000,00	1 000,00	1 000,0
		~ ~ ~							12 000,00	11 000,00	1 000,00	1 000,0
Lõppsaldo	10	00,00										

Show me transactions, where level 6 objects are missing

Finants	- Peara	ama	tu aruann	ie									
Aeg algus 01	1.01.2021	lõpp	31.01.2021	Konto algus	40000	lõpp	523104		Projekt	Đ	(lisaväli)	~	
Korr. konto			näita korr. kontos	-		Tüüp			Keel	~ ~	(lisaväli)	~	
			nalia korr. kontos					~					_
Muutus	n suurem kui	~		Selgitus		Viide			Klient	Ð	(lisaväli)	~	
Sort1 A	eg 🗸	Sort2	sorteerimata 🗸	Kanne		🕳 Sügavus	s (kõik) 🗸		Hankija	Ð	Ühik/täpsus 0,0	1 🗸	
KM kood (k	(õik)		~	Tasemeta	6	Valuuta		١	/ahesumma	•	<ul> <li>ainult saldog</li> </ul>	a	
rea	a seletus 🚿	<ul> <li>a</li> </ul>	ainult summa	vaheld. kontod	muutusega	kontod	saldeerimata		tasemed	lisainfo	Trüki ARUA		
412001	Teenust	e müü	ik										
Algsaldo	-14 :	248,21											
Number	Objekt		Projekt	Aeg	Seletus				KMK	Deebe		Muutus	Saldo
ARVE.100065			K201:Päikesepar						1	0,0		-679,11	-14 927,32
ARVE.100064			K201:Päikesepar						1	0,0		-1 358,22	-15 606,43
ARVE.100066	ADMIN		K201:Päikesepar	neelid 01.01.2021	I Koolitus				1	0,0		-2 037,33	-16 285,54
										0,0	0 2 037,33	-2 037,33	-16 285,54
Lõppsaldo	-16	285,54											
521115	Ruumid	e kind	llustus										
Algsaldo		0,00											
Number	Objekt		Projekt	Aeg	Seletus				КМК	Deebet	Kreedit	Muutus	Saldo
FIN.100030	-		-	01.01.2021	Ruumide kind	dlustus				1 000,00	0,00	1 000,00	1 000,00
										1 000,00	0,00	1 000,00	1 000,00
Lõppsaldo		1 000,0	0										
522109	Väikeva	hendi	d										
Algsaldo		0,00											
Number	Objekt	i	Projekt	Aeg	Seletu	IS			KM	C Deeb	et Kreedit	Muutus	Saldo
OST.100063			-	01.01.2	021 printer	kontorisse				1 400,		400,00	400,00
OST.100062				01.01.2	021 klaviat	uurid						750,00	750,00
OST.100061	VAIKEV	1	K203:Mesi 23 hoo	one ehitus 01.01.2	021 väikev	ahendid - para	indus			1 679	11 0,00	1 429,11	1 429,11
										1 429	11 0,00	1 429,11	1 429,11
Lõppsaldo	1	429.11											

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

Finants	- Peara	amatu aruai	nne							
Aeg algus 01	.01.2021	lõpp 31.01.2021	Konto algus 4	40000 lõpp	523104	Projekt	Ð	(lisaväli)	~	
Korr. konto		näita korr. kor	ntosid Objekt	Tüüp		✓ Keel	~	(lisaväli)	~	
Muutus or	n suurem kui	~	Selgitus	Viide		Klient	Ð	(lisaväli)	~	
Sort1 A	eg 🗸	Sort2 sorteerimata	a ∨ Kanne	🕳 Sügavus	(kõik) 🗸	Hankija	Ð	Ühik/täpsus 0,01	~	
KM kood (k	(õik)		→ Tasemeta	1,2,6 Valuuta		Vahesumma		🖌 🗌 ainult saldoga		
rea	a seletus 🗸 🗸	ainult summa	vaheld. kontod	muutusega kontod	saldeerimata	tasemed	lisainfo	Trüki ARUAN		
521115 Algsaldo	Ruumide	e kindlustus 0,00								
Number FIN.100030	Objekt	Projekt	Aeg 01.01.2021	Seletus Ruumide kindlustus		КМК	Deebet 1 000,00 1 000,00	0,00	Muutus 1 000,00 1 000,00	Saldo 1 000,00 1 000,00
Lõppsaldo	1	000,00						0,00	,	,
522109 Algsaldo	Väikeval	nendid 0,00								
Number	Objekt	Projekt	Aeg	Seletus		к	MK Deel		Muutus	Saldo
OST.100063 OST.100062			01.01.20				1 400 1 350		400,00 750,00	400,00 750,00
OST.100062	VAIKEV	K203 Mesi 23	hoone ehitus 01.01.20		ndus		1 679		1 429,11	1 429,11
001100001	VI WITCH V	1200.1003120	100110 011100 01101120	2.1 Vallovanonala - para	1000		1 429		1 429,11	1 429,11
Lõppsaldo	14	129,11						,		

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

Finants	- Pearaa	matu arua	nne							
Aeg algus 01	1.01.2021	lõpp 31.01.2021	Konto algu	<b>is</b> 40000	lõpp 523104	Proje	k #	(lisaväli)		~
Korr. konto		näita korr. ko	ontosid Obje	kt	Tüüp	✓ Ke	el 🗸	(lisaväli)		~
Muutus o	n suurem kui	~	Selgitu	IS	Viide	Klie	nt	(lisaväli)		$\checkmark$
Sort1 A	∖eg ∨	Sort2 sorteerimate	a∨ Kan	ne	➡ Sügavus (kõik) ✓	Hanki	ja	🗄 Ühik/täps	us 0,01 🗸	·
KM kood (F	kõik)		✓ Taseme	ta 1,2,6	Valuuta	Vahesumn	na	✓ □ ainult	saldoga	
rea	a seletus 🗸 🗸	ainult summa	vaheld konto	d 🗹 muutusegal	kontod saldeerimata	a 🗌 tasem	ed 🗌 lisainfo		ARUANNE	
521115 Algsaldo Number FIN.100030 Lõppsaldo	Objekt	kindlustus 0,00 Projekt	<b>Aeg</b> 01.01.2021	<b>Seletus</b> Ruumide kindlust	us	КМК	Deebet 1 000,00 1 000,00	Kreedit 0,00 <b>0,00</b>	Muutus 1 000,00 1 000,00	Saldo 1 000,00 1 000,00
522109 Algsaldo	Väikevah									
Number	Objekt	Projekt	Aeg	Seletus		КМК	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	70	50,00					750,00	0,00	750,00	750,00

## How to grant rigths to see only certain account statements

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

#### 1) System setting

FINANCE SETTINGS			
Fiscal Reports can open Fiscal Ledger with Ledgers own right	🔿 no	<ul> <li>yes</li> </ul>	

## 2) User or user group rights

hange gr	oup rig	ghts "Aco	counta	nt as	sistent"	Sav
Documents	Reports	Setting	Other			
Finance						
Report		Unassigned	Denied	Own	Extended	All
Balance		0	0	٠	0	
Income stater	nent	•	$\bigcirc$	0	$\bigcirc$	0
Finance Statis	tics					•
Finance Statis						
VAT declar.		•				
	jer	•	0	•	0	

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

D <<: Balance report v₃ - Work - Microsoft Edge

A https://	//		/fin bilensien: ees 2m	101-1 101	and the first of the second second second	
https://	/login.directo.ee/	ocra_directo_	/fin_bilansiaru.asp?n	ew=1&cir1=1&ei	muuda=jah&add=1⌖=&t	argetz=&atter=
Close	New Refres	h Save	Status: Changed M	lissing accounts		
Code	REPORT	Object	Employee	BOB	Taxonomy 🗸 🗸	
Description					Comment	
NO Number	Туре		Accounts / Formula	Object	Text	Class Graph
1 10	1(Resu	ult) 🗸	100001+100002		Report accounts	▼
2		~				<b>~</b>

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

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

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

Time start 01.01.2021 end 03.11.2021	Account start 111101,111201	end	Project	Ð	(DataField)
Corr.Account Show corr. acc.	Object	111101 Kassa	✓ Language English ✓		(DataField)
Change is bigger than 🗸	Description	111201 Pangakonto	Customer	$\oplus$	(DataField)
Sort1 Time V Sort2 unsorted V	Transaction	▼ Depth (all) ∨	Supplier	Ð	Unit/round 0,01 V
VAT code (all)	w/o level(s)	Currency	Subtotal		✓ □ only with balance
row desc 🗸 🗆 only sum 🗆 mi	ked 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+1	111201 end	Project	$\pm$	(DataField)	~
Corr.Account	show corr. acc.	Object	Туре	✓ Language English ✓		(DataField)	~
Change is bigger than	~	Description	Reference	Customer	Ð	(DataField)	~
Sort1 Time 🗸	Sort2 unsorted V	Transaction	▼ Depth (all) ∨	Supplier	Ð	Unit/round 0,01	~
VAT code (all)	~	w/o level(s)	Currency	Subtotal	`	only with balance	
row desc	▶ O only sum O mi:	ked 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

# LIQUIDITY REPORT

An order is submitted to the customer, according to which 50% should be paid immediately and 50% after receiving the goods. To show receipts correctly in liquidity report, should double-click on the payment term to indicate the dates of the payment schedule.

https://login.directo.ee/	'ocra_directo/yld	_aru_likviidsus.asp?s	showall=1&objekt=&aeg	g1=01.10.2022&aeg2=31.10	0.2022&data1=&data1_t	=&lisav_sel_item1=&	d_klass1=klient&data
Object	Period 01.10.2022	: 31.10.2022	(Cust.DataField)	~	(Supplier DataField)	~	
yTerm	Currency		(Cust.DataField)	~	(Supplier DataField)	~	
roject		Reclamation	(Cust.DataField)	~	(Supplier DataField)	~	Print REPO
irmed (all) 🗸	(Quotation 5 🗸	(Purchase C 🗸	]	Overdue at least	and not i	more than	
	invoices Quota		Quotations 🔽 Order	s 🗌 Purchase Orders 🗌	Resources Contrac	ts (choose salary)	Balance accounts
~			Precision 0,01 V	_		(	]
ments beginning balance unts beginning balance ning balance: 22 848.00 date Doc No .2022 100019	: 0.00	ict <b>Name</b> Ploom	Balance Balar 6 420.00 EUR	nce base currency	Subtotal Days 29 268.00 11		
		FIGUIT	0 420.00 2010	0 420.00	23 200.00		
<b>D</b> <<: Order 100019 <sub>v4</sub> - \							
https://login.dir	ecto.ee/ocra_directo_	jane/tell_tellimus.as	p?number=100019				
Close New Co	py Refresh Dele	te Save Mail	Print 🛛 F <<	>> Status:	Changed 🏾 🎤		
Receipt Quote	Buy Depreciate	Contract Expense	se Invoice Preray	ment Invoice Create Mo	vement Add Stock Lev	vel Event	
Order 10	00019						
Order 10 Customer 10		Ploom		Phone	2	Budget	Credit ra
Order 10 Customer 10 Bill to		Ploom		Phone		Budget Due date	Credit ra
Customer 10		Ploom		Phone Asset	t	Due date	Credit ra
Customer 10 Bill to	001			Asset		Due date	Credit ra
Customer 10 Bill to Order Date 14	4.09.2022 10:10:29	Cust. R		Asset	t	Due date	Credit ra
Customer 10 Bill to Order Date 12 Pay. Terms 12	4.09.2022 10:10:29	Cust. R Cust. Order	No	Asset Stock Survey	t	Due date	Credit ra
Customer 10 Bill to Order Date 14 Pay. Terms 14 Delivery Date	001 4.09.2022 10:10:29 4 Date Precer	Cust. R Cust. Order	No Ilance IE	Asset Stock Survey Quotation	t	Due date	Credit ra
Customer 10 Bill to Order Date 14 Pay. Terms 14 Delivery Date Req. del. time	4.09.2022 10:10:29	Cust. R Cust. Order	No Mance HE 120.00 NE	Asset Stock Survey	t	Due date	Credit ra
Customer 10 Bill to Order Date 14 Pay. Terms 14 Delivery Date	001 4.09.2022 10:10:29 4 Date Precer 01.10.2022	Cust. R Cust. Order Itage Partial sum Ba 50 6420.00 64	No lance 4E 120.000 4E 120.000 4E	Asset Stock Survey Quotation	t	Due date	Credit ra
Customer 10 Bill to Order Date 14 Pay. Terms 14 Delivery Date Req. del. time Comment	001 4.09.2022 10:10:29 4 01.10.2022 01.12.2022 ✓	Cust. Ro Cust. Order tage Partial sum Ba 50 6420.00 64 50 6420.00 64 State	No lance 4E 120.000 4E 120.000 4E	Asset Stock Survey Quotation Project	t	Due date Closed Object PROD	Credit ra
Customer 10 Bill to Order Date 14 Pay. Terms 14 Delivery Date Req. del. time Comment Type	001 4.09.2022 10:10:29 4 01.10.2022 01.12.2022 ✓	Cust. R Cust. Order Itage Partial sum Ba 50 6420.00 64 50 6420.00 64 State epreciations: -	No lance 4E 120.000 4E 120.000 4E	Asset Stock Survey Quotation Project Finished		Due date Closed Object PROD	Credit ra
Customer 10 Bill to Pay. Terms 12 Delivery Date Req. del. time Comment Type Invoices: - Deliveries: Last changed by:	001 4.09.2022 10:10:29 4 Date Precer 01.10.2022 01.12.2022 • • Takings: - Stock do 14.09.2022 10:11:30	Cust. R Cust. Order tage Partial sum Ba 50 6420.00 64 50 6420.00 64 Stat epreciations: - Paste Recipe S	No Jance VE 120.00 UE 120.00 UE us V Stock window Bulk Inse	Asset Stock Survey Quotation Project Finished		Due date Closed Object PROD Checked fresh rows	Credit ra
Customer 10 Bill to 9 Order Date 14 Pay. Terms 12 Delivery Date Req. del. time Comment Type Invoices: - Deliveries:	001 4.09.2022 10:10:29 4 Date Precer 01.10.2022 01.12.2022 • • Takings: - Stock do 14.09.2022 10:11:30	Cust. R Cust. Order Itage Partial sum Ba 50 6420.00 64 50 6420.00 64 State epreciations: -	No lance IE 120.00 IE 120.00 IE 120.00 IE 120.00 IE	Asset Stock Survey Quotation Project Finished		Due date Closed Object PROD Checked	Credit ra
Customer 10 Bill to Pay. Terms 12 Delivery Date Req. del. time Comment Type Invoices: - Deliveries: Last changed by:	001 4.09.2022 10:10:29 4 Date Precer 01.10.2022 01.12.2022 ↓ • Takings: - Stock d 14.09.2022 10:11:30 ↓ VAT 8-	Cust. Re Cust. Order tage Partial sum Ba 50 6420.00 64 50 6420.00 64 State epreciations: - Paste Recipe S	No Jance VE 120.00 UE 120.00 UE us V Stock window Bulk Inse	Asset Stock Survey Quotation Project Finished et 100 PP date	e	Due date Closed Object PROD Checked fresh rows	Credit ra
Customer 10 Bill to 9 Order Date 14 Pay. Terms 14 Delivery Date 14 Req. del. time Comment 17ype 1 Invoices: - Deliveries: Last changed by: Currency EUR	001 4.09.2022 10:10:29 4 Date Precer 01.10.2022 01.12.2022 ↓ • Takings: - Stock d 14.09.2022 10:11:30 VAT 8-	Cust. R Cust. Order tage Partial sum Ba 50 6420.00 64 50 6420.00 64 State epreciations: - Paste Recipe S 10.00 Sub- Total	No Ilance VE 120.00 VE 120.00 VE 120.00 VE Stock window Bulk Inse 12000.00 Prepaymen	Asset Stock Survey Quotation Project Finished et 100 PP date	Re PP balance	Due date Closed Object PROD Checked fresh rows 0.00	Credit ra
Customer 10 Bill to Bill to Pay. Terms 14 Delivery Date Req. del. time Comment Type Invoices: - Deliveries: Last changed by: Currency EUR Rate 1	001 4.09.2022 10:10:29 4 Date Precer 01.10.2022 01.12.2022 ↓ • Takings: - Stock d 14.09.2022 10:11:30 VAT 8-	Cust. R Cust. Order tage Partial sum Ba 50 6420.00 64 50 6420.00 64 State epreciations: - Paste Recipe S 10.00 Sub- Total	No Ilance VE 120.00 VE 120.00 VE 120.00 VE Stock window Bulk Inse 12000.00 Prepaymen	Asset Stock Survey Quotation Project Finished et 100 PP date	Re PP balance	Due date Closed Object PROD Checked fresh rows 0.00	Credit ra
Customer 10 Bill to Bill to Pay. Terms 14 Delivery Date Req. del. time Comment Type Invoices: - Deliveries: Last changed by: Currency EUR Rate 1	001 4.09.2022 10:10:29 4 Date Precer 01.10.2022 01.12.2022 • • Takings: - Stock d 14.09.2022 10:11:30 VAT 8- Base 128- Variant	Cust. Re Cust. Order tage Partial sumBa 50 6420.00 64 50 6420.00 64 State epreciations: - Paste Recipe Sub- Total 10.00 TOTAL Qty Unit	No Ilance VE 120.00 VE 120.00 VE 120.00 VE Stock window Bulk Inse 12000.00 Prepaymen	Asset Stock Survey Quotation Project Finished et 100 PP date	Re PP balance	Due date Closed Cbject PROD Checked 0.00 % Net price	RTotal Subtr

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

# **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 31.12.2	Reference	Turnover	814.93	814.93		
Description	we received a l	loan in USD-s		Difference	0			
Bank Stateme	ents: -							
					_			
Creator	06.10.2021 1	8:47:55 Last ch	anged by: 06.10.2021 18:47:55	Bulk Insert Paste Re	cipe 🗌	Split from Resou	rces	
Creator NO Account	06.10.2021 1 Object	8:47:55 Last ch Project	anged by: 06.10.2021 18:47:55 Description	Bulk Insert Paste Re			rces Currency	Rate
						Cur. Credit		Rate 0.814929

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

Number 1	00070	Date 31.01.	2021 Reference	Turnover 9.65	9.6	5				
Description U	SD manual re	calculation		Difference 0						
Bank Statemen	ts: -									
Creator	06.10.2021 1	9:52:03 Last ch	anged by: 06.10.2021 19:52:03 But	k Insert Paste Recine	Split from R	sources				
Creator	06.10.2021 1	9:52:03 Last ch	nanged by: 06.10.2021 19:52:03 But	Ik Insert Paste Recipe	· ·					
Creator	06.10.2021 1	9:52:03 Last ch	anged by: 06.10.2021 19:52:03 But	Ik Insert Paste Recipe	Split from R					
	06.10.2021 1 Object	9:52:03 Last ch Project	Description	Ik Insert Paste Recipe Debit	· ·		Date	Customer	Supplier	Resource
Creator NO Account					Credit	0	Date	Customer	Supplier	Resource

#### Total January - March recalculations.

111204 Beginning bala		Account 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	е	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)
Corr.Account Show corr. acc. Object	Туре	✓ Language English ✓	(DataField)
Change is bigger than V Description	Reference	Customer	+ (DataField) V
Sort1 Time V Sort2 unsorted V Transaction	▼ Depth (all) ∨	Supplier	🛨 Unit/round 0,01 🗸
VAT code (all) v/o level(s)	Currency USD	Subtotal	✓ □ only with balance
transaction desc 🗸 🗋 only sum 📄 mixed accounts 👘 with change	unbalanced	levels more info	Print REPORT
111204         Bank Account SEK           Beginning balance         1 000.00           Number         Object         Time	VC	Debit Credit Chan	ge Balance
Closing balance 1 000.00		0.00 0.00 0.	.00 1 000.00

#### We do an automatic recalculation under Maintenance

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

#### Manually corrected currency rate transaction

	ose Ne riodize I	w Copy REVERSE TR/	Save Dele		F << >> Sta	tus: Chang	jed Type	TRAN
Nur	nber 1	00068	Date 31.03.20	021 Reference	Tu	irnover -3	7.95	-37.95
Des	cription U	SD recalculation	on - manual tran	sactions elimination	Di	fference 0		
Ban	k Statemen	ts: -						
Cre	ator	31.08.2022 15	:20:43 Last cha	inged by: 31.08.2022 1	5:20:43 Bulk Insert	Paste Reci	ipe 🗌 Split fr	om Resources
NO	Account	Object	Project	Description		Debit	Credit	VAT code
1	111204			Bank account USD		-3	7.95	
2	660001			Currency rate profit (financia	al income)		-3	7.95
					,		-	
1	111204	Object	Project	Bank account USD	al income)		Credit 7.95	VAT code

#### Transactions in nominal ledger

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

# TAX OFFICE

## TSD Annexes 4,5,6

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

For this:

1. Set up Fringe benefit field to kontodele.

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

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

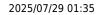
Create necessary number of accounts to be able to automatically submit TSD annexes. For example, two separate financial accounts should be created for gifts. One up to the established limit and the other for gifts that cost more than the limit.

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

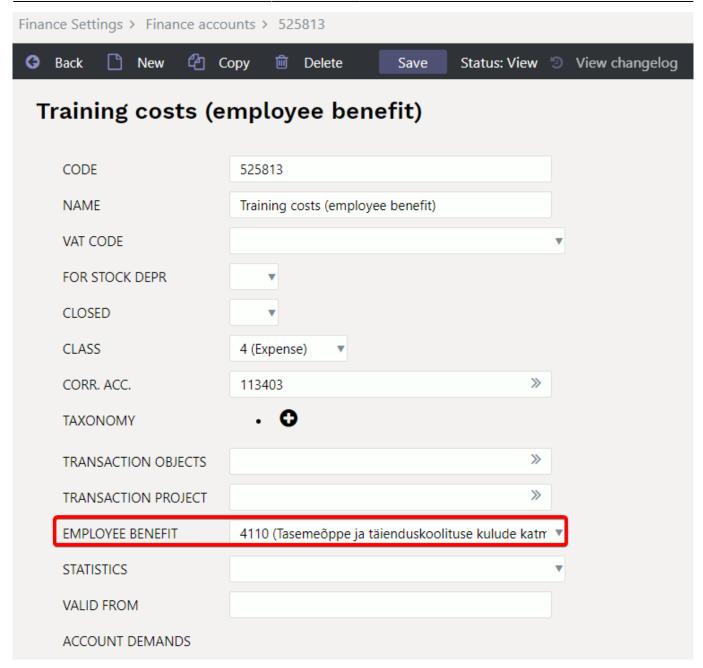
#### 2. Check from the nominal ledger that everything is declared

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

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



27/55



Subtotal by employee benefit - by transaction

#### Finance Report - Nominal Ledger

· · · · · · · · · · · · · · · · · · ·							
Time start 01.05.2022 end 31.05.2022 Acco	ount start 0	end z	Project	ŧ	(DataField)	~	🔰 🎤 🕙 🔒 🖻
Corr.Account show corr. acc.	Object	Туре	✓ Language Englis	h 🗸	(DataField)	~	
Change is bigger than 🗸 Do	escription Refe	rence	Customer	Ð	(DataField)	~	
Sort1 Time V Sort2 unsorted V Tr	ansaction	Depth (all) 🗸	Supplier	Ð	Unit/round 0,01	~	
VAT code (all)	/o level(s) Curr	rency	Subtotal by Em	ployee benefit . 🗸	only with balance		
transaction desc 🗸 🗌 only sum 🗹 mixed ac		unbalanced	levels mo		Print REPORT		
4110 (Tasemeőppe ja täienduskoolituse kulude katmine )						Beginning balance	169.78
Account Number Object	Time	Description	VC	Debit	Credit	Change	Balance
525812 TRAN.100151	02.05.2022	TSD lisade test		300.00	0.00	300.00	469.78
4110 (Tasemeõppe ja täienduskoolituse kulude katmine ) Total:				300.00	0.00	300.00	469.78
Total.				500.00	0.00	300.00	403.10
4130 (Muud erisoodustused )						Beginning balance	150.00
Account Number Object	Time	Description	VC	Debit	Credit	Change	Balance
528201 TRAN.100151	02.05.2022	TSD lisade test		1 000.00	0.00	1 000.00	1 150.00
4130 (Muud erisoodustused ) Total:				1 000.00	0.00	1 000.00	1 150.00
10(a).				1000.00	0.00	1 000.00	1150.00
5100 (Vastuvõtukulud )						Beginning balance	0.00
Account Number Object	Time	Description	VC	Debit	Credit	Change	Balance
528101 TRAN.100151 5100 (Vastuvõtukulud )	02.05.2022	TSD lisade test		3 000.00	0.00	3 000.00	3 000.00
Total:				3 000.00	0.00	3 000.00	3 000.00

#### Subtotal by employee benefit - only the sum

Finance Report - N	lominal Ledg	ger						
Time start 01.05.2022	end 31.05.2022	Account start 0	end z	Project	(DataField)	~		in 🔁 🖓 🖻
Corr.Account (	show corr. acc.	Object	Туре	✓ Language English ✓	(DataField)	~		
Change is bigger than 🗸		Description	Reference	Customer	(DataField)	~		
Sort1 Time 🗸 S	ort2 unsorted 🗸	Transaction	▼ Depth (all) ∨	Supplier	Unit/round	),01 🗸		
VAT code (all)	~	w/o level(s)	Currency	Subtotal by Employee	benefit . 🗸 🗹 only with	balance		
transaction desc 🗸	🗹 only sum 🔲 mix	ed accounts 🛛 🖾	with change unbalanced	🗌 levels 🗌 more info				
4110 (Tasemeõppe ja täiendusko Account Sum	ing Costs (Taxable)			Beginning balance 169.78 169.78	Debit 300.00 300.00	Credit 0.00 0.00	Change 300.00 300.00	Closing balance 469.78 469.78
4130 (Muud erisoodustused ) Account Description 528201 Fringe Benefits 4130 (Muud erisoodustused ) Account Sum				Beginning balance 150.00 150.00	Debit 1 000.00 1 000.00	Credit 0.00 0.00	Change 1 000.00 1 000.00	Closing balance 1 150.00 1 150.00
5100 (Vastuvõtukulud) Account Description 528101 Representationa 5100 (Vastuvõtukulud) Account Sum	l Costs			Beginning balance 0.00 0.00	Debit 3 000.00 3 000.00	Credit 0.00 0.00	Change 3 000.00 3 000.00	Closing balance 3 000.00 3 000.00
Account Sum				Beginning balance 8 370.97	Debit 4 300.00	Credit 0.00	Change 4 300.00	Closing balance 12 670.97

#### 3. Send TSD

• Send TSD automatically to the Tax Office.

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

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

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

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

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

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

Invoice 100201					
Customer 1020	A&E Office OY	Asset		Budget	
Ordered by	]	Survey			
				O O Proceeding	
Date 01 01 2020	Cust rep	Stock		🔽 Upda	te stock
Pay term 7	Our ref Bob Brown	Object AD	MIN, DAVIDD		
Due date 08.01.2020	Salesman BOB	Project PR	OJECT_2		
Trans date 01.01.2020	Vastutaja	Order no.			
Cust order	Quotation	Credited invoice			
Sent 01.01.2020	Type (choose type) 🗸	Status (ch	hoose status) 🗸		
Comm. Training				$\searrow$	

**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**

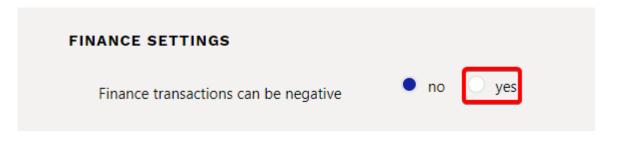
Forbi	dden		Allowed	Right							
			•	Browse choosir		ls					
			•	User fir setting		ing					
			•	Alter Fo	orm						
			•	Subsys Transac Change	ctions						
			•	Print la modify	-						
			•	Event s modify							
			•	Bank A modify		nt					
		l	•	Paymer be char sales de	nged	on					
Documents	Reports Setting	g Other									
Delete row									-		
	odule	Name	How	Browse		View	Add	Direct	Change	Delete	Cor
🗌 1 🔤 ai	tikkel_aal Istaaru	AIM recipe Annual Reports	· · · · · · · · · · · · · · · · · · ·		<ul> <li>✓</li> </ul>	<ul> <li>✓</li> </ul>	<ul> <li>✓</li> </ul>		<ul> <li>✓</li> </ul>	<ul> <li>✓</li> </ul>	<ul> <li></li> <li></li> </ul>
_						_	_	_	_	_	
2 a	ve	Invoices	T	All 🔽	✓	<ul><li>✓</li></ul>	<	<ul><li>✓</li></ul>	<b>V</b>	~	Co

## 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  $\rightarrow$  YES

All

~



5

ametikoht

Positions

Attachments Folders

✓

✓

**~** 

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~

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

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

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

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

# RECEIPT

# 10. Laekumisel - raha tagastamine kliendile

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

Raha tagastuse ekspordi õnnestumiseks :

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

#### Uus kujundus

.aekum	nine 107	783 Salvestat	μd				viimati muutis	(01.12.2022 kell 13:54:09)
Number		Aeg	Viide	Laekunud	Arvete summa	T-Tasu	Laekunud valuutas	Vahe 👂
	107783	13.10.2022	<b> </b>	-5120.00	0	0.00	0.00	-5120.00
asumisviis		Kommentaar			Objekt	Projekt	Kasutaja	Koht
	Q				Q	Q	JANE Q	194.126.96.68
P	Q tud Kustut	a valitud Massa	setaja		Q	Q	JANE Q	194.126.96.68
Kopeeri vali								
	۶ Arve n	r⊁ Ae	g 📕 Klient 🚽 🖉 Nimi panga	s 🛛 🦻 Val saadud 🤌 Su	mma S 🤌 Selgitus		🖉 Par	ngakonto/IBAN 🤌 Kliendi s
		r ۶ Ae	Year     Year       Year     Year       Year     Year       Year     Year       Year     Year	s & Val saadud & Su > Otsi > Otsi	mma S		≁ Par > Ot	· · · · · · · · · · · · · · · · · · ·

#### Vana kujundus

Last update: 2022/09/20 11:36

🗅 _: Laekumin	e 220008 <sub>v3</sub> - Goo	gle Chrome										
login.dire	cto.ee/ocra	/mr_	laekumine.asp?r	number=220008&clr1=1								
Sule Uus	Koopia Jät	a Kustuta	Kinnita Salve	esta Trüki Meil 🕕 F	< >> (	Diek: Muudetud						
IMPORT SEPA	EST EKSPOR	RT SEPA EST										
Number 22000	8	Aeg 11.03	3.2022	Viide		Laekunud	-12.00	Arvete su	mma	-12.00	Panka	
Tas. viis 2	Komn	nentaar				Objekt			Vahe	0.00	T-Tasu	
Projekt	к	asutaja JANE		Koht 213.219.123.51		Massasetaja						
Viimati muutis:J	ANE 11.01.2022	09:24:59										
Pangaväljavõtte	ed: -							÷				
					0							
NR Arve nr	Tellimuse nr	Klient	Tekst	Objekt		Projekt	Val saadud	Kurss S	Summa S	Viivis	T-Tasu	T-1
1 220086		1063	DIRECTO OÜ				EUR	1	-12.0	0.0	0 0.00	

# SALES LEDGER

# **PURCHASE INVOICE**

## How to record a capital lease on a purchase invoice

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

Valuuta EU	IR	KM kokku	20000.00 Summa		200.00 Jagatav summa	Ette	maks		0.00	
Kurss		1 Ümardus	0 Tasuda		20200.00 Erinevus		Saldo	20	200.00	
NRTüüp	Konto	Objekt	Projekt	Kasutaja	Sisu	Summa	кмк	KM	Klient	A
1	21941	589NGU			Kapitalirendi pikaajaline kohustus	-86667.00	23	0.00		
2	21151	589NGU			Pikaajaliste kapitalirentide tagasimaks	ed -13333.00	23	0.00		
3	10921	589NGU			Masinad ja seadmed (soetusmaksum	use 100000.00	) 4	20000.00		
4	50643	589NGU			Lepingutasu	200.00	23	0.00		
5										

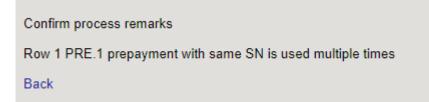
Liability accounts are entered with a minus for the financial entry to be correct. In the example, the capital lease obligation of the current year is also immediately reflected in the account "Repayments of long-term capital leases in the following periods" and "Long-term capital lease liability" sum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

Voti       Voti	Nr 🔨	Konto 🍡 🎤	Objektid	بكر	Projekt	ŗ	Sisu	Ļ	Deebet	j,	Kr	eedit 🦯 🎤	КМ	kood	×
221311Hankijatele tasumata arved20200.00321941589NGUKapitalirendi pikaajaline kohustus-86667.0023421151589NGUPikaajaliste kapitalirentide tagasimaksed järgmis13333.0023510921589NGUMasinad ja seadmed (soetusmaksumuses)100000.004		> Otsi	> Otsi		> Otsi		> Otsi		> Otsi		>	Otsi	>	Otsi	
321941589NGUKapitalirendi pikaajaline kohustus-86667.0023421151589NGUPikaajaliste kapitalirentide tagasimaksed järgmis13333.0023510921589NGUMasinad ja seadmed (soetusmaksumuses)100000.004	1	10617	589NGU				Põhivara sisendkäibemaks			20000.00			4		
4     21151     589NGU     Pikaajaliste kapitalirentide tagasimaksed järgmis     -13333.00     23       5     10921     589NGU     Masinad ja seadmed (soetusmaksumuses)     100000.00     4	2	21311					Hankijatele tasumata arved					20200.00			
5     10921     589NGU     Masinad ja seadmed (soetusmaksumuses)     100000.00     4	3	21941	589NGU				Kapitalirendi pikaajaline kohustus			-86667.00			23		
	4	21151	589NGU				Pikaajaliste kapitalirentide tagasimaksed järgmis	5		-13333.00			23		
6 50643 589NGU Lepingutasu 200.00 23	5	10921	589NGU				Masinad ja seadmed (soetusmaksumuses)			100000.00			4		
7	6	50643	589NGU				Lepingutasu			200.00			23		
	7														

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

## Confirming the prepayment on the purchase invoice gives an error message

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



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

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

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

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

Create VAT code

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

Create purchase invoice

https:/	//login.dired	cto.ee/ocra_dire	ecto/o	r_arve.asp?numbe	r=100576&retev	ent=0&hoiat	:us=&m=&c	:lr1=1							
	lew Copy		ail Prin ashOUT		EN << >> Receipt	>	Status Co	nfirmed LO	GOUT						
Number 10	00576														
Vendor 11	131	Woo	d OY				VAT Reg	No		Vendor	s invoice 010	922			
Payee							VAT Reg	No			Survey				
								Main		edina	O DataFields				
Invo	oice date 0	1.09.2022		User	TRIINP		Bank code					Purchase	e order		
Payme	ent terms 1	4		Object		А	ccount No	2322276876	2222			S.F	Receipt		
	Due date 1	5.09.2022		Cred account	212211		Ref.					Credited i	nvoice		
	Op. date 0	1.09.2022		Project			Asset					Internal I	nvoice		
١	VAT Date			Origin Country	EE (Eesti)	~	Deal type				~	E	<b>c</b> pence		
F	Received 0	6.09.2022 11:40	):46	Туре	(choose type)	~	Status	(choose sta	tus) 🗸						
Rec	lamation		F	Recl. description										Split by resou	irces
c	Comment N	Not subject to VA	т										e-mail	mary.smith@	gmail.con
Int o	comment														
ast change	ed by:	06.09.2022 11	:44:10				Pa	iste Recipe	Bulk Insert						
urrency E	EUR	VAT	total	0.00	Total	120.00	Dividable s	um		Prepa	iyment	0.0	0		
Rate		1 Rou	nding	0	Total	120.00	Differe	nce		B	alance	120.0	0		
									Total Co	st incl	uding VAT is	s entered in	the to	tal cell	
Туре	Account	t Object	Project	User	Description			Total	VAT code	• VAT	Item	Qty	StockI	D SN	PID
1	525202				Directo costs			120.	00 58		0.00	0			

#### • Purchase invoice transaction

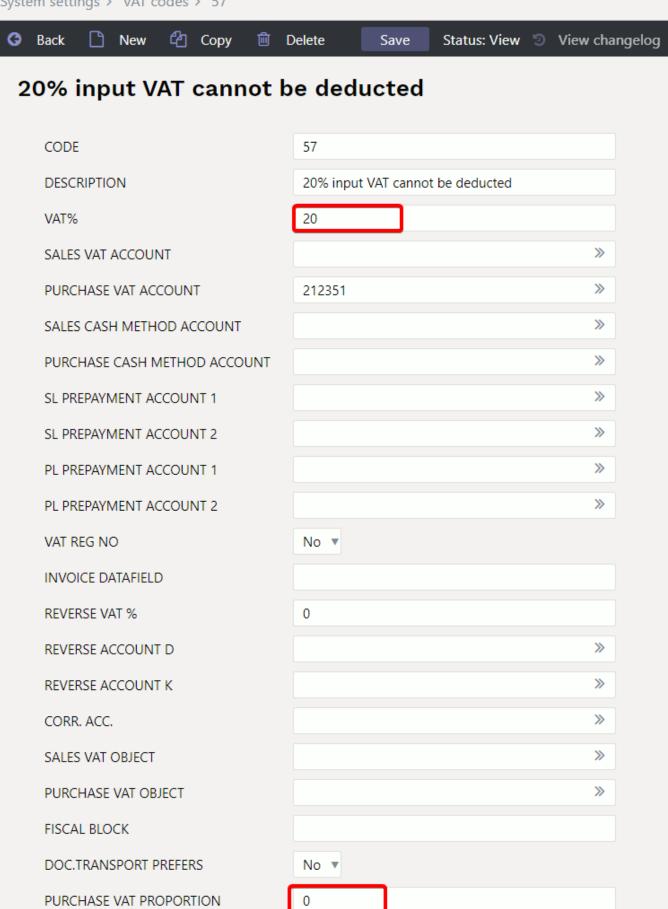
Financ	e - Trans	action OS	ST: 100576	Saved		Last changed	by (06.0	09.2022 at 11:49:4	19) 😒		
Туре	Number	Date	2	Reference	Description	De	bit		j.		
OST		100576 01.0	9.2022	1	1131 Wood OY/Not subject to VAT/010922			120			
Credit	120	Difference 0									
Copy selec	tion Delete se	election Bulk Ir	nsert Paste Reci	pe Split from Resources							
			nsert Paste Recip	pe Split from Resources		۶ Debit	۶ Credit	۶ Date	チ VAT cc チ	Rate &	
	✤ Account	۶ Object		ption			<ul><li>✓ Credit</li><li>&gt; Search</li></ul>		⊁ VAT cc      ≁     Searc      >		Currenc
Copy selec	≁ Account     ↓       > Search     ↓	۶ Object	Project & Descri	iption							Search

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

• Create VAT code

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• Create purchase invoice

Last update: 2022/09/20 11:36

D	< <: Purchase invoice 100577 va - Work - Microsoft Edge	

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	New Co			PEN << >> Receipt	Status Cor	firmed LOG	DUT					
Number	100577											
Vendor	1131	Wood O	(		VAT Reg I	ło	Vendo	rs invoice 06092	222			
Payee					VAT Reg I	lo		Survey				
						Main		O DataFields				
In	voice date	06.09.2022 14:07:49	User	TRIINP	Bank code				Purchase order			
Paym	nent terms	14	Object	ADMIN	Account No	232227687622	22		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			~	Expence			
	Received	06.09.2022 14:07:49	Туре	(choose type) 🗸	Status	(choose status	) 🗸					
Re	clamation		Recl. description							Split by resources		
	Comment	Not subject to VAT							e-mail	mary.smith@gmail.co	on	
	comment	-								, 03		
Last chang	jed by:	06.09.2022 14:11:	18		Pa	ste Recipe	Bulk Insert					
Currency	EUR	VAT tot	al 0.00	Total	120.00 Orig. Subtot	al	100 Divid	able sum	Pre	epayment	0.00	
Rate		1 Roundin	g (	Total	120.00 Orig. V/	AT	20 E	)ifference		Balance	120.00	
								Enter th	e sum without \	/AT		
No Туре	Accou		Project User	Description		Total	Orig. Subtotal			Item Qty	StockID SN	N
1 2	52520	2		Directo costs		120.00	100.00	57	0.00 20.00		0	

### • Purchase invoice transaction

inanc	e - Tran	saction	0ST: 100	577 💽	aved		Last	t changed l	by (06.	09.2022 at 14:13:1	16) 🧐		
Гуре	Number		Date		Reference	Description		Deb	it		y.		
DST		100577	06.09.2022 14:0	07:49 🛗		1131 Wood OY/Not subject to VAT/060922	2			120			
redit		Difference											
	120	0											
_						_							_
	tion Delete				Split from Resources	3							
			Bulk Insert Pas			3	٩	Debit	۶ Credit	۶ Date	≁ VAT cc	≁ Rate	
	≁ Account			Description		3					VAT cc     Searc		≁ Curren
) No. ∧	<ul><li>Account</li><li>Search</li></ul>	≁ Object	Project  Search >	Description	n	3				> Search		> Search	≁ Curren
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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: 🗤 - Work	- Microsoft Edge				
https://login.directo.	ee/ocra_directo/yld_h	ankija.asp?KOOD=1008			
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Prices (choose action)	✓ Survey	Event Update data			
	ontacts O Bank Account	ts O Actions O Changes	O Automation O Transp	port	
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Name T	ax and Customs Board				
Tänav L	õõtsa tn 8a				
Indeks, linn 1	5176 Lasnamäe linnaosa, Ta	allinn, Harju maakond			
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Country E	EE (Eesti)	~	Representative		
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Bank	· ·				
			_		
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	e 401		Name SE		
Name in Ban			Address in bank To	rnimäe 2, 15010 Tallinn, ES	TONIA
Pay Terr					
	) e-invoice import prefers	data above	Costs	<b>→</b>	
Info			Cho	ose the bank account	you want to pay to
Del Mode		Del Term			Directo-to-Directo: No
Payee		Vat reg no EE	100276271	Language	Directo-to-Directo. No
	70000349	VAT code	100270271	Currency	
PP account		Debt Acc 991	111	SR Account	
VAT Zone	Domestic	Credit limit		Customer	
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Deal type		✓	Worker	Discount %	
Purchasing group			1	2.000	
r urchusnig group		Create a	n 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 v2 - Work - Microsoft Edge	
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endor 1008 Payee	Tax and Customs Boa	urd.					
Pavee		iru	VAT Reg	No EE100276271	Vendors invoice MAA	MAKS I	
-,			VAT Reg	No	Survey		
				● Main O F	Proceeding O DataFields		
Invoice date 0	1.01.2021	User	Bank code			Purchase order	
Payment terms 0		Object ADMIN	Account No	EE35101005203100	0004	S.Receipt	
Due date 0	1.01.2021 Cr	ed account 991111	Ref.	32845566		Credited invoice	
Op.date 0	1.01.2021	Project	Asset			Internal Invoice	
VAT Date	Orig	jin Country EE (Eest	✓ Deal type		~	Expence	
Received 1	7.05.2021 11:03:57	Type (choose type)	) 🗸 Status	(choose status) 🗸			
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st changed by:	17.06.2021 15:13:54		Pas	ste Recipe Bulk In:	sert		
Irrency EUR	VAT total	0.00 Total	12350.16 Dividable s	sum	Prepayment	0.00	
Rate	1 Rounding	0.00 Total	12350.16 Differe		Balance	12350.16	

#### A transaction is created

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https://	ogin.directo.ee/	ocra_directo_	/transaction_d	ocument.html	?id=OST_100031									
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1	1 991111	ADMIN		Subsidiary	account for Tax Off	ice transact	ions					12350.16	;	
2	2 113201	ADMIN		Land tax							12350.16	5		23

#### 3) Create payment

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Payment 1000	02 Saved										Last changed	by (	07.09.2022 at 11:5
Number	Date	Reference		Purchase inv	voices	Paid		Paid in Curi	rency	Pay m	node⊘		
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#### A transaction is created

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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 🗤 - Google Chrome											
login0.d	irecto.ee/intclient/ocra_			/or_aru_ettem	naksjad.asp?	showall=1&uus=ei&a	eg=14.06.2022&clr1=1					
Aeg (14.06.202	2 ARUANNE											
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						~	▼					
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EUR	2 160.00											

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

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Tasumine 80110			31.03.2008				EEK	-33 796.66	-2 160.00
Saldo								-31 636.66	0.00
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CEN	-33 / 90.00	-33 / 90.00	-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**.

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1							EUR	0.063911649 33796.66 0.00 1 -2160.00 0.00	0.00 2160.00 -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

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Real 1 kontol on korrespondeeriv konto puudu ,
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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.

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TAKSONOOMIA	• •		KORR.KONTO (korrespondeeruv 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.

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# 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.

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### PAYMENT

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

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ACCOUNTANT MANUAL

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

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

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

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

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

MINU FIRMA Directo	i (i)	onne Valem ∨	Keel: va	aikimisi v Teema: H	lall ja Kuldne \vee 🔅 S	eadistused
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The short name can always be changed in the system settings

2025/07/29 01:35

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

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

1	PAYMENTS	210060	_MINU_	FIRMA_	.xml
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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

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

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

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

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

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

Possible solutions:

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

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

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

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

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

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

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

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

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

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

#### Example

Last update: 2022/09/20 11:36

#### Prepayment

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1 1009	Meditsiiniseadmete OÜ						USD		0.882924245	1000.00

#### Purchase invoice

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#### Purchase ledger by supplier

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#### Nominal ledger report

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#### Solution

1) Do not use prepayment on the purchase invoice

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

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1 100456	1142	Raamat AS				232		11111111	USD		0.948766603	1000.00	)

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

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4) Create a financial transaction to write off the exchange rate difference and check the account balance in the nominal ledger

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#### 5) Ostureskontros ei ole enam vahet

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### SUPPLIER

#### Automatic

#### How can I add leasing invoices to automation?

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

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

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### **PURCHASE LEDGER**

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

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

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

### VAT

#### **Posting of VAT accounts**

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

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

- D Payment of VAT
- K Tax prepayments

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

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

- D Tax prepayments
- K Bank account

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

#### How to set up reverse sales tax that cannot be reclaimed

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

Purchase invoice with reverse VAT, which cannot be refunded

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#### Description of financial transaction and VAT code

#### (pöördkäibemaks) proportsionaalne tagasiküsimine

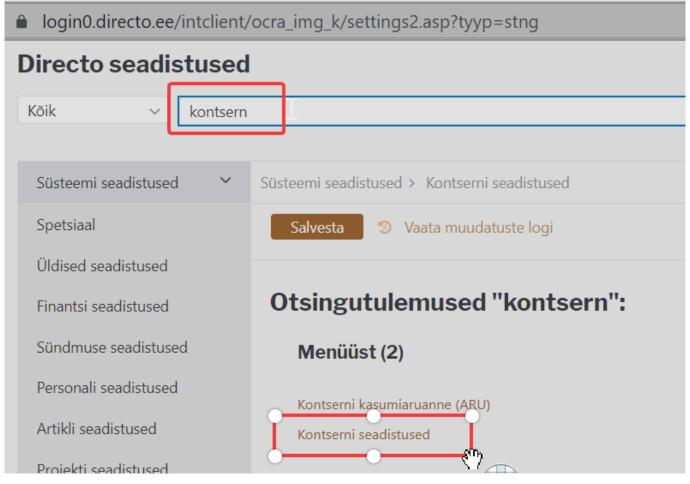
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### GROUP

### Group - sold company removal

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

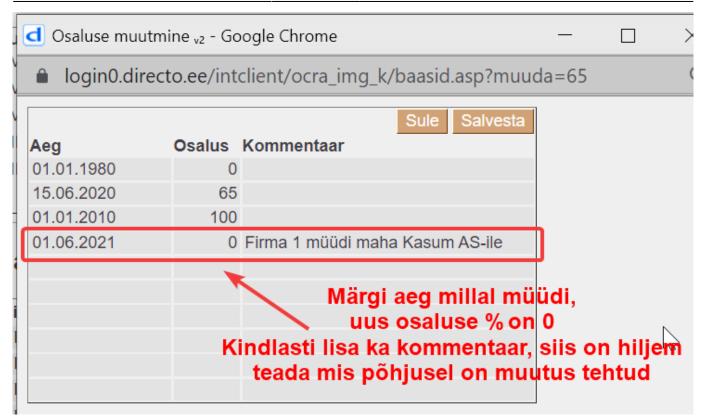
Select System Settings - write group.



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

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Write on the next free row



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

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

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

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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".

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### **OTHER FREQUENTLY ASKED QUESTIONS**

#### Documents do not fit on one page

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

### **OSS declaration**

The OSS declaration is not initially developed in Directo.

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

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Permanent link: https://wiki.directo.ee/en/raamatupidaja\_nipinurk?rev=1663663013

Last update: 2022/09/20 11:36

