# Sisukord

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

SALES INVOICE	
How can I change the payment term on a confirmed sales invoice?	
Why credit invoice transactions are not with a minus sign?	
Issuing a sales invoice if the customer is subject to VAT in several countries	
RECEIPT	
10. Laekumisel - raha tagastamine kliendile	31
SALES LEDGER	. 32
PURCHASE INVOICE	32
How to record a capital lease on a purchase invoice	. 32
Confirming the prepayment on the purchase invoice gives an error message	. 33
If the company is not liable for VAT - how to enter purchase invoices	. 33
1. Put cost sum including VAT into the cost and VAT 0	. 33
2. Enter the cost sum without VAT in the cost and VAT 20 (proportion 0)	. 34
How to report sums paid to the Tax Board and interest payments in Directo?	
Can the payment schedule be copied from Excel to Directo?	. 39
The purchase invoice displays a message "the purchase prepayment is smaller than the	
supplier's prepayment" xxx.00	. 39
Error message - account on the row 1 has missing corresponding account	
The purchase invoice corresponding account would have other objects, projects than the	
expense account	. 42
Why does the comment not change on confirmed purchase invoice transaction	. 42
PAYMENT	
Why payment have two currency exchange accounts when a foreign currency invoice is paid in	
EUR ?	
Payment - why is the sum with a minus sign payable to the supplier red	. 43
Company name on files sent to the bank and the Tax Office	
Why are purchase invoices not added up when creating a payment order from the payment to	
the bank	
Error message when importing payment to the bank - comment too long	. 44
Why can't the payment be confirmed, even though the row has object?	
Why is it not allowed to use a prepayment in foreign currency?	
Why is there a difference in purchase ledger when using an prepayment on a purchase invoice	
in foreign currency?	
Example	
SUPPLIER	
Automatic	. 49
How can I add leasing invoices to automation?	. 49
PURCHASE LEDGER	
I delete the purchase invoice, but it is still on the purchase ledger	. 50
VAT	. 50
Posting of VAT accounts	. 50
How to set up reverse sales tax that cannot be reclaimed	. 50
GROUP	
Group - sold company removal	
Group - I would like to view the data of the consolidated company in a different currency in the	
group database	
OTHER FREQUENTLY ASKED QUESTIONS	
Documents do not fit on one page	
OSS declaration	

# **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								
11		ł	Kollasega osa ko	peerida I	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.

Number 10	0072	Aeg 31.03.202	Viide K	Käive 0	0			
Seletus US	SD-ide konto kor	rrastus (kontol p	peab olema 1000 USD-i)	/ahe 0				
<sup>o</sup> angaväljav	õtted: -							
.ooja JANE	E 06.10.2021 19	:53:22 Viimati I	muutis: JANE 06.10.2021 20:05:48 Massaset	taja Aseta retsept	Jaga ressure	sidelt		
					C			
R Konto	Objektid	Projekt	Sisu	Val. deebet	Val. kreedit	Valuuta	Kurss	Kogus
1 111205			Pangakonto USD - sisestatud algselt EUR-	is -852.8	38	EUR	1	0
			Pangakonto USD - sisestatud algselt EUR-		00	USD	0.852878465	0

ACCOUNTANT MANUAL

5/55

111203	гануаки	1110 030 - 51565	latuu aigseit 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 01:36

• 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 Stateme	ents 220723 ,	2 - Work - Microsoft Ed	lge											-		×
🙃 https:	//login.directo	.ee/ocra_	/fin_valjavo	ote.asp?NUM	BER=22072	23										A	Œ
Close N	New Copy	Refresh	Delete Save II	MPORT SEPA E	ST Print	Mail  🔒 🖥	<b>«</b>	Status: View		D	ate: 25.08.2	022					
Number 2	20723	Date 2	5.08.2022		Employee	(directo)	Sum	0.00	Closed		Start balan	ce Final Balance			IN	OUT	
Pay mode 3		Comment G	W 20220826-0717-SE	B_PeriodicState	Object		Project			In file	452 554.3	38 452 554.38 EUF	R Transactio	ons:	0	0	
										Directo	415 335 (	19 415 335.09 EUF	τ Tr	otal: 0.	00	-0.00	
										DIFF.	37 219.2	29 37 219.29					
										_							
			Transaction   Card pa		ise due   Ca			pe for selected	lot used	~							
NO Date	Account No	•	Reg No/ID numb	er Company		Description	1		Currency	Sum	Fee	Reference no	Payment No F			c no Acco	unt
														Action	~		
1											If there is a	sum, then the b	ank day	Not used	~		
2											Start balan	ce in Directo is i	ncorrect	Not used	~		
3										L				Not used	~		
4														Not used	~		
5														Not 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	d 、	•				
	Account No	Reg No/ID number Company	Description	Curre	ency Sum	n Fe	e Reference no	Payment No I	Rule Type	Doc no Accou
									Action	~
1				eur		200.00		1	DD Transactio	n [X] 100074 11310
2 30.01.2021	EE86 221	My own company	's name Money transfer	EUR		20000.00		1	ADD Transaction	10201
3									Not used	~
4							Account number	to which 📘	Hor used	~
5							the money was tr	ansferred	Not used	~
6									Not used	~
7									Not used	~

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

#### Transaction

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 Write the rule code, for example CODE ACCOUNT\_6221 (the last 4 digits of the bank account) NAME My own company's name $\gg$ PAY MODE т PRIORITY **Rule conditions** DIRECTION Out 🔻 OTHER PARTY NAME My own company's name OTHER PARTY ACCOUNT NUMBER EE86 6221 delete the sum, then the rule SUM 200.00:200.00 always applies despite the sum CURRENCY eur DESCRIPTION Money transfer Outcome If you select "not used", then to the transaction row is written "not used" TYPE Transaction and you do not need to do anything ≫ CUSTOMER ≫ SUPPLIER Write account number. The account

10201

is important for the transaction, objects and projects according to your need.

Payment between your accounts		Write if you wish. No need to mark
	>>	

>>>

>>>

>>

» »

>>

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

ACCOUNT

OBJECT

PROJECT

EMPLOYEE

COMMENT

PAY MODE

DETECT CUSTOMER

FINANCE RECIPE

FEE ACCOUNT

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?	number=2103559	%20&tyyp=FIN8	.clr1=1&cs	croll=0&hoiatus	=	
Sule Uus Periodiseeri	s Koopia Salv PÖÖRDKANNE	resta Kustuta Meil MIINUSKANNE Mut	Trüki Finants utused	kanne 🛛 F <	× >>	Olek: Vaata	Tüüp FIN	
Number 2103 Seletus raha	355 Aeg 3 ülekanne Minu firma		ide	Käive 200 Vahe 0	0000	200000		
Pangaväljavõt Looja JANE 3		Viimati muutis: JANE 30	0.05.2021 20:28:33	Massasetaja A	seta retsept	Jaga ressurssi	idelt	÷
NR Konto	Objektid	Projekt	Sisu			Deebet	Kreedit	k
1 10299			Raha teel			200000.00	C	
2 10202			Minu oma firm	na nimi raha ülekar	nne		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

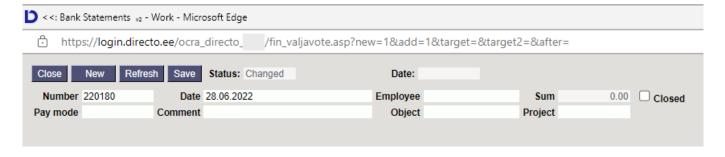
## The bank statement has not arrived, how can I add it manually

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\_

<b>^</b>	*	lgapäeva- pangandus	Kaardid	Maksete vastuvõtmin	e Finantseerimine	Kindlustus	Hoiustamine, investeerimine	Traderoom	Kontsernikonto	Partner- pakkumise
Avaleht	► Igapäev	apangandus 🕨 Konto v	äljavõte							
Valid	ro fai	ili formaat								
Vali	ge fai	ili formaat		_						
Vali	ge fai	ili formaat	Salvesta fa	ail formaati P	DF 🔶					
Vali	ge fai	ili formaat	Salvesta fa		DF ♦					
Vali	ge fai	ili formaat		nga kinnitus T						

• Create a new bank statement in Directo



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

D Impordi väljavõte 🗤 - Google Chrome
login.directo.ee/ocra /mr_laek_thansa_import.asp?valjavote=220180
Impordi väljavõte (10M) Choose File Statement.xml ISO XML EST (camt.053.001.02/camt.052.001.02) v Sorteeritud - Vajuta IMPORT Vajuta IMPORT
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 rig	ghts	
Forbidden	Allowed	Right
	٠	Pasters
	٠	Cost and NetProfit view
	٠	Invoice stock changing checkbox
	٠	Stock level column
	•	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/ocra	a_directo_	/fin_kulutus	asp?NUMB	ER=100065											
Close N	lew Copy	Save M	lail Print	Û F OP	EN <<	>> Transa	ction Status	Confirmed									2
Expense D	ue Event	l															
Numbe	er 100065		C	ate 31.01.2022		s	urvey										
Expende	er MARGUS		Expender na	ime Margus													
								DataFields O Proceeding									
Tr	ans date 31.01	1.2022		Signer			Project										
	Type Asset				Object												
	Person JANE			Start			to										
С	omment Differ	rent costs															
	Order			Ordinance			Ext. Id										
Int c	omment																
	d by: 1	0.08.2022 14	1-11-18				Paste Re	cipe Bulk Insert									
ast change							1 0010 11										
ast change			40.00	Subtotal	340.95	Base	340.95										
-	UR N	/at Total	40.00														
-	UR N	/at Total Rate-D	40.00		380.95												
Currency E	UR N				380.95												
Currency E Rate	1	Rate-D	0.00	То рау				Description	Quantity Cu	urrency R	late	Base	Unit price	Subtotal	VATCode VAT	RSV	AT
urrency E Rate	1 Date		0.00 Supplier				Project	Description Paper	Quantity Cu 1 US		tate 0,882924245		Unit price	Subtotal 120.00	VATCode VAT		
Last change Currency E Rate NO Type 1 2	1 Date	Rate-D Doc NO 225	0.00 Supplier 1010	To pay Supplier name	Account	Object		Description		SD UR		105.9509 200.0000			0	0.00 40.00	AT 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

um of rows by	currencies:	Currency	RS VAT												
Cur	rrency R	Subtotal 340.95	Vat Total 40.00		o pay 80.95	Base currency 380.95		it rate 80.95							
okku:									0		3	687.12	40.00	727.12	
		20.01.2022		1012: Directo	2234	527401	Directo training		EUR		1	0.00	200.00	40.00	240.
		20.01.2022		1011: DONALI		526401	Taxi		SEK		1	0.00	367.12	0.00	367.
100065	31.01.2022	MARGUS: Margus 15.01.2022		: E 1010: Koopiak	ockus 225	Different cost 125361	s Paper		USD		1	340.95 0.00	40.00 120.00	380.95	120.
	Type	Date	Object	Supplier	Doc NO		Description		Curr	ency Qua	antity U	nit price	Subtotal	VAT	RS VA
	Date	Expender	Object	Signer	Status	Comment	Period		Days			Subtotal	Vat Total	To pay	Curren
	With rows	to customer	With purchase invoices	Currency	Subtotal	~				Vi	iew common 🗸	Print	REPORT		
	Description			_	Item		VAT code								
N ROW:	Doc NO		Supplier		Account		Date	1							
	Confirmed all	✓ (Exp	ense datafic 🗸		Comment		City		Ord	inance					
	Туре		Object		Currency		Project		Cu	stomer					
	Range		Asset		Person		Country	~							
ON EXPENSE:	Expender M/	RGUS	Signer		Status	-	[	Date	♥ 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	/pes												
😋 Back 🗋 New 🖓	Сору 🧯	Delete	Save	Status: View									
Daily allowance													
ТҮРЕ	DAILY_ALL	OWANCE											
DESCRIPTION	Daily allowance												
ACCOUNT	526101			>>									
OBJECT				>>									
PROJECT				>>									
VAT CODE				•									
UNIT PRICE	0												
PERSONNEL INCOME	Yes 🔻												

• Create expense and confirm

< <: Expense 100066 -> - Work - Microsoft Edge

	-			
https://login.directo.ee/c	ocra_directo/fin_kulutus.asp?	NUMBER=100066		
Close         New         Copy         Confirm           Expense Due         Event         Event         Event	Save Delete Mail Print	🛛 🖡 < >> Status Change		
Number 100066	Date 14.06.2022	Survey		
Expender MALLE	Expender name Malle Maasikas			
		O Data	ields O Proceeding	
Trans date 14.06.2022	Signer	Project		
Type	Asset	Object		
Person JANE	Start	to		
Comment				
Order	Ordinance	Ext. Id		
Int comment Päevarahad S	oome 15.06 - 16.06.2022			
Last changed by: 14.06.2022	12:05:25	Paste Recipe	Bulk Insert	
Currency EUR Vat Total	0.00 Subtotal	100.00 Base 100.00	0 days	
Rate 1 Rate-D	0.00 To pay	100.00 Daily allowance to be	aid 2 days	Agreed daily allowance for one day
		• • •		↓
NO Type Date Doc NO			iption Quantity Currency Rate	Base Unit price Subtotal VATCode VAT
1 DAILY_AI	526	3101 Dail	allowance 2 EUR	1 100.0000 50.00 100.00 0
2				

- 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.

<b>)</b> <<: Report	t - Purchase invoi	ices <sub>v2</sub> - Work - 1	Microsoft Edge	•										-		$\times$
🕆 https:	://login.directo	o.ee/ocra_dire	cto /or_	aru_arved.a	sp?hankija=	=&klass=8	thankija_arve	=&wiide=&w	konto=	&objekt=	=&proje	ekt=&hankija	tyyp=&data1=8	data1_t=8llisav_s،	e A <sup>%</sup>	Ð
IN INVOICE		Supplier				Class		Sup.h	nvoice			Referen	ce	2 🖄		
		Account				Object		F	Project			VAT zo	ne	<ul> <li>Sup.type</li> </ul>		~
	(Purchase						(Supplier DataF	ield) 🔨	•			v	IP all 🗸			
	Per		01.08.2021	: 01.08.2021	С	Confirmed		-	User (			Ran	•			
	ts accounts			:		Balance		Pa	ayTerm	2		Curren	су			
	eparated lis			~		Status	(all) 🗸	·	Sum	is bigger th	han 🗸					
IN ROW		Account	125361	Ð		Content			Sum				em	Item Class		
		VAT		_		VAT code		1	nvoice			Stock	ID	SN		
		Contract			(	Customer		-	User							
PROCEEDIN	G	Proceeder		_		Role		-	ceeded		~					
	<b>—</b>	Total		~		Sorted by	Time 🗸	· ]	View	common		~				
periodize W/o Stock Re	ed 🗹 show row eccipt	rs 🗆 exact m	atch 🗌 to c	ustomer 🔽	Currency	points	weight	VAT Reg No		eg nr 🗌	Comme	ent 🗆	REPORT			
🗌 orig. sub	ototal									(default)		PRINT INV	OICES MAIL IN	VOICES Print		
Number	Sup.Invoice 1	Time	Due date	Su	pplier	N	ame	P	Project		Pa	yTerm Object	Sum	VAT	Tota	1
Account 100570 ( 125361 1	010821 0	Content 01.08.2021 Server C200	Start:Due o 08.08.2021 -		15	N	sset larkIT Eesti AS 118	F	Project	Item	Qty 1	Object 7 HR	VAT code 1 100.00 EUR 1 1 100.00	VAT 220.00 EUR 220.00 EUR 220.00	Sun 1 320.00 1 100.00 1 320.00	DEUR
			<b>6</b>					If the	asset	card ha	is not					
	Currency EUR		Sum 20.00	Base currer 1 320		Current r 1 320		been cr								
	ows: 1 100.00 ows: 1 1 100.00								is not	visible						

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

Report - Asset list

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

🗅 <<: 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 3	31.12.2021 Konto alg	gus 411001	löpp 9999	2 🗐 🔒	(lisaväli)	Kasumi kontroll					
Korr. konto	näita korr. kontosid Objekt	KONS	Tüüp		(lisaväli)						
Muutus on suurem kui 🗸	Selgitus		Viide		(lisavāli)	1					
Keel 🗸	kande seletus 🗸					Aeg algus 01.01.2021	Võrreldav	Va	luuta	Aruanne KK	
Sort1 Aeg 🗸 Sort2	sorteerimata 🗸 🗹 ainult s	umma 🗌 vaheld	kontod	F	irma						
Konto Nimetus	Algsaldo	Deebet	Kreedit	Muutus	Lõppsaldo	lõpp 31.12.2021	Periood	Obje	kt	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)	T 🔽	<b>•••••••••••••••••••••••••••••••••••••</b>			
522110 Tootearendus	0.00	4 337.37	0.00	4 337.37	4 337.37	(Laiali) 🗸	🔄 🐸 objektid nimega	🗹 muutus 🗹 konto	d 🗆 aeg 🗆 pö	ördtabel FIRMA	
651150 Intressikulud laenudelt - kontserr		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 🗤 - Go						411001 Kauba mü 412001 Teenuste n	jk i	Tulukontod	0.00	118.40 2 915.38	118.40 2 915.38
login0.directo.ee/	/f	in_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 A	RUANNE Puuduvad kon	tod		Kokku Aruandeaasta kasu	m (kahjum) (kõik)		0.00	-4 161.65	-4 161.65
Kood KK Objekt	Kasutaja	Taksonoo	omia 🗸 🗸								
Nimi Kasumi kontroll		Kommen	taar								
Viimati muutis:SUPER 26.08.2022 15:48:29	9										
		ojekt	Tekst		KlassGra						
1 3750 1(Tulem) 🗸	411000:711999		Aruandeaasta kasum	n (kahjum) (kõik)	1(Kreedit) 🗸						

# **INCOME STATEMENT**

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

#### Description of the used income statement :

C <<: Income state	ement KAS_1 <sub>v3</sub> - Work -	Microsoft Edge			
https://log	in.directo.ee/ocra_di	irecto/fin_kasumiaru.asp?ł	.OOD=KAS_1		
Close New	v Copy Refr	resh Delete Save Sta	us: Changed REPORT Missing	accounts	
Code KAS	_1 Object	t Employee	Taxonomy	~	Closed
Description			Comment		
Last changed by	15.09.2022 09:	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)

<-: Finance - Income Statement 01.01.	2023:31.12.2023 <sub>vs</sub> - W	/ork - Microsoft Edge							-		×
https://login.directo.ee/ocra_	directo_/fin_aru	ı_kasu.asp?uus=1&isc	ource1=&aeg1=01.01	2023&aeg2=31	1.12.2023&source	4=&aeg7=&aeg8=&vord	lus4=1&tehe4=&sou	urce7=&aeg13=&aeg14	1=&vordlus7=1&tehe	7 AN	ŧ
Finance - Income St	atement										
	atomont										
				_							
1. Period V 01.01.2023	: 31.12.2023	Compare	Project	⊕ R	Report KAS_1	Configure	i 🔑 🔛 🕯	🖄 🚮 (DataField)	~		
BUDGET V 01.01.2023	: 31.12.2023	1 🗸 🗸	Customer	÷ c	Object	Level 15 (DEPARTM	ENT) 🗸	(DataField)	~		
3. Period V	:		+ Supplier	- F Cur	rency	Split	×	(DataField)	~		
				_							
Language English 🗸	. u	objects divided 🗸	🗹 split objects 🗌	with name 🗌	levels	(transpose) 🗸 🗹	fast 🗌 zero 🗹 ad	counts			
Unit/round 0,01 🗸	Dep	oth (all) 🗸				remove clo	ised 🗌 reverse pivo	t	✓ Print Mail	REPO	ORT
	Object		GET:01.01.2023 GET:31.12.2023	Dif (II-I							
Kauba müük		51.12.2025 001	GE1.31.12.2023	(11-1	) (00)						
11001 Kauba müük	HOOLDUS	3 000.00	4 000.00	1 000.00	D						
11001 Kauba müük	LADU	1 000.00	2 000.00	1 000.00							
11001 Kauba müük	MYYK	2 000.00	1 500.00	-500.00							
11001 Kauba müük	TOOTMINE	0.00	2 100.00	2 100.00							
Fotal Kauba müük		6 000.00	9 600.00	3 600.00	n						

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

17/55

A https://leasingline.change/compdianets///figures/heavy-comp2.com/4.0	1 81 01 01 20228	2. 24 42 2022 8	4 0			1	7 (3)	Ð
https://login.directo.ee/ocra_directo/fin_aru_kasu.asp?uus=1&source	31=0.aeg1=01.01.20250.aeg	2=51.12.20256(source	4=claeg7=claego=clv	ordius4=16ctene4=6csource7=6	laeg 15=claeg 14=clvord	alus / = l'octene	7 A"	9
Finance - Income Statement								
1. Period V 01.01.2023 : 31.12.2023 Compare	Project 🕂	Report KAS_1	Configure	> 14 10 10 10 10 10 10 10 10 10 10 10 10 10	(DataField)	~		
BUDGET V 01.01.2023 : 31.12.2023 1 V V C	Customer 🕀	Object	Level 15 (DEPAR		(DataField)	~		
		Currency	Split	~	(DataField)	~		
		ounonoy	opin	<b>`</b>	(			
Language English 🗸 🛛 objects divided 🗸 🗌	split objects 🗌 with name	levels	(transpose) 🗸	🗹 fast 🗌 zero 🗹 accounts				
Unit/round 0,01 V Depth (all) V				closed closed closed			REP	
				ciosed 🗆 reverse pivot		nnt Maii	REPO	URI
Object	01.01.2023 BUDG	SET:01.01.2023	Diff Diff%					
- #Joor	31.12.2023 BUDG		(11-1) (1/11)					
Kauba müük								
11001 Revenue from Sale of Purchased Goods HOOLDUS	3 000.00	0.00	-3 000.00					
11001 Revenue from Sale of Purchased Goods HOOLDUS, PARNU TOOT, DAVID	D 0.00	4 000.00	4 000.00					
11001 Revenue from Sale of Purchased Goods LADU	1 000.00	2 000.00	1 000.00					
11001 Revenue from Sale of Purchased Goods MYYK	2 000.00	1 500.00	-500.00					
	0.00	2 100.00	2 100.00					
11001 Revenue from Sale of Purchased Goods TOOTMINE								
	6 000.00	9 600.00	3 600.00					
I11001 Revenue from Sale of Purchased Goods TOOTMINE Fotal Kauba müük All object combinations a		9 600.00	3 600.00					

# **NOMINAL LEDGER**

### The nominal ledger gives an error message

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

Finants - Pearaamatu arua	nne					
Aeg algus 01.09.2000 lõpp 29.09.2021	Konto algus 4	lõpp 9	Projekt	Ð	(lisaväli) V	🔑 🗐 🔐 📾
Korr. konto 🗌 näita korr. ko	ntosid Objekt	Tüüp	✓ Keel	~	(lisaväli) 🗸	
Muutus on suurem kui 🗸	Selgitus	Viide	Klient	Ŧ	(lisaväli) V	
Sort1 Aeg V Sort2 sorteerimata	✓ Kanne 237	\$	Hankija	Ŧ	Ühik/täpsus 0,01 🗸	
KM kood (kõik)	✓ Tasemeta	Valuuta	Vahesumma	~	] 🗆 ainult saldoga	
mõlemad 🗸 🗆 ainult summa	vaheld. kontod 🛛 muutuse	ja kontod 🛛 🗍 saldeerimata	tasemed (	lisainfo	Trüki ARUANNE	
An error occurred on the server when processing	the URL. Please contact the syste	n administrator.				
If you are the system administrator please click h	ere to find out more about this erro					

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	': Finants - pear	raamat <sub>v2</sub> - Goo	gle Chrome							
â login.dii	ecto.ee/ocra	_directo_jane	e/fin_aru_pea.a	asp?uus=ei&aeg1	=01.01.2021&aeg2=	31.01.2021&kred_kor	nto=40000&	konto=506418	kprojekt=&p	orojekt_qf_l
Finants -	Pearaan	natu arua	nne							
Aeg algus 01	01.2021	lõpp 31.01.2021	Konto al	gus 40000	lõpp 50641	Projekt	ŧ		2	8) 🔒 📾
Korr. konto	ſ	näita korr. k	ontosid Ob	jekt	Tüüp 🗸	Keel	~			
Muutus or	suurem kui 🗸	]	Selg		Viide	Klient	Ð			
Sort1 A		ort2 sorteerima				Hankija	_	k/täpsus 0,01	~	
	<u> </u>	one soncenna			<b>^</b>				-	
KM kood (k	ŏik)		✓ Tasem	ieta	Valuuta	Vahesumma	<u>∼</u> ⊔	ainult saldoga		
rea	seletus 🗸 🤇	ainult summa	vaheld. kon	tod 🔽 muutusega ko	ntod 🗌 saldeerin	ata 🗆 tasemed 🗆 lisain	nfo Tr	üki ARUANNE		
40131	Tulud teenu	uste müügist								
Algsaldo	0.0									
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Sald
ARVE.10006 ARVE.10005	OBJEKT1	PROJEKT1	01.01.2021 01.01.2021	Tulud teenuste müü		1	0.00	9 965.82 1 000.00	-9 965.82 -10 965.82	-9 965.8 -10 965.8
ARVE.10005 ARVE.10002	OBJEKT1	PROJEKTI	01.01.2021	Tulud teenuste müü Tulud teenuste müü		1	0.00	100.00	-11 065.82	-10 965.0
ARVE. 10002	ODJERTI		01.01.2021	ruidu teenuste muu	yısı	1	0.00	11 065.82	-11 065.82	-11 065.8
Lõppsaldo	-11 065.	82					0100	11 000102		
50641	Raamatupio	damisteenus	ed							
Algsaldo	0.0	00								
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Sald
OST.10002			01.01.2021	Raamatupidamistee		1	814.93	0.00	814.93	814.9
OST.10003			01.01.2021	Raamatupidamistee		1	99.66	0.00	914.59	914.5
OST.10006	OBJEKT1	PROJEKT1	01.01.2021	Raamatupidamistee		1	814.93	0.00	1 729.52	1 729.5
OST.10005 OST.10001	OBJEKT1		01.01.2021	Raamatupidamistee		1	99.66	0.00	1 829.18	1 829.1
OST.10001 OST.10008	OBJEKT1 OBJEKT1	PROJEKT2	01.01.2021 05.01.2021	Raamatupidamistee Raamatupidamistee		1	1 000.00 99.43	0.00	2 829.18 2 928.61	2 829.1 2 928.6
001.10000	OBJERT	TROJEKT2	03.01.2021	rtaamatupidamistee	nuseu	1	2 928.61	0.00	2 928.61	2 928.6
Lõppsaldo	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: **#**).

Finants -	- Pearaa	amatu arua	anne							
Aeg algus 01	.01.2021	lõpp 31.01.202	1 Konto al	gus 40000	lõpp 50641	Projekt #	ŧ		2	8) 🔒 📾
Korr. konto		näita korr.	kontosid Ob	jekt	Tüüp 🗸	Keel	•			
Muutus or	n suurem kui	~	Selq	itus	Viide	Klient	Ð			
Sort1 A		Sort2 sorteerim	ata 🗸 Ka	inne	•	Hankija	🕀 ÜI	hik/täpsus 0,01	~	
KM kood (k	õik)		✓ Tasem	ieta	Valuuta	Vahesumma	~ [	ainult saldoga		
	i seletus 🗸 🗸	ainult summ		_		nata 🗆 tasemed 🗆 lisainfi		Trüki AR <u>H</u> ANNE		
	0010100		ia 💛 vaneid, kon	ioa 🛥 muutuseg	a kontod 🤍 saideerir	nata 🗢 tasemed 🔾 lisainti				
40131	Tulud tee	nuste müügis	t							
Algsaldo		0.00								
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Saldo
ARVE.10006			01.01.2021	Tulud teenuste r	nüügist	1	0.00	9 965.82	-9 965.82	-9 965.82
ARVE.10002	OBJEKT1		01.01.2021	Tulud teenuste r	nüügist	1	0.00	100.00	-10 065.82	-10 065.82
	40.0						0.00	10 065.82	-10 065.82	-10 065.82
Lőppsaldo	-10 0									
50641		pidamisteenus	sed							
Algsaldo		0.00								
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Saldo
OST.10002			01.01.2021	Raamatupidami		1	814.93	0.00	814.93	814.93
OST.10003			01.01.2021	Raamatupidami		1	99.66	0.00	914.59	914.59
OST.10005	OBJEKT1		01.01.2021	Raamatupidami	steenused	1	99.66	0.00	1 014.25	1 014.25
OST.10001	OBJEKT1		01.01.2021	Raamatupidami	steenused	1	1 000.00	0.00	2 014.25	2 014.25
Lőppsaldo	2 0	14.25					2 014.25	0.00	2 014.25	2 014.25

#### **Object exclusion in nominal ledger**

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

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

19/55

\_

#### <-: Paste Objects vz - Work - Microsoft Edge

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

Lev	el Type	Object 🥕
1	OSAKOND	×
2	ALAMOSAKOND	~
3	ASUKOHT	<b>~</b>
5	ISIK	×
6	AUTO	<b>`</b>
7	OSS JA IOSS ERIKORD	✓
8	OSS JA IOSS ERIKORRA RIIK	×
9	INTERNAL TRANSACTION/EXTERNAL TR	~
13	RIIGI RAHAVOOD	×
15	DEPARTMENT	×
P	ASTE New Show All	✓ PASTE

### Initial example:

Finants -	Pearaan	natu arua	nne							
Aeg algus 01.0	)1.2021 li	öpp 31.01.2021	Konto algus	40000	lõpp 523104	Projekt	ŧ	(lisaväli)	~	
Korr. konto		näita korr. ko	ontosid Objekt		Tüüp	✓ Keel	~	(lisaväli)	~	
Muutus on	suurem kui 🗸		Selgitus		Viide	Klient	(H)	(lisaväli)	~	
Sort1 Ae		ort2 sorteerimata	-		Sügavus (kõik) 🗸	Hankija		Ühik/täpsus 0,01	~	
KM kood (kõ			✓ Tasemeta		Valuuta	Vahesumma	~			
	·	ainult summa	vaheld. kontod	🗹 muutusega k				☐ ainult saldoga Trüki ARUANN	IE	
412001	Teenuste m									
Algsaldo	-14 248,		_							
Number ARVE.100064	Objekt ADMIN	Projekt K201: Däikoor	Aeg epaneelid 01.01.2021	Seletus Koolitus		КМК 1	<b>Deebet</b> 0.00	Kreedit 679.11	Muutus -679.11	Saldo -14 927.32
ARVE.100064	ADMIN		epaneelid 01.01.2021	Koolitus		1	0,00	679,11	-1 358,22	-14 927,32
ARVE.100066	ADMIN		epaneelid 01.01.2021			1	0,00	679.11	-2 037,33	-16 285,54
							0,00	2 037,33	-2 037,33	-16 285,54
Lõppsaldo	-16 285	,54								
521115 Algsaldo	Ruumide ki									
Number	Objekt	Projekt	Aeg	Seletus		КМК	Deebet	Kreedit	Muutus	Saldo
FIN.100030			01.01.2021	Ruumide kindl	ustus		1 000,00	0,00	1 000,00	1 000,00
							1 000,00	0,00	1 000,00	1 000,00
Lõppsaldo	1 00	1								
522109	Väikevahen									
Algsaldo Number	0, Objekt	00 Projekt	<b>A a a</b>	Seletus		KM	C Deebet	Kreedit	Muutus	Saldo
OST.100063	Objekt	Projekt	Aeg 01.01.2		ontorisse	NWI			400,00	400,00
OST.100062			01.01.2						750.00	750.00
OST.100061	VAIKEV	K203:Mesi 23	hoone ehitus 01.01.2		hendid - parandus		· · · · · · · · · · · · · · · · · · ·	0,00	1 429,11 <b>1 429,11</b>	1 429,11 <b>1 429,11</b>
Lõppsaldo	1 429,	11					,	-,	,	,
523104 Algsaldo	Autode king									
Number	Objekt	Projekt	Aeg	Seletus		КМК	Deebet	Kreedit	Muutus	Saldo
FIN.100060	HANS,746MS		01.01.2021	Autode kindlus			12 000,00	0,00	12 000,00	12 000,00
FIN.100060	HANS,746MS	FΤ	01.01.2021	Autode kindlus	tus		0,00	11 000,00	1 000,00	1 000,00
Lõppsaldo	1 00	0,00					12 000,00	11 000,00	1 000,00	1 000,00

Show me transactions, where level 6 objects are missing

#### Finants - Pearaamatu aruanne

Aeg algus	01.01.2021	lõpp 31.01.2021	Konto algus 4	1 0000	õpp 523104	Projekt	Ð	(lisaväli)	~	
Korr. konto		näita korr. kor	ntosid Objekt	Т	üüp	✓ Keel	~	(lisaväli)	~	
Muutus	on suurem kui	~	Selgitus		iide	Klient	Ŧ	(lisaväli)	~	
							Œ	ÜLU.#2		
Sort1	Aeg 🗸	Sort2 sorteerimata	✓ Kanne	▼ Suga	avus (kõik) 🗸	Hankija	Ð	Ühik/täpsus 0,01	~	
KM kood	(kõik)		✓ Tasemeta 6	i Valu	luta	Vahesumma	~	ainult saldoga		
ſ	rea seletus 🗸 🗸	ainult summa	vaheld. kontod	<ul> <li>muutusega kontod</li> </ul>	saldeerimata	□ tasemed □	isainfo	Trüki ARUAN	IE	
412001 Algsaldo	Teenuste -14 2	e müük 248,21								
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Saldo
ARVE.1000			paneelid 01.01.2021	Koolitus		1	0,00	679,11	-679,11	-14 927,32
ARVE.1000			paneelid 01.01.2021	Koolitus		1	0,00	679,11	-1 358,22	-15 606,43
ARVE.1000	66 ADMIN	K201:Päikese	paneelid 01.01.2021	Koolitus		1	0,00	679,11	-2 037,33	-16 285,54
l Xnnaalda	46	285,54					0,00	2 037,33	-2 037,33	-16 285,54
Lõppsaldo		,								
521115	Ruumide	e kindlustus								
Algsaldo Number	Objects	0,00 Desists		Seletus		КМК	Deskat	Kan a dit		0.144
FIN.100030	Objekt	Projekt	Aeg 01.01.2021	Ruumide kindlustus		NIMIN	Deebet 1 000,00	Kreedit 0,00	Muutus 1 000,00	Saldo 1 000.00
FIN. 100030			01.01.2021	Ruumide kindidstus			1 000,00	0,00	1 000,00	1 000,00
Lõppsaldo	1	000.00					1000,00	0,00	1 000,00	1 000,00
522109	Väikeval	1								
Algsaldo	· anto · a	0,00								
Number	Objekt	Projekt	Aeg	Seletus		КМК	Deebet	Kreedit	Muutus	Saldo
OST.100063			01.01.20	21 printer kontorisse	)	1	400,00		400,00	400.00
OST.100062	2		01.01.20	21 klaviatuurid		1	350,00	0,00	750,00	750,00
OST.100061	1 VAIKEV	K203:Mesi 23	hoone ehitus 01.01.20	21 väikevahendid - p	barandus	1	679,11	0,00	1 429,11	1 429,11
							1 429,11	0,00	1 429,11	1 429,11
Lõppsaldo	14	429,11								

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

Finants -	- Peara	amatu aruar	nne							
Aeg algus 01	.01.2021	lõpp 31.01.2021	Konto algus 4000	lõpp	523104	Projekt	Œ	(lisaväli)	~	
Korr. konto		näita korr. kon	tosid Objekt	Tüüp		✓ Keel	~	(lisaväli)	~	
Muutus or	n suurem kui	~	Selgitus	Viide		Klient	Œ	(lisaväli)	~	
Sort1 A	eg 🗸	Sort2 sorteerimata	✓ Kanne	🕳 Sügavus	(kõik) 🗸	Hankija	Đ	Ühik/täpsus 0,0	× 1	
KM kood (k	:õik)		✓ Tasemeta 1,2,0	6 Valuuta		Vahesumma		<ul> <li>ainult saldoga</li> </ul>		
rea	i seletus 🗸	ainult summa	🗌 vaheld. kontod 🔽	muutusega kontod	saldeerimata	tasemed	lisainfo	Trüki ARUAN		
521115 Algsaldo Number FIN.100030	Objekt	e kindlustus 0,00 Projekt		Seletus Ruumide kindlustus		КМИ	Deebe 1 000,00 1 000,00	0,00	<b>Muutus</b> 1 000,00 <b>1 000,00</b>	Saldo 1 000,00 1 000,00
Lõppsaldo		1 000,00								
522109 Algsaldo	Väikeval	0.00								
Number OST.100063	Objekt	Projekt	Aeg 01.01.2021	Seletus printer kontorisse		٢	MK Dee 1 400		<b>Muutus</b> 400,00	<b>Saldo</b> 400,00
OST.100062			01.01.2021	klaviatuurid			1 350		750,00	750,00
OST.100061	VAIKEV	K203:Mesi 23 h	noone ehitus 01.01.2021	väikevahendid - parar	ndus		1 679 1 429		1 429,11 1 429,11	1 429,11 1 <b>429,11</b>
Lõppsaldo	1.	429,11								

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

Finants	- Pearaa	matu aruar	nne							
Aeg algus 01	1.01.2021	lõpp 31.01.2021	Konto alg	<b>JS</b> 40000	lõpp 523104	Proje	k #	(lisaväli)		~
Korr. konto		näita korr. kor	itosid Obje	kt	Tüüp	✓ Ke	el v	(lisaväli)		~
Muutus o	n suurem kui	~	Selgiti	IS	Viide	Klie	nt	(lisaväli)		$\mathbf{v}$
Sort1 A	eg 🗸	Sort2 sorteerimata	∽ Kan	ne	Sügavus (kõik) 🗸	Hank	ija	🗄 Ühik/täps	us 0,01 🗸	·
KM kood (k	<õik)		✓ Taseme	ta 1,2,6	Valuuta	Vahesumr	na		saldoga	
rea	a seletus 🗸 🗸	ainult summa	 vaheld konto	d 🗹 muutusega	kontod saldeerimata	a 🗆 tasem	ed 🗌 lisainfo		ARUANNE	
521115 Algsaldo Number FIN.100030 Lõppsaldo	Objekt	kindlustus 0,00 Projekt	<b>Aeg</b> 01.01.2021	Seletus Ruumide kindlus	tus	КМК	Deebet 1 000,00 1 000,00	Kreedit 0,00 0,00	Muutus 1 000,00 1 000,00	Saldo 1 000,00 1 000,00
522109 Algsaldo	Väikevah	endid <sub>0,00</sub>								
Number OST.100063	Objekt	Projekt	<b>Aeg</b> 01.01.2021	Seletus printer kontorisse	9	<b>КМК</b> 1	<b>Deebet</b> 400,00	Kreedit 0,00	<b>Muutus</b> 400,00	<b>Saldo</b> 400,00
OST.100062			01.01.2021	klaviatuurid		1	350,00	0,00	750,00	750,00
Lõppsaldo	78	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 gi	roup rig	(hts "Acc	counta	nt as	sistent"	Sa
ocuments	Reports	Setting	Other			
inance						
Report		Unassigned	Denied	Own	Extended	All
Balance		0	0		0	$\odot$
Income stater	ment	•				
Finance Statis	tics					•
VAT declar.		•	0	0	0	0
Nominal Ledg	ger	0	0		0	$\odot$

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 se	
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)	$\checkmark$
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	ixed 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	Ŧ	(DataField)	·
Sort1 Time 🗸	Sort2 unsorted V	Transaction	▼ Depth (all) ∨	Supplier	$\pm$	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 inf	o	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_  /yl	d_aru_likviidsus.asp?s	howall=1&objekt=&aeg	1=01.10.2022&aeg2=31.10.	2022&data1=&data1_t=8	klisav_sel_item1=&d_	_klass1=klient&datasis
Object	Period 01.10.2022	2 : 31.10.2022	(Cust.DataField)	~	(Supplier DataField)	~	
yTerm	Currenc	У	(Cust.DataField)	×	(Supplier DataField)	<b>v</b>	
Project		Reclamation	(Cust.DataField)	~	(Supplier DataField)	~	Print REPOR
firmed (all) 🗸	(Quotation 🗧 🗸	(Purchase C 🗸	]	Overdue at least	and not me	ore than	
Invoices 🗌 Purchase	invoices 🗌 Quota	ations 🗌 Purchase	Quotations 🔽 Orders	s 🗌 Purchase Orders 🗌	Resources 🗌 Contracts	(choose salary) 🗸	Balance accounts
~	🗌 🗆 Dokumendilii	gid detailselt	Precision 0,01 V	]			
uments beginning balan bunts beginning balance nning balance: 22 848.0 date Doc No 0.2022 100019	e: 0.00		Balance Balan 6 420.00 EUR	ce base <u>currency</u> 6 420.00	Subtotal Days 29 268.00 11		
t D <<: Order 100019 v4 -							
https://login.di	recto.ee/ocra_directo	jane/tell_tellimus.as	p?number=100019				
Close New Co	opy Refresh Del	ete Save Mail	Print 🕖 F <	>> Status:	Changed 🦻		
Receipt Quote	Buy Depreciate	Contract Expens	se Invoice Preray	ment Invoice Create Mov	ement Add Stock Level	Event	
Order 1	00019						
Customer 1							
	001	Ploom		Phone		Budget	Credit ratin
Bill to	001	Ploom		Phone Asset		Due date	Credit ratin
	001	Ploom			• • • •	Due date	Credit ratin
Bill to Order Date 1	4.09.2022 10:10:29	Cust. Re		Asset		Due date	Credit ratir
Bill to Order Date 1 Pay. Terms 1	4.09.2022 10:10:29	Cust. Re Cust. Order	10	Asset Stock Survey		Due date	Credit ratir
Bill to Order Date 1 Pay. Terms 1 Delivery Date	4.09.2022 10:10:29	Cust. Re	No I <mark>lance</mark> IE	Asset Stock Survey Quotation	• • • •	Due date	Credit ratir
Bill to Order Date 1 Pay. Terms 1	4.09.2022 10:10:29 4 Date Prece	Cust. R Cust. Order	lance VE 120.00 VE	Asset Stock Survey		Due date	Credit ratir
Bill to Order Date 1 Pay. Terms 1 Delivery Date Req. del. time	4.09.2022 10:10:29 4 Date Prece 01.10.2022	Cust. Ro Cust. Order Intage Partial sum Ba 50 6420.00 64	10 11 120.00 11 120.00 11 120.00	Asset Stock Survey Quotation		Due date	Credit ratir
Bill to Order Date 1 Pay. Terms 1 Delivery Date Req. del. time Comment	4.09.2022 10:10:29 4 Date Prece 01.10.2022 01.12.2022 ✓	Cust. Ro Cust. Order Intage Partial sum Ba 50 6420.00 64 50 6420.00 64 50 6420.00 64 State	10 11 120.00 11 120.00 11 120.00	Asset Stock Survey Quotation Project		Due date Due Closed Object PROD	Credit ratir
Bill to Order Date 1 Pay. Terms 1 Delivery Date Req. del. time Comment Type	4.09.2022 10:10:29 4 Date Prece 01.10.2022 01.12.2022 ✓	Cust. Ro Cust. Order intage Partial sum Ba 50 6420.00 64 50 6420.00 64 Statu depreciations: -	10 11 120.00 11 120.00 11 120.00	Asset Stock Survey Quotation Project Finished	c	Due date Due Closed Object PROD	Credit ratir
Bill to Order Date 1 Pay. Terms 1 Delivery Date Req. del. time Comment Type _ Invoices: - Deliveries	4.09.2022 10:10:29 4 Date Prece 01.10.2022 01.12.2022 •••••••••••••••••••••••••••••••••	Cust. Ro Cust. Order intage Partial sum Ba 50 6420.00 64 50 6420.00 64 Statu depreciations: -	lance IE 120.00 120.00 120.00 120.00 100 100 100 100 100 100 100 100 100	Asset Stock Survey Quotation Project Finished	c	Due date Due date Closed Object PROD Checked	Credit ratir
Bill to Order Date 1 Pay. Terms 1 Delivery Date Req. del. time Comment Type Invoices: - Deliveries Last changed by:	4.09.2022 10:10:29 4 Date Prece 01.10.2022 01.12.2022   Takings: - Stock of 14.09.2022 10:11:3 VAT 8	Cust. Re Cust. Order Intage Partial sum Ba 50 6420.00 64 50 6420.00 64 State depreciations: - 10 Paste Recipe S 200.00 Sub-	lance IE 120.00 IE 120.00 IE 120.00 Stock window Bulk Inse	Asset Stock Survey Quotation Project Finished 10 PP date	C Refr PP	Due date Due date Closed Object PROD Checked	Credit ratir
Bill to Order Date 1 Pay. Terms 1 Delivery Date Req. del. time Comment Type Invoices: - Deliveries Last changed by: Currency EUR	4.09.2022 10:10:29 4 Date Prece 01.10.2022 01.12.2022   Takings: - Stock of 14.09.2022 10:11:3 VAT 8	Cust. Re Cust. Order antage Partial sum Ba 50 6420.00 64 50 6420.00 64 50 6420.00 64 State depreciations: - 10 Paste Recipe S 840.00 Sub- Total	Vo Iance IE 120.00 IE 120.00 IE 120.00 Bulk Inse 12000.00 Prepayment	Asset Stock Survey Quotation Project Finished 10 PP date	Refr balance 12840	Due date Due date Closed Object PROD Checked Object 000	Credit ratir
Bill to Order Date 1 Pay. Terms 1 Delivery Date Req. del. time Comment Type [ Invoices: - Deliveries Last changed by: Currency EUR Rate 1 ALL   TEENUS	4.09.2022 10:10:29 4 Date Prece 01.10.2022 01.12.2022 • • - Takings: - Stock of 14.09.2022 10:11:3 VAT & Base 128	Cust. Re Cust. Order intage Partial sum Ba 50 6420.00 64 50 6420.00 64 Statu depreciations: - 10 Paste Recipe \$ 340.00 Sub- Total 340.00 TOTAL	Vo lance IE 120.00 IE 120.00 IE 120.00 Bulk Inse 12000.00 Prepayment 12840.00 Prepayment	Asset Stock Survey Quotation Project Finished 10 PP date	Refr balance 12840	Due date Due date Closed Object PROD Checked Object 0.00	
Bill to Order Date 1 Pay. Terms 1 Delivery Date Req. del. time Comment Type Invoices: - Deliveries Last changed by: Currency EUR Rate 1	4.09.2022 10:10:29 4 Date Prece 01.10.2022 01.12.2022 ••••••••••••••••••••••••••••••••••	Cust. Re Cust. Order antage Partial sum Ba 50 6420.00 64 50 6420.00 64 State depreciations: - 10 Paste Recipe S 840.00 Sub- Total 840.00 TOTAL	Vo lance IE 120.00 IE 120.00 IE stock window Bulk Inse 12000.00 Prepayment	Asset Stock Survey Quotation Project Finished 10 PP date	Refr balance 12840	Due date Due date Closed Object PROD Checked Object 000	RTotal Subtota

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	00063	Date 31.12.20	20 Reference	Turnover 814.93	814.93		
Description \	ve received a loa	in in USD-s		Difference 0			
Bank Stateme	nts: -						
Creator	06.10.2021 18:	47:55 Last char	nged by: 06.10.2021 18:47:55	Bulk Insert Paste Recipe	Split from Resou	rces	
NO Account	Object	Project	Description	Cur. Debit	Cur. Credit	Currency	Rate
1 111204			Bank account USD	1000	)	USD	0.8149295
2 221101			Long-term debt liabilities		1000	USD	0.8149295

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

Number 1	00070	Date 31.01.2	2021 Reference	Turnover	9.65	9.65				
Description USD manual recalculation Difference 0										
Bank Statemer	its: -									
Creator	06.10.2021 1	9:52:03 Last ch	anged by: 06.10.2021 19:5	52:03 Bulk Insert Paste Re	cipe 🔲 Split f	om Resources				
Creator	06.10.2021 1	9:52:03 Last ch	anged by: 06.10.2021 19:5	52:03 Bulk Insert Paste Re	cipe 🗌 Split f	om Resources				
	06.10.2021 1 Object	9:52:03 Last ch Project	anged by: 06.10.2021 19:5 Description	52:03 Bulk Insert Paste Re	cipe D Split f		Date	Customer	Supplier	Resource
Creator NO Account 1 111205							Date	Customer	Supplier	Resource

#### Total January - March recalculations.

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

Periodize	New Copy REVERSE TR	Save De	lete Mail Print 🕖 F	< >> Status: Cha s	anged Type	TRAN
Number	100068	Date 31.03.2	2021 Reference	Turnover	-37.95	-37.95
Description	USD recalculat	tion - manual tra	nsactions elimination	Difference	0	
Creator	31.08.2022 1	15:20:43 Last ch	anged by: 31.08.2022 15:20:4	3 Bulk Insert Paste R		om Resources
Creator NO Account		5:20:43 Last ch Project	anged by: 31.08.2022 15:20:4 Description	3 Bulk Insert Paste R Debit		

#### Transactions in nominal ledger

814.93	3		•			Correction of manual transactions recalculation									
bject Ti	ime	Description	VC	Debit	Credit	Change	Balance								
3	1.01.2021	USD-i ümberhindlus - käsitsi		9.65	0.00	9.65	824.58								
28	8.02.2021	USD-i ümberhindlus - käsitsi		1.02	0.00	10.67	825.60								
31	1.03.2021	USD-i ümberhindluse - käsitsi tehtud kannete ellimineerimine		-37.95	0.00	-27.28	787.65								
31	1.03.2021	USD-i ümberhindlus - käsitsi		27.28	0.00	0.00	814.93								
30	0.04.2021	USD-i pangakonto valuuta ümberarvutamine			0.00	37.95	852.88								
				37.95	0.00	37.95	852.88								
852.88		Automatic curr		alculation											
	3 2 3 3 3 3	31.01.2021 28.02.2021 31.03.2021 31.03.2021 30.04.2021	31.01.2021     USD-i ümberhindlus - käsitsi       28.02.2021     USD-i ümberhindlus - käsitsi       31.03.2021     USD-i ümberhindluse - käsitsi tehtud kannete ellimineerimine       31.03.2021     USD-i ümberhindlus - käsitsi       30.04.2021     USD-i pangakonto valuuta ümberarvutamine       852.88	31.01.2021     USD-i ümberhindlus - käsitsi       28.02.2021     USD-i ümberhindlus - käsitsi       31.03.2021     USD-i ümberhindluse - käsitsi tehtud kannete ellimineerimine       31.03.2021     USD-i ümberhindlus - käsitsi       30.04.2021     USD-i pangakonto valuuta ümberarvutamine	31.01.2021         USD-i ümberhindlus - käsitsi         9.65           28.02.2021         USD-i ümberhindlus - käsitsi         1.02           31.03.2021         USD-i ümberhindlus - käsitsi tehtud kannete ellimineerimine         -37.95           31.03.2021         USD-i ümberhindlus - käsitsi         27.28           30.04.2021         USD-i pangakonto valuuta ümberarvutamine         37.95	31.01.2021         USD-i ümberhindlus - käsitsi         9.65         0.00           28.02.2021         USD-i ümberhindlus - käsitsi         1.02         0.00           31.03.2021         USD-i ümberhindlus - käsitsi         1.02         0.00           31.03.2021         USD-i ümberhindlus - käsitsi tehtud kannete ellimineerimine         -37.95         0.00           31.03.2021         USD-i ümberhindlus - käsitsi         27.28         0.00           30.04.2021         USD-i pangakonto valuuta ümberarvutamine         37.95         0.00           352.88         37.95         0.00         37.95         0.00	31.01.2021         USD-i ümberhindlus - käsitsi         9.65         0.00         9.65           28.02.2021         USD-i ümberhindlus - käsitsi         1.02         0.00         10.67           31.03.2021         USD-i ümberhindluse - käsitsi tehtud kannete ellimineerimine         -37.95         0.00         -27.28           31.03.2021         USD-i ümberhindlus - käsitsi         27.28         0.00         0.00           30.04.2021         USD-i ümberhindlus - käsitsi         27.95         0.00         37.95           852.88								

# 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.

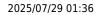
Create necessary number of accounts to be able to automatically submit TSD annexes. For example, two separate financial accounts should be created for gifts. One up to the established limit and the other for gifts that cost more than the limit.

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 )

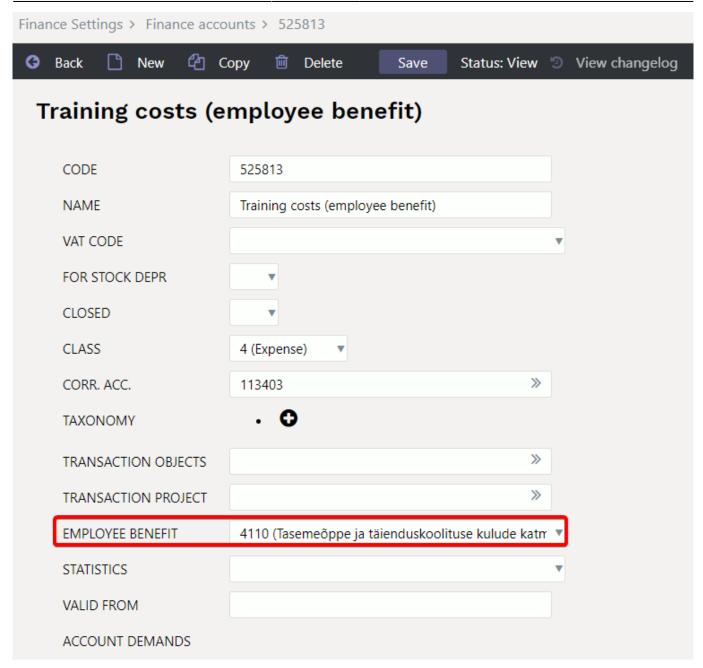
#### 2. Check from the nominal ledger that everything is declared

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 Account start 0 end z Project Ð (DataField 🎤 🗐 💼 🕯 (DataField) ~ Corr.Account show corr. acc. Object Type ✓ Language English ✓ Change is bigger than 🗸 Reference Ð (DataField) Description Custome ~ Sort1 Time V Sort2 unsorted V Ð Transaction Depth (all) V Supplier Unit/round 0.01 v Currency Subtotal by Employee benefit only with balance VAT code (all) v w/o level(s) with change transaction desc 🗸 🗌 only sum 🗹 mixed accounts unbalanced Print REPORT 🗌 levels 🔲 more info 4110 (Tasemeõppe ja täienduskoolituse kulude katmine ) Beginning balance Description TSD lisade test vc Debit 300.00 Credit Account 525812 Number TRAN.100151 Object Time 02.05.2022 Change 300.00 0.00 4110 (Tasemeõppe ja täienduskoolituse kulude katmine ) 300.00 Total: 300.00 0.00 4130 (Muud erisoodustused) Account Number 528201 TRAN.100151 4130 (Muud erisoodustused) Texto Beginning balance Change Description TSD lisade test Debit 1 000.00 Credit 0.00 Object Time 02.05.2022 vc Change 1 000.00 1 000.00 0.00 1 000.00 Total: 5100 (Vastuvõtukulud ) Account Number Beginning balance Object Description TSD lisade test VC Debit 3 000.00 Credit Change 3 000.00 Time 02.05.2022 TRAN.100151 528101 0.00 5100 (Vastuvõtukulud ) Total: 3 000.00 0.00 3 000.00

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

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

#### 3. Send TSD

Send TSD automatically to the Tax Office.

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

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

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

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

169.78

Balance 469.78

469.78

150.00

Balance 1 150.00

1 150.00

0.00

Balance 3 000.00

3 000.00

## 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**

For	bidden	ļ	Allowed	d	Right							
					Brows choosi	er field ing	ls					
					User fi setting	netun js	ing					
					Alter F	orm						
		•			Subsys Transa Chang	ctions						
					Print la modify	-						
		•			Event modify							
		_			Bank A modify	Accour ying	nt					
		٩			be cha	ent teri inged locum	on					
Docume	1 5	Other										
Delete	Module	Name	How		Brows	e Columns	View	Add	Direct	Change	Delete	Confirm
	artikkel_aal	AIM recipe			_							
2	aastaaru	Annual Reports										
3	arve	Invoices						<b>v</b>	<b>v</b>			Confirmed
4	artikkel	Items	· · · · · · · · · · · · · · · · · · ·	A	.11 🔽			$\checkmark$	$\checkmark$		<b>~</b>	<

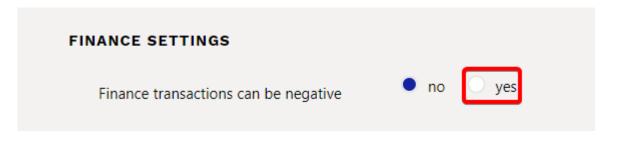
## Why credit invoice transactions are not with a minus sign?

Positions

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

 $\checkmark$ 

V All 🗹



5

ametikoht

Attachments Folders

✓

✓

**~** 

✓

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

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

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

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

# RECEIPT

# 10. Laekumisel - raha tagastamine kliendile

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

Raha tagastuse ekspordi õnnestumiseks :

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

#### Uus kujundus

.aekum	nine 107	783 <b>Salve</b>	estatud							Viin	nati muutis	(01.12.2022 k	ell 13:54:09)
Number		Aeg	Viide		Laekunud		Arvete summ	a	T-Tasu	Laekunud va	uutas	Vahe	ų
	107783	13.10.2022	<b></b>		-!	5120.00		0	0.0	0	0.00		5120.00
lasumisviis		Kommentaar					Objekt		Projekt	Kasutaja		Koht	
Р	Q							Q	(	Q JANE	Q	194.126.96.68	
	tud Kustut	a valitud 🛛 M	lassasetaja										
Kopeeri valit													
	۶ Arve n	ير ،	Aeg 🤌 Klient	» Nimi pangas	Val saadud	I ≁ Su	mma S 🦻 Selg	tus			⊁ Pai	ngakonto/IBAN	۶ Kliendi sur
Kopeeri valit	۶ Arve n	r ۶ > Otsi	-	<ul><li>Nimi pangas</li><li>Otsi</li></ul>	<ul> <li>Val saadud</li> <li>Otsi</li> </ul>	<ul><li>✓ Su</li><li>✓ Otsi</li></ul>					<pre></pre>		<ul> <li>Kliendi sur</li> <li>Otsi</li> </ul>

#### Vana kujundus

Last update: 2022/09/20 11:44

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Number 22000	8	Aeg 11.0	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 JAN	E	Koht 213.219.123.51		Massasetaja						
Viimati muutis:J	ANE 11.01.2022	09:24:59										
Pangaväljavõtte	ed: -							<b>\$</b>				
					0							
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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										

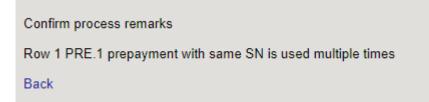
Liability accounts are entered with a minus for the financial entry to be correct. In the example, the capital lease obligation of the current year is also immediately reflected in the account "Repayments of long-term capital leases in the following periods" and "Long-term capital lease liability" sum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

🗆 Nr 🔿	Konto 🍡 🎤	Objektid	يى <sub>ل</sub>	Pro	jekt	ç	Sisu	Ļ	Deebet	,c	Kr	eedit 🦯 🎤	κN	1 kood	2
	> Otsi	> Otsi		>	Otsi		> Otsi		> Otsi		>	Otsi	>	Otsi	
1	10617	589NGU					Põhivara sisendkäibemaks			20000.00			4		
2	21311						Hankijatele tasumata arved					20200.00			
3	21941	589NGU					Kapitalirendi pikaajaline kohustus			-86667.00			23		
4	21151	589NGU					Pikaajaliste kapitalirentide tagasimaksed järgmis	5		-13333.00			23		
5	10921	589NGU					Masinad ja seadmed (soetusmaksumuses)			100000.00			4		
6	50643	589NGU					Lepingutasu			200.00			23		
7															

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

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

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



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

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

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

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

Create VAT code

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

Create purchase invoice

) https://login.dir	recto.ee/ocra_directo_	/or_arve.asp?numbe	r=100576&retevent=	0&hoiatus=&m=&clr1	=1				
Close New Co		Print 🕖 F OP		Status Confi	rmed LOGOUT	г			
redit? Transaction	Payment CashOU	Event Stock	Receipt						
imber 100576									
endor 1131	Wood OY			VAT Reg No		Vendo	rs invoice 010	922	
Payee				VAT Reg No			Survey		
					Main	Proceeding	O DataFields	3	
Invoice date	01.09.2022	User	TRIINP	Bank code				Purchase order	
Payment terms	14	Object	ADMIN	Account No 23	222768762222			S.Receipt	
Due date	15.09.2022	Cred account	212211	Ref.				Credited invoice	
Op. date	01.09.2022	Project		Asset				Internal Invoice	
VAT Date		Origin Country	EE (Eesti) 🗸	Deal type			~	Expence	
Received	06.09.2022 11:40:46	Туре	(choose type) 🗸	Status (d	:hoose status) 🥆	<ul> <li>Image: A set of the set of the</li></ul>			
Reclamation		Recl. description							Split by resources
Comment	Not subject to VAT							e-mail	mary.smith@gmail.con
Int comment									, 00
st changed by:	06.09.2022 11:44:10			Past	e Recipe Bulk	Insert			
irrency EUR	VAT total	0.00	Total	120.00 Dividable sun	ı	Prep	ayment	0.00	
Rate	1 Rounding	0	Total	120.00 Difference	e	E	Balance	120.00	
					То	tal Cost inc	-	s entered in the to	tal cell
			Description	-		T I MAT	Item	Qty Stockl	D SN PID
Type Accou 52520		ject User	Directo costs	Ċ	otal / VA 120.00	T code VAT 58	0.00		

#### • Purchase invoice transaction

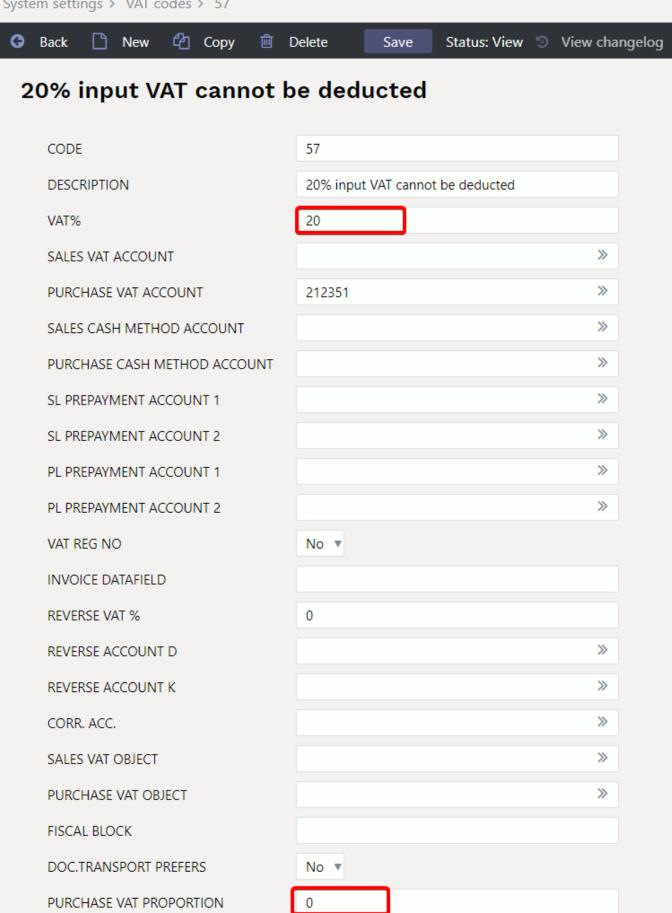
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## 2. Enter the cost sum without VAT in the cost and VAT 20 (proportion 0)

Create VAT code

35/55





• Create purchase invoice

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#### • Purchase invoice transaction

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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

<b>)</b> <<: Supplier 1008: <sub>v2</sub> - Work -	- Microsoft Edge								
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Deal type				~		□ Worker	Discount %		
Purchasing group				Create ar	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

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#### 3) Create payment

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#### A transaction is created

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U NO. ~ 1	> Search 991111	ADMIN	- Douron	100031 Tax a	and Customs Boa	rd					12350.16	

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

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

#### Can the payment schedule be copied from Excel to Directo?

Read the manual here: Maksegraafik

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

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

• Calculate the report Purchase prepayments

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

	Aruanne ettemaksudega hankijad 🗤 - Google Chrome										
login0.d	lirecto.ee/intclient/ocra_	_		/or_aru_etten	naksjad.asp?	showall=1&uus=ei&a	eg=14.06.2022&clr1=1				
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#### • Suppliers prepayments report will open when clicking on the Prepayment sum in this report

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• 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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• 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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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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# 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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4 113434 Period. Autode kindlustus -60.00 01.02.2022 1001	2 113434 Autode kindlustus 120.00 0 1001			2 113434	Autode kindlustus	120.00			
6 523104 NARVA K201 Period Autobe kindlustus 60.00 01.03.2022 1001 6 132421 Feriod Autobe kindlustus 60.00 01.03.2022 1001	5 52/31/4 NARVA K201 Penich Autode kindiastus 60.00 010.52/022 1001 6 11343								

# 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.

Change	e group	righ	its "Si	uperkasu	itaja" 📕	Save 🤊	View chang	elog											Copy other groups
Documer	nts Repo	orts	Setting	Other															
🗊 Delete	row																		
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58	oarve			Purchase inv	oices	all	▼ All								Confirmed 🔻			Yes	v

### PAYMENT

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

023/07/2	5 01.50									/.0	
Sule U Periodiseeri	lus Koopia i PÖÖRDK		I Kustuta Meil Trül algdokument Muutused	o Olek: Vaata	Tüüp	TASU					2
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1 1020		21031	EasyFlat Living AB			907.62				1313	
2 1020		21031	EasyFlat Living AB			2179.42				1313	
3 2310		21031	EasyFlat Living AB		901.60	)				1313	
4 2310		21031	EasyFlat Living AB		2164.96					1313	
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ACCOUNTANT MANUAL

43/55

### 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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3																			_		

### 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	) Ö	nne Valem ∨	Keel: vai	kimisi – Teema: H.	all ja Kuldne \vee 🔅 Se	adistused
Otsi	۹	Peamenüü Kasutaja	menüü Näidikud Kausta	d Foorum		
嶜 Sisseloginud kasutajad						
Viimati avatud dokumendid		Üldine dokumendid	Raamat DOKUMENDID	Personal DOKUMENDID	Müük dokumendid	Ost DOKUMENDID

The short name can always be changed in the system settings

2025/07/29 01:36

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

Sule Uus Koo									
Suic Ous Roo	pia Jäta Kustuta Kinr	nita Salvesta SEPA	EST Trüki 🗍 F	<< >> Olek: M	Judetud				
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1 100154 101	2 Osaühing Directo 2 Directo OÜ								-

#### 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 11:44

#### Prepayment

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1 1009	Meditsiiniseadmete OÜ						USD		0.882924245	1000.00

#### Purchase invoice

#### <: Ostuarve 100455 v2 - Google Chrome</p> login.directo.ee/ocra\_directo\_\_\_\_/or\_arve.asp?number=100455&retevent=0&hoiatus=&m=&clr1=1 Sule Uus Koopia Kinnita Salvesta Trüki Kustuta 🕖 F << >> Olek Vaata LOGOUT Sündmus Sissetulek Andmed e-arvelt Number 100455 Hankija 1009 KM reg nr EE100668931 Meditsiiniseadmete OÜ Hankija arve 234 Makse saaja KM reg nr Uuring ● Üld ○ Menetlus ○ Lisaväljad Arve aeg 01.06.2022 Kasutaja JANE Ostutellimus Pangakood Tas. ting. 7 Objekt Arveldusarve 121111111 Sissetulek Tas. aeg 08.06.2022 Kred. konto 212211 Kred. ost Viitenumber Op. aeg 01.06.2022 Projekt Vara Sisearve KM aeg Saatjariik EE (Eesti) Tehinguliik ~ Kulutus ~ Saadud 08.07.2022 18:59:18 Tüüp (vali tüüp) ~ Staatus (vali staatus) 🛩 Jaga ressurssidelt Reklamatsioon Rekl. selgitus Kommentaar meil Sisekommentaar Viimati muutis: JANE 08.07.2022 19:12:54 Aseta retsept Massasetaja Valuuta USD KM kokku 0.00 Summa 1000.00 Jagatav summa Ettemaks 1000.00 0.933532487 Ümardus 1000.00 0.00 Kurss 0.00 Tasuda Erinevus Saldo Baas 933.53 NR Tüüp Konto Objekt Kasutaja Sisu КМК КМ Artikkel Kogus Laoid Projekt Summa SN 525811 LADU K201 JANE Koolitus 1000.00 0 0.00 0 1

#### Purchase ledger by supplier

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login.directo.ee/ocra_directo_jane/or_aru_reskontro.asp?showall=1&hankija=1142&aeg=&seeria=&klass=&vkonto=&	data1=&data1_t=&lisav_sel_item1
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#### Nominal ledger report

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						882,92	948,77				-65,85	-00,00	arvuta valuutakursi vahet välja
Löppsaldo	o -6	5,85											

#### 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	1142	Raamat AS							USD		0.882924245	-1000.00	)
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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

Aeg algus 01.01.2022	lõpp 31.1	2.2022 Ko	nto algus 113	3401	lõpp 11	3401		Pro	ojekt	$\oplus$	(lisaväli)	~
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4) Create a financial transaction to write off the exchange rate difference and check the account balance in the nominal ledger

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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

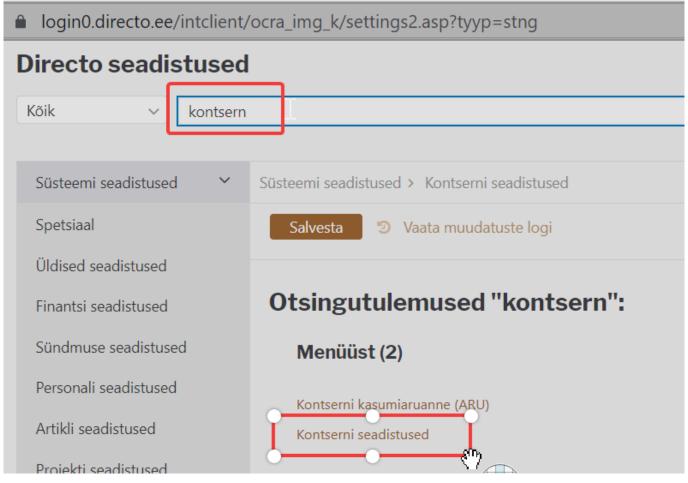
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### GROUP

### Group - sold company removal

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

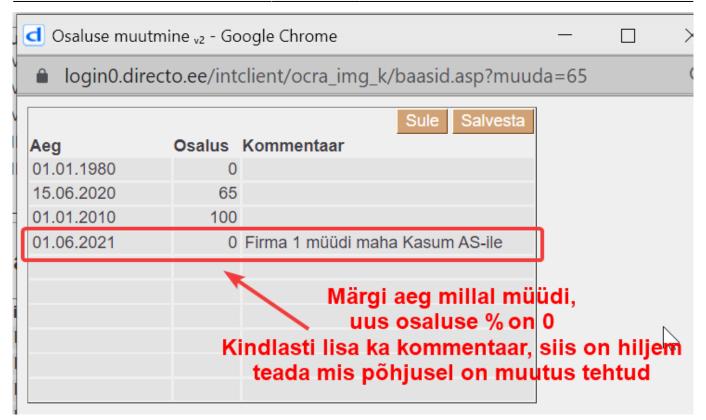
Select System Settings - write group.



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=1663663440

Last update: 2022/09/20 11:44

