Table of Contents

TRANSACTIONS	
When importing a financial transaction (by bulk import), no date is filled in the rows	
BANK STATEMENTS	
Why does the bank statement START BALANCE DIFF sum is shown in red	
If the bank statement is linked to the wrong document, what to do?	
Can a bank statement be linked to a financial transaction already made?	
I transfer money from one bank account to another, why a double entry occurs?	
I transfer money from one bank account to another. I use a bank statement – how should the bank statement rules be created?	
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??	
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	1
Can the car fringe benefit also be calculated for low value assets?	1
Can fixed assets be partially written off on the asset card?	1
OBJECTS	1
NETTINGS	1
MIDDLE TRANSACTIONS	1
BUDGETS	1
BALANCE	1
I want to exclude one object from a certain object level	1
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	
STATE BALANCE SHEET	
Why the State account does not appear in the balance data	
MAINTENANCE - CURRENCY RATE CONVERTER	
How to start using the currency converter, if until now the currency recalculation transactions	
have been made manually	2

SALES INVOICE	29
How can I change the payment term on a confirmed sales invoice?	29
Why credit invoice transactions are not with a minus sign?	
Issuing a sales invoice if the customer is subject to VAT in several countries	31
RECEIPT	
10. Laekumisel - raha tagastamine kliendile	31
SALES LEDGER	
PURCHASE INVOICE	-
How to record a capital lease on a purchase invoice	
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	
2. Enter the cost sum without VAT in the cost and VAT 20 (proportion 0)	
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	40
The purchase invoice corresponding account would have other objects, projects than the	
expense account	
Why does the comment not change on confirmed purchase invoice transaction	42
PAYMENT	42
Why payment have two currency exchange accounts when a foreign currency invoice is paid in	1
EUR_?	42
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	43
Why are purchase invoices not added up when creating a payment order from the payment to	
the bank	44
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?	45
Why is it not allowed to use a prepayment in foreign currency?	45
Why is there a difference in purchase ledger when using an prepayment on a purchase invoice	
in foreign currency?	46
Example	46
SUPPLIER	49
Automatic	49
How can I add leasing invoices to automation?	49
PURCHASE LEDGER	49
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	51
Group - sold company removal	51
Group - I would like to view the data of the consolidated company in a different currency in the	
group database	
OTHER FREQUENTLY ASKED QUESTIONS	54
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						<u> </u>	_	
11		ł	Kollasega osa ko	peerida	massimp	ordi pea	le	
12								

The same transaction after bulk import :

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

	01.07		5,55					//0000/////	
Number 100	0072	Aeg 31.03.202	21 Viide	Käive	0	0			
Seletus US	D-ide konto kor	rastus (kontol p	peab olema 1000 USD-i)	Vahe	0				
angaväljavõ	itted: -								
_ooja JANE	06.10.2021 19	:53:22 Viimati	muutis: JANE 06.10.2021 20:05:48 Mag	ssasetaja	Aseta retsept	Jaga ressurss	idelt		
•			mu	ousotaju	/ Sold Totsopt	5			
						0			
IR Konto	Objektid	Projekt	Sisu		Val. deebet	Val. kreedit	Valuuta	Kurss	Kogus
1 111205			Pangakonto USD - sisestatud algselt	EUR-is	-852.8	3	EUR	1	0
2 111205			Pangakonto USD - sisestatud algselt	EUR-is	100	0	USD	0.852878465	0
2									
Iominal	ledger t	ransactio	ons as example						
11205	Pangakonto US	D - sisestatud	algselt EUR-is						

ACCOUNTANT MANUAL

5/55

Algsaldo		0,00								
Number	Objekt	Aeg	Seletus	KMK	Deebet	Kreedit	Val.deebet	Val.kreedit Va	l. Muutu	s Saldo
FIN.100069		31.12.2020	saime USD-i laenu 1000 USD-i		814,93	0,00	814,93	0,00 EU	R 814,9	3 814,93
FIN.100070		31.01.2021	USD-i ümberhindlus - käsitsi		9,65	0,00	9,65	0,00 EU	R 824,5	8 824,58
FIN.100071		28.02.2021	USD-i ümberhindlus - käsitsi		1,02	0,00	1,02	0,00 EU	R 825,6	0 825,60
FIN.100073		31.03.2021	USD-i ümberhindlus - käsitsi		27,28	0,00	27,28	0,00 EU	R 852,8	8 852,88
FIN.100072		31.03.2021	USD-ide konto korrastus (kontol peab olema 1000 USD-i)		-852,88	0,00	-852,88	0.00 EU	R0,0	0 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 US	D 852,8	8 852,88
					852,88	0,00			852,8	8 852,88
Lõppsaldo		852.88								

2025/07/29 01:37

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

BANK STATEMENTS

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

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

Start balance block contains information fields

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

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

Dat	te: 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 Statem	ients 220723 _{v2}	- Work - Microsoft Ec	ige													-		×
🖯 https:/	//login.direct	o.ee/ocra_	/fin_valjavo	ote.asp?NUM	BER=22072	3												A ₀	Œ
Close N	lew Copy	Refresh	Delete Save II	MPORT SEPA E	ST Print	Mail 🖥	<< >>	Status: View		C	ate: 25.08.2	022							
Number 22	20723	Date 25.	08.2022		Employee (directo)	Sum	0.00	Closed		Start balan	ice Fina	I Balance			IN		OUT	
Pay mode 3		Comment GV	V 20220826-0717-SEI	B_PeriodicState	Object		Project			In file	452 554.3	38 4	52 554.38 EUR	Transacti	ons:	0		0	
-				_						Directo	· 415 335 (09 4	15 335.09 EUR	Т	otal:	0.00	-	0.00	
										DIFF	37 219.2	29	37 219.29						
ALL Not us	ed Receipt	Payment T	ransaction Card pa	yment Exper	ise due Ca	sh Salary paymer	nt Set ty	pe for selected	Not used	~	<u> </u>								
NO Date	Account No	0	Reg No/ID numbe	er Company		Description	n		Currency	Sum	Fee	Refe	rence no	Payment No	Rule Type	е	Doc no	ο Αссοι	int
												<u>\</u>			A	ction	~		
1											If there is a	sum.	, then the ba	nk dav	Not	used	~		
2													Directo is in		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 🗸	·				
NO Date	Account No	Reg No/ID number Company	Description	Curre	ency Sum	Fee	e Reference no	Payment No Ru	le Type	Doc no Accou
									Action	~
1				eur		200.00		AD	D Transaction	on [X] 100074 11310
2 30.01.2021	EE86 221	My own company	's name Money transfer	EUR		20000.00		AD	D Transaction	✓ 10201
3									Not used	V
4							Account number		Hor used	~
5							the money was tra	nsferred	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 <<: Finants - ka	anne FIN:210347 _{v2} - Goo	ogle Chrome						
login.direct	o.ee/ocra	/fin_kanne.asp	o?tyyp=FIN#	ber=2	10347			
Sule Uus K	Koopia Meil Trüki	Finantskanne	0 F << >>	Olek:	Muudetud T	üüp FIN		
Periodiseeri PÖ	ÖRDKANNE MIINUSKA	NNE Muutuse	d					
Number 210347	Aeg 30.01.2021	Viide		Käive	200000	200000		
Seletus raha ülekar	nne Minu oma firma nimi			Vahe	0			
Pangaväljavõtted: 21	0031							
Looja JANE 27.05.2	2021 12:03:05 Viimati muu	tis: JANE 27.05.2	021 12:03:04 Massa	setaja	Aseta retsept	🗆 Jaga ressurssi	delt	
NR Konto Obje	ektid	Projekt	Sisu			Deebet	Kreedit	KM k
1 10202		-	Minu oma firma nimi	raha üle	ekanne		200000.0	00
2 10201			Minu oma firma nimi	raha üle	ekanne	200000.0	0	

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:

A	dd new		
	CODE		Write the rule code, for example ACCOUNT_6221 (the last 4 digits of the
	NAME	My own company`s name	bank account)
	PAY MODE	T »	
	PRIORITY		
	Rule conditions		
	DIRECTION	Out 🔻	
	OTHER PARTY NAME	My own company`s name	
	OTHER PARTY ACCOUNT NUMBER	EE86 6221	
	SUM	200.00:200.00	delete the sum, then the rule always applies despite the sum
	CURRENCY	eur	
	DESCRIPTION	Money transfer	
	Outcome		If you select "not used", then to the transaction row is written "not used"
	ТҮРЕ	Transaction 🔹	and you do not need to do anything
	CUSTOMER	*	
	SUPPLIER	>	Write account number. The account
	ACCOUNT	10201	is important for the transaction, objects and projects according to
	FEE ACCOUNT	»	your need.
	OBJECT	*	

ACCOUNT	10201	←	*	is important for the transaction, objects and projects according to
FEE ACCOUNT			>>	your need.
OBJECT			>>>	
PROJECT			>>	
VAT CODE			>	
EMPLOYEE			>	
FINANCE RECIPE			>	
REFERENCE				
COMMENT	Payment betw	ween your accounts]←	Write if you wish. No need to mark
PAY MODE			*	
DETECT CUSTOMER				
DETECT SUPPLIER				
You can always test th	e rule by sa	aving and if th	e transactior	n is not created as you want, you

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

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

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

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

d <<: Finar	nts - kanne FIN:210355 ,	2 - Google Chrome				_	
â login.c	lirecto.ee/ocra_	/fin_kanne.asp?numk	per=210355%20&tyyp=FIN	&clr1=1&cs	croll=0&hoiatus=	=	
Sule U Periodisee	lus Koopia Salve ri PÖÖRDKANNE	esta Kustuta Meil Tr MIINUSKANNE Muutused		<< >>	Olek: Vaata	Tüüp FIN	
Number 21	0355 Aeg 30	0.01.2021 Viide	Käive 2	00000	200000		
Seletus ra	ha ülekanne Minu firma	nimi	Vahe 0				
Pangaväljav Looja JAN		Viimati muutis: JANE 30.05.20	021 20:28:33 Massasetaja	Aseta retsept	Jaga ressurssi		÷
NR Konto	Objektid	Projekt	Sisu		Deebet	Kreedit	ł
1 10299			Raha teel		200000.00		
2 10202			Minu oma firma nimi raha ülek	0000		200000.0	10

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 <<: Finant	s - kanne FIN:210354 ,	2 - Google Chrome	N				-	
â login.di	recto.ee/ocra_	/fin_kanne.asp?n	umber=210354%208	&tyyp=FIN&cl	r1=1&cscrol	l=0&hoiatus	;=	
Sule Uu	is Koopia Salve	esta Kustuta Meil	Trüki Finantskann	e 🛛 F <	>> Ole	k: Vaata	Tüüp FIN	
Periodiseeri	PÖÖRDKANNE	MIINUSKANNE Muut	used					
Number 210	354 Aeg 30	0.01.2021 Viid	le	Käive 2000	00 20	00000		
Seletus raha	a ülekanne Minu firma	nimi		Vahe 0				
Pangaväljavõ	itted: -							÷
Looja JANE	30.05.2021 20:16:46	Viimati muutis: JANE 30.0	05.2021 20:18:34 Mas	sasetaja Ase	ta retsept	Jaga ressurss	sidelt	
NR Konto	Objektid	Projekt	Sisu			Deebet	Kreedit	K
1 10201			Minu firma nimi - r	aha ülekanne		200000.0	00	
2 10299			Raha teel				200000.0	00

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

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

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

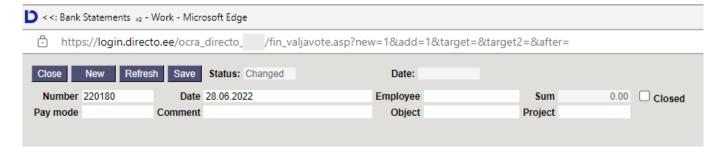
The bank statement has not arrived, how can I add it manually

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

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

*	*	lgapäeva- pangandus	Kaardid	Maksete vastuvõtmir	Finantseerimine	Kindlustus	Hoiustamine, investeerimine	Traderoom	Kontsernikonto	Partner- pakkumised
Avaleht +	Igapäeva	apangandus 🔸 Konto v	räljavõte							
16										
Valig	o foi									
Valige	e fai	li formaat		_						
Valige	e fai			fail formaati	DF 븆					
Valigo	e fai				DF					
Valigo	e fai		Salvesta	nga kinnitus 1						

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

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

https	://login.directo.ee/	'ocra_directo/fin_	aru_kulutaja.asp?	showall=jee&	otsi_kulutaja	=MARGUS&p	ersonal_qf_kood=8	persona	_qf_sisu=&ot	si_kinnitaja=&l	kas_aeg=28	kotsi_aeg1=01.01.20	22&otsi_aeg2=31	.01.2022&se
N EXPENS	E: Expender [M/	ARGUS	Signer		Status	-	Dai	e 🗸	01.01.2022	: 31.01.2022				
	Range		Asset		Person		Country 🗸 🗸	•						
	Туре		Object		Currency		Project		Customer					
	Confirmed al	✓ (Exper	se datafic 🗸		Comment		City		Ordinance					
ROW:	Doc NO		Supplier		Account		Date	1						
	Description				Item	1	VAT code							
	With rows	to customer 🛛 🗍 Wi	th purchase invoices	Currency	Subtotal	~				View common •	 Print 	REPORT		
umber	Date Type	Expender Date	Object	Signer	Status Doc NO	Comment Account	Period	Day	s Currency Q	uantitu	Subtotal Unit price	Vat Total Subtotal	To pay VAT	Curren RS VA
00065	31.01.2022	MARGUS: Margus	Object	Supplier	DOC NO	Different cost	Description		Currency Q	uantity	340.95	40.00	380.95	KS VA
		15.01.2022	ADMIN, MALLE	E 1010: Koopiake	eskus 225	125361	Paper		USD	1	0.00	120.00	0.00	120.0
		20.01.2022		1011: DONALE		526401	Taxi		SEK	1	0.00	367.12	0.00	367.1
okku:		20.01.2022		1012: Directo	2234	527401	Directo training	0	EUR	1 3	0.00 687.12	200.00 40.00	40.00 727.12	240.0
						_								
	Currency EUR	Subtotal 340.95	Vat Total 40.00		o pay 80.95	Base currency 380.95	Current r 380							
um of rows	by currencies:	Currency	RS VAT											
		USD SEK	120.00 367.12		Selected	expense ro	ws in different o	urrenc	ies					
		EUR	240.00											

How should employees' daily allowances be entered??

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

• Create Expense type

Finance Settings > Expense Ty	rpes				
😋 Back 🗋 New 省	Сору 💼	Delete	Save	Status: View	,
Daily allowance	•				
ТҮРЕ	DAILY_ALLOW	ANCE			
DESCRIPTION	Daily allowand	ce			
ACCOUNT	526101			>>	
OBJECT				>>	
PROJECT				>>>	
VAT CODE					•
UNIT PRICE	0				
PERSONNEL INCOME	Yes 🔻				

• Create expense and confirm

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

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

EXPENSE DUE

FIXED ASSET

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

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

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

) <<: Repo	ort - Purchase inv	voices _{v2} - Work -	Microsoft Edge	e								-		\times
🖯 http	s://login.direc	to.ee/ocra_dire	cto /or_	aru_arved.as	sp?hankija=&klass=	&hankija_arve=	&viide=&vkonto=	&objekt	=&proje	kt=&hankija_ty	yp=&data1=&d	lata1_t=&lisav_se	A»	Ð
IN INVOICE	:	Supplier			Class		Sup.Invoice			Reference		≥ §		
		Account			Object		Project			VAT zone		 Sup.type 		~
		ase invoic 🗸				(Supplier DataFie					all 🗸			
Elucid and			01.08.2021	: 01.08.2021	Confirmed		User			Range				
	sets accoun separated li	ts - Due date		:	Balance		PayTerm	à	_	Currency				
IN ROW	ooparatoa n				Status	(all) 🗸		is bigger t	han 🗸					
IN ROW		Account VAT	125361	Œ	Content VAT code		Sum		-	Item Stock ID		Item Class		- 11
		Contract			Customer		User		-	SLOCK ID		SN		
PROCEEDI	NG	Proceeder			Role	(all) 🗸	Proceeded		~					
		Total		~	Sorted by		View	common		~				
periodi W/o Stock	zed show ro	ows 🗆 exact m	natch 🗆 to c	customer 🗹	Currency points		VAT Reg No	Reg nr 🗌	Comme	nt 🗆	REPORT			
🗌 orig. su	ubtotal							(default)) `	PRINT INVOI	CES MAIL INV	OICES Print		
Number Accoun 100570 12536	010821	Time Content 01.08.2021 Server C200	Due date Start:Due 08.08.2021	date	5	Name Asset MarkIT Eesti AS A118	Project Project	Item	Pa Qty 1	/Term Object Object 7 HR	Sum VAT code 1 100.00 EUR 1	VAT VAT 220.00 EUR 220.00 EUR	Total Sum 1 320.00 1 100.00	EUR
1		001101 0200									1 100.00	220.00	1 320.00	
	Currency EUR	13	Sum 20.00	Base current		t rate 20.00	If the asset been created			le				
Number of Number of Row total: Row total V	rows: 1 100.00 rows: 1 1 100.00						is no	t 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 _{va} - Work - Microsoft Edge						
🕆 https://login	.directo.ee/ocra_directo	/yld_inventar_aru_n	imekiri.asp				
Code	Class	In charge	Object	Department	(Data field)	~	> •
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)	~
Unit/round 0,1 V Depth	(all) V Language English V	Split 🗸	[(DataField)	~
🗹 accounts 🗹 date 🗹 tota	I 🗹 change 🗹 zero 🗌 unbalanced			✓ Print	Mail REPORT
objects divided 🗸 🗹 objects	w/ name 🔲 levels 🗹 transpose				
	ADM	PROD STOCK	Total		
	Auministration Production	department Stock and logistics			

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

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

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

Finants - pearaamat						Bilanss					
Aeg: algus 01.01.2021 lõpp 31	1.12.2021 Konto al	gus 411001	lõpp 9999	2 🗐 🖥) 💷 (lisavali)	Kasumi kontroll					
Korr. konto na	iita korr. kontosid Objekt	KONS	Tüüp		(lisaväli)						
Muutus on suurem kui 🗸	Selgitus		Viide		(lisavali)	-					
Keel 🗸 ka	ande seletus 🗸					Aeg algus 01.01.2021	Võrreldav	Va	luuta	Aruanne KK	
Sort1 Aeg V Sort2 So	orteerimata 🗸 🗹 ainult s	umma 🗌 vaheld.	kontod		Firma						
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	(1 = 1=1)	l 🔽 shistatid sinsana	🗹 muutus 🗹 konto		Wednets at a second	
522110 Tootearendus	0.00	4 337.37	0.00	4 337.37	4 337.37	(Laiali) 🗸	objektid nimega	Muutus Monto	o ∪ aeg ∪ p	FIRMA	
651150 Intressikulud laenudelt - kontsern	0.00	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 🗤 - Good			D			411001 Kauba müi 412001 Teenuste n	jk	Tulukontod	0.00	118.40 2 915.38	118.40 2 915.38
login0.directo.ee/	/f	in_bilansiaru.ası	o?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 Al	RUANNE Puuduvad kor	ntod		Kokku Aruandeaasta kasu			0.00	-4 161.65	-4 161.65
Kood KK Objekt	Kasutaja	Taksonoo	mia 🗸								
Nimi Kasumi kontroll Viimati muutis:SUPER 26.08.2022 15:48:29		Komment	aar								
NR Number Tüüp Ko	ontod / Tehe O	bjekt	Tekst		Klass Gra						
	11000:711999		Aruandeaasta kasur		1(Kreedit) V						

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 va - 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 01.01.202	24:31.12.2024 _{va} - V	Vork - Microsoft Edge				- 0	>
https://login.directo.ee/ocra_dir	ecto/fin_ar	u_kasu.asp?uus=1&sou	rce1=&aeg1=0	01.01.2024&aeg2=	31.12.2024≻	ource4=&aeg7=&aeg8=&vordlus4=1&tehe4=&source7=&aeg13=&aeg14=&vordlus7=1&tehe7=	4» €
Finance - Income Sta	tement						
1. Period V 01.01.2024	: 31.12.2024	Compare	Project	Ð	Report KAS_	1 Configure 🔊 🌆 🗐 (DataField) 🗸	
BUDGET V 01.01.2024	: 31.12.2024	1 🗸 🗸	Customer	\oplus	Object	Level 15 (DEPARTMENT) V (DataField)	
3. Period 🗸	:	1 • • +	Supplier	÷ c	urrency	Split V (DataField) V	
Language English 🗸		objects divided 🗸 🔽	split objects	🗆 with name 🗌	levels	(transpose) 🗸 🗹 fast 🗖 zero 🗹 accounts	
Unit/round 0,01 V	De	pth (all) 🗸				remove closed reverse pivot Print Mail REP	DRT
	Object	01.01.2024 BUDGET 31.12.2024 BUDGET		Diff (II-I)			
Kauba müük							
411001 Kauba müük 411001 Kauba müük	PROD	3 000.00	4 000.00 2 100.00	1 000.00 2 100.00			
411001 Kauba müük	SALES	2 000.00	1 500.00	-500.00			
411001 Kauba müük	STOCK	1 000.00	2 000.00	1 000.00			
Total Kauba müük		6 000.00	9 600.00	3 600.00			

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

17/55

<-<: Finance - Income Statement 01.01.2023;31.12.2023 va - Work - Microsoft Edge					-	- 0	×
https://login.directo.ee/ocra_directo_/fin_aru_kasu.asp?uus=1&source1=&	&aeg1=01.01.2023&aeg	g2=31.12.2023&source	4=&aeg7=&aeg8=&v	vordlus4=1&tehe4=&source7=&aeg13=&a	aeg14=&vordlus7=1&te	≥he7 A [®]	
Finance - Income Statement							
1. Period • 01.01.2023 : 31.12.2023 Compare Pro	oject 🕀	Report KAS_1	Configure	🎤 📠 🚳 🔐 (DataFie	ld) 🗸		
BUDGET V 01.01.2023 : 31.12.2023 1 V Custo	omer 🕀	Object	Level 15 (DEPAR	RTMENT)	ld) 🗸		
3. Period V : 1 V + Sup	plier 🛨	Currency	Split	✓ (DataFie	ld) 🗸		
Language English V objects divided V split	objects 🗌 with name	levels	(transpose) 🗸	🗹 fast 🗌 zero 🗹 accounts			
Unit/round 0.01 V Depth (all) V			remov	e closed	✓ Print Ma	ail REF	POR
Object	01.01.2023 BUD 31.12.2023 BUD		Diff Diff% (II-I) (I/II)				
Kauba müük							
411001 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, DAVIDD	0.00	4 000.00	4 000.00				
411001 Revenue from Sale of Purchased Goods LADU	1 000.00	2 000.00	1 000.00				
411001 Revenue from Sale of Purchased Goods MYYK	2 000.00	1 500.00	-500.00				
411001 Revenue from Sale of Purchased Goods TOOTMINE Total Kauba müük	0.00	2 100.00 9 600.00	2 100.00 3 600.00				
i otal rtauba illuuk	0 000.00	5 000.00	5 000.00				
All object combinations remain	ain on a separa	te row					

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 aruan	ne						
Aeg algus 01.09.2000 lõpp 29.09.2021	Konto algus 4	lõpp 9		Projekt	Ð	(lisaväli) V	» 🕙 🔒 📾
Korr. konto	osid Objekt	Тüüр	\sim	Keel	\sim	(lisaväli)	
Muutus on suurem kui 🗸	Selgitus	Viide		Klient	\oplus	(lisaväli) 🗸	
Sort1 Aeg V Sort2 sorteerimata	✓ Kanne 237	\$		Hankija	\oplus	Ühik/täpsus 0,01 🗸	
KM kood (kõik)	✓ Tasemeta	Valuuta	V	ahesumma	~	ainult saldoga	
mõlemad 🗸 🗆 ainult summa	🗋 vaheld. kontod 🔲 muutuseg	a kontod 🛛 saldeerimata	(tasemed 🗌 lisainfo		Trüki ARUANNE	
An error occurred on the server when processing th	e URL. Please contact the syste	m administrator.					
If you are the system administrator please click her	e to find out more about this error						

See the instruction here:

salvesta_aruanne_csv_failina

Exclusion in the nominal ledger

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

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

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

🔒 login.dir										
	ecto.ee/ocr	a_directo_jane	e/fin_aru_pea.a	asp?uus=ei&aeg1=	=01.01.2021&aeg2=3	31.01.2021&kred_kc	onto=40000&	konto=506418	&projekt=&p	projekt_qf_
Finants -	Pearaa	matu arua	nne							
									2	
Aeg algus 01.	01.2021	lõpp 31.01.2021	Konto al	gus 40000	lõpp 50641	Projekt	\oplus		 C 	8) 🔒 📼
Korr. konto		näita korr. k	ontosid Ob	jekt	Tüüp 🔽	Keel	~			
Muutus on	suurem kui 💊	*	Selg	itus	Viide	Klient	Ð			
Sort1 Ae	g 🗸	Sort2 sorteerima	ta 🗸 🦷 Ka	anne	•	Hankija	🕀 Ühil	k∕täpsus 0,01	~	
KM kood (kõ	iik)		✓ Tasen	neta	Valuuta	Vahesumma	~ □	ainult saldoga		
								üki ARUANNE		
Tea	seletus 🗸	 ainult summa 	vaheld. kon	tod 🗹 muutusega ko	ntod 💛 saldeerima	ata 🗆 tasemed 🗆 lisa	info 🛄			
40131	Tulud teen	uste müügist								
Algsaldo		.00								
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Sal
ARVE.10006			01.01.2021	Tulud teenuste müüg		1	0.00	9 965.82	-9 965.82	-9 965
ARVE.10005	OBJEKT1	PROJEKT1	01.01.2021	Tulud teenuste müüg		1	0.00	1 000.00	-10 965.82	-10 965
ARVE.10002	OBJEKT1		01.01.2021	Tulud teenuste müüg	gist	1	0.00	100.00	-11 065.82	-11 065
Lõppsaldo	-11 065	: 00					0.00	11 065.82	-11 065.82	-11 065
50641		idamisteenus	ed							
Algsaldo		.00	Ju							
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Sal
OST.10002			01.01.2021	Raamatupidamisteer	nused	1	814.93	0.00	814.93	814
OST.10003			01.01.2021	Raamatupidamisteer	nused	1	99.66	0.00	914.59	914
OST.10006	OBJEKT1	PROJEKT1	01.01.2021	Raamatupidamisteer		1	814.93	0.00	1 729.52	1 729
OST.10005	OBJEKT1		01.01.2021	Raamatupidamisteer	nused	1	99.66	0.00	1 829.18	1 829
OST.10001	OBJEKT1		01.01.2021	Raamatupidamisteer	nused	1	1 000.00	0.00	2 829.18	2 829
OST.10008	OBJEKT1	PROJEKT2	05.01.2021	Raamatupidamisteer	nused	1	99.43	0.00	2 928.61	2 928
							2 928.61	0.00	2 928.61	2 928

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	matu arua	anne							
Aeg algus 01	.01.2021	lõpp 31.01.202	1 Konto al	gus 40000	lõpp 50641	Proje <mark>kt</mark> #	Ŧ		2	웹 🔒 📼
Korr. konto		näita korr.	kontosid Ob	iekt	Tüüp 🗸	Keel	-			
Muutus or	n suurem kui	~	Selgi	tus	Viide	Klient	Ð			
Sort1 A	eg 🗸	Sort2 sorteerim	ata 🗸 Ka	nne	-	Hankija	E Ü	hik/täpsus 0,01	~	
KM kood (k	õik)	L	✓ Tasem		Valuuta	Vahesumma				
	seletus 🗸							ainult saldoga Trūki ARIJANNE		
rea	seletus 🗸	」□ ainult summ	a 💛 vaheld. kont	od 🗹 muutusega ko	ntod 💛 saldeerir	nata 🕛 tasemed 🕛 lisainfe		Trüki ARIJANNE		
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 müüg	ist	1	0.00	9 965.82	-9 965.82	-9 965.82
ARVE.10002	OBJEKT1		01.01.2021	Tulud teenuste müüg	ist	1	0.00	100.00	-10 065.82	-10 065.82
							0.00	10 065.82	-10 065.82	-10 065.82
Lõppsaldo	-10 06									
50641		pidamisteenus	sed							
Algsaldo		0.00								
Number	Objekt	Projekt	Aeg	Seletus		KMK	Deebet	Kreedit	Muutus	Saldo
OST.10002			01.01.2021	Raamatupidamisteer		1	814.93	0.00	814.93	814.93
OST.10003			01.01.2021	Raamatupidamisteer	nused	1	99.66	0.00	914.59	914.59
OST.10005	OBJEKT1		01.01.2021	Raamatupidamisteer	nused	1	99.66	0.00	1 014.25	1 014.25
OST.10001	OBJEKT1		01.01.2021	Raamatupidamisteer	nused	1	1 000.00	0.00	2 014.25	2 014.25
Lőppsaldo	2 01	4.25					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

eve	е! Туре	Object
1	OSAKOND	~
2	ALAMOSAKOND	✓
	ASUKOHT	~
	ISIK	×
;	AUTO	×
,	OSS JA IOSS ERIKORD	~
	OSS JA IOSS ERIKORRA RIIK	~
	INTERNAL TRANSACTION/EXTERNAL TR	₹ ✓
3	RIIGI RAHAVOOD	\
5	DEPARTMENT	~

Initial example:

Finants -	Pearaan	natu arua	nne								
Aeg algus 01.0	01.2021 li	öpp 31.01.2021	Konto algus	40000	lõpp	523104	Projekt	Ð	(lisaväli)	~	
Korr. konto		näita korr. ko	ntosid Objekt		Tüüp		✓ Keel	~	(lisaväli)	~	
Muutus on	suurem kui 🗸		Selgitus		Viide		Klient	Ð	(lisaväli)	~	
Sort1 Ae		rt2 sorteerimata	a ∨ Kanne		Sügavus	s (kõik) 🗸	Hankija	±	Ühik/täpsus 0,01	~	
KM kood (kõ			✓ Tasemeta		Valuuta		Vahesumma	-			
		ainult summa	vaheld. kontod	🗹 muutusega k		saldeerimata	tasemed		ainult saldoga	E	
412001	Teenuste m	üük									
Algsaldo	-14 248,										
Number	Objekt	Projekt	Aeg	Seletus			KMK	Deebet	Kreedit	Muutus	Saldo
ARVE.100064	ADMIN		epaneelid 01.01.2021	Koolitus			1	0,00	679,11	-679,11	-14 927,32
ARVE.100065 ARVE.100066	ADMIN ADMIN		epaneelid 01.01.2021 epaneelid 01.01.2021				1	0,00 0,00	679,11 679,11	-1 358,22 -2 037.33	-15 606,43 -16 285,54
ARVE. 100000	ADMIN	K201.Palkese	epaneeliu 01.01.2021	Kooliitus			i.	0,00	2 037,33	-2 037,33 -2 037,33	-16 285,54
Lõppsaldo	-16 285	,54						0,00	2 001,00	2 007,00	10 200,04
521115 Algsaldo	Ruumide ki										
Number	Objekt	Projekt	Aeg	Seletus			КМК	Deebet	Kreedit	Muutus	Saldo
FIN.100030			01.01.2021	Ruumide kindlu	ustus			1 000,00	0,00	1 000,00	1 000,00
Lõppsaldo	1 00	0.00						1 000,00	0,00	1 000,00	1 000,00
522109	Väikevahen	·									
Algsaldo	Valkevallel										
Number	Objekt	Projekt	Aeg	Seletus			КМК	Deebet	Kreedit	Muutus	Saldo
OST.100063	,		01.01.2		ontorisse		1	400,00		400,00	400,00
OST.100062			01.01.2	021 klaviatu	urid		1	350,00	0,00	750,00	750,00
OST.100061	VAIKEV	K203:Mesi 23	hoone ehitus 01.01.2	021 väikeva	hendid - para	indus	1	679,11		1 429,11	1 429,11
Löppsaldo	1 429,	11						1 429,11	0,00	1 429,11	1 429,11
523104 Algsaldo	Autode kin										
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	T	01.01.2021	Autode kindlus	tus			0,00	11 000,00	1 000,00	1 000,00
Lõppsaldo	1 00	n nn						12 000,00	11 000,00	1 000,00	1 000,00
Loppadido	100	0,00									

Show me transactions, where level 6 objects are missing

Finants	- Peara	amatu aruan	ine									
Aeg algus 0	1.01.2021	lõpp 31.01.2021	Konto algus 4	10000	lõpp	523104		Projekt	ŧ	(lisaväli)	~	
Korr. konto		näita korr. kon	tosid Objekt		Tüüp		~	Keel	~	(lisaväli)	~	
Muutus	on suurem kui	 ✓ 	Selgitus		Viide			Klient	Ŧ	(lisaväli)	~	
	Aeg 🗸	Sort2 sorteerimata	✓ Kanne		Sügavus	(kõik) 🗸		Hankija	±	Ühik/täpsus 0,01	~	
		Sonceninata			•				_			
KM kood (7	✓ Tasemeta 6		Valuuta	_		Vahesumma	~	ainult saldoga		
rea	a seletus 🗸	🖞 🔲 ainult summa 🕻	vaheld. kontod	🗹 muutusega	kontod	saldeerimata		tasemed	lisainfo	Trüki ARUAN	NE	
412001	Teenust	müük										
Algsaldo		48,21										
Number	Objekt	Projekt	Aeg	Seletus				КМК	Deebet	Kreedit	Muutus	Saldo
ARVE.100065	5 ADMIN	K201:Päikesep	aneelid 01.01.2021	Koolitus				1	0,00	679,11	-679,11	-14 927,32
ARVE.100064	4 ADMIN	K201:Päikesep	aneelid 01.01.2021	Koolitus				1	0,00	679,11	-1 358,22	-15 606,43
ARVE.100066	5 ADMIN	K201:Päikesep	aneelid 01.01.2021	Koolitus				1	0,00	679,11	-2 037,33	-16 285,54
									0,00	2 037,33	-2 037,33	-16 285,54
Lõppsaldo		285,54										
521115	Ruumide	kindlustus										
Algsaldo	Objects	0,00 Desists		0.1.4				КМК	Deshat	Mars a dist		0.14.
Number FIN.100030	Objekt	Projekt	Aeg 01.01.2021	Seletus Ruumide kind	lucture			NIN	Deebet 1 000,00	Kreedit 0,00	Muutus 1 000,00	Saldo 1 000,00
FIN. 100030			01.01.2021	Ruumide kind	lusius				1 000,00	0,00	1 000,00	1 000,00
Lõppsaldo	1	000.00							1 000,00	0,00	1000,00	1 000,00
522109	Väikeva	,										
Algsaldo	. and ru	0,00										
Number	Objekt	Projekt	Aeg	Seletu	s			KM	K Deebe	t Kreedit	Muutus	Saldo
OST.100063		•	01.01.20		kontorisse				1 400,00		400,00	400,00
OST.100062			01.01.20	21 klaviat	uurid				1 350,00	0,00	750,00	750,00
OST.100061	VAIKEV	K203:Mesi 23 h	oone ehitus 01.01.20	21 väikev	ahendid - para	ndus			1 679,1	1 0,00	1 429,11	1 429,11
									1 429,11	1 0,00	1 429,11	1 429,11
Lõnnsaldo	1.	129 11										

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

Finants -	- Pearaa	amatu aruan	ne							
Aeg algus 01	.01.2021	lõpp 31.01.2021	Konto algus 40	lõpp	523104	Projekt	Ð	(lisaväli)	~	
Korr. konto		näita korr. kont	osid Objekt	Tüüp		✓ Keel	~	(lisaväli)	~	
Muutus or	n suurem kui	~	Selgitus	Viide		Klient	Ð	(lisaväli)	~	
Sort1 A	eg 🗸	Sort2 sorteerimata	∽ Kanne	🕳 Sügavus	(kõik) 🗸	Hankija	Ð	Ühik/täpsus 0,01	~	
KM kood (k	õik)		✓ Tasemeta 1,	2,6 Valuuta		Vahesumma	~	ainult saldoga		
rea	seletus 🗸	ainult summa	🗌 vaheld. kontod 🔽	muutusega kontod	saldeerimata	tasemed	lisainfo	Trüki ARUANNE		
521115 Algsaldo	Ruumide	kindlustus _{0,00}								
Number FIN.100030	Objekt	Projekt	Aeg 01.01.2021	Seletus Ruumide kindlustus		КМК	Deebet 1 000,00 1 000,00	Kreedit 0,00 0,00	Muutus 1 000,00 1 000,00	Saldo 1 000,00 1 000,00
Lõppsaldo	1	000,00					, , , , , , , , , , , , , , , , , , , ,	-,	,.	,
522109 Algsaldo	Väikeval	nendid 0.00								
Number	Objekt	Projekt	Aeg	Seletus		КМК	Deebet		Muutus	Saldo
OST.100063			01.01.202			1	400,00		400,00	400,00
OST.100062			01.01.202			1	350,00		750,00	750,00
OST.100061	VAIKEV	K203:Mesi 23 h	oone ehitus 01.01.202	21 väikevahendid - paran	ndus	1	679,11 1 429,11		1 429,11 1 429,11	1 429,11 1 429,11
Lõppsaldo	14	29,11								

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

Finants	- Peara	amatu arua	nne							
Aeg algus 01	1.01.2021	lõpp 31.01.2021	Konto algu	IS 40000	lõpp 523104	Projel	(#	(lisaväli)		~
Korr. konto		📄 näita korr. ko	ontosid Obje	kt	Tüüp	∽ Ke		(lisaväli)		\checkmark
Muutus o	on suurem kui	~	Selgitu	IS	Viide	Klier	nt	(lisaväli)		\mathbf{v}
Sort1 A	∖eg ∨	Sort2 sorteerimat	a∨ Kan	ne	Sügavus (kõik) 🗸	Hanki	a	🗄 Ühik/täps	us 0,01 🗸	·
KM kood (F	kõik)		✓ Taseme	ta 1.2.6	Valuuta	Vahesumm	a	✓ ainult	saldoga	
		ainult summa		d 🗹 muutusega k					ARUANNE	
521115 Algsaldo Number FIN.100030	Ruumide Objekt	e kindlustus 0,00 Projekt	Aeg 01.01.2021	Seletus Ruumide kindlusti	IS	кмк	Deebet 1 000,00	Kreedit 0,00	Muutus 1 000,00	Saldo 1 000,00
Lõppsaldo	11	00,00					1 000,00	0,00	1 000,00	1 000,00
522109 Algsaldo	Väikeva									
Number	Objekt	Projekt	Aeg	Seletus		КМК	Deebet	Kreedit	Muutus	Saldo
OST.100063			01.01.2021	printer kontorisse		1	400,00	0,00	400,00	400,00
OST.100062			01.01.2021	klaviatuurid		1	350,00	0,00	750,00	750,00
Lõppsaldo	-	750,00					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	 yes 	

2) User or user group rights

hange gr	oup rig	ghts "Aco	counta	nt as	sistent"	Save
Documents	Reports	Setting	Other			
Finance						
Report		Unassigned	Denied	Own	Extended	All
Balance		0	0		0	
Income stater	nent	•				
Finance Statis	tics					•
VAT declar.		•				
Nominal Ledg	ler	0	0		0	0
	,,					

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

< <: 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		~				~

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	1.2021 Account start 111101,111201	end	Project	(DataField)
Corr.Account show	corr. acc. Object	111101 Kassa	✓ Language English ✓	(DataField) 🗸
Change is bigger than 🗸	Description	111201 Pangakonto	Customer	+ (DataField) V
Sort1 Time 🗸 Sort2 unso	Transaction	▼ Depth (all) ∨	Supplier	Unit/round 0,01 V
VAT code (all)	✓ w/o level(s)	Currency	Subtotal	only with balance
row desc 🗸 🗆 only su	ım 🗌 mixed accounts 🛛 🗹 with chang	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 Repo	rt - Nominal Led	ger				
Time start 01.01.202	1 end 03.11.2021	Account start 111101+111201	end	Project	(DataField)	~
Corr.Account	show corr. acc.	Object	Туре	✓ Language English ✓	(DataField)	~
Change is bigger t	han 🗸	Description	Reference	Customer	(DataField)	~
Sort1 Time	✓ Sort2 unsorted ✓	Transaction	▼ Depth (all) ∨	Supplier	Unit/round 0,01	~
VAT code (all)	· · ·	w/o level(s)	Currency	Subtotal	🗸 🗌 only with bala	nce
row desc	✓ O only sum O mi	xed accounts 🛛 🗹 with change	e unbalanced	levels more info	Print REPOR	Г

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.

Liquidity _{v3} - Work - Microse	ft Edge						
https://login.directo.ee/	ocra_directo_ /yld_	aru_likviidsus.asp?	showall=1&objekt=&aeg	g1=01.10.2022&aeg2=31.10.	.2022&data1=&data1_t=	&lisav_sel_item1=&d_	klass 1 = klient & datas
Dbject	Period 01.10.2022	: 31.10.2022	(Cust.DataField)	~	(Supplier DataField)	~	
Term	Currency		(Cust.DataField)	✓	(Supplier DataField)	v	
roject		Reclamation	(Cust.DataField)	~	(Supplier DataField)	~	Print REPOR
rmed (all) 🗸	(Quotation 5 🗸	(Purchase C 🗸]	Overdue at least	and not m	ore than	
nvoices 🗌 Purchase	invoices 🗌 Quotati	ions 🗌 Purchas	e Quotations 🗹 Order	rs 🗌 Purchase Orders 🗌	Resources Contract	s (choose salary) 🗸	Balance accounts
~			Precision 0,01				
ments beginning balan unts beginning balance ning balance: 22 848.0 late Doc No .2022 100019	: 0.00	ct Name Ploom	Balance Balar 6 420.00 EUR	nce base currency	Subtotal Days 29 268 00 11		
		Piodifi	6 420.00 EUR	8 420.00	29 266.00 11		
O <<: Order 100019 v4 -							
https://login.di	ecto.ee/ocra_directo_j	ane/tell_tellimus.as	sp?number=100019				
Close New Co	py Refresh Delet	e Save Mail	Print 🕖 F <<	Status:	Changed 🍡 🥕		
Receipt Quote	Buy Depreciate	Contract Exper	se Invoice Preza	yment Invoice Create Mov	rement Add Stock Leve	el Event	
Order 1							
	101 F	Ploom		Phone		Budget	Credit rat
Bill to				Asset		Due date	
					\odot \circ \circ \circ	0	
Order Date 1	4.09.2022 10:10:29	Cust. R	tef	Stock		Closed	
Pay. Terms 1	4	Cust. Order	No	Survey			
Delivery Date		tage Partial sum B		Quotation			
Req. del. time	01.10.2022 01.12.2022	50 6420.00 6 50 6420.00 6		Project		Object PROD	
Comment							
Type	V Tablanas Staab da	Stat	tus 🗸 🗸	Finished		Checked	
Invoices: - Deliveries	- Takings: - Stock de	preciations: -					
Last changed by:	14.09.2022 10:11:30	Paste Recipe	Stock window Bulk Inse	ert	Ref	resh rows	
Currency EUR	VAT 84	0.00 Sub- Total	12000.00 Prepaymen	nt% 100 PP date	PP balance	0.00	
Rate 1	Base 1284	0.00 TOTAL	12840.00 Prepayme	ent 12840 Balance	12840		
ALL TEENUS							
NO RR Item	Variant	Qty Unit	Description		Unit Price	% Net price	RTotal Subto
		Qty Unit 10	Description Training		Unit Price 1200		RTotal Subto

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).

		Date 31.12.20	20 Reference		814.93	814.93		
Description w	ve received a loa	n in USD-s		Difference	0			
Bank Statemen	nts: -							
Creator	06.10.2021 18:4	47:55 Last char	nged by: 06.10.2021 18:47:55 B	ulk Insert Paste Reci	pe 🗆 S	plit from Resour	rces	
						\bigcirc		
NO Account	Object	Project	Description	Cur. Deb	it Cu		Currency	Rate
NO Account 1 111204	Object	Project	Description Bank account USD	Cur. Deb	it Cu 1000		Currency USD	Rate 0.81492

Manual currency rate transactions for January and March.

Number 1	00070	Date 31.01.2	2021 Reference	Turnover	9.65	9.65				
Description U	SD manual re	calculation		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	Bank	Account						
Beginning bala	nce	814.93						
Number	Object	Time	Description	VC	Debit	Credit	Change	Balance
TRAN.100064	-	31.01.2021	USD-i ümberhindlus - käsitsi		9.65	0.00	9.65	824.58
TRAN.100065		28.02.2021	USD-i ümberhindlus - käsitsi		1.02	0.00	10.67	825.60
TRAN.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 balanc	e	852.88						

Same account in USD

Finance Report - Nominal Ledger					
Time start 01.08.2022 end 31.08.2022 Account start 1	11204 end 111204	Project	\pm	(DataField)	~
Corr.Account Show corr. acc. Object	Туре	✓ Language English	glish 🗸	(DataField)	~
Change is bigger than V Description	Reference	Customer	\oplus	(DataField)	~
Sort1 Time V Sort2 unsorted V Transaction	▼ Depth (all) ∨	Supplier	\pm	Unit/round 0,01	~
VAT code (all) v/o level(s)	Currency USD	Subtotal		🔽 🗌 only with balance	e
transaction desc 🗸 🗋 only sum 🗌 mixed accounts	with change unbalanced	levels	more info	Print REPORT	
111204 Bank Account SEK Beginning balance 1 000.00 Number Object Time Description	vc	Debit Credit 0.00 0.00	Change 0.00	Balance 1 000.00	
Closing balance 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

=	ose N eriodize	lew Copy	ANSACTION	elete Mail Print 🕕 F <- MINUS TRANSACTION Changes	< >> Status: Ch	anged Ty	pe TRAN
Nur	nber	100068	Date 31.03.2	2021 Reference	Turnover	-37.95	-37.95
Des	cription	USD recalcula	ition - manual tra	insactions elimination	Difference	e 0	
Ban	k Stateme	nts: -					
	k Stateme ator		15:20:43 Last ch	nanged by: 31.08.2022 15:20:43	Bulk Insert Paste R	Recipe 🗆 Sp	lit from Resources
Cre			15:20:43 Last ch Project	Description	Bulk Insert Paste R	Recipe 🗆 Sp Credit	
Cre	ator	31.08.2022 1					

Transactions in nominal ledger

111204	Bank	Account SEK	Correction of m	anual	transactio	ns reca	lculation		
Beginning bala	nce	814.93			\				
Number	Object	Time	Description	VC	Del	oit	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.)2	0.00	10.67	825.60
TRAN.100068		31.03.2021	USD-i ümberhindluse - käsitsi tehtud kannete ellimineerimine		-37.	95	0.00	-27.28	787.65
TRAN.100066		31.03.2021	USD-i ümberhindlus - käsitsi		27.	28	0.00	0.00	814.93
TRAN.100067		30.04.2021	USD-i pangakonto valuuta ümberarvutamine		37.	95	0.00	37.95	852.88
					37.	95	0.00	37.95	852.88
Closing balance	e	852.88	Automatic curr	ency r	ecalculati	on			

TAX OFFICE

TSD Annexes 4,5,6

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

For this:

1. Set up Fringe benefit field to kontodele.

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

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

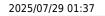
Create necessary number of accounts to be able to automatically submit TSD annexes. For example, two separate financial accounts should be created for gifts. One up to the established limit and the other for gifts that cost more than the limit.

ERISOODUSTUS	×
STATISTIKA	4000 (Eluasemekulude täielik või osaline katmine)
KEHTIV ALATES	4000 (Eiuasemekulude talelik voi osalline katmine) 4010 (Kindlustusmaksete tasumine, kui selline kohustus ei ole ette nähtud seadusega)
KONTOL ON NÕUTUD	400 (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 tegevusel
	4061 (turutingimuste alusel arvutatud intressi summa)
	4062 (laenulepingus ettenähtud intressimäära järgi arvutatud intressi summa)
KOHUSTUSLIK	4081 (osaluse turuhind)
	4082 (osaluse realiseerimishind)
	4083 (optsioonipreemia)
	4091 (rakendatud hind)
	4092 (turuhind)
	4100 (Loobumine rahalise nõude sissenõudmisest)
	4110 (Tasemeõppe ja täienduskoolituse kulude katmine)

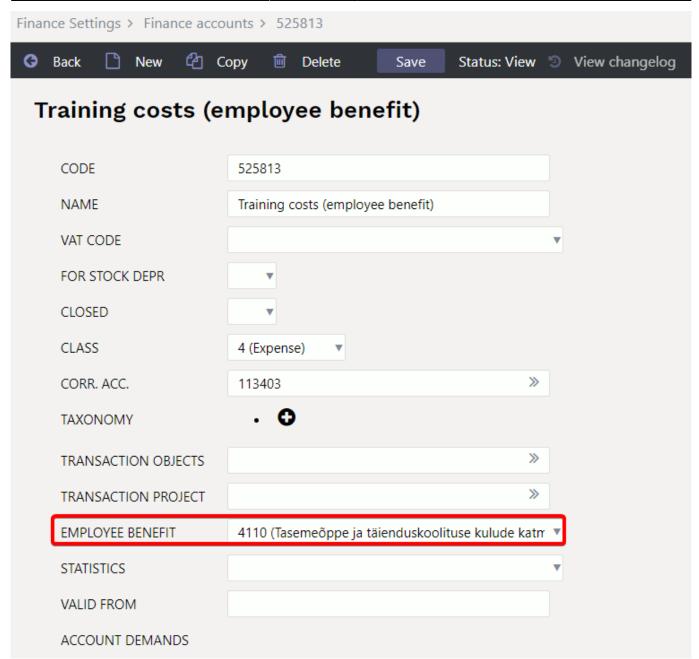
2. Check from the nominal ledger that everything is declared

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

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



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	ŧ	(DataField)	~	🔰 🎤 🗐 🔒
Corr.Account Show corr. acc. Of	oject	Туре	✓ Language English	1 🗸	(DataField)	~	
Change is bigger than 🗸 Descrip	ntion Refer	rence	Customer	Ð	(DataField)	~	
Sort1 Time V Sort2 unsorted V Transa	ction	Depth (all) 🗸	Supplier	Ð	Unit/round 0,01	~	
VAT code (all) v/o lev		rency	Subtotal by Em	nlovee benefit 💊	only with balance		
transaction desc V only sum V mixed accounts		unbalanced	levels mo		Print REPORT		
4110 (Tasemeõppe ja täienduskoolituse kulude katmine)						Beginning balance	169.78
Account Number Object	Time	Description	VC	Debit	Credit	Change	Balance
525812 TRAN.100151 4110 (Tasemeõppe ja täienduskoolituse kulude katmine)	02.05.2022	TSD lisade test		300.00	0.00	300.00	469.78
Total:				300.00	0.00	300.00	469.78
4130 (Muud erisoodustused)						Beginning balance	150.00
Account Number Object	Time	Description	VC	Debit	Credit	Change	Balance
528201 TRAN.100151	02.05.2022	TSD lisade test		1 000.00	0.00	1 000.00	1 150.00
4130 (Muud erisoodustused) Total:				1 000.00	0.00	1 000.00	1 150.00
Total:				1 000.00	0.00	1 000.00	1 150.00
5100 (Vastuvõtukulud)						Beginning balance	0.00
Account Number Object 528101 TRAN.100151	Time 02.05.2022	Description TSD lisade test	VC	Debit 3 000.00	Credit 0.00	Change 3 000.00	Balance 3 000.00
528101 TRAN. 100151 5100 (Vastuvõtukulud)	02.05.2022	I SU IISAde test		5 000.00	0.00	3 000.00	3 000.00
Total:				3 000.00	0.00	3 000.00	3 000.00

Subtotal by employee benefit - only the sum

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

3. Send TSD

• Send TSD automatically to the Tax Office.

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

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

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

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

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

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

Invoice 100201			
Customer 1020	A&E Office OY	Asset	Budget
Ordered by		Survey	
			O O O Proceeding
Date 01 01 2020	Cust rep	Stock	Update stock
Pay term 7	Our ref Bob Brown	Object ADMIN, DA	
Due date 08.01.2020	Salesman BOB	Project PROJECT	_2
Trans date 01.01.2020	Vastutaja	Order no.	
Cust order	Quotation	Credited invoice	
Sent 01.01.2020	Type (choose type) 🗸	Status (choose s	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

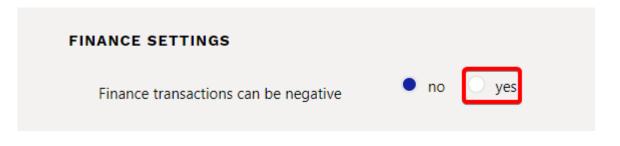
Forbidden		Allowed	R	ight							
		•		owse oosir	r fielc ng	ls					
		•		er fir tting:	netuni s	ing					
		•	A	ter Fo	orm						
		•	Tra	ibsys ansac nange	tions						
		•		int la odify							
		•		ent s odify	tatus ing						
		•		ink A odify	ccour ing	nt					
		•	be	e chai	nt teri nged ocum	on					
Documents Reports	Setting Other										
Delete rowNO Module	Name	How		Browse	Columns	View	Add	Direct	Change	Delete	Confirm
1 artikkel_aal	AIM recipe	•	All								
2 aastaaru	Annual Reports	T	All								
3 arve	Invoices	•	All	V	~	Image: A start of the start	<	 Image: A start of the start of	v	v	Confirmed
4 artikkel	Items	•	All								

Why credit invoice transactions are not with a minus sign?

Positions

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

V All 🗹



5

ametikoht

Attachments Folders

✓

✓

~

✓

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

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

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

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

RECEIPT

10. Laekumisel - raha tagastamine kliendile

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

Raha tagastuse ekspordi õnnestumiseks :

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

Uus kujundus

2
-5120.00
58
5

Vana kujundus

Last update: 2022/09/20 14:44

🗅 _: Laekumin	e 220008 _{v3} - Goo	gle Chrome										
login.dire	cto.ee/ocra	/mr_	laekumine.asp?	number=220008&clr1=1								
Sule Uus	Koopia Jät			resta Trüki Meil 🕖 F	<< >> C	Diek: Muudetud						
IMPORT SEPA		RT SEPA EST										
Number 22000	8	Aeg 11.03	.2022	Viide		Laekunud	-12.00	Arvete su	mma	-12.00	Panka	
Tas. viis 2	Komn	nentaar				Objekt		1	Vahe	0.00	T-Tasu	
Projekt	ĸ	asutaja JANE		Koht 213.219.123.51		Massasetaja						
Viimati muutis:J	ANE 11.01.2022	09:24:59										
Pangaväljavõtte	ed: -							÷				
					0							
NR Arve nr	Tellimuse nr	Klient	Tekst	Objekt		Projekt	Val saadud	Kurss S	Summa S	Viivis	T-Tasu	T-1
1 220086		1063	DIRECTO OÜ				EUR	1	-12.0	0.0	0 0.00	

SALES LEDGER

PURCHASE INVOICE

How to record a capital lease on a purchase invoice

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

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

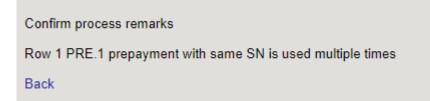
Liability accounts are entered with a minus for the financial entry to be correct. In the example, the capital lease obligation of the current year is also immediately reflected in the account "Repayments of long-term capital leases in the following periods" and "Long-term capital lease liability" sum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

🗆 Nr 🔿	Konto 🍡 🎤	Objektid	J.	Proje	kt	ŗ	Sisu	Ļ	Deebet	y,	Kr	eedit 🔑 🎤	κN	1 kood	~
	> Otsi	> Otsi		> 0	si		> 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

<: Purchase invoice 100576 v2 - Work - Microsoft Edge	
---	--

🖯 https:/	//login.dir	ecto.ee/ocra_directo_	/or_arve.asp?numbe	r=100576&retevent	t=0&hoiatus=&m=&c	lr1=1					
Close N Credit? Tr	lew Cop		Print 🕖 F OP JT Event Stock	EN << >> Receipt	Status Co	nfirmed LOG	GOUT				2
Number 10)0576										
Vendor 11	31	Wood OY			VAT Reg	No	Vendo	rs invoice 010	922		
Payee					VAT Reg	No		Survey			
						Main		O DataFields			
Invo	oice date	01.09.2022	User	TRIINP	Bank code		,		Purchase order		
Payme	nt terms	14	Object	ADMIN	Account No	23222768762	222		S.Receipt		
[Due date	15.09.2022	Cred account	212211	Ref.				Credited invoice		
	Op. date	01.09.2022	Project		Asset				Internal Invoice		
١	VAT Date		Origin Country	EE (Eesti) 🗸	Deal type			~	Expence		
F	Received	06.09.2022 11:40:46	Туре	(choose type) 🗸	Status	(choose statu	is) 🗸				
Recl	lamation		Recl. description							Split by resources	
с	omment	Not subject to VAT							e-mail	mary.smith@gmail.cor	n
	comment	,,						_		,	
Last change	d by:	06.09.2022 11:44:10	1		Pa	ste Recipe	Bulk Insert				
Currency E	UR	VAT total	0.00	Total	120.00 Dividable s	um	Prep	ayment	0.00		
Rate		1 Rounding	0	Total	120.00 Differen	ice	E	Balance	120.00		
							Total Cost inc	luding VAT is	s entered in the to	otal cell	
No Type 1	Accou 525202		oject User	Description Directo costs		Total 120.0	VAT code VAT 58	Item 0.00	Qty StockI 0	D SN PID	
2											

• Purchase invoice transaction

Inanc	e - Trans	action OST: [•]	100576 🛛	Saved		Last cl	hanged b	y (06	i.09.2022 at 1	:49:49) 🧐		
Туре	Number	Date		Reference	Description		Debit			ير		
OST		100576 01.09.202	2 🗰		1131 Wood OY/Not subject to VAT/010922				120			
Credit	120 D	Difference 0										
		action Rulk Incort	Dacto Pocino	Split from Pasourcas								[=
				Split from Resources		بر	Debit &	Credit	÷ 1	ate & VAT co	& Pate	_
	۶ Account	Object & Proje	Paste Recipe ct & Descripti h > Search			ہر Sear	Debit &		 ✓ ✓ ✓ ✓ ✓ 	Date <i>F</i> VAT cc Searc		≁ Curren
Copy sele	> Account > > Search >	Object & Proje	ct 🦻 Descripti	ion					> Search		> Search	 Curren Search EUR

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

• Create VAT code

35/55



System settings > VAT codes > 57	
😋 Back 🗋 New 🖓 Copy 💼	Delete Save Status: View 🗇 View changelog
20% input VAT cannot l	he deducted
CODE	57
DESCRIPTION	20% input VAT cannot be deducted
VAT%	20
SALES VAT ACCOUNT	>
PURCHASE VAT ACCOUNT	212351 >>>
SALES CASH METHOD ACCOUNT	>>
PURCHASE CASH METHOD ACCOUNT	>
SL PREPAYMENT ACCOUNT 1	>
SL PREPAYMENT ACCOUNT 2	>
PL PREPAYMENT ACCOUNT 1	>
PL PREPAYMENT ACCOUNT 2	>
VAT REG NO	No 🔻
INVOICE DATAFIELD	
REVERSE VAT %	0
REVERSE ACCOUNT D	>
REVERSE ACCOUNT K	>
CORR. ACC.	>
SALES VAT OBJECT	>
PURCHASE VAT OBJECT	>
FISCAL BLOCK	
DOC.TRANSPORT PREFERS	No 🔻
PURCHASE VAT PROPORTION	0

Create purchase invoice

Last undate: 2022/00/20 1/1.4/

					enindamate	ւթյացե_ություն			VIKI.UII EC	.10.22/	en/raam	acupidaja_iii	pindikire	v-100	5074
<				asp?numbe	er=100577&m=&cl	r1=1&hoiatus=									
Close New	Сору	Save Mai			'EN << >>		onfirm	ed LOG	OUT						
Credit? Transac			shOUT Eve		Receipt										
Number 100577															
Vendor 1131		Wood	IOY			VAT Re	g No		V	endors ir	voice 06092	222			
Payee						VAT Re	g No			S	Survey				
								Main	O Proceed	ding C	DataFields				
Invoice d	ate 06.0	9.2022 14:07:	:49	User	TRIINP	Bank code						Purchase orde	r		
Payment ter	ms 14			Object	ADMIN	Account No	2322	27687622	222			S.Receip	t		
Due d	ate 20.0	9.2022	Cr	ed account	212211	Ref						Credited invoice	e		
Op. d	ate 06.0	9.2022 14:07:	:49	Project		Asse	t					Internal Invoice	÷		
VAT D	ate		Oriç	jin Country	EE (Eesti)	 Deal type 	•				~	Expence	a		
Receiv	ved 06.0	9.2022 14:07:	:49	Туре	(choose type)	Status	cho	ose statu	s) 🗸						
Reclamat	ion		Recl.	description									Split by resou	irces	
Comm	ent Not	subject to VAT	т									e-mai	il mary.smith@	gmail.con	
Int comm	ent												, i i		
Last changed by:	0	6.09.2022 14:	:11:18				^p aste F	Recipe	Bulk Insert						
Currency EUR		VAT	total	0.00	Total	120.00 Orig. Sub	total		100	Dividable	e sum	P	repayment		0.00
Rate		1 Roun	ding	0	Total	120.00 Orig.	VAT		20	Diffe	rence		Balance		120.00
											Enter th	e sum without	VAT		
No Type Ac	count	Object	Project	User	Description		Tota		Orig. Subto	otal 🖊	T code VAT	Orig. VAT	Item	Qty	StockID
	5202	,			Directo costs			120.00		00.00	57	0.00 20.00		0	

• Purchase invoice transaction

inanc	e - Tran	saction	0ST: 10	0577 👩	Saved			Last changed	by (06	5.09.2022 at 14:1	3:16) 🧐		
Гуре	Number		Date		Reference	Description		Del	bit		ş		
DST		100577	06.09.2022 1	4:07:49 🛗		1131 Wood OY/N	ot subject to VAT/0609222			120			
Credit		Difference											
	100	_											
	120	0	Dull land		Collin forme Docord								ſ
-	tion Delete	selection			Split from Resou	urces		۶ Debit	۶ Credit	۶ Da	te & VAT cc	≁ Rate	
_	tion Delete	selection		≁ Descriptio		urces				≥ > Da > Search	te & VAT cc		≁ Curren
□ No. ∧	tion Delete	selection	 Project> Search	≁ Descriptio	ion	urces				> Search		> Search	≁ Curren
□ No. ^ 1	tion Delete	selection Object Search	 Project> Search	 DescriptionSearch	pliers	urces			> Search 120.00	> Search		> Search	Curren Search EUR EUR

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

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

1) Make a supplier card to the Tax Office

) <<: Supplier 1008: _{v2} - Work -	- Microsoft Edge								
https://login.directo.e	ee/ocra_directo	o/yld_hankij	ja.asp?KOOD=	1008					
Close New Copy	Refresh	Delete Save	Mail P	RINT 🕖 F	<< >>	Status: Chan	ged		2
Prices (choose action)	`	 Survey 	Event Upo	date data					
General info C	ontacts O	Bank Accounts	O Actions	○ Changes	O Automatio	n O Transpo	ort		
Code 10	008 Cla	ss	Object	Stock		Type State instit	tuti 🗸	Closed	
Name Ta	ax and Custom	s Board							
Tänav Lõ	õõtsa tn 8a								
Indeks, linn 15	5176 Lasnamä	e linnaosa, Tallinr	n, Harju maako	nd					
Маа									
County		~							
Country E	EE (Eesti)			~	Representat	ive			
Phone					I	Fax			
e-mail					U	IRL			
Comment									
Warning									
		Enter refilled with pre-		pany`s refer		Mandatory r			
Bank									
SWIFT	T EEUHEE2X					Bank acc EE3	5101005203100000	4	
Code	e 401					Name SEB	Pank		
Name in Ban	k				Addres	ss in bank Torn	imäe 2, 15010 Tallin	n, ESTONIA	
Pay Tern	n								
	e-invoice im	port prefers data	a above			Costs	~		
Info						Choo	se the bank acc	ount you want to pay	/ to
Del Mode				Del Term				Directo-to-	ecto: No
Payee			1	Vatreg no EE1	00276271		Language		
Reg no 1	70000349			VAT code			Currency	1	
PP account				Debt Acc 9911	11		SR Account	t	
VAT Zone	Domestic	`	 C 	redit limit			Custome	r	
Consignment Country		``	 Default 	t Del Time			Tran. Cos	t	
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

🜔 <<: Purchase invoice 100031 vz - Work - Microsoft Edge	
--	--

endor 100031 Payee	Tax and Customs Bo	ard	VAT Reg				
				No EE100276271	Vendors invoice MAAN	MAKSI	
			VAT Reg		Survey		
				● Main ○ P	Proceeding O DataFields		
Invoice date	01.01.2021	User	Bank code		- Data Iolao	Purchase order	
Payment terms	0	Object ADMIN		EE351010052031000	0004	S.Receipt	
Due date	01.01.2021	red account 991111	Ref.	32845566		Credited invoice	
Op. date	01.01.2021	Project	Asset			Internal Invoice	
VAT Date	Or	igin Country EE (Eest	✓ Deal type		~	Expence	
Received	17.05.2021 11:03:57	Type (choose type) V Status	(choose status) 🗸			
Reclamation	Recl	. description				Sp	lit by resources
	Maamaksu tasumine					e-mail	-
Int comment						C-IIIuii	
st changed by:	0	ff-balance account "Su	•	Tax board transac			
t changed by.	17.00.2021 15.15.54		Fd		ent		
rency EUR	VAT total	0.00 Total	12350.16 Dividable s	sum	Prepayment	0.00	
Rate	1 Rounding	0.00 Total	12350.16 Differe	nce	Balance	12350.16	
						-	
						AT code "No turnov	/er"
Type Accou	int Object Project	User Description	l l		code VAn Item 23 0.00	Qty StockID 0	SN PID

A transaction is created

<< Finance - 1	Transaction OST_10	00031 - Work - Micr	osoft Edge											-
https://	login.directo.ee/	ocra_directo_	/transaction_do	ocument.html	?id=OST_100031									
🗅 New 🝷	🕆 Save	💼 Copy 🝷	🗵 Discard	🗊 Delete	Attachments	🖄 Mail	🝷 🖨 Print 🝷	Open original	Periodize	Create reverse transaction	•••		🔁 Switch	to old view
inanc	e - Trar	saction	OST: 10	0031	Saved					Last	changed	by (07	.09.2022 at 11:4	6:17) 😏
Туре	Number		Date		Reference		Description				Det	it		y.
OST		100031	01.01.2021	İ	32845566		1008 Tax and C	ustoms Board/La	nd tax paym	ent/LAND TAX I		1235	0.16	
Credit Copy selec	12350.16 ction Delete	Difference 0 selection	Bulk Insert	Paste Recipe	Split from Res	ources							(≣ ≣ (୭
□ No. ~	≁ Account	> Object	Project	≁ Descript	tion					ىتر	Debit	۶ Credit	۶ Da	te 🤌 VAT co
	> Search	> Search	> Search	> Search						> s	earch	> Search	> Search	> Searc
1	1 991111	ADMIN		Subsidiary	account for Tax Off	ice transact	ions					12350.16		
	2 113201													

3) Create payment

) << Payment 100002 - Work - Mi	icrosoft Edge											
https://login.directo.ee/	ocra_directo /purch	nase_payment.html?id=100002										
🛟 New 🔻 🗇 Save	🗸 Confirm 🛛 🖻 Cop	oy 👻 🛞 Discard 🗊 De	lete 🖉 Attachmei	nts 🖸 Mai	I 👻 🖨 Print 👻 S	EPA I	EST					
Payment 1000	02 Saved									Last changed	d by (07.09.2022 at 11:5
Number	Date	Reference	Purchase inv	voices	Paid		Paid in Cur	rency	Pay m	node⊘		
100002	01.01.2021			12350.16	12350.	16		12350.16	Ρ		Q	
Comment			Object		Project		User⊘		Differ	ence		
Arve nr 100026				Q		Q	RAILIT	Q		C	.00	
	selection Bulk Ir	_	ription	≁ Project	Supplier invoice	۶R	lef.	۶ Bank Acc	ount	チ Bank Cur	✤ Bank rate	≁ Bank Sur
> Search	> Search	> Search > Search	h > Search	> Search	> Search	> 5	Search	> Search		> Search	> Search	> Search
1 10	00026 1008	Tax and Customs	ADMIN		LAND TAX I	3284	45566	EE351010052	20310	EUR	1	12350.16

A transaction is created

https://lo	gin.directo.ee/	/ocra_directo_	(transaction_c	locument.html?	id=TASU_100250							
🗄 New 🔻	🗇 Save	🖻 Copy 🝷	⊗ Discard	前 Delete	Attachments	🗹 Mail	🖶 Print 🔻	Open original	Periodize	Create reverse transactio	n •••	≓ Switcl
inanc	e - Trai	nsaction	TASU:	100250	Saved					L	ast changed	by (07.0
Туре	Number		Date		Reference	I	Description				De	bit
TASU		100250	01.01.2021				nvoice 100031					12350
Credit		Difference										
	12350.16	0										
C			Dull locat	Dente Denier								
Copy select	ion Delete	eselection	Bulk Insert	Paste Recipe	Split from Res	ources						
	≁ Account	> Object	Project	🥜 Descripti	on					r,	Debit	۶ Credit
No. ∧		> Search	> Search	> Search						>	Search	> Search
□ No. ∧	> Search	/ Search	- Dearen									
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

2	Aruanne ettemaksudega hankijad _{v2} - Google Chrome									
login0.directo.ee/intclient/ocra_				/or_aru_ettem	naksjad.asp?	showall=1&uus=ei&a	eg=14.06.2022&clr1=1			
Aeg (14.06.2022	ARUANNE									
Hankija	Hankija nimi		Valuuta	Valuutas	Ettemaks	Viimane ettemaksu aeg	Hankija Kokku			
Kood	Nimi		EEK	-33 796.66	-2 160.00	31.03.2008	0.00			
SUMMA:			EUR	2 160.00	2 160.00	18.02.2008	0.00			
						~	▼			
Valuuta	Valuutas	Baasvaluutas	H	letkekursiga		Ettemak	ks kokku on 0			
EUR	2 160.00	2 160.00		2 160.00		Lucinar				

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

🗅 Aruanne hanl	kija ettemaks _{v2} - Google	Chrome						-	\Box \times
login0.dire	ecto.ee/intclient/ocra	_	/or_aru	_ettemaks.asp?hanki	ja=				
								Vaade	Seotud V
Hankija ette	emaksude nimeki	iri		ainult saldoga			Hankija k	ood ja nimi	
Hankija seostam	ata tasumised								
Dokument			Aeg				Valuuta	ETTEMAKS	Baas
Tasumine 80088			18.02.2008				EUR	2 160.00	2 160.00
Tasumine 80110			31.03.2008				EEK	-33 796.66	-2 160.00
Saldo								-31 636.66	0.00
Ettemaksu artiklio	d								
Artikkel Ostutelli	mus SN Aeg KM Summa S	umma km							
	0.00	0.00							
	6	C 1/11							
Valuuta	Summa	Summa KM	Baasvaluutas	Baasvaluutas KM	Hetkekursiga	Hetkekursiga KM			
EUR EEK	2 160.00 -33 796.66	2 160.00 -33 796.66	2 160.00 -2 160.00	2 160.00 -2 160.00	2 160.00 -2 160.00	2 160.00 -2 160.00			
CEN	-33 / 90.00	-33 / 90.00	-2 160.00	-2 160.00	-2 160.00	-2 160.00			

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

	: Tasumir	ne 320107 _{v2} - Google Ch	rome								
login0.directo.ee	/intclient/ocra_		Ċ	or_tasumine.asp?r	number=320	107&clr1=1&cscroll=	=0				
Seonduv kanne											
Sule Uus Koopia Number 320107	Jäta KVO TH Aeg 14.06.	Eesti sise Trüki Meil 2022	Viide	AVA << >>	Olek: Kinnitatud Ostuarved	0.00 Tasutud	0.00 Tasutud valuutas	31636	6.66		
Tas. viis X	Kommentaar Tasaa	veldus EEK ettemaksude ja El	Ji Objekt		Projekt	Vahe	0.00				
Kasutaja SUPER	Massasetaja						Ta	saarveld	amiseks märgi vastupi	dise	EUR-ides näitab
Viimati muutis:SUPER 14.06.	2022 23:53:33							märgig	a EEK ja EUR summad		tasumist kokku null
Pangaväljavõtted: -											`
					• •	0 0					
NR Ostuarve nr Hankija 1 2 3	Nimi pangas	Selgitus	Objekt	Projekt Hanl	cija arve	Viitenumber	Arveldusarve	Val. P EEK EUR	Kurss P 5umma P 0.063911649 33796 1 -2160		Valuuta arvel Arve saldo asuti 0.00 2160.00 -2160.00 0.00 -2160.00 -2160.00

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

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

If the purchase invoice is periodized

) <<: Ostuarve 100	454 _{v2} - Google C	Chrome									
🔒 login.directo.	ee/ocra_directo	or_a	ve.asp?numbe	r=1004	454&retevent=	0&hoiatus=&m	=&clr1=1				
Sule Uus Ko	oopia Kinnita	Salvesta	Trüki Ku	stuta	0 F <<	>> 0	lek Vaata I	LOGOUT			
Sündmus Si	ssetulek And	dmed e-arve	elt			_					
Number 100)454										
Hankija 10 ⁻	13	Mets A	S				KM reg nr		Hankija arve	2223	
Makse saaja							KM reg nr		Uuring		
						i Ü	ld O Menetlus	○ Lisaväljad			
Arve aeg	27.06.2022		Kasutaja	JANE		Pangakood				Ostutellimus	
Tas. ting	. 7		Objekt	LADU	,91	Arveldusarve	11111111111111111	1		Sissetulek	
Tas. aeg	04.07.2022		Kred. konto	21221	1	Viitenumber				Kred. ost	
Op. aeg	27.06.2022		Projekt			Vara				Sisearve	
KM aeg	1		Saatjariik	EE (E	esti) 🗸	Tehinguliik			~	Kulutus	
Saaduo	29.06.2022 9	48:08	Tüüp	(vali t	üüp) 🗸	Staatus	(vali staatus) 🗸				
Reklamatsioor	1		Rekl. selgitus								Jaga ressurssidelt
Kommentaa	r									meil	
Sisekommentaa	r										
Viimati muutis: JA	NE 20 06 2022	0.10.26				Aseta retsept	Massasetaja				
viinaa maaas. or	INC 20.00.2022	0.40.20				Abota Totoopt	Massasciaja				
Valuuta EUR	к	(M kokku		0.00	Summa	864.00 J	Jagatav summa		Ettemaks		0.00
Kurss	1 (Ümardus		0.00	Tasuda	864.00	Erinevus		Saldo	86	64.00
							000				
NR Tüüp Ko	onto Objekt	t Pro	ojekt Kas	utaja	Sisu		Summ	a KMK K	(M Algu	s Lõpp	Töös Korr. obje
1 52	5811		JAN	1E	Koolitus			864.00 59	0.00 01.0	7.2022 31.07.	2022
2											
and confir	mina aiv	ac arri	n massa	Δn							
				-							
Ostuarve	te salvestu	s 100454	t _{v2} - Googl	e Ch	rome						

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

Kinnitamisel tekkinud segadused

Real 1 kontol on korrespondeeriv konto puudu,

Tagasi

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

🕽 <<: Finantskontod 🗤 - Google Chrome									
login.directo.ee/ocra_d	lirecto/t_edit2.asp?unit=konto&kood	=525811							
😋 Tagasi 🗋 Uus 🧳	🛛 Koopia 💼 Kustuta 🛛 Salvesta	Olek: Vaata	vaata muudatuste logi						
Koolituskulud	- personali taseme ja täie	endõpe							
KOOD	525811								
NIMI	Koolituskulud - personali taseme ja täiendõpe								
KMKOOD		•							
MAHAKANDMISEKS	v								
SULETUD	×								
KLASS	4 (Kulud)								
KORR. KONTO	113403 🔫	»	Periodiseerimise jaoks peab kulukontol küljes olema						
TAKSONOOMIA	• •		KORR.KONTO (korrespondeeruv konto)						

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

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

Number 100.50 Nakes says Term AS Mireg or Marketing Picture Says Aver segt 011 2022 Kasteging 2021 Weet koos 2021 Weet koos 2021 Status Sagter securated in the sagter secure sagter securated in the sagter secure sagter secure	With Use Korpen Skotever Total F W. K 2000 Cek Kominated LODOUT Keedbeel Skondavkame fiberation Internation Internatio	D <<: Ostuarve 100439 va - Goog	le Chrome						_
Note: Note: <td< td=""><td>Redeel Sandor kanne Insmitel IND I Inm AS KM reg nr Hankja rove 223 Make saja Uning Make saja Sandori Usaza Make saja Sandori Usaza Sandori Usaza Sandori Usaza Make saja Sandori Usaza Make saja Sandori Usaza Sandori Usaza Sandori Usaza Make sala Objekt ja Konz projekt siis kulukonto kasutab Korr pojekt väljade infot Make sala 10 mardus O Sandori 120 00 Jagater sama Vinuta ELR Kolk kuku 0 00 Jagater sama O Sandori 120 00 Jagater sama Vinuta ELR Konne nasaza 0 00 00 00 00 00 00 00 00 00 00 00 00 0</td><td>login.directo.ee/ocra_dire</td><td>ecto_jane/or_arve.asp?number</td><td>r=100439&retevent=0&hoiatus=&m=</td><td>&clr1=1</td><td></td><td></td><td></td><td></td></td<>	Redeel Sandor kanne Insmitel IND I Inm AS KM reg nr Hankja rove 223 Make saja Uning Make saja Sandori Usaza Make saja Sandori Usaza Sandori Usaza Sandori Usaza Make saja Sandori Usaza Make saja Sandori Usaza Sandori Usaza Sandori Usaza Make sala Objekt ja Konz projekt siis kulukonto kasutab Korr pojekt väljade infot Make sala 10 mardus O Sandori 120 00 Jagater sama Vinuta ELR Kolk kuku 0 00 Jagater sama O Sandori 120 00 Jagater sama Vinuta ELR Konne nasaza 0 00 00 00 00 00 00 00 00 00 00 00 00 0	login.directo.ee/ocra_dire	ecto_jane/or_arve.asp?number	r=100439&retevent=0&hoiatus=&m=	&clr1=1				
Network Note: Note: Note: Note: Are: as: 0 <th>Nakase saaje Norve eng 01 01 2022 Nakase saaje Oktobeline Nakase saaje Saatuse Nakase saaje Saatuse</th> <th></th> <th></th> <th>Olek Kinnitatud LOGOUT</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Nakase saaje Norve eng 01 01 2022 Nakase saaje Oktobeline Nakase saaje Saatuse			Olek Kinnitatud LOGOUT					
Nations saips Image in the image in t	Nekse saaja Wireg nr Uuring Ave eeg 01 01 2022 Kastataja JANE Pengakool Tiss. ting, 14 Objekt Avveidusarve (E222000000) Sissetuide No. eeg 01 01 2022 Projekt Avveidusarve (E222000000) Sissetuide Sissetuide Niet. ost Sissetuide Sissetuide No. eeg 01 01 2022 Projekt Vinet mutitis Niet. ost Sissetuide Sissetuide Tunp (vini tupp) ~ Staatus (vini staatus ~ Sissetuide Sissetuide Katuta Unational TSO 6000 Summa 12000 Jagatar summa Katkestuse eeg Katkestuse summa Katkestuse konto Katkestuse objekt Katkestuse projekt Valjade infot Nor objekt ja Korr projekt valjade infot Vinati muutis JANE 22 06 2022 09 51:20 Aesta retsept Ettemaks 0.00 Vinati muutis JANE 22 06 2022 09 51:20 Aesta retsept Ettemaks 0.00 Vinati muutis JANE 22 06 2022 09 51:20 Aesta retsept Ettemaks 10.00 Vinati muutis JANE 22 06 2022 09 51:20 Aesta retsept Signama 120.00 Immune 120.00 NR Taiup Konto Objekt Projekt Kastata Signama 120.00 Immune 120.00 <th>Number 100439</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Number 100439							
Intervise int	Ave aeg 01012022 Ksattaja JAVE Prograkodi Tas. teg 1501202 Koti konto 212211 Vienember Tas. teg 1501202 Ked. konto 212211 Vienember KM aeg Sasattaje JAVE Sasattaje JAVE Sasattaj 1501202 Ked. konto 212211 Vienember KM aeg Sasattaje JAVE Sasattaje JAVE Sasattaje JAVE Sasattaje JAVE Jaga ressursation Kommentaar Imailia Kak. selgitus Vienati mudits JAVE 22 06 2022 09 5120 Assta relevel Vienati mudits JAVE 22 06 2022 09 5120 Assta relevel Natura 12000 Jagatov summa Etermaks 0.00 Kurs 1 Umardus 0 Tasude 12000 Jagatov summa Etermaks 0.00 Social (0) Corpolekt Kasktaja Sizekonkontok Katestuse eg Katkestuse summa Katkestuse konto Katestuse objekt Katestuse projekt Valjade infot Vienemaks 10000 12000 Social (0) Corpolekt Kasutaja Sizekontok 12000 Vienemaks 100000 00000122222 31032022 100000000 Vienemaks 1000000000000000000000000000000000000	Hankija 1001 Tar	mm AS	KM reg nr					
Average 0101222 Keard and 212211 Pengabool Tast, seg 1501222 Viewa keep 1501222 Viewa keep 1501222 Viewa keep 1501222 Nake seg 1501222 Viewa keep 1501222 Viewa keep 1501222 Viewa keep 1501222 Nake seg 1501222 Viewa keep 1501222 Viewa keep 1501222 Viewa keep 1501222 Nake seg 1501222 Viewa keep 1501222 Viewa keep 1501222 Viewa keep 1501222 Nake seg 1501222 Viewa keep 1502 Kastatab Viewa keep 1200 Kuit siia kirjutada objekt ja projekt siis kulukonto kasutab Korr objekt ja Korr projekt väljade infot Kommentaar Viewa 206 2020 05120 Kastatab Viewa Sadot 12000 Viewa Sadot 12000 Wiewa 200 022 0210 0122 Viewa 100 0000 Viewa 100 0000 Viewa 10000 Nit Tua 2010 0264K Viewa 100 0000 Viewa 10000 Viewa 10000 Viewa 10000 Viewa 2010 0222 Viewa 10000 Viewa 100000 Viewa 1000000000000000000000000000000000000	Are eeg 01 01 2022 Objekt Tes. ting, 14 Objekt Arvelutans: Value Sadaudi 15 06 2022 Rekt. solgitus Sadaudi 15 06 2022 14.40 27 Rekt. solgitus Steekommentaar Telep (will tup) vill tup) vill tup) vill tup Sisekommentaar Sadaudi 10 66 2022 09 51 20 Valuata EUR KM kokku NR Tuip Konto Valuata EUR KM kokku 0.00 Summa Kurs 1 120 00 Jaga resunsaldet mell Kask Kask@gmail.co Valuata EUR KM kokku 0.00 Kurs 1 Umardus 0 Tesauda 120 00 2 Sommid (0) <p< td=""><td>Makse saaja</td><td></td><td>KM reg nr</td><td>Uuring</td><td></td><td></td><td></td><td></td></p<>	Makse saaja		KM reg nr	Uuring				
Note: Note: <th< td=""><td>Tas: ting: 14 Objekt Tas: ting: 161 2022 Projekt Kired. koris Saddud 15 06 2022 Projekt Saddud 15 06 2022 Projekt Tuup: Tuup: Tuup</td><td></td><td></td><td>Old ○ Menetlus ○ Lisaväljad</td><td></td><td></td><td></td><td></td><td></td></th<>	Tas: ting: 14 Objekt Tas: ting: 161 2022 Projekt Kired. koris Saddud 15 06 2022 Projekt Saddud 15 06 2022 Projekt Tuup: Tuup: Tuup			Old ○ Menetlus ○ Lisaväljad					
Name Name Op. ego Note Status Name Rotherstop Status Rotherstop Name Status Image Status <td< td=""><td>Sasangi 1501 2022 Projekt Op. asgi 0101 2022 Sasatjariik EE (Essi) Sasatudi 1508 2022 1440 27 Tuop (vali uop) Status Tuop (vali uop) Status Status Kind. ost Kommentaar Kui siia kirjutada objekt ja projekt siis kulukonto kasutab Korr objekt ja Korr projekt väljade infot Kommentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kui siia k</td><td>Arve aeg 01.01.2022</td><td>Kasutaja JANE</td><td>Pangakood</td><td>Ostutellimus</td><td></td><td></td><td></td><td></td></td<>	Sasangi 1501 2022 Projekt Op. asgi 0101 2022 Sasatjariik EE (Essi) Sasatudi 1508 2022 1440 27 Tuop (vali uop) Status Tuop (vali uop) Status Status Kind. ost Kommentaar Kui siia kirjutada objekt ja projekt siis kulukonto kasutab Korr objekt ja Korr projekt väljade infot Kommentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kornentaar Kui siia kirjutada uobjekt ja Korr projekt väljade infot Kui siia k	Arve aeg 01.01.2022	Kasutaja JANE	Pangakood	Ostutellimus				
Openagio 10.12022 Projekt Nume Sienzero KM segi Sastelinitiis Sienzero Kuluusiis Sastelinitiis Composities Sienzero Kuluusiis <p< td=""><td>Op. aeg 0101222 Projekt Vimag Vimag Sadaudul 15 06 2022 114 40 27 Touly (vali tube) Status (vali status v Kultus Balaga ressurssidet Net Kultus Name Kultus Sisekommentaar Vimadi muutis: JANE 22 06 2022 0951 20 Aseta retsept Kultus Summa KMK KM Ageta retsept Kultus Subords Vimadi muutis: JANE 22 06 2022 0951 20 Aseta retsept Kursside infort Nature KMK KM Ageta retsept Kursside infort Nature KMK KM Ageta retsept Kursside infort Kurs</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></p<>	Op. aeg 0101222 Projekt Vimag Vimag Sadaudul 15 06 2022 114 40 27 Touly (vali tube) Status (vali status v Kultus Balaga ressurssidet Net Kultus Name Kultus Sisekommentaar Vimadi muutis: JANE 22 06 2022 0951 20 Aseta retsept Kultus Summa KMK KM Ageta retsept Kultus Subords Vimadi muutis: JANE 22 06 2022 0951 20 Aseta retsept Kursside infort Nature KMK KM Ageta retsept Kursside infort Nature KMK KM Ageta retsept Kursside infort Kurs								
Statistic (I	KM asg Saatjariik Effections Teiningulik Venter Kulutus Reklamatision Tuup (vell Koop v Staatus (vell staatus v Aga resurvalidet Kui siia kirjutada objekt ja projekt siis kulukonto Kommentaar Reklamatison Reklamatison Aseta retsept Massastelija Vienaal muudis JANE 22 06 202 09 51 20 Aseta retsept Massastelija Vienaal muudis 0 0 0 summa 120 00 Jagatev summa Ettemaks 0 00 Kurs 1 1 Umardus 0 Tasuda 120 00 0 0 00 01 02 2022 31 03 202 Katkestuse summa Katkestuse summa Katkestuse objekt Katkestus								
Statuli 15 06 2022 14.40 27 Tutup [vali kusp] vali (vali statuli vali kush] Rekkamatolion Rekkamatolion Kommennitaer Image ressursidet Winst mutik JANE 22 06 2022 0951:20 Aesta retsorpl Massardal Konto Objekt Projekt Kasutaja Sisu Sisuantai (0) NR Tuip [vali kusp] vali (0) Sisuanta (0) Sisuanta (0) Valuato Sisuanta (0) <p< td=""><td>Saedud 15 06 2022 14.40.27 Tuup ("uell tuop) * Staatus ("uell staatus * Rekkonstisse Rekk. seligitus Kommentaar Sisekommentaar Viinati muulis. JANE 22 06 2022 09 51 20 Aseta rebsert Massateda Viinati muulis. JANE 22 06 2022 09 51 20 Aseta rebsert Valuutia EUR KMK kokku 0.00 Side Uue Side Uue Copped Katkestuse aeg /td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></p<>	Saedud 15 06 2022 14.40.27 Tuup ("uell tuop) * Staatus ("uell staatus * Rekkonstisse Rekk. seligitus Kommentaar Sisekommentaar Viinati muulis. JANE 22 06 2022 09 51 20 Aseta rebsert Massateda Viinati muulis. JANE 22 06 2022 09 51 20 Aseta rebsert Valuutia EUR KMK kokku 0.00 Side Uue Side Uue Copped Katkestuse aeg								
Reductation Red. seights	RekL seights Commentaar Kommentaar meil Kask Kask@ymail.ce Kui Siia kirjutada objekt ja projekt siis kulukonto kasutab Korr objekt ja Korr projekt väljade infot Vimati muutis JANE 22 06 2022 09 51 20 Aseta retsept Massastataja Vimati muutis JANE 22 06 2022 09 51 20 Aseta retsept Massastataja Valutta EUR KM kokku 0.00 Jagatav summa Etemakis 0.00 Kurss NR Tuup Konto Objekt Projekt Kasutaja Sisu NR Tuup Konto Objekt Projekt Kasutaja Sisu Sisu Sinumid (0) Copp Katkestuse aeg Katkestuse summa Katkestuse objekt Katkes				✓ Kulutus				
Kernmenstear meit Kask Kask@gmal.co kasutab Korr objekt ja Korr projekt väljade infot Vinudi mudis. JANE 22 06 2022 09 51:20 Aesta retespt. Massatalija Valuuda EUR KM kokku 0.00 Summa 120 00 Jugatov summa Ettemaks 0.00 Korr Kurss 1 Umardus 0 Tasuda 120 00 Jugatov summa Ettemaks 0.00 Korr NR Tuup Konto Objekt Projekt Kasutab Korr objekt functor Korr objekt functor 1 Umardus 0 Tasuda 120 00 Jugatov summa Ettemaks 0.00 top 120 00 Saunda 1 Umardus 0 Tasuda 120 00 0 0.00 01 02 2022 103 202 Saunda (0) Kate subs Sounda (0) Kate 206 2022 095120 Winde Chance asp?/number=1004398thyp=OST <td>Kommentaar meil Kask Kask@ymail.co Kasutab Korr objekt ja Korr projekt väljade infot Viinati muulis. JANE 22 06 2022 09 51 20 Aseta retserit Massatettain Kasutab Korr objekt ja Korr projekt väljade infot Viinati muulis. JANE 22 06 2022 09 51 20 Aseta retserit Massatettain 0.00 Valuuta EUR KM kokku 0.00 Summa 120 00 Jagatav summa Ettemaks 0.00 NR rusp 1 Umardus 0 Tasuda 120 00 Erinevus Sakto 120 00 NR rusp 1 Umardus Sisu Sakto 120 00 0.00 01 02 2022 3103 2022 Katkestuse aeg Katkestuse aeg Katkestuse konto Katkestuse objekt Kat</td> <td></td> <td></td> <td>Staatus (Vali staatus 🗸</td> <td>laga ressuresidelt</td> <td></td> <td>Kui sija kirjutada</td> <td>obiekt ja projek</td> <td>t siis kulukonto</td>	Kommentaar meil Kask Kask@ymail.co Kasutab Korr objekt ja Korr projekt väljade infot Viinati muulis. JANE 22 06 2022 09 51 20 Aseta retserit Massatettain Kasutab Korr objekt ja Korr projekt väljade infot Viinati muulis. JANE 22 06 2022 09 51 20 Aseta retserit Massatettain 0.00 Valuuta EUR KM kokku 0.00 Summa 120 00 Jagatav summa Ettemaks 0.00 NR rusp 1 Umardus 0 Tasuda 120 00 Erinevus Sakto 120 00 NR rusp 1 Umardus Sisu Sakto 120 00 0.00 01 02 2022 3103 2022 Katkestuse aeg Katkestuse aeg Katkestuse konto Katkestuse objekt Kat			Staatus (Vali staatus 🗸	laga ressuresidelt		Kui sija kirjutada	obiekt ja projek	t siis kulukonto
Sitekommentaar Vimati muutis: JANE 22 06 2022 09 5120 Kurss 1 Umardus 000 Summa 120 00 Jagatar summa Ettemaks 0.00 Kurss 1 Umardus 0 Tossuda 120 00 Jagatar summa Ettemaks 0.00 Kurss 1 Umardus 0 Objekt Katsetuse objekt Katse	Sisekommentaar Vimati muutis. JANE 22 06 2022 09 51 20 Aseta retsept Massasetdja Valuuta EUR KM kokku 0.00 Summa 120 00 Jagatav summa Ettemakis 0.00 NR Tuiup Konto 0bjekt Projekt Kasutaja Sisu U V V V V V V V V V V V V V V V V V V		Reki. Seigitus						
Vimati mudis. JANE 22.06.2022 09.51:20 Vimati mudis. JANE 22.06.2022 09.51:20 Literatis 0.00 Vimati mudis. MM kokku 0.00 Summa 120.00 Ettemaks 0.00 Kurss 1 One kurst Sado 120.00 Nimus None of bjekt Pojekt Kasutaja Summa 120.00 Monto Oli 00.00 Oli 02.2022 Status Composition Size Sommid (0) C <thc< th=""></thc<>	Vimati mudis. JANE 22 06 2022 09 51 20 KM kokku 0.00 Sama 120 00 Jassantaja Valuata EUR KM kokku 0.00 Sama 120 00 Jassantaja NR Tuiup Konto Objekt Projekt Kasutaja Sisu Sama 120 00 O 0 00 01 02 2022 Ja 03 022 Katkestuse aeg Katkestuse aeg Katkestuse aeg Katkestuse objekt Katkestuse ob				men Kask Kask@gmail.co		Rasulas Roll ob		ekt valjade infot
NR Trup Kono Objekt Projekt Kasutaja Sieu Summa KMK KM Algus Löpp Katkestuse aug Katkestuse aug Katkestuse objekt Katkestuse objekt Katkestuse projekt Too Kon-Abjekt Katestuse projekt Too Kon-Abjekt Katestuse objekt Katkestuse o	NR Tuiup Konto Objekt Projekt Kasutaja Sisu Summa KMK Algus Löpp Katkestuse aug	Valuuta EUR KM kokk	u 0.00 Summa	120.00 Jagatav summa 120.00 Erinevus					
2 Sōnumid (0) C <<: Finants - kanne OS1:100439, - Google Chrome C - C ×	2 Sônumid (0) C <:: Finants - kanne OST:100439 • - Google Chrome C - C × C - C × C - C · C · C · C · C · C · C · C · C ·			Summa KMK KM		Katkestuse summa Katkestuse	konto Katkestuse objekt K		
Comparing and the second sec	Comparison of the control of th	1 523104	Autode kindi	lustus 120.00 0	0.00 01.02.2022 31.03.2022				ARVA K201
Comparing and the second sec	Comparison of the control of th	Sõnumid (0)			100 C 1 C 1				
State Use Koopia Salvesta Kustuti Tutup OST Dokumendist on olemas uus kujundus. # Proovi uut A Periodissenthuil POORDKANNE MIINUSKANNE Ava algdokument Muutused 120 Value 120 120 Value 120 120 100 </td <td>Sule Uus Koopia Salvesta Kustuta Trüki Olek: Vaata Tüüp OST Dokumendist on olemas uus kujundus. # Proovi uut Periodiseeritud POÖRDKANNE MIINUSKANNE Ava algdokument. Muutused</td> <td>containing (c)</td> <td></td> <td><:: Finants - kanne OST:100</td> <td>439 _{vs} - Google Chrome</td> <td></td> <td></td> <td></td> <td>×</td>	Sule Uus Koopia Salvesta Kustuta Trüki Olek: Vaata Tüüp OST Dokumendist on olemas uus kujundus. # Proovi uut Periodiseeritud POÖRDKANNE MIINUSKANNE Ava algdokument. Muutused	containing (c)		<:: Finants - kanne OST:100	439 _{vs} - Google Chrome				×
State Use Koopia Salvesta Kustuti Tutup OST Dokumendist on olemas uus kujundus. # Proovi uut A Periodissenthuil POORDKANNE MIINUSKANNE Ava algdokument Muutused 120 Value 120 120 Value 120 120 100 </td <td>Sule Uus Koopia Salvesta Kustuta Trüki Olek: Vaata Tüüp OST Dokumendist on olemas uus kujundus. # Proovi uut Periodiseeritud POÖRDKANNE MIINUSKANNE Ava algdokument. Muutused</td> <td></td> <td></td> <td></td> <td>irecto jane/fin kanne.asp?number=10043</td> <td>39&tyyp=OST</td> <td></td> <td></td> <td>Q</td>	Sule Uus Koopia Salvesta Kustuta Trüki Olek: Vaata Tüüp OST Dokumendist on olemas uus kujundus. # Proovi uut Periodiseeritud POÖRDKANNE MIINUSKANNE Ava algdokument. Muutused				irecto jane/fin kanne.asp?number=10043	39&tyyp=OST			Q
1 212211 Hankjatel tasumata avved 120.00 1001 2 113434 Audoe kindlustus 120.00 1001 3 523104 NARVA K201 Period Autoe kindlustus 60.00 01.02.2022 1001 4 113344 Teriod Autoe kindlustus -60.00 01.02.2022 1001	Seletus Period. 1001 Tamm AS/223 Value 0 Looja JANE 22.06.2022 09.51.20 Viimatil muutia: JANE 22.06.2022 09.51.20 Massastetaja Astar retsopt. Jaga ressurusidett			Periodiseentud POORDKANNE Number 100439 Aeg 01.0 Seletus Period 1001 Tamm AS//23 Looja JANE 22.06.2022 09:51:20 VI	MIINUSKANNE Ava algdokument Muutused 12022 Viide Kaive vona Viide Vaive imati muutis: JANE 22.06.2022 09:51:20 Massasetaja	120 120 0 Aseta retsept Jaga ressurs	sidelt		
2 113434 Autode kindustus 120.00 0 1001 3 523104 NARVA K201 Period Autode kindustus 60.00 01.02.2022 1001 4 113434 Endod Autode kindustus -60.00 01.02.2022 1001							www.oou Acy		Ressul
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	ange group rights "Superkasutaja" Save S View changelog														🖒 Copy other group	os right				
Documen	ts Repor	ts	Setting	Other																
📋 Delete i	row																			
	Module		1	lame		How		Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders	Print	Points	
58	oarve			Purchase inv	voices	all	▼ All								Confirmed 🔻			Yes	v	

PAYMENT

Why payment have two currency exchange accounts when a foreign currency invoice is paid in EUR_?

										7.0	
Sule U Periodiseeri	us Koopia PÖÖRDKA		Kustuta Meil Ti algdokument Muutused	Tüki Olek: Vaata	Tüüp	TASU					2
Number 210	0097 A	eg 14.04.202	21 9:57:23 Viide	Käive	3087.44	3087.44					
Seletus				Vahe ()	1					
Looja SUPE	R Viimati muu SUPER Direc		1 9:59:48 Massasetaja	Aseta retsept 🗌 Ja	aga ressurssid	elt	۲	0			
NR Konto	Objektid	Projekt	Sisu		Deebet	Kreedit	KM kood	Aeg	Klient	Hankija	Ressurss
1 1020		21031	EasyFlat Living AB			907.62				1313	
2 1020		21031	EasyFlat Living AB			2179.42				1313	
3 2310		21031	EasyFlat Living AB		901.60					1313	
4 2310		21031	EasyFlat Living AB		2164.96					1313	
5 7310		21031	Valuutakursikahjum arvel	dustest ostjate ja tarnij	20.88		_				
6 8500			Kasum valuutakursi muu	tustest		0.40					
7				/	-						
8	_				_						
9	Va	In the last	msi vahe tasun	nienäevel E	ooti						
10								0	stuarve l	Eesti P	anga
11	Pa	inga ku	irsi ja tasumise	e tegeliku kı	ursi			valuuta	akursivat	ne ostu	kuupäeva
12		-	vahel	-							
13			Vullet					jata	asumisku	iupaeva	a varier
14											
15	_										
16 17											
17											

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.

0	Tasumi	ine 1000)5 _{v2} - Google	Chrome															-	Ø	\times
â login	login0.directo.ee/intclient/ocra_directo/or_tasumine.asp?number=10005&clr1=1&cscroll=0																Q				
Sule Uus	Koopia	Jäta Ku	stuta Kinnita S			0 F	< >> Olek: Vaat														2
Number 10005 Tas. viis SEB			01.09.2021 12:38:49 Hansapank AS	Viid		Tasu Proj		-1800.00 : ne 0.00	-1800.00												
Kasutaja SUPER	e 🚺	Massaselaja	1																		
/imati muutis:SUF Pangaväljavõtted		21 19:00:03																			
							000											ſ			
NR Ostuarve nr	O.tellimus		Tekst	Selgitus	Objekt	Projekt	Hankija arve	Viitenumber	Arveldusarve	Val. P Kurss P		Viivis KMk				T-Tasu T-T	asu val. A	eg	Hankija summa		
1 10049		1510	Hansapank AS						EE972200221021619314	EUR	1 1200.00		EUR	1200.00	1200.00				-1800	0.00	-1800.0
2 10048		1510	Hansapank AS						EE972200221021619314	EUR	1 -3000.00	0.00	EUR	-3000.00	-3000.00	0.00					
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	i (ii)	nne Valem ∨	Keel: va	aikimisi – Teema: H	all ja Kuldne 🖂 🔅 S	eadistused
Otsi	۹	Peamenüü Kasutaja	menüü Näidikud Kaust	ad Foorum		
👹 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 01:37

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:

]	PAYMENTS.	210060	_MINU_	FIRMA_	.xml
---	-----------	--------	--------	--------	------

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

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

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

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

🔒 login.direct	to.ee/ocra_	directo /or_tasun	nine.asp?NUMBER=	100083						
Sule Uus	Koopia	Jäta Kustuta Kinn	ita Salvesta SEPA	EST Trüki 🗍 I	<< >>	Olek: Muudetud				
Number 100083	3	Aeg 16.05.20	22	Viide		Ostuarved	480.00 Tasutud	480.00 Tasutud valuutas	480.0	00
Tas. viis P		Kommentaar		Objekt		Projekt	Vahe	0.00		
Kasutaja JANE		Massasetaja								
	NE 46 OF 20	22 40-52-54								
		22 19:52:54								
		22 19:52:54					\$			
Pangaväljavõtted		22 19:52:54 Nimi pangas	Selgitus	Objekt	O O Projekt	○ Hankija arve	≎ Viitenumber	Arveldusarve	Val. P	K
Pangaväljavõtted	l: -		Selgitus	Objekt				Arveldusarve DDD22222	Val. P EUR	K
Pangaväljavõtted NR Ostuarve nr	l: - Hankija	Nimi pangas	Selgitus	Objekt		Hankija arve				Kı
Pangaväljavõtted NR Ostuarve nr 1 100154	l: - Hankija 1012	Nimi pangas Osaühing Directo	Selgitus	Objekt		Hankija arve 123		DDD22222	EUR	K
Pangaväljavõtted NR Ostuarve nr 1 100154 2 100155	Hankija 1012 1012	Nimi pangas Osaühing Directo Directo OÜ	Selgitus	Objekt		Hankija arve 123 456		DDD22222 DDD22222	EUR EUR	ĸ
Pangaväljavõtted NR Ostuarve nr 1 100154 2 100155 3 100156	Hankija 1012 1012 1012 1012	Nimi pangas Osaühing Directo Directo OÜ Osaühing Directo	Selgitus		Projekt	Hankija arve 123 456 654 321	Viitenumber	DDD22222 DDD22222 DDD22222	EUR EUR EUR	Kı
2 100155 3 100156 4 100154	Hankija 1012 1012 1012 1012	Nimi pangas Osaühing Directo Directo OÜ Osaühing Directo	Selgitus	Kui ostuarvet	Projekt tel on Hankija	Hankija arve 123 456 654	Viitenumber Ilt, siis panka	DDD22222 DDD22222 DDD22222	EUR EUR EUR	

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.

Tasumised _{v2} -	Google Chrome	D Tasumiste salvestus _{v2} - Google Ch	nrome
login0.directo.ee		login0.directo.ee	or_tasumine_save.asp?new=0
🗙 Sule 🛛 🔁 Uuenda	🖯 Puhasta väljad	Kinnitamisel tekkinud segadused	
Tasumised		5	ja ning valuuta USD vahe ei ole null: -36919.76
AVA Number	Lisa uu:	Tagasi	k₀
NUMBER 🗸	AEG		
22000174	Q		

)	Tasumine 22000)174 _{v2} - Google Chrome							— (
login0.directo.ee/		r_tasumin	e.asp?number=22	2000174&clr1=	1&cscroll=0				
AJUTINE5167!!! 07.07.20	22:								
eonduv kanne Sule Uus Koopia	Jāta KVO SEPA E	OT THE MAR	0 F << >>	Olek: Kinnitatud					
				Olek: Kinnitatud					
Number 22000174	Aeg 17.06.20		Viide		Ostuarved	-32338.10 Tasutud	-32338.10 Tasutud valuutas	-36919.76	
Tas. viis T_USD	Kommentaar Tasaaar	veldus	Objekt		Projekt	Vahe	0.00		
Kasutaja 🤇	Massasetaja								
/iimati muutis:SUPER 07.07	7 2022 12:43:15							ß	
Pangaväljavõtted: -	LOLL IL. IO. IO					-			
				000	2				
ROstuarve nr Hankija	Nimi pangas	Selgitus	Objekt	Projekt	Hankija arve	Viitenumber	Arveldusarve	Val. P Kurss P	Summa P Viivis
1									0.875902226 -36919.76 0.
2									
								6	
							Kurss ja summa peaks ole	ma tänselt nagu on ette	maksu neal
							itaroo ja sainina peako olei	ina tapoon naga on ene	indition pour

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 14:44

Prepayment

🗅 <<: Tasumine	100218 🗤 - 0	ioogle Chrome										-
login.direct	to.ee/ocra_	directc ′or_tasumir	e.asp?number=100218									
Seonduv kanne												
Sule Uus	Koopia	Jäta KVO SEPA EST	Trüki 🕕 F AVA	<< >>	Olek: Kinnitatud							
Number 10021	8	Aeg 01.01.2022		Viide		Ostuarved	882.92 Tasutud	882.92 Tasutud valuutas	1000.0	00		
Tas. viis P		Kommentaar		Objekt		Projekt	Vahe	0.00				
Kasutaja JANE		Massasetaja										
Viimati muutis:JAl	NE 08.07.20	22 18:54:45										
Pangaväljavõtted	b -						÷					
					$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$							
NR Ostuarve nr	Hankija	Nimi pangas	Selgitus	Objekt	Projekt	Hankija arve	Viitenumber	Arveldusarve	Val. P	Kurss P		Summa P
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 0.00 Tasuda 1000.00 0.00 Kurss Erinevus Saldo Baas 933.53 \odot \bigcirc \bigcirc \Box 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

D <<: Arua	nne ostureskontro 🗤 - Google Chror	ne			_	
🔒 login.c	directo.ee/ocra_directo_jane/or	_aru_reskontro.asp?showa	all=1&hankija=1142	&aeg=&seeria=&klass=&v	vkonto=&data1=&data1_t=&lisav_sel	_item1
Ostures	kontro aruanne					
Hankija 114 Objekt	2 Aeg EM konto ainult ületahtaja 🗌 Kande aja järc	Seeria	Klass Valuuta	V konto	(Hankija lisaväli) ✓ (Hankija lisaväli) ✓ (Hankija lisaväli) ✓	2
Kokkı Har				ARUANNE	(Ostuarve lisaväli) 🗸	
Hankija 1142	Ta Raamat AS Kokku :	asumata Ettemaks 0,00 -65,84 0,00 -65,84	Saldo -65,84 -65,84		luutakursi vahet valuutas su kasutamisel	
Kulus 0 seku	undit					

Nominal ledger report

Finants	- Pearaa	matu arua	nne										
Aeg algus	s 01.01.2022	lõpp 31	1.12.2022	Konto algus 114	501 lõpp	114501		Proj	ekt	ŧ	(lisavāli)	~	» 🖄 🗿 📾
Korr. konto	b	na	lita korr. kontosid	Objekt	Tüüp			~ K	eel 🗸 🗸		(lisaväli)	~	
Muutus	on suurem	kui 🖌		Selgitus	Viide			Kli	ent	ŧ	(lisaväli)	~	
Sort1	Aeg 😽	Sort2 S	orteerimata 🛩	Kanne	🕳 Sügavus	(kõik) 🛩		Han	kija 1142	Ð	Ühik/täpsus 0,01	~	
KM kood	d (kõik)		~	Tasemeta	Valuuta			Vahesum	ma	~	ainult saldoga		
	rea seletus	✓ □ ainul	lt summa 🛛 va	held. kontod	muutusega kontod	saldedimmata		tasem	ed 🗌 lisainfo		Trüki ARUANN	E	
114501 Algsaldo		ed varude eest),00											
Number	Objekt	Aeg	Seletus		KMK	Deebet	Kreedit		Val.kreedit Val			Saldo	
TASU.1002	218	01.01.2022	2 Raamat AS			882,92	0,00	1 000,00	0,00 USE	0,88292424	5 882,92	882,92	Ostuarvel ettemaksu kasutamisel ei
OST.10045	56	01.05.2022	2 Ettemaksed v	/arude eest	0	0,00	948,77	0,00	1 000,00 USE	0,94876660	3 -65,85	-65,85	
						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

Last update: 2022/09/20 14:44

🗅 <<: Ostuarve 10	00456 _{v2} - Google Chr	ome						- 0
login.directo	o.ee/ocra_directo	/or_arve.asp?nu	mber=1004568	kretevent=0&hoiati	us=&m=&clr1=1			
	opia Salvesta	Früki 🚺 F AVA KVO Sündmus	<< >> Sissetulek	Olek Kinnitatud	LOGOUT			2
Number 100	456							
Hankija 114	2	Raamat AS			KM reg nr EE100366327	Hankija arvo	e 232	
Makse saaja					KM reg nr	Uuring	9	
				Ūld	O Menetlus O Lisaväljad			
Arve aeg	01.05.2022	Kasutaja	JANE	Pangakood			Ostutellimus	
Tas. ting.	7	Objekt		Arveldusarve	11111111		Sissetulek	
Tas. aeg	08.05.2022	Kred. konto	212211	Viitenumber			Kred. ost	
Op. aeg	01.05.2022	Projekt		Vara			Sisearve	
KM aeg		Saatjariik	EE (Eesti) 🗸	Tehinguliik		~	Kulutus	
Saadud	08.07.2022 19:20:3	5 Tüüp	(vali tüüp) 🗸	Staatus	(vali staatus) 🛩			
Reklamatsioon		Rekl. selgitus					🗌 Jaga re	essurssidelt
Kommentaar							meil	
Sisekommentaar								
Viimati muutis: JAN	NE 08.07.2022 19:40	:15		Aseta retsept	Massasetaja	Ette	maksu ei saa kas	sutada kui ostuarve on valuutas _
Valuuta USD	KM ka	okku	0.00 Summa	1000.00	Jagatav summa	Ettemaks	0.00]
Kurss	0.948766603 Ümai	rdus	0 Tasuda	1000.00	Erinevus	Saldo	1000.00	J
			Baas	948.77				
					• • • •			
NR Tüüp Ko	nto Objekt	Projekt Kas	sutaja Sisu		Summa KMK	KM Arti	kkel Kogus Lao	id SN OID
	5811 LADU	K201 JAI			1000.00	0 0.00	0	
2								

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

🗅 <<: Tasumine	100220 _{v2} -	Google Chrome											-	
login.direc	to.ee/ocra	_directo/or_tasu	umine.asp?number=1002208	&clr1=1&csc	roll=0									
Seonduv kanne														
Sule Uus	Koopia	Jäta KVO TH Ee	esti sise 🛛 Trüki 🖞 🖡 AVA	<< >>	Olek: Kinnitat	ud								
Number 10022		Aeg 01.05.3		Viide		Ostuarved	-882.92 Ta		-882.92 Tasutud valuutas	-1000.0	0			
Tas. viis ETTER	-		r 100456 -tasaarveldus ettemaks	suj Objekt		Projekt		Vahe	0.00					
Kasutaja JANE		Massasetaja												
Viimati muutis:JA Pangaväljavõtteo		022 19:55:32					÷		Kirjuta siia käsitsi üle valuutaku	rss, m	illega ett	emaks loodi		
Pangavaijavoiteo	u				+000	D	· •							
NR Ostuarve nr		Nimi pangas	Selgitus	Objekt	Projekt	Hankija arve	Viitenu	mber	Arveldusarve	Val. P	Kurss P		Summa P	١
1	1142	Raamat AS								USD		0.882924245	-1000.0	0
🕽 <<: Tasumine 10	00221 _{v2} - G	oogle Chrome											-	-
login.directo	o.ee/ocra_d	lirecto or_tasun	nine.asp?number=100221&	clr1=1&cscro	oll=0									
eonduv kanne														
Sule Uus	Koopia 🕔	Jäta KVO TH Eest	tisise Trūki 🕖 F AVA	<< >>	Olek: Kinnitatu	d								
Number 100221		Aeg 01.05.20)22	Viide		Ostuarved	948.77 Tas	sutud	948.77 Tasutud valuutas	1000.0	0			
Tas. viis ETTEM_	FIN	Kommentaar Arve nr 1	100456 -tasaarveldus ettemaksu	Objekt		Projekt		Vahe	0.00					
Kasutaja JANE		Massasetaja												
/iimati muutis:JAN	E 08.07.202	2 19:51:55												
Pangaväljavõtted:	-						÷							
					$\odot \circ \circ \circ$									
	Hankija	Nimi pangas	Selgitus	Objekt	Projekt	Hankija arve	Viitenun	nber	Arveldusarve	Val. P	Kurss P		Summa P	۷.
1 100456	1142	Raamat AS				232			11111111	USD		0.948766603	1000.0	0

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	(onto algus	113401	lõpp 11	3401		Pro	ojekt	Ð	(lisaväli)	~
Korr. konto	🗌 näita	korr. kontosid	Objekt		Tüüp			~	Keel	~	(lisaväli)	~
Muutus on suurem k	iui 🖌		Selgitus		Viide			к	lient	\pm	(lisaväli)	~
Sort1 Aeg 🗸	Sort2 sort	eerimata 🗸	Kanne	•	Sügavus (k	čik) 🗸		Har	nkija 1142	Ŧ	Ühik/täpsus 0,0	1 ~
KM kood (kõik)		~	Tasemeta		Valuuta			Vahesur	nma	~	🗸 🗹 ainult saldoga	
rea seletus	ainult s	umma 🗆 vahe	eld, kontod	🗆 muutusega k	contod	saldeerimata		🗆 taser	med 🗌 lisai	nfo	Trüki ARUAN	NE
·												
113401 Ettemaksed	d teenuste eest	_		5								
113401 Ettemaksed Algsaldo 0,0	d teenuste eest	—— Tas	aarveldus	e vahekonte								
	d teenuste eest	Seletus	aarveldus	5		Deebet	Kreedit	Val.deebet	Val.kreedit	Val. Ku	rss Muutus	Saldo
Algsaldo 0,0	d teenuste eest 00			3	0	Deebet 0,00	Kreedit 948,77	Val.deebet 0,00		Val. Ku USD 0,948766		Saldo -948,77
Algsaldo 0,0 Number Objekt	d teenuste eest 00 Aeg	Seletus		3	0				1 000,00		-948,77	
Algsaldo 0,0 Number Objekt TASU.100221	d teenuste eest 00 Aeg 01.05.2022	Seletus 100456 Raama		3	0	0,00	948,77	0,00	1 000,00	USD 0,948766	-948,77	-948,77
Algsaldo 0,0 Number Objekt TASU.100221	d teenuste eest 00 Aeg 01.05.2022 01.05.2022	Seletus 100456 Raama		e vahekont	о кмк	0,00 0,00 0,00	948,77 -882,92 65,85	0,00 0,00	1 000,00 -1 000,00	USD 0,948766	603 -948,77 245 -65,85	-948,77 -65,85
Algsaldo 0,0 Number Objekt TASU.100221 TASU.100220	d teenuste eest 00 Aeg 01.05.2022 01.05.2022	Seletus 100456 Raama		3	о кмк	0,00 0,00 0,00	948,77 -882,92 65,85	0,00 0,00	1 000,00 -1 000,00	USD 0,948766	603 -948,77 245 -65,85	-948,77 -65,85

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

inants	s - kan	ne FIN: 1	00173 🏾	Salvestatud				Viimati muutis	S JANE (0	08.07.2
Tüüp	Number		Aeg	Seletus			Vahe	Deebet	к	reedit
FIN		100173	01.05.2022	tasaarveldus ettemaksuga - valuutakursi vahe			0	65.	.85	
opeeri val	itud Kustu	uta valitud	Massasetaja	Aseta retsept 🛛 Jaga ressurssidelt						
_					٤	Dashat	6	Kroalit	é Valu	ita d
_	۶ Konto	≁ Objektid	≁ Projekt	≁ Sisu	¥	Deebet		Kreedit	≁ Valuu	
		≁ Objektid	≁ Projekt			Deebet Otsi	≁ > Otsi	Kreedit	Value> Otsi	
	۶ Konto	≁ Objektid	ProjektOtsi	≁ Sisu			> Otsi	Kreedit		

5) Ostureskontros ei ole enam vahet

C <<: Aruanne osture	skontro 🗤 - Google Chrome	,				— C
login.directo.ee	/ocra_directo /or_a	ru_reskontro.asp?showal	l=1&hankija=11	42&aeg=&seeria=&klass=8	vkonto=&data1=&data1_t	=&lisav_sel_iter
Ostureskontro	aruanne					
Hankija 1142) Aeg	Seeria	Klass	V konto	(Hankija lisaväli) 🗸	
Objekt	EM konto	Jaga 🖌 0 x	Valuuta	Täpsus 0,01 V	(Hankija lisaväli) 👻	
_		0			(Hankija lisaväli) 🗸	
Kokku Hankija V	ahtaja 🗌 Kande aja järgi Sorteeritud Hankija 🗙 🗍		dmed 🗆 Arve pro	ijekt Arve objekt V konto ARUANNE	(Ostuarve lisaväli) 🗸	
Hankija	Tas Kokku :	umata Ettemaks 0,00 0,00	Saldo 0,00			

SUPPLIER

Automatic

How can I add leasing invoices to automation?

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

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

<<: Hankija 1146: 🕫 - Google Chrome															٥
login.directo.ee/ocra_directo_	/yld_hankija.asp?kood=114	58/hoiatus=													
Sule Uus Koopia Jät	a Kustuta Salvest	a PRINT 🕕 F	<< >>	Olek: Vaata											
Hinnad (vali tegevus)	✓ Uuring	Sündmus Värske	nda andmed												
	-	-													
Ulldinfo Kontoktid (edevused 🛛 🔿 Muuti	ised 🛛 💿 Aut	tomaatika 🛛 🔿 Transpor	t										
Columb Contaktio		- Jonasoa - Indana		territerentine - riterreper											
	· ·	- Jor de ca													
Ridade täiendamine (e-arve	· ·														
	· ·					täidetakse ree	eglite sobi	vusel							
Ridade täiendamine (e-arve	· ·	Viitenumber		Rea summa Personal			eglite sobi Objekt	vusel Projekt	Kasutaja	Artikkel	Klient	Sisu	Finantsretsept	Koond k	ünnif
Ridade täiendamine (e-arve e-arve XML reeglid	it)				Väljad, mis				Kasutaja	Artikkel	Klient	Sisu	Finantsretsept	Koond k	(inni
Ridade täiendamine (e-arve e-arve XML reeglid Sisaldus	it)				Väljad, mis Konto	KM kood			Kasutaja	Artikkel	Klient	Sisu	Finantsretsept	Koond k	(inni (
Ridade täiendamine (e-arve e-arve XML reeglid Sisaldus Intress	it)				Väljad, mis Konto ✓ 651400	KM kood			Kasutaja	Artikkel	Klient	Sisu	Finantsretsept	Koond P	Cinnit
Ridade täiendamine (e-arve e-arve XML reeglid Sisaldus Intress Osamakse	it)				Väljad, mis Konto ✓ 651400 ✓ 211301	KM kood	Objekt		Kasutaja	Artikkel	Klient	Sisu	Finantsretsept	Koond P	Cinnit

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

🔰 <<: Ostuarve 1	100161 _{v3} - Goo	gle Chror	ne													- [
login.direct	to.ee/ocra_di	ecto_	or_arve.asp?r	number=1	100161&m	=&clr1=1&hoi	atus=									
Sule Uus K Krediteeri Seon	oopia Salves duv kanne Ta	_	ki 🚺 F AVA KVO Sündmu		>> etulek	Olek Kinnitatuo	LOGOUT									
Number 100	161															
Hankija 1012	2	Osai	hing Directo				KM reg nr EE1	00615311	Hankija arve	333						
Arve tasub							KM reg nr		Uuring							
						🖲 Üla	O Menetlus	O Lisaväljad								
Arve ae	g 12.01.2022 ·	2:04:52	Kasutaja	JANE		Pangakood				Ostu	tellimu	s				
Tas. ting	, 7		Objekt			Arveldusarve	111222333444			Sis	ssetule	k				
Tas. ae	g 19.01.2022		Kred. konto	212211		Viitenumber				к	red. os	st				
Op. ae	g 12.01.2022 [·]	2:04:52	Projekt			Vara				s	Sisearv	е				
KM ae	g		Saatjariik	EE (Eest	i) 🗸	Tehinguliik			~		Kulutu	s				
Saadu	d 12.01.2022 1	2:04:52	Tüüp	(vali tüüp) ~	Staatus	(vali staatus) 🗸									
Reklamatsioo	n		Rekl. selgitus									Jaga	ressurs	sidelt		
Kommentaa	r										me	il info@	@directo	.ee		
Sisekommentaa	r															
Viimati muutis: JA	ANE 12.01.202	2 12:20:5	7			Aseta retsept	Massasetaja									
Valuuta EUR		KM kokk	L	69.12 Sum	nma	414.72 A	Igne Summa	34	5.6 Jagatav s	umma			Et	temaks		0.00
Kurss	1	Ümardu	B	0 Tas	uda	345.60	Algne KM	69	.12 Eri	nevus				Saldo		345.60
NR Tüüp Ko	onto O.tas	e KORR	. Objekt Pr	ojekt	Kasutaja	Sisu		Summa	a Algne	Summa	кмк	КМ	A	Igne KM	Artikkel	Kogus L
	25201				JANE	IT teenused			414.72	345.60	56	i -	-69.12	69.12		0
2																

Description of financial transaction and VAT code

(pöördkäibemaks) proportsionaalne tagasiküsimine

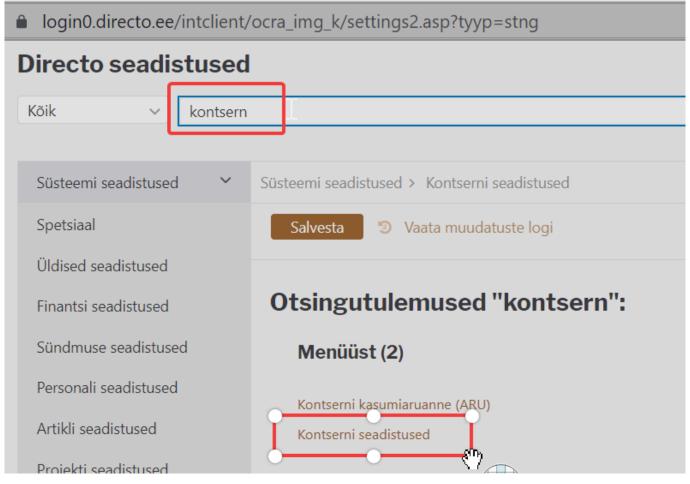
KOOD	56							
SELETUS	(pöördkäibemak	s) proportsionaalne ta	gasiküsimine					
KM%	0	0 <<: Finants -	kanne OST:1001	61 _{v3} - Google Ch	rome N			
MÜÜGI KM KONTO					anne.asp?number=100161&tyyp=OST			
OSTU KM KONTO	212360	Sule Uus	Koopia	Salvesta K	ustuta Trüki Olek: Vaata	Tüüp OST	Dokumendi	ist on olem
MÜÜGI KASSAPÕHINE KONTO		Periodiseeri	PÖÖRDKA	NNE MIINUS	KANNE Ava algdokument Muutused			
OSTU KASSAPÕHINE KONTO		Number 1001	61	Aeg 12.01.202	2 12:04:52 Viide	Käive 414.72	414.72	
MR ETTEMAKSU KONTO 1		Seletus 1012		-	2 12.04.52 Vilde	Vahe 0	414.72	
MR ETTEMAKSU KONTO 2		Looja JANE	Viimati muutis	: 12.01.2022 12	20:57 Massasetaja Aseta retsept	Jaga ressurssidelt		
OR ETTEMAKSU KONTO 1								
		NRKonto	Objektid	Projekt	Sisu	Deebet	Kreedit	KM koo
OR ETTEMAKSU KONTO 2		1 212360			Pöördkäibemaks ostul	-69.1		56
KMREGNR	Jah 🗸	2 212367 3 212378			Pöördkäibemaks ostul - ei küsi tagasi Pöördkäibemaks kreedit	69.1		56 12 56
		4 212211			Hankijatele tasumata arved		345.0	
ARVE LISAVÄLI		5 525201			IT teenused	69.1		50
PÖÖRDKM %	20	6 525201			IT teenused	345.6	-	56
PÖÖRDKM KONTO D	212367	7 8						
PÖÖRDKM KONTO K	212378	9						
KORR. KONTO		11						
MÜÜGI KM OBJEKT		12 13						_
OSTU KM OBJEKT		14						
FISKAALBLOKK		16						
DOK.TRANSPORT EELISTAB	Ei 🗸	17 18						_
OSTU KM PROPORTSIOON	0	19 20						

GROUP

Group - sold company removal

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

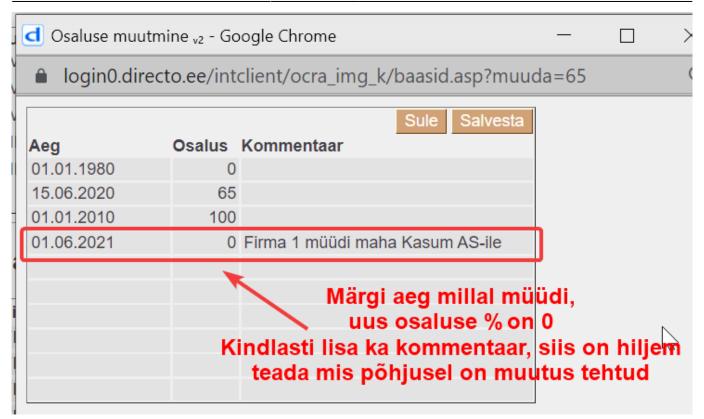
Select System Settings - write group.



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

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

Write on the next free row



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

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

d DIR_KON: Finants kontserni kasumiaruanne 01.01.2021:31.03.2021 v2 - Google Chrome		- 🗆 ×
login0.directo.ee/intclient/ocra_img_k/fin_aru_kasu_k.asp?uus=1&source1=&	&aeg1=01.01.2021&source2=&aeg3=&tykk=3&firma=1&a	ru=KASUM&data (
Finants kontserni kasumiaruanne Kasumiaruanne kõik tehingud		
(Aeg algu ♥ 01.01.2021 (Võrrelda ♥ Tükelda Kuuks ♥	FIRMA FIRMA 1 The Aruanne KASUM Kirjelda	(lisavāli) (lisavāli) (lisavāli) (lisavāli) (lisavāli)
lõpp 31.03.2021 Periood Objekt Keel Valuuta Ühik/täpsus objektid laiali eralda objektid firmad laiali pöördtabel nulliga kontod	Tüüp FIRMA3	
*	I02 202103	KOKKU
Äritulud 1. Realiseerimise netokäive	137 300 146 138 696 145 140 094 157	416 090 447

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

d DIR_KON: Finants kontserni kasumi	iaruanne 01.01.2021:31.03	.2021 _{v2} - Goo <u>c</u>	gle Chrome			
login0.directo.ee/intclient/od	cra_img_k/fin_aru_kasu	ı_k.asp?uus=	1&source1=8	kaeg1=01.01.20218	&source2=&aeg3	=&tykk=3&firma=2&a
Finants kontserni kasumi Kasumiaruanne kõik tehingud - valu				tserni baas valuuta EUR]	
(Aeg algu 🗸 01.01.2021 (Võrr	elda 🗸	Tükelda	Kuuks 🗸	FIRM/ FIRMA 2	▼ Aruanne KAS	S_VALUUTA_ Kirjelda
Keel	Periood Valuur <mark>a</mark> GBP firmad laiali	Objekt Ühik/täpsus dtabel 🗌 null		Тüüр	~	PRINT ARUANNE
Aruanne on koostatud valuutas GBP k	kursiga 1.1735850			202	101 2021	-≺ 02 202103
Äritulud 1. Realiseerimise netokäive				400	000 100 0	00 100 000
 IMG_2 (GBP): Finants - Kasumiarua login0.directo.ee/intclient/or Finants - Kasumiaruanne	cra_img_2/fin_aru_kasu		&source1=&a Konsolide	eg1=01.01.2021&a eritav ettevõte aluuta GBP	aeg2=31.03.20218	vsource4=&aeg7=&ae
Kasumiaruanne Periood 01.01.2021 : 31.03.2021	Võrreldav Projel	ct f	+ Aruanne A	RU Kirjelda	 >> == @ @	
Periood Period :	1 V V Klier		⊡ nuduline ∧	Tüüp	A A A A	(lisaväli)
Periood :	1 V V + Hankij			Tükelda		(lisaväli)
Keel 🗸	(Laiali) V eralda d	bjektid 🗌 nimeg	ga 🗌 tasemed [(pöördtabel) 🗸 🗹 kiire		
Ühik/täpsus 1 🗸	·			tagurpidi pöördtabel +	- Trüki ARUANNE	l i i i i i i i i i i i i i i i i i i i
	202101 202102	202103	KOKKU			
Aritulud 1. Realiseerimise netokäive	400 000 100 000	100 000	600 000			

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

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

OTHER FREQUENTLY ASKED QUESTIONS

Documents do not fit on one page

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

OSS declaration

The OSS declaration is not initially developed in Directo.

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

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

Permanent link: https://wiki.directo.ee/en/raamatupidaja_nipinurk?rev=1663674272

Last update: 2022/09/20 14:44

