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Payment schedule

The payment schedule functionality allows you to associate a **sales invoice, purchase invoice, sales order or purchase order** with an expected receipt or payment schedule.

1. Creating a payment schedule on a document

A payment schedule can be created to a saved sales invoice, purchase invoice, sales order or purchase order that has a payment term filled. To open the schedule window, click on the payment term field (Pay term, Payment terms):

Browser address bar: https://login.directo.ee/ocra_directo_/or_arve.asp?NUMBER=100582

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

Navigation: Credit?, Transaction, Payment, CashOUT, Event, Stock Receipt

Form fields:

- Number: 100582
- Supplier: 1015 MarkIT Eesti AS
- VAT Reg No: EE100268742
- Suppliers invoice: 0101225
- Payee:
- VAT Reg No:
- Survey:
- Main (selected), Proceeding, DataFields
- Invoice date: 01.01.2022
- Payment terms: 7 (highlighted with a red box)
- Due date: 08.01.2022
- Op. date: 01.01.2022
- VAT Date:
- Received: 07.09.2022 10:28:50
- Reclamation:
- Comment:
- User: 1000
- Object: ADMIN
- Cred account: 212211
- Project: K203
- Origin Country: EE (Eesti)
- Type: (choose type)
- Recl. description:
- Bank code:
- Account No: 11111111111111111111111111111111
- Ref:
- Asset:
- Deal type:
- Status: (choose status)
- Purchase order:
- S.Receipt:
- Credited invoice:
- Internal Invoice:
- Expenditure:
- Split by resources: ☐
- e-mail:

Opens a schedule, which first row is filled with the invoice (order) **sum to be paid** and **due date**:

Browser address bar: https://login.directo.ee/ocra_directo_/yld_maksegraafik.asp?tyyp=or&number=...

Buttons: Close, Delete, Save Status: View

RN	Date	Percentage	Partial sum	Reason
1	08.01.2022	100	1200.00	▼
2				▼
3				▼
4				▼
5				▼

Date- expected receipt or payment time of partial sum;

Percentage- partial sum proportion in percent;

Partial sum- partial sum;



by double-clicking on the partial sum makes it bold and the payment schedule calculates the sum not the percentage. This is necessary if a monthly payment has been agreed. For example

1500.00 euros, but the percentage rounds the payment schedule sum to 1500.03.

Reason- reason for partial sum. Allows partial sums to be marked with a reason identifier (reason code), if necessary. Not required. This column occurs when reason codes are set. Reason codes are created by the Directo customer according to their needs. Reason codes can be configured Settings → System settings → Payment graph reason codes:

COMMON SETTINGS

Payment graph reason codes

Reason codes can be used, for example, in situations where an invoice or purchase invoice is received/paid in parts and important partial sums should be highlighted. For example, **deposit retention** in construction or **down payment** in installment sales, etc. Reason codes can also be used to organize the payment of purchase invoices in such a way that only sums corresponding or not corresponding to a specific reason are paid. [Tasumisennustus](#)

1.1. Creating a payment schedule

A payment schedule can be created on a document by pressing in Payment term. When the schedule opens, the first line of the invoice (order) is filled in with **sum to be paid** and **payment term**.

The screenshot shows the 'Payment Schedule' window in the Directo software. The window has a title bar 'Payment Schedule: 7 v2 - Work - Microsoft Edge'. Below the title bar, there are buttons: Close, Delete, Save, and Status: Changed. The main area contains a table with the following columns: RN, Date, Percentage, Partial sum, and Reason. The first row is pre-filled with '1', '08.05.2021', '100', '1200', and 'Payment schedule'. A red box highlights the 'Pay term' field in the left sidebar, and a red arrow points from it to the first row of the table.

RN	Date	Percentage	Partial sum	Reason
1	08.05.2021	100	1200	Payment schedule
2				
3				
4				
5				
6				
7				
8				
9				

In the following lines, the graph installments must be entered in such a way that the percentage of the installment from the total amount or the sum of the installment is entered. When entering each new line, the installment of that line and the percentage are subtracted from the first (initial) line. If you enter a **percentage** in the line, the corresponding **installment** is automatically calculated and vice versa. When saving the graph, Directo checks whether the percentages and installments add up to the whole (100%) and may correct the row installments sums or percentages. If it is desired that some entered value (% or amount) does not change during such recalculation (for example, fixed

amounts are agreed with the customer or supplier regardless of the accuracy of the percentage), then double-click in the corresponding number field. As a result, the sums or % in the field becomes bold and does not change when saved.

When saving, the schedule is sorted by deadlines.

The screenshot shows a web browser window with the address bar displaying 'login.directo.ee/ocra_directo_jane/yld_maksegra...'. The page contains a form with buttons 'Sule', 'Kustuta', and 'Salvesta', and a dropdown 'Olek: Muudetud'. Below these is a table with columns 'RN Aeg', 'Protsent', 'Osamakse', and 'Põhjus'.

RN	Aeg	Protsent	Osamakse	Põhjus
1	15.12.2020	98	11760.00	
2	15.12.2022	2	240	Tagatisraha
3				



- The payment schedule can also be changed on the confirmed document;
- The payment schedule lines can be used on the printed form of the invoice (also print a payment schedule on the invoice).



- Using the payment schedule does not affect the document financial transaction;
- In the **Sales ledger and Purchase ledger** reports the invoice sums are reflected based on the payment term on the invoice (not according to schedule payment terms).
- Based on the payment terms of the schedule can view invoices in the reports **Unpaid invoices and Payment forecast**: [Tasumisennustus](#) and [Unpaid invoices](#).
- The invoice or purchase invoice cannot be marked as received or paid in installments of the selected schedule. If the invoice is received or partially paid, Directo marks the sums in the schedule as received/paid in chronological order from the earliest.



If the payment schedule is not saved, check the payment term type - it must be filled in.

1.2. Creating a payment schedule in Excel

If a longer payment schedule has been agreed on the invoice/purchase invoice, the payment schedule can also be prepared in Excel and copied to Directo.

1. ALT+C can be used to copy existing lines in the payment schedule from Directo to Excel. In Excel can change the graph as needed and with CTRL+ALT+V to save the payment schedule back to Directo.
2. It is smart to prepare a file from which you can always copy the data into the payment schedule.

Date	Precentage	Partial sum	Reason
22.05.2021	25	75	CONTRACT
22.06.2021	25	75	CONTRACT
22.07.2021	25	75	CONTRACT
22.08.2021	25	75	CONTRACT
	100	300	
Payment schedule total sum			300
Number of periods			4
Payment of one period			75

Copy with CTRL+ALT+V to the payment schedule first cell of the first row



If the payment according to the schedule has been agreed in installments according to the sums, it is possible to fill in only the sums in the payment schedule. In this case can avoid cents in installment sums arising from %-rounding.

I	J	K	L	M	N
	Date	Precentage	Partial sum	Reason	
	22.05.2021			CONTRACT	
	22.06.2021			CONTRACT	
	22.07.2021			AGREEMENT	
	22.08.2021			SHORTAGE	



The percentage and sum columns no longer need to be filled, when importing a graph.



When copying from Excel, take the header to block as well, the data will be copied from the second row.

2. Example of a payment schedule

As an example, rounding the sums when creating a payment schedule.

Müügireskontro aruanne

Klient **1001** Müüja kliendikaardil Klass V konto (Kliendi lisaväli)

Aeg 31.03.2020 Objekt EM konto Status (kõik) (Kliendi lisaväli)

Seeria Jaga 0 x 0 päevaks

Näita (lisaväli) (müüja) (kommentaari)

☐ ainult ettemaksuarveid ☐ ainult ületähtaja ☐ Kande aja järgi ☐ Valuutas ☐ Kliendiandmed ☐ Arve projekt ☐ Tellija ☐ Näita nimi lähetusel

Kokku Sorteeritud Klient Arve nr

Arve nr	Arve aeg	Tähtaeg	Tingimus	Tasuda	Päevi
100001	01.01.2020	15.01.2020	14	1 200,00	-76
100002	01.02.2020	15.02.2020	14	1 200,00	-45
100003	01.03.2020	15.03.2020	14	1 200,00	-16
100023	01.01.2020	15.01.2020	14	1 200,00	-76
Kliendi saldo				4 800,00	
Millist ületähtaja				4 800,00	
Kokku laekumata				4 800,00	
Kokku ettemaksud				0,00	
Kokku saldo				4 800,00	
Kokku ületähtaja saldo				4 800,00	

Aeg	Protsent	Osamakse	Saldo	Põhjus
15.01.2020	8,333	100,00	100,00	Maksegraafik
15.03.2020	16,667	200,00	200,00	Maksegraafik
15.04.2020	25	300,00	300,00	Maksegraafik
15.05.2020	25	300,00	300,00	Maksegraafik
15.06.2020	25	300,00	300,00	Maksegraafik

Aeg	Protsent	Osamakse	Põhjus
15.01.2020		100,00	Maksegraafik
15.03.2020		200,00	Maksegraafik
15.04.2020		300,00	Maksegraafik
15.05.2020		300,00	Maksegraafik
15.06.2020		300,00	Maksegraafik

Maksegraafikul on täidetud või excelist kopeeritud ainult osamaksed

Müügireskontro aruanne

Klient **1001** Müüja kliendikaardil Klass V konto (Kliendi lisaväli)

Aeg 31.03.2020 Objekt EM konto Status (kõik) (Kliendi lisaväli)

Seeria Jaga 0 x 0 päevaks

Näita (lisaväli) (müüja) (kommentaari)

☐ ainult ettemaksuarveid ☐ ainult ületähtaja ☐ Kande aja järgi ☐ Valuutas ☐ Kliendiandmed ☐ Arve projekt ☐ Tellija ☐ Näita nimi lähetusel

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100003	01.03.2020	15.03.2020	14	1 200,00	-16
100023	01.01.2020	15.01.2020	14	1 200,00	-76
Kliendi saldo				4 800,00	
Millist ületähtaja				4 800,00	
Kokku laekumata				4 800,00	
Kokku ettemaksud				0,00	
Kokku saldo				4 800,00	
Kokku ületähtaja saldo				4 800,00	

Aeg	Protsent	Osamakse	Saldo	Põhjus
15.01.2020	8,33	99,96	99,96	Maksegraafik
15.03.2020	16,67	200,04	200,04	Maksegraafik
15.04.2020	25	300,00	300,00	Maksegraafik
15.05.2020	25	300,00	300,00	Maksegraafik
15.06.2020	25	300,00	300,00	Maksegraafik

Aeg	Protsent	Osamakse	Põhjus
15.01.2020	8,33	100,00	Maksegraafik
15.03.2020	16,67	200,00	Maksegraafik
15.04.2020	25,00	300,00	Maksegraafik
15.05.2020	25,00	300,00	Maksegraafik
15.06.2020	25,00	300,00	Maksegraafik

Maksegraafikul on täidetud või excelist kopeeritud nii protsendid kui osamaksed

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