Sisukord

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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 <u>saved</u> 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):

- « « Parenase involce	100362 v2 - WORK - WIICFO	son Euge							
https://login.di	recto.ee/ocra_directo	/or_arve.asp?NUMB	ER=100582						
	ppy Save Mail		EN << >>	Status Cont	irmed LOG	DUT			
Credit? Transaction	n Payment Cash	OUT Event Stock	Receipt						
Number 100582									
Supplier 1015	MarkIT	Eesti AS		VAT Reg N	o EE100268	742 Supp	oliers invoice 010	1225	
Payee				VAT Reg N	o		Survey		
					Main	O Proceeding	O DataFields		
Invoice date	01.01.2022	User	1000	Bank code				Purchase order	
Payment terms	7	Object	ADMIN	Account No 1	11111111111111	11111111111		S.Receipt	
Due date	08.01.2022	Cred account	212211	Ref.				Credited invoice	
Op. date	01.01.2022	Project	K203	Asset				Internal Invoice	
VAT Date		Origin Country	EE (Eesti) 🗸	Deal type			~	Expence	
Received	07.09.2022 10:28:50	Туре	(choose type) 🗸	Status	choose status) 🗸			
Reclamation		Recl. description							Split by resources
Comment								e-mail	

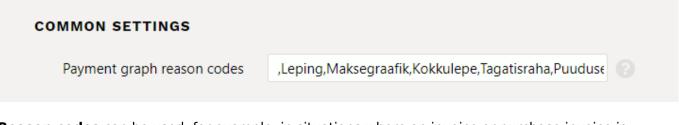
Opens a schedule, which first row is filled with the invoice (order) **sum to be paid** and **due date**:

	· =	https://login.directo.ee/ocra_directo_ /yld_maksegraafik.asp?tyyp=or&number= A [™]						
	Class	Cours	Stature Man					
	Close Dele	te Save	Status: View					
RN Da	nte Pre	centage Pa	rtial sum	Reason				
1 08	3.01.2022	100	1200.00	~				
2				~				
3				~				
4				~				
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Date- expected receipt or payment time of partial sum; **Precentage**- 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

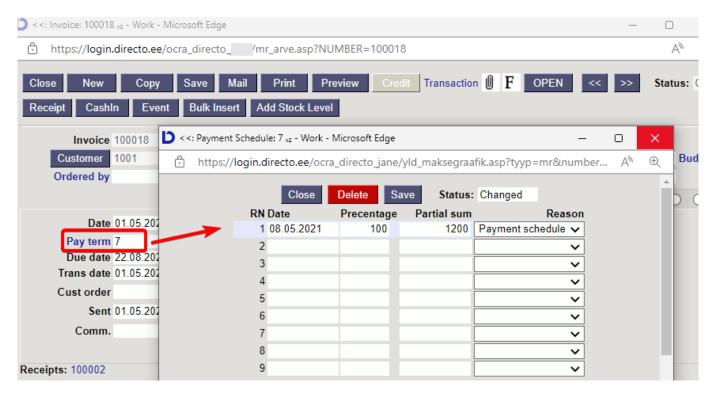
1500.00 euros, but the percentage rounds the payment schedule sum to 1500.03. **Reason**- reason for partial sum. Allows partial sums to be marked with a reason identifier (reason code), if necessary. Not required. This column occurs when reason codes are set. Reason codes are created by the Directo customer according to their needs. Reason codes can be configured Settings → System settings → Payment graph reason codes:



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**.



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.

D <<:	Payment	Schedul	e: 14 _{v3} - Work	- Microsoft Edg	je		-		
Ċ	https://	login.d	irecto.ee/ocra	a_directo	/yld_maksegraafik.asp?tyyp=mr&number.				
			Close	Delete	Save Status:	Changed			
		RN	Date	Precentage	e Partial sum	Reaso	n		
		1	15.02.2020	98	117.60	~	•		
		2	15.02.2022	2	2.4	Payment schedule 🗸	2		
		3				~	•		
		4				~	う		
		5				~	-		
							_		



- 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).

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- 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.

- 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.

Precentag	Partial sum	Reason						
25	75	CONTRACT	C	ppy with	CTRL+	ALT+V	to the	paymen
25	75	CONTRACT		schedu	le first	cell of	the firs	t row
25	75	CONTRACT						
25	75	CONTRACT						
100	300							
total sum		300						
		4						
	25 25 25 25 100	25 75 25 75 25 75 25 75 100 300	25 75 CONTRACT 25 75 CONTRACT 25 75 CONTRACT 100 300	25 75 CONTRACT 25 75 CONTRACT 25 75 CONTRACT 25 75 CONTRACT 100 300 sotal sum 300 4	25 75 CONTRACT 25 75 CONTRACT 25 75 CONTRACT 25 75 CONTRACT 100 300 300 300 4 4	25 75 CONTRACT Copy with CTRL+ 25 75 CONTRACT schedule first 25 75 CONTRACT schedule first 100 300	25 75 CONTRACT Copy with CTRL+ALT+V 25 75 CONTRACT Schedule first cell of 25 75 CONTRACT Image: Copy with CTRL+ALT+V Schedule first cell of 25 75 CONTRACT Image: Copy with CTRL+ALT+V Schedule first cell of 100 300 Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V 100 300 Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V 100 300 Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V 100 300 Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V 100 300 Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V Image: Copy with CTRL+ALT+V	25 75 CONTRACT 25 75 CONTRACT 25 75 CONTRACT 25 75 CONTRACT 100 300

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	К	L	М	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.

2025/07/29 05:09

Sales Ledger				
Customer V (1020	Customer salesman 🗸	Class PP account	Daccount (Customer Datafield) V (Customer Datafield) V Status (all) V (Customer Datafield) V	
Range	Divide 🗸 0	x 0 days	Type (all)	
Show (salesman)	✓ (comment) ✓	Currency	Precision 0,01 🗸	
only prepayment	t invoices 🛛 only overdue 🗌	By Transaction time 🗌 C	urrency 🗌 Customer data 🔲 Invoice project 🗌 Invoice object 💭 D account 💭 Orderer 🤇	
Total		omer 🗸 ce No 🗸	Mail Print REPORT	
Customer 1020 A&E Office OY Invoice No Invoice time	Due date	Term Topay	Days Date Precentage Partial sum	Reason
100204 01.01.2020	08.04.2020	7 1 200.00	-53 Payment schedule 08.01.2020 100	Payment schedule
Customer balance Where overdue		1 200.00 1 200.00		Payment schedule
Total unpaid		1 200.00	08.02.2020 0.0017 200.00 200.00 Payment schedule 08.03.2020 300	Payment schedule
Total prepaid		0.00	08.03.2020 0.0025 300.00 300.00 Payment Schedule 08.03.2020 300	Payment schedule
Total balance Total overdue balance	•	1 200.00 1 200.00		Payment schedule
,			In the payment scgedule are only partial sums filled 08.05.2020 300 in or copied from the excel	Payment schedule

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