### 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):

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nent terms	7		Object	ADMIN		Account No	1111111111111	111111111	111		S.Receipt	
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Op. date	01.01.2022		Project	K203		Asset					Internal Invoice	
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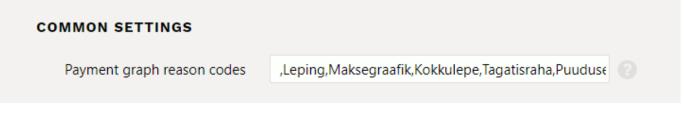
Opens a payment schedule, which first row is filled with the invoice (order) sum to be paid and due

Ô	https://login.d	irecto.ee/ocra	_directo_ /j	yld_maksegraa	fik.asp?tyyp=or&numl
		Close	Delete Sa	ve Status:	View
	RN	Date	Precentage	Partial sum	Reason
	1	08.01.2022	100	1200.00	~
	2				~
	3				~
	4				~
	5				~

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

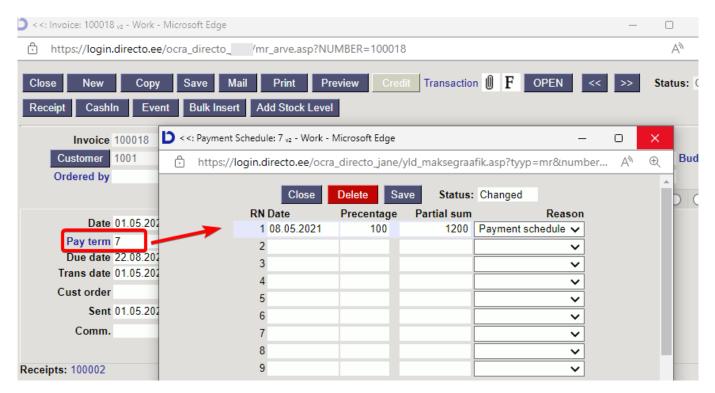
1500.00 euros, but the percentage rounds the payment schedule sum to 1500.03. **Reason**- reason for partial sum. Allows partial sums to be marked with a reason identifier (reason code), if necessary. Not required. This column occurs when reason codes are set. Reason codes are created by the Directo 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, **retention of deposit** in construction or **deposit** 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 **due date**.



The schedule installments must be entered in the following lines as a percentage of the installment from the total amount or as the sum of the installment. 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 schedule, 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.

```
<: Payment Schedule: 14 v3 - Work - Microsoft Edge</p>
  Ē.
     https://login.directo.ee/ocra_directo_/yld_maksegraafik.asp?tyyp=mr&number.
                        Close
                                  Delete
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                                                      Status: Changed
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                 RN Date
                                                  Partial sum
                                                                           Reason
                   1 15.02.2020
                                          98
                                                      117.60
                   2 15.02.2022
                                           2
                                                         2.4 Payment schedule
                   3
                   4
                   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).

# !

- 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		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						
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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 Time 31.05.2020 Rance	Customer salesman V Object	Class PP account x 0 days	D account     (Customer Datafield)     ✓       (Customer Datafield)     ✓       Status     (all)     ✓       Type     (all)     ✓	
Show (salesman)	V (comment) V	Currency	Precision 0,01	
only prepayment	it invoices 🛛 only overdue 🔲 I	By Transaction time 🗌 Cu	rrency Customer data Invoice project Invoice object Daccount Orderer	
Total	Sorted by	omer 🗸 ce No 🗸	Mail Print REPORT	
Customer 1020 A&E Office OY Invoice No Invoice time	Due date	Term To pay	Days Date Precentage Partial sum	Reason
100204 01.01.2020	08.04.2020	7 1 200.00		Payment schedule
Customer balance Where overdue		1 200.00 1 200.00	Date         Precentage Partial sum Balance         Reason         08.02.2020         200           08.01.2020         99.9908         100.00         100.00 Payment schedule         08.02.2020         200	Payment schedule
Total unpaid		1 200.00	08.02.2020 0.0017 200.00 200.00 Payment schedule 60.03.2020 300	Payment schedule
Total prepaid		0.00	08.03.2020 0.0025 300.00 300.00 Payment schedule 08.04.2020 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	08 05 2020 0 0025 300 00 300 00 Payment schedule	Payment schedule
x			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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