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):

-		g-						
https://login.dire	ecto.ee/ocra_directo_	/or_arve.asp?NUMB	ER=100582					
Close New Cop	by Save Mail	Print 🛛 F OP	EN << >>	Status Cor	firmed LOGOUT			
Credit? Transaction	Payment CashOL	T Event Stock	Receipt					
Number 100582								
Supplier 1015	MarkIT Ee	sti AS		VAT Reg	No EE100268742	Suppliers invoice 0	101225	
Payee				VAT Reg	No	Survey		
					Main	oceeding O DataField	S	
Invoice date	01.01.2022	User	1000	Bank code			Purchase order	
Payment terms	7	Object	ADMIN	Account No	111111111111111111111111	11111	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 payment schedule, which first row is filled with the invoice (order) sum to be paid and due

CloseDeleteSaveStatus:ViewRN DatePrecentagePartial sumReason1 08.01.20221001200.0021001200.00345	https://login.d	lirecto.ee/ocra	_directo_ /ʃ	/ld_maksegraa	fik.asp?tyyp=or&numb
RN Date Precentage Partial sum Reason 1 08.01.2022 100 1200.00 ✓ 2		Close	Delete Sav	ve Status:	View
1 08.01.2022 100 1200.00 ~ 2	RN	Date	Precentage	Partial sum	Reason
2	1	08.01.2022	100	1200.00	~
3 v 4 v	2				~
4 v	3				~
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5 · · · · · · · · · · · · · · · · · · ·	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 sum) does not change during such recalculation (for example fixed amounts are agreed with the

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<: Payment Schedule: 14 v3 - Work - Microsoft Edge</p>
      https://login.directo.ee/ocra_directo //yld_maksegraafik.asp?tyyp=mr&number.
  Ō
                         Close
                                   Delete
                                             Save
                                                       Status: Changed
                 RN Date
                                   Precentage
                                                  Partial sum
                                                                            Reason
                                          98
                                                       117.60
                   1 15.02.2020
                   2 15.02.2022
                                           2
                                                          2.4 Payment schedule
                   3
                   4
                   5
                                                                                 Š
```



- 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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!
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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.
- It is smart to prepare a file from which you can always copy the data into the payment schedule.

Date	Precentag	Partial sum	Reason						
22.05.2021	25	75	CONTRACT	Copy with	CTRL+	ALT+V	to the	pavme	nt
22.06.2021	25	75	CONTRACT	sched	le first	cell of	the firs	st row	
22.07.2021	25	75	CONTRACT						
22.08.2021	25	75	CONTRACT						
	100	300							
Payment schedule	total sum		300						
Number of periods	s		4						
Payment of one pe	eriod		75						

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.

1	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 ✔ (1020 Time 31.05 2020 Range Show (salesman) Only prepayme Total	Customer salesma Divide (comment) v ant invoices only or Sor	an V Object Verdue By Transact ted by Customer V	Class PP account days Currency tion time Cur	Status (all) Type (all) Precision (0.01 rency Customer dat	a Invoice p Mail Print	(Customer Datafield) V (Customer Datafield) V (Customer Datafield) V roject Invoice object D action	count Orderer (REPORT			
Customer 1020 A&E Office OY	Due date	Term	Торау	Davs			Date	Precentage	Partial sum	Reason
100204 01.01.2020	08.04.2020	7	1 200.00	-53 Payment schedul	e		08.01.2020		100	Payment schedule
Customer balance Where overdue			1 200.00 1 200.00	Date Prec	entage Partial	sum Balance Reason	08.02.2020		200	Payment schedule
Total unpaid			1 200 00	08.02.2020	0.0017 20	0.00 200.00 Payment schedule	08.03.2020		300	Payment schedule
Total prepaid			0.00	08.03.2020	0.0025 30	0.00 300.00 Payment schedule 0.00 300.00 Payment schedule	08.03.2020		300	Payment schedule
Total balance Total overdue balance	ce		1 200.00 1 200.00	08.05.2020	0.0025 30	0.00 300.00 Payment schedule	08.04.2020		300	Payment schedule
				In the payment	t scgedule or copied	e are only partial sums from the excel	filled 08.05.2020		300	Payment schedule

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