

# Sisukord

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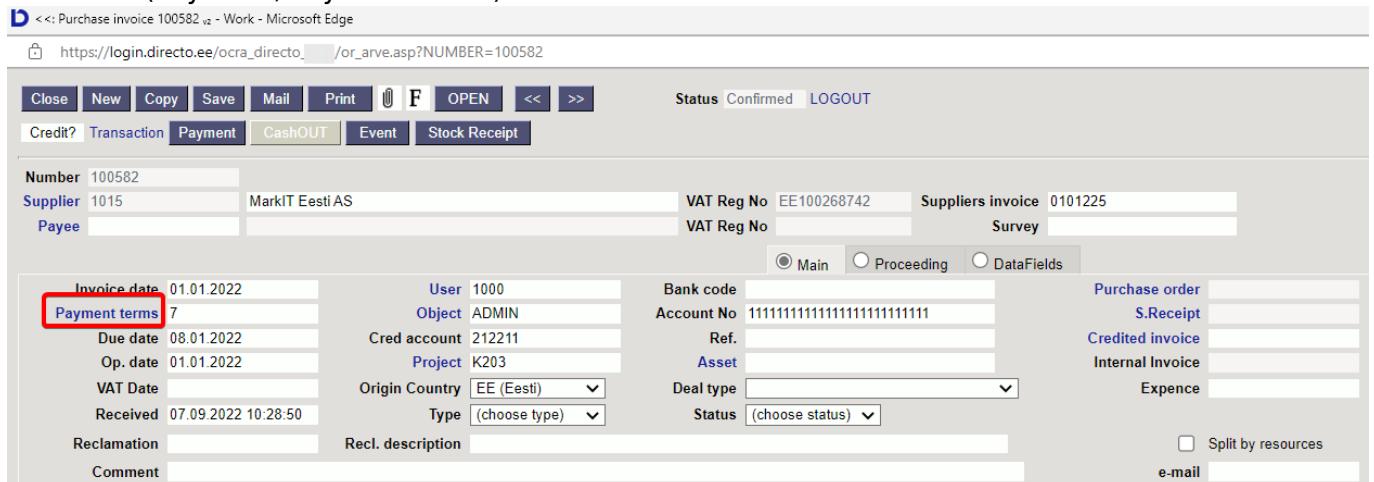


# Payment schedule

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.

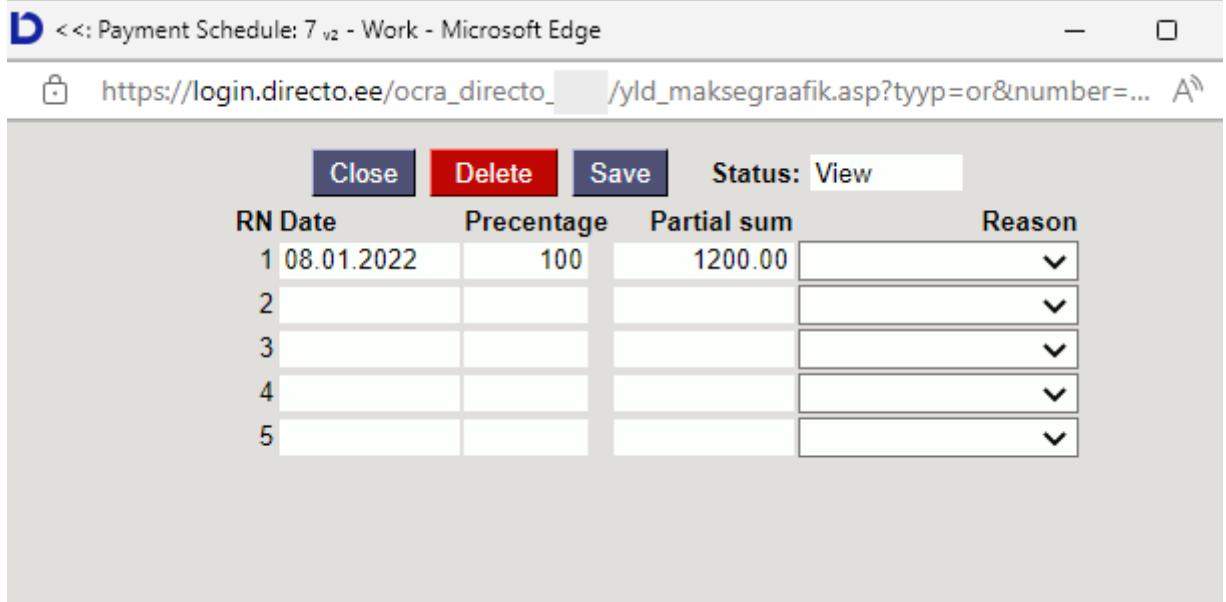
## 1. Creating a payment schedule on a document

A payment schedule can be created to a 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):



The screenshot shows a software interface for managing invoices. At the top, there are buttons for Close, New, Copy, Save, Mail, Print, OPEN, and a search bar. The 'Status' is set to 'Confirmed' and there is a 'LOGOUT' button. Below this, there are tabs for Credit?, Transaction, **Payment**, CashOUT, Event, and Stock Receipt. The main area displays invoice details: Number 100582, Supplier 1015, Payee MarkIT Eesti AS, VAT Reg No EE100268742, Suppliers invoice 0101225, and VAT Reg No. There are radio buttons for Main, Proceeding, and DataFields. On the left, there is a table with fields for Invoice date (01.01.2022), Payment terms (7), Due date (08.01.2022), Op. date (01.01.2022), VAT Date, Received (07.09.2022 10:28:50), Reclamation, and Comment. On the right, there are fields for User (1000), Object (ADMIN), Bank code, Account No (1111111111111111111111111111), Ref., Asset, Deal type, Status, Purchase order, S.Receipt, Credited invoice, Internal Invoice, Expence, and checkboxes for Split by resources and e-mail.

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



The screenshot shows a 'Payment Schedule' window. At the top, there are buttons for Close, Delete, Save, and Status: View. The main area is a table with columns: RN Date, Percentage, Partial sum, and Reason. The first row contains the values: 1, 08.01.2022, 100, and 1200.00. Subsequent rows are empty and have dropdown arrows in the Reason column.

**date:**

**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:

**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](#)

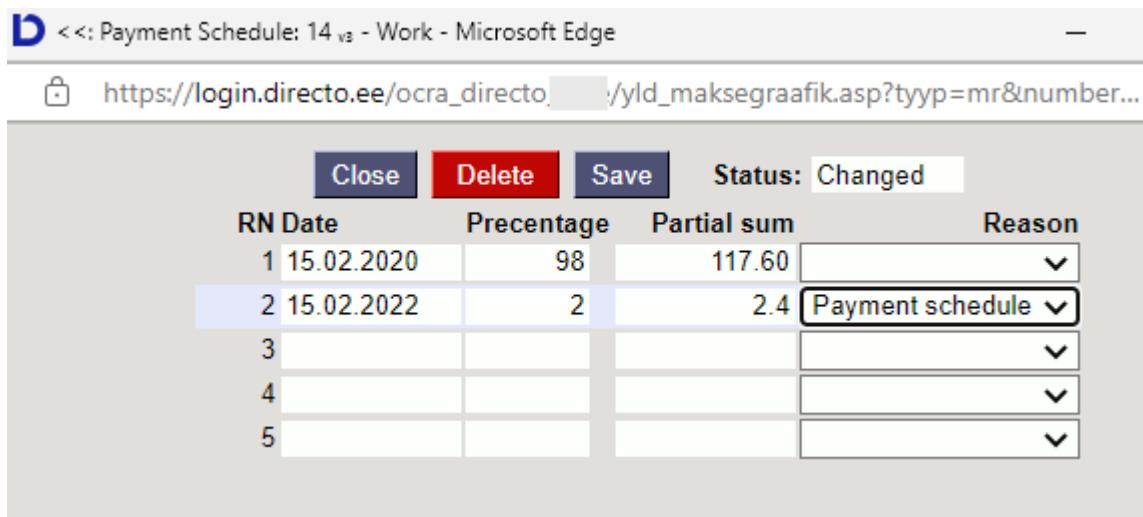
## 1.1. Creating a payment schedule

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**.

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

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

customer or supplier regardless of percent accuracy), then double-click the corresponding number in the field. As a result, the sums or % in the field becomes bold and does not change when saving. When saving, the schedule is sorted by deadlines.



RN Date	Precentage	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 (print the payment schedule to 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 terms of the invoice (not according to schedule payment terms).
- Based on the schedule payment terms 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	Precentag	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.

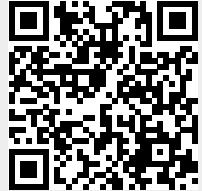
## 2. Example of a payment schedule

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

**Sales Ledger**

<input data-bbox="115 190 282 215" type="button" value="Customer"/> <input data-bbox="298 190 449 215" type="button" value="1020"/> <input data-bbox="465 190 616 215" type="button" value="Customer salesman"/> <input data-bbox="632 190 782 215" type="button" value="Object"/> <input data-bbox="790 190 941 215" type="button" value="D account"/> <input data-bbox="949 190 1100 215" type="button" value="(Customer Datafield)"/> <input data-bbox="1108 190 1259 215" type="button" value="Status (all)"/> <input data-bbox="1267 190 1418 215" type="button" value="(Customer Datafield)"/> <input data-bbox="163 242 266 267" type="button" value="Time 31.05.2020"/> <input data-bbox="409 242 497 267" type="button" value="Object"/> <input data-bbox="512 242 759 267" type="button" value="PP account"/> <input data-bbox="767 242 854 267" type="button" value="Status (all)"/> <input data-bbox="862 242 1029 267" type="button" value="(Customer Datafield)"/> <input data-bbox="155 278 242 303" type="button" value="Range"/> <input data-bbox="322 278 393 303" type="button" value="Divide"/> <input data-bbox="401 278 854 303" type="button" value="0 x 0 days"/> <input data-bbox="862 278 949 303" type="button" value="Type (all)"/> <input data-bbox="957 278 1044 303" type="button" value="Precision 0.01"/> <input data-bbox="155 305 242 330" type="button" value="Show (salesman)"/> <input data-bbox="258 305 346 330" type="button" value="(comment)"/> <input data-bbox="354 305 441 330" type="button" value="Currency"/> <input data-bbox="449 305 536 330" type="button" value="Precision 0.01"/> <input type="checkbox" value="only prepayment invoices"/> <input type="checkbox" value="only overdue"/> <input type="checkbox" value="By Transaction time"/> <input type="checkbox" value="Currency"/> <input type="checkbox" value="Customer data"/> <input type="checkbox" value="Invoice project"/> <input type="checkbox" value="Invoice object"/> <input type="checkbox" value="D account"/> <input type="checkbox" value="Orderer"/> <input data-bbox="163 343 282 368" type="button" value="Total"/> <input data-bbox="298 343 544 368" type="button" value="Sorted by"/> <input data-bbox="751 343 838 368" type="button" value="Customer"/> <input data-bbox="846 343 863 368" type="button" value="Print"/> <input data-bbox="1076 343 1132 368" type="button" value="REPORT"/>																																	
Customer 1020 A&E Office OY Invoice No Invoice time Due date Term To pay Days 100204 01.01.2020 08.04.2020 7 1 200.00 -53 Payment schedule Customer balance Where overdue Total unpaid Total prepaid Total balance Total overdue balance																																	
<table border="1"> <thead> <tr> <th>Date</th><th>Percentage</th><th>Partial sum</th><th>Reason</th></tr> </thead> <tbody> <tr> <td>08.01.2020</td><td></td><td></td><td>100 Payment schedule</td></tr> <tr> <td>08.02.2020</td><td></td><td></td><td>200 Payment schedule</td></tr> <tr> <td>08.03.2020</td><td>0.0017</td><td>200.00</td><td>200.00 Payment schedule</td></tr> <tr> <td>08.04.2020</td><td>0.0025</td><td>300.00</td><td>300.00 Payment schedule</td></tr> <tr> <td>08.05.2020</td><td>0.0025</td><td>300.00</td><td>300.00 Payment schedule</td></tr> </tbody> </table>										Date	Percentage	Partial sum	Reason	08.01.2020			100 Payment schedule	08.02.2020			200 Payment schedule	08.03.2020	0.0017	200.00	200.00 Payment schedule	08.04.2020	0.0025	300.00	300.00 Payment schedule	08.05.2020	0.0025	300.00	300.00 Payment schedule
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08.01.2020			100 Payment schedule																														
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08.04.2020	0.0025	300.00	300.00 Payment schedule																														
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<b>In the payment schedule are only partial sums filled in or copied from the excel</b>																																	

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