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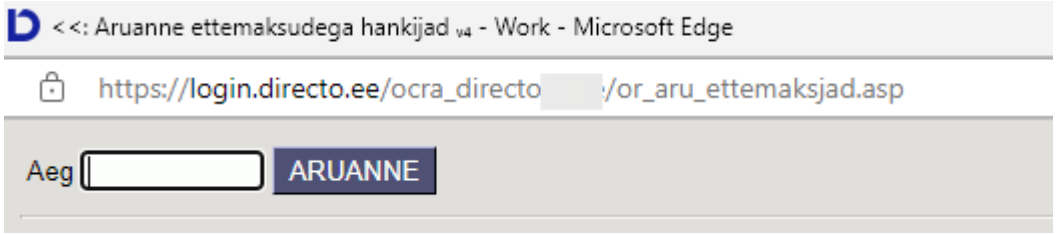
Ostu ettemaksud

`OST > Aruanded > Ostu ettemaksud`

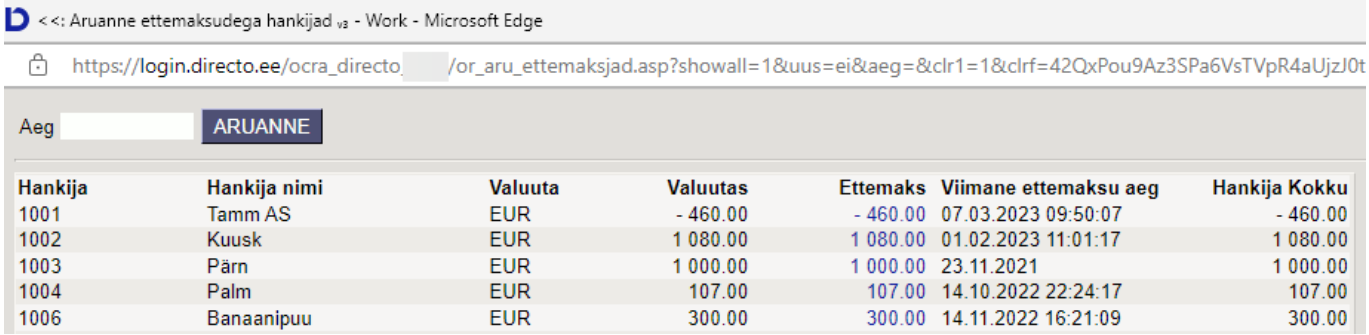
Aruanne näitab ettemaksuga hankijaid ning ettemaksu summat.

1. Filtreeringud



- **Aeg** - mis aja seisuga hankija ettemaksu summa näidatakse

1.1. Lingid



Hankija	Hankija nimi	Valuuta	Valuutas	Ettemaks	Viimane ettemaksu aeg	Hankija Kokku
1001	Tamm AS	EUR	- 460.00	- 460.00	07.03.2023 09:50:07	- 460.00
1002	Kuusk	EUR	1 080.00	1 080.00	01.02.2023 11:01:17	1 080.00
1003	Pärn	EUR	1 000.00	1 000.00	23.11.2021	1 000.00
1004	Palm	EUR	107.00	107.00	14.10.2022 22:24:17	107.00
1006	Banaanipuu	EUR	300.00	300.00	14.11.2022 16:21:09	300.00

- **Ettemaks** - avab hankija ettemaksude nimekirja

2. Seadistused

2.1. Süsteemiseadistused

`Seadistused → Süsteemiseadistused → Ostureskontro seadistused`

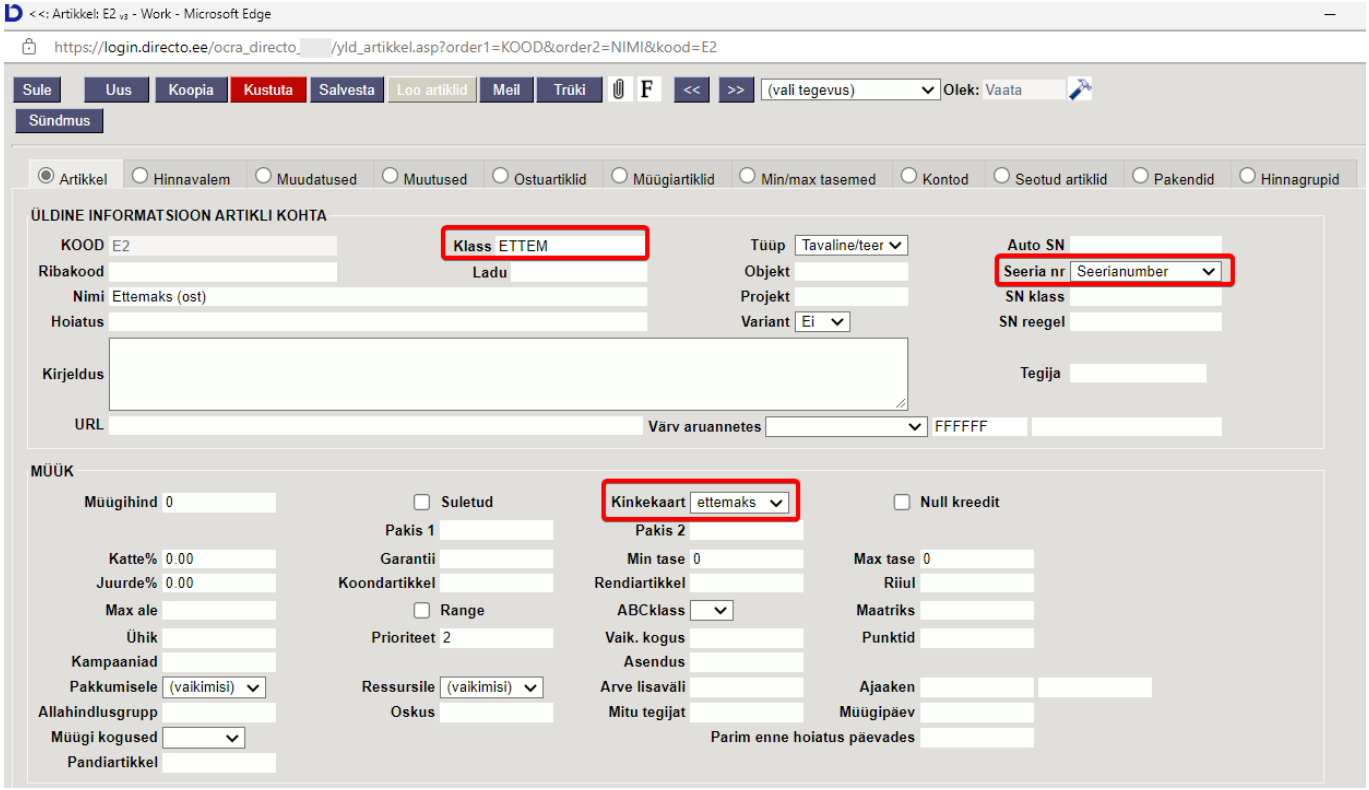
- **Ostu ettemaksuarveid arvestatakse ostutellimuste põhiselt** - ei. Ostu ettemaksu arve tehakse ilma ostutellimuseta ja selle pealt saab sisendkäibemaksu maha arvata. Hiljem tasaarveldatakse ettemaksuarve hankijalt saadud lõpparvega.

2.2. Ettemaksu konto seadistamine

Süsteemiseadistus **Hankijate ettemaksud** - konto number

2.3. Ettemaksu artikli seadistamine

- `Üldine → Dokumendid → Artiklid`. Lisada ostu ettemaksu artikkel



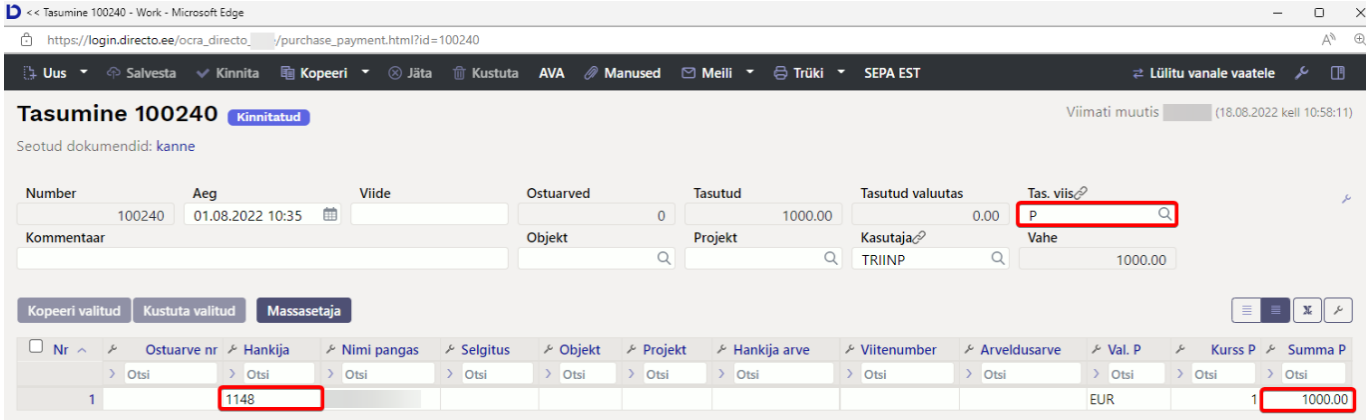
- **Klass** - ettemaksu artikli jaoks on soovitav luua eraldi artikliklass – Ettemaksud. Artikliklassi seadistamisel märkida ostukonto.
- **Seeria nr** - peab olema valitud seerianumber
- **Kinkekaart** - peab olema valitud ettemaks

3. Läbi tasumise ettemaksu loomine

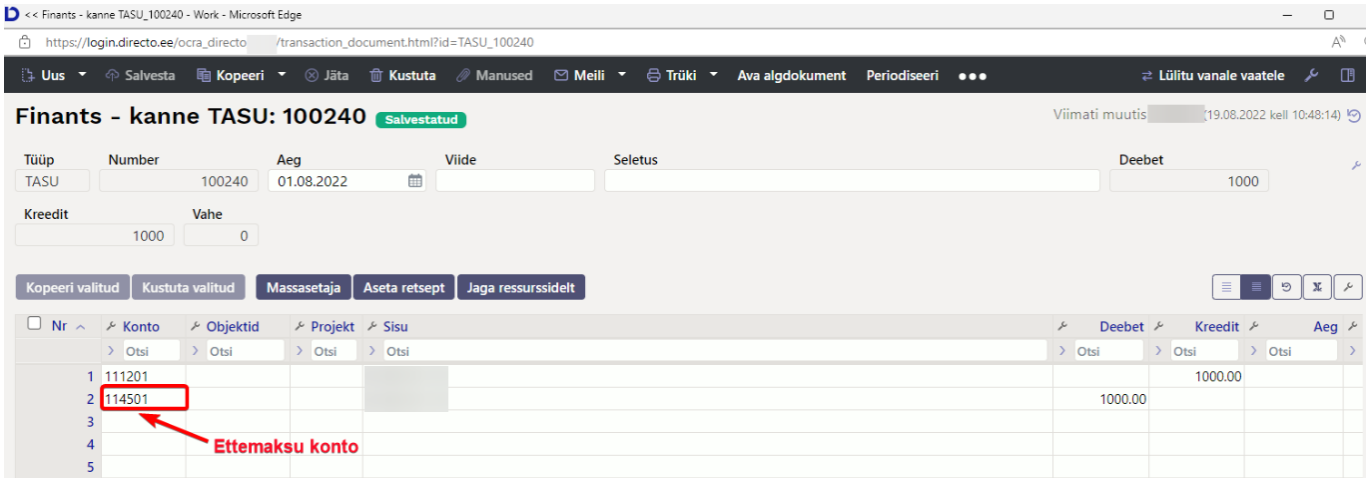
3.1. Ettemaksu sisestamine

- Valida **Tas. viis**
- Sisestada hankija
- Väljale **Summa P** sisestada ettemaksu summa
- Salvesta, kinnita

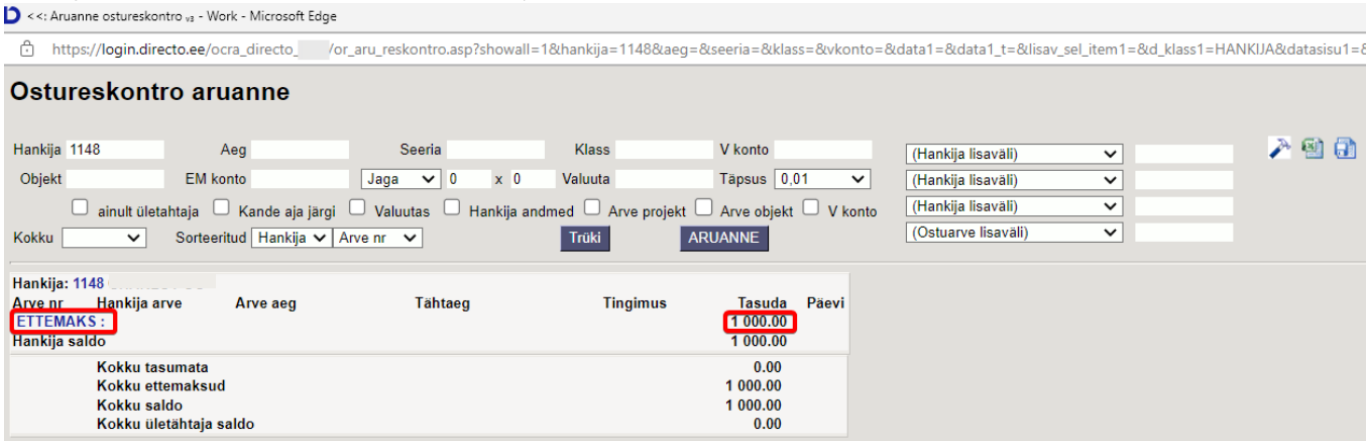
Tasumine



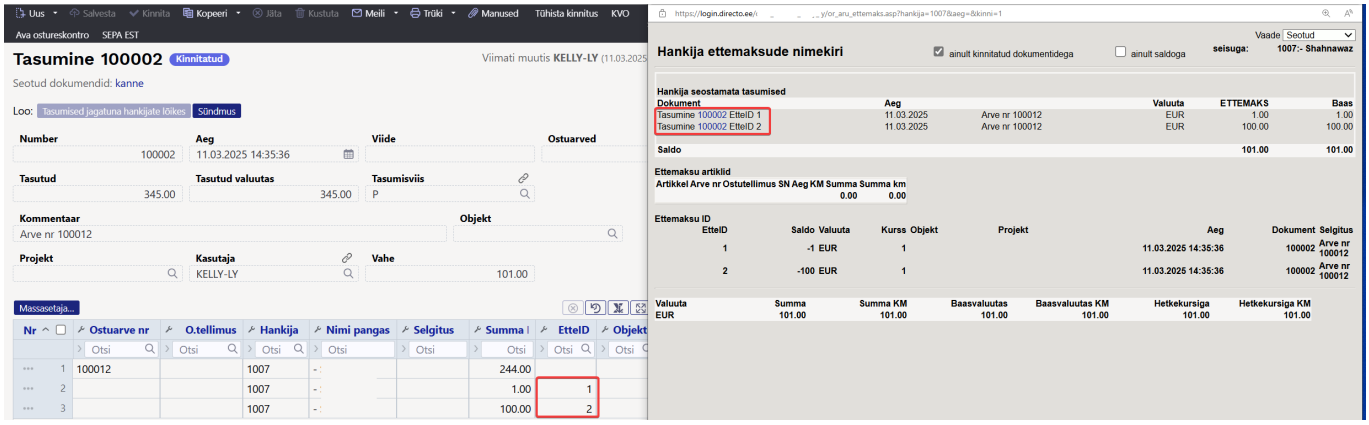
Kanne



Sellega tekib **ostureskontrosse** hankijale ettemaks

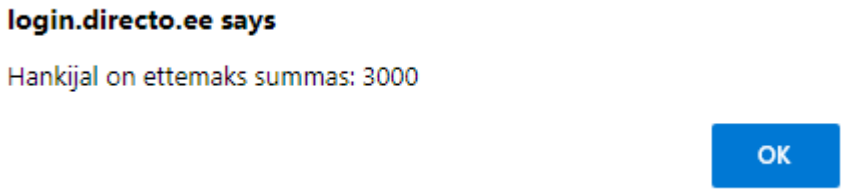


Kui ühel hankijal on tasumise peal mitu erinevat ettemaksu, tekib igale reale oma etteID ning hankija ettemakse näeb ostureskontros eraldi ridadel.

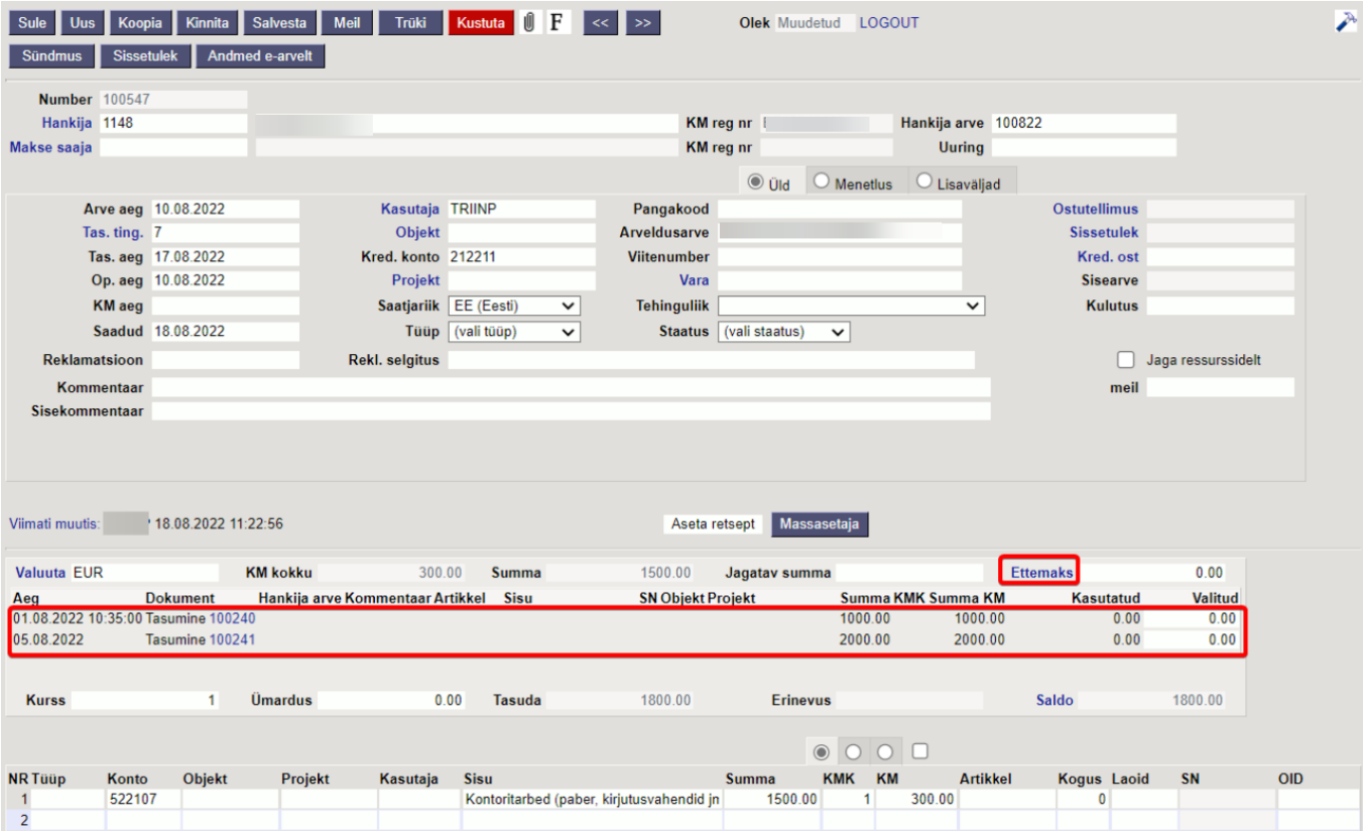


3.2. Hankijale ostuarve loomine

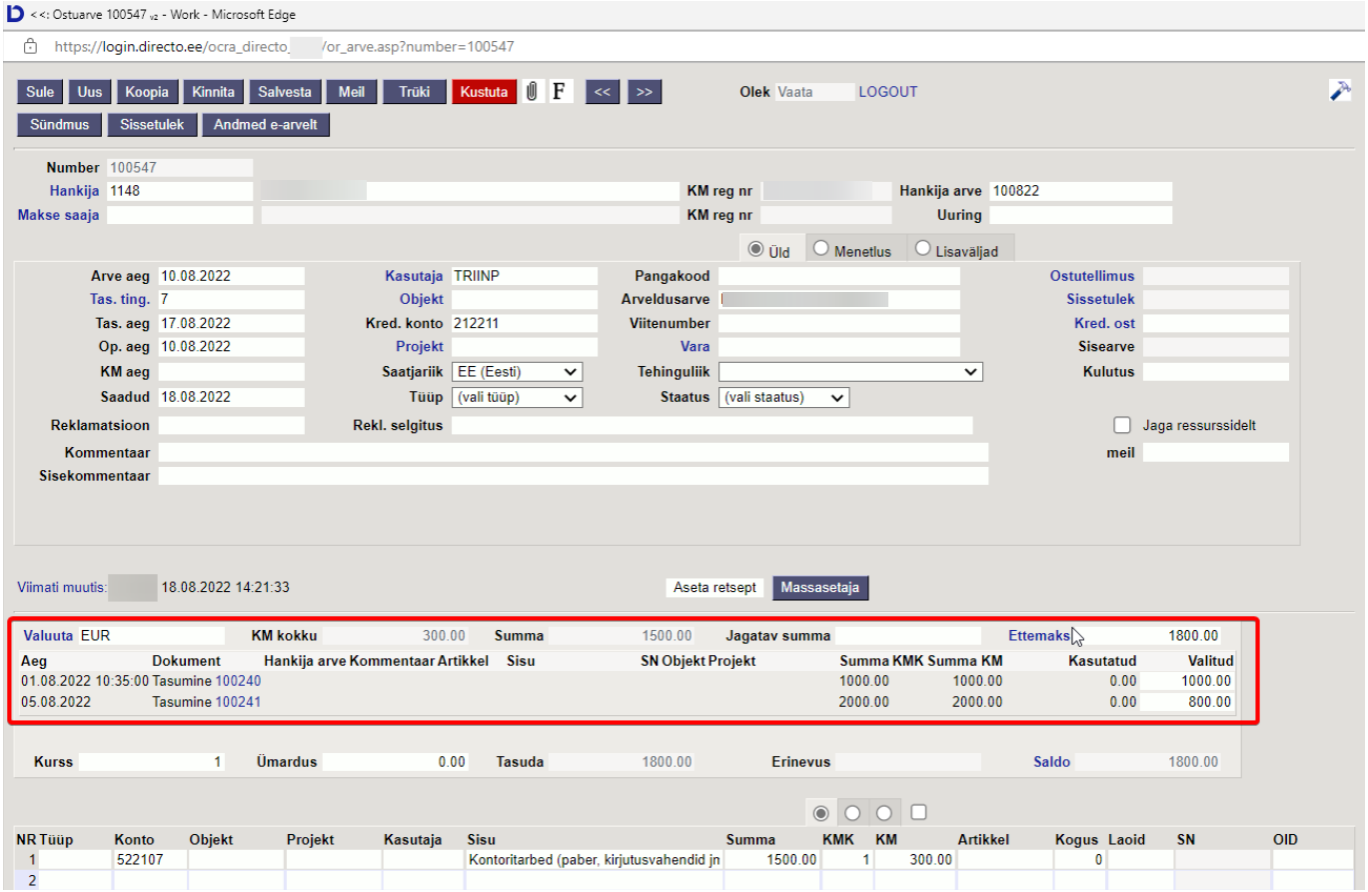
- Täita vajalikud väljad
- Ostuarvele hankijat valides kuvab hoiatuse, kui hankijal on üleval ettemaks



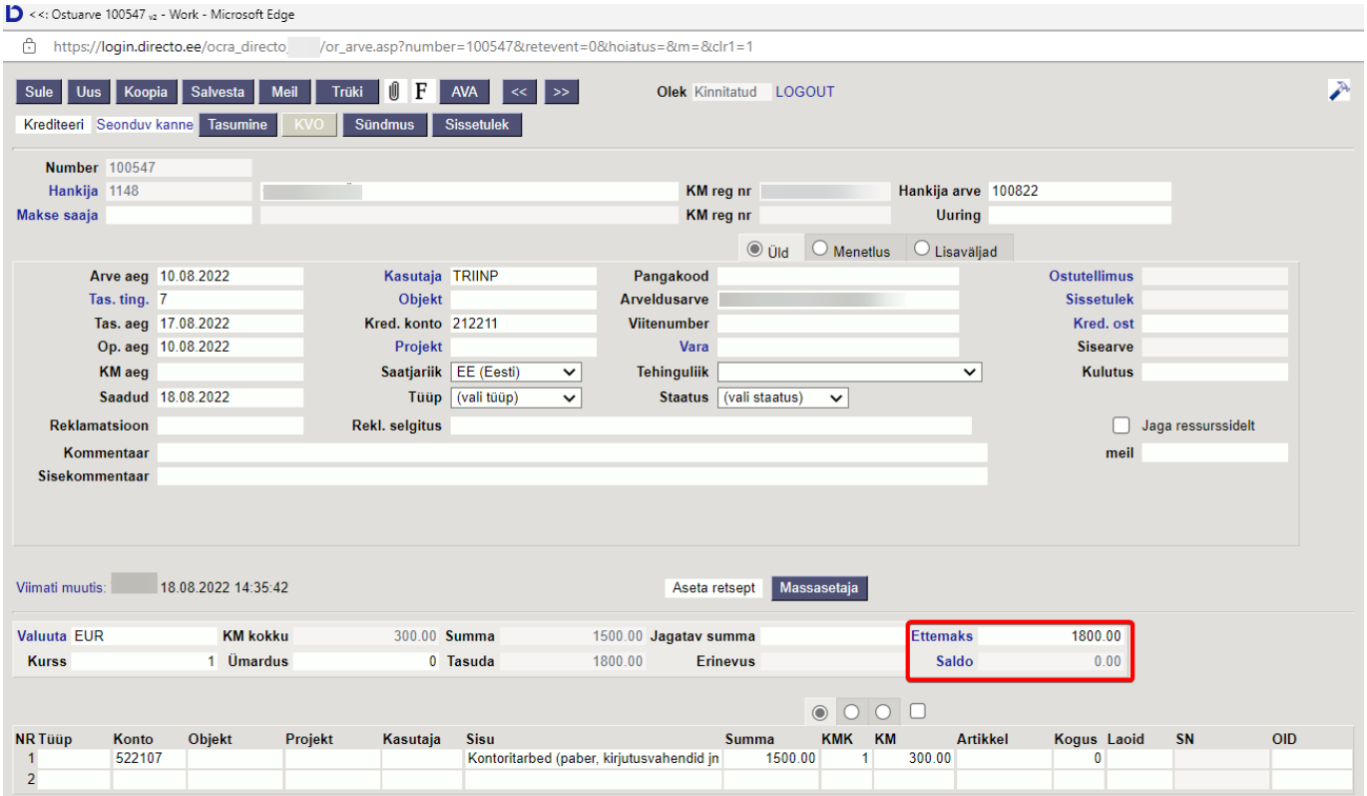
- Salvesta
- Peale dokumendi salvestamist kuvab ostuarve päises **Ettemaksule** vajutades hankijal üleval olevad ettemaksud



- Topeltklikk väljal **Valitud**, seob ettemaksust nii palju, kui on võimalik.

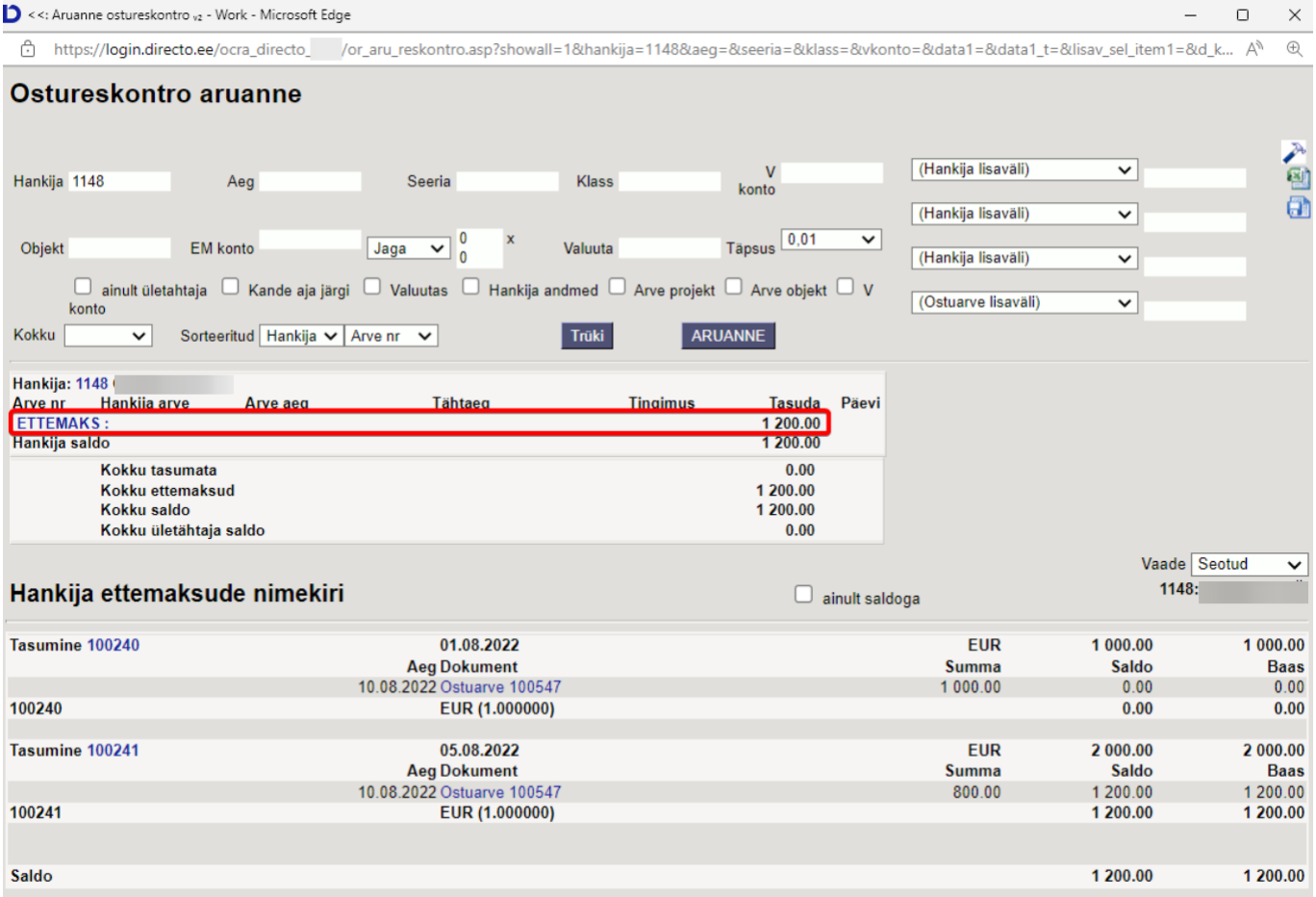


- Peale ostuarve kinnitamist tekib ettemaksule summa ja arve saldo läheb nulli



Kanne

- Ostureskontrosse jääb üles ülejäänud osa ettemaksust

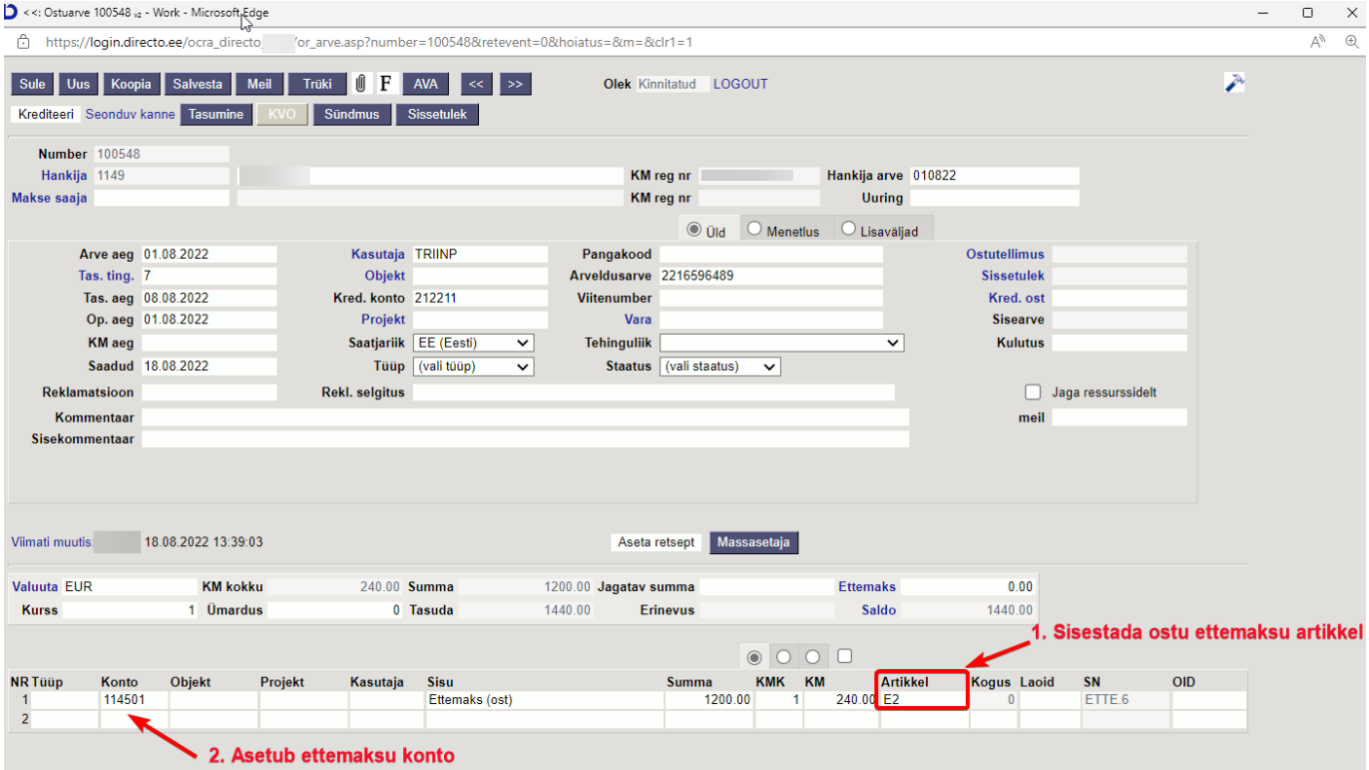


4. Läbi ostuarve ettemaksu loomine

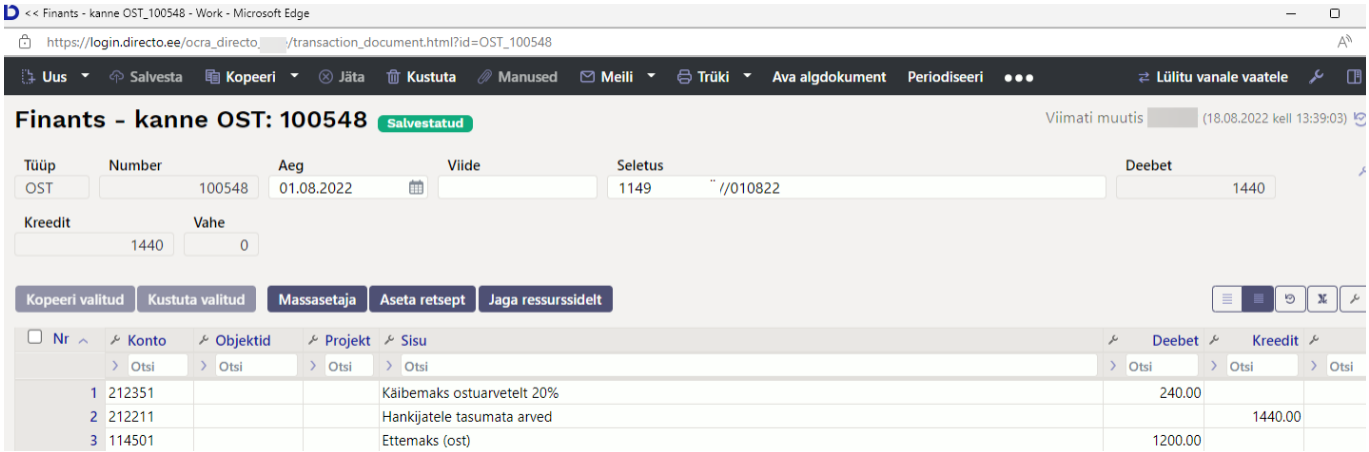
4.1. Ettemaksu arve loomine

- Selleks, et muuta ostuarve ettemaksuarveks, sisestada reale ettemaksu artikkel. Sellega asetub automaatselt ostuarvele artiklikaardil seadistatud ettemaksukonto
- Kinnita, salvesta

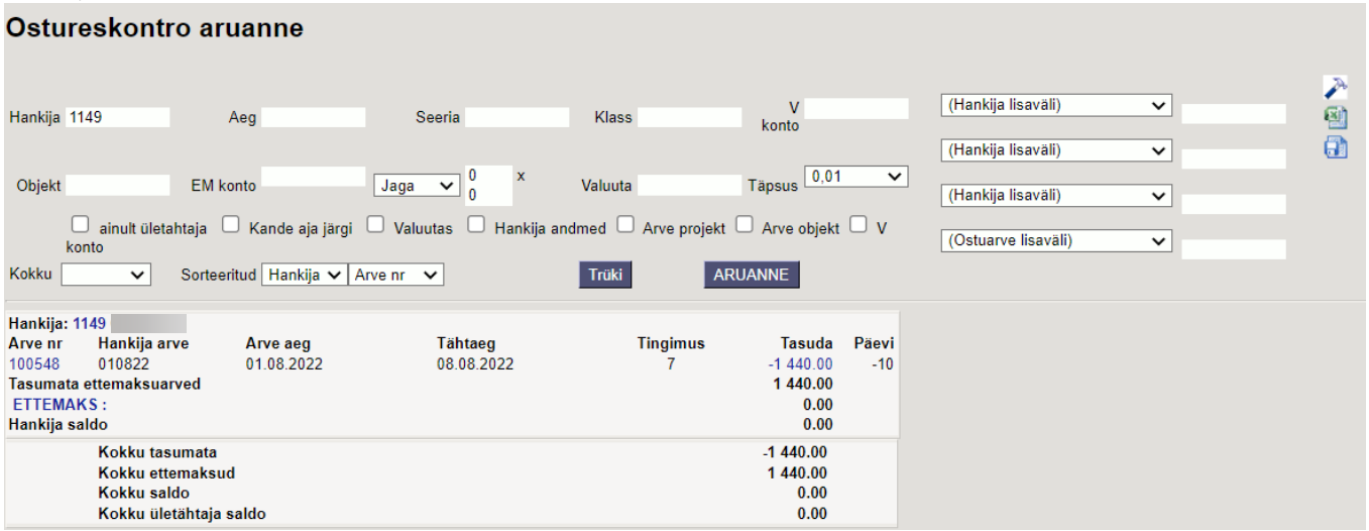
Ostuarve



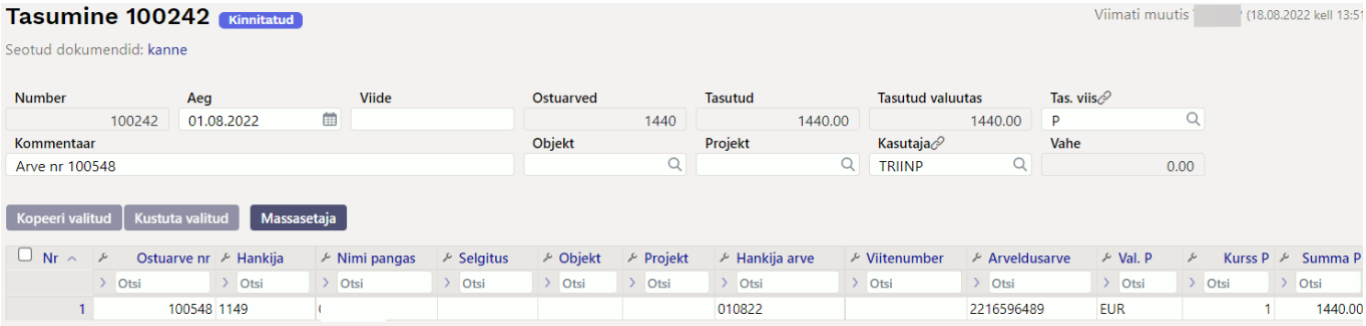
Kanne



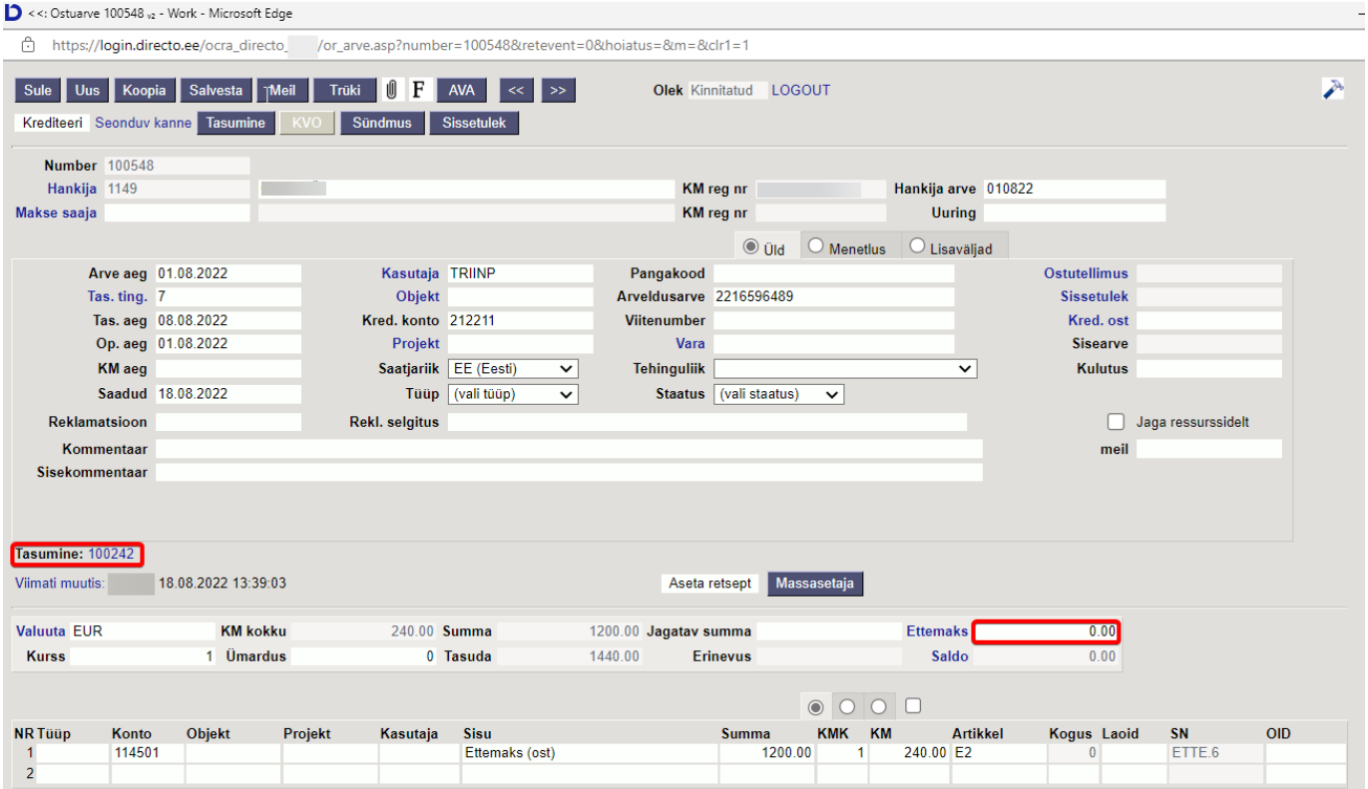
Hankija ostureskontros on nüüd üleval nii kohustus kui ka ettemaks



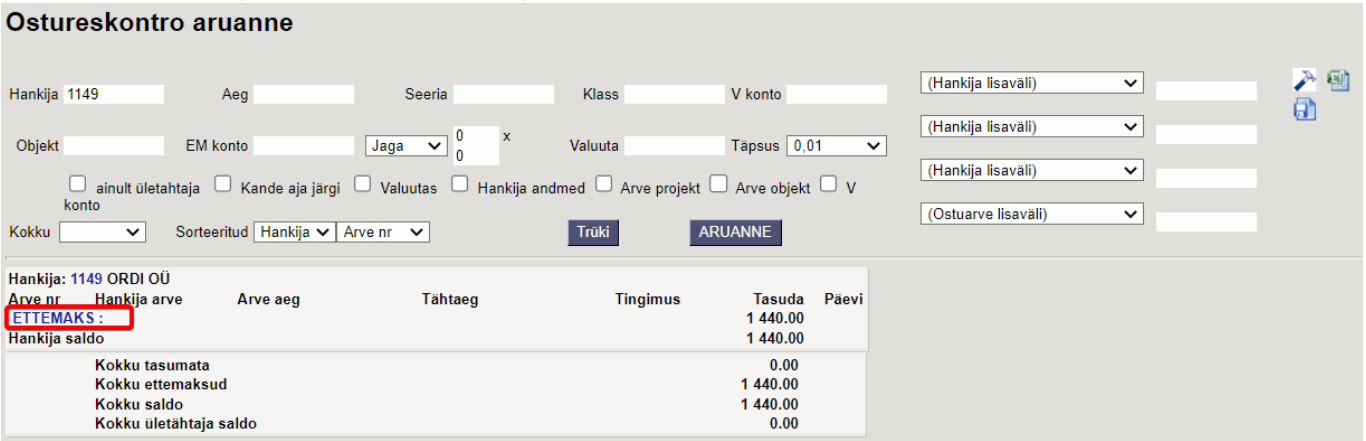
4.2. Ettemaksuarve tasumine



Peale ettemaksu tasumist muutub ostuarve ettemaksu saldo nulliks ja arvele tekib viide tasumisele

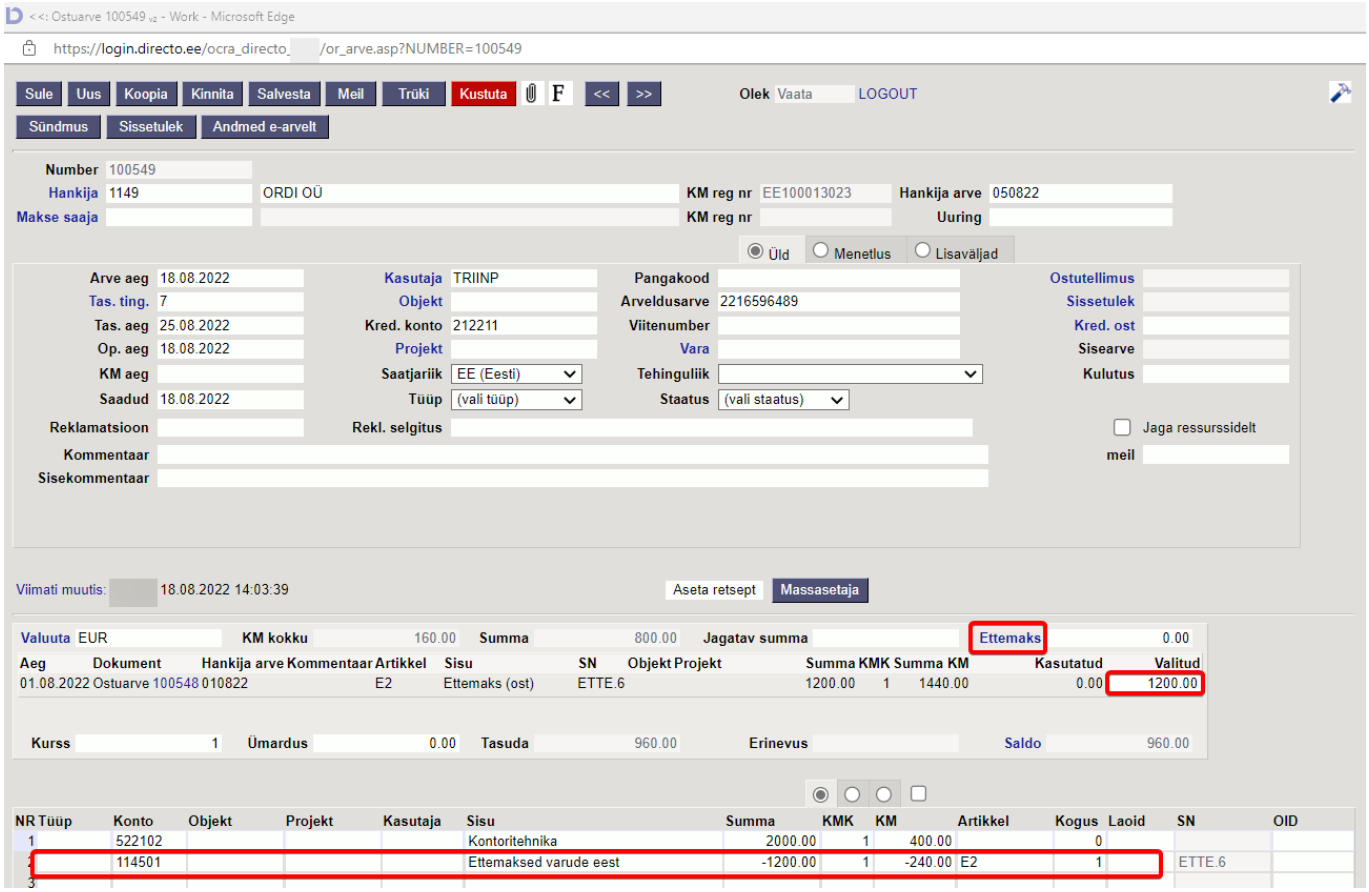


Ostureskontrosse jääb üles ainult hankija ettemaks

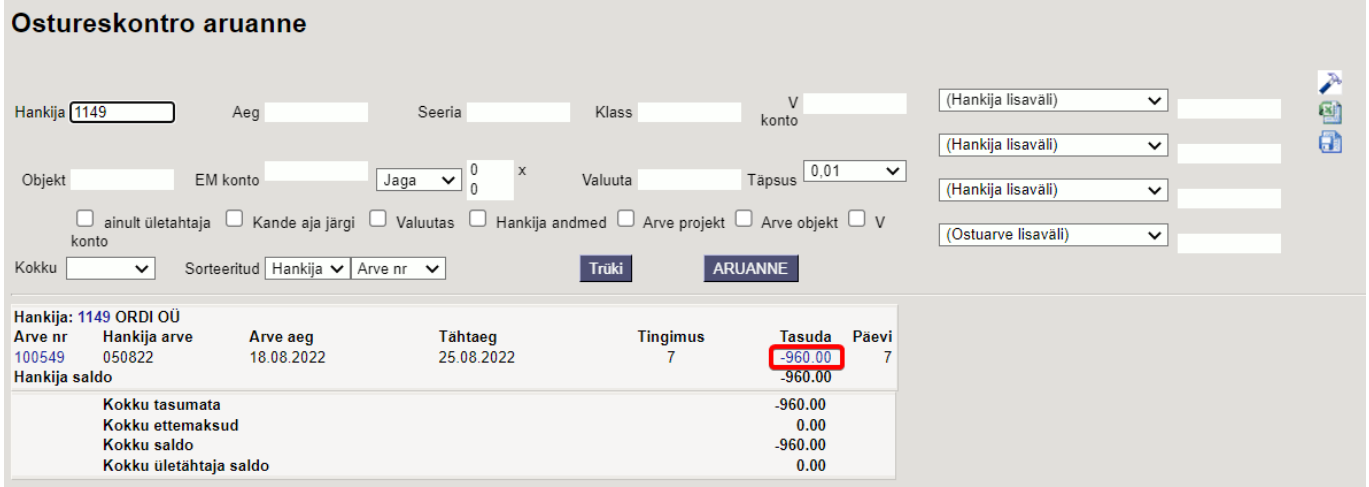


4.3. Hankijale lõpparve loomine

- Sisestada lõpparve
- Peale ostuarve salvestamist vajutada päises **Ettemaksule**
- Ilmub ettemaksude nimekiri
- Klikkides lahtris **Valitud**, tekib ostuarve reale ettemaksu rida



Ostureskontro aruandest kaob ettemaks ja arvele jääb üles saldo, mis ettemaksust üle jäi

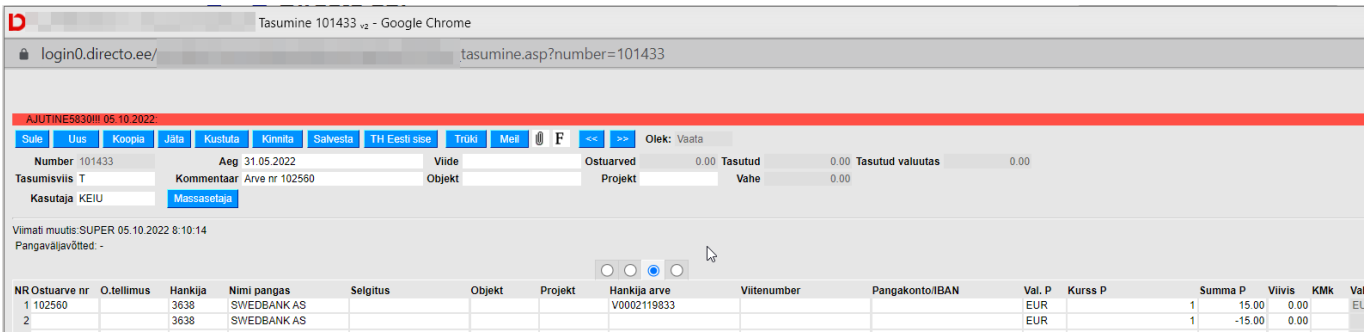


5. Kuidas saan seostamata ettemaksudest lahti

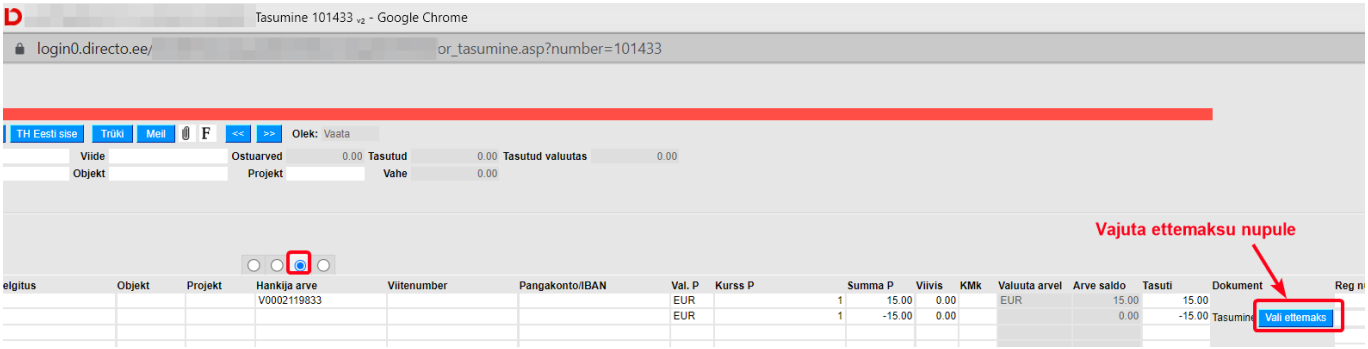
5.1. Kui ostuarve saabub varem ja tasumine on hiljem, aga ei ole tasumise peal kohe ostuarvet lisatud

Seostamata ettemakse näidatakse, kui ei ole tasumisel ettemaksu kasutamisel seotud tasumine konkreetse ettemaksuga

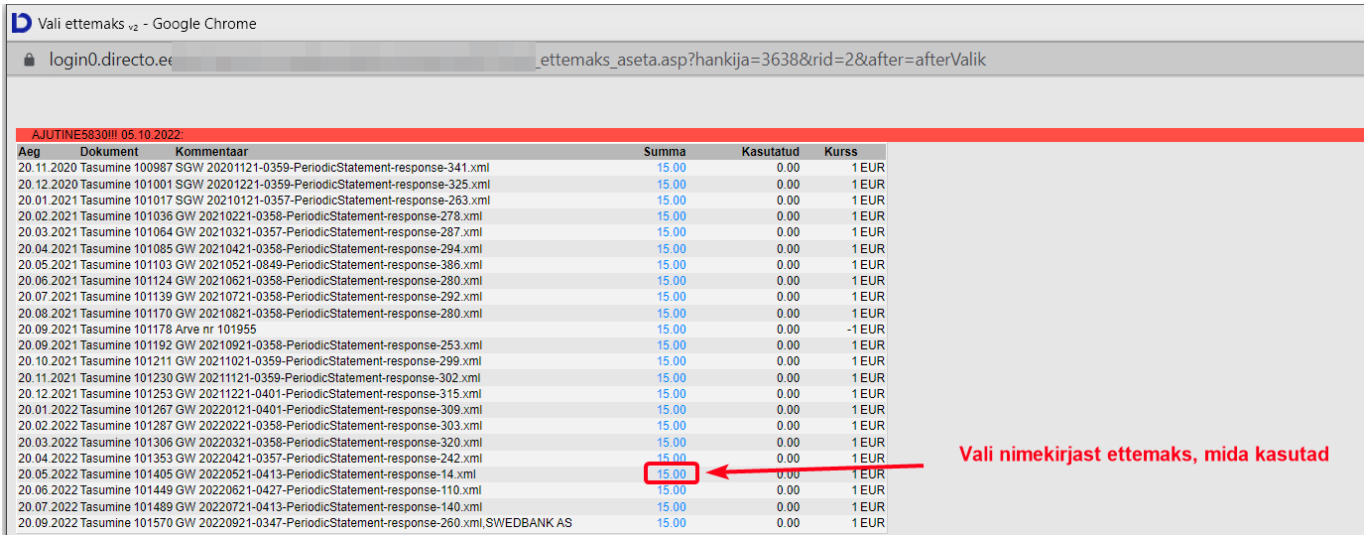
- Ava tasaarvelduse tasumine



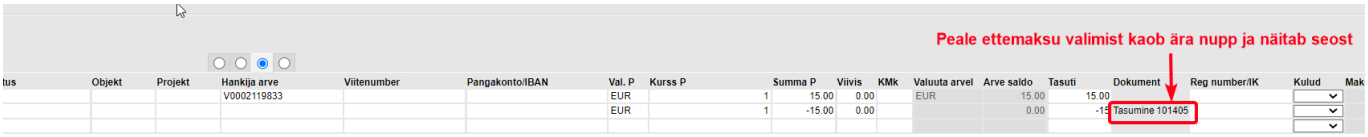
- Kolmanda mummu all vajuta **Ettemaks** nupule



- Vali seostamata ettemaksude nimekirjast, mida kasutad



- Peale ettemaksu valimist näitab seost



- Kinnita tasumine

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