# Sisukord

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POOLELI - kasutamiseks alates 21.04.2022 !!!

# FIXED ASSET RECALCULATION

Document for recalculation and partial write - off of fixed assets.

- Fixed Asset recalculation document is created to recalcualte assets.
- At least one asset must be entered on the fixed asset recalculation document.
- The value of several fixed assets can be changed on one document.
- Recalculation and partial write-off are added to the fixed assets card.
- The document is processed according to the established rules https://wiki.directo.ee/et/menetlus
- Fixed asset recalculation is confirmed.
- Transaction INV\_HIND is created after confirming the document. Information about the recalculation is written on the fixed asset card.

The register is located Finance  $\rightarrow$  Documents  $\rightarrow$  Fixed Asset recalculation.

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# 1. Document buttons

### 1.1. Header buttons

- New opens a new unfilled document
  Save saves document
- **Confirm** confirms document

New 🗇 Save 🗸 Confirm 🖷 Copy 🛞 Discard 🍈 Delete 🖉 Attachments

- **Copy** makes a copy of the document. The document has all the same assets as on the original document. There can be only one unsaved draft. Once the new document is saved, a new copy can be made.
- **Discard** the button is active when the document is in draft status (an unsaved changes has been made to the transaction). After pressing the Discard button, the unsaved changes will be removed and the document will be in saved status.
- **Delete** deletes the document. Asks in advance if you are sure you want to delete.

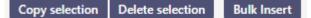
- Attachments allows to attach files to the document
- Mail allows to send a document by e-mail
- Print prints the document

### 1.2. Row buttons

• Select filters - different asset fields can be added from here to be used as filters to add all assets that meet the given conditions at the same time. Must take into account that partial match is searched when using filters. If filter "Name" is selected, a word car is typed and button "Fill in the document" is pressed, then all assets whose name contains the word car, will be added to the document (for example car, car 1, yellow car etc.).

Fill document

- starts the placement from the first empty line based on the previous filters. At least one filter must be filled for the button to work.



- **Copy selection** copies the selected rows to the copy buffer. To select rows, press on the row number. The button is not active if no rows are selected. Copied rows can be pasted from the row context menu (opens when you right-click on the line number) with "paste rows".
- **Delete selection** -deletes the selected rows. To select rows, press on the row number. The button is not active if no rows are selected.
- **Bulk insert** allows to fill/place rows based on a spreadsheet (mostly excel). The order in which the columns should be is listed in the HELP under the Bulk insert button.
- Image: these buttons affect the height of the rows.
- 💹 for exporting table or selected rows to Excel.
- I from this button row fields can be selected and unselected. Only selected fields are displayed on the document.

# 2. Document fields

### 2.1. Header fields

- **Number** document number.
- **Date** the effect time of the document and the time the transation is created with.
- **Comment** text field, is placed on transaction.

### 2.2. Row fields

Fixed assets codes which value is changed, are placed on the lines of the document. The position of the fields can be changed. The data column can be added, removed and reordered.

### 2.2.1. Editable fields

2025/06/22 23:52

- **Operation** option "Downward revaluation", "Upward revaluation", "Partial write off".
- Code option of assets. Code is placed.
- **Recalculation** number field, where the new asset value can be written in case of recalculation and the remaining purchase price in the case of partial write off.

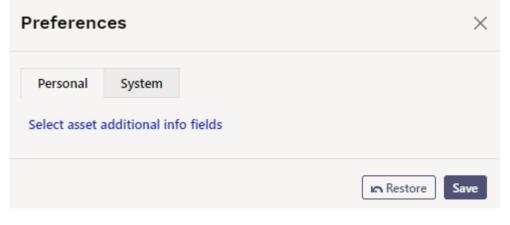
### 2.2.2. Informative non-editable fields

- Name asset name
- Comment asset comment
- Purchase date asset purchase date
- Amort % asset depreciation %
- Purchase price total total asset purchase price
- Depreciation asset depreciation
- Residual value asset residual value at the time the document is created
- **Change** <u>Upward revaluation ja Downward revaluation calculation</u>: Revaluated value minus Residual value. <u>Partial write off calculation</u>: (Revaluated value/Purchase price total)\*100% 100%.
- Purchase price total is displayed YES if "fair value" is not filled on the asset card.
- Fair value is displayed YES if "fair value" is filled on the asset card.

Depending on whether the purchase price total method or fair value method is used, the sum of upward and downward revaluation is placed differently on fixed asset card.

# 3. Fine-tuning

Button March on the right side of the header opens the fine-tuning settings.



• Select asset additional info fields - Allows to add asset information fields to document rows.

# 4. Operation

1. Document is **generated** from asset card, asset inventory document or from asset recalculation register.

- Asset information is filled in automatically when document is generated from fixed asset card;
- Selected assets information from asset inventory document is filled in automatically when document is generated from asset inventory document;
- Add new button from fixed asset recalculation register generates empty document

2. Document rows are filled:

- Using the "Fill document" button. Button only works if at least one filter is filled;
- Manually, double clicking on code field to add assets from the register;
- Information is added to the first empty row, previous rows will not be overwritten

3. Recalculation **cannot be made in advance of the last transaction** (except vehicle fringe benefit tax). It can be done in the past if no subsequent documents have been made and no depreciation has been calculated. Vehicle fringe benefit tax can be calculated.

4. Only existing assets can be placed on the document (assets that have not already been written off).

5. Document can be proceeded;

### 6. Confirming the document:

• The time of the document must be later than the last time the assets on the document rows were modified (except vehicle fringe benefit tax transaction).

#### 7. As a result of confirming:

- Document is locked;
- Recalculation and financial transactions are created to fixed assets.

### 4.1. Recalculation - Acquisition cost method

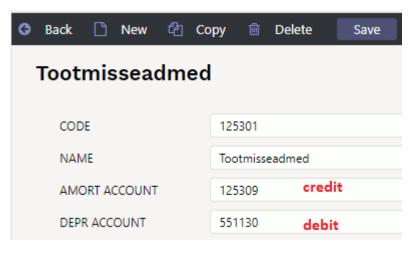
If the purchase price method is used in the calculation of fixed assets, discount increases the cost and the purchase price remains the same.

#### Recalculation "Change" sum on fixed asset card is added to

- In cell Depreciation minus "Change"
- In cell Current value plus "Change"
- Fixed asset is written down to their recoverable value if the asset's recoverable value is less than its book value.
- Asset write-downs are posted as an expense in the reporting period.
- The reversal of the write-down is posted as fixed asset write-down loss reduction in the profit and loss statement.

#### Transaction

The transaction is created according to the accounts on the class of the fixed asset.



- Transaction type INV\_HIND
- Number transaction number
- Date time of recalculation
- Comment text field
- D Amort account 551130 (minus Change) 5833,10
- C Depreciation account 125309 (minus Change) 5833,10

Objects, project, client, customer are added – as on the depreciation transaction. Valid split of depreciation is added by proportion, if proportion is used.

#### Example: write - down using acquisition cost method

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Fixed asset before recalculation:

Fixed asset card after write-down:

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#### Write-down transaction:

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Write-down transaction with calculation of depreciation proportion:

### Finance - Transaction INV\_HIND: 100075 [saved]

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### 4.2. Partial write-off - Acquisition cost method

Fixed asset card before partial write-off:

2025/06/22 23:52		9/1	.3			FIXED ASSET RECALCULATION
Fixed asset TO	OT10 saved				Last o	hanged by (directo) (05.04.2022 at 15:36:42) 😏
Related documents: last d	lepr.: inv_100417					
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123501 4	123509 4	331150 Q 3		421101 9	302111 Q	

Choose operation "Partial write-off" and enter the remaining amount of purchase price to the recalculation cell.

For example: 6,000 euros will be written off from a 10,000 euro equipment, then the recalculated purchase price will be 4,000 euros.

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- \* Discount % will be in cell Change
- \* Discount % calculation (Recalculation / Acquisition cost) \* 100% 100%
- \* Transaction is created as a write-off transaction multiplied by Change %.

For example calculation 4000/10000\*100%-100%=-60%

#### Partial write-off transaction:

Finance - Transaction INV HIND: 100142 [Saved]

Туре	Number		Date		Reference	Description										Del	bit
INV_HIN		100142	31.08.2022	<b></b>		Fixed asset re	calcu	ulation									
Credit		Difference															
	6000	0															
Copy select	Han Dala	te selection			C-l'h C D												
		re seleation	Buik insert I F	aste Kecipe	Sources												
copy-select		te selection	Bulk Insert 📗 F	aste Recipe	Split from Resources												
_	Accour		Proj		cription		ş	Debit	ş	Credit	≁ VA	T code	ş	Date	≁ Cu	istorr	≁ Suppli
	≁ Accou			ect & Desc	cription							T code	۶ Sea				<ul> <li>Suppli</li> <li>Search</li> </ul>
	≁ Accou	≁ Object	≁ Proj	ect & Desc rch > Sea	cription						> Se		> Sea	irch	> Se	earcl	> Searc
] No. ∧ 1	<ul> <li>Accourt</li> <li>Searc</li> </ul>	<ul><li> Object</li><li> Search</li></ul>	≁ Proj	ect & Desc ch > Sea TOOT10	cription rch	uleeritud kulum			>	Search	> Se	earch 0 000 * 6	> Sea	irch Irchase	> Se	earcl	> Searc
□ No. ^ 1	<ul> <li>Accour</li> <li>Searc</li> <li>125301</li> <li>125309</li> </ul>	Object     Search     R12	≁ Proj	cct / Desc cch > Sea TOOT10 TOOT10	rription rch D Tootmisseadmed		>	Search	>	Search 6000.00	> Se 10 * 60%	earch 0 000 * 6 (Deprec	> Sea 50% (Pu siation *	rch rchase * 60%)	> Se price t	earcl	> Searc * 60%)

Partial write-off transaction with depreciation proportion:

Туре	Number	Date		Reference	Description							D	ebit	
INV_HIN		100074 31.0	8.2021		Toot07 osaline r	nahakandn	nine	- amordi	osakaaluga					
Credit		Difference												
	6000	0												
Copy select	tion Dele	te selection Bulk Ir	nsert Paste	Recipe Split from Resources										
🗆 No. 🥎	≁ Accour	≁ Object	≁ Project	✤ Description		P Debit	ş	Credit	≁ VAT code	ş	Date	≁ Custon	r ⊁ Su	uppli
□ No. ∧		Object     Search	<ul><li>Project</li><li>Search</li></ul>	Pescription     Search		Debit			<ul><li>VAT code</li><li>Search</li></ul>	> Search		<ul><li>Custon</li><li>Search</li></ul>		<b>uppli</b> Search
□ No. ∧ 1							>							
□ No. ~ 1 2	> Searc	> Search		> Search			>	Search						
□ No. ~ 1 2 3	> Searc 125301	> Search HOOLDUS		> Search TOOT07 Tootmisseadmed	eritud kulum	Search	>	Search 6000.00		> Search	1	> Searcl	> s	
1	> Searc 125301 125309	> Search HOOLDUS HOOLDUS		Search TOOT07 Tootmisseadmed TOOT07 Tootmisseadmete akumulee	eritud kulum nahakandmis	Search	>	Search 6000.00 In the	> Search	> Search	lepred	> Searcl	> s	

### Fixed asset card after partial write-off:

lelated docum	ients: last d	epr.: inv_100417									
Code		Name		Class	Class nam	ie	Туре		Calculation m	ethod	
TOOT10	Q	Tootmispink L		125301	Q Tootmiss	eadmed	TA - tangible	assets 🔻	Straight line	• C	Auto
Data D	ataFields	Value corrections	Units of production met	hod Users	Proportions	Partial write -	offs Act	ions			
V FISCAL DA	TA		The amount of the par the purchase price	tial write-off fron	n						
Start date		Purchase price	Value correction	Purchase price tot	tal Amort %	Depreciation	1	End date		Current value	
01.01.2021		10000	-6000		4000 20		466.68	31.12.2025	<b></b>		3533.32
Remaining val	ue	Uncounted	Month depreciation	E end of depr.	Last depr.	date	Last depr. no				
		333.34	66.67	31.12.2025	31.07.202	21 🗰		100417	Calculate amo	ortization %	

• Write-off acquisition cost is added to the Value corrections div on fixed asset card.

Fixed	asse	t TOC	)T10 💽	aved													Last
Related doo	cuments	: last dep	pr.: inv_100	417													
Code		1	Name				Cla	ss			Class na	me		Туре			Calcula
TOOT10		Q	Tootmispin	k L			125	5301		Q	Tootmis	sead	dmed		angible asset	s v	Straigh
Data	10 Q Tootmispink L					oroduction	n method		Users	Prop	ortions		Partial write		Actions		
total	-600	0.00															
Copy selec	ction [	Delete sel	lection														
🗌 No. ~	Je .		Date	۶ Value	e correction	✤ Object	≁ User	ş	Comment	29	Supplier	×	Supplier nan	ne 🖌	Document	ş	Number
	> Se	arch		Search		> Search	> Sear	ch >	Search	$\rightarrow$	Search	>	Search	Se	arch	>	Search
	1	3	31.08.2022		-6000.00		EVELIN							Re	calculation	<b>v</b> 1	00142
	2													Pu	irch invoice	v	

- Write-off depreciation is deducted from depreciation.
- Current value is recalculated as new purchase price minus new depreciation.
- The new monthly depreciation is calculated.
- Partial write-off data div is created.

Inventai	r TOOT06 (Salve	estatud						Viimati muutis <b>J</b>
Seotud dokum	nendid: vara mahakandr	mine:						
Kood	Nimi	Klass	Klassi nimi	Liising	🖉 🗌 Rendiinver	Õiglases Mast		nmentaar
TOOT06	Tootmispink 06	125301 Q	Tootmisseadmed	Ei	Rendiinver	ntar väärtuses	Q	
Tüüp	Arv	restusmeetod	Ribakood					
Materiaalne P	V v Lin	eaarne 🔻	Auto					
Andmed	Lisaväljad Lisas	ummad Tootmisühiku	meetod Kasutajad Osaka	alud Osalised mahakar	dmised tege	vused		
Anumeu	Lisavaijau Lisas	ummad Toodmisumku	neetou kasutajau Osaka	Osalised manakar	uniseu tege	vuseu		
Kopeeri valitud	d Kustuta valitud							
🗆 Nr 🔿	Arvestuse algus     Arvestuse algus	P Osalise mahakandmise %	Mahakantud soetusmaksumus	P Algne soetusmaksumus	P Algne kulum	۶ Algne jääkmaksumus	≁ Number	
	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	
1	31.08.2021	-60	6000	10000	1166.9	8833.1	100076	
2								

## 4.3. Write-up and write down - Fair value

Asset class ac	counts			_	
Hooned	Õiglase	s väärtuses			
KOOD		125201			
NIMI		Hooned			
KULUMI KONTO	)	125209		>>	Kreeditkonto ümberhindlusel
AMORDI KONTO	C	551120	Kulukonto	>	Deebetkonto ümberhindlusel
MAHAKANDMI	se konto	551190	Kulukonto	>	Deebetkonto mahakandmisel ja osalisel mahakandmisel
VARA KONTO		125201		>>	
MÜÜGI KASUM		421101		>>	
MÜÜGI KAHJUN	И	562111		>	
AMORDI %		10			
TAKSONOOMIA	۱.			~	
MASTER		1252		>>	
PER:VAHEND TÜ	ĴÜP	~			
TÜÜP		Materiaalne PV	×		

### Property card before recalculation

Kood KV021	Nimi Kinnisvara K	V021	Klass	Klassi nimi Hooned		Liising Ei	•	Rendiinventar	<ul> <li>Õiglases väärtuses</li> </ul>	Master	Kommentaar		
ſüüp		Arvestusmeeto	d		Ribakood								
Materiaalne PV		Lineaarne	Ψ	Auto									
Andmed	Lisaväljad	Lisasummad	Tootmisühiku r	meetod Kası	ıtajad Osaka	alud tegevused							
FINANTSAN	DMED												
Arvestuse algus		Soetushind		Lisasumma		Soetushind kokku		Amort %	Kulum		Arvestuse lõpp	Hetkehind	
01.01.2021	Ê	1	100000		0		100000					<b></b>	100000
vlin.väärtus		Arvestamata		Kuu kulum		E amordi lõpp		Amordi kanne		Amordi kanne			
					0				<b></b>				

### Recalculation document

				vestatud									
Pais	Menetlus												
umber		Aeg		Ko	ommentaar								
	100077	31.12.	.2021	💼 Ki	innisvara KV021 ü	imberhindlus üles v	vastavalt hindami	saktile					
окиме	ENDI TÄITJA												
peeri valit	tud Kustuta valitud	Mass	asetaja										
Nr 🥎	Fegevus		≁ Kood	<i>P</i> Ümberhindlu	is 🤌 Muutus	> Nimetus	Soetusaeg	۶ Amort %	<i>F</i> Soetushind lisasummadega	ℰ Kulum	۶ Jääkmaksumus	≁ Soetu	۶ Õigl
	Otsi		> Otsi	> Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi

Transaction is created according to the accounts on the class of the fixed asset. Transaction appears always. Objects, project, client – are added by depreciation. Valid depreciation split by proportion is added.

- Transaction type INV\_HIND
- Number transaction number
- Date transaction date
- Comment text field
- D Amort account 551120 (minus Change) 20000,00
- C Depreciation account 125209 (minus Change) 20000,00

(Objects, project, customer, supplier - same like depreciation transaction)

ransact	-												
inants	s - kar	ne IN	/_HIND: <sup>·</sup>	100077	Salve	statud							
Tüüp	Numt	ber		Aeg			Seletus						
INV_HIND			100077	31.12.202	1	<b></b>	Kinnisvara KV021 ümberhindlus ül	es vastaval	t hindam	isakt	tile		
Deebet			Kreedit		v	ahe							
		20000		200	000	0							
Kopeeri valit	ud Kustu	ta valitud	Massasetaja	Aseta retsep	t Jaga	ressurssidelt							
🗆 Nr 🥎	≁ Konto	≁ Objektie	d	ş	Projekt	≁ Sisu			د Deeb	et 🗡	Kreedit	<i>پر</i>	A
	> Otsi	> Otsi		>	Otsi	> Otsi			> Otsi	>	Otsi	> 0	)tsi
1	551120	TALLINN				KV021 Hoon	ete ümberhindlus - tulu/kulu				20000.00		
-	125209	TALLINN				KV001 Kinnin	vara ümberhindlus		20000.				

#### Property card after recalculation

Inventar k	, KV021 💽	lvestatud										Viimati muut	is <b>JANE</b> (27.12.2021 ke
Seotud dokumen	ndid: vara maha	akandmine:											
Kood	Nimi		Klass	Klassi nimi		Liising		Rendiinventar	<ul> <li>Õiglases väärtuses</li> </ul>	Master	Kommentaar		
KV021	Kinnisvara KV	021	125201 Q	Hooned		Ei			vaartuses	Q			
Tüüp		Arvestusmeetod			Ribakood								
Materiaalne PV	٣	Lineaarne	Ψ	Auto									
Andmed	Lisaväljad	Lisasummad	Tootmisühiku r	meetod Ka	asutajad Osaka	alud tegevused							
~ FINANTSAND	DMED				Ű	İmberhindluse su	mma				Ür	mberhinnatud väärtus	
Arvestuse algus		Soetushind		Lisasumma		Soetushind kokku		Amort %	Kulum		Arvestuse lõpp	Hetkehind	
01.01.2021			100000		20000		120000			0		<b></b>	120000
Min.väärtus		Arvestamata		Kuu kulum		E amordi lõpp		Amordi kanne		Amordi kanne			
					0				<b></b>				
<b>KONTOD</b>													
Vara tüüp 125201 Q	Kulum 125209 Q	Amort 551120 Q	Mahak. 551190 Q	Müügi kasum 421101 C									

#### The price change is reflected in the Value corrections division

Andmed	Lisaväljad	Lisasumma	d Tootmisi	ühiku meeto	Kasutaja	d Osakaalud tegevused					
Kokku summ	20000.00		_								
Kopeeri valitu	d 🛛 Kustuta valitud										
🗆 Nr 🔨	ş	Aeg	⊁ Lisasumma	> Objekt	≁ Kasutaja	ℰ Kommentaar	≁ Hankija	≁ Nimi	⊁ Tüüp	≁ Number	≁ Oste
	> Otsi		> Otsi	> Otsi	> Otsi	> Otsi	> Otsi	> Otsi	Otsi	> Otsi	> Otsi
1	:	31.12.2021	20000.00		JANE	Kinnisvara KV021 ümberhindlus üles vastavalt hind	amisaktile		Ümberhindlus v	100077	

### 4.4. Partial write-off - Fair value

Vara ümberhindlus 100071	Kinnitatud
--------------------------	------------

Seotud dokur	mendid: kanne: INV	HIND 1	00071										
Pais I	Menetlus												
Number	100071	Aeg 31.12.2	2021		mmentaar /015 osaline mah	akandmine							
DOKUME	NDI TÄITJA												
Kopeeri valitu	ud 🛛 Kustuta valitud	Massa	asetaja										
🗆 Nr 🔨	Fegevus		≁ Kood	<sup> </sup>	s 🖉 Muutus	≁ Nimetus	» Soetusaeg	Amort %	Soetushind lisasummadega	۶ – Kulum	Jääkmaksumus	≁ Soetu	≁ Õigla
	Otsi		Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
1	Osaline mahakandn	nine 🔻	KV015	40000	-60	Hoone 15	01.01.2021		100000	0	100000	Ei 🔹	Jah 🔻

# Fixed asset card

Põhivar	a KV015 Salvestatud						Vi	imati muutis <b>(direc</b>	<b>to)</b> (03.01.2022 kell
Kood KV015	Nimi Hoone 15	Klass Klassi nimi 125201 Q Hooned	<ul> <li>Õiglases väärtuses</li> </ul>						
Andmed	Lisaväljad Lisasummad	Tootmisühiku meetod	Kasutajad Osakaalud Os	alised mahakandmised Teg	gevused				
~ FINANTS	ANDMED		Osalise mahakand	mise summa			Hetkehind pe	ale osalist mah	akandmist
Arvestuse alg 01.01.2021	us Soetushind	Lisasumma 100000	Soetushind k	40000 Amort %	Kulum	0	Arvestuse lõpp He	tkehind	40000
Andmed	Lisaväljad Lisasummad	Tootmisühiku meetod	Kasutajad Osakaalud	Osalised mahakandmised	tegevused				
Kokku summa	a -60000.00	· · · · ·	saline mahakandmine						
Kopeeri valitu	d 📔 Kustuta valitud								
🗆 Nr 🥎			۶ Kasutaja ۶ Kommentaar		≁ Hankija	≁ Nimi	⊁ Tüüp	≁ Number	≁ Ostetud
	> Otsi	Otsi 🖌 > Otsi >	> Otsi > Otsi		> Otsi	> Otsi	Otsi	> Otsi	> Otsi
1	31.12.2021	-60000.00 JA	ANE KV015 osaline maha	kandmine			Ümberhindlus	▼ 100071	

#### Põhivara KV015 Salvestatud

Kood KV015	Nimi Hoone	15		Klass 125201 Q	Klassi ni Hooned				iglases iärtuses					
Andmed	Lisavälj	ad Lisa:	summad	Tootmisühiku n	neetod	Kasutajad	Osaka	alud	Osalised mahakan	dmise	ed Tegev	/used		
	_		Ae	-					_					
🗆 Nr 🔶 🗸	۶ Arve	stuse algus	۶ Osalise	e mahakandmise %	≁ Mah	akantud soetusm	naksumus	~	Algne soetusmaksumus	<i>ب</i> ر	Algne kulum	ç	Algne jääkmaksumus	Number
(	Otsi		Otsi		Otsi			Otsi		Otsi		Otsi		Otsi
1		31.12.2021		-60			60000		100000		0		100000	100071

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