

Sisukord

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Transaction

Transactions in Directo are usually generated automatically as a result of the confirmation of the original document. If necessary, transactions can be created manually.

The register of transactions is located at Finance → Transactions.

Directo allows to create both simple and compound sentences. One transaction can have 1 or many debit and credit sides. Transaction must be balanced (debit=credit), so that it can be saved.

No.	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	541201			Puhkusetasud	77.42						
2	212421			Puhkusereserv		77.42					
3	542101			Sotsiaalmaksu kulu	25.55						
4	542201			Töötuskindlustuse kulu	0.62						
5	212421			Puhkusereserv		26.17					

1. Transaction buttons

1.1. Header buttons




- **New** - opens a new unfilled transaction.
- **Save** - saves transaction.
- **Copy** - makes a copy of the transaction. It means opens a new transaction with fields filled in the same way as the base transaction.
- **Discard** - the button is active when the entry 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 transaction will be in saved status.
- **Delete** - deletes the transaction. Asks in advance if you are sure you want to delete.
- **Attachments** - allows to attach files to the transaction.
- **Mail** - allows to send the transaction via email.
- **Print** - prints transaction.
- **Open original** - opens the original document. For example on transaction with type PUR, it opens purchase invoice.
- **Periodize** - periodizes the transaction.
- **Create reverse transaction** - creates new financial transaction based on the existing transaction, where debit and credit turnovers are switched. An „Reverse Transaction“ with a reference to the original transaction is automatically placed to the description of the new financial transaction.
- **Create minus transaction** - creates new financial transaction based on the existing transaction, where the signs for the accounts turnovers are reversed. An „Minus Transaction“

with a reference to the original transaction is automatically placed to the description of the new financial transaction.

1.2. Row buttons


Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

- **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.
- **Paste recipe** - to place a recipe.
- **Split from Resource** - divides the rows marked with the resource number (the resource must be verified) by the rows of the corresponding resource. The amount is divided by the quantities of resource rows. Object, project, customer, and supplier from the resource rows are placed on the transactions rows.

-  - these buttons affect the height of the rows.
-  - for exporting table or selected rows to Excel.
-  - from this button transaction row fields can be selected and unselected. Only selected fields are displayed on transaction.

2. Transaction fields

2.1. Header fields

The fields on transactions header are selectable and the locations can be changed from  button .

- **Type** - indicates the type of transaction. Only FIN type of transactions can be created with the Add new button. In other cases, these are transactions from the subsystem, for example the type of entry that occurs when an invoice is confirmed is an INVOICE.
- **Number** - transactions number.
- **Date** - transactions date. Can be entered using the calendar by clicking on the calendar icon.
- **Reference** - location reference. For example, a sales invoice is created from location: Tartu, then a reference to Tartu appears in the invoice transaction.
- **Description** - explanation of the transaction.
- **Debit** - computational field. Total debit turnover for transaction rows.
- **Credit** - computational field. Total credit turnover for transaction rows.
- **Difference** - computational field. The difference between debit and credit. Transaction can be saved only if it is balanced and the difference is 0.

- **Company** - used in group consolidation bases.

2.2. Row fields

The columns of the table of financial transaction rows are selectable and the locations can be changed, you can read more about it from [here](#).

- **Account** - financial account.
- **Object** - related object(s) in other words financial dimension(s).
- **Project** - project code. Used for linking to a specific project.
- **Description** - explanation of the row. Name of the account is entered here automatically when account is placed. If an account is entered later or needs to be changed, but description shouldn't be overwritten with the account name, then System settings> Purchase invoice and expense document account placing takes description always from account should be set to no.
- **Debit** - debit row amount. Double-clicking on the debit field will place the balance of the account on the row (with the time of the transaction).
- **Credit** - credit row amount. Double-clicking on the credit field balances the entry.
- **VAT code** - VAT code.
- **Date** - row date. If empty, the date of the header applies to the row.
- **Customer** - customer code.
- **Supplier** - supplier code.
- **Resource** - resource number. Must be filled to divide row with „Split from Resources“ button.
- **Cur. Debit** - debit * rate.
- **Cur. Credit** - credit * rate.
- **Currency** - row currency.
- **Rate** - row currency rate. Placed automatically when placing the currency (if the currency and currency rate are in the base).
- **Qty** - row quantity.
- **PID** - purchase ID field, appears if the system setting 'Fiscal Transactions have PID', is YES.

3. Periodization of the transaction (NEW DESIGN)

The periodization functionality of the transaction allows to periodize the financial transaction, i.e. distribute the amount over a longer period.



Only works on the new design transaction.

3.1. Periodization methodology

Periodization is based on two rules: **monthly periodization** and **daily periodization**.

Monthly periodization - period is divided into months and all the periodized parts are equal.

Monthly periodization applies if applies the formula: periodization end date + 1 = periodization start date. Periodization period can be divided into full months. These periods are for example:

Example A: 01.02.2019-31.01.2020 (31. + 1 = 1. day) and the period is divided exactly into 12 months;

Example B: 20.02.2019-19.12.2019 (19. + 1 = 20th day) and the period is divided exactly into 10 months. \Rightarrow (01.03. until 30.11 = 9 months) + (20.02 until 28.02.2019 = 1/3 months) + (01.12 until 19.12.2019 = 2/3 months) = 10 months.

If the periodized sum is 300 EUR, then in **example A** the period sum is: 300 EUR / 12 months = 25 EUR and the same sum applies to all periods.

In **example B** the period sum is: 300 EUR / 10 months = 30 EUR.

- 30 EUR applies to every month in period 01.03.-30.11.2019 (9×30 EUR).
- Between the periods 20.02 -28.02.2019 and 01.12-19.12.2019, which form an additional month, 30 EUR is divided so that the first period receives its share in proportion to the days remaining in that month and is based on a 30-day month $\Rightarrow 30/30 * 20 \text{ days} = 20 \text{ EUR}$. The periodization balance goes to last partial month $300 - 270 - 20 = 10 \text{ EUR}$.

Daily periodization applies if the period is not divided into full months or the rule periodization end date + 1 = periodization start date does not apply, and as a result, all periodized parts have a different amount according to the number of calendar days in the month.

3.2. Periodization of the transaction

Periodization of a transaction can be started from a saved transaction by pressing the „Periodize“ button in the header.

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Dt	Cur. Cred	Currer	Rate
1	71011			Car rental	1200.00							1200.00		EUR	1
2	22200			Accounts Payable		1200.00							1200.00	EUR	1

In the new design, pressing the „Periodize“ button opens the first pop-up window where you can set the parameters of periodization.

Periodization of entry ✕

1 ▶ 2

SELECT PERIODIZING OPTIONS

Description

Side

Debit
▼

Frequency of transactions (months)

1
▼

Start of period

01.01.2023
📅

Number of transactions

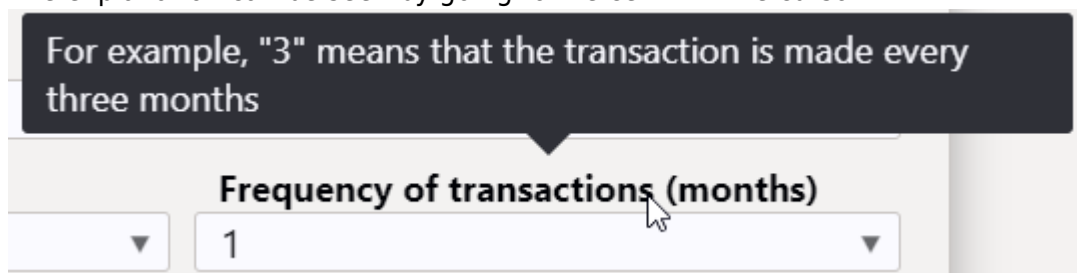
3

End of period

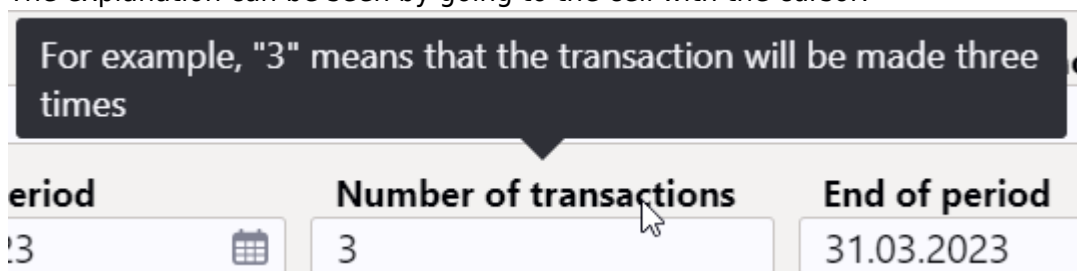
31.03.2023
📅

← Back
Forward →

- **Description** – description of the periodized transaction, with an automatically added identifier for periodization.
- **Side** – selectable from a dropdown menu, allowing you to choose, whether you want to periodize the debit or credit side.
- **Frequency of transactions (months)** – selectable from the drop-down menu between 1-12. The explanation can be seen by going to the cell with the cursor.



- **Start of period** – the start date of the periodization.
- **Number of transactions** – allows you to enter the number of times the transaction is made. The explanation can be seen by going to the cell with the cursor.



- **End of period** – the periodization end date, which comes automatically according to the number of times entered, but can also be written manually.

After filling in the parameters, press the „Forward“ button below, which opens the second pop-up window:

Periodization of entry



1 ▶ 2

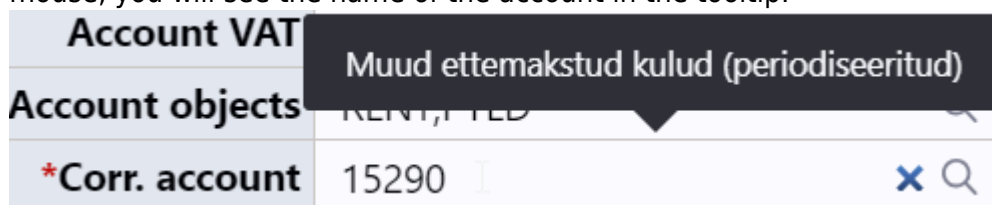
PERIODIZATION RESULT

Account	71011	
Account VAT		
Account objects	RENT,PYLD	
*Corr. account	15290	
Corr. account VAT		
Corr. account objects		
Sum in base currency	1200.00	1200.00
01.01.2023	400.00	400.00
01.02.2023	400.00	400.00
01.03.2023	400.00	400.00

← Back

Create transactions

- **Account** – shows the account to be periodized (selected in the first pop-up window, whether debit or credit side is periodized).
- **Account VAT** – allows setting the VAT code for the account
- **Account objects** – allows setting objects for the account, separated by commas, which will also appear on the periodized transaction.
- ***Corr. account** – corresponding account, mandatory field. When you go to the field with the mouse, you will see the name of the account in the tooltip.



- **Corr. account VAT** – allows setting the VAT code for the corresponding account.
- **Corr. account objects** – allows setting objects for the corresponding account, separated by commas.
- **Sum in base currency** – shows the amount to be periodized.
- e.g **01.01.2023** – shows the amount to be periodized on that date; this can be manually overwritten.

Pressing the **Create transactions** button will create the periodized transaction, which will be in draft form in the new design. If, upon review, the result is not as desired, pressing the **Discard** button in the header will remove the periodized transaction lines, allowing you to start periodization again.

Finance - Transaction FIN: 230039 **Draft**

Type: FIN Number: 230039 Date: 01.01.2023 Reference: Description: 1

Debit: 2800

Credit: 2800 Difference: 0

Bulk Insert... Paste Recipe Split from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Di	Cur. Cred	Currer	Rate	Qty
1	71011			Car rental	1200.00							1200.00		EUR	1	
2	22200			Accounts Payable		1200.00							1200.00	EUR	1	
3	15290			1 Car rental	800.00							800.00		EUR	1	
4	71011	RENT,PYLD		1 Car rental		800.00							800.00	EUR	1	
5	71011	RENT,PYLD		1 Car rental	400.00			01.02.2023				400.00		EUR	1	
6	15290			1 Car rental		400.00		01.02.2023					400.00	EUR	1	
7	71011	RENT,PYLD		1 Car rental	400.00			01.03.2023				400.00		EUR	1	
8	15290			1 Car rental		400.00		01.03.2023					400.00	EUR	1	

With the parameters given above, a periodized transaction is created by pressing the „Save“ button in the draft form:

Finance - Transaction FIN: 230039 **Saved**

Type: FIN Number: 230039 Date: 01.01.2023 Reference: Description: Per - 1

Debit: 2800

Credit: 2800 Difference: 0

Bulk Insert... Paste Recipe Split from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Di	Cur. Cred	Currer	Rate	Qty
1	71011			Car rental	1200.00							1200.00		EUR	1	
2	22200			Accounts Payable		1200.00							1200.00	EUR	1	
3	15290			Per - 1 Car rental	800.00							800.00		EUR	1	
4	71011	RENT,PYLD		Per - 1 Car rental		800.00							800.00	EUR	1	
5	15290			Per - 1 Car rental		400.00		01.02.2023					400.00	EUR	1	
6	71011	RENT,PYLD		Per - 1 Car rental	400.00			01.02.2023				400.00		EUR	1	
7	15290			Per - 1 Car rental		400.00		01.03.2023					400.00	EUR	1	
8	71011	RENT,PYLD		Per - 1 Car rental	400.00			01.03.2023				400.00		EUR	1	

The periodized transaction will have different periods separated by dividing lines. The first section shows the original transaction lines with postings to the corresponding account and the subtraction of the periodized line to avoid double expenses/income.

- Line 1 and 2 - original transaction
- Line 3 - posting to the corresponding account to the extent of the balance of the amount to be periodized
- Line 4 - crediting of the expense account to be periodized, i.e. subtraction to the extent of the balance of the amount to be periodized

If you have already saved the transaction in draft form, it is possible to delete the lines either one by one or all at once, as a result of which the „Periodize“ button in the header becomes active again and it is possible to start periodization again.

NewSaveCopyDiscardDeleteMailPrintFinantskanneAttachmentsPeriodizedCreate reverse transactionCreate minus transaction

Finance - Transaction FIN: 230039 Saved

TypeNumberDateReferenceDescription

FIN23003901.01.2023Per - 1

Debit

2800

Credit

2800

Difference

0

Bulk Insert...Paste RecipeSplit from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Di	Cur. Cred	Currer	Rate	Qty
1	71011			Car rental	1200.00							1200.00		EUR	1	
2	22200			Accounts Payable		1200.00							1200.00	EUR	1	
3	15290			Per - 1 Car rental	800.00							800.00		EUR	1	
4	71011	RENT,PYLD		Per - 1 Car rental		800.00							800.00	EUR	1	
5	15290			Per - 1 Car rental		400.00		01.02.2023					400.00	EUR	1	
6	71011	RENT,PYLD		Per - 1 Car rental	400.00			01.02.2023				400.00		EUR	1	
7	15290			Per - 1 Car rental		400.00		01.03.2023					400.00	EUR	1	
8	71011	RENT,PYLD		Per - 1 Car rental	400.00			01.03.2023				400.00		EUR	1	

3.3 Examples:

3.3.1 Entering an incorrect parameter

If the entered object does not exist, the box will turn red upon leaving the field, and a corresponding error message will be displayed, similar to other fields.

Periodization of entry

12

PERIODIZATION RESULT

Account	71011
Account VAT	
Account objects	123

Object is invalid

3.3.2 Periodizing a transaction once per quarter over a year

- Frequency of transactions (months) – the transaction is made every 3 months
- Number of transactions – the transaction is made 4 times

Periodization of entry



SELECT PERIODIZING OPTIONS

Description

2

Side

Debit

Frequency of transactions (months)

3

Start of period

01.01.2023



Number of transactions

4

End of period

31.12.2023



← Back

Forward →

Periodization of entry

1

2

PERIODIZATION RESULT

Account	71011	
Account VAT		
Account objects		
*Corr. account	15290	
Corr. account VAT		
Corr. account objects		
Sum in base currency	1200.00	1200.00
01.01.2023	300.00	300.00
01.04.2023	300.00	300.00
01.07.2023	300.00	300.00
01.10.2023	300.00	300.00

← Back

Create transactions

Result:

NewSaveCopyDiscardDeleteMailPrintFinantskanneAttachmentsPeriodizedCreate reverse transactionCreate minus transaction

Finance - Transaction FIN: 230028Saved

TypeNumberDateReferenceDescription

FIN23002801.01.2023Per - 2

Debit

3000

Credit

3000

Difference

0

Bulk Insert...Paste RecipeSplit from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Dr	Cur. Cred	Currer	Rate	Qty
...	1	71011		Car rental	1200.00							1200.00				
...	2	22200		Accounts payable		1200.00							1200.00	EUR	1	
...	3	15290		Per - 2 Car rental	900.00							900.00		EUR	1	
...	4	71011		Per - 2 Car rental		900.00							900.00	EUR	1	
...	5	15290		Per - 2 Car rental		300.00		01.04.2023					300.00	EUR	1	
...	6	71011		Per - 2 Car rental	300.00			01.04.2023				300.00		EUR	1	
...	7	15290		Per - 2 Car rental		300.00		01.07.2023					300.00	EUR	1	
...	8	71011		Per - 2 Car rental	300.00			01.07.2023				300.00		EUR	1	
...	9	15290		Per - 2 Car rental		300.00		01.10.2023					300.00	EUR	1	
...	10	71011		Per - 2 Car rental	300.00			01.10.2023				300.00		EUR	1	

3.3.3 Periodization of multiple transaction lines

NewSaveCopyDiscardDeleteMailPrintFinantskanneAttachmentsPeriodizeCreate reverse transactionCreate minus transaction

Finance - Transaction FIN: 230041 Saved

TypeNumberDateReferenceDescription

FIN23004101.01.20236

Debit

1800

CreditDifference

18000

Bulk Insert...Paste RecipeSplit from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Di	Cur. Cred	Currer	Rate
1	71011			Car rental	1200.00							1200.00		EUR	1
2	22200			Accounts Payable		1800.00							1800.00	EUR	1
3	71012			Car fuel	600.00							600.00		EUR	1

If there are more lines to be periodized, the second pop-up window shows both accounts that are periodized. If desired, different data can be assigned to them, in this example, different account objects.

Periodization of entry

1

2

SELECT PERIODIZING OPTIONS

Description

6

Side

Debit

Frequency of transactions (months)

1

Start of period

01.01.2023

Number of transactions

3

End of period

31.03.2023

← Back

Forward →

Periodization of entry

1

▶

2

PERIODIZATION RESULT

Account	71011	71012	
Account VAT	<input type="text"/>	<input type="text"/>	
Account objects	RENT <input type="text"/>	YLD <input type="text"/>	
*Corr. account	15290 <input type="text"/>	15290 <input type="text"/>	
Corr. account VAT	<input type="text"/>	<input type="text"/>	
Corr. account objects	<input type="text"/>	<input type="text"/>	
Sum in base currency	1200.00	600.00	1800.00
01.01.2023	400.00	200.00	600.00
01.02.2023	400.00	200.00	600.00
01.03.2023	400.00	200.00	600.00

← Back

Create transactions

Pressing “Create transactions” and “Save” generates a periodized transactions, showing that each account has its object:

NewSaveCopyDiscardDeleteMailPrintFinantskanneAttachmentsPeriodizedCreate reverse transactionCreate minus transaction

Finance - Transaction FIN: 230041 Saved

TypeNumberDateReferenceDescription

FIN23004101.01.2023Per - 6

Debit4200

Credit4200Difference0

Bulk Insert...Paste RecipeSplit from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Di	Cur. Cred	Currer	Rate	Qty
	> ! Q	> Search Q	> Se Q	> Search	> Seai	> Search	> Q	> Search	> S Q	> Sei Q	> Si Q	> Search	> Search	> S Q	> Sear	> Search
...	1	71011		Car rental	1200.00							1200.00		EUR	1	
...	2	22200		Accounts Payable		1800.00							1800.00	EUR	1	
...	3	71012		Car fuel	600.00							600.00		EUR	1	
...	4	15290		Per - 6 Car rental	800.00							800.00		EUR	1	
...	5	71011	RENT	Per - 6 Car rental		800.00							800.00	EUR	1	
...	6	15290		Per - 6 Car fuel	400.00							400.00		EUR	1	
...	7	71012	YLD	Per - 6 Car fuel		400.00							400.00	EUR	1	
...	8	15290		Per - 6 Car fuel		200.00		01.02.2023					200.00	EUR	1	
...	9	71012	YLD	Per - 6 Car fuel	200.00			01.02.2023				200.00		EUR	1	
...	10	15290		Per - 6 Car rental		400.00		01.02.2023					400.00	EUR	1	
...	11	71011	RENT	Per - 6 Car rental	400.00			01.02.2023				400.00		EUR	1	
...	12	15290		Per - 6 Car rental		400.00		01.03.2023					400.00	EUR	1	
...	13	71011	RENT	Per - 6 Car rental	400.00			01.03.2023				400.00		EUR	1	
...	14	15290		Per - 6 Car fuel		200.00		01.03.2023					200.00	EUR	1	
...	15	71012	YLD	Per - 6 Car fuel	200.00			01.03.2023				200.00		EUR	1	

3.3.4 Daily periodization, i.e. the period amounts are not equal

In this example, the periodization range cannot be divided into whole months, and periodization takes place with daily precision. The second pop-up window shows how the amounts are calculated according to the number of days.

Periodization of entry

1

2

SELECT PERIODIZING OPTIONS

Description

7

Side

Debit

Frequency of transactions (months)

1

Start of period

19.01.2023

Number of transactions

3

End of period

03.03.2023

← Back

Forward →

Periodization of entry

1

2

PERIODIZATION RESULT

Account	71011		
Account VAT			
Account objects			
*Corr. account	15290		
Corr. account VAT			
Corr. account objects			
Sum in base currency		1200.00	1200.00
19.01.2023		354.55	354.55
01.02.2023		763.64	763.64
01.03.2023		81.81	81.81

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Create transactions

Pressing “Create transactions” and “Save” generates a periodized transaction:

NewSaveCopyDiscardDeleteMailPrintFinantskanneAttachmentsPeriodizedCreate reverse transactionCreate minus transaction

Finance - Transaction FIN: 230037 Saved

TypeNumberDateReferenceDescription

FIN23003701.01.2023Per - 7

Debit

2890.9

Credit

2890.9

Difference

0

Bulk Insert...Paste RecipeSplit from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. De	Cur. Cred	Currer	Rate
1	71011			Car rental	1200.00							1200.00		EUR	1
2	22200			Accounts payable		1200.00							1200.00	EUR	1
3	15290			Per - 7 Car rental	845.45			19.01.2023				845.45		EUR	1
4	71011			Per - 7 Car rental		845.45		19.01.2023					845.45	EUR	1
5	15290			Per - 7 Car rental		763.64		01.02.2023					763.64	EUR	1
6	71011			Per - 7 Car rental	763.64			01.02.2023				763.64		EUR	1
7	15290			Per - 7 Car rental		81.81		01.03.2023					81.81	EUR	1
8	71011			Per - 7 Car rental	81.81			01.03.2023				81.81		EUR	1

In the second pop-up window, you can manually overwrite the amounts yourself. If, for example, you manually enter 1000 in the cell for the amount of 19.01.2023, the last cell will contain the amount with a minus and the warning message „Check sums“ will appear in the top right.

Periodization of entry

1

2

PERIODIZATION RESULT

Account	71011	
Account VAT		
Account objects		
*Corr. account	15290	
Corr. account VAT		
Corr. account objects		
Sum in base currency	1200.00	1200.00
19.01.2023	1000.00	1000.00
01.02.2023	763.64	763.64
01.03.2023	-563.64	-563.64

← Back

Create transactions

Check sums

3.3.5 If there is also VAT on the transaction, but you do not want it to be periodized

If the transaction includes VAT and you are periodizing the debit side, and you do not want the VAT to be periodized, enter the same account used for input VAT as the corresponding account.

NewSaveCopyDiscardDeleteMailPrintFinantskanneAttachmentsPeriodizeCreate reverse transactionCreate minus transaction

Finance - Transaction FIN: 230042Saved

TypeNumberDateReferenceDescription

FIN23004201.01.202312

Debit

122

Credit

122

Difference

0

Bulk Insert...Paste RecipeSplit from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resoui	Cur. Di	Cur. Cred	Currer	Rate	Qty
1	23015			Fixed asset input tax	22.00							22.00		EUR	1	
2	18400			Furniture	100.00							100.00		EUR	1	
3	22200			Accounts Payable		122.00							122.00	EUR	1	

Periodization of entry



SELECT PERIODIZING OPTIONS

Description

12

Side

Debit

Frequency of transactions (months)

1

Start of period

01.01.2023



Number of transactions

3

End of period

31.03.2023



← Back

Forward →

Periodization of entry

1

2

PERIODIZATION RESULT

Account	23015	18400	
Account VAT			
Account objects			
*Corr. account	23015	15290	
Corr. account VAT			
Corr. account objects			
Sum in base currency	22.00	100.00	122.00
01.01.2023	7.33	33.33	40.66
01.02.2023	7.33	33.33	40.66
01.03.2023	7.34	33.34	40.68

← Back

Create transactions

As a result, the transaction will be rotated on the same account:

Finance - Transaction FIN: 230042 Saved

Type: FIN

Number: 230042

Date: 01.01.2023

Reference:

Description: Per - 12

Debit: 284.68

Credit: 284.68

Difference: 0

Bulk Insert...

Paste Recipe

Split from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resoui	Cur. Di	Cur. Cred	Currer	Rate	Qty
	> : Q	> Search Q	> Se Q	> Search	> Seai	> Search	> Q	> Search	> : Q	> Se Q	> Si Q	> Search	> Search	> : Q	> Seai	> Search
*** 1	23015			Fixed asset input tax	22.00							22.00		EUR	1	
*** 2	18400			Furniture	100.00							100.00		EUR	1	
*** 3	22200			Accounts Payable		122.00							122.00	EUR	1	
*** 4	23015			Per - 12 Fixed asset input tax	14.67							14.67		EUR	1	
*** 5	23015			Per - 12 Fixed asset input tax		14.67							14.67	EUR	1	
*** 6	15290			Per - 12 Furniture	66.67							66.67		EUR	1	
*** 7	18400			Per - 12 Furniture		66.67							66.67	EUR	1	
*** 8	15290			Per - 12 Furniture		33.33		01.02.2023					33.33	EUR	1	
*** 9	18400			Per - 12 Furniture	33.33			01.02.2023				33.33		EUR	1	
*** 10	23015			Per - 12 Fixed asset input tax		7.33		01.02.2023					7.33	EUR	1	
*** 11	23015			Per - 12 Fixed asset input tax	7.33			01.02.2023				7.33		EUR	1	
*** 12	23015			Per - 12 Fixed asset input tax		7.34		01.03.2023					7.34	EUR	1	
*** 13	23015			Per - 12 Fixed asset input tax	7.34			01.03.2023				7.34		EUR	1	
*** 14	15290			Per - 12 Furniture		33.34		01.03.2023					33.34	EUR	1	
*** 15	18400			Per - 12 Furniture	33.34			01.03.2023				33.34		EUR	1	

3.3.6 Object level requirement

Corr. account objects

- If the corr. account has object, the corr. account object is also in the periodization window.

Periodization of entry

1

2

PERIODIZATION RESULT

Account	523101
Account VAT	
Account objects	
*Corr. account	113491
Corr. account VAT	
Corr. account objects	LADU,HOOLDUS,TLN
Sum in base currency	1200.00
31.12.2024	0.00
01.01.2025	400.00
01.02.2025	400.00
01.03.2025	400.00

← Back

Create transactions

Other Prepaid Expenses (Periodized)

CODE

113491

NAME

Other Prepaid Expenses (Periodized)

VAT CODE

FOR STOCK DEPR

CLOSED

CLASS

0 (Asset)

CORR. ACC.

TAXONOMY

TRANSACTION OBJECTS

LADU,HOOLDUS,TLN

TRANSACTION PROJECT

STATE ACCOUNT

MAKSEANDMIKU KLAS

- If there is no object in the corr. account, but object levels have been set, the account object will appear in the field.

Finance - Transaction FIN: 200043

Periodization of entry

1

2

PERIODIZATION RESULT

Account	523101
Account VAT	
Account objects	LADU,HOOLDUS,TLN
*Corr. account	113491
Corr. account VAT	
Corr. account objects	LADU,HOOLDUS,TLN
Sum in base currency	
31.12.2024	
01.01.2025	
01.02.2025	
01.03.2025	

← Back

Create transactions

Other Prepaid Expenses (Periodized)

CODE

113491

NAME

Other Prepaid Expenses (Periodized)

VAT CODE

FOR STOCK DEPR

CLOSED

CLASS

0 (Asset)

CORR. ACC.

TAXONOMY

TRANSACTION OBJECTS

TRANSACTION PROJECT

STATE ACCOUNT

MAKSEANDMIKU KLAS

EMPLOYEE BENEFIT

STATISTICS

VALID FROM

ACCOUNT DEMANDS

MANDATORY

Object levels

1 OSAKOND

2 ALAMOSAKOND

3 ASUKOHT

Object of account subject to periodization

- If the account is missing an object but it has object levels, the corr. account object will be placed there.

The screenshot shows three overlapping windows in the Directo software. On the left is the 'Car Lease Costs' form with fields for CODE (523101), NAME (Car Lease Costs), VAT CODE, FOR STOCK DEPR, CLOSED, CLASS (4 (Expense)), CORR. ACC. (113491), TAXONOMY, TRANSACTION OBJECTS, TRANSACTION PROJECT, STATE ACCOUNT, MAKSEANDMIKU KLASS, EMPLOYEE BENEFIT, STATISTICS, VALID FROM, ACCOUNT DEMANDS, and MANDATORY (Object levels: 1 OSAKOND, 2 ALAMOSAKOND, 3 ASUKOHT). In the center is a 'Periodization of entry' dialog box showing a 'PERIODIZATION RESULT' table. On the right is the 'Other Prepaid Expenses (Periodized)' form with fields for CODE (113491), NAME (Other Prepaid Expenses (Periodized)), VAT CODE, FOR STOCK DEPR, CLOSED, CLASS (0 (Asset)), CORR. ACC., TAXONOMY, TRANSACTION OBJECTS (LADU,HOOLDUS,TLN), TRANSACTION PROJECT, STATE ACCOUNT, MAKSEANDMIKU KLASS, EMPLOYEE BENEFIT, STATISTICS, VALID FROM, ACCOUNT DEMANDS, and MANDATORY (Object levels). A red box highlights the 'TRANSACTION OBJECTS' field in the right form, and a red arrow points from it to the '*Corr. account' field in the 'Periodization of entry' dialog box.

Account	523101	
Account VAT		
Account objects	LADU,HOOLDUS,TLN	
*Corr. account	113491	
Corr. account VAT		
Corr. account objects	LADU,HOOLDUS,TLN	
Sum in base currency	1200.00	
31.12.2024	0.00	
01.01.2025	400.00	
01.02.2025	400.00	
01.03.2025	400.00	

Error messages

- If the level of the object in the field does not match, the field will be red and transactions cannot be created. This also means that objects with a different level cannot be placed.

The screenshot shows the 'Periodization of entry' dialog box with a 'PERIODIZATION RESULT' table. A red box highlights the '*Corr. account' field, which contains the value '113491'. A tooltip 'Object is invalid' points to this field. The table shows the following data:

Account	523101	
Account VAT		
Account objects		
*Corr. account	113491	
Corr. account VAT		
Corr. account objects	TEST	
Sum in base currency	1200.00	1200.00
31.12.2024	0.00	0.00
01.01.2025	400.00	400.00
01.02.2025	400.00	400.00
01.03.2025	400.00	400.00

An error message 'Object is invalid' is displayed in a red box at the top right of the dialog box.

- The error field has the following explanatory tooltips:
- 'object is invalid' ⇒ such an object does not exist at all
- 'object with required level is missing' ⇒ the account has a specified level, but an object with that level has not been added
- 'invalid object level' ⇒ the entered object level is not allowed in the account

4. Periodization of the transaction (OLD DESIGN)

Periodization of a transaction can be started from a saved transaction by pressing the „Periodize“

button in the header.

Close New Copy Save Delete Mail Print Finantskanne F << >> Status: View Type TRAN

Periodize REVERSE TRANSACTION Changes

Number 230039 Date 01.01.2023 Reference Turnover 1200 1200
Description 3 Difference 0

Bank Statements: -

Creator Last changed by: Bulk Insert... Paste Recipe ☐ Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code
1	71011			Car rental	1200.00		
2	22200			Accounts Payable		1200.00	

In the old design, pressing the „Periodize“ button opens the first pop-up window where you can set the parameters of periodization.

Select periodizing options

Description: Periodizing 3

Side: Debit ▼

Period: 1 ▼

Start date: 01.01.2023

Times: 3

End date: 01.04.2023

Reset accounts: ☒

Forward

- **Description** – description of the periodized transaction, with an automatically added identifier for periodization.
- **Side** – selectable from a dropdown menu, allowing you to choose, whether you want to periodize the debit or credit side.
- **Period** – selectable from the drop-down menu between 1-12. Sets the period after which the transaction is made. For example, number 1 states that a transaction is made every month, while 12 states that a transaction is made every 12 months, i.e. once a year.
- **Start date** – the start date of the periodization.
- **Times** – allows you to enter the number of times the transaction is made.
- **End date** – the periodization end date, which comes automatically according to the number of times entered, but can also be written manually.
- **Reset accounts** – this should be ticked when expense and income accounts are periodized, so that double costs/incomes do not arise as a result of the periodized transaction.

After filling in the parameters, press the „Forward“ button below, which opens the second pop-up window:

Enter amount and corresponding accounts

Account	VAT	Corr. account	VAT	Object	01.01.2023	01.02.2023	01.03.2023	01.04.2023	Sum
71011		15290			400.00	400.00	400.00	0.00	1200.00

Create transactions

- **Account** – shows the account to be periodized (selected in the first pop-up window, whether debit or credit side is periodized).
- **VAT** – allows setting the VAT code for the account.
- **Corr. account** – corresponding account, mandatory field. When you go to the field with the mouse, you will see the name of the account in the tooltip.

Corr. account VAT	Object	01.01.2023	01.02.
15290		400.00	4
Muud ettemakstud kulud (periodiseeritud)			

- **VAT** – allows setting the VAT code for the corresponding account.
- **Object** – account objects, must be entered directly into the transaction. In the new design, you can also add on a pop-up window.
- e.g **01.01.2023** – shows the amount to be periodized on that date; this can be manually overwritten.

if „Reset accounts“ is ticked, then pressing the „Create transactions“ button, button will create the periodized transaction:

Close	New	Copy	Save	Delete	Mail	Print	Finantskanne	F	<<	>>	Status: View	Type: TRAN
Periodized	REVERSE TRANSACTION	Changes										
Number	230029	Date	01.01.2023	Reference		Turnover	2800	2800				
Description	Per - 3					Difference	0					
Bank Statements: -												
Creator						Bulk Insert...	Paste Recipe	<input type="checkbox"/>	Split from Resources			
NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer			
1	22200			Accounts payable		1200.00						
2	71011			Car rental	1200.00							
3	15290			Per - Car rental	800.00							
4	71011			Per - Car rental		800.00						
5	15290			Per - Car rental		400.00		01.02.2023				
6	71011			Per - Car rental	400.00			01.02.2023				
7	15290			Per - Car rental		400.00		01.03.2023				
8	71011			Per - Car rental	400.00			01.03.2023				

The periodized transaction will have different periods separated by dividing lines. The first section shows the original transaction lines with postings to the corresponding account and the subtraction of the periodized line to avoid double expenses/income.

- Line 1 and 2 – original transaction
- Line 3 – posting to the corresponding account to the extent of the balance of the amount to be periodized
- Line 4 – crediting of the expense account to be periodized, i.e. subtraction to the extent of the balance of the amount to be periodized

If “Reset accounts” is not ticked, the transaction is like that:

CloseNewCopySaveDeleteMailPrintFinantskanneF<<>>Status: ViewType TRAN

PeriodizedREVERSE TRANSACTIONChanges

Number230030Date01.01.2023ReferenceTurnover24002400

DescriptionPer - 4Difference0

Bank Statements: -

Creator

Bulk Insert...Paste Recipe☐ Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date
1	22200			Accounts Payable		1200.00		
2	15290			Per - Car rental	400.00			
3	71011			Per - Car rental		400.00		
4	71011			Car rental	1200.00			
5	15290			Per - Car rental	400.00			01.02.2023
6	71011			Per - Car rental		400.00		01.02.2023
7	15290			Per - Car rental	400.00			01.03.2023
8	71011			Per - Car rental		400.00		01.03.2023

5. Examples (OLD DESIGN)

5.1 Periodizing a transaction once per quarter over a year

- **Period** - the transaction is made every 3 months
- **Times** - the transaction is made 4 times

Select periodizing options

Description:Periodizing 2

Side:Debit

Period:3

Start date:01.01.2023

Times:4

End date:01.01.2024

Reset accounts:☒

Forward

Enter amount and corresponding accounts

Account	VAT	Corr. account	VAT	Object	01.01.2023	01.04.2023	01.07.2023	01.10.2023	01.01.2024	Sum
71011		15290			300.00	300.00	300.00	300.00	0.00	1200.00

Create transactions

Result:

Close New Copy Save Delete Mail Print Finantskanne F << >> Status: View Type TRAN

Periodized REVERSE TRANSACTION Changes

Number 230028 Date 01.01.2023 Reference Turnover 3000 3000
Description Per - 2 Difference 0

Bank Statements: -

Creator Bulk Insert... Paste Recipe ☐ Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date
1	71011			Car rental	1200.00			
2	22200			Accounts payable		1200.00		
3	15290			Per - 2 Car rental	900.00			
4	71011			Per - 2 Car rental		900.00		
5	15290			Per - 2 Car rental		300.00		01.04.2023
6	71011			Per - 2 Car rental	300.00			01.04.2023
7	15290			Per - 2 Car rental		300.00		01.07.2023
8	71011			Per - 2 Car rental	300.00			01.07.2023
9	15290			Per - 2 Car rental		300.00		01.10.2023
10	71011			Per - 2 Car rental	300.00			01.10.2023

5.2 Periodization of multiple transaction lines

Close New Copy Save Delete Mail Print Finantskanne F << >> Status: View Type TRAN

Periodize REVERSE TRANSACTION Changes

Number 230041 Date 01.01.2023 Reference Turnover 1800 1800
Description 6 Difference 0

Bank Statements: -

Creator Bulk Insert... Paste Recipe ☐ Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code
1	71011			Car rental	1200.00		
2	22200			Accounts Payable		1800.00	
3	71012			Car fuel	600.00		

If there are more lines to be periodized, the second pop-up window shows both accounts that are periodized. If desired, different data can be assigned to them, in this example, different VAT codes.

Select periodizing options

Description: Periodizing 6

Side: Debit ▼

Period: 1 ▼

Start date: 01.01.2023

Times: 3

End date: 01.04.2023

Reset accounts: ☒

Forward

Enter amount and corresponding accounts

Account	VAT	Corr. account	VAT	Object	01.01.2023	01.02.2023	01.03.2023	01.04.2023	Sum
71011		15290	1		400.00	400.00	400.00	0.00	1200.00
71012		15290	12		200.00	200.00	200.00	0.00	600.00

Create transactions

Pressing "Create transactions" and "Save" generates a periodized transactions, showing that each account has its VAT codes:

Close New Copy Save Delete Mail Print Finantskanne F << >> Status: View Type TRAN

Periodized REVERSE TRANSACTION Changes

Number 230041 Date 01.01.2023 Reference Turnover 4200 4200
Description Per - 6 Difference 0

Bank Statements: -

Creator Bulk Insert... Paste Recipe ☐ Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer
1	71011			Car rental	1200.00				
2	22200			Accounts Payable		1800.00			
3	71012			Car fuel	600.00				
4	15290			Per - Car rental	800.00		1		
5	71011			Per - Car rental		800.00			
6	15290			Per - Car fuel	400.00		12		
7	71012			Per - Car fuel		400.00			
8	15290			Per - Car rental		400.00	1	01.02.2023	
9	71011			Per - Car rental	400.00			01.02.2023	
10	15290			Per - Car fuel		200.00	12	01.02.2023	
11	71012			Per - Car fuel	200.00			01.02.2023	
12	15290			Per - Car rental		400.00	1	01.03.2023	
13	71011			Per - Car rental	400.00			01.03.2023	
14	15290			Per - Car fuel		200.00	12	01.03.2023	
15	71012			Per - Car fuel	200.00			01.03.2023	

5.3 Daily periodization, i.e. the period amounts are not equal

In this example, the periodization range cannot be divided into whole months, and periodization takes place with daily precision. The second pop-up window shows how the amounts are calculated according to the number of days.

Select periodizing options

Description: Per - 9

Side: Debit

Period: 1

Start date: 19.01.2023

Times: 2

End date: 19.03.2023

Reset accounts: ☒

Forward

Enter amount and corresponding accounts

Account	VAT	Corr. account VAT	Object	19.01.2024	19.02.2024	19.03.2024	Sum
71011		15290		232.26	600.00	367.74	1200.00
Create transactions							

Pressing "Create transactions" and "Save" generates a periodized transaction:

Close New Copy Save Delete Mail Print Finantskanne F << >> Status: View Type TRAN

Periodized REVERSE TRANSACTION Changes

Number 230033 Date 01.01.2023 Reference Turnover 3135.48 3135.48
Description Per - 9 Difference 0

Bank Statements: -

Creator Bulk Insert... Paste Recipe ☐ Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Ci
1	71011			Car rental	1200.00				
2	22200			Accounts Payable		1200.00			
3	15290			Per - Car rental	967.74			19.01.2023	
4	71011			Per - Car rental		967.74		19.01.2023	
5	15290			Per - Car rental		600.00		19.02.2023	
6	71011			Per - Car rental	600.00			19.02.2023	
7	15290			Per - Car rental		367.74		19.03.2023	
8	71011			Per - Car rental	367.74			19.03.2023	

In the second pop-up window, you can manually overwrite the amounts yourself. If, for example, you manually enter 1000 in the cell for the amount of 19.01.2023, the last cell will contain the amount with a minus.

Enter amount and corresponding accounts

Account	VAT	Corr. account VAT	Object	19.01.2024	19.02.2024	19.03.2024	Sum
71011		15290		1000.00	600.00	-400.00	1200.00
Create transactions							

5.4 If there is also VAT on the transaction, but you do not want it to be periodized

If the transaction includes VAT and you are periodizing the debit side, and you do not want the VAT to be periodized, enter the same account used for input VAT as the corresponding account.

CloseNewCopySaveDeleteMailPrintFinantskanneF<<>>Status: ViewType TRAN

PeriodizedREVERSE TRANSACTIONChanges

Number230042Date01.01.2023ReferenceTurnover284.68284.68DescriptionPer - 12Difference0

Bank Statements: -

CreatorBulk Insert...Paste RecipeSplit from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code
1	23015			Fixed asset input tax	22.00		
2	18400			Furniture	100.00		
3	22200			Accounts Payable		122.00	

Select periodizing options

Description: Per 12

Side: Debit

Period: 1

Start date: 01.01.2023

Times: 3

End date: 01.04.2023

Reset accounts: ☒

Forward

Enter amount and corresponding accounts

Account	VAT	Corr. account	VAT	Object	01.01.2023	01.02.2023	01.03.2023	01.04.2023	Sum
23015		23015			7.33	7.33	7.34	0.00	22.00
18400		15290			33.33	33.33	33.34	0.00	100.00

Create transactions

As a result, the transaction will be rotated on the same account:

CloseNewCopySaveDeleteMailPrintFinantskanneF<<>>Status: ViewType TRAN

PeriodizedREVERSE TRANSACTIONChanges


Number230042Date01.01.2023ReferenceTurnover284.68284.68DescriptionPer - 12Difference0

Bank Statements: -

CreatorBulk Insert...Paste RecipeSplit from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	C
1	23015			Fixed asset input tax	22.00				
2	18400			Furniture	100.00				
3	22200			Accounts Payable		122.00			
4	23015			Per - 12 Fixed asset input tax	14.67				
5	23015			Per - 12 Fixed asset input tax		14.67			
6	15290			Per - 12 Furniture	66.67				
7	18400			Per - 12 Furniture		66.67			
8	15290			Per - 12 Furniture		33.33		01.02.2023	
9	18400			Per - 12 Furniture	33.33			01.02.2023	
10	23015			Per - 12 Fixed asset input tax		7.33		01.02.2023	
11	23015			Per - 12 Fixed asset input tax	7.33			01.02.2023	
12	23015			Per - 12 Fixed asset input tax		7.34		01.03.2023	
13	23015			Per - 12 Fixed asset input tax	7.34			01.03.2023	
14	15290			Per - 12 Furniture		33.34		01.03.2023	
15	18400			Per - 12 Furniture	33.34			01.03.2023	
16									

6. Fine-tuning

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

Preferences

PersonalSystem

☒ Currency rate by row date

Attachment preview

Right

Restore

Save

- **Currency rate by row date** - if this setting is activated, the exchange rate is set according to the row date. If this setting is not activated, the rate is set according to the date in the header.
- **Attachment preview** - whether and where a preview of the attachment attached is displayed. Options are missing, right and bottom.

6. Bulk insert

You can create transaction rows in Excel and bulk insert them directly to the transaction.

- If the account number is specified and the description box is empty, the account name is placed

in the Description box

- Amounts are placed on the transaction with both a plus and a minus sign
- Only one amount can be bulk inserted, either in the debit or credit column
- Zero is not a number, i.e. it is possible to insert amounts from an Excel table with Debit 0.00 and Credit 40.00. After importing, only Debit (empty) and Credit 40.00 remain.

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