

# 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. → (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.

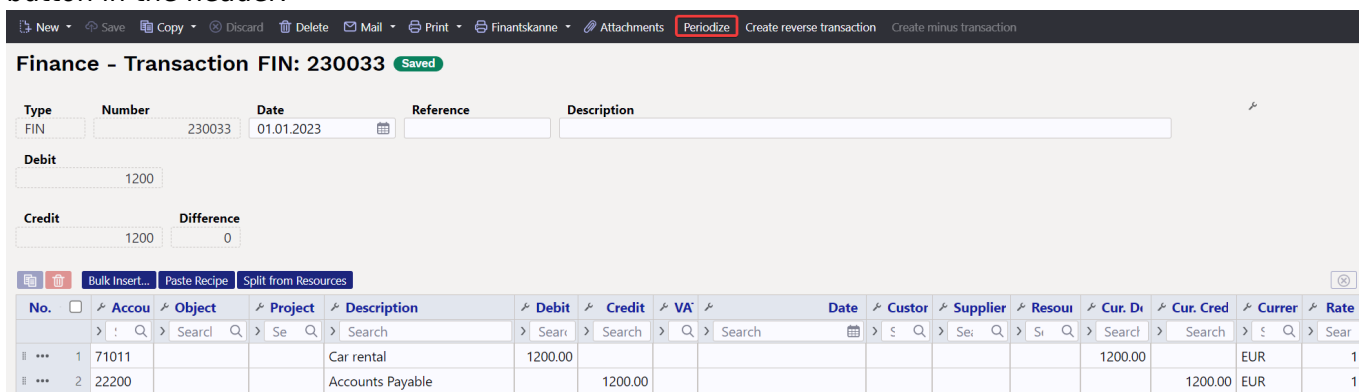
In **example B** the period sum is: 300 EUR / 10 months = 30 EUR.

- 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 ⇒ 30/30 \* 20 days = 20 EUR. The periodization balance goes to last partial month 300 - 270 - 20 = 10 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 (NEW DESIGN)

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



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** **Frequency of transactions (months)**

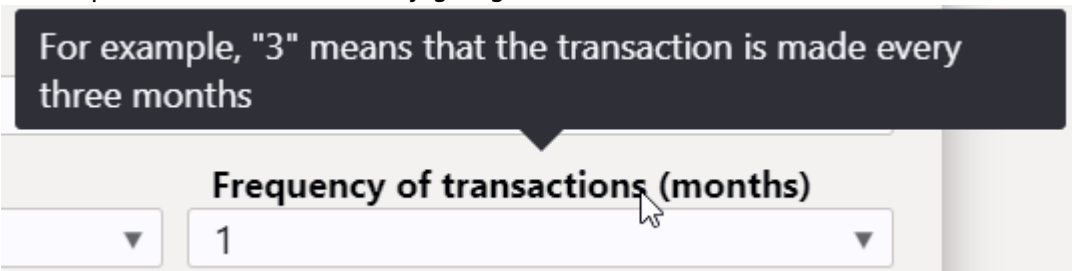
Debit 1

**Start of period** **Number of transactions** **End of period**

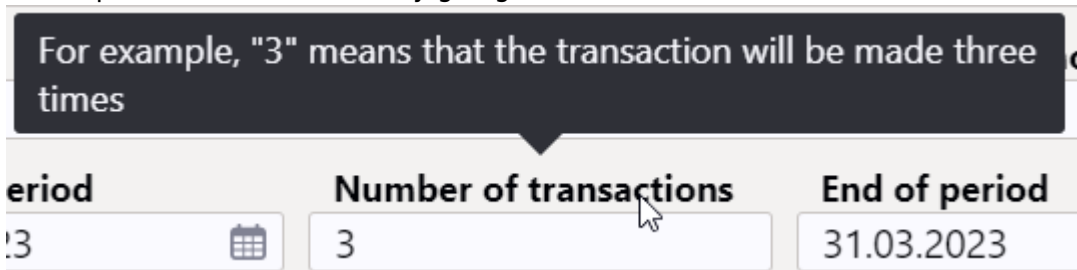
01.01.2023 3 31.03.2023

← 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:

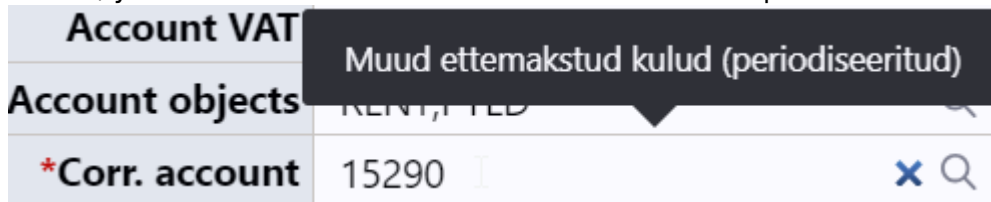
# Periodization of entry



## 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

- **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.

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

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.

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	

### 3.3 Examples (NEW DESIGN):

#### 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

1 2

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



## PERIODIZATION RESULT

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

### Result:

**Finance - Transaction FIN: 230028** Saved

Type: FIN Number: 230028 Date: 01.01.2023 Reference: Description: Per - 2

Debit: 3000

Credit: 3000 Difference: 0

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		EUR	1	
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

Finance - Transaction FIN: 230041 Saved

Type: FIN Number: 230041 Date: 01.01.2023 Reference: Description: 6

Debit: 1800

Credit: 1800 Difference: 0

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Dr	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



## 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"/>	
<b>Sum in base currency</b>	<b>1200.00</b>	<b>600.00</b>	<b>1800.00</b>
<b>01.01.2023</b>	400.00	200.00	<b>600.00</b>
<b>01.02.2023</b>	400.00	200.00	<b>600.00</b>
<b>01.03.2023</b>	400.00	200.00	<b>600.00</b>

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

**Finance - Transaction FIN: 230041** Saved

**Type** 
**Number** 
**Date** 
**Reference** 
**Description**

**Debit**

**Credit** 
**Difference**

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		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**

**Side**  **Frequency of transactions (months)**

**Start of period**  **Number of transactions**  **End of period**

# Periodization of entry

1 ▶ 2

## PERIODIZATION RESULT

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

← Back
Create transactions

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

New Save Copy Discard Delete Mail Print Finantskanne Attachments Periodized Create reverse transaction Create minus transaction

### Finance - Transaction FIN: 230037 Saved

Type	Number	Date	Reference	Description
FIN	230037	01.01.2023		Per - 7

Debit	2890.9
Credit	2890.9
Difference	0

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. D	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				🔍
<b>Sum in base currency</b>		<b>1200.00</b>	<b>1200.00</b>	
19.01.2023		1000.00	<b>1000.00</b>	
01.02.2023		763.64	<b>763.64</b>	
01.03.2023		-563.64	<b>-563.64</b>	

← Back
Create transactions

⚠ **Check sums**

Resou	Cur. Dt	Cur. Cred	Currer	Rat
1200.00			EUR	
		1200.00	EUR	

### 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.

New Save Copy Discard Delete Mail Print Finantskanne Attachments Periodize Create reverse transaction Create minus transaction

**Finance - Transaction FIN: 230042** Saved

Type	Number	Date	Reference	Description
FIN	230042	01.01.2023		12

Debit

Credit  Difference

Bulk Insert...
Paste Recipe
Split from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VAT	Date	Custor	Supplier	Resou	Cur. Dt	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



## PERIODIZATION RESULT

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

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

Finance - Transaction FIN: 230042 Saved

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	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	
...	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	

## 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.

The screenshot shows a software interface for managing transactions. At the top, there is a header bar with buttons: Close, New, Copy, Save, Delete, Mail, Print, Finantskanne, and navigation arrows. The status is 'View' and the type is 'TRAN'. Below this is a 'Periodize' button and a 'REVERSE TRANSACTION' button. The main area displays transaction details: Number 230039, Date 01.01.2023, Reference, Turnover 1200, and Description 3. Below this is a table with columns: NO, Account, Object, Project, Description, Debit, Credit, and VAT code. The table contains two rows: 1 71011 Car rental (Debit 1200.00) and 2 22200 Accounts Payable (Credit 1200.00).

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

The screenshot shows a pop-up window titled 'Select periodizing options'. It contains several input fields: Description: Periodizing 3, Side: Debit (dropdown), Period: 1 (dropdown), Start date: 01.01.2023, Times: 3, End date: 01.04.2023, and a checked 'Reset accounts' checkbox. A 'Forward' button is at the bottom.

- **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 << >>
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  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:

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

Periodized REVERSE TRANSACTION Changes

Number 230030 Date 01.01.2023 Reference Turnover 2400 2400  
 Description Per - 4 Difference 0

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
11								

### 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

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	C
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

### 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.

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

Periodized REVERSE TRANSACTION Changes

Number 230042 Date 01.01.2023 Reference Turnover 284.68 284.68  
 Description Per - 12 Difference 0

Bank Statements: -

Creator Bulk Insert... Paste Recipe  Split 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:

### 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

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

<span>Close</span> <span>New</span> <span>Copy</span> <span>Save</span> <span>Delete</span> <span>Mail</span> <span>Print</span> <span>Finantskanne</span> <span>F</span> <span>&lt;&lt;</span> <span>&gt;&gt;</span> <span>Status: View</span> <span>Type TRAN</span>															
<span>Periodized</span> <span>REVERSE TRANSACTION</span> <span>Changes</span>															
Number		230042		Date		01.01.2023		Reference		Turnover		284.68		284.68	
Description		Per - 12		Difference		0									
Bank Statements: -															
Creator										Bulk Insert...		Paste Recipe		<input type="checkbox"/> Split from Resources	
										<input checked="" type="radio"/>		<input type="radio"/>			
NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Cr						
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															

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