

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

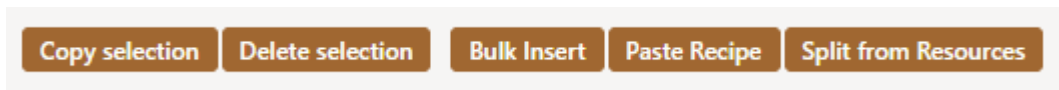
1.1. Header buttons




- **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** - 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.

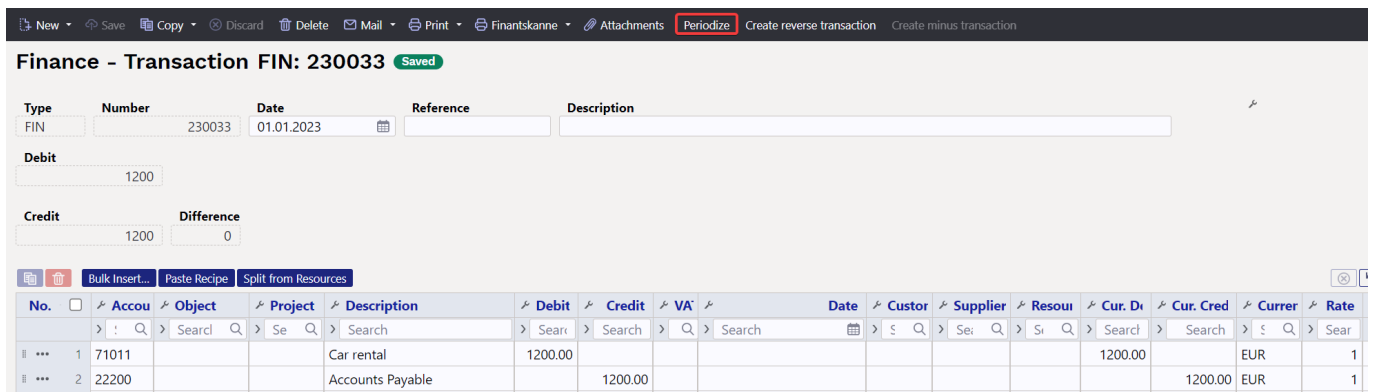
In **example B** the period sum is: 300 EUR / 10 months = 30 EUR.

- 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

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)**

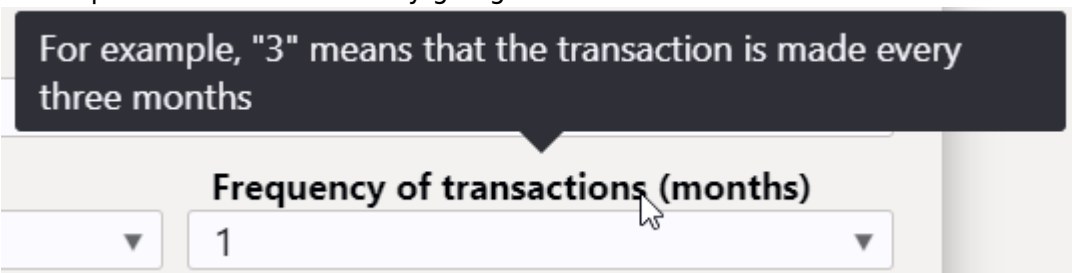
Debit 1

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

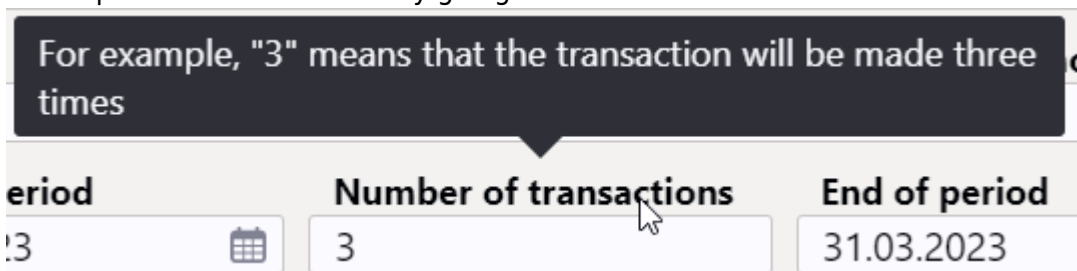
01.01.2023 3 31.03.2023

← 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:

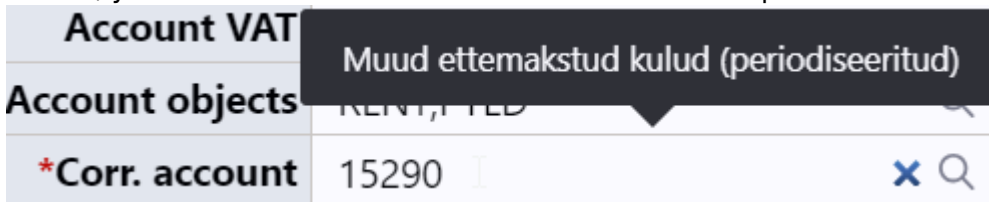
Periodization of entry



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

Table:

| 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

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

Side

Frequency of transactions (months)

Start of period

Number of transactions

End of period

Periodization of entry



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:

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 | | | | |
| 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"/> | |
| 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 |

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

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

Finance - Transaction FIN: 230041 Saved

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

Debit: 4200

Credit: 4200 Difference: 0

| 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



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 |

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

Finance - Transaction FIN: 230037 Saved

Type
Number
Date
Reference
Description

Debit

Credit
Difference

| 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 | | | | |
| 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 | |

Check sums

← Back
Create transactions

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

122

Credit

122

Difference

0

Bulk Insert... Paste Recipe Split from Resources

| No. | Accou | Object | Project | Description | Debit | Credit | VAT | 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 | |

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 | | | |
| 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 |

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

| 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 | |

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 |

Other Prepaid Expenses (Periodized)

CODE: 113491
NAME: Other Prepaid Expenses (Periodized)
VAT CODE: [dropdown]
FOR STOCK DEPR: [dropdown]
CLOSED: [dropdown]
CLASS: 0 (Asset)
CORR. ACC.: [dropdown]
TAXONOMY: [icon]
TRANSACTION OBJECTS: LADU,HOOLDUS,TLN
TRANSACTION PROJECT: [dropdown]
STATE ACCOUNT: [dropdown]
MAKSEANDMIKU KLASS: [dropdown]

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

account object

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

Car Lease Costs

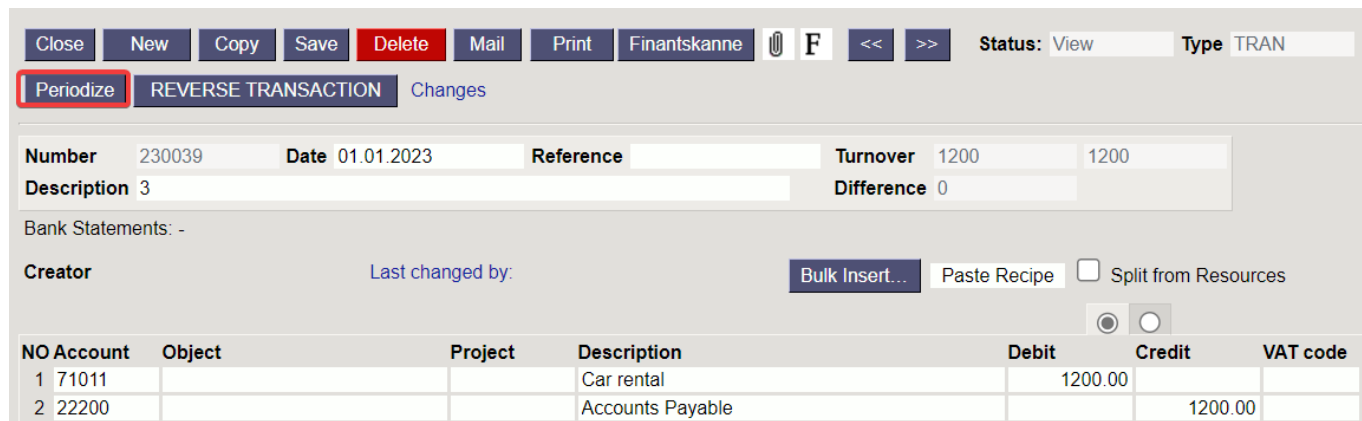
CODE: 523101
NAME: Car Lease Costs
VAT CODE: [dropdown]
FOR STOCK DEPR: [dropdown]
CLOSED: [dropdown]
CLASS: 4 (Expense)
CORR. ACC.: 113491
TAXONOMY: [icon]
TRANSACTION OBJECTS: [dropdown]
TRANSACTION PROJECT: [dropdown]
STATE ACCOUNT: [dropdown]
MAKSEANDMIKU KLASS: [dropdown]
EMPLOYEE BENEFIT: [dropdown]
STATISTICS: [dropdown]
VALID FROM: [dropdown]
ACCOUNT DEMANDS: Project, Customer, Supplier
MANDATORY: Object levels (1 OSAKOND, 2 ALAMOSAKOND, 3 ASUKOHT)

Other Prepaid Expenses (Periodized)

CODE: 113491
NAME: Other Prepaid Expenses (Periodized)
VAT CODE: [dropdown]
FOR STOCK DEPR: [dropdown]
CLOSED: [dropdown]
CLASS: 0 (Asset)
CORR. ACC.: [dropdown]
TAXONOMY: [icon]
TRANSACTION OBJECTS: LADU,HOOLDUS,TLN
TRANSACTION PROJECT: [dropdown]
STATE ACCOUNT: [dropdown]
MAKSEANDMIKU KLASS: [dropdown]
EMPLOYEE BENEFIT: [dropdown]
STATISTICS: [dropdown]
VALID FROM: [dropdown]
ACCOUNT DEMANDS: Project, Customer, Supplier
MANDATORY: Object levels

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 Finantskane F << >> Status: View Type TRAN

Periodize REVERSE TRANSACTION Changes

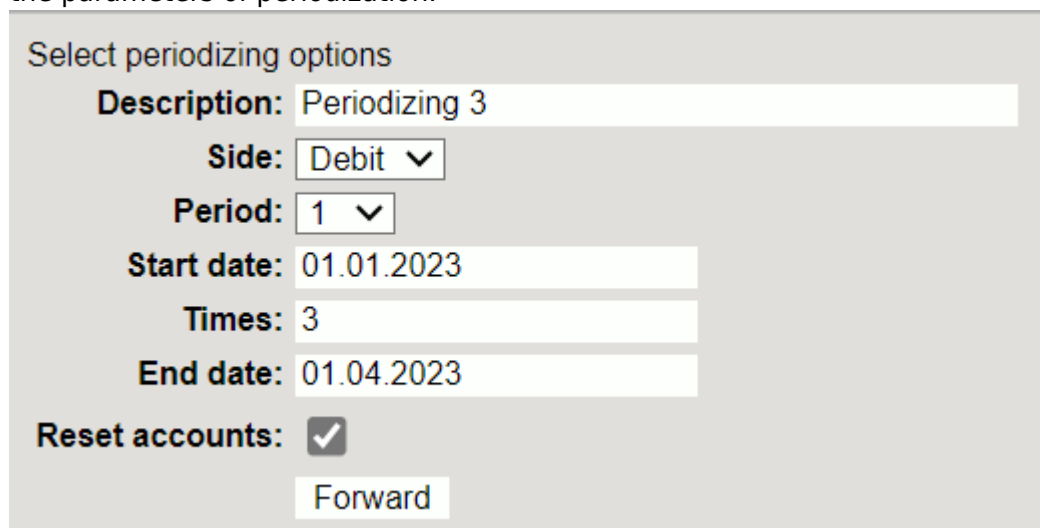
Number 230039 Date 01.01.2023 Reference Turnover 1200 1200
Description 3 Difference 0

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
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 |

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 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:

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 | 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 |

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.

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:

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:

| 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 | | <input type="checkbox"/> Split 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 | | | | | | | | | | | | | | |

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