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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 \rightarrow 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.

	-														
nanc	e - Tran	saction	FIN: 10	0000	Saved										
pe	Number		Date		Reference	Desc	cription								
N		100000	31.12.2018		 	Puh	kusereserv	v							
ebit		Credit		Differer	nce										
	103.59		103.59		0										
py select	tion Delete	selection		Paste Reci	pe Split from Resources										
		selection				ب Deb	oit 🔎	Credit ,	VAT code	کر Date	Customer	ŗ	Supplier	Resource) X
	tion Delete		Bulk Insert	t 🎤	pe Split from Resources	🔑 Deb			VAT code Search		Customer		Supplier > Search		
	tion Delete	🔑 Object	Bulk Insert	t 🎤	pe Split from Resources Description	🔑 Deb								≁ Resource	
No. ^	tion Delete Account > Search	🔑 Object	Bulk Insert	t 🎤	pe Split from Resources Description > Search	🔑 Deb	Search		Search					≁ Resource	
No. ^ 1 2	tion Delete Account > Search 541201	🔑 Object	Bulk Insert	t 🎤	pe Split from Resources Description Search Puhkusetasud	🔑 Deb	Search	> Search	Search					≁ Resource	
No. ^ 1 2 3	tion Delete Account > Search 541201 212421	🔑 Object	Bulk Insert	t 🎤	Split from Resources Description > Search Puhkusetasud Puhkusereserv	🔑 Deb	Search 77.42	> Search	Search					≁ Resource	

1. Transaction buttons

1.1. Header buttons

🔁 New 🗇 Save	। हि Сору	🛞 Discard	前 Delete	Attachments	🗠 Mail 🔹	🖨 Print 🔹	Periodize	Create reverse transaction	Create minus transaction

- 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.

- Lage for exporting table or selected rows to Excel.
- I 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 \square 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** debet row amont. 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 ⇒ 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.

🗅 New 🝷	🗇 Save 🗎	Copy 🝷 🛞 Disc	ard 🛈 Delet	e 🗹 Mail 🝷	🖨 Print 🝷 🖨 Fina	antskanne 🝷	Ø	Attachmer	nts Pe	erio	dize Create reverse t	ransactio	on Creater	minus	transactio	n					
Finan	ce - Tra	nsaction	FIN: 2	30033 (Saved																
Туре	Number		Date		Reference	D	escr	iption												ş	
FIN		230033	01.01.2023	Ê																	
Debit																					
	1200																				
Credit		Difference																			
Credit	1200																				
	Bulk Insert	Paste Recipe	Split from Reso	urces																	\otimes
No.	Accou	> Object	Project	P Descripti	on	P Debit	۶	Credit	۶ VA	1	c.	Date	≁ Custor	۶	upplier	≁ Resource	⊁ Cur.	Di 14 (Cur. Cred	≁ Currer	≁ Rate
	> : Q	> Searcl Q	> Se Q	> Search		> Searc	>	Search	> Q	>	Search		> 5 Q	> s	e: Q	> Sr Q	> Sear	: >	Search	> <u>5</u> Q	> Sear
	71011			Car rental		1200.00											1200.	00		EUR	1
	22200			Accounts Pa	yable			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 e	ntry		×
	1 ▶ 2		
SEL	ECT PERIODIZING OPTI	ONS	
Description			
1			
Side	Frequency of	of transactions (mont	hs)
Debit	▼ 1		▼
Start of period	Number of transactions	End of period	
01.01.2023	3	31.03.2023	İ
 Description – description of 	the periodized transaction, with	an automatically added	identifie
 for periodization. Side - selectable from a drop periodize the debit or credit s Frequency of transactions The explanation can be seen 	odown menu, allowing you to cho ide. (months) - selectable from the by going to the cell with the cur ns that the transaction is ma	e drop-down menu betw sor.	to

 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.

For example, "3" means that the transaction will be made three times											
eriod		Number of transactions	End of period								
3		3	31.03.2023								

• **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	Q	
Account objects	RENT,PYLD Q	
*Corr. account	15290 Q	
Corr. account VAT	Q	
Corr. account objects	Q	
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.

Account VAT	Muud ettemakstud kulud (peri	odiseeritud)
Account objects		
*Corr. account	15290	×Q

- 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

Oiscard

draft form in the new design. If, upon review, the result is not as desired, pressing the button in the header will remove the periodized transaction lines, allowing you to start periodization again.

Туре		Number		Date	Reference	D	escription								ş		
FIN			230039	01.01.2023		1											
Debit																	
		2800															
redit			Difference														
		2800	0														
					_												
	E	Rulle Insort	Paste Recipe	Split from Resou	irces											\otimes	9 N
	_	Suik insert	ruste neerpe														
No.	_				* Description	≁ Debit	Credit	≁ VA	۶ Date	≁ Custor	≁ Supplier	🦻 Resour	≁ Cur. De	≁ Cur. Cred	≁ Currer		
No.		≁ Accou		≁ Project	* Description									Cur. CredSearch		≁ Rate	۶ (
		≁ Accou	≁ Object	≁ Project	* Description											≁ Rate	۶ (
•••	1	≁ Accou> ! Q	≁ Object	≁ Project	Pescription Search	> Searc		> Q					> Searcł		> s Q EUR	≁ Rate	۶ (
•••	1	≁ Accou> ! Q71011	≁ Object	≁ Project	Poscription Search Car rental	> Searc	> Search	> Q					> Searcł	> Search	> s Q EUR	≁ Rate	۶ (
••	1 2 3	Accou	≁ Object	≁ Project	Description Search Car rental Accounts Payable	> Searc 1200.00	> Search))					> Search 1200.00	> Search	> S Q EUR EUR EUR	≁ Rate	۶ (
••	1 2 3 4	> Accou > ! Q 71011 22200 15290 71011 15290 15290	P Object Searcl Q	≁ Project	Poscription Search Car rental Accounts Payable 1 Car rental	> Searc 1200.00	> Search))					> Search 1200.00	> Search 1200.00	> S Q EUR EUR EUR	≁ Rate	۶ (
••	1 2 3 4 5	> Accou > ! Q 71011 22200 15290 71011 15290 15290	 P Object > Searcl Q RENT,PYLD 	≁ Project	P Description Search Car rental Accounts Payable 1 Car rental 1 Car rental	> Searc 1200.00 800.00	> Search		> Search				> Search 1200.00 800.00	> Search 1200.00	EUR EUR EUR EUR EUR EUR	≁ Rate	~ (
No.	1 2 3 4 5 6	Accoul 1 22200 15290 71011 71011 71011 71011 15290	 P Object > Searcl Q RENT,PYLD 	≁ Project	Pescription Search Car rental Accounts Payable 1 Car rental 1 Car rental 1 Car rental 1 Car rental	> Searc 1200.00 800.00	> Search 1200.00 800.00		> Search (1) 01.02.2023				> Search 1200.00 800.00	> Search 1200.00 800.00	EUR EUR EUR EUR EUR EUR	≁ Rate	۶ (

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

Туре	Number		Date	Reference	D	escript	tion									ş	
IN		230039	01.01.2023	m	P	9er - 1											
Debit																	
	2800																
Credit		Difference															
	2800																
_				_													
	Bulk Insert	Paste Recipe	plit from Resou	IFCOS													
		ي الد منطقه الد		inces .													
No.	🤌 Accou			* Description	≁ Debit	م م	redit	۶ VA	fr.	Date	≁ Custor	۶ Supplier	🦻 ۶ Resour	≁ Cur. De	* Cur. Cred	≁ Curre	
No.			Project	* Description					> Search						Cur. CredSearch		r 🖻 Rat
		≁ Object	ProjectSe Q	* Description		> Se									> Search		r 🖻 Rat
•••	> : Q	≁ Object	ProjectSe Q	 Description> Search	> Searc	> Se								> Search	> Search	> s Q EUR	r 🖻 Rat
••• ?	> : Q 71011 22200	≁ Object	ProjectSe Q	Pescription Search Car rental	> Searc	> Se 12	earch							> Search	> Search 1200.00	> s Q EUR	r 🖻 Rat
••• 2	> : Q 71011 22200 15290	≁ Object	ProjectSe Q	Pescription Search Car rental Accounts Payable	> Searc 1200.00	> Se 12	earch							> Search 1200.00	> Search 1200.00	> S Q EUR EUR EUR	r 🖻 Ra
••••	> : Q 71011 22200 15290	 Object> Searcl Q	ProjectSe Q	Poscription Search Car rental Accounts Payable Per - 1 Car rental	> Searc 1200.00	> Se 12	earch 200.00							> Search 1200.00	> Search 1200.00	> s Q EUR EUR EUR EUR	r 🖻 Ra
···· 2	 > : Q 71011 22200 15290 71011 15290 	 Object> Searcl Q	ProjectSe Q	Poscription Search Car rental Accounts Payable Per - 1 Car rental Per - 1 Car rental	> Searc 1200.00	> Se 12 8	earch 200.00) () ()				> Search 1200.00	> Search 1200.00 800.00 400.00	> s Q EUR EUR EUR EUR	r 🗡 Ra
•••• 2	 > : Q 71011 22200 15290 71011 15290 	Object Searcl Q RENT,PYLD	ProjectSe Q	Description Search Car rental Accounts Payable Per - 1 Car rental Per - 1 Car rental Per - 1 Car rental	Searc 1200.00 800.00	> Se 12 8	earch 200.00			01.02.2023				> Search 1200.00 800.00	> Search 1200.00 800.00 400.00	> S Q EUR EUR EUR EUR EUR EUR	r 🖻 Rat

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. en:fin kanne

🕃 New	- 2	🖻 Save 🛙 🛱	Copy - 🛞 Disc	ard 🛈 Delet	e 🖾 Mail 🔹 🖨 Print 🔹 🖨 Fina	antskanne 🝷	🖉 Attachmer	n ts Pe	riodized Create reverse trar	saction Ci	eate i	minus transac	tion					
Fina	nc	e - Tra	nsaction	FIN: 2	30039 (Saved)													
Туре		Number		Date	Reference		escription									ş		
FIN			230039	01.01.2023		P	er - 1											
Debit																		
		2800																
Credit			Difference															
Creat		2800																
		2000																
		Bulk Insert	Paste Recipe	Split from Reso	urces												\otimes	D X 23
No.		≁ Accou	≁ Object	Project	P Description	≁ Debit	Credit	≁ VA	۶ Da	te 🦻 Cus	tor	» Supplier	🦻 ۶ Resour	≁ Cur. De	Cur. Cred	≁ Currer	≁ Rate	≁ Qty
		> : Q	> Searcl Q	> Se Q	> Search	> Searc	> Search	> Q	> Search	1 > S	Q	> Sei Q	> Sr Q	> Search	> Search	> <u>5</u> Q	> Sear	> Searc
	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		01.02.20	23					400.00	EUR	1	
	6	71011	RENT, PYLD		Per - 1 Car rental	400.00			01.02.20	23				400.00		EUR	1	
	7	15290			Per - 1 Car rental		400.00		01.03.20	23					400.00	EUR	1	
	0	71011	RENT.PYLD		Per - 1 Car rental	400.00			01.03.20	23				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 ent	ry		× ^{d by}	12024 at 11-57-04 KD	×
PF	1 2			Object is invalid	
Account					
Account VAT		Q			
Account objects	123	Q			

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 e	ntry		\times
	1 ▶ 2		
SE	LECT PERIODIZING OPTIC	ONS	
Description			
2			
Side	Frequency of	of transactions (mont	hs)
Debit	▼ 3		•
Start of period	Number of transactions	End of period	
01.01.2023	4	31.12.2023	Ē
	← Back Forward →		

 \times

Periodization of entry



PERIODIZATION RESULT

Account	71011	
Account VAT	Q	
Account objects	Q	
*Corr. account	15290 Q	
Corr. account VAT	Q	
Corr. account objects	Q	
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 tr

Create transactions

Result:

🗘 New	-	🕂 Save 🔳	Copy 🔹 🛞 Disc	ard 🛈 Delet	e 🖾 Mail 🔹 🖨 Print 👻 🖨 Fin	nantskanne 🝷	Attachme	nts Pe	riodized Create reve	rse transac	tion Creat	e minus transac	tion					
Fina	nc	e - Tra	nsaction	FIN: 2	30028 Saved													
																,		
Type FIN		Number	230028	Date 01.01.2023	Reference		escription er - 2									J.		
Debit																		
		3000																
Credit			Difference															
Creun		3000																
	_		Paste Recipe															5 1 23
No.				-	P Description				<i>¥</i>									
			> Searcl Q	> Se Q			> Search	> Q	> Search		> s Q	Sei Q	SiQ		> Search		> Sear	> Searc
	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		0.	.04.2023					300.00	EUR	1	
	6	71011			Per - 2 Car rental	300.00			0.	.04.2023				300.00		EUR	1	
	7	15290			Per - 2 Car rental		300.00		0.	.07.2023					300.00	EUR	1	
	8	71011			Per - 2 Car rental	300.00			0.	.07.2023				300.00		EUR	1	
	9	15290			Per - 2 Car rental		300.00		0.	1.10.2023					300.00	EUR	1	
	10	71011			Per - 2 Car rental	300.00			0	1.10.2023				300.00		EUR	1	

13/29

3.3.3 Periodization of multiple transaction lines

Type N FIN	- Transaction	Date																				
FIN		Date																				
	230041		Reference	De	escrip	otion														ų		
		01.01.2023		6																		
Debit																						
	1800																					
	5.11																					
Credit	Difference 1800 0																					
🗎 🛍 Bulk	ılk Insert Paste Recipe	Split from Resou	irces																			0
No. 🗌 🖌	۶ Accou ۶ Object	Project	* Description	≁ Debit	۶	Credit	۶V	A. 1	μ	Date	≁ Custor	r ×	Supplie	4	Resou	1 1	Cur. De	۶ Cur	Cred	≁ Curre	r ×	Rat
>	: Q > Searcl Q	> Se Q	> Search	> Searc	> s	Search	> (ς,	Search		> <u>s</u> Q	>	Se: Q	>	Si C	2 >	Search	> S	earch	> <u></u> < C	$\langle \rangle$	Sea
••• 1 71	/1011		Car rental	1200.00													1200.00			EUR		
··· 2 22	2200		Accounts Payable		1	800.00												1	300.00	EUR		
3 71	/1012		Car fuel	600.00													600.00			EUR		

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 OPTIC	ONS	
Description			
6			
Side	Frequency of	of transactions (mont	:hs)
Debit	• 1		•
Start of period	Number of transactions	End of period	
01.01.2023	3	31.03.2023	İ
	\leftarrow Back Forward \rightarrow		

Periodization of entry





PERIODIZATION RESULT

Account		71011		71012	
Account VAT		Q		Q	
Account objects	RENT	Q	YLD	Q	
*Corr. account	15290	Q	15290	Q	
Corr. account VAT		Q		Q	
Corr. account objects		Q		Q	
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:

ina	nc	e - Tra	insacti	on FIN: 2	30041 (Saved)															
ype		Number		Date	Reference	e D	escription											ų		
N			23004	1 01.01.2023			er - 6													
ebit		4200																		
redit		4200	Differer	nce 0																
1			· ·	e Split from Reso																9 X
lo.					P Description				۶ Date											
			> Searcl	Q > Se Q			> Search	> Q	> Search	> 5	Q	> Sea	Q	> Si	Q		> Search		> Sear	> Sea
		71011			Car rental	1200.00										1200.00		EUR	1	
		22200			Accounts Payable		1800.00										1800.00		1	
		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	
		71012	YLD		Per - 6 Car fuel	200.00			01.03.2023							200.00		EUR		

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 e	entry		\times
	1 ▶ 2		
SE	LECT PERIODIZING OPTIC	ONS	
Description			
7			
Side	Frequency o	f transactions (months)	
Debit	v 1		•
Start of period	Number of transactions	End of period	
19.01.2023	3	03.03.2023	Ħ
	← Back Forward →		

Periodization of entry





PERIODIZATION RESULT

Account	71011		
Account VAT		Q	
Account objects		Q	
*Corr. account	15290	Q	
Corr. account VAT		Q	
Corr. account objects		Q	
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

← Back Cr

Create transactions

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

уре		Number		Date	Reference	D	escription									ş	
N			230037	01.01.2023	 	P	er - 7										
ebit																	
		2890.9															
redit			Difference														
cuit		2890.9	0														
1 10																	
		Bulk Insert	Paste Recipe	Split from Resou	irces												6
No.	_				rces	≁ Debit	* Credit	≁ VA	<i>ىر</i>	Date	≁ Custor	≁ Supplier	<i>P</i> Resource	≁ Cur. De	* Cur. Cred	≁ Currer	
No.	_	Accou		Project	* Description					Date							r 🥕 Rat
		Accou	≁ Object	Project	* Description										> Search		r 🥕 Rat
	1	≁ Accou> : Q	≁ Object	Project	Pescription Search	> Searc								> Search	> Search	> s Q EUR	r 🥕 Rat
••	1 2	≁ Accou	≁ Object	Project	Pescription Search Car rental	> Searc	> Search							> Search	> Search	> s Q EUR	r 🥕 Rat
••	1 2 3	 ≁ Accou > : Q 71011 22200 	≁ Object	Project	Pescription Search Car rental Accounts payable	> Searc 1200.00	> Search	> Q		Ê				> Search 1200.00	> Search	> S Q EUR EUR EUR EUR	r 🥕 Rat
••	1 2 3 4	Accou > : Q 71011 : 22200 15290 : :	≁ Object	Project	Poscription Search Car rental Accounts payable Per - 7 Car rental	> Searc 1200.00	> Search 1200.00	> Q		19.01.2023				> Search 1200.00	> Search 1200.00	> <u>s</u> Q EUR EUR EUR EUR	r 🥕 Rat
••	1 2 3 4 5	P Accou > ! Q 71011 22200 15290 71011 15290 15290	≁ Object	Project	Poscription Search Car rental Accounts payable Per - 7 Car rental Per - 7 Car rental	> Searc 1200.00	> Search 1200.00 845.45	> Q		19.01.2023 19.01.2023				> Search 1200.00	> Search 1200.00 845.45	> <u>s</u> Q EUR EUR EUR EUR	r 🥕 Ra
No.	1 2 3 4 5 6	P Accoul > : Q 71011 22200 15290 71011 15290 15290	≁ Object	Project	Pescription Search Car rental Accounts payable Per - 7 Car rental Per - 7 Car rental Per - 7 Car rental Per - 7 Car rental	> Sear 1200.00 845.45	> Search 1200.00 845.45	> Q		19.01.2023 19.01.2023 01.02.2023				> Search 1200.00 845.45	> Search 1200.00 845.45	> S Q EUR EUR EUR EUR EUR EUR	r 🥕 Rat

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.

025/07/01 18:26		17/29				Trar	nsactior
Periodization of entr	y 1▶2	×	c	3C	🛕 Cheo	ck sums	
PE	RIODIZATION RESULT						
Account	71011						
Account VAT	C						
Account objects	C						
*Corr. account	15290 C						
Corr. account VAT	C						
Corr. account objects	C		Resour				
Sum in base currency	1200.0	0 1200.00	Si Q				
19.01.2023	1000.00	1000.00					
01.02.2023	763.64	763.64					
01.03.2023	-563.64	-563.64					

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.

Fina	inc	e - Transac	tion FIN: 2	230042 🤇	Saved																
Туре		Number	Date		Reference	Des	scription												J.		
FIN		230	042 01.01.202	3 🗰		12															
Debit																					
		122																			
Credit		Diffe																			
		122																			
			0																		
	ì			ources																$\overline{(x)}$	୬ ଅ
ti No.	_	Bulk Insert Paste Re	ipe Split from Res		on k	Debit	≁ Credit	۶ VA	- yı	Date	الم م	stor	≁ Sur	plier	۶ Re	oui	ار کرد. کرد	≁ Cur. Cred	≁ Currer		り <u></u> メ クロ
îة أنا No.		Bulk Insert Paste Re	t Project	t 🥕 Descriptio			Credit											Cur. Cred		≁ Rate	۶ Qty
		Bulk Insert Paste Re Accou & Object	t Project	t & Descriptio Q > Search	>	Searc			> Search								> Search	✓ Cur. Cred> Search	> 5 Q	≁ Rate	۶ Qty
i (i No.		Bulk Insert Paste Re	t Project	t 🥕 Descriptio	>															≁ Rate	۶ Qty
		Bulk Insert Paste Re Accou & Object	t Project	t & Descriptio Q > Search	> nput tax	Searc											> Search		> 5 Q	≁ Rate	۶ Qty

Periodization of e	ntry		\times
	1 ▶ 2		
SE	LECT PERIODIZING OPTIC	ONS	
Description			
12			
Side	Frequency of	of transactions (mont	hs)
Debit	v 1		•
Start of period	Number of transactions	End of period	
01.01.2023	3	31.03.2023	
	← Back Forward →		

Finance - Transaction FIN: 230042 (Saved)

Periodization of entry

1 ▶ 2

PERIODIZATION RESULT

Account		23015			18400	
Account VAT			Q		Q	
Account objects			Q		Q	
*Corr. account	23015]	Q	15290	Q	
Corr. account VAT			Q		Q	
Corr. account objects			Q		Q	
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

Create transactions ← Back

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

Туре		Number		Date	Reference	D	escription									ş		
FIN			230042	01.01.2023		P	er - 12											
Debit																		
		284.68																
Credit			Difference															
create		284.68																
		Bulk Insert	Paste Recipe 5	Split from Reso	urces												\otimes	9 X
No.		≁ Accou			* Description	P Debit	P Credit	≁ VA	J.	Date	Custor	* Supplier	Resource	≁ Cur. De	Cur. Cred	Currer	≁ Rate	≁ Qty
		> : Q	> Searcl Q	> Se Q	> Search	> Searc	> Search	> Q	> Search	#	> <u>s</u> Q	> Sei Q	> Sr Q	> Searcł	> Search	> 5 Q	> Sear	> Searc
•••	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 ta	ix 14.67								14.67		EUR	1	
•••	5	23015			Per - 12 Fixed asset input ta	x	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 ta	x	7.33			01.02.2023					7.33	EUR	1	
•••	11	23015			Per - 12 Fixed asset input ta	x 7.33				01.02.2023				7.33		EUR	1	
•••	12	23015			Per - 12 Fixed asset input ta	IX	7.34			01.03.2023					7.34	EUR	1	
•••	13	23015			Per - 12 Fixed asset input ta	ix 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	

Х

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.

			Other Prepa	id Expenses (Perio	odized)	
eriodization of entr	у		CODE	113491		
	1 > 2		NAME	Other Prepaid Expenses (Periodized)		
PE	RIODIZATION RESULT		VAT CODE		▼	
Account	523101		FOR STOCK DEPR	•		
Account VAT		Q	CLOSED	T		
Account objects		Q	CLASS.			
*Corr. account	*Corr. account 113491	Q	CLASS	0 (Asset)		
Corr. account VAT	Corr. account VAT		CORR. ACC.		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Corr. account objects	LADU,HOOLDUS,TLN	Q	TAXONOMY	· O		
Sum in base currency		1200.00				
31.12.2024		0.00	TRANSACTION OBJECTS	LADU, HOOLDUS, TLN	>>	
01.01.2025		400.00	Objects			
01.02.2025		400.00	TRANSACTION PROJECT		>	
01.03.2025		400.00	FROJECT			
			STATE ACCOUNT		>	
← E	Create transactions	I	MAKSEANDMIKU KLASS			

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

a Finance - Transaction FIN_200043 - Work - Microsoft Edge			CODE	113491		
https://login.directo.ee/o saction_document.htm	1?id=FIN_200043				- P - B	
		hments	NAME	Other Prepaid Expenses (Po	eriodized)	
inance – Transaction FIN: 20	Periodization of entr	ry	VAT CODE FOR STOCK DEPR		V	
	pdi					
		1 2	CLOSED			
	PE	RIODIZATION RESULT	CLASS	0 (Asset) 🔻		
	Account	523101	CORR. ACC.		>>	
	Account VAT		TAXONOMY	· O		
	Account objects	LADU,HOOLDUS,TLN	RANSACTION OBJECTS			1
	*Corr. account	113491				1
	Corr. account VAT		TRANSACTION PROJECT		*	
	Corr. account objects Sum in base currency	LADU,HOOLDUS,TLN	STATE ACCOUNT		>	
> Ot Q > Otsi Q > O			MAKSEANDMIKU KLASS			
••• 1 523101 LADU,HOOLDUS,TLN	01.01.2025		EMPLOYEE BENEFIT		v	
	01.02.2025		STATISTICS			
	01.03.2025					
			VALID FROM			
	- E	Back Create transactions	ACCOUNT DEMANDS			
				Project		
				Customer		
				Supplier		
			MANDATORY	Object levels		Spee
				1 OSAKOND		
				2 ALAMOSAKOND		
			_			

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.

2025/07/01 18:26

Transaction

Car Lease Co	osts		Â	Theme: Directo (default) 🔻	🌣 Settings		Wijz Finance accounts ₁₆ - Work - Mici https://login.directo.ee		cood=113491&hoiatus=&c	
							🕒 Back 🗋 New	🖆 Copy 💼 Delete	Save Statu	ıs: View 💿 Vi
CODE	523101		d	ers Forum						
NAME	Car Lease Costs						Other Prepa	id Expenses (Pe	eriodized)	
VAT CODE		v		id=FIN 200043			-			
FOR STOCK DEPR	V		1	tuta ⊠ Melli • ⊖ Triki • ∥ Me			CODE	113491		
CLOSED	v						NAME	Other Prepaid Expenses (Periodized)	
CLASS	4 (Expense)			Periodization of entr	y		VAT CODE		٣	
CORR. ACC.	113491	*			1 ⊳ 2		FOR STOCK DEPR	V		
TAXONOMY	. 0				1 ▶ 2		CLOSED	Y		
					IODIZATION RESULT		CLASS	0 (Asset)		
TRANSACTION OBJECTS		*		Account	523101		CORR. ACC.			*
TRANSACTION		*		Account VAT	LADU,HOOLDUS,TLN	Q	TAXONOMY	· O		
PROJECT		"		*Corr. account						
STATE ACCOUNT		*	I	Corr. account VAT		٩	TRANSACTION OBJECTS	LADU, HOOLDUS, TLN		»
MAKSEANDMIKU				Corr. account objects	LADU,HOOLDUS,TLN	Q	TRANSACTION			
KLASS				Sum in base currency 31.12.2024		1200.00 0.00	PROJECT			"
EMPLOYEE BENEFIT		•		01.01.2025		400.00	STATE ACCOUNT			>
STATISTICS		v		01.02.2025		400.00	MAKSEANDMIKU			
VALID FROM				01.03.2025		400.00	KLASS			
ACCOUNT DEMANDS							EMPLOYEE BENEFIT		Ψ	
	Project			- B	ck Create transactions		STATISTICS		٣	
	Customer						VALID FROM			
	Supplier						ACCOUNT DEMANDS			
MANDATORY	Object levels	Special	case					Project		
	1 OSAKOND	Special						Customer		
	2 ALAMOSAKOND							Supplier		
	2 ALAMOSAKOND 3 ASUKOHT						MANDATORY	Object levels		Speci

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.

walid	ect is inva	Obje	E		1 > 2	
				LT	RIODIZATION RESULT	PE
				01	523101	Account
				Q		Account VAT
				Q		Account objects
				Q	113491	*Corr. account
				Q		Corr. account VAT
				Q	TEST	Corr. account objects
			1200.00	1200.00		Sum in base currency
		Otsi >	0.00	0.00		31.12.2024
			400.00	400.00		01.01.2025
)0.00	400.00	400.00		01.02.2025
			400.00	400.00		01.03.2025

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

en:fin_kanne

button in the header.

Close Periodize	New Copy REVERSE TI	Save Delete Mail	Print Finantskanne	0 F << >>	Status: Vier	w Туре	TRAN
Number Description	230039 3	Date 01.01.2023	Reference	Turnover12Difference0	00	1200	
Bank Statem	ents: -						
Creator		Last changed by:		Bulk Insert Pa	aste Recipe	Split from Reso	ources
NO Account	Object	Project	Description		Debit	Credit	VAT code
1 71011			Car rental		12	00.00	
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 V
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 trans	sactions

- 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. ac	count	VAT	Object	01.01.2023	01.02.
15290				400.00	4
	Muud	ettemaks	tud kulu	d (periodisee	eritud)

- **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 N	New Copy	Save Delete	Mail	Print Finantskanne	0 F << >> St	tatus: View	Type TR	AN		
Periodized	REVERSE	TRANSACTION Ch	anges							
Number	230029	Date 01.01.2023	R	eference	Turnover 2800	2800				
Description	Per - 3				Difference 0					
Bank Stateme	ents: -									
Creator					Bulk Insert Paste	Recipe Sp	lit from Resour	res		
					Duk insert I date			663		
							\bigcirc			
						-				
NO Account	Object		Project	Description		Debit	Credit	VAT code	Date	Custome
NO Account 1 22200	Object		Project	Description Accounts payable		-			Date	Custome
	Object		Project			-	Credit 1200.00		Date	Custome
1 22200	Object		Project	Accounts payable		Debit	Credit 1200.00		Date	Custome
1 22200 2 71011	Object		Project	Accounts payable Car rental		Debit 1200.00	Credit 1200.00		Date	Custome
1 22200 2 71011 3 15290	Object		Project	Accounts payable Car rental Per - Car rental		Debit 1200.00	Credit 1200.00		Date	Custome
1 22200 2 71011 3 15290 4 71011	Object		Project	Accounts payable Car rental Per - Car rental Per - Car rental		Debit 1200.00	Credit 1200.00 800.00 400.00			Custome
1 22200 2 71011 3 15290 4 71011 5 15290	Object		Project	Accounts payable Car rental Per - Car rental Per - Car rental Per - Car rental		Debit 1200.00 800.00	Credit 1200.00 800.00 400.00		01.02.2023	Custome

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	ew Copy	Save Delete	Mail	Print Finantskanne	0 F	<< >>	Sta	atus: View	Type TR	AN	
Periodized	REVERSE	TRANSACTION C	anges								
Number	230030	Date 01.01.2023		Reference		Turnover	2400	2400			
Description	Per - 4					Difference	0				
Bank Stateme	nts: -										
Creator					Bu	k Insert	Dacto I	Recipe 🗌 Sp	lit from Dosour	CO5	
oroutor					Du	k insen	Faster	vecipe 🗆 St	III IIOIII Resour	Les	
								۲	0		
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
9	-		1								1

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 trans	actions

Result:

25/29

Transaction

Number	230028	Date 01.01.2023	R	eference	Turnover 300	0 3000			
Description	Per - 2				Difference 0				
Bank Stateme	nts: -								
Creator					Bulk Insert Pas	ste Recipe	olit from Resour	000	
, outor					Duik Inseit Fas			Les	
						۲	\bigcirc		
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	1		
4 71011				Per - 2 Car rental			900.00		
				Per - 2 Car rental			300.00		01.04.2023
5 15290									04.04.0000
5 15290 6 71011				Per - 2 Car rental		300.00			01.04.2023
				Per - 2 Car rental Per - 2 Car rental		300.00	300.00		01.04.2023
6 71011						300.00	300.00		
6 71011 7 15290 8 71011				Per - 2 Car rental Per - 2 Car rental			300.00		01.07.2023 01.07.2023
6 71011 7 15290				Per - 2 Car rental			300.00		01.07.2023

5.2 Periodization of multiple transaction lines

Close	New Copy	Save Delete	Mail	Print Finantskanne	Û F	<< >>	Status: \	liew	Type TF	RAN
Periodize	REVERSE TR	RANSACTION Cha	nges							
Number	230041	Date 01.01.2023	Re	ference		Turnover	1800	1800		
Description		Duto 01.01.2020	110			Difference		1000		
Bank Stateme	ents: -									
Creator					' Bu	Ik Insert	Paste Recipe	🗌 Spli	it from Resou	rces
									0	
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		
4			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 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 trans	actions

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

Number 2 Description		ate 01.01.2023	Reference	Turnover4200Difference0	4200				
Bank Stateme	nts: -								
Creator				Bulk Insert Paste		lit from Resour	ces		
NO Account	Object	Proj	ect Description		Debit	Credit	VAT code	Date	Custome
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	
3 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.

Selec	t periodizing	options
1	Description:	Per - 9
	Side:	Debit 🗸
	Period:	1 🗸
	Start date:	19.01.2023
	Times:	2
	End date:	19.03.2023
Rese	et accounts:	
		Forward

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

Close N Periodized	ew Copy REVERSE TI	Save Delete	Mail Inges	Print Finantskanne	0 F << >>	Status: View	v Type⊺	RAN		
Number Description	230033 Per - 9	Date 01.01.2023		Reference	Turnover Difference		3135.48			
Bank Stateme	nts: -									
Creator					Bulk Insert	Paste Recipe	Split from Reso	urces		
NO Account	Object	1	Project	Description		Debit	Credit	VAT code	Date	(
1 71011				Car rental		12	00.00			
2 22200				Accounts Payable			1200.0	0		
3 15290				Per - Car rental		9	67.74		19.01.2023	
4 71011				Per - Car rental			967.7	4	19.01.2023	
E 45000				Per - Car rental			600.0	0	19.02.2023	-
5 15290									19.02.2023	_
6 71011				Per - Car rental		6	00.00		19.02.2023	
				Per - Car rental Per - Car rental		6	367.7	4	19.02.2023	-

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 trans	actions

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 Cop Periodized REVERSE		Mail P anges	rint Finantskanne	0 F << >>	Status: V	ïew	Type TF	RAN
Number 230042 Description Per - 12	Date 01.01.2023	Ref	erence	Turnover 2 Difference		284.68		
Bank Statements: -								
Creator				Bulk Insert	Paste Recipe		t from Resou	rces
NO Account Object		Project	Description		Debit	0	Credit	VAT code
1 23015			Fixed asset input tax			22.00		
2 18400 3 22200	Furniture Accounts Payable			100.00	122.00)		
Select periodizir	ng options							
Descriptio	n: Per 12							
Sid	e: Debit 🗸							
Perio	d: 1 🗸							
Start dat	e: 01.01.2023	3						
Time	s: 3							
End dat	e: 01.04.2023	3						
Reset account	s: 🔽							
	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 transa	ctions

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

29/29

Number 2 Description	230042 Date 01.01.2023 Reference		Turnover 284.68 284.68 Difference 0							
Bank Stateme	nts: -									
Creator					Bulk Insert Pas	ste Recipe	olit from Resour	ces		
NO Account	Object		Project	Description		Debit	Credit	VAT code	Date	
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 inpu	it 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	

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