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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.

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** - 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. ⇒ (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

1

Side

Debit ▼

Frequency of transactions (months)

1 ▼

Start of period

01.01.2023 📅

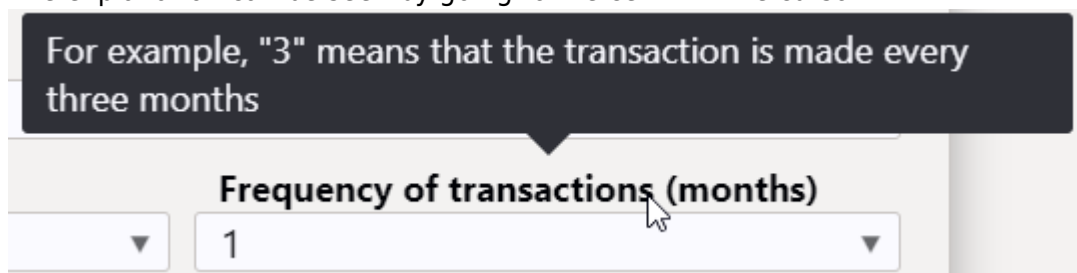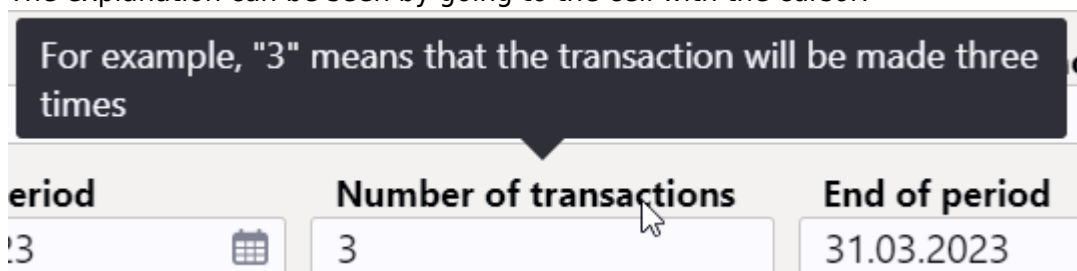**Number of transactions**

3

End of period

31.03.2023 📅

← Back Forward →

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

For example, "3" means that the transaction is made every three months

Frequency of transactions (months)

▼   1   ▼

- **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.

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

1 ▶ 2

PERIODIZATION RESULT

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

← Back   Create transactions

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

Account VAT	
Account objects	Muud ettemakstud kulud (periodiseeritud)
*Corr. account	15290 ✕ 🔍
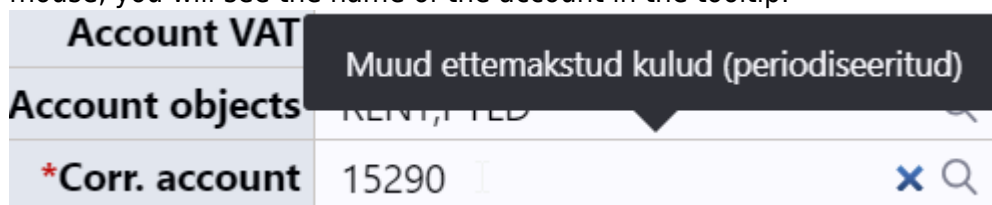
- **Corr. account VAT** – allows setting the VAT code for the corresponding account.
- **Corr. account objects** – allows setting objects for the corresponding account, separated by commas.
- **Sum in base currency** – shows the amount to be periodized.
- e.g **01.01.2023** – shows the amount to be periodized 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.

New | Save | Copy ▾ | ⊘ Discard | 🗑 Delete | ✉ Mail ▾ | 🖶 Print ▾ | ⊟ Finantskanne ▾ | Attachments | Periodized | Create reverse transaction | Create minus transaction

Finance – Transaction FIN: 230039 `Saved`

Type	Number	Date	Reference	Description
FIN	230039	01.01.2023		Per - 1

Debit
2800

Credit   **Difference**
2800   0

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

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 ✕

1 ▶ **2**

SELECT PERIODIZING OPTIONS

Description

2

Side	**Frequency of transactions (months)**
Debit ▾	3 ▾

Start of period	**Number of transactions**	**End of period**
01.01.2023 🗓	4	31.12.2023 🗓

← Back   Forward →

Periodization of entry   ✕

1 ▸ 2

PERIODIZATION RESULT

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

← Back   Create transactions

Result:

New ▾   Save   Copy ▾   ⊗ Discard   🗑 Delete   ✉ Mail ▾   🖨 Print ▾   Finantskanne ▾   🔗 Attachments   Periodized   Create reverse transaction   Create minus transaction

Finance – Transaction FIN: 230028 Saved

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

Debit	
	3000

Credit		Difference	
	3000		0

Bulk Insert... | Paste Recipe | Split from Resources

No.	☐	🔧 Accou	🔧 Object	🔧 Project	🔧 Description	🔧 Debit	🔧 Credit	🔧 VA	🔧	Date	🔧 Custor	🔧 Supplier	🔧 Resou	🔧 Cur. D	🔧 Cur. Cred	🔧 Currer	🔧 Rate	🔧 Qty
		> ⫶ Q >	Searcl Q >	Se Q >	Search	> Seari	> Search	> Q	> Search	📅 >	> ⫶ Q >	> Sei Q >	> Si Q >	> Searcl >	Search	> ⫶ 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 - 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

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

PERIODIZATION RESULT

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

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

Finance – Transaction FIN: 230041 Saved

Type	Number	Date	Reference	Description
FIN	230041	01.01.2023		Per - 6

Debit 4200

Credit 4200   **Difference** 0

Bulk Insert... | Paste Recipe | Split from Resources

No.		Account	Object	Project	Description	Debit	Credit	VAT	Date	Customer	Supplier	Resource	Cur. Deb	Cur. Cred	Currency	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

7

Side	Frequency of transactions (months)
Debit ▼	1 ▼

Start of period	Number of transactions	End of period
19.01.2023 🗓	3	03.03.2023 🗓

← Back   Forward →

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

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.

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.

Periodization of entry

×

1 ▶ **2**

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

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

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.

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

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.

Error messages

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

- The 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' ⇒ the entered object level is not allowed in the account

4. Periodization of the transaction (OLD DESIGN)

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

button in the header.

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

- **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:

- **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.

- **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:

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:

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								

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:

5.2 Periodization of multiple transaction lines

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.

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

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.

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   ☐ 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									