

Sisukord

Expenses	3
1. Expenses buttons	3
1.1. Unconfirmed expense header buttons	3
1.2. Confirmed expense buttons	4
2. Expense fields	4
2.1. Header fields	4
2.2. Row fields	5
3. Linking to purchase invoice	6
4. Expense periodization	7
Necessary system settings:	7
Periodization	8
Periodization with an additional option - including VAT	9
And VAT too +	9
And VAT too -	9
5. Expense bulk import	10

Expenses

Expenses made by reporting persons, which have not been paid by the company, are reflected in the expenses documents.

Expenses are located Finance → DOCUMENTS → **Expenses**

NO	Type	Date	Doc NO	Supplier	Supplier name	Account	Object	Project	Description	Quantity	Currency	Rate	Base	Unit price	Subtotal	VATCode	VAT	RS VAT
1		15.01.2022	225	1010	Copy Center	125361	ADMIN.MALL		paper	1	USD	0.882924245	105.9509		120.00	0	0.00	120.00
2		20.01.2022	2234	1012	Directo	527401			Training costs	1	EUR	1	200.0000		200.00	1	40.00	240.00
3		20.01.2022	112	1011	DONALD	528401			Taxi costs	1	SEK	0.095337973	35.0005		367.12	0	0.00	367.12

1. Expenses buttons

1.1. Unconfirmed expense header buttons

- **Close** - closes the document, after checking if the document has unsaved changes
- **New** - opens new blank document. Checks in advance if the previous document contains unsaved changes.
- **Copy** - makes a copy of the document. It means new document is created, where most fields are filled in as in the source document (range of copying depends on the System setting - Document copy selection)
- **Confirm** - confirms document if save button is pressed after confirm button. As a result, a transaction related to the purchase invoice is automatically created
- **Save** - saves the document
- **Delete** - deletes unconfirmed document
- **Mail** - sends a printout of the expense by e-mail. By right-clicking you can choose between existing printouts
- **Print** - prints a printout. After pressing Print, a document preview is displayed briefly and the printer selection window opens. By right-clicking you can choose between existing printouts.
- **Paperclip** - allows to link attachments to document
- **Forum** - you can read and write about Directo, also can start own forums within company
- **Expense due** - creates a payment document filled with the data entered for the expense. The expense document number and comment are added as a comment on the payment
- **Event** - creates an event related to the expense. The number of related events is shown in the upper right corner of the document and can be opened from a link.
- **Paste recipe** - possible to place a previously created financial recipe
- **Bulk insert** - allows you to fill/place rows based on a table (mostly excel). In the bulk insert window there is a description of the columns order in Help section.

1.2. Confirmed expense buttons

- **Transaction** - opens the financial entry related to the expense.



2. Expense fields

2.1. Header fields

- **Number** - document number. When making new document range code is shown there. By double-clicking or with Ctrl+Enter the right range can be selected
- **Date** - document date
- **Survey** - at the moment for the customers working with optics. Can be selected by double-clicking or using Ctrl+Enter.
- **Expenders** - expender's user code. If a expender's account is entered on the personal card of the user indicated here, this account will be used as the credit account in transaction. If the account is not filled in on the expender's personal card, the account will be taken from System settings > Expender's account.
- **Expender name** - expender's name, placed automatically by placing the user code in the expender field. Can be changed if necessary.
- **Trans date** - transaction is generated with this time after confirming the expense. Date entered in the date field is then automatically set.
- **Signer** - user code. It is possible to filter by signer in the expender report
- **Project** - project code. Used if you want to link to a specific project. When a project is entered, the document is reflected in the project reports.
- **Type** - appropriate type can be selected from Finance settings > Expense types by double-clicking or using Ctrl+Enter.
- **Asset** - asset code (fixed asset or low value asset)
- **Object** - [Object\(s\)](#) or financial dimension(s) related to the expense.
- **Person** - user code of the user who created the expense document. Automatically filled in when creating a document. Possible to change.
- **Start** - date field. Calendar opens by right-click
- **To** - date field. Calendar opens by right-click
- **Comment** - free text field for comments
- **Order** - it is possible to link the expense to the order. If the expense is initiated from the order document, the order number is placed automatically, if the expense is created in another way, the order number can be written here. If the order number is saved to the expense, the related order can be opened directly from the expense document by clicking on the word Order.
- **Ordinance** -
- **Ext. ID** - free text field for external ID
- **Int comment** - free text field for internal comment
- **Start mileage** - number field
- **End mileage** - number field
- **Total quantity** - total quantities indicated on the expense lines
- **Mileage total** - total mileage
- **Customer** - can be selected by double-clicking or using Ctrl+Enter
- **Customer name** - placing a customer, displays the customer's name

- **Status** - option from System settings > Expense statuses



If the System settings > Status of the expense to which the payment has been made is completed, the status of the expenditure is automatically changed to the status written in the setting after saving the payment created from the expenditure. It is a good idea to use this option later, for example, to exclude expenses paid out in the report of the spender.

- **Country** - location of the assignment
- **City** - city of assignment. Ctrl+Enter or a double click open texts with a „city“ filter, from which can select previously saved cities. Texts can be entered in General settings > Texts
- **Datafields** - expense [data types](#)
- **Proceeder** - procedure or approval round means costs approval by a person.
- **Role** - signer role is determined.
- **Comment** - proceeder comment about the expenditure.

2.2. Row fields

- **Type** - appropriate type can be selected from Finance settings > Expense types by double-clicking or using Ctrl+Enter.
- **Date** - row date
- **Doc no** - document number
- **Supplier** - it is possible to link the expense line to the supplier. Supplier is placed in the financial transaction row by confirming the expense. Possible to place by double click or with Ctrl+Enter.
- **Supplier name** - supplier name is automatically placed from the supplier card when placing the supplier
- **Account** - expense line debit account
- **Object** - [objekt](#)(id) or financial dimension(s) related to the expense
- **Project** - project identifier. Used if you want to link to a specific project. When entering a project, the document is reflected in the project reports
- **Description** - row explanation. When placing an account, the name of the account is placed here, can be overwritten. If you want to enter the account later or you need to change the account, but you don't want the explanation to be overwritten with the account name, „System settings > When placing a purchase invoice and expense account, the description is always taken from the account“ should be set to No.
- **Quantity** - if only the subtotal is filled in the line, filling in the quantity is not important. If the unit price is entered, the quantity should also be entered. The quantity is placed on the financial entry.
- **Currency** - row currency
- **Rate** - row currency rate
- **Base** - unit price in base currency
- **Unit price** - unit price without VAT
- **Subtotal** - row subtotal without VAT
- **VAT code** - VAT code of the row
- **VAT** - VAT amount of the row
- **RS Vat** - row sum with Vat
- **Customer** - can be placed by double click or with Ctrl+Enter.
- **Customer name** - when placing a customer, displays the customer's name
- **Route** - by double click or with Ctrl+Enter can place route to the expense

- **Mileage** - total mileage
- **Reason** - text field
- **Item** - item code
- **Resource** - resource code
- **Start** - start date
- **End** - end date
- **Sum-T** - the sum paid by the expender, which is payable
- **Rate-D** - shows the difference between the sum paid by the expender and the payable sum according to the exchange rate of the expenditure header.

Example:

The employee purchased office supplies in the total amount of 100 USD on 01.04.2022. The line displays the exchange rate with the date the expense was entered. The sum actually paid by the expender is entered to the field Sum-T i.e. how much the employee paid at the exchange rate at the time of the expense.

Close New Copy Save Mail Print F OPEN << >> Transaction Status Confirmed

Expense Due Event

Number 100044 Date 25.04.2022 Survey

Expenditure name ATS Expenditure name ATS

Trans date 25.04.2022 Signer Project

Type Person TRIINP Asset Object

Comment Order Ordinance Ext. Id

Int comment

Last changed by: 25.04.2022 12:45:36 Paste Recipe Bulk Insert

Currency EUR Vat Total 0.00 Subtotal 95.00 Base 95.00

Rate 1 Rate-D 2.55 To pay 95.00

NO	Type	Date	Doc NO	Supplier	Supplier name	Account	Object	Project	Description	Quantity	Currency	Rate	Base	Unit price	Subtotal	VATCode	VAT	RS VAT
1	OFFICE	01.04.2022				522107	ADMIN	P001	Office supplies	1	USD	0.924470741	92.4471	100	100.00	0	0.00	100.00
2																		

NO	Type	Date	Start	End	Sum-T	Rate-D	PID	Asset	Asset
1	OFFICE	01.04.2022			95	2.55		NEW FA	NEW LVA
2								ADD FA	ADD LVA

- **Asset** - only at confirmed expense, the code of the new fixed asset or low value asset created from the expense. Fills in after the card created by using NEW FA or NEW LVA button is saved.
- **NEW FA** - only at confirmed expense, it is possible to start a new fixed asset card.
- **NEW LVA** - only at confirmed expense, it is possible to start a new low value asset card.
- **Asset** - only at confirmed expense. Can be placed with a double click, if you want to add an additional sum to fixed assets or low value assets through expense.
- **ADD FA** - only at confirmed expense, the button is active only if the asset code is filled in the previous field, to add fixed assets additional sum.
- **ADD LVA** - only at confirmed expense, the button is active only if the asset code is filled in the previous field, to add low value assets additional sum.

3. Linking to purchase invoice

It is possible to link expenses and purchase invoices together (or one purchase invoice with several different expenses). For example, airline tickets purchased with one purchase invoice can be linked to several different persons business reports. Linking to purchase invoice is done in the header or rows of the purchase invoice (if you only want to link a specific row to some expense). Double-clicking on

the **Expense field** of the purchase invoice (in the header or on the rows) opens the Expenses option and the option to place the expense on the document with which you want to link the purchase invoice. The expenses indicated on the rows are always preferred to those indicated in the header.

Close New Copy Save Mail Print F OPEN << >> Status Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100309 Vendor 1133 Aktsiaselts ESTRAVEL VAT Reg No EE100141652 Vendors invoice 010422 Payee VAT Reg No Survey

Invoice date 01.04.2022 13:29:00 User Bank code Main Proceeding DataFields Purchase order S.Receipt Payment terms 7 Cred account 212211 Account No 221303565678 Due date 08.04.2022 Op. date 01.04.2022 13:29:00 Project Ref. Asset Credited invoice Internal invoice VAT Date Received 25.04.2022 13:29:40 Origin Country EE (Eesti) Deal type Status (choose status) Expense Split by resources Reclamation Recl. description Comment e-mail Int comment

Payment: 100081 Last changed by 25.04.2022 14:35:00 Paste Recipe Bulk Insert

Currency EUR VAT total 0.00 Total 700.00 Dividable sum Prepayment 0.00 Rate 1 Rounding 0 Total 700.00 Difference Balance 0.00

No	Type	Account	korkkonto	Object	Project	User	Description	Total	VAT code	VAT	start	end	WIP	Corr.object	Corr.project	S.Receipt	Vendors invoice	Subtotal	Resource	Expense	Asset
1		526401					Business trip transportation costs	350.00	23	0.00										100045	
2		526401					Business trip transportation costs	350.00	23	0.00										100046	
3																					

The result is reflected in the Expenders report if you check the box **With purchase invoices**.

D <<: Expenders report v2 - Work - Microsoft Edge

https://login.directo.ee/ocra_directo_jane/fin_aru_kulutaja.asp?showall=jee&otsi_kulutaja=EVELIN&personal_qf_kood=&personal_qf_sisu=&otsi_kinnitaja=&kas_aeg=2&otsi_aeg1=01.04.2022&

ON EXPENSE: Expenders EVELIN Signer Status Date 01.04.2022 25.04.2022 Range Asset Person Country Type Object Currency Project Confirmed all (Expense datafi) Comment City Ordinance Doc NO Supplier Account Date Description Item VAT code

IN ROW: ☐ With rows ☐ to customer ☒ With purchase invoices ☐ Currency Subtotal View common Print REPORT

Number	Date	Expenders	Object	Signer	Status	Comment	Period	Days	Subtotal	Vat Total	To pay City
100046	11.04.2022 14:15:00	EVELIN: Evelin	:			Soome 09.04-10.04.2022		0	100.00	0.00	100.00
Kokku:									100.00	0.00	100.00

4. Expense periodization

Expenses can be periodized in the same way as purchase and sales invoices, by writing the start and end date in the row to be periodized.

Necessary system settings:

Finance settings → Automatic Periodization → Expense

Finance settings → Periodized transaction description in the beginning of row and head description Periodized, Periodiz. etc (text field)

FINANCE SETTINGS

Automatic Periodization ☒ Invoice ☒ Purchase invoice ☒ Expense ☐ and VAT too

Periodized transaction description in the beginning of row and head description

Finance settings → Finance account → CORR. ACC. → (balance account number)

Finance Settings > Finance accounts > 525202

Back

New

Copy

Delete

Save

Status: View

View changelog

Directo kulud

CODE

525202

NAME

Directo kulud

VAT CODE

FOR STOCK DEPR

CLOSED

CLASS

4 (Expense)

CORR. ACC.

113201

Periodization

The start and end date of the expense to be periodized is marked on the expense row.

<< Expense 100067 - Work - Microsoft Edge

https://login.directo.ee/ocra_directo_.../fin_kulutus.asp?me=0&clr1=1&number=100067&hoiatas=

Close

New

Copy

Confirm

Save

Delete

Mail

Print

F

<<

>>

Status

View

Expense Due

Event

Number 100067

Date 30.04.2022

Survey

Expender MARGUS

Expender name Margus

Trans date 30.04.2022

Type Person

Comment Training May-June 2022

Order

Int comment

Signer

Asset

Start

Project

Object

to

30.04.2022

Person

Training May-June 2022

Ordinance

Ext. Id

Last changed by: 27.07.2022 10:54:17

Paste Recipe

Bulk Insert

Currency EUR

Vat Total 24.00

Subtotal 120.00

Base 120.00

Rate 1

Rate-D 0.00

To pay 144.00

NO

Type

Date

Doc NO

Supplier

Supplier name

Account

Object

Project

Description

Quantity

Currency

Rate

Base

Unit price

Subtotal

VATCode

1

30.04.2022

112233

1012

Osahung Direct

525202

ADMIN

Training costs 01.05 - 30.06.2022

EUR

1

120.0000

120

120.00

1

NO

Type

Date

Start

End

Sum-T

Rate-D

PID

1

30.04.2022

01.05.2022

30.06.2022

2

Finance transaction after confirmation

Finance - Transaction KULUT: 100067 Saved Last changed by (27.07.2022 at 11:04:06)

Type	Number	Date	Reference	Description	Debit
KULUT	100067	30.04.2022		Period. MARGUS Margus / Traning May-June 2022	144

Credit: 144 Difference: 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
3	525202	ADMIN		Period. Doc NO 112233 Training costs 01.05 - 30.06.2022	60.00		01.05.2022	
5	113201	ADMIN		Period. Doc NO 112233 Training costs 01.05 - 30.06.2022	-60.00		01.05.2022	
4	525202	ADMIN		Period. Doc NO 112233 Training costs 01.05 - 30.06.2022	60.00		01.06.2022	
6	113201	ADMIN		Period. Doc NO 112233 Training costs 01.05 - 30.06.2022	-60.00		01.06.2022	
1	212641			MARGUS / Debts to reporting parties for expenses		144.00		
2	212351			VAT 20%	24.00			1
7	113201	ADMIN		Doc NO 112233 Training costs 01.05 - 30.06.2022	60.00			1
8	113201	ADMIN		Doc NO 112233 Training costs 01.05 - 30.06.2022	60.00			1

Periodization with an additional option - including VAT

If is used periodization with additional option **VAT too**, VAT code is added to each financial transaction row. It is not mandatory in Estonia and when using it should ensure that the VAT declaration is correctly set up.

And VAT too +

FINANCE SETTINGS

Automatic Periodization ☐ Invoice ☐ Purchase invoice ☒ Expcense ☒ and VAT too

Finance - Transaction KULUT: 100068 Saved Last changed by (27.07.2022 at 11:08:43)

Type	Number	Date	Reference	Description	Debit
KULUT	100068	01.01.2022		Period. MALLE Malle Maasikas / Expense	1200

Credit: 1200 Difference: 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
4	523104	HANS		Period. Doc NO 225 Traning	500.00		01.02.2022	1
7	113434	HANS		Period. Doc NO 225 Traning	-500.00		01.02.2022	1
1	212641			MALLE / Debts to reporting parties for expenses		1200.00		
2	212351			VAT 20%	200.00			1
3	523104	HANS		Period. Doc NO 225 Traning	500.00			1
5	113434	HANS		Period. Doc NO 225 Traning	-500.00			1
6	113434	HANS		Doc NO 225 Traning	500.00			1
8	113434	HANS		Doc NO 225 Traning	500.00			1

And VAT too -

FINANCE SETTINGS

Automatic Periodization ☐ Invoice ☐ Purchase invoice ☒ Expcense ☐ and VAT too

Finance - Transaction KULUT: 100069 Saved Last changed by (27.07.2022 at 11:14:32)

Type	Number	Date	Reference	Description	Debit
KULUT	100069	01.01.2022		Period. MALLE Malle Maasikas / Computer purchase	1200

Credit 1200
Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
4	523104	HANS		Period. Doc NO 225 Training	500.00		01.02.2022	
6	113434	HANS		Period. Doc NO 225 Training	-500.00		01.02.2022	
1	212641			MALLE / Debts to reporting parties for expenses		1200.00		
2	212351			VAT 20%	200.00			1
3	523104	HANS		Period. Doc NO 225 Training	500.00			
5	113434	HANS		Period. Doc NO 225 Training	-500.00			
7	113434	HANS		Doc NO 225 Training	500.00			1
8	113434	HANS		Doc NO 225 Training	500.00			1

5. Expense bulk import

It is possible to bulk import all the expense fields except the base - this field is only visible on the document.

If fields are not imported applies the following rules

- **User** - if not filled in, bulk import user code is imported by default
- **Date** - if not filled in, bulk import current date is imported
- **Trans date** - if not filled in is imported according to the following rules
 - **Date** - when importing the date field, the same date is placed in the Trans date field
 - **Date** - if the date field is not imported, bulk import current date is placed in the Trans date field
- **Currency** - EUR is imported by default
- **Rate** - 1 is imported by default
- **Description** - Account name is placed, if the field is not filled in.



If the displayed fields are in the imported table, then the fields are not overwritten by the rules, but are imported.

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