

# Sisukord

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# Finance Recipes (NEW DESIGN)

A finance recipe *or automatic statement* is a tool that **simplifies the entry of** financial transactions, purchase invoices, expenses, and other **documents**. It saves time and ensures the correct accounts and cost dimensions are always used. If a particular transaction is frequently repeated, it is worthwhile to create a finance recipe that includes all the necessary information. In the future, just select the finance recipe to get a pre-prepared transaction, which can also be modified if needed.

According to the finance recipe, expenses can be allocated between objects and accounts, and calculation formulas can be used, such as calculating and posting fringe benefit tax. The finance recipe can also be used for the automatic posting of incoming e-purchase invoices.



The new finance recipe applies only to documents with the new design.

## Changes compared to the old design:

- **„Choose columns“ functionality** in the register of finance recipes - columns can be added/removed.
- **Usage, comment, closed, last changed** - new fields on the document
- **Item, Quantity, Asset, Begin, End** - new row fields
- **„Usage“ field** - allows specifying which documents the finance recipe is permitted to be used on. Options include: All, Transaction, Expense, Purchase Invoice, Bank Statement, Budget, Middle Transaction.
- **Row names** - the content of the document/transaction is placed from the rows of the finance recipe, not according to the account name.
- **Most fields in the placer can be changed**
- **Row referencing** - data defined in parameters (e.g., account, row name, etc.) can be referenced to account-type rows. This is necessary to simplify the modification of extensive finance recipes. See examples on page 4.
- **Time control** - determines from which date the finance recipe is visible for placement on documents.
- **Closing** - can be closed and reopened. A closed finance recipe placer will not be displayed and cannot be selected manually.

## 1. Finance Recipe register

Settings> Finance Settings > Finance Recipes

### 1.1. Header buttons

Personal settings > Finance Recipes

Refresh Clear fields Choose columns Save view Settings Print Excel Output

### Finance Recipes

OPEN Code Add new Browse Rows: 20

CODE	DESCRIPTION	DATE	USAGE	COMMENT	CLOSED	USER
ÜLDKULUD	Üldkulude jagamine	01.09.2024	All		No	
VALIKONTO2X	Vali mitu kontot	01.05.2024	Purchase Invoice		No	
VALIKONTO	Vali 1 konto kõigile	01.05.2024	All		No	
TEST10	cvfv	28.08.2024 15:13:56			No	
SPECIFICAMOUNT	Specific amount { }	03.01.2024	All	test1	No	
KONTOD	Erinevad kontod (viitamine) { }	01.08.2024	Purchase Invoice	Test	No	JANE
KONTO2	Üks konto		All		No	BRITT
KONTO	Üks konto (viitamine) { }		Purchase Invoice		No	KELLYLY
KINDELSUMMA	Kindel summa { }	03.01.2024	All	muudan	No	
GENERALCOSTS	Allocation of general costs	11.10.2024	All		No	
GEN	Different allocable costs	03.11.2022			No	
FRINGEBENEFIT	Fringe benefit	18.06.2024	Transaction	Test2	No	

- **Refresh** - refreshes the list
- **Clear fields** - clears the search fields
- **Choose columns** - allows removing and adding data columns in the register view (the links legend is written at the bottom of the list). Don't forget to press „Save and use“. See also [https://wiki.directo.ee/et/t\\_list\\_muuda2](https://wiki.directo.ee/et/t_list_muuda2)

Finance Recipes

Finance Settings > Finance Recipes

Refresh Clear fields Choose columns

### Finance Recipes

OPEN Code Add new Br

CODE	DESCRIPTION
ÜLDKULUD	Üldkulude jagamine
VALIKONTO2X	Vali mitu kontot
VALIKONTO	Vali 1 konto kõigile
TEST10	cvfv
SPECIFICAMOUNT	Specific amount { }
KONTOD	Erinevad kontod (viitamine) { }
KONTO2	Üks konto
KONTO	Üks konto (viitamine) { }
KINDELSUMMA	Kindel summa { }
GENERALCOSTS	Allocation of general
FRINGEBENEFIT	Fringe benefit
ESINDUS	Esinduskulud
ERISOODUSTUS	Erisoodustus
CHOOSEACCOUNT	Choose 1 account for
ACCOUNTS	Different accounts for

### Choose columns

2 Save and use

Set: Personal Save and use Save as new set

#### Active columns

To change the order of columns drag it to the desired location.

Nr	Name	Action	Visible	Searchable	Editable	Default Value	Order
1.	CODE	Open document	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2.	DESCRIPTION		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3.	CHANGED		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		↑ ↓
4.	USAGE		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		↑ ↓
5.	COMMENT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		↑ ↓
6.	CLOSED		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		↑ ↓
6.	USER		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		↑ ↓

Copy another users settings Copy

#### Unused columns

Find column

1 Add columns

DA... M...

- **Save view** - saves all search filters and the window location, sorting, and search focus.
- **Settings** - allows setting personal settings and fields for which filtering searches for direct (not partial) match.

Finance Settings > Finance Recipes

Refresh Clear fields Choose columns Save view **Settings** Print Excel Output

### Finance Recipes

OPEN Code > Add new Browse

CODE	DESCRIPTION	CHANGED	USAGE	COMM
ÜLDKULUD	Üldkulude jagamine			
VALIKONTO2X	Vali mitu kontot			
VALIKONTO	Vali 1 konto kõigile			
TEST10	cvfv			
SPECIFICAMOUNT	Specific amount { }			
KONTOD	Erinevad kontod (viitamine) { }			
KONTO2	Üks konto			
KONTO	Üks konto (viitamine) { }			
KINDELSUMMA	Kindel summa { }			
GENERALCOSTS	Allocation of general costs			

#### Settings

Personal

Header is freezed

Quick placer applied automatically (when entering text)

**Fields with the exact filtering not like filtering**

Number (and event code)

Code (not event code)

Subsystem Cards (project, stock, priceformula, user etc)

[Restore defaults](#) [Save](#)

- **Print** - prints the part displayed on the screen. If you need to print the full list (or copy to Excel), you need to change the rows on the page.
- **Exceli output** - opens the part displayed on the screen as an Excel table.

## 2. Finance Recipe header

### 2.1. Header buttons

New Save Copy Discard Delete Mail Print Attachments

#### Finance Recipe New

Code Description Usage User Date Comment Closed

Sea Search - All - Search 09.10.2024

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset	Begin	End
1															

- **New** - opens new blank document. Checks in advance if the previous document contains unsaved changes.
- **Save** - saves the document
- **Copy** - creates a copy of existing document. Opens new document that has most fields filled as on previous document. Date of creating the copy is by default marked as the new document date.
- **Discard** - cancels document filling without saving.
- **Delete** - deletes the unconfirmed document.
- **Mail** - sends a printout by e-mail. In case there is more than one printout designed, you have to click on the arrow next to the Mail button, which opens a drop-down menu from which you can choose different designs.
- **Print** - prints the document in its output format. By clicking on the arrow next to the Print

button, you can create a PDF (ctrl + click) or view a preview of the document (shift + click).

- **Attachments** - allows linking files to the document, i.e., attaching related documents. Files can only be added during setup, and the presence of an attachment is visible in the register as a column.

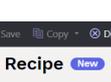
## 2.2. Header fields

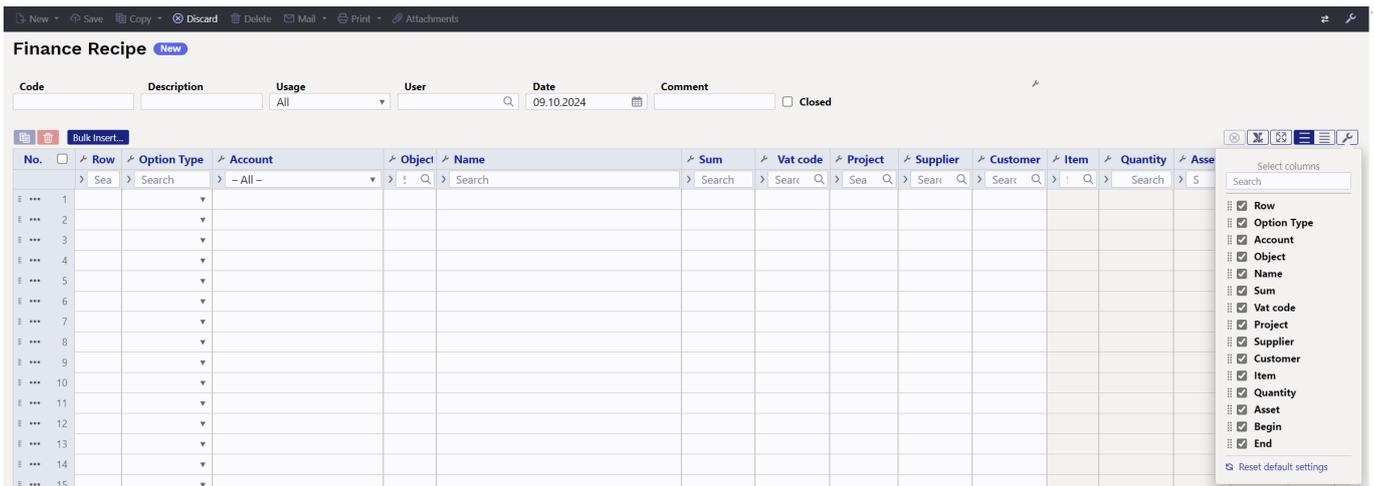
- **Code** - the short code for the finance recipe, free form. It can include letters and numbers; do not use spaces.
- **Description** - the name of the finance recipe, free form
- **Usage** - determines which documents the finance recipe is allowed to be used on. Options: All, Transaction, Expense, Purchase Invoice, Bank Statement, Budget, Middle transaction. The default selection is „All,“ which can be changed upon saving. There is no empty selection.
- **User** - an option to add the creator of the finance recipe.
- **Date** - the creation date of the finance recipe. It can be entered using the calendar. It determines from which date the finance recipe is visible for placement on documents. The document placer considers the time in the „Date“ field as follows:
  - If the document does not have a „Date“ specified, it considers today's date.
  - If the „Date“ is a future date, it will not be visible.
- **Comment** - an informative field where necessary information can be entered.
- **„Closed“ box** - if the box is checked, the finance recipe will not be visible in placers. When manually entering the finance recipe code, for example, on a bank statement, the field turns yellow, and a warning appears: „Recipe ... is closed.“
- **Last changed by** - user, date, time; shows which user modified the document last and when.

## 3. Finance Recipe rows

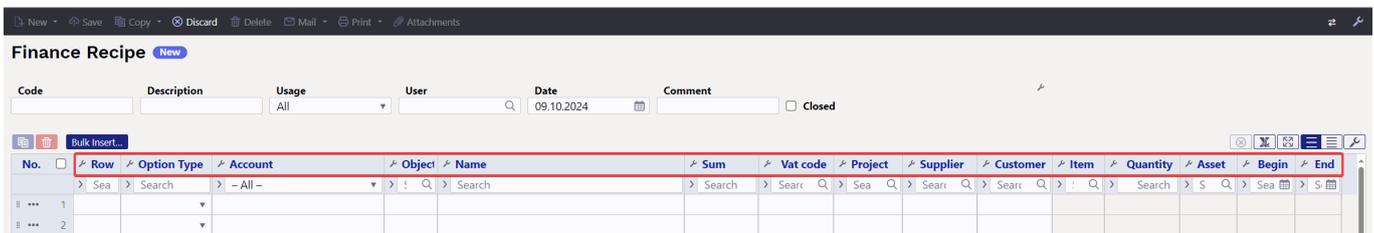
### 3.1. Row header buttons

-  **Copy selected rows** - copies the selected rows to the clipboard (in the new design). To select rows, click on the row number. The button is inactive if no row is selected. Copied rows can be pasted under the line context menu (opens when right-clicking on the row number) with the “Paste row above” or “Paste row below” option.

- 
**Delete selected rows** - deletes the selected rows. To select rows, click the row number. The button is inactive if no row is selected.
- 
**Bulk Insert** - allows you to fill/insert rows based on a table (mostly excel). The „Help“ section under the Bulk Insert button specifies the order in which the columns must be arranged.
- 
**Clear column filters** - clears the filters set on the columns.
- 
**Table changes history** - history of changes made to the rows.
- 
**Export data as .xlsx file** - allows downloading the table as an Excel file.
- 
**Enlarge table** - enlarges the table, hiding the header fields.
- 
**Table density: sparse** - affects the height of the rows.
- 
**Table density: compact** - affects the height of the rows.
- 
**Table settings** - allows selecting which columns to display on the rows and which not.



### 3.2 Row fields

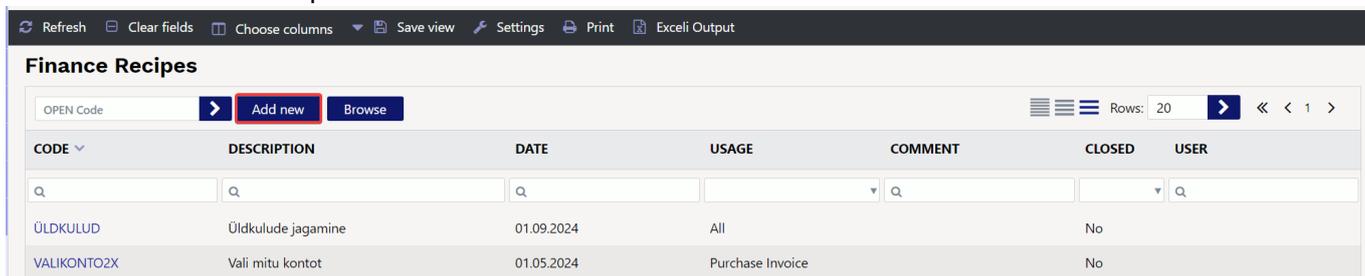


- Row** - mandatory field. The identifier (number) assigned by the user for the row. Used for calculations involving the values of the rows.
- Option type** - dropdown menu: Parameter, Account, Calculation
- Account** - finance account
- Object** - allows placing an object related to the finance recipe.
- Sum** - amount/calculation

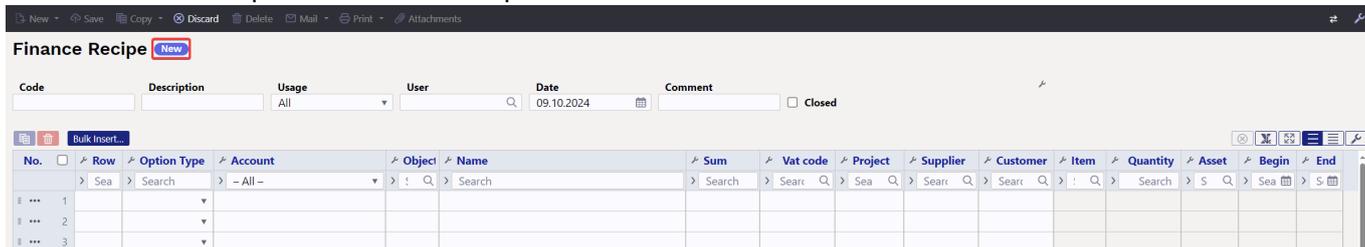
- **Vat code** - value-added tax code
- **Project** - project identifier. Used when wanting to associate with a specific project.
- **Supplier** - supplier code
- **Customer** - customer code
- **Item** - item code
- **Quantity** - quantity
- **Asset** - asset code
- **Begin and End** - begin and end dates. When adding a begin and end to the finance recipe used with a purchase invoice, these dates will be placed on the rows of the purchase invoice (used for periodization).

## 4. Creating and using a finance recipe

Add a new finance recipe:



A new finance recipe document will open:



Fill in the header fields. Depending on the selection in the „Usage“ field, you can fill in the fields that are white. Inactive fields are grey and cannot be filled in.

Overview of active and inactive fields by document type:

Document	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset	Begin	End
Transaction															
Expense															
Purchase invoice															
Bank statement															
Budget															
Middle transaction															

### Row data:

**Row** - designates the row number, which can be written by the user. Rows are displayed in chronological order. If you need to insert a row in between, use the row action menu (add row above, below, etc.).

**Option type** - options include: parameter/ account/ calculation

**Parameter** - a finance recipe parameter is an input value or variable that helps determine the final finance result or value, usually this is the amount.

**Account** - specifies which account, object, or project the amount is allocated to. The account can also be referenced through curly brackets ({} ) from the parameter row - see example 1, version 2.

**Calculation** - allows performing calculations on the rows. Calculations can be made in the „Sum“ field where the number refers to the row with which the calculation is to be made, and the value is placed between curly brackets.

**4.1. Example 1: same expense account, different objects**

**Creating a finance recipe**

Version 1:

- In the first row, 'Parameter' specifies that this is an input variable, in this case, the amount, which varies each time.
- In the following 'Account' type rows, it is specified to which account and object the amount is allocated. In the Sum field, there is a calculation where '10' refers to the row with which the calculation is to be made (in this example, row 10 is the first row), and the value between the curly brackets is the percentage (0.2 = 20%).

When entering the account number, the account name automatically appears in the „Name“ field, which can be overwritten, and this name will also appear in the rows of the document.

Finance Recipe ACCOUNT2 **Saved**

Code: ACCOUNT2 Description: One account Usage: All User: BRITT Date: Comment: Closed

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset	Begin	End
...	10	Parameter			BUILDING RENTAL COSTS										
...	20	Account	522104	HOOLDUS	Production building rental cost	10*(0,2)	43	P001							
...	30	Account	522104	LADU	Office building rental cost	10*(0,3)	43	P002							
...	40	Account	522104	HOTELLU	Sales building rental cost	10*(0,5)	43	P003							

### Version 2:

Use references to parameter rows in account type rows. This is a convenient solution because if, for example, the finance recipe is long and divided among many objects, it is enough to change the account and/or object in the parameter row, and when placing the finance recipe, the same

accounts/objects will automatically appear below the rows of accounts.  Referencing the VAT code is not possible.

Finance Recipe ACCOUNT **Saved**

Code: ACCOUNT Description: One account (referenc Usage: All User: KELLYLY Date: 01.09.2024 Comment: Closed

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier
...	10	Parameter	522104		BUILDING RENTAL COSTS				
...	20	Parameter		HOOLDUS	Maintenance building rental costs	(0,2)		P001	
...	30	Parameter		LADU	Warehouse rental costs	(0,3)		P002	
...	40	Parameter		HOTELLI_MAJAPIDAMINE	Restaurant building rental costs	(0,5)		P003	
...	50	Calculation			Total costs	20+30+40			
...	60	Account	{10}	{20}	(20)	10/50*20	43	{20}	
...	70	Account	{10}	{30}	(30)	10/50*30	1	{30}	
...	80	Account	{10}	{40}	(40)	10/50*40	43	{40}	

*Referring to the row, i.e. take the account no. from row no. 10*

*Referring to the row, i.e. take the object from row no. 20*

### Using the finance recipe

1. Create, for example, a purchase invoice and click the „Paste Recipe“ button in the row header.

Purchase invoice 100864 **Saved**

Number: 100864 Supplier: 1074 Supplier name: VAT Reg No: Suppliers invoice: 12346

GENERAL INFO, PROCEEDING, DATAFIELDS, SUMMAD

Total: 0 VAT total: 0 Total: 0 Balance: 0 Currency: EUR Rate: 1 Prepayment: Rounding: 0

Massasetaja Paste Recipe... Split by resources

No.	Account	Object	Description	Total	VAT code	VAT	Subtotal
...							

2. The register of finance recipes will open, displaying a list of finance recipes that are permitted for use on the given document at that moment.

Close Refresh Clear fields Choose columns Save view Settings Print

### Finance Recipe Paster

OPEN Code Add new Browse Rows: 20

CODE	DESCRIPTION	DATE	USAGE	COMMENT	MODIFIED BY	DATE MODIFIED	CLOSED	USER
ÜLDKULUD	Üldkulude jagamine	01.09.2024	All		VILJA	27.08.2024 15:05:51	No	
VALIKONTO2X	Vali mitu kontot	01.05.2024	Purchase Invoice		VILJA	28.08.2024 15:00:37	No	
VALIKONTO	Vali 1 konto kõigile	01.05.2024	All		VILJA	22.08.2024 11:58:17	No	
TEST10	cvfv	28.08.2024 15:13:56			VILJA	28.08.2024 15:19:22	No	
KONTOD	Erinevad kontod (viitamine) { }	01.08.2024	Purchase Invoice	Test	VILJA	28.08.2024 14:58:35	No	JANE
KONTO2	Üks konto		All		VILJA	29.08.2024 11:25:47	No	BRITT
KONTO	Üks konto (viitamine) { }		Purchase Invoice		VILJA	29.08.2024 11:25:26	No	KELLYLY
KINDELSUMMA	Kindel summa { }	03.01.2024	All	muudan	VILJA	28.08.2024 14:57:55	No	
ACCOUNT2	One account		All		KELLYLY	10.09.2024 13:41:12	No	BRITT
ACCOUNT	One account (referencing) { }	01.09.2024	All		KELLYLY	10.09.2024 14:20:07	No	KELLYLY

3. Select the appropriate finance recipe, and the finance recipe paster window will open, where you need to specify the required data.

- The cursor will blink in the Sum field, which is a mandatory field
- There is a link to the finance recipe in the header.
- Place to document starting from row - you can specify from which row the finance recipe will be placed on the document.
- All white fields can be modified.
- If row referencing has been used, changing data in the parameter section will also change the data in the account section.

#### Finance Recipe

Code: ACCOUNT | Description: One account (referencing) { }

\*Place to document starting from row: 1

Row	Name	Account	Object	Sum*	VAT code	Project	Client	Item	Start	End	Quantity	Asset
Change the account												
Parameters												
10	HOONETE RENDIKUI	522104										
20	Hooldushoone rendi		HOOLDUS	0.2		P001						
30	Laohoone rendikulur		LADU	0.3		P002						
40	Restorani hoone reni		HOTELLI_MAJAF	0.5		P003						
Accounts												
60	Hooldushoone rendi	522104	HOOLDUS	43		P001						
70	Laohoone rendikulur	522104	LADU	1		P002						
80	Restorani hoone reni	522104	HOTELLI_MAJAF	43		P003						

#### Finance Recipe

Code: ACCOUNT | Description: One account (referencing) { }

\*Place to document starting from row: 1

Row	Name	Account	Object	Sum*	VAT code	Project	Client	Item	Start	End	Quantity	Asset
Changing the account in the Parameter automatically changed the accounts in the Account section												
Parameters												
10	HOONETE RENDIKUI	661101										
20	Hooldushoone rendi		HOOLDUS	0.2		P001						
30	Laohoone rendikulur		LADU	0.3		P002						
40	Restorani hoone reni		HOTELLI_MAJAF	0.5		P003						
Accounts												
60	Hooldushoone rendi	661101	HOOLDUS	43		P001						
70	Laohoone rendikulur	661101	LADU	1		P002						
80	Restorani hoone reni	661101	HOTELLI_MAJAF	43		P003						

## 4.2. Example 2: different accounts and objects

### Finance recipe

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset
1	10	Parameter			IT costs XXX								
2	20	Parameter	522104	HOOLDUS	Server 123	(0,7)		P001		1119	ARVUTI	1	DEMO7
3	30	Parameter	611103	LADU	Data roaming 247	(0,2)		P002		1015	123421	10	DEMOS
4	40	Parameter	212303	KELLYLY	IP 54367	(0,1)		P003		1109	AJAKIRI	12	DEMO14
5	50	Calculation			Total costs	20+30+40							
6	60	Account	{20}	{20}		(20)		43 {20}		{20}	{20}	1	{20}
7	70	Account	{30}	{30}		(30)		43 {30}		{30}	{30}	10	{30}
8	80	Account	{40}	{40}		(40)		43 {40}		{40}	{40}	12	{40}

### Finance recipe paster

ACCOUNTS: Different accounts (referencing) { }

Test

\*Place to document starting from row  Fill document

Row	Name	Account	Object	Sum	VAT code	Project	Client	Item	Start	End
Parameters										
10	IT costs XXX									
20	Server 123	522104	HOOLDU	0.7		P001	1119	ARVUT		
30	Data roaming	611103	LADU	0.2		P002	1015	12342		
40	IP 54367	212303	KELLYLY	0.1		P003	1109	AJAKIF		
Accounts										
60	Server 123	522104	HOOLDU		43	P001	1119	ARVUT		
70	Data roaming	611103	LADU		43	P002	1015	12342		
80	IP 54367	212303	KELLYLY		43	P003	1109	AJAKIF		

## 4.3. Example 3: select account

### Creating a finance recipe

If there are many different expense accounts that need to be allocated in the same proportion, it is also possible to create a recipe where, after selecting the recipe, you can choose the account and enter the sum in a pop-up window. In this case, it is not necessary to create separate recipes for each expense account that needs to be allocated; one recipe is enough.

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset
1	10	Parameter			Choose account								
2	80	Account	{10}	HOOLDUS	Server	10*{0,20}							
3	90	Account	{10}	LADU	Data roaming	10*{0,20}							
4	100	Account	{10}	MÜÜK	IP	10*{0,60}							

### Using the finance recipe

Finance recipe paster: the account field is empty, select an account that is automatically transferred

to the account rows, where they can also be modified if necessary. You can also modify all other white fields.

**CHOOSEACCOUNT: Choose 1 account for everything** ✕

\* Place to document starting from row  Fill document

Row	Name	Account	Object	Sum	VAT code	Project	Client	Item	Start	End
<b>Parameters</b>										
10	Choose accou	<input style="border: 2px solid red;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Accounts</b>										
80	Server	<input type="text"/>	HOOLDU <input type="text"/>	<input type="text"/>						
90	Data roaming	<input type="text"/>	LADU <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
100	IP	<input type="text"/>	MÜÜK <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the account code or select it from the mini-search.

**CHOOSEACCOUNT: Choose 1 account for everything**

\* Place to document starting from row  Fill document

Row	Name	Account	Object	Sum	VAT code	Project	Client	Item	Start	End
<b>Parameters</b>										
10	Choose account	<input style="border: 2px solid blue;" type="text" value="5221"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<b>CODE</b>	<b>NAME</b>							
80	Server	125221	Teed							
90	Andmeside	522101	Ruumide sisustus (mööbel jms.)							
100	IP	522102	Kontoritehnika							
		522103	Kontoritehnika ja -seadmete rent							

The selected account will be automatically transferred to the account rows, where they can also be modified if necessary.

**CHOOSEACCOUNT: Choose 1 account for everything** ✕

\* Place to document starting from row  Fill document

Row	Name	Account	Object	Sum	VAT code	Project	Client	Item	Start	End
<b>Parameters</b>										
10	Choose accou	522104	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Accounts</b>										
80	Server	522104	HOOLDU <input type="text"/>	<input type="text"/>						
90	Data roaming	522104	LADU <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
100	IP	522104	MÜÜK <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the account does not exist, the account field will turn yellow, and an error message will appear, it will not be possible to save.

**CHOOSEACCOUNT: Choose 1 account for everything**

\* Place to document starting from row  Fill document

**Account 522210 not found**

Row	Name	Account	Object	Sum	VAT code	Project	Client	Item	Start	End
Parameters										
10	Choose accou	522210								
Accounts										
80	Server	522210	HOOLDU							
90	Data roaming	522210	LADU							
100	IP	522210	MÜÜK							

### 4.4. Example 4: fixed amount

#### Creating a finance recipe

Must use curly brackets {}

Finance Recipe SPECIFICAMOUNT Saved

Code: SPECIFICAMOUNT | Description: Specific amount {} | Usage: All | User: | Date: 03.01.2024 | Comment: test1 |  Closed

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset
1	10	Parameter			Specific amount	(1000)							
2	20	Account	621103	HOOLDUS	Hooldushoone rendikulud	10*(0,2)		P001					
3	30	Account	522108	MÜÜK	Müügihoone rendikulud	10*(0,3)		P002					
4	40	Account	522108	LADU	Laohoone rendikulud	10*(0,5)		P003					

#### Using the finance recipe

Finance Recipe

Code: SPECIFICAMOUNT | Description: Specific amount {} | Comment: test1

\* Place to document starting from row

Placed automatically

Row	Name	Account	Object	Sum	VAT code	Project	Client	Item	Start	End	Quantity	Asset
Parameters												
10	Specific amount			1000								
Accounts												
20	Hooldushoone rendi	621103	HOOLDUS	200		P001						
30	Müügihoone rendikt	522108	MÜÜK	300		P002						
40	Laohoone rendikuluk	522108	LADU	500		P003						

### 4.5. Example 5: fringe benefit taxes

#### Creating a finance recipe

Finance Recipe FRINGEBENEFIT Saved

Code: FRINGEBENEFIT | Description: Fringe benefit | Usage: Transaction | User: | Date: 18.06.2024 | Comment: Test2 |  Closed

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset
1	10	Parameter			Fringe benefit, distributable amount								
2	20	Account	528301		Fringe Benefits - Income Tax	10*(0,25)							
3	30	Calculation				10+20							
4	40	Account	525892		Social Tax from Employees Benefits	30*(0,33)							
5	50	Account	212332		Benefits Income Tax	-20							
6	60	Account	212301		Social Tax Declared	-40							

#### Using the finance recipe in the transaction

Finance - Transaction FIN: 2000103 Saved

Type: FIN Number: 2000103 Date: 22.08.2024 12:26:45 Reference: Description:

Debit: 0

Credit: 0 Difference: 0

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

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Di	Cur. Cred	Currer	Rate	Qty
1																

The finance recipe paster will open:

Finance Recipe ×

Code: FRINGEBENEFIT | Description: Fringe benefit | Comment: Test2

\*Place to document starting from row: 1

Row	Name	Account	Object	Sum	VAT code	Project	Supplier	Client
Parameters								
10	Fringe benefit, distributal			100				
Accounts								
20	Fringe Benefits - Income	528301		25				
40	Social Tax from Employee	525892		41.25				
50	Benefits Income Tax	212332		-25				
60	Social Tax Declared	212301		-41.25				

Placing on the transaction:

Finance - Transaction FIN: 2000103 Saved

Type: FIN Number: 2000103 Date: 22.08.2024 12:26:45 Reference: Description:

Debit: 66.25

Credit: 66.25 Difference: 0

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

No.	Accou	Object	Project	Description	Debit	Credit	VA	Date	Custor	Supplier	Resou	Cur. Di	Cur. Cred	Currer	Rate	Qty
1	528301			Fringe Benefits - Income Tax	25.00							25.00		EUR		1
2	525892			Social Tax from Employees Benefits	41.25							41.25		EUR		1
3	212332			Benefits Income Tax		25.00							25.00	EUR		1
4	212301			Social Tax Declared		41.25							41.25	EUR		1

### 4.6. Example 6: time is in the future

**Finance Recipe GENERALCOSTS** Saved

Code: GENERALCOSTS | Description: Allocation of general | Usage: All | User: | Date: 11.10.2024 | Comment: | Closed

**Future date**

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset	Begin	End
1	10	Parameter	- All -		Allocation of general costs										
2	100	Parameter		TOITLUSTUS		(0.2)									
3	110	Parameter		MÜÜK		(0.3)									
4	120	Parameter		LADU		(0.5)									
5	170	Calculation				100+110+120									
6	200	Account	525202	TOITLUSTUS	A costs	10/150*100	9								
7	210	Account	111203	MÜÜK	USD bank account	10/150*110	9								
8	300	Account	113101	LADU	Accounts Receivable	10/150*120	9								

**Finance Recipe Paster**

OPEN Code: | Add new | Browse

CODE	DESCRIPTION	DATE	USAGE	COMMENT	MODIFIED BY	DATE
generalcosts						

No records found

LINK ACTION | CODE Paste code/number | List will appear immediately

**This finance recipe is not available in the finance recipe paster because it can be used from 11.10.2024**

### 4.7. Example 7: e-invoice supplier automation

Read the supplier automation guide: [https://wiki.directo.ee/en/yld\\_hankija#automation](https://wiki.directo.ee/en/yld_hankija#automation)

Mark the finance recipe on the row.

Supplier 1058

Close New Copy Refresh Delete Save Mail PRINT | Status: View

Prices (choose action) | Survey Event Update data

General info | Contacts | Bank Accounts | Actions | Changes | **Automation** | Transport

**Supplement for rows (e-invoice)**

Content	Item	Reference	Quantity	Row sum	Row sum to Single Personnel Member	Fields filled when rules apply	VAT code	Object	Project	User	Item	Customer	Content	Finance Recipe	Group	Confirm	C.sum	C.sum to
Internet						522104								Rida	ACCOUNT2	Rida	10	20
Pliveserver 1						522104	LADU	P002				Server_1S	Dokument			50	70	
Pliveserver 2						522104	MUUK	P003				Server_2S	Dokument			70	80	
Mobil						522104	TOITLUST	P002				Mobil_S	Dokument		Rida	80	120	
Intress						651400	23						Dokument		Rida	250	450	
Osamakse						211301							Dokument			250	450	
Osamakse						211301							Dokument			125	125	
95 miles						523103							Dokument			1	40	
Leping						211301							Dokument					
%			1	30		562901							Lisateenus	Dokument	Rida	1	40	

Document transport > create purchase invoice

Buttons: Create purchase invoice, Create Stock Receipt, Create Expense, Create minus invoice, Create P.Order, XML, Set as closed

**e-invoice**

Directo OÜ RegNo: 10652749  
Arve No: 100400  
Arve kp: 2023-10-12  
Makse tähtaeg: 2023-10-19  
Kokku: 1 635.12

Kood	Sisu	Kogus	Yhik	Yhiku hind	Summa	Ale(%)	Juurdeh.(%)	Netosumma	KM(%)
	Internet_Jüri tn	NaN	10.00		10.00	2.00	(20.00%)		
	Internet_Türi tn	NaN	20.00		20.00	4.00	(20.00%)		
	Mobiil_Kati Karu	NaN	30.00		30.00	6.00	(20.00%)		
	Mobiil_Jänku Juta	NaN	50.00		50.00	10.00	(20.00%)		
	Pilveserver 1	NaN	60.00		60.00	12.00	(20.00%)		
	Pilveserver 2	NaN	70.00		70.00	14.00	(20.00%)		
	95 miles; DateTime: 03.01.2018 16:40; Station: Circle K Laagri; Country: EE; Summa: 56.87; Gid:704483382122005476	NaN	85.60		85.60	17.12	(20.00%)		
	95 miles; DateTime: 03.01.2018 16:40; Station: Circle K Laagri; Country: EE; Summa: 56.87; Gid:704483382122008549	NaN	57.00		57.00	11.40	(20.00%)		
	Valjakutse nr 72	NaN	5.00		5.00	1.00	(20.00%)		
	Teenus 12/1	NaN	25.00		25.00	5.00	(20.00%)		
	Leping 2023999	NaN	125.00		125.00	25.00	(20.00%)		
	Osamakse, leping 2023420/01	NaN	250.00		250.00	50.00	(20.00%)		
	Osamakse, leping 2023420/02	NaN	450.00		450.00	90.00	(20.00%)		
	Intrass	NaN	150.00		150.00	.00	(0.00%)		

**PDF**

Maksja: Directo OÜ  
Mõisa tn 4  
13522 Haabersti linnaosa, Tallinn, Harju maakond  
KMKR: EE100615311

Arve: 100400  
Kuijäär: 12.1  
Tasumistingimus: 7%  
Tasumistähtaeg: 19.1  
Viivis:

Kommentaari: HANKJA AUTOMAATIKA TESTIMISEKS

Kood	Nimetus	Kogus	Ühik	Hind	Summa
123421	Internet_Jüri tn	1		10.00	10.00
123421	Internet_Türi tn	1		20.00	20.00
123421	Mobiil_Kati Karu	1		30.00	30.00
123421	Mobiil_Jänku Juta	1		50.00	50.00
123421	Pilveserver 1	1		60.00	60.00
123421	Pilveserver 2	1		70.00	70.00
PUKSID	95 miles; DateTime: 03.01.2018 16:40; Station: Circle K Laagri; Country: EE; Summa: 56.87; Gid:704483382122005476	1		85.60	85.60
PUKSID	95 miles; DateTime: 03.01.2018 16:40; Station: Circle K Laagri; Country: EE; Summa: 56.87; Gid:704483382122008549	1		57.00	57.00
TEENUS, TAVALINE	Valjakutse nr 72	1		5.00	5.00
TEENUS, TAVALINE	Teenus 12/1	1		25.00	25.00
123421	Leping 2023999	1		125.00	125.00
123421	Osamakse, leping 2023420/01	1		250.00	250.00
123421	Osamakse, leping 2023420/02	1		450.00	450.00

Navigation: New, Save, Confirm, Copy, Discard, Delete, Mail, Print, Attachments (1), CashOUT, Data from e-invoice, SM

**Finance Recipe ACCOUNT2** [Saved]

Code: ACCOUNT2, Description: One account, Usage: All, User: BRITT, Date: [ ], Comment: [ ], Closed: [ ]

Supplier: 1099, Supplier name: Directo OÜ, VAT Reg No: EE100615311, Suppliers invoice: 100400

Invoice date: 12.10.2023, Payment terms: 7, Due date: 19.10.2023, Op. date: 12.10.2023, Object: [ ]

Bank code: [ ], Bank account/IBAN: EE22200221001183831, Ref: [ ], Cred account: 212211

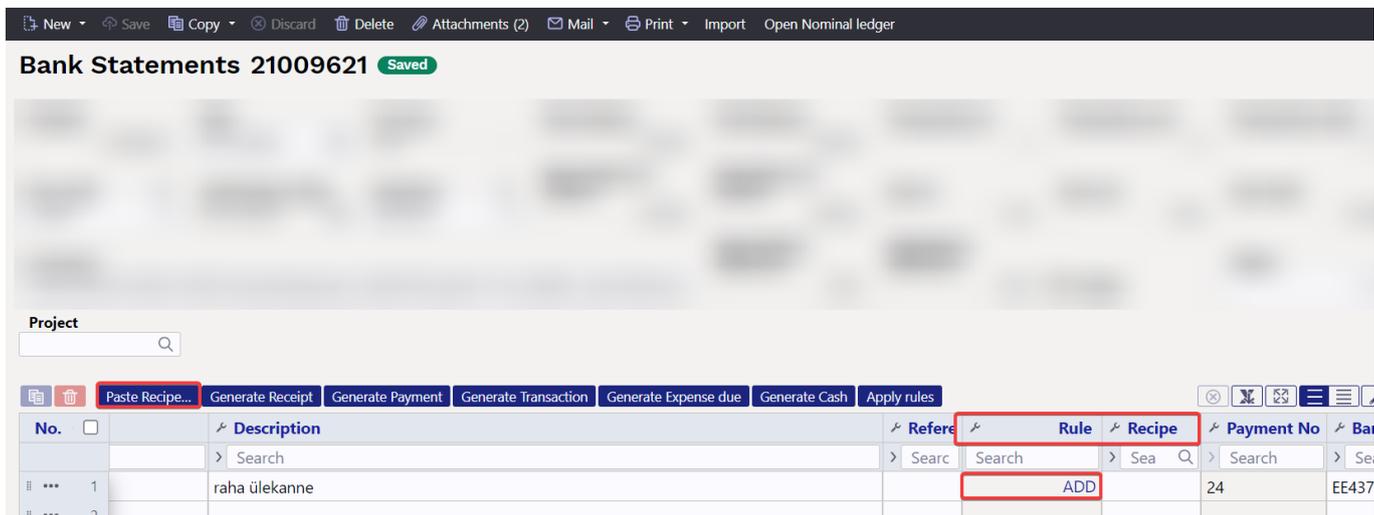
Comment: HANKJA AUTOMAATIKA TESTIMISEKS, Int comment: e-invoice 100400 (186)

No.	Account	Object	Description	Total	VAT code	VAT
1	522104	HOOLDUS	Production building rental cost	6	43	1.32
2	522104	LADU	Office building rental cost	9	43	1.98
3	522104	HOTELLI,MAJAPIDAMI	Sales building rental cost	15	43	3.3
4	522104	LADU	Mobiil_S	80	1	16
5	522104	LADU	Server_1S	60	1	12
6	522104	TURUNDUS	Server_2S	70	1	14
7	523103	MÜÜK	95 miles; DateTime: 03.01.2018 16:40; Station: Circle K Laagri; Cou	85.6	1	17.12
8	523103	MÜÜK	95 miles; DateTime: 03.01.2018 16:40; Station: Circle K Laagri; Cou	57	1	11.4
9	562901		Listateenused	30	1	6

### 4.8. Example 8: bank statement

A finance recipe can be added to a bank statement, to the rows of the bank statement, and to the import rules of the bank statement, as well as to transaction and card payment type rows.

Read more about creating rules for automatic posting of bank statements and watch the tip video. [https://wiki.directo.ee/en/fin\\_valjavote#automatic\\_posting\\_rules](https://wiki.directo.ee/en/fin_valjavote#automatic_posting_rules)  
[https://wiki.directo.ee/en/fin\\_valjavote#tip\\_videoautomate\\_bank\\_statement\\_posting](https://wiki.directo.ee/en/fin_valjavote#tip_videoautomate_bank_statement_posting)



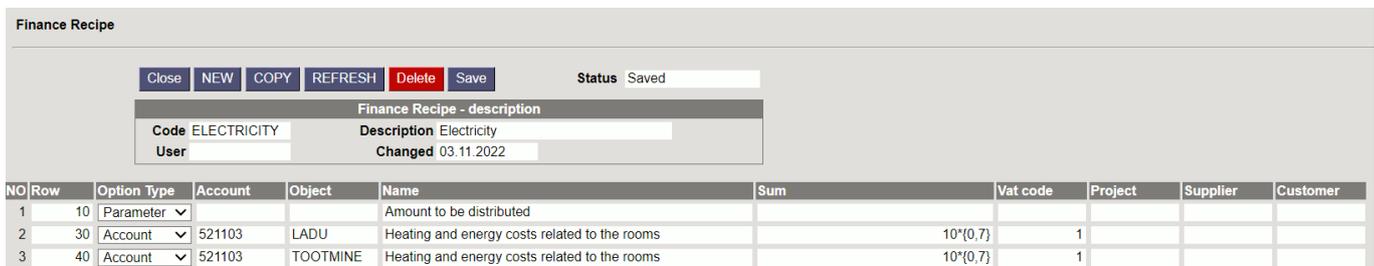
## 5. Bulk import- and export

# Finance recipes (OLD DESIGN)

Settings > Financial settings > Finance recipes

With finance recipes, you can allocate expenses according to the rules specified in the recipe, for example, between objects on a purchase invoice, expense, or transaction.

For example allocating electricity costs between two objects:



## 1. Finance recipe buttons

- **Close** - closes the document after checking if there are any unsaved changes.
- **New** - opens new blank document. Checks in advance if the previous document contains unsaved changes.
- **Copy** - creates a copy of existing document. Opens new document that has most fields filled as on previous document.
- **Refresh** - the button is active when the finance recipe is in draft status, meaning unsaved changes have been made. After clicking the Refresh button, the unsaved changes will be discarded, and the finance recipe will change to a saved status.
- **Delete** - deletes the finance recipe. It will ask beforehand if you are sure you want to delete it.
- **Save** - saves the document

## 2. Finance recipe fields

### 2.1. Header fields

- **Code** - the short code for the finance recipe
- **Description** - the name of the finance recipe
- **User** - an option to add the creator of the finance recipe
- **Changed** - the creation time of the finance recipe. It can be entered using the calendar.

### 2.2. Row fields

- **NO** - system-generated row number. The user cannot change this.
- **Row** - the identifier (number) assigned by the user for the row. Used for calculations involving the values of the rows.
- **Option Type** - parameter, account, calculation.
- **Account** - finance account
- **Object** - allows placing an object related to the finance recipe.
- **Name** - account name
- **Sum** -
- **Vat code** - value-added tax code
- **Project** - project identifier. Used when wanting to associate with a specific project.
- **Supplier** - supplier code
- **Customer** - customer code

## 3. Usage

In the first row, 'Parameter' specifies that this is an input variable, in this case, the sum, which varies each time. In the following rows, it is specified to which account and object the amount is allocated. In the Sum field, there is a calculation where '10' refers to the row with which the calculation is to be made (in this example, row 10 is the first row), and the value between the curly brackets is the percentage ( $0.7 = 70\%$ ).

The recipe can be used by filling in the document header and then clicking the „Paste Recipe“ button: This will open a selection of recipes, and by clicking on the appropriate recipe code, a pop-up window will appear where you can enter the variable, in this case, the amount to be allocated, and then click the „Done“ button.

**ELECTRICITY: Electricity**

Account	Object	Sum	Project	by Supplier	Customer
Amount to be distributed			250		
Account	Object	Description	Project	by Supplier	Customer
521103	LADU	Heating and energy costs related to the rooms			
521103	TOOTMINE	Heating and energy costs related to the rooms			

beginning at row  **Done**

As a result, there will be two rows on the purchase invoice with different objects, and the amount will be allocated according to the proportions specified in the recipe.

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	521103	LADU		Heating and energy costs related to the rooms	175.00		1				
2	521103	TOOTMINE		Heating and energy costs related to the rooms	175.00		1				

If there are many different expense accounts that need to be allocated in the same proportion, it is also possible to create a recipe where, after selecting the recipe, you can choose the account and enter the sum in the pop-up window. In this case, it is not necessary to create separate recipes for each expense account that needs to be allocated; one recipe will suffice.

For example:

**Finance Recipe**

Close NEW COPY REFRESH Delete Save Status Saved

Code		Description	
GEN		Different allocable costs	
User		Changed	
		03.11.2022	

NO	Row	Option Type	Account	Object	Name	Sum	Vat code	Project
1	10	Parameter	Choose accou					
2	30	Account	{10}	LADU	Heating and energy costs related to the rooms		10*(0,7)	1
3	40	Account	{10}	TOOTMINE	Heating and energy costs related to the rooms		10*(0,7)	1

When pasting the recipe, you will need to select the account and enter the sum in the pop-up window.

**GEN: Different allocable costs**

Account	Object	Sum	Project by Supplier	Customer
<input type="text" value="Choose accou"/>		<input type="text" value="0"/>		

Account	Object	Description	Project by Supplier	Customer

beginning at row  **Done**

# 4. Examples

## 4.1. Fringe benefit tax calculator

Example of a finance recipe

Finance Recipe

Close NEW COPY REFRESH Delete Save Status Saved

Finance Recipe - description

Code FRINGEBENEF Description Fringe benefit  
User Changed 18.06.2024

NO	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer
1	10	Parameter			Fringe benefit, distributable amount					
2	20	Account	528301		Fringe Benefits - Income Tax		10*(0,25)			
3	30	Calculation					10+20			
4	40	Account	525892		Social Tax from Employees Benefits		30*(0,33)			
5	50	Account	212332		Benefits Income Tax		-20			
6	60	Account	212301		Social Tax Declared		-40			

Add a finance recipe to te transaction

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

Periodize... REVERSE TRANSACTION Changes

Number 200035 Date Reference Turnover 0 0  
Description Difference 0

Bank Statements: -

Creator Bulk Insert Paste Recipe Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date
1								
2								
3								

FRINGEBENEFIT: Fringe benefit

Fringe benefit, distributable amount

Account Object Sum Project by Supplier Customer

3000

Write here the total amount on which the taxes of the fringe benefit are calculated

Account	Object	Description	Project	by Supplier	Customer
528301		Fringe Benefits - Income Tax			
525892		Social Tax from Employees Benefits			
212332		Benefits Income Tax			
212301		Social Tax Declared			

beginning at row 1 Done

Click the **Paste Recipe** button. The financial transaction will look like this:

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

Periodize... REVERSE TRANSACTION Changes

Number 200035 Date 31.10.2022 Reference Turnover 1987.5 1987.5  
Description Difference 0

Bank Statements: -

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

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date
1	528301			Fringe Benefits - Income Tax	750.00			
2	525892			Social Tax from Employees Benefits	1237.50			
3	212332			Benefits Income Tax		750.00		
4	212301			Social Tax Declared		1237.50		

# 5. Bulk import and export

Finance recipes can be mass imported and mass exported

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