Table of Contents

Finance Recipes (NEW DESIGN)	3
1. Finance Recipe register	3
1.1. Header buttons	3
2. Finance Recipe header	5
2.1. Header buttons	5
2.2. Header fields	6
3. Finance Recipe rows	6
3.1. Row header buttons	6
3.2 Row fields	7
4. Creating and using a finance recipe	8
4.1. Example 1: same expense account, different objects	9
4.2. Example 2: different accounts and objects1	2
4.3. Example 3: select account 1	2
4.4. Example 4: fixed amount	4
4.5. Example 5: fringe benefit taxes1	4
4.6. Example 6: time is in the future1	5
4.7. Example 7: e-invoice supplier automation1	6
4.8. Example 8: bank statement1	7
5. Bulk import- and export	8
Finance recipes (OLD DESIGN)	8
1. Finance recipe buttons	8
2. Finance recipe fields	9
2.1. Header fields	9
2.2. Row fields	9
3. Usage	9
4. Examples	1
4.1. Fringe benefit tax calculator	1
5. Bulk import and export	1

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

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Finance Recipe	es					
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CODE 🗸	DESCRIPTION	DATE	USAGE	COMMENT	CLOSED USER	
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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

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KONTO	Üks konto (viitamine)	6.	USER C						00
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FRINGEBENEFIT	Fringe benefit								
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- 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.

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VALIKONTO	Vali 1 konto kõigile	Quick placer applied automatically (when entering text)	
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KONTO	Üks konto (viitamine) { }	etc)	
KINDELSUMMA	Kindel summa { }	S Restore defaults	Save
GENERALCOSTS	Allocation of general costs		

- **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

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- **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

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- **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.
 - $\circ\,$ 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

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• **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.

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- **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:

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Finance Recipes					
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A new finance recipe document will open:

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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.).

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Option type - options include: parameter/ account/ calculation

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	• 3		Parameter																
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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.

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No.		≁ Row	P Option Typ	e	۶ Accoun	it	> Objec	レント Name			≁ Sum	Yat code	Project	Supplier	Customer	≁ Item	P Quantity	≁ Asset	⊁ Begin	≁ End	
		> Sea	> Search	3	- All -	•	> : Q	> Search			> Search	> Searc Q	> Sea Q	> Searc Q	> Searc Q	> : Q	> Search	> s Q	> Sea 🗰	> Si 🛗	
:	1	10	Parameter	•				BUILDING RENT	AL COSTS												
:	2	20	Account	¥ 5	522104		HOOLDU	Production build	ding rental cost		10*{0,2}	43	P001								
:	3	30	Account	¥ 5	522104		LADU	Office building r	ental cost		10*{0,3}	43	P002								
:	4	40	Account	¥ 5	522104		HOTELLI	1 Sales building re	ental 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.

0	New	- 6	Save	🖥 Copy 🝷 🛞 Disca	rd 🗊 Delete 🖾 Mail 🔹 🖨 Print 🔹	Attachments					
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1	ACCOL	JNT		One account	t (reference All	KELLYLY Q 01.09.2	2024 🔲 🗌 🗌 🖸 CI	osed			
	Ì (Bulk Insert								
	No.		≁ Row	P Option Type	≁ Account	≁ Object	* Name	⊁ Sum	Yat code	Project	Supplier
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Ш	•••	1	10	Parameter 🔹	522104		BUILDING RENTAL COSTS				
Ш		2	20	Parameter •		HOOLDUS	Maintenance building rental costs	{0,2}		P001	
	•••	3	30	Parameter 🔹		LADU	Warehouse rental costs	{0,3}		P002	
11		4	40	Parameter •		HOTELLI_MAJAPIDAMINE	Restaurant building rental costs	{0,5}		P003	
11	•••	5	50	Calculation 🔹			Total costs	20+30+40			
Ш	••••	6	60	Account 🔹	{10}	{20}	{20}	10/50*20	43	{20}	
11	•••	7	70	Account 🔹	{10} take the account no.	{30} take the object from row	{30}	10/50*30	1	{30}	
1	•••	8	80	Account 🔹	{10} from row no. 10	{40} no. 20	{40}	10/50*40	43	{40}	
		0						1			

Using the finance recipe

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

🖺 New 👻 🗇 Save 🗸 Confirm 🖷 C	opy - 🛞 Discard 볩 De	ete 🖾 Mail 🔹 🖨 Print 🔹 🖉	Attachments CashOUT Data from	m e-invoice SMS Crea	ate event		
Purchase invoice 100	864 Saved						
Create stock receipt Create payment	Create credit invoice						
Number Supplier	ି Supplier	name	VAT Reg No	Suppliers invo	ice		ų
100864 1074	Q			12346			
> GENERAL INFO							
> PROCEEDING							
> DATAFIELDS							
∨ SUMMAD							
Total VAT total	Total	Balance	Currency	Rate	Prepayment	Rounding	J.
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🛅 前 Massasetaja Paste Recipe	Split by resources					\otimes	9 1 23
No. 🗌 🥕 Account	* Object	P Description		يكر	Total 🤌 VAT code 🤌 VA	T 🖉 Subto	tal
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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
Finan	ce Recip	oe Paster				

OPEN Code	> Add new	Browse				Rows:	20	> 《 < 1 >
CODE 🗸	DESCRIPTION	DATE	USAGE	COMMENT	MODIFIED BY	DATE MODIFIED	CLOSED	USER
٩	٩	٩		Q	٩	٩		٩
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.

୍ HOTELLI_MAJAF ୍

Q HOTELLI_MAJAF Q

Q

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43

- 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.

Finan	ce Recipe															\times
Code: A	CCOUNT Description	on : One	accour	t (referencing) { }												
* Place to	o document starting fro	m row														
				1												
Row	Name	Accou	int	Object		Sum	VAT code	Project		Client	ltem	Start	End	Quantity	Asset	
			Chang	e the account			Par	ameters								
10	HOONETE RENDIKUI	52210	04 (ર	Q		Q		Q	Q	Q	Ē	Ē			Q
20	Hooldushoone rendi		(HOOLDUS	Q	0.2	Q	P001	Q	Q	Q	É	Ê			Q
30	Laohoone rendikulu((LADU	Q	0.3	Q	P002	Q	Q	Q	Ê	Ê			Q
40	Restorani hoone ren		(HOTELLI_MAJAF	Q	0.5	Q	P003	Q	Q	Q					Q
							Ac	counts								
60	Hooldushoone rendi	52210	04 (HOOLDUS	Q		43 Q	P001	Q	Q	Q	Ê	Ê			Q
70	Laohoone rendikulu(52210	04 (LADU	Q		1 Q	P002	Q	Q	Q					Q
80	Restorani hoone ren	52210	04 (HOTELLI_MAJAF	Q		43 Q	P003	Q	Q	Q	Ê	Ê			Q
Finan Code: Ad * Place to	CE RECIPE	on: One m row	accour	it (referencing) { }												×
Row	Name	Accou	int	Object		Sum	VAT code	Project		Client	Item	Start	End	Quantity	Asset	
				Changing th Parameter auto	e ac omat	count in the ically change	Pa	rameters								
10	HOONETE RENDIKUI	66110	01 (the accounts in	the /	ccount sect	on Q		Q	Q	Q		Ê			Q
20	Hooldushoone rendi		(A HOOLDUS	Q	0.2	Q	P001	Q	Q	Q		Ē			Q
30	Laohoone rendikulu((LADU	Q	0.3	Q	P002	Q	Q	Q	Ê	Ê			Q

Q P003

Accounts

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Directo Help - https://wiki.directo.ee/

40 Restorani hoone ren

60 Hooldushoone rendi 661101 70 Laohoone rendikulu

80 Restorani hoone ren: 661101

661101

4.2. Example 2: different accounts and objects

Finance recipe

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۹۶ No.		▹ Row	 P Option Type 	* Account	≁ Object	≁ Name		≁ Sum	Y Vat code	≁ Project	* Supplier	Customer	≁ Item	P Quantity	Asset
		Sea	> Search	> – All – 🔻	> Search Q	> Search		> Search	> Searc Q	> Sea Q	> Searc Q	> Searc Q	> : Q	> Search	> 5 Q
: •••	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	DEMO5
:	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}		10/50*20	43	{20}		{20}	{20}	1	{20}
: •••	7	70	Account 🔹	(30)	{30}	{30}		10/50*30	43	{30}		{30}	{30}	10	{30}
	8	80	Account 🔹	{40}	{40}	{40}		10/50*40	43	{40}		{40}	{40}	12	{40}
	0														

Finance recipe paster

Test

ACCOUNTS: Different accounts (referencing) { }

 \times

End

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* Place t	o document star	ting from row							
			1	Fill d	ocument				
Row	Name	Account	Object		Sum	VAT code	Project	t	
							Parar	neters	;
10	IT costs XXX	Q		Q		Q		Q	
20	Server 123	522104 Q	HOOLDU	Q	0.7	Q	P001	Q	

20	Server 123	522104	Q	HOOLDU	Q	0.7	Q	P001	Q	1119	Q	ARVU 1	Q	Ē	
30	Data roaming	611103	Q	LADU	Q	0.2	Q	P002	Q	1015	Q	12342	Q	Ê	
40	IP 54367	212303	Q	KELLYLY	Q	0.1	Q	P003	Q	1109	Q	AJAKIF	Q	Ê	
								Acco	ounts						
60	Server 123	522104	Q	HOOLDU	Q		43 Q	P001	Q	1119	Q	ARVU 1	Q	Ê	
70	Data roaming	611103	Q	LADU	Q		43 Q	P002	Q	1015	Q	12342	Q	Ê	
80	IP 54367	212303	Q	KELLYLY	Q		43 Q	P003	Q	1109	Q	AJAKIF	Q	Ê	

Client

ltem

Q

Start

Q

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.

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Code CHOOSE4	.ccount	Descript Choose	i on 1 acco	ount for	Usage All	•	User Date Q. 01.05.	2024	Comment	osed			ų				
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No.	≁ Rov	ィー P Option Ty	pe	≁ Account	t	۶	Object	* Name		⊁ Sum	Vat code	Project	Supplier	<i>P</i> Customer	⊁ Item	≁ Quantity	≁ Asset
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i ••• 1	1	0 Parameter	۳					Choose account									
II ••• 2	8	0 Account	Ψ.	{10}		но	DOLDUS	Server		10*{0,20}							
H ••• 3	9	0 Account		{10}		LAD	DU	Data roaming		10*{0,20}							
I ••• 4	10	0 Account		{10}		MÜ	ЭЙК	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.

100	SEACCOU	NT: Choose	1 accou	nt fo	or everyt	thing								
ace to	document start	ting from row	1	Fill doo	cument									
Row	Name	Account	Object		Sum	VAT code	Project	Client	ltem	Start	End			
Parameters														
10	Choose accou	Q		Q		Q	Q	Q	Q	É				
							Accounts							
80	Server	Q	HOOLDU	Q		Q	Q	Q	Q	İ				
90	Data roaming	Q	LADU	Q		Q	Q	Q	Q	É				
100	IP	Q	MÜÜK	Q		Q	Q	Q	Q	m				

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

CHOOSEACCOUNT: Choose 1 account for everything

* Place	e to document star	ting from row	1 Fill	document							
Row	Name	Account	Object	Sum	VAT code	Project		Client	Item	Start	End
					Par	ameters					
10	Choose account	5221 × Q		Q	Q		Q	Q	Q		Ê
		CODE				NAME					
80	Server	12 <mark>5221</mark>				Teed	Q	Q	Q		Ê
90	Andmeside	<mark>5221</mark> 01		Ruumid	e sisustus (mö	öbel jms.)	Q	Q	Q		
100	IP	<mark>5221</mark> 02			Kont	oritehnika	Q	Q	Q		
		<mark>5221</mark> 03		Kontorite	hnika ja -sead	mete rent					

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

ice to	o document start	ting from ro	W												
				1	Fill docu	ment									
Row	Name	Account		Object		Sum	VAT code	Project	Client	Item	Start	End			
	Parameters														
10	Choose accou	522104	Q		Q		Q	Q	Q	Q	Ē				
	Accounts														
80	Server	522104	Q	HOOLDU	Q		Q	Q	Q	Q	Ê				
90	Data roaming	522104	Q	LADU	Q		Q	Q	Q	Q	Ê				
100	IP	522104	Q	MÜÜK	Q		Q	Q	Q	Q	Ē				

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.

HOO ace to	SEACCOUN	NT: Cho	ose w	1 account	for every	thing					Account 522210 not found	
Row	Name	Account		Object	Sum	VAT code	Project	Client	ltem	Start	End	
							Parameter	s				
10	Choose accou	522210	Q	C	ξ	Q	Q	Q	Q	Ê		
							Accounts					
80	Server	522210	Q	HOOLDU C	L I	Q	Q	Q	Q			
90	Data roaming	522210	Q	LADU C	L I	Q	Q	Q	Q	İ		
100	IP	522210	Q	MÜÜK C	2	Q	Q	Q	Q	m		

4.4. Example 4: fixed amount

Creating a finance recipe

Must use curly brackets -

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No	🗆	* Row * Option Type * Account * Object		ect	Name			≁ Sum	1	 Vat code 	۶P	roject	≁ Supp	olier	≁ Custo	mer	≁ Item	P Quantity	Asset				
		> Sea	> Search	> – All –		> Sea	rch Q	Search			> Search	>	Searc Q) > s	ea Q	> Sear	(Q	> Searc	Q	> ! Q	> Search	> s Q	
:	1	10	Parameter •					Specific amo	unt		{1000}	1											
:	2	20	Account 🔹	621103		HOOLD	DUS	Hooldushoor	ne rendikulud		10*{0,2}			P001	1								
:	- 3	30	Account 🔹	522108		MÜÜK		Müügihoone	rendikulud		10*{0,3}			P002	2								
:	• 4	40	Account 🔹	522108		LADU		Laohoone re	ndikulud		10*{0,5}			P003	3								
																1							

Using the finance recipe

Finan	ce Recipe													\times	
Code: SF	PECIFICAMOUNT De	escription: Sp	becif	fic amount { } Com	ment: test1										
* Place to	o document starting from	m row													
			1			Placed auto	matically								
Row	Name	Account		Object	Sum	VAT code	Project		Client	Item	Start	End	Quantity	Asset	
	Parameters														
10	Specific amount		Q	Q	1000	Q		Q	Q	Q	İ			Q	
						Ac	counts								
20	Hooldushoone rendi	621103	Q	HOOLDUS Q	200	Q	P001	Q	Q	Q	Ē			Q	
30	Müügihoone rendikı	522108	Q	MÜÜK Q	300	Q	P002	Q	Q	Q	İ	İ		Q	
40	Laohoone rendikulu(522108	Q	LADU Q	500	Q	P003	Q	Q	Q	Ê	Ê		Q	

4.5. Example 5: fringe benefit taxes

Creating a finance recipe

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Code			Description		Usage	User	Date		Comment					ų				
FRING	GEBEN	EFIT	Fringe benef	fit	Transaction	•	۹ 18.06.2	2024 💼	Test2	Clos	ed							
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No.		▹ Row	P Option Type	≁ Account	ıt	* Object		* Name			۶ Sum	Vat code	Project	Supplier	P Customer	≁ Item	P Quantity	≁ Asset
		> Sea	> Search	> – All –	•	> Search	Q	> Search		:	Search	> Searc Q	> Sea Q	> Searc Q	> Searc Q	> : Q	> Search	> s Q
÷ •••	1	10	Parameter 🔹					Fringe benefit, d	listributable amount									
:	2	20	Account 🔹	528301				Fringe Benefits -	Income Tax	1	10*{0,25}							
:	3	30	Calculation •							1	10+20							
:	4	40	Account 🔹	525892				Social Tax from B	Employees Benefits	3	30*{0,33}							
:	5	50	Account 🔹	212332				Benefits Income	Тах		-20							
: •••	6	60	Account 🔹	212301				Social Tax Declar	red	-	-40							

Using the finance recipe in the transaction

🗄 New 🝷	🕆 Save 🔋 Copy 🝷	🛞 Discard 🛛 🗊 Dele	ete 🖾 Mail 🔹 🖨 Pri	nt 🝷 🖉 Attachments	Periodize C	ireate rever	se transaction	Create minu	s transaction							≠ ≯ [
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The finance recipe paster will open:

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

* Place to document starting from row

Finance Recipe

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

Placing on the transaction:

N - 9	P Save 🖷	Copy - 🛞 Disc	ard 🔟 Delet	e 🗠 Mail 🔹 🖨 Print 🔹 🖉 Attachm	ients Periodia	te Create re	everse tra	insaction Create									≠ ≁ ⊡
ance	e - Tra	nsaction	FIN: 2	000103 (Saved)													
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it	66.25	Difference															
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1	528301			Fringe Benefits - Income Tax	25.00							25.00		EUR	1		
2	525892			Social Tax from Employees Benefits	s 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		
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4.6. Example 6: time is in the future

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4.7. Example 7: e-invoice supplier automation

Read the supplier automation guide: https://wiki.directo.ee/en/yld_hankija#automation

Mark the finance recipe on the row.

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Document transport > create purchase invoice

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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#tip_videoautomate_bank_statement_posting

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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:

Finance F	Recipe										
		Close	NEW COP	Y REFRESH	Delete Save	Status Saved					
				Fin	ance Recipe - description	n					
		Code	ELECTRICITY	De	scription Electricity						
		User			Changed 03.11.2022						
NOROW	Opti	on lype	Account	Object	Name		Sum	Vat code	Project	Supplier	Customer
1	10 Par	ameter 🗸]		Amount to be distributed						
2	30 Acc	ount 🗸	521103	LADU	Heating and energy costs	s related to the rooms	10*{0	7}	1		
3	40 Acc	ount 🗸	521103	TOOTMINE	Heating and energy costs	s related to the rooms	10*{0	7}	1		

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 he 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: EI	ectricity				
Amount to be distributed	Account	Object	Sum 250	Project	by Supplier	Customer
	Account 521103	Object LADU	Description Heating and energy costs related to the rooms	Project	by Supplier	Customer
	521103	TOOTMINE	Heating and energy costs related to the rooms			
beginning at row	/ 1		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	Y REFRESH	Delete Save	Status Saved				
				Fin	ance Recipe - description					
		Code	GEN	De	scription Different allocable cos	sts				
		User		(Changed 03.11.2022					
NORow	Optio	1 Type	Account	Object	Name		Sum		Vat code	Project
1	10 Parar	neter 🗸	Choose accou							
2	30 Acco	unt 🗸	{10}	LADU	Heating and energy costs relate	ed to the rooms		10*{0,7}	1	
3	40 Acco	unt 🗸	{10}	TOOTMINE	Heating and energy costs relate	ed 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.



4. Examples

4.1. Fringe benefit tax calculator

Example of a finance recipe

Finance Recipe

		Close	NEW COP	Y REFRESH	I Delete Save	Status Save	d					
				Fin	nance Recipe - descriptior	n						
		Code	FRINGEBENER	De	escription Fringe benefit							
		Use	r		Changed 18.06.2024							
NORow	0	ption Type	Account	Object	Name			Sum	Vat code	Project	Supplier	Customer
1	10 F	Parameter 🥆	 Image: A set of the		Fringe benefit, distributab	le amount						
2	20 🖌	Account	528301		Fringe Benefits - Income	Тах		10*{0,25}				
3	30 🕻	Calculation N	•					10+20				
4	40 🛛	Account 🚿	525892		Social Tax from Employee	es Benefits		30*{0,33}				
5	50 🖌	Account	212332		Benefits Income Tax			-20				
6	60 🖌	Account N	212301		Social Tax Declared			-40				

Add a finance recipe to te transaction

								FRIN	GEBENEFIT: Frin	ae benefit				
Close N	lew Copy	Save De	ete Mail Print 🗊 F <<	>> Status: View	Type	TRAN				-	Write here the total amou	unt on which	the	
											taxes of the fringe benefi	it are calcula	ited	
Periodize	REVERSE	TRANSACTION	Changes								taxes of the imige bench			
									Account	Object	Sum	Project	by Supplier	Customer
								Fringe benefit,			3000			
Number 2	200035	Date	Reference	Turnover 0		0		distributable amount						
Description				Difference										
Description				Difference 0					Account	Object	Description	Project	by Supplier	Customer
Bank Stateme	nte: .								528301		Fringe Benefits -			
Dunit Otatomo	11.3										Income Tax			
Creator				Bulk Insert	Pasto Rocino	California	m Resourc		525802		Social Tax from			
					usto nocipo		in recoourc	1	020002		Employees Benefits			
									040000		Departs Jacome Tev			
									212332		Denenits income tax			
NO Account	Object	Project	Description	Debit	Credit	VAT code	Date		212301		Social Tax Declared			
1														
2								beginning at row 1			Done			
2								Joginning at row 1			Done			

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

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Number	200035	Date 31.10.	2022 Reference	e	Turnover 19	87.5	1987.5	
Description					Difference 0			
Bank Stateme	nts: -							
Creator			- ·	Bu	lk Insert P	aste Recipe	Split from	Resources
NO Account	Object	Project	Description		Debit	Credit	VAT code	Date (
1 528301			Fringe Benefits - Incom	e Tax	750.0	0		
2 525892			Social Tax from Employ	vees Benefits	1237.5	0		
3 212332			Benefits Income Tax			750.0)	
4 212301			Social Tax Declared			1237.5)	

5. Bulk import and export

Finance recipes can be mass imported and mass exported



