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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

The screenshot shows a list of 'Finance Recipes' with columns: CODE, DESCRIPTION, DATE, USAGE, COMMENT, CLOSED, and USER. The rows include entries like ÜLDKULUD, VALIKONTO2X, TEST10, etc. A red box highlights the top navigation bar with 'Refresh', 'Clear fields', 'Choose columns', 'Save view', 'Settings', 'Print', and 'Excel Output'.

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 köigile	01.05.2024	All		No	
TEST10	cfvf	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

The screenshot shows the 'Finance Recipes' list on the left and the 'Choose columns' dialog box on the right. The dialog box has sections for 'Active columns' (with a 'Small search' header) and 'Unused columns'. It includes buttons for 'Save and use' (circled in red), 'Set: Personal', 'Save and use', and 'Save as new set'. In the 'Unused columns' section, there are buttons for 'DA...' and 'M...' with a red arrow pointing to the 'Add columns' button.

- **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

The screenshot shows a list of finance recipes on the left and a settings sidebar on the right.

Left Panel (Finance Recipes):

- Header: OPEN Code, Add new, Browse.
- Table columns: CODE, DESCRIPTION, CHANGED, USAGE, COMM.
- Search bar: Q
- List of recipes:
 - 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

Right Panel (Settings):

- Personal:**
 - Header is freezed: Off
 - Quick placer applied automatically (when entering text): Off
- Fields with the exact filtering not like filtering:**
 - Number (and event code): Off
 - Code (not event code): Off
 - Subsyssem Cards (project, stock, priceformula, user etc): Off
- Buttons: 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

The screenshot shows the header of a finance recipe document with the following buttons:

- New, Save, Copy, Discard, Delete, Mail, Print, Attachments.
- Code, Description, Usage, User, Date, Comment, Closed.
- Bulk Insert... button.
- A large table grid for managing recipe details.

- **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

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset	Begin	End
1			> Sea	> Search	> - All -	> Search	> Search	> Sea	> Search	> Search	> Search	> Search	> S	> Sea	> S
2															

- **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

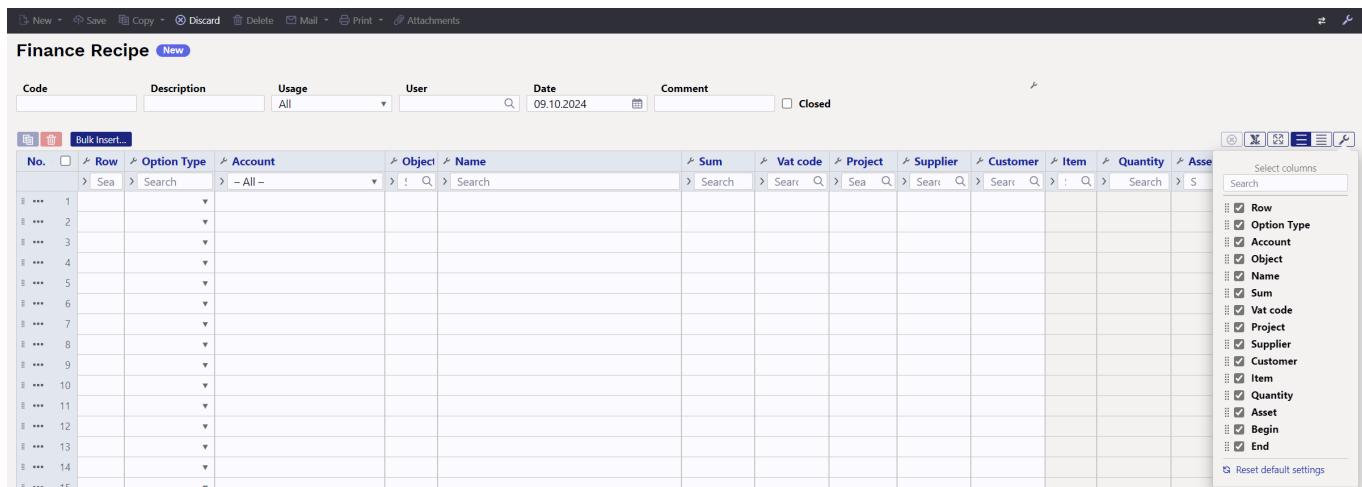
3.1. Row header buttons

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset	Begin	End
1			> Sea	> Search	> - All -	> Search	> Search	> Sea	> Search	> Search	> Search	> Search	> S	> Sea	> S
2															

- **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.

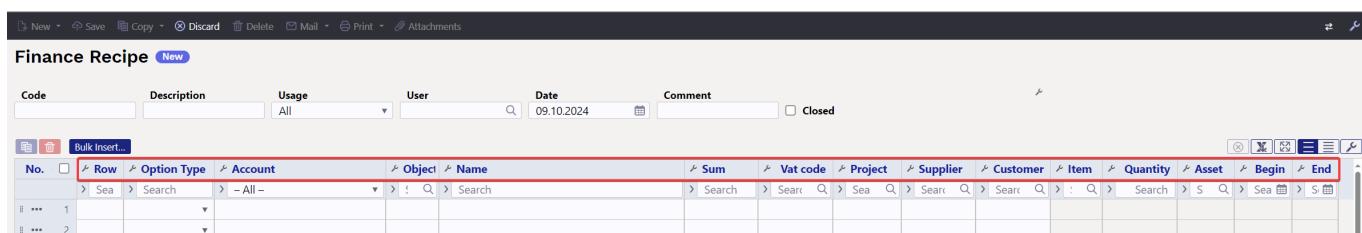
-  **Delete selected rows** - deletes the selected rows. To select rows, click the row number. The button is inactive if no row is selected.
- Bulk Insert** - allows you to fill/insert rows based on a table (mostly excel). The „Help“ section under the Bulk Insert button specifies the order in which the 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.



The screenshot shows the 'Finance Recipe' table interface. At the top, there are buttons for New, Save, Copy, Discard, Delete, Mail, Print, and Attachments. Below the buttons is a search bar with fields for Code, Description, Usage (set to All), User, Date (set to 09.10.2024), and Comment, with a Closed checkbox. A 'Bulk Insert...' button is also present. The main area is a grid table with columns: No., Row, Option Type, Account, Object, Name, Sum, Vat code, Project, Supplier, Customer, Item, Quantity, Asset, Begin, and End. Each column has a search field. To the right of the grid is a 'Select columns' dropdown menu containing checkboxes for all columns listed. A 'Search' button is at the bottom of the dropdown.

3.2 Row fields



This screenshot is similar to the one above, but the 'Row' column is highlighted with a red border. The rest of the interface is identical, showing the table grid, search fields, and the 'Select columns' dropdown.

- 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:

The screenshot shows a list of finance recipes. The columns are: CODE, DESCRIPTION, DATE, USAGE, COMMENT, CLOSED, and USER. The first entry is ÜLDKULUD, which has a usage of 'All' and is closed. The second entry is VALIKONTO2X, which has a usage of 'Purchase Invoice' and is also closed. There are buttons at the top for OPEN Code, Add new, and Browse.

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	

A new finance recipe document will open:

The screenshot shows a form for creating a new finance recipe. It includes fields for Code, Description, Usage (set to All), User, Date (set to 09.10.2024), Comment, and Closed status. Below this is a table with columns: No., Row, Option Type, Account, Object, Name, Sum, Vat code, Project, Supplier, Customer, Item, Quantity, Asset, Begin, and End. The first three rows are shown, with the first row being active and the others greyed out.

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset	Begin	End
1															
2															
3															

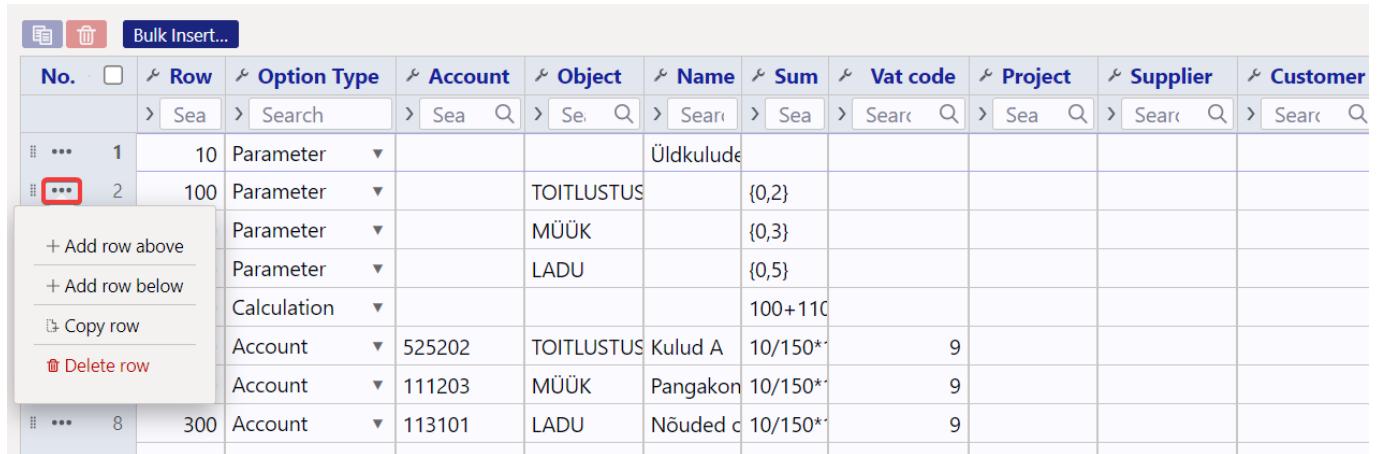
Fill in the header fields. Depending on the selection in the „Usage“ field, you can fill in the fields that are white. Inactive fields are grey and cannot be filled in.

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															

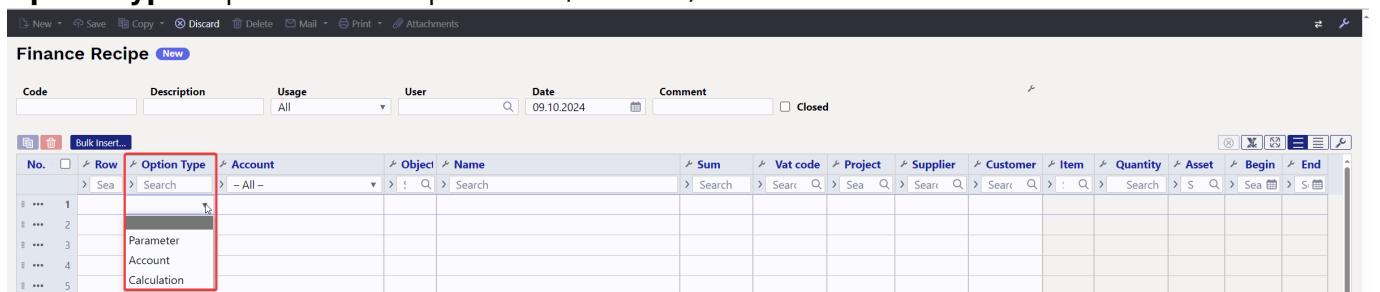
Row data:

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.).



The screenshot shows a table with columns: No., Row, Option Type, Account, Object, Name, Sum, Vat code, Project, Supplier, Customer. Row 1 is a parameter named 'Üldkulude' with a value of '10'. Rows 2 through 8 are accounts: 'TOITLUSTUS' (value {0,2}), 'MÜÜK' (value {0,3}), 'LADU' (value {0,5}), a calculation '100+110' (value 210), 'Kulud A' (value 10/150**), 'Pangakon' (value 10/150**), and 'Nõuded c' (value 10/150**). Buttons for Bulk Insert, Save, Discard, Print, and Attachments are at the top.

Option type - options include: parameter/ account/ calculation



The screenshot shows a table with columns: Code, Description, Usage, User, Date, Comment. The 'Option Type' column is highlighted with a red box. It contains rows for Parameter, Account, and Calculation. The 'Parameter' row is selected.

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	Description	Usage	User	Date	Comment						
ACCOUNT2	One account	All	BRITT								
Bulk Insert...											
No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item
...											
1	10	Parameter			BUILDING RENTAL COSTS						
2	20	Account	522104	HOOLDUS	Production building rental cost	10*(0,2)		43 P001			
3	30	Account	522104	LADU	Office building rental cost	10*(0,3)		43 P002			
4	40	Account	522104	HOTELLI_MAJA/PIDAMINE	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	Description	Usage	User	Date	Comment						
ACCOUNT	One account (reference)	All	KELLYLY								
Bulk Insert...											
No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item
...											
1	10	Parameter	522104		BUILDING RENTAL COSTS						
2	20	Parameter		HOOLDUS	Maintenance building rental costs	(0,2)		P001			
3	30	Parameter		LADU	Warehouse rental costs	(0,3)		P002			
4	40	Parameter		HOTELLI_MAJA/PIDAMINE	Restaurant building rental costs	(0,5)		P003			
5	50	Calculation			Total costs	20+30+40					
6	60	Account	(10)	(20)	Referring to the row, i.e., take the account no. from row no. 10	(20)		43 (20)			
7	70	Account	(10)	(30)	Referring to the row, i.e., take the object from row no. 20	(30)		1 (30)			
8	80	Account	(10)	(40)	no. 20	(40)		43 (40)			

Using the finance recipe

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

Purchase invoice 100864 Saved											
Create stock receipt				Create payment				Create credit invoice			
Number	Supplier		Supplier name	VAT Reg No		Suppliers invoice					
100864	1074					12346					
GENERAL INFO											
PROCEEDING											
DATAFIELDS											
SUMMAD											
Total	VAT total	Total	Balance	Currency	Rate	Prepayment	Rounding				
0	0	0	0	EUR		1	0				
Massasetaja	Paste Recipe...										
No.	Account	Object	Description	Total	VAT code	VAT	Subtotal				
...											
1											

- 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.

Finance Recipe Paster								
OPEN Code	Add new	Browse					Rows: 20	» « < 1 »
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 köigile	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																									
Change the account																									
Parameters																									
10	HOONETE RENDIKUI	522104	Q		Q		Q		Q		Q		Q												
20	Hooldushoone rendi		Q	HOOLDUS	Q	0.2	Q	P001	Q	Q	Q	Q	Q												
30	Laohone rendikulur		Q	LADU	Q	0.3	Q	P002	Q	Q	Q	Q	Q												
40	Restorani hoone ren-		Q	HOTELLI_MAJAF	Q	0.5	Q	P003	Q	Q	Q	Q	Q												
Accounts																									
60	Hooldushoone rendi	522104	Q	HOOLDUS	Q		43	Q	P001	Q	Q	Q	Q												
70	Laohone rendikulur	522104	Q	LADU	Q		1	Q	P002	Q	Q	Q	Q												
80	Restorani hoone ren-	522104	Q	HOTELLI_MAJAF	Q		43	Q	P003	Q	Q	Q	Q												

Finance Recipe																									
Code: ACCOUNT Description: One account (referencing) { }																									
*Place to document starting from row																									
1																									
Row																									
Change the account in the Parameter automatically changed the accounts in the Account section																									
Parameters																									
10	HOONETE RENDIKUI	661101	Q		Q		Q		Q		Q		Q												
20	Hooldushoone rendi		Q	HOOLDUS	Q	0.2	Q	P001	Q	Q	Q	Q	Q												
30	Laohone rendikulur		Q	LADU	Q	0.3	Q	P002	Q	Q	Q	Q	Q												
40	Restorani hoone ren-		Q	HOTELLI_MAJAF	Q	0.5	Q	P003	Q	Q	Q	Q	Q												
Accounts																									
60	Hooldushoone rendi	661101	Q	HOOLDUS	Q		43	Q	P001	Q	Q	Q	Q												
70	Laohone rendikulur	661101	Q	LADU	Q		1	Q	P002	Q	Q	Q	Q												
80	Restorani hoone ren-	661101	Q	HOTELLI_MAJAF	Q		43	Q	P003	Q	Q	Q	Q												

4.2. Example 2: different accounts and objects

Finance recipe

The screenshot shows a table titled "Finance Recipe ACCOUNTS" with a "Saved" button. The columns include: Code, Description, Usage, User, Date, Comment, and several search fields. Below the table is a detailed list of account entries:

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset
1	10	Parameter	- All -		IT costs XXX					1119	ARVUTI	1	DEMO7
2	20	Parameter	522104	HOOLDUS	Server 123	{0.7}		P001		1015	123421	10	DEMO5
3	30	Parameter	611103	LADU	Data roaming 247	{0.2}		P002					
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*{0.20}	43	(20)		(20)	1	(20)
7	70	Account	{30}		(30)	(30)	10/50*30	43	(30)		(30)	10	(30)
8	80	Account	{40}		(40)	(40)	10/50*40	43	(40)		(40)	12	(40)
9													

Finance recipe paster

ACCOUNTS: Different accounts (referencing) { }

Test

*Place to document starting from row

1

The screenshot shows a table with sections for "Parameters" and "Accounts". The "Parameters" section contains four rows: IT costs XXX, Server 123, Data roaming, and IP 54367. The "Accounts" section contains three rows: Server 123, Data roaming, and IP 54367. Each row has columns for Row, Name, Account, Object, Sum, VAT code, Project, Client, Item, Start, and End.

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.

The screenshot shows a table titled "Finance Recipe CHOOSEACCOUNT" with a "Saved" button. The columns include: Code, Description, Usage, User, Date, Comment, and several search fields. Below the table is a detailed list of account entries:

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset
1	10	Parameter	- All -		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 1

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

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

CHOOSEACCOUNT: Choose 1 account for everything

* Place to document starting from row 1

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

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 1

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

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 1

Row	Name	Account	Object	Sum	VAT code	Project	Client	Item	Start	End
Parameters										
10	Choose accol	522210	<input type="button" value="Search"/>							
Accounts										
80	Server	522210	<input type="button" value="Search"/>							
90	Data roaming	522210	<input type="button" value="Search"/>							
100	IP	522210	<input type="button" value="Search"/>							

⚠ Account 522210 not found

4.4. Example 4: fixed amount

Creating a finance recipe

Must use curly brackets {}

Finance Recipe SPECIFICAMOUNT Saved

Code	Description	Usage	User	Date	Comment
SPECIFICAMOUNT	Specific amount {}	All		03.01.2024	test1 <input checked="" type="checkbox" value="Closed"/>

Saved

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset
...	1	Parameter			Specific amount	<input type="text" value="1000"/>							
...	2	Account	621103	HOOLDUS	Hooldushoone rendikulud	10*(0,2)		P001					
...	3	Account	522108	MÜÜK	Müügihoone rendikulud	10*(0,3)		P002					
...	4	Account	522108	LADU	Laohone rendikulud	10*(0,5)		P003					

Using the finance recipe

Finance Recipe

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

* Place to document starting from row 1

Placed automatically

Row	Name	Account	Object	Sum	VAT code	Project	Client	Item	Start	End	Quantity	Asset
10	Specific amount			1000								

Placed automatically

No.	Row	Option Type	Account	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset
...	10	Parameter			Fringe benefit, distributable amount								
...	20	Account	621103	HOOLDUS	Fringe Benefits - Income Tax	10*(0,25)							
...	30	Calculation				10+20							
...	40	Account	525892		Social Tax from Employees Benefits	30*(0,33)							
...	50	Account	212332		Benefits Income Tax	-20							
...	60	Account	212301		Social Tax Declared	-40							

4.5. Example 5: fringe benefit taxes

Creating a finance recipe

Finance Recipe FRINGEBENEFIT Saved

Code	Description	Usage	User	Date	Comment
FRINGEBENEFIT	Fringe benefit	Transaction		18.06.2024	Test2 <input checked="" type="checkbox" value="Closed"/>

Saved

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

Using the finance recipe in the transaction

New Save Copy Discard Delete Mail Print Attachments Periodize... Create reverse transaction Create minus transaction

Finance - Transaction FIN: 2000103 Saved

Type	Number	Date	Reference	Description
FIN	2000103	22.08.2024 12:26:45		
Debit				
0				
Credit				
0		0		

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

No.	Object	Project	Description	Debit	Credit	VAT	Date	Custos	Supplier	Resour	Cur. Dr	Cur. Cred	Curren	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
10	Fringe benefit, distributable	Q	Q	100	Q	Q	Q	Q
Parameters								
Accounts								
20	Fringe Benefits - Income	528301	Q	25	Q	Q	Q	Q
40	Social Tax from Employee	525892	Q	41.25	Q	Q	Q	Q
50	Benefits Income Tax	212332	Q	-25	Q	Q	Q	Q
60	Social Tax Declared	212301	Q	-41.25	Q	Q	Q	Q

Placing on the transaction:

New Save Copy Discard Delete Mail Print Attachments Periodize... Create reverse transaction Create minus transaction

Finance - Transaction FIN: 2000103 Saved

Type	Number	Date	Reference	Description
FIN	2000103	22.08.2024 12:26:45		
Debit				
66.25				
Credit				
66.25		0		

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

No.	Object	Project	Description	Debit	Credit	VAT	Date	Custos	Supplier	Resour	Cur. Dr	Cur. Cred	Curren	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

The screenshot shows two windows side-by-side. The left window is titled 'Finance Recipe GENERALCOSTS' and displays a grid of financial entries. The right window is titled 'Finance Recipe Paster' and shows a search results page for 'generalcosts'. A red arrow points from the 'Future date' field in the top-left of the main grid to the search bar in the 'Finance Recipe Paster' window.

No.	Row	Object	Name	Sum	Vat code	Project	Supplier	Customer	Item	Quantity	Asset	Begin	End
1	10	Parameter	Allocation of general costs	(0,2)									
2	100	Parameter	TOITLUSTUS	(0,3)									
3	110	Parameter	MÜÜK	(0,5)									
4	120	Parameter	LADU	100+110+120									
5	170	Calculation	A costs	10/150*100	9								
6	200	Account	525202	MÜÜK	10/150*110	9							
7	210	Account	111203	USD bank account	10/150*120	9							
8	300	Account	113101	Accounts Receivable	10/150*120	9							

Finance - Transaction **New**

Type	Date	Reference	Description	Debit
FIN	10.10.2024 12:50:57			0.00
Credit				0.00
Difference				0.00

Bulk Insert... Paste Recipe Split from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VAT	Date	Custor	Supplier	Resour	Cur. Dr	Cur. Cr
1													
2													
3													
4													

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.

The screenshot shows a list of items with various fields filled in when rules apply. A red box highlights the 'Finance Recipe' dropdown for the first item, which is set to 'Rida ACCOUNT2'. Other columns include 'Content', 'Item', 'Reference', 'Quantity', 'Row sum', 'Row sum to', 'Single Personnel Member', 'Account', 'VAT code', 'Object', 'Project', 'User', 'Item', 'Customer', 'Content', 'Finance Recipe', 'Group', 'Confirm C.sum', and 'C.sum to'.

e-invoice XML rules	Content	Item	Reference	Quantity	Row sum	Row sum to	Single Personnel Member	Account	VAT code	Object	Project	User	Item	Customer	Content	Finance Recipe	Group	Confirm C.sum	C.sum to
Internet								522104								Rida	ACCOUNT2		
Pilveserver 1								522104		LADU	P002					Server_1S	Document		
Pilveserver 2								522104		MUUK	P003					Server_2S	Document		
Mobil								522104		TOITLUST	P002					Mobili_S	Document		
Intress								651400	23										
Osamakse								Auto	211301										
Osamakse								Auto	211301										
95 miles								Fuel Card	523103										
Leping								Arvuti	211301										
%									562901							Lisateenuss	Document		
					1	30													

Document transport > create purchase invoice

The screenshot shows three main windows:

- Purchase invoice 100872:** Displays a table of items with columns: Kood Sisu, Kogus Yhik Yhiku hind Summa Ale(%) Juurdeh.(%) Netosumma, and KM(%). A red arrow points from this window to the bottom-left bank statement table.
- PDF Preview:** Shows a detailed breakdown of the purchase invoice items, including descriptions like "Internet_Jüri In", "Internet_Türi tn", etc., and their corresponding values.
- Bank Statement:** Shows a table of transactions with columns: Kood, Nimetus, Kogus Ühik, Hind, and Summa. The table includes rows for various expenses and income items, such as "HOOLDUS" and "HOTELLU_MAJAPIDAMI".

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

The screenshot shows a software interface for managing bank statements. At the top, there's a toolbar with various icons like New, Save, Copy, Discard, Delete, Attachments (2), Mail, Print, Import, and Open Nominal ledger. Below the toolbar, the title 'Bank Statements 21009621' is displayed with a 'Saved' status. The main area contains a table with columns for Project, Description, Rule, Recipe, Payment No, and Bank. One row in the table is highlighted with a red box around the 'Rule' column, which contains the value 'raha ülekanne'. Above this table, another red box highlights the 'Paste Recipe...' button in the toolbar.

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:

The screenshot shows a 'Finance Recipe' document. At the top, there's a toolbar with buttons for Close, NEW, COPY, REFRESH, Delete, and Save, and a status indicator 'Status Saved'. Below the toolbar, there's a section for 'Finance Recipe - description' with fields for 'Code' (ELECTRICITY), 'Description' (Electricity), and 'User'. The main part of the screen is a table with columns: NO, Row, Option Type, Account, Object, Name, Sum, Vat code, Project, Supplier, and Customer. The table has three rows: Row 1 (NO 1, Row 10) with 'Parameter' selected in 'Option Type', '521103' in 'Account', and 'LADU' in 'Object'; Row 2 (NO 2, Row 30) with 'Account' selected in 'Option Type', '521103' in 'Account', and 'LADU' in 'Object'; Row 3 (NO 3, Row 40) with 'Account' selected in 'Option Type', '521103' in 'Account', and 'TOOTMINE' in 'Object'. The 'Name' column for all rows is 'Amount to be distributed'.

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

Amount to be distributed	Account	Object	Sum	Project	by Supplier	Customer
			250			
	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	REFRESH	Delete	Save	Status		
Finance Recipe - description						Saved		
Code	GEN	Description	Different allocable costs					
User		Changed	03.11.2022					
NO	Row	Option Type	Account	Object	Name	Sum	Vat code	Project
1	10	Parameter	Choose accol					
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
Choose accol		0	
Account	Object	Description	Project by Supplier Customer

beginning at row 1 **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

Finance Recipe											
Close New Copy Save Delete Mail Print F << >> Status: View Type: TRAN											
Periodize... REVERSE TRANSACTION Changes											
Number	200035	Date	Reference	Turnover	0	0	FRINGEBENEF: Fringe benefit Write here the total amount on which the taxes of the fringe benefit are calculated				
Description				Difference	0		Account	Object	Sum		
Bank Statements:	-										
Creator	Bulk Insert... Paste Recipe... <input type="checkbox"/> Split from Resources										
NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date			
1									beginning at row 1		
2											
3											

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

Finance Recipe										
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... <input type="checkbox"/> 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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