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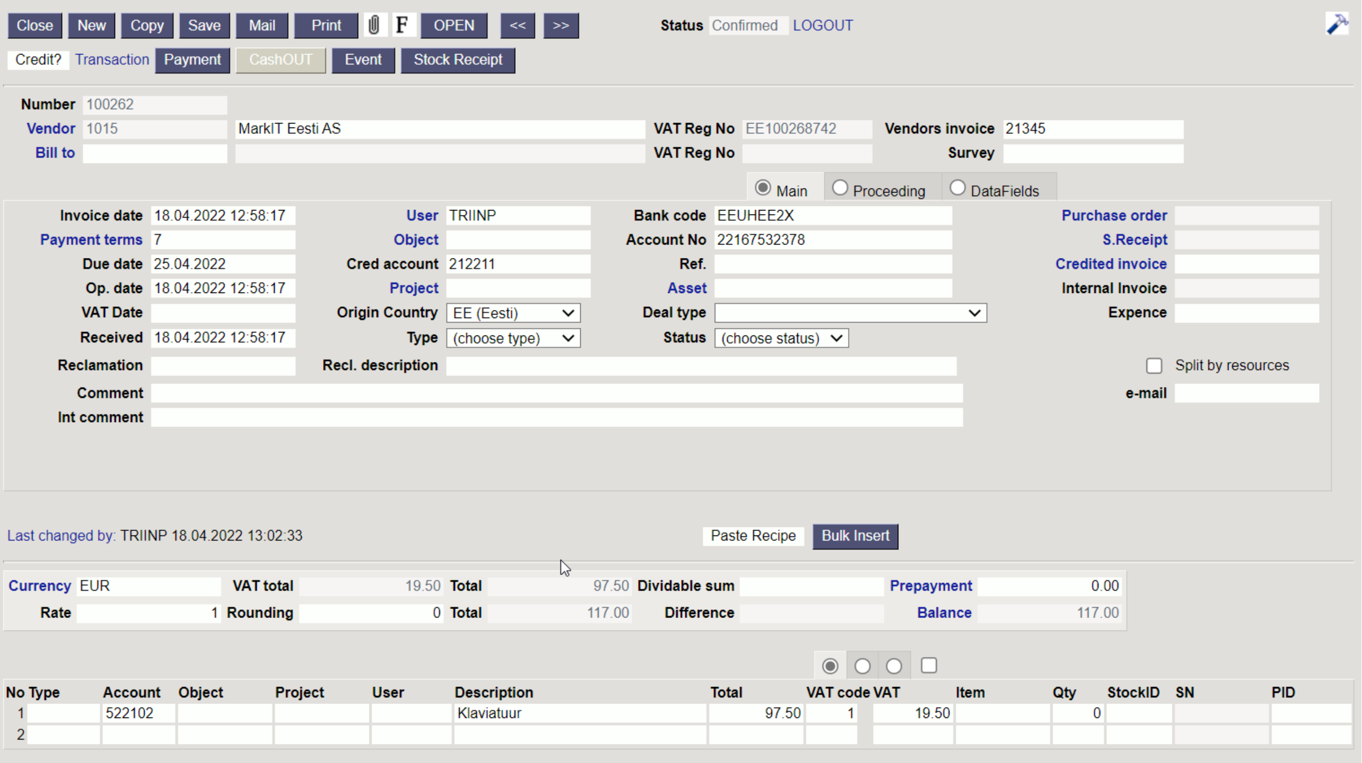
Purchase invoice



Status Confirmed

Number 100262
Vendor 1015 MarkIT Eesti AS
VAT Reg No EE100268742
Vendors invoice 21345
Bill to
VAT Reg No
Survey

● Main ○ Proceeding ○ DataFields

Invoice date 18.04.2022 12:58:17
Payment terms 7
Due date 25.04.2022
Op. date 18.04.2022 12:58:17
VAT Date
Received 18.04.2022 12:58:17
Reclamation
Comment
Int comment
User TRIINP
Object
Cred account 212211
Project
Origin Country EE (Eesti)
Type (choose type)
Recl. description
Bank code EEUHEE2X
Account No 22167532378
Ref.
Asset
Deal type
Status (choose status)
Purchase order
S.Receipt
Credited invoice
Internal Invoice
Expence
☐ Split by resources
e-mail

Last changed by: TRIINP 18.04.2022 13:02:33

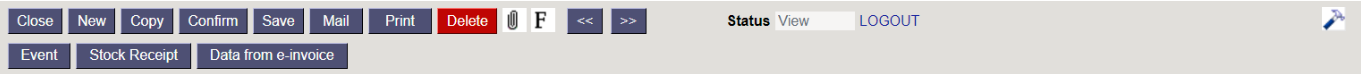
Currency EUR
Rate 1
VAT total 19.50
Rounding 0
Total 97.50
Total 117.00
Dividable sum
Difference
Prepayment 0.00
Balance 117.00

● ○ ○ ☐

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1		522102				Klaviatuur	97.50	1	19.50		0			
2														

1. Purchase invoice buttons

1.1. Unconfirmed purchase invoice header buttons

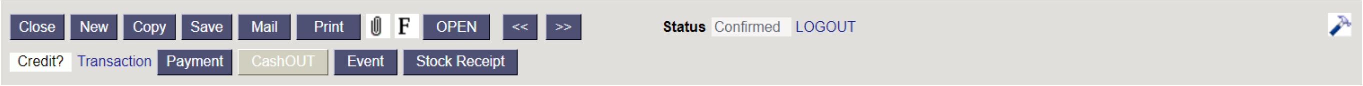


Status View

- **Close** - closes the document, after checking if the document has unsaved changes
- **New** - opens new blank document. Checks in advance if the previous document contains unsaved changes.
- **Copy** - makes a copy of the document. It means new document is created, where most fields are filled in as in the source document (range of copying depends on the system setting - `Document copy selection`)
- **Confirm** - confirms document if save button is pressed after confirm button. As a result, a transaction related to the purchase invoice is automatically created
- **Save** - saves the document
- **Mail** - an e-mail address must be entered first `Settings → Personal settings → User`. Sends a printout of the purchase invoice by e-mail. By right-clicking you can choose between existing printouts
- **Print** - prints a printout. After pressing Print, a document preview is displayed briefly and the printer selection window opens. By right-clicking you can choose between existing printouts.
- **Delete** - deletes unconfirmed document
- **Paperclip** - allows to link attachments to document
- **Forum** -

- **Event** - creates an event related to the purchase invoice. The number of related events is shown in the upper right corner of the document and can be opened from a link
- **Stock Receipt** - allows to create an income document directly on the purchase invoice. The generated stock receipt is automatically filled in with the data related to the vendor and the purchase invoice.
- **Data from e-invoice** - opens Dokumentide transpordi register from where you can select an e-invoice that partially fills in the purchase invoice fields

1.2. Confirmed purchase invoice buttons



Status Confirmed

- **Credit -** generates credit invoice filled in on the purchase invoice basis
- **Transaction -** opens a transaction related to the purchase invoice
- **Payment -** generates tasumise to the purchase invoice
- **CashOUT -** generates a cash withdrawal order with the information from the purchase invoice

2. Purchase invoice fields

2.1. Header fields

- **Number** - document number. When making new document range code is shown there. By double-clicking or with Ctrl+Enter the right range can be selected
- **Vendor** - vendor code. Can be selected from vendors registry by double-clicking or using Ctrl+Enter
- **VAT Reg No** - vendors VAT registration number
- **Vendors invoice** - Vendors invoice number
- **Bill to** - vendor code to whom the purchase invoice is paid. Should be filled if it differs from the vendor code of the purchase invoice
- **VAT Reg No** - bill to vendor VAT registration number
- **Survey** - at the moment for the customers working with optics. Can be selected by double-clicking or using Ctrl+Enter.
- **Invoice date** - the date of the document, by right-clicking opens the calendar view
- **User** - user generating the document is placed here automatically. Can be overwritten or switched with double-click. Pressing on the user opens the inserted user card.
- **Bank code** - bank code, can be selected by double-click or with Ctrl + Enter from the bank register.
- **Purchase order** - the number of the purchase order document to which the purchase invoice relates
- **Payment terms** - tasumistingimus. Can be selected by double-clicking or using Ctrl+Enter
- **Object** - objekt(id) ehk finantsdimensioon(id) related to the purchase invoice. Pressing on the object opens the inserted object card.
- **Account No** - the bank account number where the purchase invoice will be paid to
- **S.Receipt** - the number of the stock receipt document to which the purchase invoice relates.
- **Due date** - payment deadline. Calculated automatically when the payment term is set

If the due date differs from the due date in the document transport, then it has a red exclamation mark in front of it

- **Cred account** - debt account. Locates automatically from `System settings > Supplier unpaid invoices` or from vendor card, if debt account is filled on vendor card. Can be overwritten
- **Ref.** - reference number
- **Credited invoice** - if the purchase invoice is generated from another purchase invoice by using credit button, the number of the purchase invoice to be credited is displayed here
- **Op. date** - transaction is generated with this time after confirming the purchase invoice. The time of the invoice date is automatically set here
- **Project** - project code. Used if you want to link to a specific project. When a project is entered, the document is reflected in the project reports
- **Inventory** - if the purchase invoice is related to inventory, you can add the inventory code here. If you want to see the inventory code in the ostuarved report, the inventory should be added to the line of the confirmed purchase invoice
- **Internal Invoice** - the sales invoice number, which is filled in automatically when the purchase invoice is generated during the confirmation of the sisearve
- **VAT date**
- **Origin Country** - is automatically placed from vendor´s card when filled
- **Deal type** - choice of deal types
- **Expence** - if the purchase invoice is related to an kulutusega, you can enter the expense number here. By double-clicking or with Ctrl+Enter the right expense can be selected
- **Received** - invoice date is automatically placed here
- **Type** - choice of purchase invoice types from system settings
- **Status** - choice of purchase invoice statuses from system settings
- **Reclamation** - by the amount entered here, it is possible to reduce the amount of payment created through the payment forecast
- **Recl. description** - free text field for reclamation
- **Split by resources** -
- **Comment** - free text field for comments
- **e-mail** - the default email address will be taken from here when emailing the invoice
- **Int comment** - free text field for internal comment

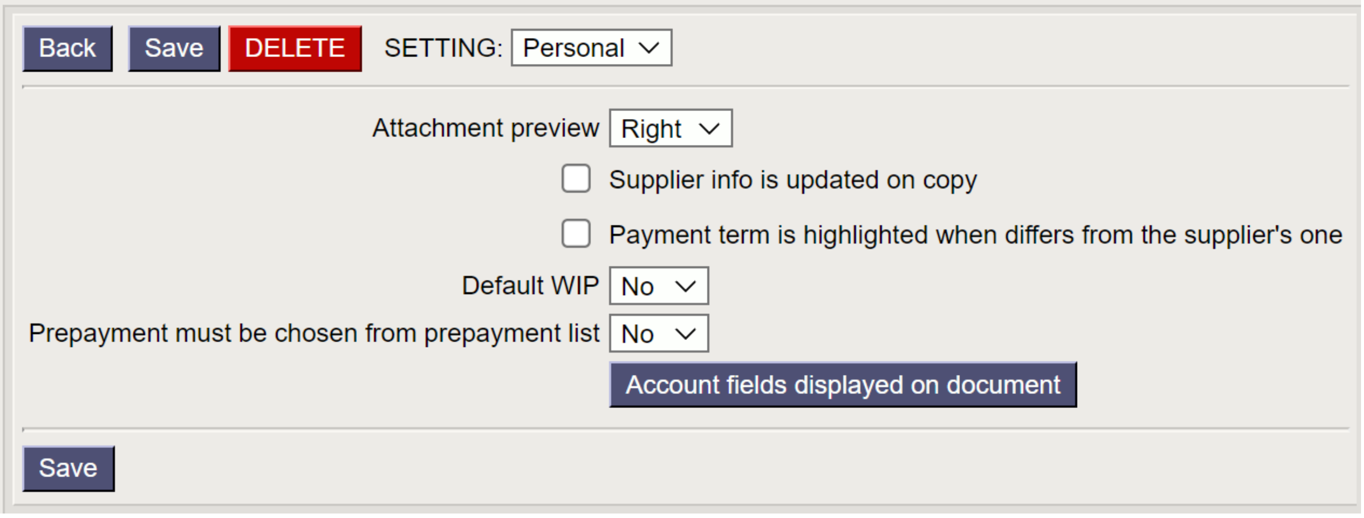
2.2. Row fields

- **Type** - option of expense type
- **Account** - can be selected by double-clicking or using Ctrl+Enter, account number is placed
- **Object** - object or list of objects with commas
- **Project** - option of the project tab
- **User** - option of the user tab, the code is placed
- **Description** - account name, can be over-written
- **Total** - purchase invoice net sum
- **VAT code** - VAT code is placed
- **VAT** - calculates VAT if VAT code is filled
- **Item** - item code is placed, can be selected by double-clicking or using Ctrl+Enter
- **Qty** - quantity
- **StockID** - stock item code
- **SN** - serial number - information field

- **PID** - purchase ID

3. Fine-tuning

Pressing the button on the right side of the header, opens the fine-tuning settings.



SETTING: Personal

Attachment preview: Right

☐ Supplier info is updated on copy

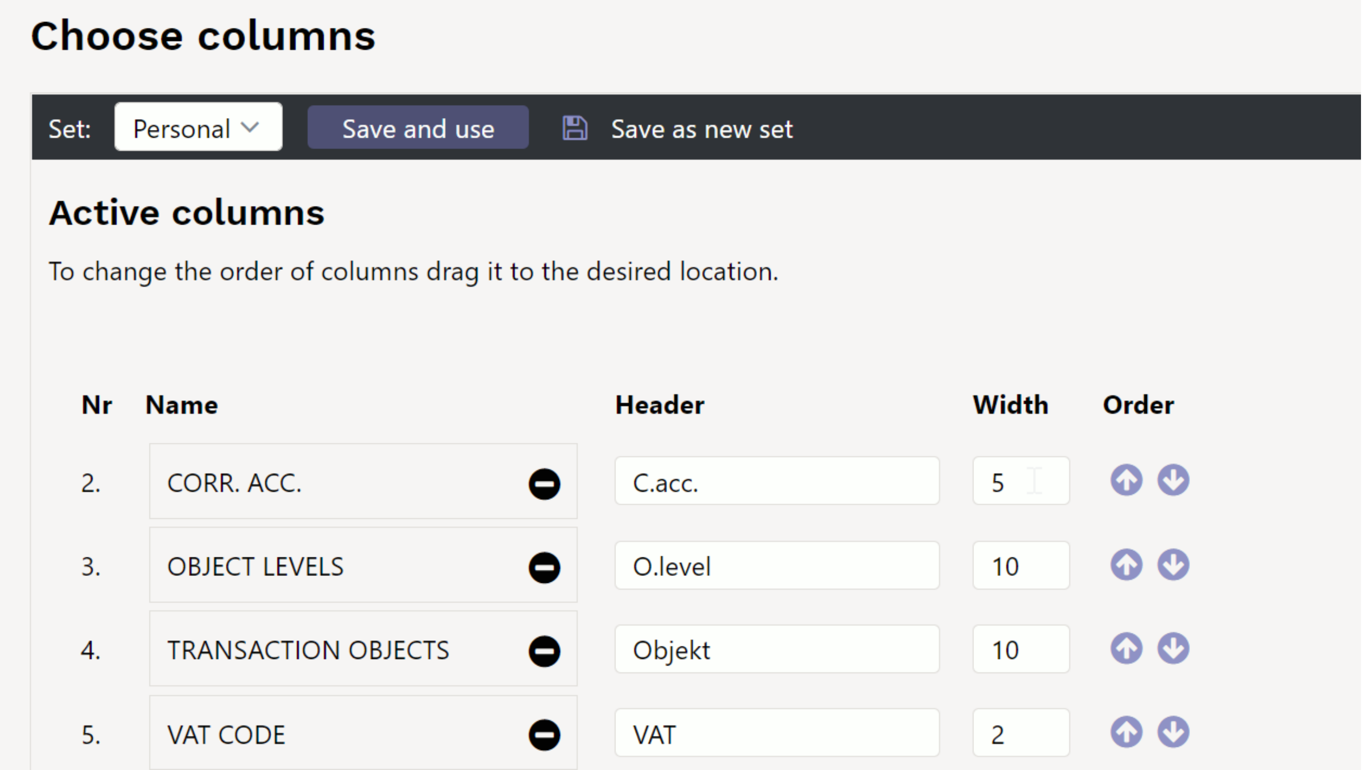
☐ Payment term is highlighted when differs from the supplier's one

Default WIP: No

Prepayment must be chosen from prepayment list: No

- **Attachment preview** - choices none, right, down
- **Supplier info is updated on copy** - if the supplier´s card has been changed, the copy will be filled in with the valid information from the supplier´s card (for example bank account has changed)
- **Payment term is highlighted when differs from the supplier's one** - if the supplier´s card has different payment term than the invoice, the payment term will be highlighted
- **Default WIP** - WIP is automatically marked to all filled rows
- **Prepayment must be chosen from prepayment list** -
- **Account fields displayed on document** - different account fields can be shown on the purchase invoice rows, including datafields

You can change the column names and width by setting the account fields



Set: Personal

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

Nr	Name	Header	Width	Order
2.	CORR. ACC.	C.acc.	5	⬆ ⬇
3.	OBJECT LEVELS	O.level	10	⬆ ⬇
4.	TRANSACTION OBJECTS	Objekt	10	⬆ ⬇
5.	VAT CODE	VAT	2	⬆ ⬇

4. Periodization

The periodization functionality allows you to provide the necessary parameters when entering the original document, so that a periodic entry is made immediately after the document is saved. The periodization functionality has been applied to the **Purchase Invoice** and **Expense** to periodize expenses and to the **Sales Invoice** to periodize income. It can also be used on **Transaction**. Periodization can be started automatically. Automatic periodization takes place when confirming the document, if the corresponding setting is switched on and the required fields on the document have been filled in. Automatic periodization is applicable to **Purchase Invoice** , **Expense** and **Invoice** .

4.1. Periodization methodology

Periodization is based on two rules: **monthly periodization** and **daily periodization**.

Monthly periodization puhul jaguneb periood täpselt kuudeks ning sellest tulenevalt on kõik periodiseeritud osad võrdse summaga. Kuutäpsusega periodiseerimine rakendub, kui kehtib valem: periodiseerimise lõpu päev + 1 = periodiseerimise alguse päev. Ehk, periodiseerimise vahemiku saab jagada terveteks kuudeks. Sellised perioodid on näiteks:
Näide A. 01.02.2019-31.01.2020 (31. + 1 = 1. päev) ja periood jaguneb täpselt 12-ks kuuks;
Näide B. 20.02.2019-19.12.2019 (19. + 1 = 20. päev) ja periood jaguneb täpselt 10-ks kuuks⇒ (01.03. kuni 30.11 = 9 kuud) + (20.02 kuni 28.02.2019 = 1/3 kuud) + (01.12 kuni 19.12.2019 = 2/3 kuud) = 10 kuud.
Kui periodiseeritav summa on 300 EUR, siis näite A. puhul on perioodi summa: 300 EUR / 12 kuud = 25 EUR ning kõikidele perioodidele langeb sama summa. Näite B. puhul on perioodi summa: 300 EUR / 10 kuud = 30 EUR. Vahemikul 01.03.-30.11.2019 langeb igale kuule 30 EUR (ehk 9×30 EUR). Perioodide 20.02 -28.02.2019 ja 01.12-19.12.2019, mis moodustavad täiendava kuu, vahel jagatakse 30 EUR selliselt, et esimene periood saab oma osa proportsionaalselt sellest kuust perioodi jäävate

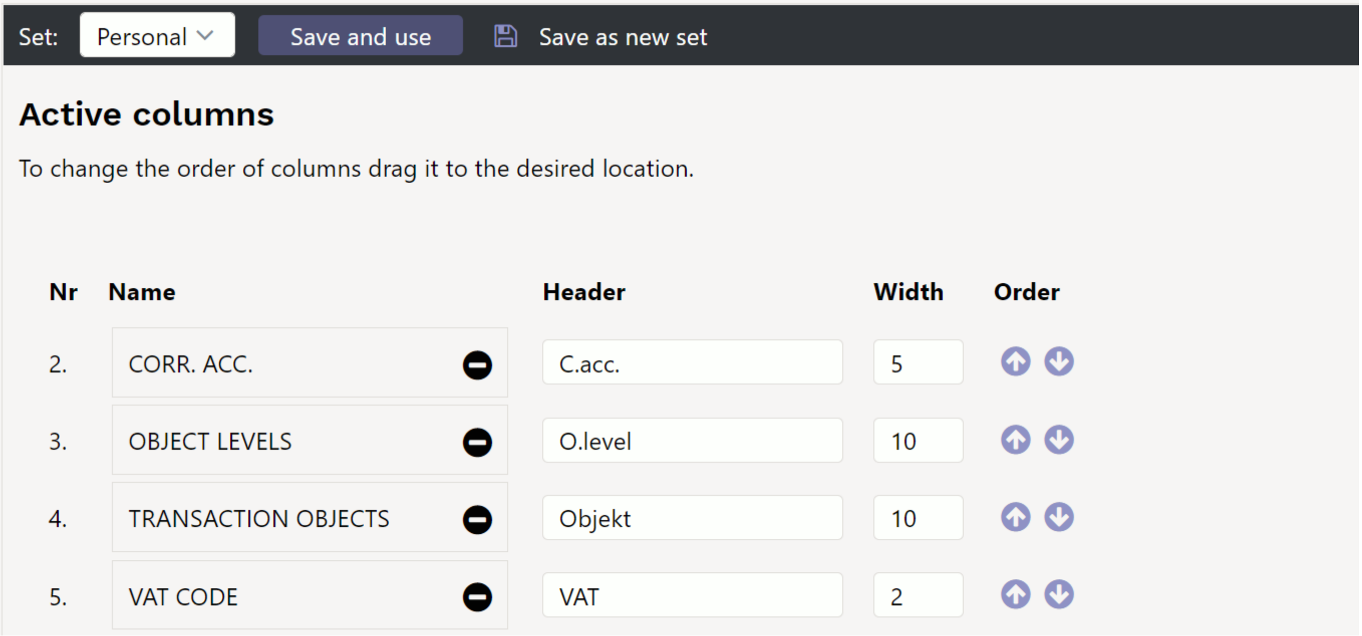
päevad alusel ning aluseks on 30-päevane kuu ⇒ 30 / 30 * 20 päeva = 20 EUR. Viimasele osalisele kuule langeb periodiseerimise jääk ehk 300 - 270 - 20 = 10 EUR.

Päevatäpsusega periodiseerimine rakendub siis, kui periood ei jagune terveteks kuudeks ehk EI KEHTI reegel periodiseerimise lõpu päev + 1 = periodiseerimise alguse päev.

5. Examples

5.1. Using account fields

As much account fields and datafields can be made visible on the purchase invoice as needed. It is user-based, so every user can choose different fields.
Column names and widths can be changed when setting the fields from finetuning

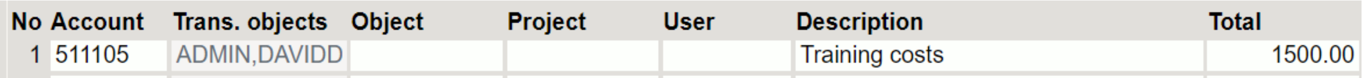


Active columns

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

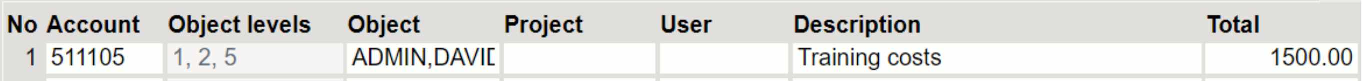
Nr	Name	Header	Width	Order
2.	CORR. ACC.	C.acc.	5	↑ ↓
3.	OBJECT LEVELS	O.level	10	↑ ↓
4.	TRANSACTION OBJECTS	Objekt	10	↑ ↓
5.	VAT CODE	VAT	2	↑ ↓

- **transaction objects** - the objects marked on the account as transaction objects are saved to the purchase invoice transaction line after confirming the document.



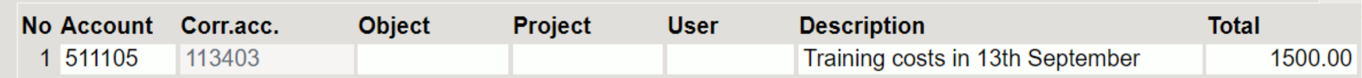
No	Account	Trans. objects	Object	Project	User	Description	Total
1	511105	ADMIN,DAVIDD				Training costs	1500.00

- **object levels** - gives a reminder of which object levels must be filled. Otherwise, the purchase invoice will not be confirmed.



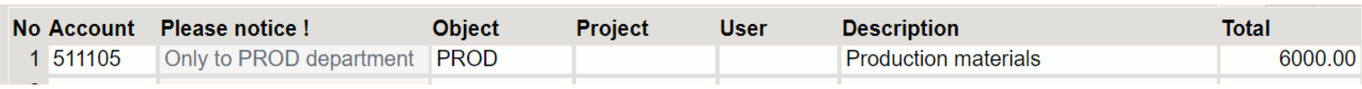
No	Account	Object levels	Object	Project	User	Description	Total
1	511105	1, 2, 5	ADMIN,DAVI			Training costs	1500.00

- **corr.acc.** - if the purchase invoice needs to be periodized, it is visible whether the account required for periodization is filled on the account card. Periodizing do not occur if the corresponding account is missing from expense account.



No	Account	Corr.acc.	Object	Project	User	Description	Total
1	511105	113403				Training costs in 13th September	1500.00

- **account datafield** - reminders can be written - what to keep track of, what financial recipe to use, who to ask, etc.



No	Account	Please notice !	Object	Project	User	Description	Total
1	511105	Only to PROD department	PROD			Production materials	6000.00

- **several fields at once** - as many fields as needed can be selected and in any order.

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