1/13

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Purchase invoice

100324											
Vendor 1015	MarkIT	Eesti AS			No EE10026874	42 Vendor	s invoice 28042	2	-		
Bill to				VAT Reg	No		Survey				
					Main	O Proceeding	O DataFields				
Invoice date	28.04.2022	User	TRIINP	Bank code	EEUHEE2X			Purchase orde	er		
Payment terms	7	Object		Account No	11111111111111111	11111111111		S.Receip	ot		
Due date	05.05.2022	Cred account	212211	Ref.				Credited invoic	e		
Op. date	28.04.2022	Project		Asset				Internal Invoic	e		
VAT Date		Origin Country	EE (Eesti) 🗸 🗸	Deal type			~	Expenc	e		
Received	28.04.2022	Туре	(choose type) 🛛 🗸	Status	(choose status)	~					
Reclamation		Recl. description						_			
									Split by resourc	es	
Comment								e-ma		85	
Comment Int comment								e-ma		85	
Int comment	INP 28.04.2022 09:18	:15				Bulk Insert				es	
Int comment	INP 28.04.2022 09:18	::15 tal 19.50		97.50 Dividable s	um	Prepa	yment	0.00		25	
Int comment	INP 28.04.2022 09:18	::15 tal 19.50	Total Total		um	Prepa	yment alance			25	
Int comment ast changed by: TRI urrency EUR Rate	: INP 28.04.2022 09:18 VAT tot 1 Roundin	19.50 ng 0	Total	97.50 Dividable s 117.00 Differe	um nce	Prepa B	alance	0.00 117.00	1		
Int comment ast changed by: TRI urrency EUR Rate	INP 28.04.2022 09:18 VAT tot 1 Roundin Int korrkonto	::15 tal 19.50	Total User D	97.50 Dividable s	um nce	Prepa B	alance) AT code VAT	0.00			PID

1. Purchase invoice buttons

1.1. Unconfirmed purchase invoice header buttons

Close	New Copy	Confirm Save Mail	Print	Delete) F	<<	>>	Status View	I	LOGOUT	2
Event	Stock Receipt	Data from e-invoice									

- **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 you can read and write about Directo, also can start own forums within company
- 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 einvoice that partially fills in the purchase invoice fields

1.2. Confirmed purchase invoice buttons



- 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 doubleclicking 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 date, by right-clicking opens the calendar view
- 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 divides the rows marked with the resource number
- 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 kertain on the right side of the header, opens the fine-tuning settings.

Back Save DELETE SETTING: Personal V
Attachment preview None Supplier info is updated on copy
Payment term is highlighted when differs from the supplier's one
Default WIP No V Prepayment must be chosen from prepayment list No V
Account fields displayed on document
Save

- 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

Choo	se columns			
Set:	Personal 🗡 🛛 Save and use 🖪	Save as new set		
	re columns ge 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	O O

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 incomes. 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 - period is divided into months and all the periodized parts are equal. Monthly periodization applies if applies the formula: periodization end date + 1 = periodization start date. Periodization period can be divided into full months. These periods are for example:

Example A. 01.02.2019-31.01.2020 (31. + 1 = 1. day) and the period is divided exactly into 12 months;

Example B. 20.02.2019-19.12.2019 (19. + 1 = 20th day) and the period is divided exactly into 10 months. \Rightarrow (01.03. until 30.11 = 9 months) + (20.02 until 28.02.2019 = 1/3 months) + (01.12 until 19.12.2019 = 2/3 months) = 10 months.

If the periodized sum is 300 EUR, then in example A the period sum is: 300 EUR / 12 months = 25 EURand the same sum applies to all periods. In example B the period sum is: 300 EUR / 10 months = 30EUR. 30 EUR applies to every month in period 01.03.-30.11.2019 (9×30 EUR). Between the periods 20.02 -28.02.2019 and 01.12-19.12.2019, which form an additional month, 30 EUR is divided so that the first period receives its share in proportion to the days remaining in that month and is based on a 30-day month \Rightarrow 30/30 * 20 days = 20 EUR. The periodization balance goes to last partial month 300 - 270 - 20 = 10 EUR.

Monthly periodization- applies if the period is not divided into full months or the rule periodization end date + 1 = periodization start date does not apply.

4.2. Automatic purchase invoice periodization

Settings > System settings > Finance settings > Automatic Periodization must be activated to periodize purchase invoice automatically. Then fill in the periodized period on

purchase invoice (columns **Start** and **End**). The corresponding account must be fulfilled in the account that is periodized.

Example:

	New Cop		ail Print 🕖 ashOUT Event		PEN << Receipt	>>	Status	Conf	firmed LOC	GOUT				
Number	100285													
Vendor	1132	If P8	&C Insurance AS				VAT Reg	No	EE1003053	320	Vendors	s invoice 19	90421	
Bill to							VAT Reg	No				Survey		
									Main		ceeding	ODataFie	elds	
Inv	oice date	19.04.2021 13:20	:08	User	TRIINP		Bank code						Purchase orde	r
Payme	ent terms	7		Object			Account No	221	00355756				S.Receip	t
1	Due date	26.04.2021	Cred	account	212211		Ref.						Credited invoice	•
	Op. date	19.04.2021 13:20	:08	Project			Asset						Internal Invoice	•
	VAT Date		Origin	Country	EE (Eesti)	\mathbf{v}	Deal type					~	Expende	•
I	Received	19.04.2022 13:20	:09	Туре	(choose type)	\checkmark	Status	(ch	oose status) 🗸				
Rec	lamation		Recl. des	scription										Split by resou
c	Comment												e-mai	1
Into	comment													
Last change	ed by: TRIIN	NP 19.04.2022 15	:32:43					Past	e Recipe	Bulk Ins	ert			
Currency I	EUR	VAT	total	0.00	Total	15	50.00 Dividable s	sum			Prepay	ment	0.00	
Rate		1 Roun	ding	0	Total	15	50.00 Differe	nce			Bal	ance	150.00	
										0 0	•			
No Туре	Accourt		Object	Project	User		ription			Total		T code VAT		end
1	523104	113434				Cari	insurance			1	50.00	12	0.00 25.04.2021	24.04.2022
2														

Number	100285	Date 19.04	2021 13:20:08 Reference	Turnover	50	150				
Description	Periodiseeritu	d 1132 If P&C I	nsurance AS//190421	Difference ()					
Creator TDUN	ID Last char	aged by: TPIINE	P 19.04.2022 15:38:45 Bulk Insert Pa	ste Recipe 🛛 Split fro	m Resources					
	IF Last chai	iged by. Trainer	Bulk Insert Pa	ste Recipe 🗆 Split Ind	m Resources					
NO Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer		Resource
1 212211	_		Hankijatele tasumata arved	450	150				1132	
2 113434			Car insurance	150		12	05.04.0004		1132	
3 523104	_		Periodiseeritud Car insurance		50	12	25.04.2021		1132 1132	
4 113434			Periodiseeritud Car insurance		50	12	25.04.2021			
5 523104 6 113434			Periodiseeritud Car insurance Periodiseeritud Car insurance	-12	50	12	01.05.2021 01.05.2021		1132 1132	_
7 523104	_		Periodiseeritud Car insurance		50	12	01.06.2021		1132	
8 113434 9 523104			Periodiseeritud Car insurance Periodiseeritud Car insurance	-12		12	01.06.2021		1132 1132	
9 523104 10 113434			Periodiseeritud Car Insurance	-12		12	01.07.2021		1132	_
10 113434 11 523104			Periodiseeritud Car insurance	-12		12	01.07.2021		1132	
12 113434			Periodiseeritud Car insurance	-12		12	01.08.2021		1132	
13 523104			Periodiseeritud Car insurance	-12		12	01.09.2021		1132	
13 <u>323104</u> 14 113434			Periodiseeritud Car insurance	-12		12	01.09.2021		1132	
15 523104			Periodiseeritud Car insurance	-12		12	01.10.2021		1132	
16 113434			Periodiseeritud Car insurance	-12		12	01.10.2021		1132	-
17 523104			Periodiseeritud Car insurance	12		12	01.11.2021		1132	
113434		_	Periodiseeritud Car insurance	-12		12	01.11.2021		1132	
9 523104			Periodiseeritud Car insurance		50	12	01.12.2021		1132	
20 113434			Periodiseeritud Car insurance	-12		12	01.12.2021		1132	
21 523104	1		Periodiseeritud Car insurance		50	12	01.01.2022		1132	
2 113434			Periodiseeritud Car insurance	-12		12	01.01.2022		1132	
3 523104			Periodiseeritud Car insurance		50	12	01.02.2022		1132	
4 113434			Periodiseeritud Car insurance	-12		12	01.02.2022		1132	
25 523104	-		Periodiseeritud Car insurance	12	50	12	01.03.2022		1132	-
26 113434			Periodiseeritud Car insurance	-12	50	12	01.03.2022		1132	
27 523104			Periodiseeritud Car insurance	10		12	01.04.2022		1132	
28 113434	-		Periodiseeritud Car insurance	-10		12	01.04.2022		1132	

4.3. Periodization abort

Periodization abort is intended to reverse a periodization transaction if the circumstances or conditions of the periodization transaction change.

For example an insurance contract, which costs were periodized, was terminated and the money is partially returned to the insurant. One option to abort the periodization is to manipulate the periodized transaction and change its end date to reflect reality (change the cost of the periods during which the transaction was cancelled to claim). But this may not be the best way and not possible if the restriction of editing the transactions of the original documents is enabled under the user's rights (this restriction is strongly recommended). An alternative and better method is to use the **periodization abort** functionality on the purchase invoice.

4.4. Settings

System setting **Automatic Purchase Invoice Periodization Abort Account** allows to enter an account to which the aborted amount will be transferred. A receivables account is usually used in this situation. For better control, it is recommended to create a separate asset account, for example "Aborted Periodizations". Aborted amount will remain in this account after the periodization abort. If the amount is credited to a bank account, it is recorded in a separate transaction (D Bank; K Periodization abort). This setting is optional, offers convenience and it can also be done by entering the appropriate account during the transaction.

4.5. Use

Periodization abort can be applied to a purchase invoice that uses automatic periodization and the document must be confirmed. Required fields to abort the periodization are below the third dot at the top of the lines:

Close New Credit? Transa	Copy ction			OPEN <	< >> Sta	atus Confin	med LOG	OUT							
Number 1002	85														
Vendor 1132		If P&C	Insurance AS		VAT	Reg No 🗄	EE10030532	20 Vend	lors invoice	190421					
Bill to					VAT	Reg No			Survey						
							Main	O Proceedir		Fielde					
Invoice	lata 1	9.04.2021 13:20:08	Line	r TRIINP	Bank		In Main	O Proceedii			Purchase orde	-			
Payment ter			Objec			t No 22100	0355756				S.Receip				
		6.04.2021	Cred accoun			Ref.	0000100				Credited invoic				
		9.04.2021 13:20:08				sset			-		Internal Invoic				
VATE		0.01.202110.20.00	Origin Country						~		Expenc		_		
		9.04.2022 13:20:09		(choose ty		atus (choo	ose status)	×							
Reclamat			Recl. description		po <u>,</u>		ooo otataoy					Split by reso	UICOS		
Comm			iveel. description	•							e-ma		Jurces		
Int comm									-		e-ma	"			
in com	ent														
Last changed by:	TRIIN	P 20.04.2022 10:14	33			Paste	Recipe	Bulk Insert							
Currency EUR		VAT tota	al 0.0	0 Total	150.00 Divida	ble sum		Pre	payment		0.00				
Rate		1 Roundin	g	0 Total	150.00 Di	fference			Balance		150.00				
							1								
	count		Object Project	User				Total	VAT code VA			end	Abort date	Abort amount	Abort account
	3104	113434			Car insurance			150.00	12	0.00	25.04.2021	24.04.2022			
2															

Abort date- periodization abort date. This can be any date, which remains within the initial periodization period. This means it does not have to be the end of the month, etc. Periodization abort cannot be in a closed period.

Abort amount- the amount that will be refunded after the periodization abort;

Abort account- the account into where the remaining periodization amount is transferred. It will fill up automatically when the above system setup is completed. But it can be changed on the document as well.

It is mandatory to fill all these fields to abort periodization. When all the fields are filled, save the document to complete the periodization abort. As a result all the periodization abort data will be saved on the document and the transaction abort part will be modified:

Purchase invoice:

Close Ne Credit? Tra	ew Copy			DPEN << k Receipt	>> Status Cor	nfirmed LOGOUT				
Number 1	00285									
Vendor 1	132	If P&C	Insurance AS		VAT Reg No	EE100305320	Vendors invoi	ce 190421		
Bill to					VAT Reg No	•	Surv	ey		
						Main O Pr	oceedina O D	ataFields		
Invoi	ice date 1	9.04.2021 13:20:08	liser	TRIINP	Bank code			Purchase ord	er	
	nt terms 7		Object		Account No 22	100355756	_	S.Recei		
		6.04.2021	Cred account		Ref.	100000100	_	Credited invoi		
		9.04.2021 13:20:08			Asset		_	Internal Invoi		
	AT Date		Origin Country		✓ Deal type		~			
		9.04.2022 13:20:09		(choose type)		hoose status) 🗸				
	amation		Recl. description			nooco otatao,		ſ	Split by resources	
	omment		Reci. description				_			
	omment						_	e-m	111	
Last changed	l by: TRIIN	P 20.04.2022 10:14	:33		Pas	ste Recipe Bulk In	sert			
Currency El	JR	VAT tot	al 0.00	Total	150.00 Dividable sum		Prepayment	0.00		
Rate		1 Roundir	ng C	Total	150.00 Difference	•	Balance	150.00		
						0 0				
No Туре		korrkonto	Object Project	User	Description	Total	VAT code		end Abort d	
1	523104	113434			Car insurance		150.00 12	0.00 25.04.2021	24.04.2022 03.04.2	8.75 113491
2										

Transaction:

Close N Periodized	lew Copy	y Save [Delete Mail Print Status: View N MINUS TRANSACTION Open original	Type PUR			There is a new	design available	of this docu	ment. 🔁
	100285			Turnover 15		150				
			.2021 13:20:08 Reference)	150				
Description	Periodiseeritu	id 1132 If P&C I	nsurance AS//190421	Difference 0						
Creator TRIIN	NP Last char	nged by: 20.04.2	2022 10:19:22 Bulk Insert Paste Recipe	Split from Resour	ces	0.0				
	Ohlast	Device	Basadatian	D-1-14	One dit		Data	0	0	D
1 212211	Object	Project	Description	Debit	Credit 150.0	VAT code	Date	Customer	Supplier 1132	Resourc
2 113434			Hankijatele tasumata arved Car insurance	150.00		12			1132	
3 523104							05.04.0004		1132	
			Periodiseeritud Car insurance	-2.50		12	25.04.2021			
4 113434			Periodiseeritud Car insurance			12	25.04.2021		1132	
5 523104 6 113434			Periodiseeritud Car insurance Periodiseeritud Car insurance	-12.50		12 12	01.05.2021 01.05.2021		1132 1132	
7 523104	_		Periodiseeritud Car insurance	12.50		12	01.06.2021		1132	
8 113434			Periodiseeritud Car insurance	-12.50		12	01.06.2021		1132	
9 523104	_		Periodiseeritud Car insurance	12.50		12	01.07.2021		1132 1132	
113434			Periodiseeritud Car insurance	-12.50		12				
11 523104	_		Periodiseeritud Car insurance	12.50		12	01.08.2021		1132	
113434			Periodiseeritud Car insurance	-12.50		12	01.08.2021		1132	
3 523104			Periodiseeritud Car insurance	12.50		12	01.09.2021		1132	
14 113434		_	Periodiseeritud Car insurance	-12.50		12	01.09.2021		1132	
5 523104			Periodiseeritud Car insurance	12.50		12	01.10.2021		1132	
113434			Periodiseeritud Car insurance	-12.50		12	01.10.2021		1132	
7 523104			Periodiseeritud Car insurance	12.50		12	01.11.2021		1132	
113434			Periodiseeritud Car insurance	-12.50		12	01.11.2021		1132	
9 523104			Periodiseeritud Car insurance	12.50		12	01.12.2021		1132	
20 113434			Periodiseeritud Car insurance	-12.50		12	01.12.2021		1132	
21 523104			Periodiseeritud Car insurance	12.50		12	01.01.2022		1132	
22 113434			Periodiseeritud Car insurance	-12.50		12	01.01.2022		1132	
23 523104			Periodiseeritud Car insurance	12.50		12	01.02.2022		1132	
24 113434			Periodiseeritud Car insurance	-12.50		12	01.02.2022		1132	
5 523104			Periodiseeritud Car insurance	12.50		12	01.03.2022		1132	
113434			Periodiseeritud Car insurance	-12.50		12	01.03.2022		1132	
27 523104			Periodiseeritud Car insurance	1.25		12	01.04.2022		1132	
8 113434			Periodiseeritud Car insurance	-1.25		12	01.04.2022		1132	
29 113434			Periodiseeritud Car insurance	-8.75		12	03.04.2022		1132	
30 113491			Periodiseeritud Car insurance	8.75		12	03.04.2022		1132	



- Abort date cannot be in closed period
- Periodization abort requires the right to change the confirmed purchase invoice.

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

Set:	Personal Y Save and use	🖺 Save as new set										
Acti	Active columns											
To cha	o 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	O O								
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, DAVID			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.

	e 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.

6. Questions

6.1. Confirming prepayment on purchase invoice gives error message

13/13

If you want to do a prepayment on purchase invoice to the vendor, prepayment is selected as payment term and E2 item on row, but error message appears on confirmation:

Kinnitamisel tekkinud segadused

Real 1 ETTE.4 sama SN-ga ettemaks on topelt

Tagasi

• To avoid error message set quantity 1 on purchase invoice prepayment item card by default.

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