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# **Purchase invoice**

umber 100324											
/endor 1015	MarkIT Ee	sti AS		VAT Reg	No EE1002687	42 Vendor	s invoice 2804	22			
Bill to				VAT Reg	No		Survey				
					Main	O Proceeding	O DataFields				
Invoice date	28.04.2022	User	TRIINP	Bank code	EEUHEE2X			Purchase orde	r		
Payment terms	7	Object		Account No	111111111111111	11111111111		S.Receip	t		
Due date	05.05.2022	Cred account	212211	Ref.				Credited invoic	е		
Op. date	28.04.2022	Project		Asset				Internal Invoic	е		
VAT Date		Origin Country	EE (Eesti)	<ul> <li>Deal type</li> </ul>			~	Expend	е		
Received	28.04.2022	Туре	(choose type)	<ul> <li>Status</li> </ul>	(choose status	) 🗸					
Reclamation		Recl. description							Split by resource	s	
Comment								e-ma	il l		
Comment Int comment								e-ma	1		
Int comment		5			Paste Recipe	Bulk Insert		e-ma			
Int comment			Total	97.50 Dividable :			nyment	e-ma 0.00			
Int comment	NP 28.04.2022 09:18:1	19.50	Total Total		sum	Prepa	nyment alance		1		
Int comment ast changed by: TRI urrency EUR Rate	NP 28.04.2022 09:18:11 VAT total 1 Rounding	19.50 0	Total	97.50 Dividable : 117.00 Differe	sum	Prepa B	alance	0.00 117.00			
Int comment ast changed by: TRI urrency EUR Rate	NP 28.04.2022 09:18:19 VAT total 1 Rounding nt korrkonto C	19.50	Total User	97.50 Dividable	sum	Prepa B	alance	0.00	I Qty StockID		PID

## 1. Purchase invoice buttons

### 1.1. Unconfirmed purchase invoice header buttons

Close	New Copy (	Confirm Save Mail	Print Delete	F	<< >>	Status View	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

- **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 ketton 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 🗸
Prepayment must be chosen from prepayment list No 🗸
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	Choose columns											
Set:	Set: Personal ∽ Save and use 🕒 Save as new set											
	Active columns To change the order of columns drag it to the desired location.											
Nr	Name	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	<b>O O</b>								

## 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:

Close N Credit? T	New Cop			DPEN << >>	Status (	Confirmed LOG	OUT			
Number	100285									
Vendor	1132	If P&C	Insurance AS		VAT Reg I	No EE1003053	20 Vendors	s invoice 19042	I	
Bill to					VAT Reg I	No		Survey		
						Main	O Proceeding	OntaFields		
Inve	oice date	19.04.2021 13:20:08	B User	TRIINP	Bank code				Purchase order	
Payme	ent terms	7	Object		Account No	22100355756			S.Receipt	
1	Due date	26.04.2021	Cred account	212211	Ref.				Credited invoice	
	Op. date	19.04.2021 13:20:08	B Project		Asset				Internal Invoice	
1	VAT Date		Origin Country	EE (Eesti) 💊	<ul> <li>Deal type</li> </ul>			~	Expence	
F	Received	19.04.2022 13:20:09	Туре	(choose type) 💊	<ul> <li>Status</li> </ul>	(choose status)	~			
Rec	lamation		Recl. description							Split by resou
c	Comment								e-mail	
Int o	comment									
Last change	d by: TRIIN	IP 19.04.2022 15:32	:43		F	Paste Recipe	Bulk Insert			
Currency E	EUR	VAT tot	<b>al</b> 0.00	Total	150.00 Dividable su	um	Prepay	ment	0.00	
Rate		1 Roundin	<b>19</b> 00	Total	150.00 Differen	ice	Bal	ance	150.00	
No Туре	Accoun		Object Project		Description			T code VAT		nd
1	523104	113434			Car insurance		150.00	12 0.0	0 25.04.2021 2	24.04.2022
2										

Number 1	00285	Date 19.04	.2021 13:20:08 Reference	Turnover 1	50	150				
Description F	Periodiseeritu	d 1132 If P&C I	nsurance AS//190421	Difference (						
Creator TRIIN	IP Last char	nged by: TRIINF	P 19.04.2022 15:38:45 Bulk Insert Pa	aste Recipe 🛛 Split fro	m Resources					
NO Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1 212211			Hankijatele tasumata arved		150.	00			1132	
2 113434			Car insurance	150	00	12			1132	
3 523104			Periodiseeritud Car insurance	2	50	12	25.04.2021		1132	
4 113434			Periodiseeritud Car insurance	-2	50	12	25.04.2021		1132	
5 523104			Periodiseeritud Car insurance	12	50	12	01.05.2021		1132	
6 113434			Periodiseeritud Car insurance	-12	50	12	01.05.2021		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	
10 113434			Periodiseeritud Car insurance	-12	50	12	01.07.2021		1132	
11 523104			Periodiseeritud Car insurance	12	50	12	01.08.2021		1132	
12 113434			Periodiseeritud Car insurance	-12	50	12	01.08.2021		1132	
13 523104			Periodiseeritud Car insurance	12	50	12	01.09.2021		1132	
14 113434			Periodiseeritud Car insurance	-12	50	12	01.09.2021		1132	
15 523104			Periodiseeritud Car insurance	12	50	12	01.10.2021		1132	
16 113434			Periodiseeritud Car insurance	-12	50	12	01.10.2021		1132	
7 523104			Periodiseeritud Car insurance	12	50	12	01.11.2021		1132	
18 113434			Periodiseeritud Car insurance	-12	50	12	01.11.2021		1132	
19 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	
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	00	12	01.04.2022		1132	
28 113434			Periodiseeritud Car insurance	-10	00	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 Ne Credit? Tra				OPEN <<	>> Status Con	firmed LOG	OUT						
Number 10	00285												
Vendor 11	132	If P&C	Insurance AS		VAT Reg No	EE1003053	20 Vendor	s invoice 1904	21				
Bill to					VAT Reg No			Survey					
						Main	O Proceeding	O DataFields					
Invoir	oo data	19.04.2021 13:20:08	Lieo	r TRIINP	Bank code	In Main		DataFields	Purchase orde				
Payment			Objec		Account No 22	100355756		-	S.Receip				
		26.04.2021	Cred accoun		Ref.	100333130		-	Credited invoice				
		19.04.2021 13:20:08			Asset				Internal Invoice				
	AT Date		Origin Country		✓ Deal type			~	Expence		_		
Re	eceived	19.04.2022 13:20:09		(choose type	e) V Status (ch	noose status)	~						
Recla	mation		Recl. description	1		, i				Split by resourc	es		
	mment								e-mai				
	mment								0 1114				
Last changed	by: TRIIN	IP 20.04.2022 10:14	33		Pas	te Recipe	Bulk Insert						
Currency EU	JR	VAT tot	al 0.0	0 Total	150.00 Dividable sum		Prepay	ment	0.00				
Rate		1 Roundin	g	0 Total	150.00 Difference		Ba	lance	150.00				
							$\circ \circ \bullet \square$	)					
No Туре	Accourt		Object Project	User	Description			T code VAT			bort date	Abort amount	Abort account
1	523104	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				OPEN << ck Receipt	>> Status Cor	nfirmed LOGOUT							
Number 1	00285												
Vendor 1	132	If P&C	C Insurance AS		VAT Reg No	EE100305320	Vendors i	nvoice 19042	1				
Bill to					VAT Reg No	•		Survey					
						Main     O F	roceedina	O DataFields					
Invoi	ce date 1	19.04.2021 13:20:0	)8 Use	TRIINP	Bank code		roccounty	O Datar Iolas	Purchase orde	r			
	t terms 7		Objec		Account No 22	100355756			S.Receip				
		26.04.2021	Cred account		Ref.				Credited invoic				
		19.04.2021 13:20:0			Asset				Internal Invoic				
VA	AT Date		Origin Country	EE (Eesti)	✓ Deal type			~	Expenc	e			
Re	eceived 1	19.04.2022 13:20:0	)9 <b>Type</b>	(choose type)	✓ Status (cl	hoose status) 🗸							
Recla	mation		Recl. description							Split by resou	Irces		
	mment								e-ma				
	mment								c-ma				
Last changed	by: TRIIN	P 20.04.2022 10:1	4:33		Pas	ste Recipe Bulk I	nsert						
Currency EL	JR	VAT to	otal 0.0	Total	150.00 Dividable sum		Prepaym	ent	0.00				
Rate		1 Round	ing	Total	150.00 Difference	•	Bala	nce	150.00				
						0 (							
No Туре		korrkonto	Object Project	User	Description	Total		code VAT	start		Abort date		Abort account
1	523104	113434			Car insurance		150.00	12 0.	00 25.04.2021	24.04.2022	03.04.2022	8.75	113491
2													

#### Transaction:

Close I Periodized	New Copy REVERSE	y Save [	Delete         Mail         Print         Status:         View           MINUS TRANSACTION         Open origin	v <b>Type</b> PUR nal Changes				design available		
Number	100285	Date 19.04	.2021 13:20:08 Reference	Turnover 150		150				
			nsurance AS//190421	Difference 0						
•				Difference 0						
Creator TRI	NP Last char	nged by: 20.04.2	2022 10:19:22 Bulk Insert Paste Recipe	e 🛛 Split from Resourc	ces					
O Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resourc
1 212211	Object	Fioject	Hankijatele tasumata arved	Debit	150.0		Date	Customer	1132	Resourc
2 113434	_		Car insurance	150.00		12			1132	
3 523104			Periodiseeritud Car insurance	2.50		12	25.04.2021		1132	
4 113434	_		Periodiseeritud Car insurance	-2.50		12	25.04.2021		1132	
5 523104			Periodiseeritud Car insurance	12.50		12	01.05.2021		1132	
6 113434			Periodiseeritud Car insurance	-12.50		12	01.05.2021		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	
0 113434			Periodiseeritud Car insurance	-12.50		12	01.07.2021		1132	_
11 523104			Periodiseeritud Car insurance	12.50		12	01.08.2021		1132	-
12 113434	_		Periodiseeritud Car insurance	-12.50		12	01.08.2021		1132	
13 523104			Periodiseeritud Car insurance	12.50		12	01.09.2021		1132	-
14 113434	_		Periodiseeritud Car insurance	-12.50		12	01.09.2021		1132	-
15 523104			Periodiseeritud Car insurance	12.50		12	01.10.2021		1132	
16 113434			Periodiseeritud Car insurance	-12.50		12	01.10.2021		1132	
7 523104			Periodiseeritud Car insurance	12.50		12	01.11.2021		1132	-
8 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	
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	1.25		12	01.04.2022		1132	
28 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 🗡 🛛 Save and use 🛛	Save as new set									
Activ	Active columns										
To cha	To change the order of columns drag it to the desired location.										
Nr	Name	Header	Width	Order							
2.	CORR. ACC.	C.acc.	5	<b>•</b> •							
3.	OBJECT LEVELS	O.level	10	• •							
4.	TRANSACTION OBJECTS	Objekt	10	<b>↔ ♥</b>							
5.	VAT CODE	VAT	2	<b>•</b> •							

• **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, DAVII			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.

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### 6. Questions

#### **6.1.** Confirming prepayment on purchase invoice gives error message

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:

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

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