

# Sisukord

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# Purchase invoice

Close New Copy Save Mail Print F OPEN << >> Status Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100324 Vendor 1015 MarkiT Eesti AS VAT Reg No EE100268742 Vendors invoice 280422 Bill to VAT Reg No Survey

☒ Main ☐ Proceeding ☐ DataFields

Invoice date 28.04.2022 User TRIINP Bank code EEUHEE2X Purchase order  
 Payment terms 7 Object Cred account 212211 Account No 11111111111111111111 S.Receipt  
 Due date 05.05.2022 Project Ref. Credited invoice  
 Op. date 28.04.2022 Asset Internal invoice  
 VAT Date Origin Country EE (Eesti) Deal type Status (choose status) Expece  
 Received 28.04.2022 Type (choose type) Split by resources  
 Reclamation Recl. description e-mail  
 Comment  
 Int comment

Last changed by: TRIINP 28.04.2022 09:18:15 Paste Recipe Bulk Insert

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

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

## 1. Purchase invoice buttons

### 1.1. Unconfirmed purchase invoice header buttons

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

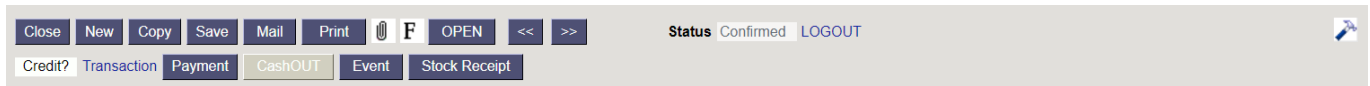
Event Stock Receipt Data from e-invoice

- **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 supplier 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



- **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
- **Supplier** - supplier code. Can be selected from supplier`s registry by double-clicking or using Ctrl+Enter
- **VAT Reg No** - supplier`s VAT registration number
- **Suppliers invoice** - suppliers invoice number
- **Bill to** - supplier code to whom the purchase invoice is paid. Should be filled if it differs from the supplier code of the purchase invoice
- **VAT Reg No** - bill to supplier 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 supplier card, if debt account is filled on supplier 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 supplier's card when filled
- **Deal type** - choice of deal types
- **Expend** - 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

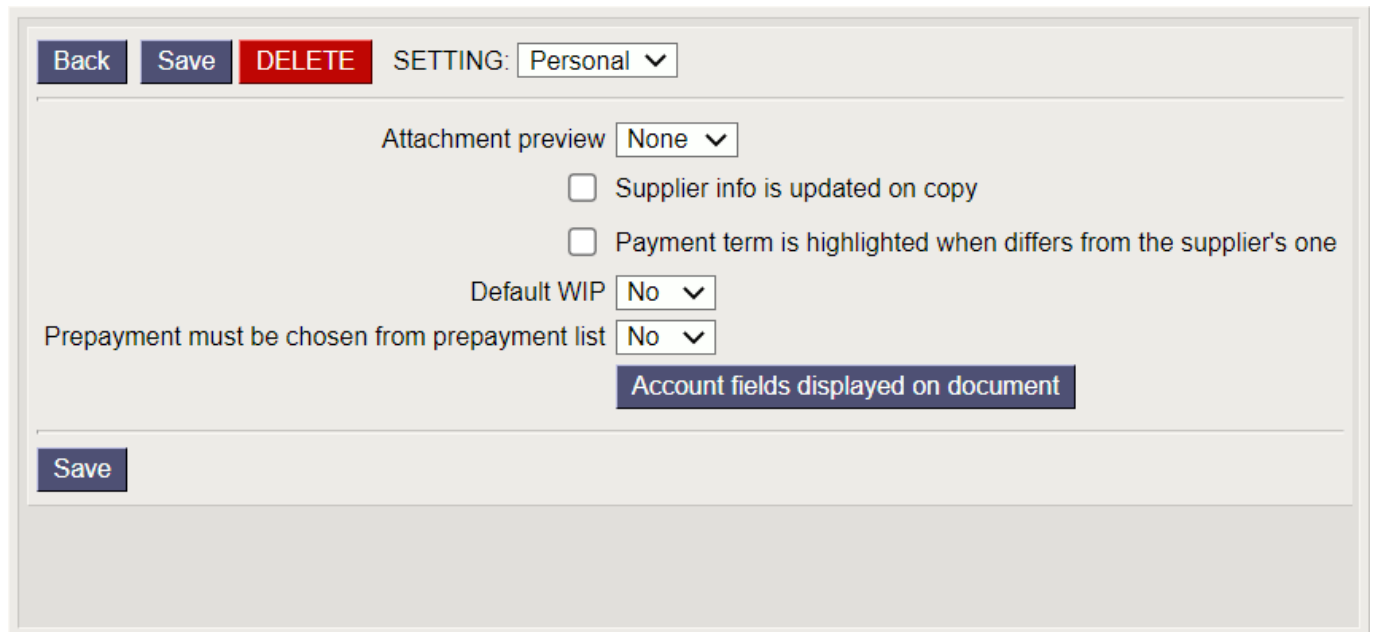
## 2.2. Row fields

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



- **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

## Choose columns

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	↑ ↓

## 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. ⇒ (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 EUR and the same sum applies to all periods. In example B the period sum is: 300 EUR / 10 months = 30 EUR. 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  $\Rightarrow 30/30 * 20 \text{ days} = 20 \text{ EUR}$ . The periodization balance goes to last partial month  $300 - 270 - 20 = 10 \text{ EUR}$ .


**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 New Copy Save Mail Print  F OPEN << >> Status Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100325 Vendor 1132 If P&C Insurance AS VAT Reg No EE100305320 Vendors invoice 190422 Bill to VAT Reg No Survey

☒ Main ☐ Proceeding ☐ DataFields

Invoice date 19.04.2022 User TRIINP Bank code Purchase order Payment terms 7 Object 22100355756 S.Receipt Due date 26.04.2022 Cred account 212211 Ref. Credited invoice Op. date 19.04.2022 Project Asset Internal Invoice VAT Date Origin Country EE (Eesti) Deal type Status (choose status) Expence Received 28.04.2022 Type (choose type) ☐ Split by resources Reclamation Recl. description e-mail Comment Int comment

Last changed by: TRIINP 28.04.2022 11:39:21 Paste Recipe Bulk Insert

Currency EUR	VAT total 0.00	Total 112.00	Dividable sum	Prepayment 0.00
Rate 1	Rounding 0	Total 112.00	Difference	Balance 112.00

No	Type	Account	korrkonto	tasemed	Object	Project	User	Description	Total	VAT code	VAT	start	end
1		523104	113434		321MST			Car Insurance	112.00	12	0.00	25.04.2022	24.04.2023
2													



Close	New	Copy	Save	Delete	Mail	Print	Status: View	Type: PUR	There is
Periodized	REVERSE TRANSACTION	MINUS TRANSACTION	Open original Changes						

Number	100325	Date	19.04.2022	Reference		Turnover	112	112
Description	Periodiseeritud 1132 If P&C Insurance AS//190422				Difference	0		

Creator: TRIINP 28.04.2022 11:39:21 Last changed by: TRIINP 28.04.2022 11:39:21   ☐ Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier
1	212211			Hankijatele tasumata arved		112.00				1132
2	113434	321MST		Car insurance	112.00		12			1132
3	523104	321MST		Periodiseeritud Car insurance	1.87			25.04.2022		1132
4	113434	321MST		Periodiseeritud Car insurance	-1.87			25.04.2022		1132
5	523104	321MST		Periodiseeritud Car insurance	9.33			01.05.2022		1132
6	113434	321MST		Periodiseeritud Car insurance	-9.33			01.05.2022		1132
7	523104	321MST		Periodiseeritud Car insurance	9.33			01.06.2022		1132
8	113434	321MST		Periodiseeritud Car insurance	-9.33			01.06.2022		1132
9	523104	321MST		Periodiseeritud Car insurance	9.33			01.07.2022		1132
10	113434	321MST		Periodiseeritud Car insurance	-9.33			01.07.2022		1132
11	523104	321MST		Periodiseeritud Car insurance	9.33			01.08.2022		1132
12	113434	321MST		Periodiseeritud Car insurance	-9.33			01.08.2022		1132
13	523104	321MST		Periodiseeritud Car insurance	9.33			01.09.2022		1132
14	113434	321MST		Periodiseeritud Car insurance	-9.33			01.09.2022		1132
15	523104	321MST		Periodiseeritud Car insurance	9.33			01.10.2022		1132
16	113434	321MST		Periodiseeritud Car insurance	-9.33			01.10.2022		1132
17	523104	321MST		Periodiseeritud Car insurance	9.33			01.11.2022		1132
18	113434	321MST		Periodiseeritud Car insurance	-9.33			01.11.2022		1132
19	523104	321MST		Periodiseeritud Car insurance	9.33			01.12.2022		1132
20	113434	321MST		Periodiseeritud Car insurance	-9.33			01.12.2022		1132
21	523104	321MST		Periodiseeritud Car insurance	9.33			01.01.2023		1132
22	113434	321MST		Periodiseeritud Car insurance	-9.33			01.01.2023		1132
23	523104	321MST		Periodiseeritud Car insurance	9.33			01.02.2023		1132
24	113434	321MST		Periodiseeritud Car insurance	-9.33			01.02.2023		1132
25	523104	321MST		Periodiseeritud Car insurance	9.33			01.03.2023		1132
26	113434	321MST		Periodiseeritud Car insurance	-9.33			01.03.2023		1132
27	523104	321MST		Periodiseeritud Car insurance	7.50			01.04.2023		1132
28	113434	321MST		Periodiseeritud Car insurance	-7.50			01.04.2023		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:

CloseNewCopySaveMailPrintFOPEN<<>>

StatusConfirmedLOGOUT

Credit?TransactionPaymentCashOUTEventStock Receipt

Number100325

Vendor1132If P&C Insurance AS

VAT Reg NoEE100305320

Vendors invoice190422

Bill to

VAT Reg No

Survey

Invoice date19.04.2022

Payment terms7

Due date26.04.2022

Op. date19.04.2022

VAT Date

Received28.04.2022

Reclamation

Comment

Int comment

UserTRIINP

Object212211

Cred account212211

Project

Origin CountryEE (Eesti)

Type

Recl. description

Bank code

Account No22100355756

Ref.

Asset

Deal type

Status

Purchase order

S.Receipt

Credited invoice

Internal Invoice

Expençe

☐ Split by resources

e-mail

Last changed by: TRIINP 28.04.2022 12:14:27

Paste RecipeBulk Insert

CurrencyEUR

VAT total0.00

Total112.00

Dividable sum

Prepayment0.00

Rate1

Rounding0

Total112.00

Difference

Balance112.00

NoTypeAccountkorrkonto

tasemed

Object

Project

User

Description

Total

VAT code

VAT

start

end

Abort date

Abort amount

Abort account

1523104113434

321MST

Car insurance

112.00

12

0.00

25.04.2022

24.04.2023

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:

CloseNewCopySaveMailPrintFOPEN<<>>

StatusConfirmedLOGOUT

Credit?TransactionPaymentCashOUTEventStock Receipt

Number100325

Vendor1132If P&C Insurance AS

VAT Reg NoEE100305320

Vendors invoice190422

Bill to

VAT Reg No

Survey

Invoice date19.04.2022

Payment terms7

Due date26.04.2022

Op. date19.04.2022

VAT Date

Received28.04.2022

Reclamation

Comment

Int comment

UserTRIINP

Object212211

Cred account212211

Project

Origin CountryEE (Eesti)

Type

Recl. description

Bank code

Account No22100355756

Ref.

Asset

Deal type

Status

Purchase order

S.Receipt

Credited invoice

Internal Invoice

Expençe

☐ Split by resources

e-mail

Last changed by: TRIINP 28.04.2022 12:06:49

Paste RecipeBulk Insert

CurrencyEUR

VAT total0.00

Total112.00

Dividable sum

Prepayment0.00

Rate1

Rounding0

Total112.00

Difference

Balance112.00

NoTypeAccountkorrkonto

tasemed

Object

Project

User

Description

Total

VAT code

VAT

start

end

Abort date

Abort amount

Abort account

1523104113434

321MST

Car insurance

112.00

12

0.00

25.04.2022

24.04.2023

03.04.2023

5.48

113491

2

Transaction:

Close

New

Copy

Save

Delete

Mail

Print

Status: ViewType: PUR

Periodized

REVERSE TRANSACTION

MINUS TRANSACTION

Open original

Changes

Number100325Date19.04.2022ReferenceTurnover112112

DescriptionPeriodiseeritud 1132 If P&C Insurance ASI/190422Difference0

Creator TRIINP 28.04.2022 12:06:49Last changed by: TRIINP 28.04.2022 12:06:49Bulk InsertPaste Recipe☐ Split from Resources

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	212211			Hankijatele tasumata arved		112.00				1132	
2	113434	321MST		Car insurance	112.00		12			1132	
3	523104	321MST		Periodiseeritud Car insurance	1.87			25.04.2022		1132	
4	113434	321MST		Periodiseeritud Car insurance	-1.87			25.04.2022		1132	
5	523104	321MST		Periodiseeritud Car insurance	9.33			01.05.2022		1132	
6	113434	321MST		Periodiseeritud Car insurance	-9.33			01.05.2022		1132	
7	523104	321MST		Periodiseeritud Car insurance	9.33			01.06.2022		1132	
8	113434	321MST		Periodiseeritud Car insurance	-9.33			01.06.2022		1132	
9	523104	321MST		Periodiseeritud Car insurance	9.33			01.07.2022		1132	
10	113434	321MST		Periodiseeritud Car insurance	-9.33			01.07.2022		1132	
11	523104	321MST		Periodiseeritud Car insurance	9.33			01.08.2022		1132	
12	113434	321MST		Periodiseeritud Car insurance	-9.33			01.08.2022		1132	
13	523104	321MST		Periodiseeritud Car insurance	9.33			01.09.2022		1132	
14	113434	321MST		Periodiseeritud Car insurance	-9.33			01.09.2022		1132	
15	523104	321MST		Periodiseeritud Car insurance	9.33			01.10.2022		1132	
16	113434	321MST		Periodiseeritud Car insurance	-9.33			01.10.2022		1132	
17	523104	321MST		Periodiseeritud Car insurance	9.33			01.11.2022		1132	
18	113434	321MST		Periodiseeritud Car insurance	-9.33			01.11.2022		1132	
19	523104	321MST		Periodiseeritud Car insurance	9.33			01.12.2022		1132	
20	113434	321MST		Periodiseeritud Car insurance	-9.33			01.12.2022		1132	
21	523104	321MST		Periodiseeritud Car insurance	9.33			01.01.2023		1132	
22	113434	321MST		Periodiseeritud Car insurance	-9.33			01.01.2023		1132	
23	523104	321MST		Periodiseeritud Car insurance	9.33			01.02.2023		1132	
24	113434	321MST		Periodiseeritud Car insurance	-9.33			01.02.2023		1132	
25	523104	321MST		Periodiseeritud Car insurance	9.33			01.03.2023		1132	
26	113434	321MST		Periodiseeritud Car insurance	-9.33			01.03.2023		1132	
27	523104	321MST		Periodiseeritud Car insurance	2.02			01.04.2023		1132	
28	113434	321MST		Periodiseeritud Car insurance	-2.02			01.04.2023		1132	
29	113434	321MST		Periodiseeritud Car insurance	-5.48			03.04.2023		1132	
30	113491	321MST		Periodiseeritud Car insurance	5.48			03.04.2023		1132	
31											



Attention:

- 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

### 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,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.

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.

## 6. Questions

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

If you want to do a prepayment on purchase invoice to the supplier, 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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