## Sisukord

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# **Purchase invoice**

Number 100	002								
Supplier 100	2	Dog Demo			VAT Reg No	EE100155305	Suppliers invoice	78543	
Payee					VAT Reg No		Survey		
						Main     Proc	ceeding O DataFie	alds	
Invoic	e date	12.08.2023	User	SUPER	Bank code			Purchase order	
Payment	terms	7	Object		Bank account/IBAN	EE4022000000000	000	S.Receipt	
Du	ie date	19.08.2023	Cred account	212211	Ref.			Credited invoice	
Op	p. date	12.08.2023	Project		Asset			Internal Invoice	
			Origin Country	EE (Eesti)	✓ Deal type		~	Expence	
Red	ceived	25.03.2024 14:26:42	Туре	(choose type)	✓ Status	(choose status) 🗸	]		
Reclan	mation		Recl. description						Split by resources
Con	nment							Email	
Int con	nment							Lindii	
								Linai	
Payment: 100	001	A 10.04.2024 10:53:22			Paste Rec	ipe Bulk Insert		Linai	
P <b>ayment:</b> 100 Last changed b	001 by: VILJA	A 10.04.2024 10:53:22 VAT total	162.30	Total	Paste Rec 737.70 Dividable sum	ipe Bulk Insert	Prepayment	0.00	
Payment: 100	001 by: VILJA			Total Total			Prepayment Balance		
Payment: 100 Last changed b Currency EU	001 by: VILJA	VAT total			737.70 Dividable sum		Balance	0.00	
Payment: 100 Last changed b Currency EUI Rate	001 by: VILJ <i>A</i>	VAT total 1 Rounding		Total	737.70 Dividable sum		Balance	0.00	PID
Payment: 100 Last changed b Currency EUI Rate	001 by: VILJ <i>A</i>	VAT total 1 Rounding	0 User Descript	Total ion oods sold	737.70 Dividable sum 900.00 Difference	VAT code VAT 1 162	Balance	0.00	

# 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 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**



- Unconfirm opens the invoice from the confirmation
- 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 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 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
- **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 ker button 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
<ul> <li>Payment term is highlighted when differs from the supplier's one</li> </ul>
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	se columns											
Set:	Personal 🗡 Save and use 🛛 🖺	Save as new set										
	<b>Active columns</b> To change the order of columns drag it to the desired location.											
lo chan	ge 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	• •								
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.  $\Rightarrow$  (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 New C Credit? Transactio	ppy Save Mail Payment Cast		PEN << >> Receipt	Status Co	onfirmed LOG	тис				
Number 100325										
Vendor 1132	If P&C	Insurance AS		VAT Reg	No EE100305	320 Vendor	s invoice 19	90422		
Bill to				VAT Reg	No		Survey			
					Main	O Proceeding	ODataField	ds		
Invoice date	19.04.2022	User	TRIINP	Bank code				Purchase order		
Payment terms	7	Object		Account No	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			~	Expence		
Received	28.04.2022	Туре	(choose type) 🗸	Status	(choose status	i) 🗸				
Reclamation		Recl. description							Split by resources	
Comment								e-mail		
Int comment										
Last changed by: TR	INP 28.04.2022 11:35	9.21		P	aste Recipe	Bulk Insert				
Currency EUR	VAT to	otal 0.00	Total	112.00 Dividable s	sum	Prepa	yment	0.00		
Rate	1 Round	ing 0	Total	112.00 Differe	nce	В	alance	112.00		
No Type Ассо		tasemed Object			cription		Total	VAT code VAT	start	end
1 5231 2	113434	321M	ST	Car	insurance		112	2.00 12 (	0.00 25.04.2022	24.04.2023

Close N Periodized	lew Copy REVERSE	Save D	elete Mail Print Status: View MINUS TRANSACTION Open original	Type PUR Changes					The
Number	100325	Date 19.04.	2022 Reference	Turnover 112	112				
Description A	Periodiseerituo	1132 If P&C In	surance AS//190422	Difference 0					
					0				
reator TRIP	NP 28.04.2022	11:39:21 Last	changed by: TRIINP 28.04.2022 11:39:21	ulk Insert Paste Recipe	Split from	Resources			
						0			
IO Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplie
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
113434	321MST		Periodiseeritud Car insurance	-9.33			01.07.2022		1132
11 523104	321MST		Periodiseeritud Car insurance	9.33			01.08.2022		1132
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
5 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
2 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

9/13

## 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? Tran			Mail Cash	Print 🕖 OUT Event		PEN <	× >>		Status C	confirmed LC	GOUT									
Number 10	0325																			
Vendor 11	32		If P&C	Insurance AS					VAT Reg N	No EE100305	5320	Vendors in	voice 190	422						
Bill to									VAT Reg N	No		s	urvey							
										Main		eeding	DataField	c						
Invoic	e date d	19.04.2022			User				ank code	O Main	011000	county <	> Datar lola	Purchase	order					
Payment					Object					22100355756					eceipt					
-		26.04.2022			ccount	212211		~	Ref.	22100333130				Credited in			_			
		19.04.2022			Project	212211		-	Asset					Internal Ir			_			
	T Date	10.04.2022				EE (Eesti)	×		Deal type				×		pence					
		28.04.2022		ongin c		(choose ty				(choose status	c) <b>x</b>		•	-	pence					
		20.04.2022				(choose t)	(pe) 🔹		otatus	(choose statu:	5) •									
Reclan				Recl. desc	ription										· · ·	lit by resou	ces			
	nment														e-mail					
Int con	nment																			
Last changed t	w TRIIN	P 28 04 202	22 12.14	.27					P	aste Recipe	Bulk Inser	+								
, Lust chunged t	<i>y</i>	1 20.04.202	LE 12.14	.21							Duik moon	<u> </u>								
Currency EUI	R		VAT tota	al	0.00	Total		112.00	Dividable su	Im		Prepayme	ent	0.00						
Rate		1 F	Roundin	g	0	Total		112.00	Differen	ce		Balan	се	112.00						
											00									
No Type	Account	t korrkon	ito	tasemed	Object	Pro	oject	User	Descri		0.0	Tota	al 1	AT code VAT	sta	art	end	Abort date	Abort amount	Abort account
	523104	113434			321MS		.,			surance		104	112.00	12		.04.2022	24.04.2023	duto		
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:

arcine		mvoice	•											
Close New Credit? Tran	Cop saction			PEN << k Receipt	>> Status	Confirmed LC	GOUT							
Number 10	0325													
Vendor 11	32	If P&C	Insurance AS		VAT Re	g No EE100305	320 Vendor	s invoice 190	122					
Bill to					VAT Re	gNo		Survey						
						Main	O Proceeding	O DataField	-					
Invelo	a data	19.04.2022	lleer	TRIINP	Bank code				S Purchase orde					
Payment			Object	TRUNP		22100355756		-	S.Receip					
		26.04.2022	Cred account	212211	Ret			-	Credited invoic					
		19.04.2022	Project	212211	Asse			-	Internal Invoic					
	T Date	13.04.2022	Origin Country	EE (Eosti)	✓ Deal type			~	Expenc		_			
		28.04.2022		(choose type)		(choose status				-				
Reclan			Recl. description	(choose (jpc)			<u>, -</u>		_	Split by resource	200			
	nment		Reci. description						e-ma		.05			
Lon Int con								-	e-ma					
int con	iment													
Last changed b	y: TRIIN	IP 28.04.2022 12:06	5:49			Paste Recipe	Bulk Insert							
Currency EUI	2	VAT to	-	Total	112.00 Dividable		Prepay		0.00					
	×.													
Rate		1 Roundir	ng U	Total	112.00 Differ	ence	Ва	ance	112.00					
							000							
No Type	Accoun	t korrkonto	tasemed Object	Project	User Des	cription			/AT code VAT	start	end	Abort date	Abort amount	Abort account
	523104	113434	321MS			insurance		112.00	12 0.0	00 25.04.2022	24.04.2023	03.04.2023		113491
2														

Close N	ew Copy	Save	elete Mail Prin	t Status: View	Type PUR						
Periodized	REVERSE 1	RANSACTION	MINUS TRANSAC	CTION Open original Char	nges						
Number	100325	Date 19.04.	2022 Refer	rence	Turnover 112	112	2				
Description	Periodiseeritud	1132 If P&C In	surance AS//190422		Difference 0						
						-					
Creator TRIII	VP 28.04.2022	12:06:49 Last	changed by: TRIINP 28	8.04.2022 12:06:49 Bulk Ins	sert Paste Recipe	Split from	n Resources	\$			
						۲	0				
O Account	Object	Project	Description		Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1 212211	Object	Tioject	Hankijatele tasuma	ata arved	Debit	112.00		Dute	Customer	1132	Resource
2 113434	321MST		Car insurance		112.00	112.00	12			1132	
3 523104	321MST		Periodiseeritud Ca	r insurance	1.87			25.04.2022		1132	
4 113434	321MST		Periodiseeritud Ca		-1.87			25.04.2022		1132	
5 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.05.2022		1132	
6 113434	321MST		Periodiseeritud Ca		-9.33			01.05.2022		1132	
7 523104	321MST		Periodiseeritud Ca	r insurance	9.33		1	01.06.2022		1132	
8 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.06.2022		1132	
9 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.07.2022		1132	
0 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.07.2022		1132	
1 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.08.2022		1132	
2 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.08.2022		1132	
3 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.09.2022		1132	
4 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.09.2022		1132	
5 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.10.2022		1132	
6 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.10.2022		1132	
7 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.11.2022		1132	
8 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.11.2022		1132	
9 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.12.2022		1132	<u> </u>
0 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.12.2022		1132	
1 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.01.2023		1132	
2 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.01.2023		1132	
3 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.02.2023		1132	
4 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.02.2023		1132	
5 523104	321MST		Periodiseeritud Ca	r insurance	9.33			01.03.2023		1132	
6 113434	321MST		Periodiseeritud Ca	r insurance	-9.33			01.03.2023		1132	
7 523104	321MST		Periodiseeritud Ca	r insurance	2.02			01.04.2023		1132	
8 113434	321MST		Periodiseeritud Ca	r insurance	-2.02			01.04.2023		1132	
9 113434	321MST		Periodiseeritud Ca	r insurance	-5.48			03.04.2023		1132	
30 113491	321MST		Periodiseeritud Ca	r insurance	5.48			03.04.2023		1132	

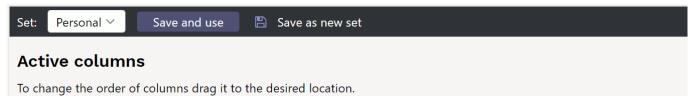


- Abort date cannot be in closed period
- Periodization abort requires the right to change the confirmed purchase invoice.

## 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



Nr	Name	Header	Width	Order
2.	CORR. ACC.	C.acc.	5	<b>↔ ↔</b>
3.	OBJECT LEVELS	O.level	10	• •
4.	TRANSACTION OBJECTS	Objekt	10	• •
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, 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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#### Tagasi

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

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