Table of Contents

CONFIRMING A PURCHASE INVOICE 3
Purchase invoice transaction 3
Accounts 3
Objects 3
Combining rows 4
Changing a confirmed purchase invoice 4

CONFIRMING A PURCHASE INVOICE

Purchase invoice transaction

Accounts

When you confirm a purchase invoice, Directo creates a financial transaction. The transaction date is the **Op. date** of the purchase invoice (by default the same as **Invoice date**).

What	D/C	Where the account comes from
Expense (or asset)	debit	Purchase invoice row field **Account**.
Input VAT	debit	The purchase VAT account of the VAT code. If it is empty, then System settings → Purchase settings → **Purchase VAT**.
Supplier payable	credit	Purchase invoice header field **Cred account**. Directo takes the account from the supplier card. If the supplier card has no Debt account, then System settings → Purchase settings → **Supplier unpaid invoices**.
Depending on the invoice or terms		
Supplier prepayment	credit and by the same amount	Directo takes the account from the supplier card. If the supplier card has no prepayment account, then System settings → Purchase settings → **Supplier prepayments**.
Supplier payable	debit	Purchase invoice **Cred account**

For a credit invoice, debit and credit are reversed.

Objects

Object, project and quantity in the transaction

- The header **Object** and **Project** are placed on both the supplier payable and the expense rows of the transaction.
- The row **Object**, **Project** and **Qty** are placed on the corresponding expense row of the transaction.

Same-level object in header and row

Normally, the purchase invoice header and a row cannot have an object of the same level. If you want to use an object of the same level in the header and on a row, use the setting:

System settings → Purchase ledger settings → **Purchase invoice replaces header object with header one in selected object levels**

- empty (default) – the header and a row cannot have an object of the same level.
- listed object levels – on these levels, Directo lets you confirm the purchase invoice even if the header and a row have an object of the same level. Directo adds the row object to the

transaction, not the header object. Enter the level codes separated by commas.

This lets you record the same transaction on different objects in the balance sheet and the income statement: balance sheet entries (supplier payable) get the header objects, and income statement entries (expense) get the row objects.

The setting affects both purchase invoices and expenses.

Combining rows

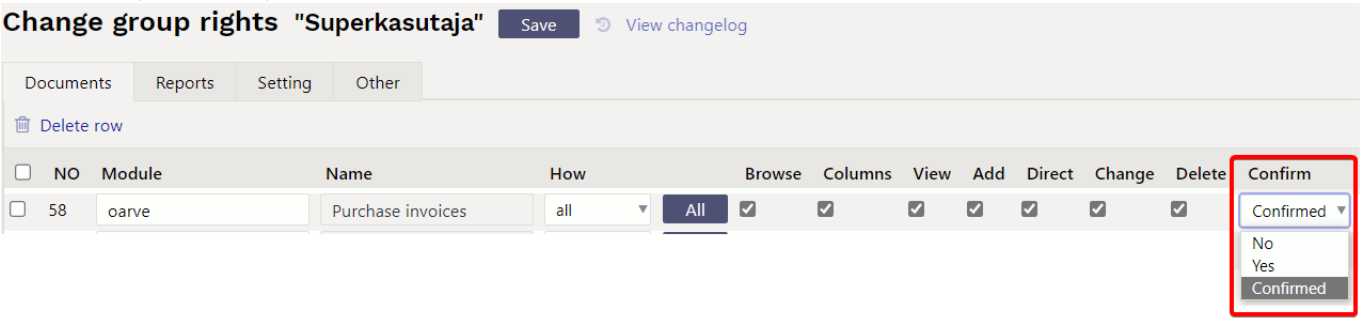
Whether the transaction has a separate row for each purchase invoice row depends on the setting `System settings → Finance settings →` **`Finance transactions in rows`**

- **Yes** – Directo creates a separate transaction row for each purchase invoice row.
- **No** – Directo combines identical purchase invoice rows in the transaction (if the document rows do not differ in objects, project, VAT code, quantity or description).

Changing a confirmed purchase invoice

After confirming the purchase invoice it is possible to add or change the header object and project and change the financial transaction with the right of a certain user group.

`Settings → Common settings → User groups → Documents → purchase invoices`
Confirm right settings:



Confirm - No - purchase invoice can be filled and saved, but cannot be confirmed.
Confirm - Yes - purchase invoice can also be confirmed, but changes to the header object and project are not allowed.
Confirm - Confirmed - allows to change or add an object and project to the confirmed purchase invoice header.

If the fields are filled in, press the **Save** button on the document to finalize the changes.

The object and project added to the header are displayed both on financial transaction supplier and expense account.

If an object was already marked on the purchase invoice row, a second-level object must be selected in the header, because the header and the row cannot contain an object of the same level. Displays an error message when saving.

If the purchase invoice is in a closed period, you cannot change fields that change the transaction (objects, projects etc.). On a purchase invoice in a closed period, Directo saves changes only to fields that do not change the transaction.

From:
https://wiki.directo.ee/ - **Directo Help**

Permanent link:
https://wiki.directo.ee/en/oarve_kin?rev=1793180350

Last update: **2026/10/28 11:39**