

Sisukord

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PURCHASE INVOICE PERIODIZATION

The periodization functionality allows you to provide the necessary parameters when entering the original document, so that a periodized transaction is created immediately after the document is confirmed.

Periodization methodology

Periodization is based on two rules: **monthly periodization** and **daily periodization**.

With **monthly periodization**, the period is divided into exact months and therefore all periodized parts have an equal amount. Monthly periodization applies if the formula $\text{periodization end day} + 1 = \text{periodization start day}$ holds, i.e. the periodization period can be divided into full months. Examples of such periods:

Example A. 01.02.2019-31.01.2020 (31st + 1 = 1st day) - the period is divided into exactly 12 months; Example B. 20.02.2019-19.12.2019 (19th + 1 = 20th day) - the period is divided into exactly 10 months $\Rightarrow$ (01.03 to 30.11 = 9 months) + (20.02 to 28.02.2019 = 1/3 month) + (01.12 to 19.12.2019 = 2/3 month) = 10 months.

If the periodized amount is 300 EUR, the amount per period in example A is $300 \text{ EUR} / 12 \text{ months} = 25 \text{ EUR}$, and all periods get the same amount. In example B, the amount per period is $300 \text{ EUR} / 10 \text{ months} = 30 \text{ EUR}$. Each month from 01.03 to 30.11.2019 gets 30 EUR (i.e. $9 \times 30 \text{ EUR}$). The periods 20.02-28.02.2019 and 01.12-19.12.2019, which together form one additional month, share 30 EUR so that the first period gets its share in proportion to the days of that month falling within the period, based on a 30-day month $\Rightarrow 30 / 30 \times 20 \text{ days} = 20 \text{ EUR}$. The last partial month gets the remainder of the periodization, i.e. $300 - 270 - 20 = 10 \text{ EUR}$.

Daily periodization applies if the period cannot be divided into full months, i.e. the rule $\text{periodization end day} + 1 = \text{periodization start day}$ does NOT hold.

Automatic purchase invoice periodization

To periodize purchase invoices automatically, tick Purchase invoice in the setting **Settings > System settings > Finance settings > Automatic Periodization**.

FINANCE SETTINGS

Automatic Periodization

☒ Invoice ☒ Purchase invoice ☒ Expense ☒ and VAT too

Then enter the periodization period on the purchase invoice (columns **start** and **end**).

Example:

NewSaveConfirmCopyDiscardDeleteMailPrintAttachmentsFill from e-invoiceSMSSMS

Purchase invoice 102110

Saved

Last changed by LAURA (13.10.2026 at 16:22:02)

Create: Stock ReceiptPaymentCash OutCredit NoteEvent

Supplier14434377

Supplier nameHankija OÜ

VAT Reg NoEE1111111

Suppliers invoiceOA-1

GENERAL INFO

PROCEEDING

DATAFIELDS

TOTALS

Bulk Insert...Paste Recipe...Split by resources

Create: FALVALAAdd: FALVALA

No.	Account	Object	Description	Total	VAT code	VAT	start	end
1	521115	TALLINN	Ruumide kindlustus	120	35	28.8	15.09.2026	14.12.2026
2	521115	TARTU	Ruumide kindlustus	120	35	28.8	10.09.2026	09.12.2026
3								

Transaction:

UusSalvestaKopeeriJataKustutaMeiliTrükiManusedAva algdokument

Finants - kanne OST: 102110

Salvestatud

Viimati muutis LAURA (21.09.2026 kell 16:55:09)

Loo: MinuskannePeriodiseeritud

Massaseta...Aseta retsept...Jaga ressurssidelt

Nr	Konto	Objektid	Projekt	Sisu	Deeb	Kreedit	KM	Aeg	Klient	Hankija	Ressur	Val. de	Val. kree	Valuut	Kurs	Kogus
	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi		Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
1	212351			Käibemaks ostuarvetelt 22%	57.60		35			14434377		57.60		EUR	1	
2	212211		7	Hankijatele tasumata arved		297.60				14434377			297.60	EUR	1	
3	113431	TALLINN	7	Ruumide kindlustus	120.00		35			14434377		120.00		EUR	1	
4	113431	TARTU	7	Ruumide kindlustus	120.00		35			14434377		120.00		EUR	1	
5	113431	TARTU	7	Periodiseeritud Ruumide kindlustus		28.00	35	10.09.2026		14434377			28.00	EUR	1	
6	521115	TARTU	7	Periodiseeritud Ruumide kindlustus	28.00		35	10.09.2026		14434377		28.00		EUR	1	0
7	521115	TALLINN	7	Periodiseeritud Ruumide kindlustus	21.33		35	15.09.2026		14434377		21.33		EUR	1	0
8	113431	TALLINN	7	Periodiseeritud Ruumide kindlustus		21.33	35	15.09.2026		14434377			21.33	EUR	1	
9	521115	TALLINN	7	Periodiseeritud Ruumide kindlustus	40.00		35	01.10.2026		14434377		40.00		EUR	1	0
10	113431	TALLINN	7	Periodiseeritud Ruumide kindlustus		40.00	35	01.10.2026		14434377			40.00	EUR	1	
11	113431	TARTU	7	Periodiseeritud Ruumide kindlustus		40.00	35	01.10.2026		14434377			40.00	EUR	1	
12	521115	TARTU	7	Periodiseeritud Ruumide kindlustus	40.00		35	01.10.2026		14434377		40.00		EUR	1	0
13	521115	TALLINN	7	Periodiseeritud Ruumide kindlustus	40.00		35	01.11.2026		14434377		40.00		EUR	1	0
14	113431	TALLINN	7	Periodiseeritud Ruumide kindlustus		40.00	35	01.11.2026		14434377			40.00	EUR	1	
15	113431	TARTU	7	Periodiseeritud Ruumide kindlustus		40.00	35	01.11.2026		14434377			40.00	EUR	1	
16	521115	TARTU	7	Periodiseeritud Ruumide kindlustus	40.00		35	01.11.2026		14434377		40.00		EUR	1	0
17	521115	TALLINN	7	Periodiseeritud Ruumide kindlustus	18.67		35	01.12.2026		14434377		18.67		EUR	1	0
18	113431	TALLINN	7	Periodiseeritud Ruumide kindlustus		18.67	35	01.12.2026		14434377			18.67	EUR	1	
19	113431	TARTU	7	Periodiseeritud Ruumide kindlustus		12.00	35	01.12.2026		14434377			12.00	EUR	1	
20	521115	TARTU	7	Periodiseeritud Ruumide kindlustus	12.00		35	01.12.2026		14434377		12.00		EUR	1	0
21																

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The **corresponding account** must be filled in on the account that is periodized.

Back
New
Copy
Delete
Save
Status: View

Ruumide kindlustus

CODE
521115
NAME
Ruumide kindlustus
VAT CODE
FOR STOCK DEPR
CLOSED
CLASS
4 (Expense)
CORR. ACC.
113431

Automatic purchase invoice periodization - different objects/projects on the accounts

If the periodized expense account needs different objects/projects than the corresponding (prepaid expenses) account, enter the objects of the corresponding account in the **Corr.object** field and the projects in the **Corr.project** field.

Example:

New
Save
Confirm
Copy
Discard
Delete
Mail
Print
Attachments
Fill from e-invoice
SMS

Purchase invoice 102110 Saved

Last changed by LAURA (13.10.2026 at 16:17:29)

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier 14434377 Supplier name Hankija OÜ VAT Reg No EE1111111 Suppliers invoice OA-1

GENERAL INFO
PROCEEDING
DATAFIELDS
TOTALS

Bulk Insert... Paste Recipe... Split by resources Create: FA LVA Add: FA LVA

No.	Account	Object	Description	Total	VAT code	VAT	start	end	Corr.object	Corr.project
1	521115	TALLINN	Ruumide kindlustus	120	35	28.8	01.09.2026	31.12.2026	ÜLDINE	1
2										

Transaction:

NewSaveCopyDiscardDeleteMailPrintAttachmentsOpen original

Finance - Transaction OST: 102110 Saved

Last changed by LAURA (13.10.2026 at 16:18:20)

Create: Minus transactionPeriodized

Bulk Insert...Paste Recipe...Split from Resources

No.	Accou	Object	Project	Description	Debit	Credit	VAT code	Date	Custor	Supplier	Resou	Cur. Di	Cur. Cred	Currer	Rate	Qty
	Se Q	Search Q	Sear Q	Search	Sear	Search	Search Q	Search	Se Q	Searc Q	Sear Q	Search	Search	Se Q	Sear	Search
*** 1	212351			Käibemaks ostuarvetelt	28.80		35			14434377		28.80		EUR	1	
*** 2	212211		7	Hankijatele tasumata arv		148.80				14434377			148.80	EUR	1	
*** 3	521115	TALLINN	7	Periodiseeritud Ruumide	30.00		35			14434377		30.00		EUR	1	0
*** 4	113431	ÜLDINE	1	Ruumide kindlustus	120.00		35			14434377		120.00		EUR	1	
*** 5	113431	ÜLDINE	1	Periodiseeritud Ruumide		30.00	35			14434377			30.00	EUR	1	
*** 6	521115	TALLINN	7	Periodiseeritud Ruumide	30.00		35	01.10.2026		14434377		30.00		EUR	1	0
*** 7	113431	ÜLDINE	1	Periodiseeritud Ruumide		30.00	35	01.10.2026		14434377			30.00	EUR	1	
*** 8	521115	TALLINN	7	Periodiseeritud Ruumide	30.00		35	01.11.2026		14434377		30.00		EUR	1	0
*** 9	113431	ÜLDINE	1	Periodiseeritud Ruumide		30.00	35	01.11.2026		14434377			30.00	EUR	1	
*** 10	521115	TALLINN	7	Periodiseeritud Ruumide	30.00		35	01.12.2026		14434377		30.00		EUR	1	0
*** 11	113431	ÜLDINE	1	Periodiseeritud Ruumide		30.00	35	01.12.2026		14434377			30.00	EUR	1	
*** 12																

Periodization abort - COMING SOON

Periodization abort is intended for reversing part of a periodized transaction if the circumstances or terms of the transaction change. For example, an insurance contract whose costs were periodized is terminated and part of the money is refunded to the policyholder.

One way to abort a periodization is to edit the periodized transaction and change its end so that it reflects reality (turning the costs of the periods for which the transaction was terminated into a receivable). However, this may not be the best way, and it is not possible at all if the restriction on changing transactions of original documents is enabled in the user rights (this restriction is strongly recommended).

An alternative and better method is to use the **periodization abort** functionality on the purchase invoice.

Settings

System settings → Finance settings → **Automatic Purchase Invoice Periodization Abort Account** lets you enter the account to which the aborted amount is posted. A receivables account is usually used in this situation. For better control, it is recommended to create a separate asset account, e.g. „Aborted periodizations“. After the periodization abort, the amount to be refunded remains on this account. When the amount is later received in the bank account, it is recorded with a separate transaction (D Bank; C Aborted periodizations). Filling in this setting is not mandatory but offers convenience – the periodization abort can also be carried out by entering the account during the transaction.

FINANCE SETTINGS

Automatic Purchase Invoice Periodization Abort Account

111349

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Use

Periodization abort can be applied to a confirmed purchase invoice that uses automatic periodization. Use Table settings to display the fields needed for the abort:

No.	Account	Object	Description	Total	VAT code	VAT	start	end	Abort date	Abort amount	Abort account
1	521115	TALLINN	Ruumide kindlustus	120	35	28.8	01.09.2026	31.12.2026			

- **Abort date** - periodization abort date. It can be any date within the original periodization period, i.e. it does not have to be the end of a month etc. The abort date cannot be in a closed period.
- **Abort amount** - the amount to be refunded after the periodization abort.
- **Abort account** - the account to which the remaining periodization amount is posted. It is filled in automatically if the system setting mentioned above is set. Regardless of that, it can be changed on the document.

All these fields must be filled in for the periodization abort to take place. Once the fields are filled in, click **Save** on the document to complete the abort. As a result, the abort data is saved on the document row and the part of the document transaction concerning the abort is changed.

Example. Aborted periodization, purchase invoice

No.	Account	Object	Description	Total	VAT code	VAT	start	end	Abort date	Abort amount	Abort account
1	521115	TALLINN	Ruumide kindlustus	120	35	28.8	01.09.2026	31.12.2026	04.11.2026	52	111349

Example. Aborted periodization, transaction:

Finants - kanne OST: 102110 Salvestatud Viim

Loo: Miinuskanne | Periodiseeritud

Massasetaja... Aseta retsept... Jaga ressurssidelt

Nr	Konto	Objekt	Projekt	Sisu	Deeb	Kreedit	KM	Aeg	Klient	Hankija
	Ot	Otsi	Otsi	Otsi	Otsi	Otsi		Otsi	Otsi	Otsi
1	212351			Käibemaks ostuarvetelt 22%	28.80		35			14434377
2	212211		7	Hankijatele tasumata arved		148.80				14434377
3	521115	TALLINN	7	Periodiseeritud Ruumide kindlustus	30.00		35			14434377
4	113431	ÜLDINE	1	Ruumide kindlustus	120.00		35			14434377
5	113431	ÜLDINE	1	Periodiseeritud Ruumide kindlustus		30.00	35			14434377
6	521115	TALLINN	7	Periodiseeritud Ruumide kindlustus	30.00		35	01.10.2026		14434377
7	113431	ÜLDINE	1	Periodiseeritud Ruumide kindlustus		30.00	35	01.10.2026		14434377
	113431	ÜLDINE	1	Periodiseeritud Ruumide kindlustus		8.00	35	01.11.2026		14434377
	521115	TALLINN	7	Periodiseeritud Ruumide kindlustus	8.00		35	01.11.2026		14434377
1	113431	ÜLDINE	1	Periodiseeritud Ruumide kindlustus		52.00	35	04.11.2026		14434377
1	111349	TALLINN	7	Periodiseeritud Ruumide kindlustus	52.00		35	04.11.2026		14434377
12										



Attention:

- The abort date cannot be in a closed period
- The periodization abort requires the right to change a confirmed purchase invoice

Changing the periodized object/project - COMING SOON

It may happen that the object on a periodized purchase invoice has to be changed in the middle of the period. For example, the user of a car, who is described as an object, changes, and from that date the costs have to be allocated to the new object – this is what the object/project change function is for.

Use

Use **Table settings** to display the fields needed for the change:

- **Abort date** - the date from which the object/project changes.
- **Abort object** - the object to which the expense is periodized from the abort date onwards.
- **Abort project** - the project to which the expense is periodized from the abort date onwards.

Once the fields are filled in, click **Save** on the document to complete the change. As a result, the purchase invoice transaction is changed and an additional row is added to the purchase invoice.

Example. Changing the periodized object, purchase invoice

Before saving the purchase invoice:

Purchase invoice 102196 Confirmed Last changed by LAURA (13.10.2026 at 16:33:07)

Related documents: transaction

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier: 14434377 Supplier name: Hankija OÜ VAT Reg No: EE11111111 Suppliers invoice: OA-123456

GENERAL INFO

PROCEEDING

DATAFIELDS

TOTALS

Bulk Insert... Paste Recipe... Split by resources | Create: FA LVA | Add: FA LVA

No.	Account	Object	Description	Total	VAT code	VAT	start	end	Abort account	Abort amount	Abort date	Abort object	Abort project
1	521115	TALLINN,JUTAJ	Sõidukite kindlustus	120	35	28.8	01.01.2026	30.04.2026			31.03.2026	TARTU,MARIM	

After saving the purchase invoice:

Purchase invoice 102196 Confirmed Last changed by LAURA (22.09.2026 at 13:49:14)

Related documents: transaction

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier: 14434377 Supplier name: Hankija OÜ VAT Reg No: EE11111111 Suppliers invoice: OA-123456

GENERAL INFO

PROCEEDING

DATAFIELDS

TOTALS

Bulk Insert... Paste Recipe... Split by resources | Create: FA LVA | Add: FA LVA

No.	Account	Object	Description	Total	VAT code	VAT	start	end	Abort account	Abort amount	Abort date	Abort object	Abort project
1	521115	TALLINN,JUTAJ	Sõidukite kindlustus	90	35	21.55	01.01.2026	30.04.2026			31.03.2026	TARTU,MARIM	
2	521115	TARTU,MARIM	Sõidukite kindlustus	30	35	7.25	01.04.2026	30.04.2026		30			

- The **original row** changes – its amount is corrected and the change is entered in the Abort amount field.
- An **additional row** is created which, compared to the original row, has the new object, a corrected amount, and a start date that is the day after the abort date of the original row.

Example. Changing the periodized object, transaction

Uus Salvesta Kopeeri Jäta Kustuta Meili Trüki Manused Ava algdokument

Finants - kanne OST: 102196 Salvestatud Vii

Loo: Minuskanne Periodiseeritud

Massasetaja... Aseta retsept... Jaga ressurssidelt

Nr	Konto	Objektid	Pro	Sisu	Deeb	Kreedit	KM	Aeg	Klient	Hankija
1	521115	TALLINN,JUTAJ	7	Periodiseeritud Sõidukite kindlustus	30.00		35	01.01.2026		14434377
2	113431	TALLINN,JUTAJ	7	Periodiseeritud Sõidukite kindlustus		30.00	35	01.01.2026		14434377
3	212351			Käibemaks ostuarvetelt 22%	28.80		35			14434377
4	212211		7	Hankijatele tasumata arved		148.80				14434377
5	113431	TALLINN,JUTAJ	7	Sõidukite kindlustus	120.00		35			14434377
6	521115	TALLINN,JUTAJ	7	Periodiseeritud Sõidukite kindlustus	30.00		35	01.02.2026		14434377
7	113431	TALLINN,JUTAJ	7	Periodiseeritud Sõidukite kindlustus		30.00	35	01.02.2026		14434377
8	521115	TALLINN,JUTAJ	7	Periodiseeritud Sõidukite kindlustus	30.00		35	01.03.2026		14434377
9	113431	TALLINN,JUTAJ	7	Periodiseeritud Sõidukite kindlustus		30.00	35	01.03.2026		14434377
10	113431	TALLINN,JUTAJ	7	Periodiseeritud Sõidukite kindlustus		30.00	35	01.04.2026		14434377
11	521115	TARTU,MARIM	7	Periodiseeritud Sõidukite kindlustus	30.00		35	01.04.2026		14434377



Changing the object and project of a periodized purchase invoice checks the same conditions as the periodization abort: the abort date cannot be in a closed period and the user must have the right to change a confirmed purchase invoice.



Periodization abort and object/project change are separate functionalities, so their fields are mutually exclusive: if you fill in the abort object or project, the abort amount and abort account fields are cleared, and vice versa.

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Last update: **2026/10/28 11:32**

