

Sisukord

CREATING SALES INVOICES FROM PURCHASE INVOICES VIA RESOURCES 3

CREATING SALES INVOICES FROM PURCHASE INVOICES VIA RESOURCES

In Directo, sales invoices can be created from purchase invoices via resources. This may be needed, for example, when purchased cleaning supplies are used at a specific site and, in addition to providing the service, the customer must also be invoiced for the supplies.

On the purchase invoice, it is important that both the **Item** and the **Customer** to whom the sales invoice is issued are filled in on the row.

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

Purchase invoice 102255 Confirmed Last changed by LAURA (05.10.2026 at 16:41:45)

Related documents: payment: 1583 | transaction

Create: Stock Receipt Payment Cash Out Credit Note Event

Supplier: 10001348 Supplier name: Demo OÜ Suppliers invoice: OA-9i2

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	Item	Customer
1	522107		Kontoritarbe (paber, kirjutusvahendid jms)	12	35	2.88	1003	9902

In the purchase invoices list, filter the purchase invoices for which sales invoices must be created. When filtering, select:

- a suitable period,
- Confirmed = Confirmed, and
- tick „show rows“ and „to customer“.

IN INVOICE

Supplier: (Purchase Invoice) Period: 01.10.2026 - 14.10.2026

Account: (Supplier DataField)

Class: Confirmed

Sup.Invoice: Project: User: PayTerm: Sum: Invoice: Procceeded: View: common

Reference: VAT zone: Sup.type: WIP: all: Purc. Invoice: Currency: Item: Item Class: SN

IN ROW

Account: VAT: Contract: Proceeder: Total: show rows: exact match: to customer: Currency: points: weight: VAT Reg No: Reg nr: Comment: W/o Stock Receipt: RESOURCE: REPORT

PROCEEDING

Number	Customer	Sup.Invoice	Time	Due date	Supplier	Name	Project	Item	PayTerm	Object	Sum	VAT	Total
102255	9902	OA-9i2	05.10.2026 15:40:47	05.10.2026	10001348	Demo OÜ		1003	10		12.00 USD	2.88 USD	13.26

When the result contains the desired data, click the **RESOURCE** button. As a result, a resource document is created.

To create sales invoices, open the **Resources list** report. Use the filters to select the customers to be invoiced. When the result contains the desired data, click the **Create invoices** button.

ON RESOURCE

User Range Period 01.10.2026 14.10.2026 Stock Confirmed All

Project

Asset

Object

(Object Datafield)

IN ROW

Item

User

Period

User Group

User department

Customer

Cust. Class

Invoices period

Del. Term

Invoice No

Project

Purchase order

Time

SN

Confirmer

Event

Event Payee

Event status

Event type

Payee

Asset

Cust. asset

Comment

Item class

Stopped All

Customer salesman

Project Manager

Receipts period

Closed All

On purchase All

(Customer Dataf)

(Customer Dataf)

(event data field)

(event data field)

Split: What: Show: Sum Link: Item Tase Invoiced All Bought

☐ quantity differs from initial quantity

☐ job is done outside time

☐ Change ☒ show rows ☐ group rows ☐ zero quantity rows ☐ unpaid ☐ show asset ☐ sn

Create Invoices

Create Purchase Invoices

Create Purchase Orders

CLOSE ROWS

REPORT

(default)

Print Resources

Print

View common

Number	Date	Customer	Contact	Item	Project	Object:User Name	Quantity	Invoiced	Sum	w/ VAT
1046	14.10.2026 11:45:45	Üürnik OÜ		1003		LAURA Laud	1.00		12.00	14.88
							1.00		12.00	14.88
							1.00		12.00	14.88

The invoice creation window then opens, where you can select the invoice date, the transaction date, the payment term (if it is missing on the customer card) and the information to be entered in the comment field (e.g. row comment + supplier name). When the desired fields are filled in, click **CREATE**. Unconfirmed invoices are then created in the invoices list. They can be confirmed one by one on the invoice or in bulk from the invoices list report.

Choose options to create invoices:

Range: DOKSEERIA

Date: 14.10.2026

Transaction time:

Invoice Currency: EUR

Payment term: who is missing

Add as comment:

event data field:

Closed all

☐ timestamp is added

☐ ordered by date

☐ time window is added

☐ group by project

☐ ainult summaga

☐ Zero amount

☐ Joint invoice

CREATE

The created invoice is linked to the purchase invoice.

NewSaveConfirmCopyDiscardDeleteMailPrintTEST1Laura kodutööAttachmentsAdministrate

Invoice 901061 Saved

Last changed by LAURA (14.10.2026 at 11:47:59)

Related documents: purchase invoices: 102255

Create: ReceiptCredit NoteEvent | Identify the customer: By ID-card

Payer9902

Payer nameÜürnik OÜ

Date14.10.2026

Object

GENERAL INFO

DELIVERY

DATAFIELDS

PROCEEDING

TOTALS

Bulk Insert...Refresh rowsPaste Recipe...

No.	Item	Qty	Description	Unit price	%	Total	start	VAT Code	end	RS VAT
***	1 1003	1	Laud	10.7258	0	10.7258		35		13.3000

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