

# Sisukord

<b>Purchase invoice</b>	3
<b>1. Purchase invoice buttons</b>	3
1.1. Unconfirmed purchase invoice header buttons	3
1.2. Confirmed purchase invoice buttons	4
<b>2. Purchase invoice fields</b>	4
2.1. Header fields	4
2.2. Row fields	5
<b>3. Fine-tuning</b>	6
<b>4. Periodization</b>	8
4.1. Periodization methodology	8
4.2. Automatic purchase invoice periodization	9
4.3. Automatic purchase invoice periodization - different objects / projects in the accounts	10
4.4. Periodization abort	11
4.4.1. Settings	11
4.4.2. Use	12
4.5. Changing a confirmed purchase invoice	14
<b>5. Use of prepayment item on purchase invoice</b>	15
5.1. Create purchase prepayment item	15
5.2. Creating a prepayment purchase invoice	16
5.3. Using a purchase prepayment item	17
5.3.1. Create a purchase invoice and fill the expense	17
5.3.2. Choose a suitable prepayment	18
5.4. Why can't the purchase invoice be confirmed?	18
5.4.1. Confirming a prepayment on a purchase invoice gives an error if there are prepayments with pluses and minuses	18
<b>6. Examples</b>	19
6.1. Using additional account fields	19
6.2. Prepayment use	20
<b>7. Questions</b>	20
7.1. Confirming prepayment on purchase invoice gives error message	20
7.2. The comment does not change on the confirmed purchase invoice transaction	21



# Purchase invoice

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

Event Stock Receipt Data from e-invoice

Number 100324  
Supplier 1015 MarkIT Eesti AS VAT Reg No EE100268742 Suppliers invoice 280422  
Payee VAT Reg No Survey

Main Proceeding DataFields

Invoice date 28.04.2022 User TRIINP Bank code EEUHEE2X Purchase order  
Payment terms 7 Object HOOLDUS Account No 11111111111111111111111111111111 S.Receipt  
Due date 05.05.2022 Cred account 212211 Ref. Credited invoice  
Op. date 28.04.2022 Project K202 Asset Internal Invoice  
VAT Date Origin Country EE (Eesti) Deal type Status (choose status) Expende  
Received 28.04.2022 Type (choose type) Split by resources  
Reclamation Recl. description e-mail  
Comment  
Int comment

Last changed by: 08.09.2022 14:35:17 Paste Recipe Bulk Insert

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

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1		522102	ADMIN			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

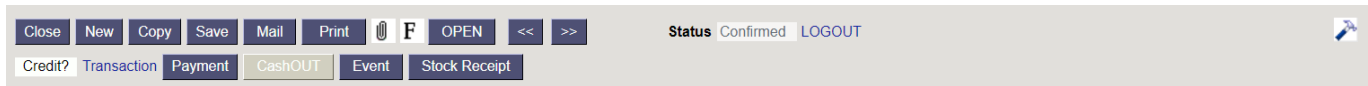
Event Stock Receipt Data from e-invoice

- **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 [Payment](#) 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 suppliers registry by double-clicking or using Ctrl+Enter
- **VAT Reg No** - supplier`s VAT registration number
- **Suppliers invoice** - supplier`s invoice number
- **Payee** - supplier to whom the purchase invoice is paid. Only filled in if it is different from the purchase invoice supplier.
- **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** - [Payment terms](#). Can be selected by double-clicking or using Ctrl+Enter
- **Object** - [Object](#)(s) or financial dimension(s) related to the purchase invoice. Pressing on the object opens the inserted object card.
- **Bank account/IBAN** - 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
- **Asset** - 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 [Purchase invoices](#) 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 [Internal invoice](#)
- **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
- **Expense** - if the purchase invoice is related to an [Expense](#), 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

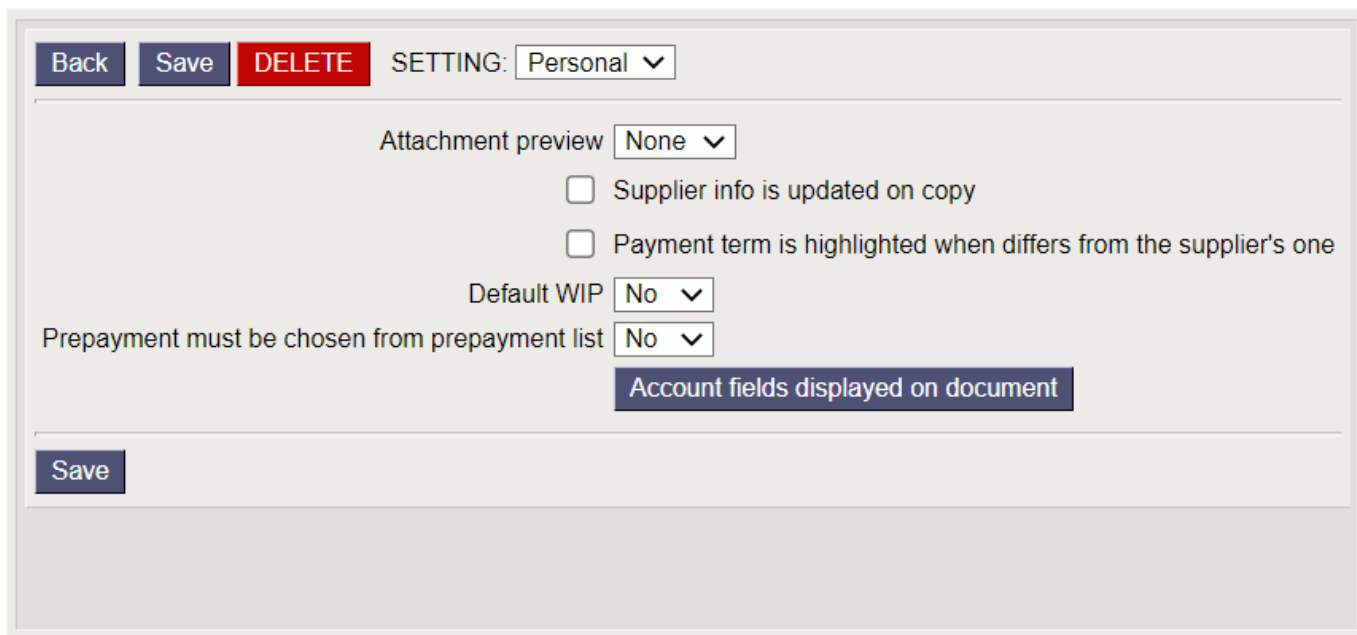
## 2.2. Row fields

- **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. The quantity is placed on the financial transaction.
- **StockID** - stock item code
- **SN** - serial number - information field
- **PID** - purchase ID
- **Customer** - customer code, can be selected by double-clicking or using Ctrl+Enter

- **Invoice No** - can be selected by double-clicking or using Ctrl+Enter
- **From resc.** - resource code
- **Contract** - contract code
- **Int comment** - text field
- **Start** - periodization start date, by right-clicking opens the calendar view
- **End** - periodization end date, by right-clicking opens the calendar view
- **Abort date** - periodization abort start date. The field appears on a document that is confirmed and has automatic periodization applied.
- **Abort amount** - the amount that will be returned after the periodization abort. The field appears on a document that is confirmed and has automatic periodization applied.
- **Abort account** - the account to which the amount left over from periodization is transferred. It will be marked automatically when the system setting is filled, but it can be changed on the document. The field appears on a document that is confirmed and has automatic periodization applied.
- **Abort object** - selection from the object list. The field appears on a document that is confirmed and has automatic periodization applied.
- **Abort project** - selection from the project list. The field appears on a document that is confirmed and has automatic periodization applied.
- **WIP** - checkmark
- **Corr. object** - the object of the amount to be periodized. Can be selected by double-clicking or using Ctrl+Enter. If it is filled in, the Core. object is placed on the transaction expense account row. Enables to use different objects in the corresponding balance account and expense account.
- **Corr. project** - project of the amount to be periodized. Can be selected by double-clicking or using Ctrl+Enter. If it is filled in, the Core. object is placed on the transaction expense account row. Enables to use different objects in the corresponding balance account and expense account.
- **S. Receipt** - receipt number
- **Suppliers invoice** - the invoice number is placed
- **Subtotal** - receipt sum
- **Resource** - resource code
- **Expense** - possible to place an expense to which the purchase invoice is related to on a document with a double click
- **Asset** - only on confirmed purchase invoice. New fixed asset or low value asset code created from the purchase invoice. The field fills after the card created with the NEWFA or NEWLVA buttons is saved.
- **NEW FA** - only on a confirmed purchase invoice, it is possible to initiate a new fixed asset card.
- **NEW LVA** - only on a confirmed purchase invoice, it is possible to initiate a new low value asset card.
- **Asset** - only on confirmed purchase invoice. Can be placed with double click, if you want to add an additional amount of fixed assets or low assets through expense.
- **ADD FA** - only on a confirmed purchase invoice. The button is active only if the asset code is filled in the previous field. To add an additional amount of fixed assets.
- **ADD LVA** - only on a confirmed purchase invoice. The button is active only if the asset code is filled in the previous field. To add an additional amount of low assets.

### 3. Fine-tuning

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



The screenshot shows a settings window with a header bar containing 'Back', 'Save', and 'DELETE' buttons, followed by a 'SETTING:' dropdown menu set to 'Personal'. The main area contains several settings: 'Attachment preview' with a 'None' dropdown, two unchecked checkboxes for 'Supplier info is updated on copy' and 'Payment term is highlighted when differs from the supplier's one', 'Default WIP' with a 'No' dropdown, and 'Prepayment must be chosen from prepayment list' with a 'No' dropdown. A blue button labeled 'Account fields displayed on document' is positioned below the last two settings. A 'Save' button is located at the bottom left of the window.

- **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  $300 - 270 - 20 = 10 \text{ EUR}$ .

**Daily 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  
Supplier 1132 If P&C Insurance AS VAT Reg No EE100305320 Suppliers invoice 190422  
Payee VAT Reg No Survey

☒ Main ☐ Proceeding ☐ DataFields

Invoice date 19.04.2022 User TRIINP Bank code  
Payment terms 7 Object Account No 22100355756 Purchase order  
Due date 26.04.2022 Cred account 212211 Ref. S.Receipt  
Op. date 19.04.2022 Project Asset Credited invoice  
VAT Date Origin Country EE (Eesti) Deal type Internal Invoice  
Received 28.04.2022 Type (choose type) Status (choose status) Expencc  
Reclamation Recl. description  
Comment  
Int comment

Asset: AUTO13  
Last changed by: 28.04.2022 12:57:41 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	korrikonto	Object	Project	User	Description	Total	VAT code	VAT	start	end
1		523104	113434	321MST			Autode kindlustus	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. Automatic purchase invoice periodization - different objects / projects in the accounts

If it is necessary that periodization account has different objects/projects than corresponding account (future periods cost), then the corresponding account objects should be entered to the Corr. object field and projects to the Corr. project field.

Example

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

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100439  
 Supplier 1001 Tamm AS VAT Reg No Suppliers invoice 223  
 Payee VAT Reg No Survey

Main Proceeding DataFields

Invoice date 01.01.2022 User JANE Bank code  
 Payment terms 14 Object Account No EE452200001120073806 Purchase order  
 Due date 15.01.2022 Cred account 212211 Ref. S.Receipt  
 Op. date 01.01.2022 Project Asset Credited invoice  
 VAT Date Origin Country EE (Eesti) Deal type Internal Invoice  
 Received 15.06.2022 14:40:27 Type (choose type) Status (choose status) Expense  
 Reclamation Recl. description Split by resources  
 Comment e-mail Kask.Kask@gmail.com  
 Int comment

Last changed by: 26.07.2022 00:04:56 Transaction changed 26.07.2022 09:52:33 Paste Recipe Bulk Insert

Currency EUR VAT total 0.00 Total 120.00 Dividable sum Prepayment 0.00  
 Rate 1 Rounding 0 Total 120.00 Difference Balance 120.00

No	Type	Account	korrkonto	Object	Project	User	Description	Total	VAT code	VAT	WIF	Corr.object	Corr.project
1		523104	113434	TARTU	P001		Autode kindlustus	120.00	0	0.00		NARVA	K201
2													

## Finance transaction

Finance - Transaction OST: 100439 Saved Last changed by: (26.07.2022 at 09:52:32)

Type OST Number 100439 Date 01.01.2022 Reference Description Period: 1001 Tamm AS//223 Debit 120

Credit 120 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Currency	Rate	Cur. Debit	Cur. Credit	Supplier	Date
2	523104	TARTU	P001	Period: Cars insurance	60.00		EUR	1	60.00		1001	01.02.2022
4	113434	NARVA	K201	Period: Cars insurance	-60.00		EUR	1	-60.00		1001	01.02.2022
3	523104	TARTU	P001	Period: Cars insurance	60.00		EUR	1	60.00		1001	01.03.2022
5	113434	NARVA	K201	Period: Cars insurance	-60.00		EUR	1	-60.00		1001	01.03.2022
1	212211			Debt to suppliers		120.00	EUR	1		120.00	1001	
6	113434	NARVA	K201	Cars insurance	120.00		EUR	1	120.00		1001	
7												

## 4.4. 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.

### 4.4.1. 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.

4.4.2. 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

Supplier1132If P&C Insurance ASVAT Reg NoEE100305320Suppliers invoice190422

PayeeVAT Reg NoSurvey

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 account

Project

Origin CountryEE (Eesti)

Type(chOOSE type)

Recl. description

Bank code

Account No22100355756

Ref.

Asset

Deal type

Status(chOOSE status)

Purchase order

S.Receipt

Credited invoice

Internal Invoice

Expense

☐ Split by resources

e-mail

Last changed by:28.04.2022 12:57:41

Paste RecipeBulk Insert

CurrencyEURVAT total0.00Total112.00Dividable sumPrepayment0.00

Rate1Rounding0Total112.00DifferenceBalance112.00

NoTypeAccountkorrkontoObjectProjectUserDescriptionTotalVAT codeVATstartend

1523104113434321MSTAutode kindlustus112.00120.0025.04.202224.04.2023

2

Abort dateAbort amountAbort account

- 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<<>>

Status ConfirmedLOGOUT

Credit?TransactionPaymentCashOUTEventStock Receipt

Number100325

Supplier1132If P&C Insurance ASVAT Reg NoEE100305320Suppliers invoice190422

PayeeVAT Reg NoSurvey

Invoice date19.04.2022Payment terms7Due date26.04.2022Op. date19.04.2022VAT DateReceived28.04.2022ReclamationCommentInt comment

UserTRIINPCred account212211ProjectOrigin CountryEE (Eesti)Type(chOOSE type)

Bank codeAccount No22100355756Ref.AssetDeal typeStatus(chOOSE status)

Purchase orderS.ReceiptCredited invoiceInternal InvoiceExpense

☒ Main☐ Proceeding☐ DataFields

☐ Split by resources

e-mail

Last changed by:28.04.2022 12:57:41Paste RecipeBulk Insert

CurrencyEURVAT total0.00Total112.00Dividable sumPrepayment0.00

Rate1Rounding0Total112.00DifferenceBalance112.00

NoTypeAccountkorrkontoObjectProjectUserDescriptionTotalVAT codeVATstartendAbort dateAbort amountAbort account

1212211523104113434321MSTAutode kindlustus112.00120.0025.04.202224.04.202303.04.20235.48113491

2

Transaction:

CloseNewCopySaveDeleteMailPrintStatus: ViewType PUR

PeriodizedREVERSE TRANSACTIONMINUS TRANSACTIONOpen originalChanges

Number100325Date19.04.2022ReferenceTurnover112112

DescriptionPeriodiseeritud 1132 If P&C Insurance AS//190422Difference0

CreatorTRIINP28.04.2022 12:06:49Last changed by: TRIINP28.04.2022 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	12			1132	
2	113434	321MST		Car insurance	112.00					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.

4.5. 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:

Change group rights "Superkasutaja" Save View changelog

Documents Reports Setting Other

Delete row

<input type="checkbox"/>	NO	Module	Name	How	Browse	Columns	View	Add	Direct	Change	Delete	Confirm
<input type="checkbox"/>	58	oarve	Purchase invoices	all	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div>Confirmed No Yes Confirmed</div>

**Confirm - No** - purchase invoice can be filled and saved, but cannot be confirmed. **Confirm - Jah** - 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.

Close New Copy Save Mail Print Unconfirm << >> Status Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100307

Supplier 1015 MarkIT Eesti AS VAT Reg No EE100268742 Suppliers invoice 260422

Payee VAT Reg No Survey

Main Proceeding DataFields

Invoice date 26.04.2022

Payment terms 7

Due date 03.05.2022

Op. date 26.04.2022

VAT Date

Received 26.04.2022

Reclamation

Comment

Int comment

User TRIINP

Object HANS

Cred account 212211

Project PROJECT\_2

Origin Country EE (Eesti)

Type (choose type)

Recl. description

Bank code EEUHEE2X

Bank account/IBAN 111111111111111111111111

Ref.

Asset

Deal type

Status (choose status)

Purchase order

S.Receipt

Credited invoice

Internal Invoice

Expense

Split by resources

e-mail

Payment: 100075

Last changed by: 28.04.2022 15:35:08 Paste Recipe Bulk Insert...

Currency EUR VAT total 24.00 Total 120.00 Dividable sum Prepayment 0.00

Rate 1 Rounding 0 Total 144.00 Difference Balance 0.00

No	Account	korrkonto	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1	522107	113491	ADMIN			Office supplies	120.00	1		24.00				
2														

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

Finance - Transaction OST: 100307 Draft Last changed by  

Type	Number	Date	Reference	Description	Debit
OST	100307	26.04.2022		1015 MarkIT Eesti AS//260422	

Credit: 144      Difference: 0

Copy selection   Delete selection   Bulk Insert...   Paste Recipe   Split from Resources

No.	Account	Description	Object	Project	Debit	Credit	Custom	Currency	Cur. Debit	Cur. Credit	Rate
1	212351	Vat 20%			24.00			EUR	24.00		1
2	212211	Accounts Payable	HANS	PROJECT_2		144.00		EUR		144.00	1
3	522107	Office supplies	ADMIN,HANS	PROJECT_2	120.00		1006	EUR	120.00		1



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.

Real 1 Objekti ADMIN tüüp OSAKOND/1 on juba kasutusel

Tagasi

## 5. Use of prepayment item on purchase invoice

### 5.1. Create purchase prepayment item

Important fields

- **Class** = PREPAYMENT (prepayment class)
- **Type** = Plain /service
- **Gift cert.** = Prepayment
- **Default Qty.** = 1

<< Item: P2 v3 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo.../yld\_artikkel.asp?order1=KOOD&order2=NIMI&kood=P2

CloseNewCopyDeleteSaveCreate itemsMailPrintF<<>>(choose action)Status: View

Event

☒ Item☐ Price formula☐ Changes☐ Changes☐ Purchase items☐ Sale items☐ Min/Max level☐ Accounts☐ Related items☐ Packages☐ Price groups

GENERAL ITEM INFORMATION

CODEP2ClassPREPAYMENTTypePlain/serviceAuto SN

Bar codeStockObjectSerial noSerialnumber

NamePrepayment (purchase)ProjectSN class

WarningVariantNoSN rule

DescriptionUser

URLColour in reportsFFFFFFBest before mandatory

SALES

Sale price 0ClosedGift certprepaymentZero credit

Package 1Package 2

NP% 0.00WarrantyMin level 0Max level 0

Markup% 0.00Joint ItemRental itemShelf

Max discountStrictABCclassMatrix

UnitPriority 2Default Qty1Points

5.2. Creating a prepayment purchase invoice

Select the appropriate purchase prepayment item in the row, when creating a purchase invoice

<< Purchase invoice 100751 v3 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo.../or\_arve.asp?number=100751&retevent=0&hoiatus=8&m=&clr1=1

CloseNewCopySaveMailPrintFUnconfirm<<>>StatusConfirmedLOGOUT

Credit?TransactionPaymentCashOUTEventStock Receipt

Number100751

Supplier1176OU STAFORD & KOVAT Reg NoEE100375745Suppliers invoice010123

PayeeVAT Reg NoSurvey

Invoice date01.01.2023UserTRIINPBank code

Payment terms7ObjectBank account/IBANEE031010022088199008

Due date08.01.2023Cred account212211Ref.

Op. date01.01.2023ProjectAsset

VAT DateOrigin CountryEE (Eesti)Deal type

Received09.02.2023Type(choose type)Status(choose status)

ReclamationRecl. description

CommentPrepayment for service

Int comment

MainProceedingDataFields

Purchase orderS.Receipt

Credited invoiceInternal Invoice

Expence

Split by resources

e-mail

Last changed by:09.02.2023 12:01:14

Paste RecipeBulk Insert...

CurrencyEURVAT total0.00Total1000.00Dividable sumPrepayment0.00

Rate1Rounding0Total1000.00DifferenceBalance1000.00

NoAccountkorrkontoObjectProjectUserDescriptionTotalVAT code VATItemQtyStockIDSNPID

1114501Prepayment (purchase)1000.0000.00P21PRE.1

2

Purchase ledger before the purchase prepayment invoice payment

https://wiki.directo.ee/

Printed on 2025/07/28 19:03



### Purchase Ledger

Supplier

Time

Range

Class

D account

Object

PP account

Divide

x

Currency

Precision

☐ only overdue
☐ By Transaction time
☐ Currency
☐ Supplier Data
☐ Invoice project
☐ Invoice object
☐ D account

Total 
☐ Overlaps are possible
Sorted by

**Supplier: 1176 OÜ STAFORD & KO**

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days
100751	010123	01.01.2023	08.01.2023	7	-1 000.00	-32
Unpaid prepayment invoices					1 000.00	
PREPAYMENT :					0.00	
Supplier balance					0.00	
Total unpaid					-1 000.00	
Total prepayment					1 000.00	
Total balance					0.00	
Total overdue					0.00	

### Purchase ledger after the purchase prepayment invoice payment

### Purchase Ledger

Supplier  Time  Range  Class  D account

Object  PP account  Divide  x  Currency  Precision

☐ only overdue ☐ By Transaction time ☐ Currency ☐ Supplier Data ☐ Invoice project ☐ Invoice object ☐ D account

Total  ☐ Overlaps are possible Sorted by

(Supplier Datafield)   
 (Supplier Datafield)   
 (Supplier Datafield)   
 (Purchase invoice Datafield)

---

Supplier: 1176 OÙ STAFORD & KO

Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days
PREPAYMENT :						
Supplier balance						1 000.00
Total unpaid						0.00
Total prepayment						1 000.00
Total balance						1 000.00
Total overdue						0.00

### 5.3. Using a purchase prepayment item

### 5.3.1. Create a purchase invoice and fill the expense

[illegible]

5.3.2. Choose a suitable prepayment

Click on **Prepayment** and select the purchase invoice that you use for prepayment and double-click on the **Selected** field. The selected prepayment is placed on the purchase invoice row

Currency: EURVAT total: 0.00Total: 0.00Dividable sum: 1. Prepayment: 0.00

Date	Document	Suppliers invoice Comment	PreID Item	Description	SN	Object Project	Subtotal VAT code	Total w/VAT	Used	Selected
01.01.2023	Purchase invoice 100751	010123	Prepayment for service	P2		Prepayment (purchase) PRE.1	1000.00	0	1000.00	0.00
									2.	1000.00

Rate: 1Rounding: 0.00Total: 0.00Difference:Balance: 0.00

No	Account	korrkonto	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1	525102					Audit costs	1000.00	0	0.00		0			
2	114501					Ettemaksed varude eest	-1000.00	0	0.00	P2		1		PRE.1

The prepayment disappears from the purchase ledger

Purchase Ledger

Supplier: 1176Time:Range:Class:D account:(Supplier Datafield)

Object:PP account:Divide:00xCurrency:Precision:0.01(Supplier Datafield)

☐ only overdue☐ By Transaction time☐ Currency☐ Supplier Data☐ Invoice project☐ Invoice object☐ D account(Supplier Datafield)

Total:Overlaps are possible:Sorted by:SupplierInvoice NoPrintREPORT(Purchase invoice Datafield)

Supplier balance 0.00

Total unpaid	0.00
Total prepayment	0.00
Total balance	0.00
Total overdue	0.00

5.4. Why can't the purchase invoice be confirmed?

5.4.1. Confirming a prepayment on a purchase invoice gives an error if there are prepayments with pluses and minuses

Invoice save 100752 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo\_/or\_arve\_save.asp?new=0

Confirm process remarks

Prepayment Invoice must have only Prepayment items

Back

When using a prepayment item on the purchase invoice, only either the prepayment item or the prepayment with a minus sum can be used to cover the cost.

On one purchase invoice must not be used one prepayment and then use the next prepayment. For this create two separate purchase invoices.

Last changed by: 09.02.2023 15:34:10 Paste Recipe Bulk Insert...

Currency	EUR	VAT total	0.00	Total	2000.00	Dividable sum	Prepayment	0.00
Rate	1	Rounding	0.00	Total	2000.00	Difference	Balance	2000.00

☐ ☐ ☐ ☐ Should not be used at the same time

No	Account	korrkonto	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID
1	525102					Audit costs	1000.00	0	0.00		0	
2	114501					Prepayment (purchase)	-1000.00	0	0.00	P2	1	
3	114501					Prepayment (purchase)	2000.00	0	0.00	P2	1	

## 6. Examples

### 6.1. Using additional account fields

Account fields and additional fields can be displayed on the purchase invoice as much as necessary. 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.

No	Account	korrkonto	tasemed	Transaction objects	Object	Project	User	Description
1								
2								

## 6.2. Prepayment use

If you enter the sum directly in the Prepayment field, the prepayments will be linked to the purchase invoice in the order of the date after confirmation.

If there are multiple prepayments and you want to link one specific prepayment sum, then:

- press Prepayment
- prepayment list, that can be used, opens
- it is possible to enter manually or by double-clicking in the prepayment list field Selected the sum that is wanted to link to the purchase invoice.
- if there are multiple prepayments, you can choose which prepayment line to use. It is also possible to use several prepayments at once.

Last changed by: JANE 04.06.2022 13:06:57									
Paste Recipe Bulk Insert									
Currency	EUR	VAT total	9.61	Total	105.66	Orig. Subtotal	96.06	Dividable sum	115.27
Date	Document	Vendors invoice	Comment	Item	Description	SN Object	Project	Subtotal VAT code	Total w/VAT
01.03.2022	Payment	220018						279.93	279.93
08.04.2022	Payment	220022						500.00	500.00
								Used	Selected
								272.84	7.09
								0.00	108.18
								Prepayment	
								115.27	

## 7. Questions

### 7.1. 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:

Kinnitamisel tekkinud segadused

Real 1 ETTE.4 sama SN-ga ettemaks on topelt

Tagasi

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

## 7.2. The comment does not change on the confirmed purchase invoice transaction

It is possible to change the confirmed purchase invoice, if the user group of the changer has the right „Confirmed“ in the purchase invoice „**Confirm**“ column.

It is possible to change change the header object, project and comment. The financial transaction also changes.

Change group rights "Superkasutaja"

Save

View changelog

Copy other groups rights

Documents

Reports

Setting

Other

Delete row

<input type="checkbox"/>	NO	Module	Name	How	Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders	Print	Points
<input type="checkbox"/>	58	oarve	Purchase invoices	all	All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confirmed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	

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