# Sisukord

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# **Purchase invoice**

100324											
Vendor 1015	MarkIT Ees	ti AS		-	No EE10026874	Vendor	invoice 28042	2	-		
Bill to				VAT Reg			Survey				
					Main	Proceeding	O DataFields				
Invoice date			TRIINP	Bank code				Purchase order			
Payment terms		Object			111111111111111	1111111111	_	S.Receip			
Due date		Cred account	212211	Ref.			-	Credited invoice			
Op. date	28.04.2022	Project		Asset	-			Internal Invoice		_	
VAT Date		Origin Country					~	Expence	9		
Received	28.04.2022	Туре	(choose type) 🗸	Status	(choose status)	~					
Reclamation		Recl. description							On the base of the second		
		recon decomption							Split by resource	es	
Comment Int comment								e-mai		9S	
Int comment	P 28.04.2022 09:18:15			F	Paste Recipe	Bulk Insert		e-mai		15	
Int comment	P 28.04.2022 09:18:15 VAT total		Total	F 97.50 Dividable s			yment	e-mai		15	
Int comment		19.50	Total Total		um	Prepa	yment slance			15	
Int comment	VAT total	19.50		97.50 Dividable s	um	Prepa	lance	0.00		15	
Int comment ast changed by: TRIIN Rurrency EUR Rate	VAT total 1 Rounding	19.50	Total	97.50 Dividable s	um nce	Prepa Bi	alance AT code VAT	0.00 117.00			PID

# 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 vendor and the purchase invoice.
- **Data from e-invoice** opens Dokumentide transpordi register from where you can select an einvoice 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
- **Vendor** vendor code. Can be selected from vendors registry by double-clicking or using Ctrl+Enter
- VAT Reg No vendors VAT registration number
- Vendors invoice Vendors invoice number
- **Bill to** vendor code to whom the purchase invoice is paid. Should be filled if it differs from the vendor code of the purchase invoice
- VAT Reg No bill to vendor 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 Object**(s) or financial dimension(s) 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 vendor card, if debt account is filled on vendor 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 vendor'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 kernel 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
Payment term is highlighted when differs from the supplier's one
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		
Activ	e columns			
To chan	ge 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	<b>O O</b>

# 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

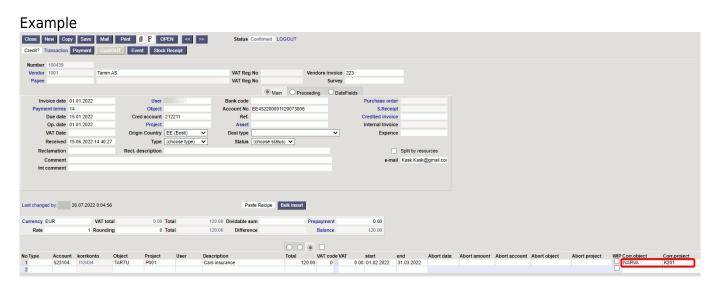
	100325	Date 19.04.2		Turnover 112	112				
Description	Periodiseeritud	1132 If P&C Ins	urance AS//190422	Difference 0					
Creator TRIII	NP 28.04.2022	11:39:21 Last c	hanged by: TRIINP 28.04.2022 11:39:21 B	ulk Insert Paste Recipe	Split from	Resources			
			_		۲	0			
O Account	Object	Project	Description	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
0 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
3 523104	321MST		Periodiseeritud Car insurance	9.33			01.09.2022		1132
4 113434	321MST		Periodiseeritud Car insurance	-9.33			01.09.2022		1132
5 523104	321MST		Periodiseeritud Car insurance	9.33			01.10.2022		1132
6 113434	321MST		Periodiseeritud Car insurance	-9.33			01.10.2022		1132
7 523104	321MST		Periodiseeritud Car insurance	9.33			01.11.2022		1132
8 113434	321MST		Periodiseeritud Car insurance	-9.33			01.11.2022		1132
9 523104	321MST		Periodiseeritud Car insurance	9.33			01.12.2022		1132
0 113434	321MST		Periodiseeritud Car insurance	-9.33			01.12.2022		1132
1 523104	321MST		Periodiseeritud Car insurance	9.33			01.01.2023		1132
2 113434	321MST		Periodiseeritud Car insurance	-9.33			01.01.2023		1132
3 523104	321MST		Periodiseeritud Car insurance	9.33			01.02.2023		1132
4 113434	321MST		Periodiseeritud Car insurance	-9.33			01.02.2023		1132
5 523104	321MST		Periodiseeritud Car insurance	9.33			01.03.2023		1132
6 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

9/14

Purchase invoice

# 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.



Finance transaction

2025/07/29 11:00

ast t	update:	2022/0	07/26 0	9:54	en:or_arve		https://wiki	.directo.e	e/en/or_arv	e?rev=165	8818452
inan	ce - Trar	nsactior	n OST: 10	0439 saved		Last changed	by (26.07.2022 at 09	:52:32) <b>1</b> 9			
Туре	Number		Date	Reference	Description	De	bit	p			
OST		100439	01.01.2022	<b></b>	Period. 1001 Tamm AS//223		120				
Credit		Difference									
	120	0									
Copy sele	ection Delete		Bulk Insert	Paste Recipe ] Split from	Resources						9 X /
		selection		Paste Recipe Split from	Resources	۶ Debit	F Credit F Currence	チ Rate チ	Cur. Debit 🥓 C	Cur. Credit & Supplier	ッエチ チ Date へ
	ection Delete	selection	≁ Project		Resources						
No.	ection Delete	e selection ≁ Object	<ul><li>≁ Project</li><li>&gt; Search</li></ul>	> Description	Resources		> Search > Search			Cur. Credit 🤌 Supplier	Date ^     Search
No.	Pection Delete	<ul> <li>selection</li> <li>≁ Object</li> <li>→ Search</li> </ul>	Project     Search     P001	<ul> <li>Description</li> <li>Search</li> </ul>	Resources	> Search	> Search > Search EUR		h > s	Cur. Credit & Supplier Search > Search	<ul> <li>✓ Date ^</li> <li>&gt; Search</li> <li>01.02.2022</li> </ul>
No.	2 523104 Delete	Selection     Object     Search     TARTU	<ul> <li>Project</li> <li>Search</li> <li>P001</li> <li>K201</li> </ul>	Pescription     Search Period. Cars insurance	Resources	> Search 60.00	> Search > Search EUR EUR		h > s 60.00	Cur. Credit & Supplier Search > Search 1001	P         Date ^           > Search         01.02.2022           01.02.2022         01.02.2022
No.	P Account           > Search           2           523104           4	Selection     Pobject     Search     TARTU     NARVA	<ul> <li>✓ Project</li> <li>&gt; Search</li> <li>P001</li> <li>K201</li> <li>P001</li> </ul>	Pescription     Search Period. Cars insurance Period. Cars insurance	Resources	> Search 60.00 -60.00	> Search > Search EUR EUR EUR		h > s 60.00 -60.00	Cur. Credit    Search  Search  Search  Search  1001  1001	➢ Date ∧ > Search 01.02.2022 01.02.2022 01.03.2022
No.	Account           > Search           2           4           113434           3	<ul> <li>Selection</li> <li>Search</li> <li>TARTU</li> <li>NARVA</li> <li>TARTU</li> </ul>	<ul> <li>✓ Project</li> <li>&gt; Search</li> <li>P001</li> <li>K201</li> <li>P001</li> </ul>	Description     Search Period. Cars insurance Period. Cars insurance Period. Cars insurance	Resources	> Search 60.00 -60.00 60.00	> Search > Search EUR EUR EUR		h > s 60.00 -60.00 60.00	Cur. Credit & Supplier Search > Search 1001 1001 1001	<ul> <li>Date ^</li> <li>Search</li> <li>01.02.2022</li> <li>01.02.2022</li> <li>01.03.2022</li> </ul>
□ No.	Account           > Search           2         523104           4         113434           3         523104           5         113434	<ul> <li>Selection</li> <li>Search</li> <li>TARTU</li> <li>NARVA</li> <li>TARTU</li> </ul>	<ul> <li>✓ Project</li> <li>&gt; Search</li> <li>P001</li> <li>K201</li> <li>P001</li> <li>K201</li> </ul>	Description     Search Period. Cars insurance	Resources	> Search 60.00 -60.00 60.00	Search Search EUR EUR EUR EUR EUR 120.00 EUR		h > s 60.00 -60.00 60.00	Cur. Credit Search Search 1001 1001 1001 1001 1001	≁ Date ^

## 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:

Close Ne Credit? Tra			Mail Print 🕖 CashOUT Event	F OPE Stock F		St	Confirmed	LOGOUT								
Number 1	00325															
Vendor 1	132	lf	P&C Insurance AS			VA	TReg No EE1003	305320 Venc	ors invoice	190422						
Bill to						VA	T Reg No		Survey		_					
							• Ma	ain O Proceedin	g O DataF	Tielde						
Invei	ce date 19	04 2022		User T	DUND	Bank				Purchase	a and an					
	it terms 7	0.04.2022		Object	RIINE		nt No 2210035575	0	-		Receipt					
	ue date 26	04 2022		count 2	10011	Accou	Ref.	00	-	Credited i			_			
	Dp. date 19			Project	12211	_	Asset		-	Internal I						
	AT Date	0.04.2022	Origin Co		EE (Eesti)		type		~		kpence		_			
	eceived 28	04 2022	origin co		choose type)		tatus (choose sta	tur) at	•	L/	cpence					
		0.04.2022	Bud down		choose (ype)	<u> </u>		ilus) 👻			- 0-lit					
	amation		Recl. descr	nption					-		- ·	by resour	ces			
	omment								_		e-mail					
Int co	omment															
Last changed		28.04.2022	12-14-27				Paste Recipe	Bulk Insert								
, Last changed	by. rixina	20.04.2022	12.14.27				T aste Recipe	Duik msert								
Currency El	JR	VA	AT total	0.00 <b>T</b>	otal	112.00 Divid	able sum	Pre	ayment	0.00						
Rate		1 Roi	unding	0 1	otal	112.00	ifference		Balance	112.00						
								$\bigcirc \bigcirc \bigcirc$								
No Type	Account	korrkonto	tasemed	Object	Project	User	Description		Total	VAT code VAT	star	t	end	Abort date	Abort amount	Abort account
	523104	113434		321MST			Car insurance		112		0.00 25.0		24.04.2023			
1	323104	110404		52 milori			our mourance		112.	00 12	0.00 20.0					

**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:

Purch	ase	invoice	2:											
Close Ne	ew Cop	Save Mai	il Print 🛛 <b>F</b> C	)PEN << >	> Statu	s Confirmed LOGOU	т							
Credit? Tra	ansaction		shOUT Event Stoc	ck Receipt	-									
Number 1	00325													
Vendor	132	If P&	C Insurance AS			eg No EE100305320	Vendors	invoice 1904	422					
Bill to					VATR	eg No		Survey						
						Main	Proceeding	ODataField	s					
Invo	ice date	9.04.2022	User	TRIINP	Bank coo				Purchase	order				
Paymer	nt terms 7		Object		Account N	o 22100355756			S.Re	ceipt				
۵	ue date 💈	6.04.2022	Cred account	212211	Re	ıf.			Credited in	roice				
C	Dp. date	9.04.2022	Project		Ass	et			Internal Inv	oice				
V	AT Date		Origin Country	EE (Eesti)	✓ Deal type	e		~	Exp	ence				
R	eceived 2	8.04.2022	Туре	(choose type)	✓ State	IS (choose status) 🗸								
Recla	amation		Recl. description							Split by resource	rces			
Co	omment								e	-mail				
Int co	omment													
Last changed	by: TRIIN	P 28.04.2022 12:0	06:49			Paste Recipe Bull	k Insert							
. J														
Currency E	JR	VAT to	otal 0.00	Total	112.00 Dividabl	e sum	Prepayn	nent	0.00					
Rate		1 Round	ling O	Total	112.00 Diffe	rence	Bala	nce	112.00					
						0	$\bigcirc$ $\bigcirc$ $\square$							
No Туре	Account		tasemed Objec			scription			VAT code VAT	start	end	Abort date	Abort amount	
1	523104	113434	321M	ST	Ca	ir insurance		112.00	12	0.00 25.04.2022	24.04.2023	03.04.2023	5,4	8 113491
2														

#### Transaction:

	00325	Date 19.04.		Turnover 112	11	2				
Description F	Periodiseeritud	1132 If P&C In:	surance AS//190422	Difference 0						
Creator TRIIN	IP 28 04 2022	12:06:49 Last	changed by: TRIINP 28.04.2022 12:06:49	Bulk Insert Paste Recipe	Split from	n Resources				
					۲	0				
NO Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
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	
113434	321MST		Periodiseeritud Car insurance	-9.33			01.09.2022		1132	
15 523104	321MST		Periodiseeritud Car insurance	9.33			01.10.2022		1132	
6 113434	321MST		Periodiseeritud Car insurance	-9.33			01.10.2022		1132	
7 523104	321MST		Periodiseeritud Car insurance	9.33			01.11.2022		1132	
8 113434	321MST		Periodiseeritud Car insurance	-9.33			01.11.2022		1132	
9 523104	321MST		Periodiseeritud Car insurance	9.33			01.12.2022		1132	
20 113434	321MST		Periodiseeritud Car insurance	-9.33			01.12.2022		1132	
1 523104	321MST		Periodiseeritud Car insurance	9.33			01.01.2023		1132	
2 113434	321MST		Periodiseeritud Car insurance	-9.33			01.01.2023		1132	
3 523104	321MST		Periodiseeritud Car insurance	9.33			01.02.2023		1132	
4 113434	321MST		Periodiseeritud Car insurance	-9.33			01.02.2023		1132	
5 523104	321MST		Periodiseeritud Car insurance	9.33			01.03.2023		1132	
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	



- 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

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	<b>O O</b>
4.	TRANSACTION OBJECTS	•	Objekt	10	<b>0 0</b>
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, DAVI			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.

	· · · · · · · · · · · · · · · · · · ·	ct Project	User	Description	Total
1 511105 Only to P	PROD department PRO	D		Production materials	6000.00

• several fields at once - as many fields as needed can be selected and in any order.

#### **5.2. 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 <u>Prepayment</u>
- prepayment list, that can be used, opens
- it is possible to enter manually or by double-clicking in the prepayment list field <u>Selected</u> 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	Paste Recipe Bulk Insert						
Currency	EUR	VAT total	9.61 Total	105.66 Orig. Su	btotal	96.06 Dividable su	ım	115.27 Prepayment	115.27	
Date	Document	Vendors invoice Comment Iten	n Description	SN Object Project	Subtotal VAT o	ode Total w/VAT	Used	Selected		
01.03.202	2 Payment 22001	8			279.93	279.93	272.84	7.09		
08.04.202	2 Payment 22002	2			500.00	500.00	0.00	108.18		

# 6. Questions

## **6.1.** Confirming prepayment on purchase invoice gives error message

If you want to do a prepayment on purchase invoice to the vendor, 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.

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