# Sisukord

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# **Purchase invoice**

umber 1	100324											
upplier 1	1015	Marl	kIT Eesti AS			VAT Reg	No EE10026	8742 Supp	liers invoice 280	0422		
Payee						VAT Reg	j No		Survey			
							Main		O DataFields			
Inv	oice date	28.04.2022	Use	TRIINP		Bank code	EEUHEE2X			Purchase order		
Payme	ent terms	7	Objec	HOOLDUS	1	Account No	1111111111111	111111111111		S.Receipt		
	Due date	05.05.2022	Cred account	212211		Ref.				Credited invoice		
	Op. date	28.04.2022	Projec	K202		Asset				Internal Invoice		
,	VAT Date		Origin Country	EE (Eesti)	~	Deal type			~	Expence		
	Received	28.04.2022	Туре	(choose type)	~	Status	(choose statu	s) 🗸				
Rec	clamation		Recl. description								Split by resource	s
0	Comment									e-mail		
	Comment comment											
	comment	<sup>,</sup> 08.09.2022 14	1:35:17			Pi	aste Recipe	Bulk Insert				
Int o	comment ed by:			0 Total	97.50	P: ) Dividable s			payment			
Int o	comment ed by:		f total 19.5	0 Total 0 Total	97.50 117.00	) Dividable s	sum	Prep	payment Balance	e-mail		
Int o ast change Currency E	comment ed by:	VAT	f total 19.5			) Dividable s	sum nce	Prep	Balance	e-mail		
Int o ast change Currency E	comment ed by:	VAT 1 Roun	f total 19.5			) Dividable s	sum nce	Prep O O O O VAT code VAT	Balance	e-mail		PID

# 1. Purchase invoice buttons

# 1.1. Unconfirmed purchase invoice header buttons

Close	New Copy	Confirm Save Mail	Print Delete	ÛF	<< >>	Status View	LOGOUT	۶
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 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
- **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 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 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
- **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 supplier'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 V
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 I	<b>⊙</b>
3.	OBJECT LEVELS	O.level	10	<b>O O</b>
4.	TRANSACTION OBJECTS	Objekt	10	<b>O O</b>
5.	VAT CODE	VAT	2	0 V

# 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 Con Credit? Transaction			PEN << >> Receipt	Status Cor	nfirmed LOGC	DUT				
Number 100325										
Vendor 1132	If P&C Ins	surance AS		VAT Reg	No EE1003053	320 Vendo	rs invoice	190422		
Bill to				VAT Reg I	No		Survey			
					Main	O Proceeding	O DataFie	elds		
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	) 🗸				
Reclamation		Recl. description							Split by resources	;
Comment								e-mail		
Int comment										
Last changed by: TRII	NP 28.04.2022 11:39:2	и		Pa	ste Recipe	Bulk Insert				
Currency EUR	VAT tota	I 0.00	Total	112.00 Dividable su	um	Prep	ayment	0.00		
Rate	1 Rounding	g 0	Total	112.00 Differen	ice	E	Balance	112.00		
					(					
No Type Accou		tasemed Object			ription		Total	VAT code VAT	start	end A
1 52310 2	4 113434	321M	ST	Cari	nsurance		1	12.00 12	0.00 25.04.2022	24.04.2023

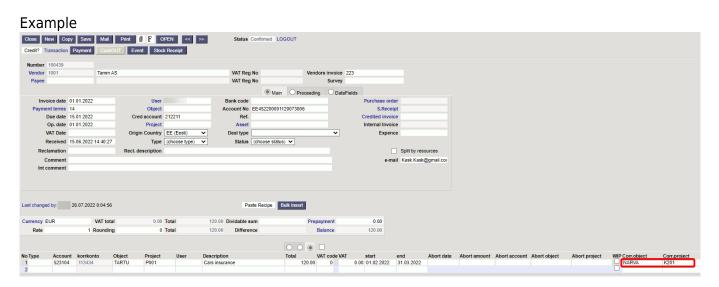
Number	100325	Date 19.04.2	022 Reference	Turnover 112	112				
Description	Periodiseeritud	1132 If P&C Ins	urance AS//190422	Difference 0					
Creator TDI	ND 28 04 2022	11-30-21   act o	hanged by: TRIINP 28.04.2022 11:39:21	Bulk Insert Paste Recipe		Resources			
	NF 20.04.2022	11.33.21 Last 0	anged by: 11(11) 20.04.2022 11.33.21	Buik Insert Paste Recipe	· · _ ·				
					۲	0			
IO 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 6 113434	321MST 321MST		Periodiseeritud Car insurance Periodiseeritud Car insurance	9.33			01.05.2022		1132 1132
7 523104	321MST		Periodiseeritud Car insurance	-9.33			01.05.2022		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
2 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 11:02

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Type	Number	100439	Date 01.01.2022		Reference	Description Period. 1001 Tamm AS//223		ebit	120	p					
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	120	0													
Copy sele	ction Delete	selection	Bulk Insert	Paste Recipe	Split from Resour	nes.									9 <b>x</b> /
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# 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	ew Cop ansaction			PEN << k Receipt	>> Status	Confirmed LOGOU	т							
Number 1	00325													
Vendor 1	132	If P&	C Insurance AS		VAT Reg	No EE100305320	Vendors	invoice 19042	22					
Bill to					VAT Reg	No		Survey						
						Main	Proceeding	ODataFields						
Invoi	ice date	19.04.2022	lleer	TRIINP	Bank code	C Main C	Troceeding	C Datar loids	Purchase of	der				
	nt terms		Object			22100355756			S.Rec					
		26.04.2022	Cred account		Ref.			-	Credited invo		_			
		19.04.2022	Project		Asset				Internal Invo					
	AT Date	10.01.2022	Origin Country		✓ Deal type			~	Expe		_			
		28.04.2022		(choose type)		(choose status) 🗸	1							
	amation	LOUGHLOLL	Recl. description		· ·	(choose status)	1			Split by resou	1000			
			Reci. description							- · ·	les			
	omment omment							-	e-i	nail				
in co	Jinnent													
Last changed	by: TRIIN	VP 28.04.2022 12:1	14:27			Paste Recipe Bulk	k Insert							
Currency EL	UR	VAT t	otal 0.00	Total	112.00 Dividable s	um	Prepayn	nent	0.00					
				Total	112.00 Differe	nce	Bala	ance	112.00					
Rate		1 Round	ing 0	Iotai										
Rate		1 Round	<b>ung</b> 0	iotai										
Rate		1 Round	ing 0	Iotai		0								
Rate No Type	Accoun	1 Round	tasemed Object			ription		otal V	AT code VAT	start	end	Abort date	Abort amount	Abort account
	Accoun 523104	it korrkonto		t Project	User Desc			otal V/ 112.00		start 0.00 25.04.2022	<b>end</b> 24.04.2023	Abort date	Abort amount	Abort 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:

Purcha	ise inv	oice:														
Close New Credit? Trans	Copy Sa saction Payme			PEN << k Receipt	>>	Status Confirmed	LOGOUT									
Number 100	0325															
Vendor 113	32	If P&C Insu	rance AS			VAT Reg No EE10	0305320	Vendors	nvoice 19	)422						
Bill to						VAT Reg No			Survey							
						۲	Main O Pro	ceeding	O DataFiel	ds						
Invoice	e date 19.04.20	22	User	TRIINP	В	ank code		9		Purchase	order					
Payment f	terms 7		Object		Ac	count No 22100355	5756			S.R	eceipt					
Due	e date 26.04.20	22	Cred account	212211		Ref.				Credited in	nvoice					
Op	date 19.04.20	22	Project			Asset				Internal I	nvoice					
	Date		Origin Country			Deal type			~	Ex	pence					
Rec	eived 28.04.20	22	Туре	(choose type)	~	Status (choose	status) 🗸									
Reclam	nation		Recl. description									Split by resour	rces			
Com	nment										e-mail					
Int com	nment															
Last changed b	V TRUNP 28.04	2022 12:06:49				Paste Rec	ipe Bulk Ins	ert								
, .	y. manar 20.04	2022 12:00.43				T date ride	Duik ins	icit								
Currency EUR	2	VAT total	0.00	Total	112.00	ividable sum		Prepayn	ent	0.00						
Rate		1 Rounding	0	Total	112.00	Difference		Bala	nce	112.00						
							0 0									
	Account korr		emed Object		t User	Description		To	tal	VAT code VAT		start	end	Abort date	Abort amount	
						Car insurance			112.00	12		25.04.2022	24.04.2023	03.04.2023	5,46	8 113491
	523104 1134	134	321M5	51												

Periodized	REVERSE T	RANSACTION	MINUS TRANSACTION Open original	Changes						
Number 1	00325	Date 19.04.1	2022 Reference	Turnover 112	112					
Description F	eriodiseeritud	1132 If P&C In:	surance AS//190422	Difference 0						
Creator TRIIN	P 28.04.2022	12:06:49 Last	changed by: TRIINP 28.04.2022 12:06:49	ulk Insert Paste Recipe	Split from	Resources				
O Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resourc
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	
2 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	<b></b>
0 113434	321MST		Periodiseeritud Car insurance	-9.33			01.12.2022		1132	
1 523104	321MST		Periodiseeritud Car insurance	9.33			01.01.2023		1132	1
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	
7 523104	321MST		Periodiseeritud Car insurance	2.02			01.04.2023		1132	
8 113434	321MST		Periodiseeritud Car insurance	-2.02			01.04.2023		1132	
9 113434	321MST		Periodiseeritud Car insurance	-5.48			03.04.2023		1132	
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	<b>0 0</b>
3.	OBJECT LEVELS	O.level	10	<b>O O</b>
4.	TRANSACTION OBJECTS	Objekt	10	00
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 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.

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