

# 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>	7
4.1. Periodization methodology	7
4.2. Automatic purchase invoice periodization	8
4.3. Automatic purchase invoice periodization - different objects / projects in the accounts	9
4.4. Periodization abort	10
4.4.1. Settings	10
4.4.2. Use	11
<b>5. Examples</b>	13
5.1. Using account fields	13
5.2. Prepayment use	14
<b>6. Questions</b>	14
6.1. Confirming prepayment on purchase invoice gives error message	14



# 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

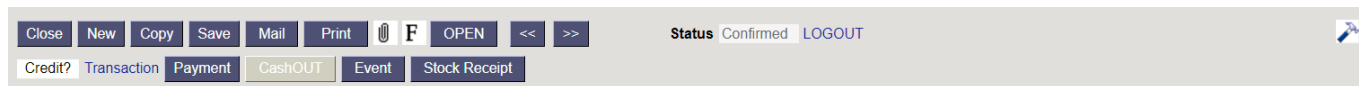
Event Stock Receipt Data from e-invoice

- **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** - [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
- **Expen** - 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

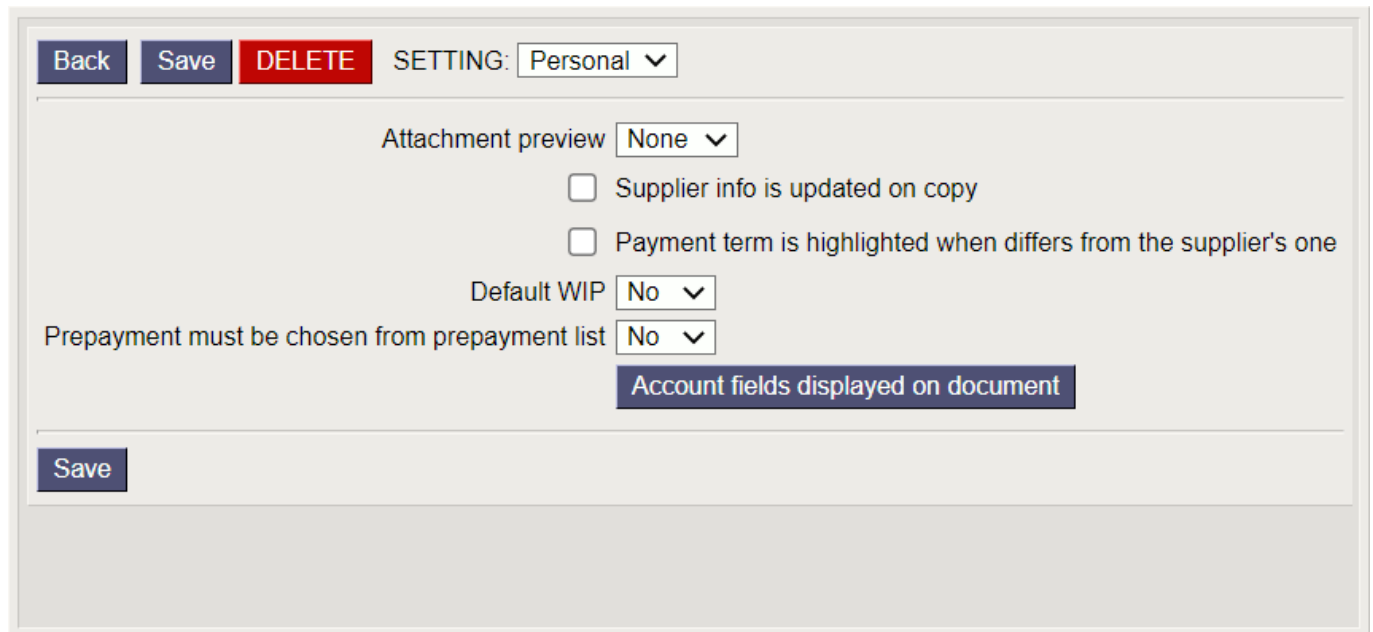
## 2.2. Row fields

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



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


**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 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 ☐ Split by resources  
Comment e-mail  
Int comment

Asset: AUTO13  
Last changed by: 28.04.2022 12:57:41 Paste Recipe Bulk Insert

Currency	VAT total	Total	Dividable sum	Prepayment
EUR	0.00	112.00		0.00
Rate	1 Rounding	Total	Difference	Balance
	0	112.00		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) Expende  
 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:

The screenshot shows the Directo software interface for a purchase invoice. The form includes fields for invoice number (100325), supplier (1132), VAT Reg No (EE100305320), and suppliers invoice (190422). It also has sections for invoice date (19.04.2022), payment terms (7), due date (26.04.2022), and received date (28.04.2022). The form is divided into tabs: Main, Proceeding, and DataFields. The Main tab is selected, showing fields for Bank code, Account No, Ref., Asset, Deal type, Status, and various other details. At the bottom, there is a table with columns for 'No', 'Type', 'Account', 'korrkonto', 'Object', 'Project', 'User', 'Description', 'Total', 'VAT code', 'VAT', 'start', 'end', and three columns for 'Abort date', 'Abort amount', and 'Abort account' which are highlighted with a red box.

No	Type	Account	korrkonto	Object	Project	User	Description	Total	VAT code	VAT	start	end	Abort date	Abort amount	Abort account
1		523104	113434	321MST			Autode kindlustus	112.00	12	0.00	25.04.2022	24.04.2023			
2															

**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:

Transaction:

Attention:

- 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	↑ ↓
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.

## 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 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	Used	Selected	Prepayment
01.03.2022	Payment220018				279.93	279.93	272.84	7.09	115.27
08.04.2022	Payment220022				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.

From:  
<https://wiki.directo.ee/> - Directo Help

Permanent link:  
[https://wiki.directo.ee/en/or\\_arve?rev=1662637606](https://wiki.directo.ee/en/or_arve?rev=1662637606)

Last update: **2022/09/08 14:46**

