

# Table of Contents

<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

The screenshot shows the Directo Purchase invoice application. At the top, there is a toolbar with buttons for Close, New, Copy, Confirm, Save, Mail, Print, Delete, and others. Below the toolbar, the header contains fields for Number (100324), Supplier (1015, MarkIT Eesti AS), VAT Reg No (EE100268742), and Suppliers invoice (280422). There are also fields for Payee, VAT Reg No, and Survey. A navigation bar at the top right includes Status, View, and LOGOUT, along with a paperclip icon for attachments.

The main content area is divided into sections: **Invoice date** (28.04.2022), **Payment terms** (7), **Due date** (05.05.2022), **Op. date** (28.04.2022), **VAT Date**, **Received** (28.04.2022), **Reclamation**, **Comment**, and **Int comment**. To the right of these are fields for **User** (TRIINP), **Object** (HOOLDUS), **Cred account** (212211), **Project** (K202), **Origin Country** (EE (Eesti)), **Type** (choose type), **Bank code** (EEUHHEE2X), **Account No** (11111111111111111111111111111111), **Ref.**, **Asset**, **Deal type**, **Status** (choose status), and **Purchase order**, **S.Receipt**, **Credited invoice**, **Internal Invoice**, **Expence**. There are also checkboxes for **Split by resources** and **e-mail**.

Below the main form, there is a note about last change (08.09.2022 14:35:17) and buttons for **Paste Recipe** and **Bulk Insert**. A currency table shows EUR (Rate 1, Rounding 1) with VAT total (19.50), Total (97.50), Dividable sum (97.50), Prepayment (0.00), and Balance (117.00). At the bottom, there is a table of purchase invoice items with columns: No, Type, Account, Object, Project, User, Description, Total, VAT code, VAT, Item, Qty, StockID, SN, and PID. The first item listed is a Keyboard.

## 1. Purchase invoice buttons

### 1.1. Unconfirmed purchase invoice header buttons

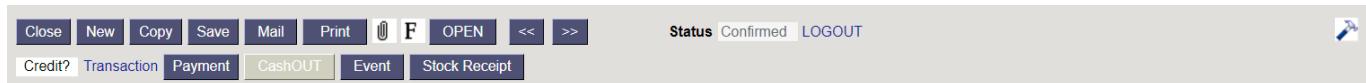
The screenshot shows the header buttons for the purchase invoice application. The buttons are: Close, New, Copy, Confirm, Save, Mail, Print, Delete, and others. Below the toolbar, there is a navigation bar with Status, View, and LOGOUT, along with a paperclip icon for attachments.

- **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
- **Expence** - 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.

Back Save DELETE SETTING: Personal 

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

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

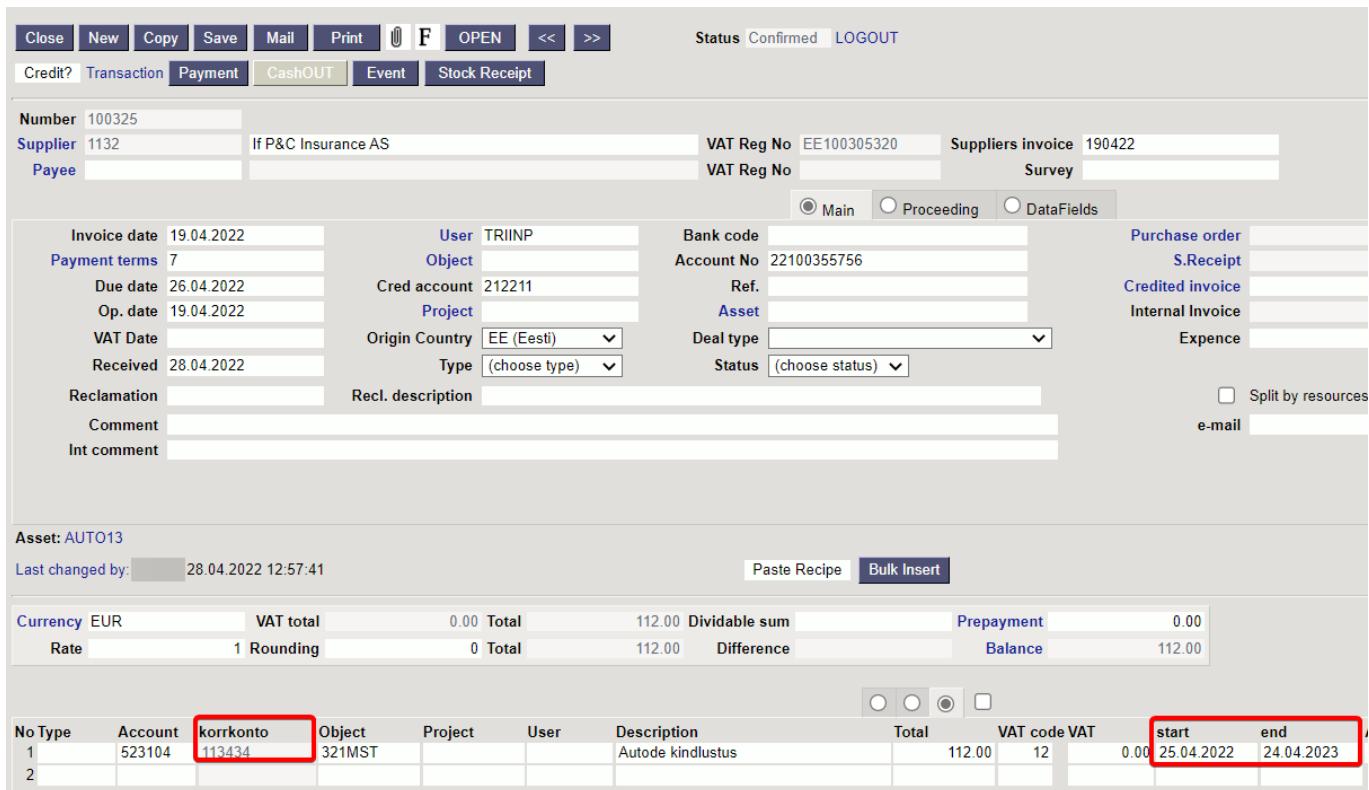
**Monthly periodization**- applies if the period is not divided into full months or the rule periodization end date + 1 = periodization start date does not apply.

## 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:



The screenshot shows the Directo Purchase Invoice Periodization interface. The main form includes fields for Number (100325), Supplier (1132), Payee, VAT Reg No (EE100305320), Suppliers invoice (190422), and various deal types. The asset section shows Asset: AUTO13 and last changed by: 28.04.2022 12:57:41. The currency table shows EUR with a rate of 1. The table at the bottom shows periodized data for a transaction with Account 523104 (korrkonto 113434), Object 321MST, and Description Autode kindlustus. The table includes columns for Type, Account, Object, Project, User, Description, Total, VAT code, VAT, start, and end. The 'start' and 'end' columns for the first row are highlighted with a red box, showing values 25.04.2022 and 24.04.2023 respectively.

Periodized REVERSE TRANSACTION MINUS TRANSACTION										There is			
Number 100325 Date 19.04.2022 Reference		Turnover 112 112		Difference 0									
Creator TRIINP 28.04.2022 11:39:21 Last changed by: TRIINP 28.04.2022 11:39:21 Bulk Insert Paste Recipe <input type="checkbox"/> 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	
<input checked="" type="radio"/> Main <input type="radio"/> Proceeding <input type="radio"/> DataFields													
Invoice date		01.01.2022		User		JANE		Bank code				Purchase order	
Payment terms		14		Object				Account No		EE452200001120073806		S.Receipt	
Due date		15.01.2022		Cred account		212211		Ref.				Credited invoice	
Op. date		01.01.2022		Project				Asset				Internal Invoice	
VAT Date				Origin Country		EE (Eesti)		Deal type				Expence	
Received		15.06.2022 14:40:27		Type		(choose type)		Status		(choose status)			
Reclamation				Recl. description								<input type="checkbox"/> Split by resources	
Comment												e-mail	
Int comment												Kask.Kask@gmail.com	
<input type="checkbox"/> Split by resources													

## Finance transaction

#### 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:

**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:

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 Payee VAT Reg No EE100305320 Suppliers invoice 190422 VAT Reg No Survey

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

Purchase order  
S.Receipt  
Credited invoice  
Internal Invoice  
Expense

Split by resources  
e-mail

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	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	03.04.2023	5.48	113491
2																

## Transaction:

Close New Copy **Delete** Mail Print Status: View Type PUR

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 12:06:49 Last changed by: TRIINP 28.04.2022 12:06:49 Bulk Insert Paste Recipe  Split from Resources

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		
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										
				Browse	Columns	View	Add	Direct	Change	Delete	Confirm		
NO	Module	Name	How										
				All	✓	✓	✓	✓	✓	✓	✓	✓	✓
58	oarve	Purchase invoices	all	All	✓	✓	✓	✓	✓	✓	✓	✓	✓

Confirmed

No

Yes

Confirmed

**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	
Invoice date	26.04.2022	Payment terms	7	User	TRIINP	Bank code	EEUHEE2X	Purchase order
Due date	03.05.2022	Op. date	26.04.2022	Object	HANS	Bank account/IBAN	11111111111111111111111111111111	S.Receipt
VAT Date		Received	26.04.2022	Cred account	212211	Ref.		Credited invoice
Reclamation				Project	PROJECT_2	Asset		Internal Invoice
Comment				Origin Country	EE (Eesti)	Deal type		Expence
Int comment				Type	(choose type)	Status	(choose status)	
<input type="checkbox"/> Split by resources e-mail: <input type="text"/>								

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	0			
2														

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

Finance - Transaction OST: 100307 Draft

Type	Number	Date	Reference	Description	Debit
OST	100307	26.04.2022		1015 MarkIT Eesti AS//260422	
Credit	Difference				
	144	0			

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

No.	Account	Description	Object	Project	Debit	Credit	Customer	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

[https://login.directo.ee/ocra\\_directo.../yld\\_artikkel.asp?order1=KOOD&order2=NIMI&kood=P2](https://login.directo.ee/ocra_directo.../yld_artikkel.asp?order1=KOOD&order2=NIMI&kood=P2)

GENERAL ITEM INFORMATION

Code **P2** Class **PREPAYMENT** Type **Plain/service** Auto SN  
 Bar code Stock Object Serial no **Serialnumber**  
 Name Prepayment (purchase) Project SN class  
 Warning Variant SN rule  
 Description User  
 Best before mandatory  
 URL Colour in reports **FFFFFF**

SALES

Sale price 0 Closed Gift cert **prepayment** Zero credit  
 Package 1 Warranty Min level 0 Max level 0  
 NP% 0.00 Joint Item Rental item Shelf  
 Markup% 0.00 ABCclass Matrix  
 Max discount Unit Priority 2 Default Qty **1** Points  
 Strict

## 5.2. Creating a prepayment purchase invoice

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

[https://login.directo.ee/ocra\\_directo.../or\\_arve.asp?number=100751&retevent=0&hoiatus=&m=&clr1=1](https://login.directo.ee/ocra_directo.../or_arve.asp?number=100751&retevent=0&hoiatus=&m=&clr1=1)

Number **100751** Supplier **1176** Payee **OÜ STAFORD & KO** VAT Reg No **EE100375745** Suppliers invoice **010123**  
 VAT Reg No Survey

Invoice date **01.01.2023** User **TRIINP** Bank code **EE031010022088199008** Purchase order **S.Receipt**  
 Payment terms **7** Object  Bank account/IBAN  Credited invoice   
 Due date **08.01.2023** Cred account **212211** Ref.  Internal Invoice   
 Op. date **01.01.2023** Project  Asset  Expence   
 VAT Date  Origin Country **EE (Eesti)** Deal type   
 Received **09.02.2023** Type **(choose type)** Status **(choose status)**  
 Reclamation  Recl. description   
 Comment **Prepayment for service**  
 Int comment

Last changed by: 09.02.2023 12:01:14 Paste Recipe Bulk Insert...

Currency	EUR	VAT total	0.00	Total	1000.00	Dividable sum	Prepayment	0.00						
Rate	1	Rounding		0	Total	1000.00	Difference	Balance	1000.00					
(radio buttons)														
No	Account	korrekto	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1	114501					Prepayment (purchase)	1000.00	0	0.00	<b>P2</b>	1		PRE.1	
2														

Purchase ledger before the purchase prepayment invoice payment

## Purchase Ledger

Supplier 1176	Time	Range	Class	D account	(Supplier Datafield)					
Object	PP account	Divide <input type="button" value="v"/> 0 x 0	Currency	Precision 0,01	(Supplier Datafield)					
<input type="checkbox"/> only overdue	<input type="checkbox"/> By Transaction time	<input type="checkbox"/> Currency	<input type="checkbox"/> Supplier Data	<input type="checkbox"/> Invoice project	<input type="checkbox"/> Invoice object	<input type="checkbox"/> D account				
Total	<input type="checkbox"/>	<input type="checkbox"/> Overlaps are possible	Sorted by	Supplier <input type="button" value="v"/> Invoice No <input type="button" value="v"/>	<input type="button" value="Print"/>	<input type="button" value="REPORT"/>				
<b>Supplier: 1176 OÜ STAFORD &amp; KO</b>										
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					
<b>PREPAYMENT :</b>					0.00					
Supplier balance					0.00					
Total unpaid					-1 000.00					
Total prepayment					1 000.00					
Total balance					0.00					
Total overdue					0.00					

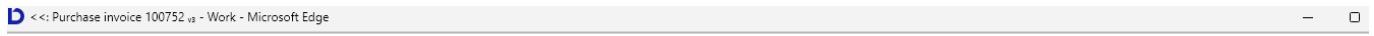
Purchase ledger after the purchase prepayment invoice payment

## Purchase Ledger

Supplier 1176	Time	Range	Class	D account	(Supplier Datafield)					
Object	PP account	Divide <input type="button" value="v"/> 0 x 0	Currency	Precision 0,01	(Supplier Datafield)					
<input type="checkbox"/> only overdue	<input type="checkbox"/> By Transaction time	<input type="checkbox"/> Currency	<input type="checkbox"/> Supplier Data	<input type="checkbox"/> Invoice project	<input type="checkbox"/> Invoice object	<input type="checkbox"/> D account				
Total	<input type="checkbox"/>	<input type="checkbox"/> Overlaps are possible	Sorted by	Supplier <input type="button" value="v"/> Invoice No <input type="button" value="v"/>	<input type="button" value="Print"/>	<input type="button" value="REPORT"/>				
<b>Supplier: 1176 OÜ STAFORD &amp; KO</b>										
Invoice No	Supplier Invoice	Invoice time	Due date	PayTerm	To pay	Days				
PREPAYMENT :					1 000.00					
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

 https://login.directo.ee/ocra\_directo/\_or\_arve.asp?number=100752&retevent=0&hoiatus=&m=&clr1=1

<input type="button" value="Close"/>	<input type="button" value="New"/>	<input type="button" value="Copy"/>	<input type="button" value="Confirm"/>	<input type="button" value="Save"/>	<input type="button" value="Mail"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>	<input type="button" value="F"/>	<input type="button" value="&lt;&lt;"/>	<input type="button" value="&gt;&gt;"/>	<input type="button" value="Status"/>	<input type="button" value="View"/>	<input type="button" value="LOGOUT"/>															
<input type="button" value="Event"/>	<input type="button" value="Stock Receipt"/>	<input type="button" value="Data from e-invoice"/>																										
Number 100752	Supplier 1176	OÜ STAFORD & KO	VAT Reg No EE100375745	Suppliers invoice 030123	VAT Reg No	Survey	<input type="radio"/> Main	<input type="radio"/> Proceeding	<input type="radio"/> DataFields	Purchase order	S.Receipt	Credited invoice	Internal Invoice	Expence														
Payee	Invoice date 03.01.2023	User TRIINP	Bank code	Bank account/BAN	EE031010022088199008	Ref.																						
	Payment terms 7	Object	Cred account	212211		Asset																						
	Due date 10.01.2023	Project	Origin Country	EE (Eesti)	Deal type																							
	Op. date 03.01.2023	Type	Type	(choose type)	Status	(choose status)																						
	VAT Date																											
	Received 09.02.2023																											
Reclamation	Recl. description																											
Comment	Service netting with prepayment																											
Int comment																												
Last changed by: 09.02.2023 15:11:20	Paste Recipe	<input type="button" value="Bulk Insert..."/>																										
<table border="1"> <tr> <td>Currency EUR</td> <td>VAT total</td> <td>0.00</td> <td>Total</td> <td>1000.00</td> <td>Dividable sum</td> <td>Prepayment <b>2.</b></td> <td>0.00</td> </tr> <tr> <td>Rate</td> <td>1 Rounding</td> <td>0.00</td> <td>Total</td> <td>1000.00</td> <td>Difference</td> <td>Balance</td> <td>1000.00</td> </tr> </table>													Currency EUR	VAT total	0.00	Total	1000.00	Dividable sum	Prepayment <b>2.</b>	0.00	Rate	1 Rounding	0.00	Total	1000.00	Difference	Balance	1000.00
Currency EUR	VAT total	0.00	Total	1000.00	Dividable sum	Prepayment <b>2.</b>	0.00																					
Rate	1 Rounding	0.00	Total	1000.00	Difference	Balance	1000.00																					
No	Account	korrekto	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID														
1	525102					Audit costs	1.	1000.00	0	0.00	0																	
2																												
3																												

### 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

The prepayment disappears from the purchase ledger

## Purchase Ledger

Supplier 1176	Time	Range	Class	D account	(Supplier Datafield)									
Object	PP account	Divide <input type="button" value="0"/> <input type="button" value="0"/>	x	Currency	Precision 0.01	(Supplier Datafield)								
<input type="checkbox"/> only overdue <input type="checkbox"/> By Transaction time <input type="checkbox"/> Currency <input type="checkbox"/> Supplier Data <input type="checkbox"/> Invoice project <input type="checkbox"/> Invoice object <input type="checkbox"/> D account						(Supplier Datafield)								
Total	<input type="checkbox"/> Overlaps are possible					Sorted by <input type="button" value="Supplier"/> <input type="button" value="Invoice No"/>	<input type="button" value="Print"/> <input type="button" value="REPORT"/> (Purchase invoice Datafield)							
<b>Supplier balance 0.00</b> <table border="1"> <tr> <td>Total unpaid</td> <td>0.00</td> </tr> <tr> <td>Total prepayment</td> <td>0.00</td> </tr> <tr> <td>Total balance</td> <td>0.00</td> </tr> <tr> <td>Total overdue</td> <td>0.00</td> </tr> </table>							Total unpaid	0.00	Total prepayment	0.00	Total balance	0.00	Total overdue	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\\_](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	korrekto	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	
4												

## 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
<b>Active columns</b>			
To change the order of columns drag it to the desired location.			
Nr	Name	Header	Width
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	Total
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	Prepayment	
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	272.84	7.09	115.27
08.04.2022	Payment	220022					500.00	500.00	0.00	108.18	

## 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 tekinud 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"													<a href="#">Save</a>	<a href="#">View changelog</a>	<a href="#">Copy other groups rights</a>			
		Documents	Reports	Setting	Other													
		<a href="#">Delete row</a>																
□	NO	Module	Name	How		Browse	Columns	View	Add	Direct	Change	Delete	Confirm	Attachments	Folders	Print	Points	
□	58	oarve	Purchase invoices	all	<a href="#">All</a>	<input checked="" type="checkbox"/>	<a href="#">Confirmed</a>	<input checked="" type="checkbox"/>										

From:

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



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[https://wiki.directo.ee/en/or\\_arve?rev=1679033769](https://wiki.directo.ee/en/or_arve?rev=1679033769)

Last update: **2023/03/17 08:16**