

Sisukord

Purchase invoice (new design!)

GENERAL OVERVIEW

USING THE PURCHASE INVOICE

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Purchase invoice (new design!)

The guide for the old purchase invoice document can be found [HERE...](#)

The purchase invoice document is located at Purchase → DOCUMENTS → **Purchase invoices**

Purchase invoice DOKSEERIA New

Create: Stock Receipt Payment Cash Out Credit Note

Supplier: Supplier name: VAT Reg No: Suppliers invoice:

GENERAL INFO

Invoice date: 28.10.2026 12:06:15 Payment terms: 10 Due date: Op. date: 28.10.2026 12:06:15 Object:

Bank code: Bank account/IBAN: Ref.: Cred account: 212211 Credited invoice:

Comment: Int comment:

DATAFIELDS

TOTALS

Total: 0 VAT total: 0 Total: 0 Balance: 0 Currency: EUR Rate: 1

Prepayment: Rounding: 0 Use prepayment Add to rounding

Bulk Insert... Paste Recipe... Split by resources | Create: FA LVA | Add: FA LVA

No.	Account	Object	Description	Total	VAT code	VAT	Subtotal
1							
2							

New features on the new purchase invoice

The new design makes your work more flexible, faster and more transparent. Read more [HERE](#). In addition, the new purchase invoice has these new and updated features:

- Fixed assets and low-value assets can be created from **several rows**, or a value correction can be added from several rows
- Exchange rate based on the **Op. date**
- New **prepayment window**
- New **balance window**
- Changed **payment schedule** button
- New fields **E-invoice sum and E-invoice total**



Still in development

Not all features have been moved to the new design yet, and some actions work slightly differently. Be careful when using it and make sure that everything on the new document works as you expect. The following features of the old document are not yet available on the new document:

- Stopping the periodization
- Changing the periodized object/project
- Taking into account the mandatory or recommended settings of [required fields](#)

GENERAL OVERVIEW

GENERAL PRINCIPLES OF THE NEW PURCHASE INVOICE VIEW

How to navigate the new purchase invoice and customise it to suit your needs. What options are available in the purchase invoice view settings.

PURCHASE INVOICE BUTTONS AND FIELDS

A detailed description of the purchase invoice header and row fields and buttons.

USING THE PURCHASE INVOICE

PURCHASE INVOICE PERIODIZATION

How to start automatic periodization on a purchase invoice, which methods are used and how to cancel the periodization if needed.

AUTOMATING E-INVOICE POSTING

In Directo, the process of turning a received e-invoice into a purchase invoice can be automated fully (from creation to automatic confirmation) or in selected steps.

PURCHASE INVOICES AND PREPAYMENTS

How to create a purchase prepayment invoice and use a prepayment on a purchase invoice.

PURCHASE INVOICE PROCEEDING

Setting up purchase invoice proceeding, options and examples.

PURCHASE INVOICES IN FOREIGN CURRENCY

The basics of recording, paying and offsetting with prepayments purchase invoices in foreign currency.

VAT ON PURCHASE INVOICES

Automatic check of calculated and entered VAT amounts on rows. Recording purchase invoice VAT in a period different from the purchase invoice. Reporting purchase invoices in Annex B of the VAT return (KMD INF B).

CREATING SALES INVOICES FROM PURCHASE INVOICES VIA RESOURCES

In Directo, sales invoices can be created from purchase invoices via resources. This is useful when a customer has to be invoiced for purchased items used in providing a service.

CREATING FIXED ASSETS AND LOW-VALUE ASSETS FROM A PURCHASE INVOICE

From a confirmed purchase invoice, you can start creating a fixed asset or low-value asset card, or add an additional amount.

PURCHASE INVOICE AMOUNTS: CHECKING, ALLOCATION AND PAYMENT TRACKING

How to check that purchase invoice amounts match the supplier's invoice, allocate amounts from resources, split payment into instalments with a payment schedule and track how the balance is formed.

GOOD TO KNOW

CONFIRMING A PURCHASE INVOICE

What the purchase invoice journal entry looks like, the most common check messages on confirmation and how to change a confirmed purchase invoice.

From:

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

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https://wiki.directo.ee/en/or_arve?rev=1793182140

Last update: **2026/10/28 12:09**

