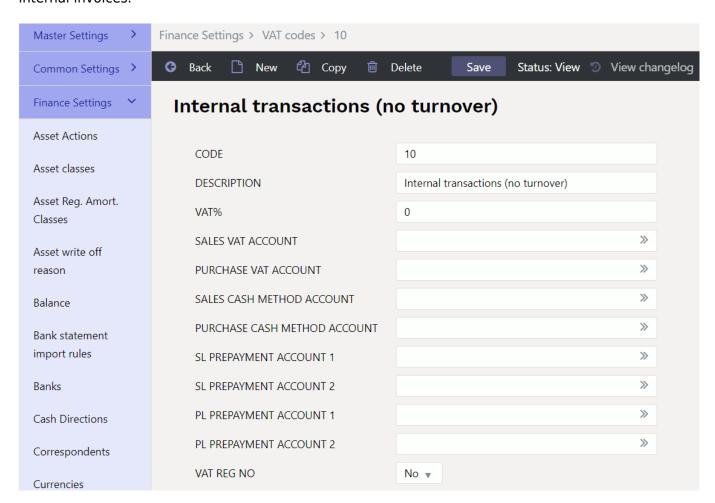# Table of Contents

INTERNAL INVOICE

1. Settings

1.1. System settings

- `Internal Invoice rows are copied to Purchase Invoice - No/Yes.` The setting is NO by default. If the setting is YES, then the Purchase invoice rows, generated from the internal invoice, corresponds to the sale invoice rows and the purchase invoice rows content are the sale invoice row content. Internal invoice purchase account of internal invoice row item/class becomes the purchase invoice row account. If the setting is NO, it behaves as usual.
- `Internal Invoice Range` - must create a separate number range to which the internal invoices will be created.
- `Object is placed from Salesman - Yes.` It is necessary for placing the object analytics from the user to the internal invoice. In the internal invoice context the user or the salesman is the department/subdivision, that issues an internal invoice to another department/subdivision.
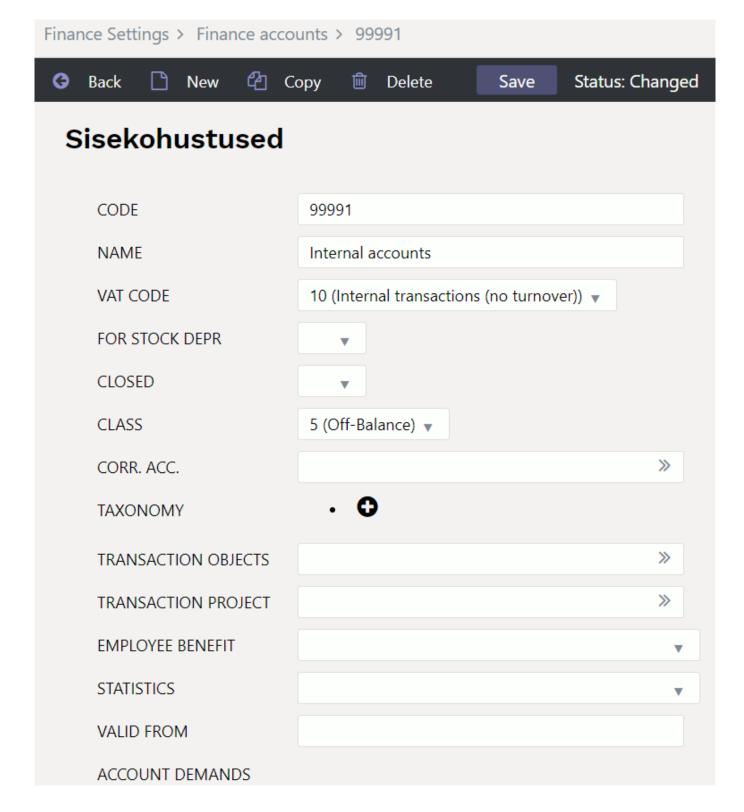
1.2. VAT code for internal invoice

A separate VAT code should be created in `Settings → Finance settings → VAT codes` for internal invoices.

1.3. Debt account for internal invoices

A separate account for reflecting the internal invoice claim and supplier debt should be created in
`Settings → Finance settings → Finance accounts`. This account debit and credit will
automatically balance each other on sale and purchase invoice transactions and this account balance
should be 0, when the internal invoice is confirmed. The account should be saved as a Debt Account
of Customer class and as a Debt Account on the Vendor Card.

Finance Settings > Finance accounts > 99991

| | Back | | New | | Copy | | Delete | Save | Status: Changed |

Sisekohustused

CODE	99991
NAME	Internal accounts
VAT CODE	10 (Internal transactions (no turnover)) ▾
FOR STOCK DEPR	▾
CLOSED	▾
CLASS	5 (Off-Balance) ▾
CORR. ACC.	»
TAXONOMY	• ⊕
TRANSACTION OBJECTS	»
TRANSACTION PROJECT	»
EMPLOYEE BENEFIT	▾
STATISTICS	▾
VALID FROM	
ACCOUNT DEMANDS	

1.4. Customer class for internal invoices customers

A separate customer class for internal customers should be created to which the Debt Account must be saved in Settings → Sales Settings → Customer Classes.

1.5. Payment term for internal invoices

A separate payment term with type Internal invoice must be created for internal invoices in Settings → Sale settings → Payment terms.

Sale settings > Payment terms > INTERNAL
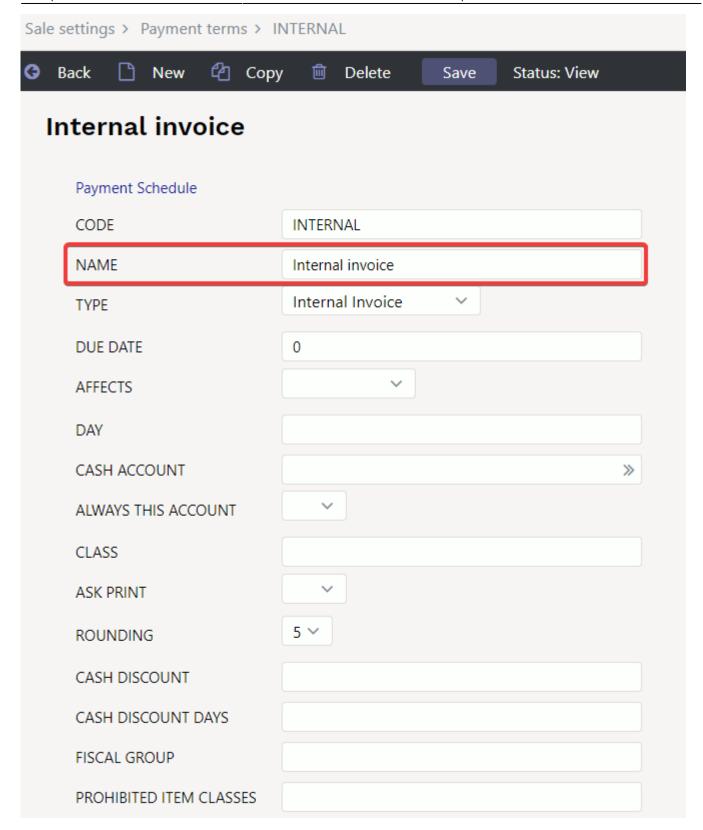
◀ Back   ◻ New   ⧉ Copy   🗑 Delete   Save   Status: View

Internal invoice

Payment Schedule	
CODE	INTERNAL
NAME	Internal invoice
TYPE	Internal Invoice ▾
DUE DATE	0
AFFECTS	▾
DAY	
CASH ACCOUNT	≫
ALWAYS THIS ACCOUNT	▾
CLASS	
ASK PRINT	▾
ROUNDING	5 ▾
CASH DISCOUNT	
CASH DISCOUNT DAYS	
FISCAL GROUP	
PROHIBITED ITEM CLASSES	

1.6. Item class / Item card settings

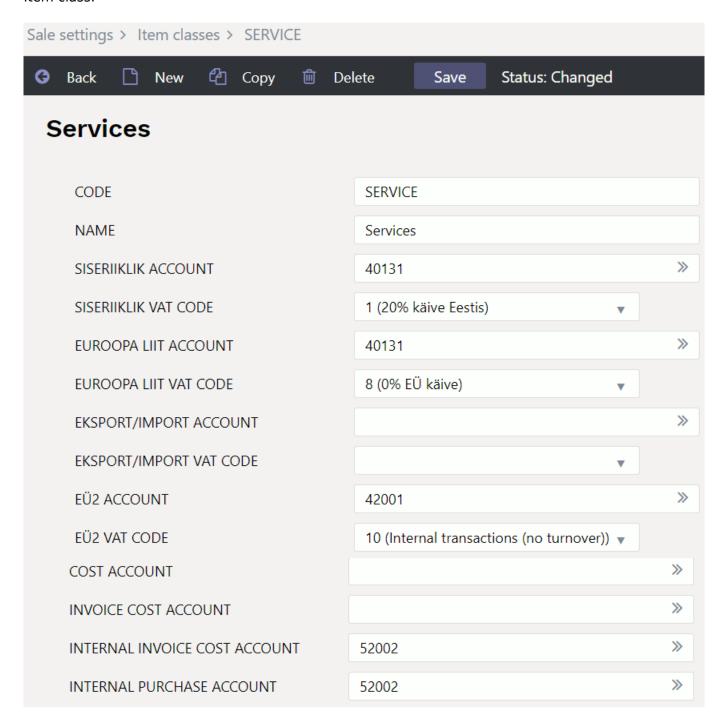It is necessary to set an Internal Purchase Account on the item class or item card. If the account is set for both, the item card setting wins. A corresponding purchase invoice line is created with this account when confirming the internal invoice. Works with the setting `Internal Invoice rows are copied to Purchase Invoice - Yes`.

Additionally should be start using group or EU2, EU3 sale and VAT code settings on item class or item

card, so that correct income account and VAT code will appear to invoice line based on customer VAT country settings when placing the customer.

Item class:

Sale settings >	Item classes >	SERVICE

Back	New	Copy	Delete	**Save**	Status: Changed

Services

CODE	SERVICE
NAME	Services
SISERIIKLIK ACCOUNT	40131
SISERIIKLIK VAT CODE	1 (20% käive Eestis)
EUROOPA LIIT ACCOUNT	40131
EUROOPA LIIT VAT CODE	8 (0% EÜ käive)
EKSPORT/IMPORT ACCOUNT	
EKSPORT/IMPORT VAT CODE	
EÜ2 ACCOUNT	42001
EÜ2 VAT CODE	10 (Internal transactions (no turnover))
COST ACCOUNT	
INVOICE COST ACCOUNT	
INTERNAL INVOICE COST ACCOUNT	52002
INTERNAL PURCHASE ACCOUNT	52002

Item card:

| Close | New | Copy | Delete | Save | Create items | Print | 🔗 | F | << | >> | (choose action) ⌄ | **Status:** View | 🔨 |
| Event |

○ Item ○ Price formula ○ Changes ○ Changes ○ Purchase items ○ Sale items ○ Min/Max level ● Accounts ○ Related items ○ Packages ○ Price groups

Expense accounts

NO	Expense account	Description	Proportion
1			
2			
3			
4			
5			

Sales accounts

SISERIIKLIK ACCOUNT	
SISERIIKLIK VAT CODE	
EUROOPA LIIT ACCOUNT	
EUROOPA LIIT VAT CODE	
EKSPORT/IMPORT ACCOUNT	
EKSPORT/IMPORT VAT CODE	
EÜ2 ACCOUNT	99991
EÜ2 VAT CODE	
KONTSERN ACCOUNT	
KONTSERN VAT CODE	
SOOME ACCOUNT	
SOOME VAT CODE	
ROOTSI ACCOUNT	
ROOTSI VAT CODE	
SAKSAMAA ACCOUNT	
SAKSAMAA VAT CODE	

Other accounts

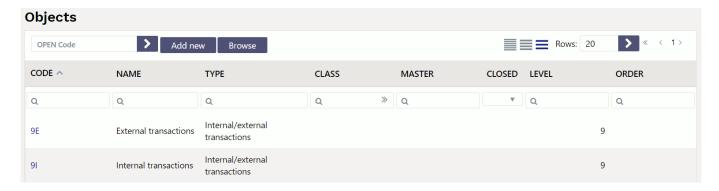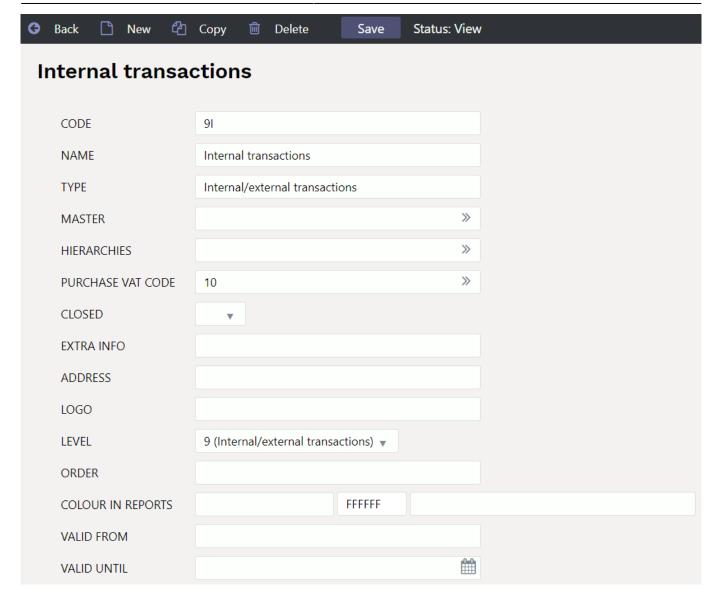|	
Discount account	
Purchase Account	
Internal Purchase Account	52002

1.7. Object settings

In order to separate internal transaction incomes and costs from external transaction incomes and costs in financial reports, it is recommended to create separate object level Internal transaction/External transaction or Transaction type. Internal transaction and External transaction objects should be created to this object level. This object level object should be attached to all customers and suppliers, so that it can always be automatically attached to documents, when a customer or supplier is placed. Additionally, it is recommended to make the corresponding object level required for all income and cost accounts.

Objects

| OPEN Code | > | Add new | Browse | | | | | ≡ ≡ ≡ | Rows: 20 | > | « ‹ 1 › |

CODE ^	NAME	TYPE	CLASS	MASTER	CLOSED	LEVEL	ORDER
🔍	🔍	🔍	🔍 »	🔍	▼	🔍	🔍
9E	External transactions	Internal/external transactions					9
9I	Internal transactions	Internal/external transactions					9

1.7. Users

It is necessary to create a separate user code for each internal department / subdivision, to which all the necessary object level objects are saved and income is reported. The user must be placed in the invoice Salesman cell and the objects placed from it will refer to the department / subdivision that has created the internal invoice and which must receive the internal invoice income.
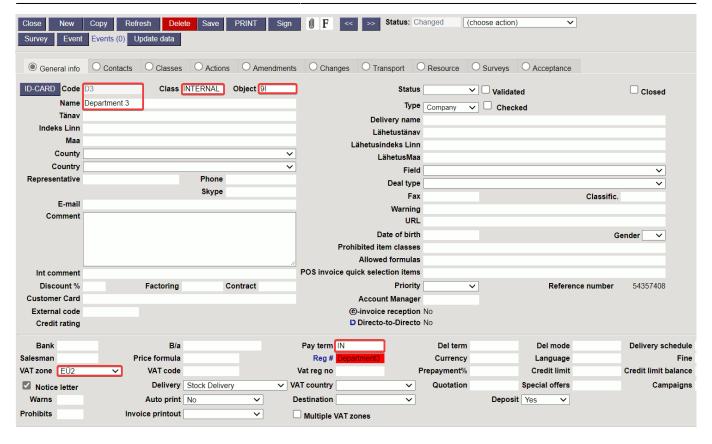
Department 2

CODE	D2
NAME	Department 2
GROUP	»
E-MAIL	
PID	
NEW PASSWORD	

Enable only ID-card/Mobile-id/Smart-ID login

⊙ User must change password at next logon ❓

REPRESENTATIVE	
STOCK	»
OBJECT	EV »
THEME	▼

1.8. Customers

A separate customer card must be created for each internal department / subdivision to which is needed to issue an internal invoices. Following fields must be filled on the customer card:

- Code
- Name
- Class → Customer class created for internal customers
- Object → Internal transactions object-level object, which indicates to an internal transaction income / expense.
- Pay term → Payment term created for internal invoices
- VAT zone → VAT country generated for internal invoicing. Based on this, the correct income accounts and VAT codes will appear on the internal invoice lines.

1.9. Suppliers

A separate supplier card must be created for each internal department / subdivision to which is needed to issue an internal invoices. Following fields must be filled on the supplier card:

- Code
- Name
- Object → all the necessary object levels objects must be entered to the object cell. The object level object referring to the internal transaction must also be saved here.
- Pay term → Payment term created for internal invoices
- VAT zone → VAT country to be used for internal invoicing.
- VAT code → VAT code generated for internal invoicing.
- Debt account → Debt account generated for internal invoicing (the same account that was saved to the customer class).
- Customer → Customer code, previously generated as a customer card code for the same department / subdivision. All the internal customers must be associated with the internal customer code. Based on this connection a customer is created to the internal purchase invoice when confirming the internal invoice.

2. Creating internal invoice

To create an internal invoice, you must fill in the invoice header:

- Customer → An internal customer to whom the invoice is issued to and who must incur an internal cost as a result of internal invoice transactions. Internal payment term and object are placed to the invoice from customer.

- Salesman → User code, referring to the department, that is the seller of the given transaction or to whom the internal transaction revenue must go. More objects are placed from the salesman in addition to the objects placed from the customer, which indicates who earn the internal transaction revenue.

- Date
- Stock
- Comment if necessary

Items, quantities, prices must be entered to the internal invoice lines (prices can come from the item card or from the price formula, if the corresponding price formula has previously been created and saved to the internal customer). The correct income accounts and VAT codes are automatically generated to the internal invoice lines according to the customer's VAT country and item / item class settings.

A purchase invoice is generated automatically, when confirming the internal invoice. A corresponding link to look and confirm if appropriate, the internal purchase invoice is created to the internal invoice header.

⚠️ To open an internal sales invoice from a confirmation, the related internal purchase invoice must be deleted, as a result the internal sales invoice is automatically opened from the confirmation.

A supplier is automatically created to the internal purchase invoice which had a previously saved connection to the corresponding internal customer code. Payment term, credit account and objects to where the internal purchase invoice cost must be saved, are placed from the supplier.

Accounts are created to the internal purchase invoice rows according to the Internal Purchase Account saved to the corresponding internal sales invoice row item / item class. The corresponding sale invoice row content becomes the purchase invoice row content. The corresponding sale invoice row sum becomes the purchase invoice row sum. The corresponding sales invoice line VAT code becomes the purchase invoice vat code. Additionally, the item and quantity of the corresponding line of the sales invoice are also saved to the purchase invoice line.

The last step is to confirm the internal purchase invoice. The internal sales invoice and the related internal purchase invoice general ledger debit and credit accounts are the same and balance each other. As a result of internal invoices transactions general ledger balance changes will occur only to income and cost accounts together with the corresponding analytical objects. In the case of an internal invoice type payment condition, no balance is created when confirming the document (the balance is zero after confirmation), which means that these transactions will not make any balance to the ledger reports.

Confirmed internal sales invoice:

| Close | New | Copy | Save | Print | Preview | Send to Unifaun | Credit | Transaction | 📎 | F | OPEN | << | >> | **Status:** Confirmed |

| Receipt | CashIn | Event | Bulk Insert | Add Stock Level |

Invoice	70003
Customer	D3	Department 3	**Asset**		**Budget**
Ordered by			**Survey**

◉ ○ ○ ○ ○ Proceeding

Date	09.06.2022	**Cust rep**		**Stock**	PL	☑ Update stock
Pay term	IN	**Our ref**	Department 2	**Object**	EV,9I	☑ e-sending
Due date	09.06.2022	**Salesman**	D2	**Project**	
Trans date	09.06.2022	**In charge**		**Order no.**	
Cust order		**Quotation**		**Credited invoice**	
Sent	09.06.2022	**Type**	(choose type) ▾	**Status**	(choose status) ▾
Comm.	

Receipts: - Purchase invoices: 70003

Last changed by: 09.06.2022 10:50:23   [Refresh rows]

| **Currency** | EUR | **Total weight** | 0 | **VAT** | 0.00 | **Subtotal** | 80.00 | **Prepayment** | 0.00 | Used amount of prepayment invoices: 0 |
| **Rate** | 1 | **Qty** | 2 | **Base** | 80.00 | **Total** | 80.00 | **Balance** | 0.00 | Netted invoice |

◉ ○ ○ ○ ○ ○

NO	RR Item	Qty	Unit	Description	Unitprice	% Net price	Total	Subtotal	Pw/V
1	1 INTERNAL	2		Internal maintenance service	40		40	80	40
2									

Confirmed internal sales invoice transaction:

| Close | New | Copy | Save | Delete | Print | **Status:** Changed | **Type** INVOICE |

| Periodize | REVERSE TRANSACTION | Open original | Changes |

Number	70003	**Date**	09.06.2022	**Reference**		**Turnover**	80	80
Description	D3:Department 3					**Difference**	0
Creator		09.06.2022 10:50:23	**Last changed by:**		09.06.2022 10:50:23	[Bulk Insert]	[Paste Recipe]	☐ Split from Resources

◉ ○

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	99991	EV,9I		Internal accounts	80.00				D3		
2	40131	EV,9I		Internal maintenance service		80.00	10		D3		

Confirmed internal purchase invoice:

| Close | New | Copy | Save | Print | 📎 | F | OPEN | << | >> | **Status** Confirmed | LOGOUT |

| Credit? | Transaction | Payment | CashOUT | Event | Stock Receipt |

Number	70003
Vendor	D3	Department 3	**VAT Reg No**		**Vendors invoice**	Internal Invoice 70003
Payee			**VAT Reg No**		**Survey**	

◉ Main   ○ Proceeding   ○ DataFields

Invoice date	09.06.2022	**User**	TRIINP	**Bank code**		**Purchase order**	
Payment terms	IN	**Object**	ADMIN,EV,TLN,9I	**Account No**		**S.Receipt**	
Due date	09.06.2022	**Cred account**	99991	**Ref.**		**Credited invoice**	
Op. date	09.06.2022	**Project**		**Asset**		**Internal Invoice**	70003
		Origin Country	EE (Eesti) ▾	**Deal type**		**Expence**	
Received	09.06.2022	**Type**	(choose type) ▾	**Status**	(choose status) ▾		
Reclamation		**Recl. description**				☐ Split by resources
Comment						
Int comment					**e-mail**	

Last changed by: 09.06.2022 10:59:11   [Paste Recipe] [Bulk Insert]

| **Currency** | EUR | **VAT total** | 0.00 | **Total** | 80.00 | **Dividable sum** | | **Prepayment** | 0.00 |
| **Rate** | 1 | **Rounding** | 0 | **Total** | 80.00 | **Difference** | | **Balance** | 0.00 |

◉ ○ ○ ☐

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	StockID	SN	PID
1		52002				Internal maintenance service	80.00	10	0.00	INTERNAL	2			
2														

Confirmed internal purchase invoice transaction:

| Close | New | Copy | Save | Delete | Print | **Status:** Changed | **Type** PUR |

| Periodize | REVERSE TRANSACTION | Open original | Changes |

| **Number** | 70003 | **Date** 09.06.2022 | **Reference** | | **Turnover** 80 | 80 |
| **Description** D3 Department 3//Internal Invoice 70003 | | | | **Difference** 0 |

Creator ▮▮▮▮ 09.06.2022 10:59:12 Last changed by: ▮▮▮ 09.06.2022 10:59:12 | Bulk Insert | Paste Recipe | ☐ Split from Resources

◉ ○

NO	Account	Object	Project	Description	Debit	Credit	VAT code	Date	Customer	Supplier	Resource
1	99991	ADMIN,EV,TLN,9I		Internal accounts		80.00				D3	
2	52002	ADMIN,EV,TLN,9I		Internal maintenance service	80.00		10			D3	

From:
https://wiki.directo.ee/ - **Directo Help**

Permanent link:
https://wiki.directo.ee/en/sisearve?rev=1655795967

Last update: **2022/06/21 10:19**