

Sisukord

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Project periodization

If the cell „WIP“ is marked and the project is filled in the purchase or sales invoice row, then the costs and incomes of these rows do not go directly to costs and incomes, but remain on the corresponding account.

The purchase and sales invoice rows described above appear in the project periodization report.

Project periodization report is located in Common → REPORTS → **Project periodization**.

1.1. Fine-tuning

Can be selected in fine tuning :

[Back](#) [Save](#) [DELETE](#) SETTING: [Personal](#)

Leaves zero row to the document

[Quotation fields](#)

[Save](#)

- **Leaves zero row to the document -**
 - if the option is active the account, object or project can also be changed later on the purchase invoice
 - if the option is not active, can only select the time period for periodization

1.2. Filters and filter options

- **Project** - filtered by row project
- **Project manager** - filtered by project manager
- **Cost Account** - filtered by the cost account of the purchase invoice row
- **Customer** - filtered by customer
- **Object** - filtered by row object
- **Item** - filtered by row item code
- **Income Account** - filtered by the account of the sales invoice row

2. Report fields

- **Project** - project code, clicking on the code opens the project card
- **Customer** - customer code, clicking on the code opens the customer's card
- **Project Manager** - the project manager indicated on the project card
- **Purchase invoice** - invoice number, clicking on the number opens the invoice
- **Time** - shows the invoice time date
- **Name** - displays supplier/customer code and name
- **Row object** - shows the invoice row object
- **Project** - shows the invoice row project
- **Item** - shows the invoice row item
- **Name** - item name
- **Account** - invoice row account
- **Object** - invoice row object
- **Qty** - row quantity
- **Sum** - row sum
- **WIP balance** - shows the balance of the project selected to the invoice row
- **Qty to cost** - quantity that is expensed for the given period
- **% to Income** - %, that is expensed for the given period
- **Amount to cost** - the amount that is expensed for the given period
- **Start** - periodization beginning, transaction periodization date
- **End** - periodization end
- **New account** - is filled in if the amount is transferred to an account different from the account on the document
- **New object** - is filled in if the amount is transferred to an object/objects different from the object on the document.
- **New project** - is filled in if the amount is transferred to an project/projects different from the project on the document.

3. Operation

- The purchase and sales invoice must be created with a check mark in „**WIP**“ box
- You can **periodize by quantity, % or amount** in the project periodization report
 - **Quantity** - the % and amount are calculated corresponding to the quantity. If quantity is important it should be marked.
 - **%** - sum is calculated by % (quantity is not calculated)
 - **Sum** - % is calculated by the sum (quantity is not calculated)

- Account (row expense/income account on the original document), object, project can be changed if necessary
- Mark periodization **start and end time**
- The financial transaction is created based on the time in the **Start** field
- Press the button **Periodize**
- **A periodization row is added to the original document** and the **WIP** amount is reduced by this amount
- **Periodization transactions are added to the financial transaction**
- Periodization cannot be done in a closed period

3.1. Costs periodization

3.1.1. Purchase invoice periodization without changing project and object

A purchase invoice is created with "WIP" marked

The screenshot shows a Microsoft Edge browser window with the URL https://login.directo.ee/orca_directo/or_arve.asp?number=100523&m=&clr1=1&hoiatus=1. The page displays a purchase invoice form with various fields and tabs. The 'Main' tab is selected, showing details like Invoice date (01.01.2022), User (TRIINP), Object (212211), and VAT Reg No (EE100615311). The 'WIP' checkbox is checked in the 'Main' tab section. Other tabs include Transaction, Payment, CashOUT, Event, and Stock Receipt. At the bottom, there's a table for currency conversion and a summary table.

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	start	end	WIP Corr.object	Corr.project
1		525813	ADMIN	PROJECT_1	TRIINP	Training	1000.00	1	200.00			<input checked="" type="checkbox"/>	
2												<input type="checkbox"/>	

After confirming the purchase invoice, the cost is transferred to the corresponding account on the expense account card.

Finance - Transaction OST: 100523

The screenshot shows a table with columns: Type (OST), Number (100523), Date (01.01.2022), Reference (1012 Directo OÜ//010122), Description (1012 Directo OÜ//010122), Debit (1200), Credit (0). Below this is a toolbar with buttons: Copy selection, Delete selection, Bulk Insert, Paste Recipe, Split from Resources. The main table has columns: No., Account, Object, Project, Description, Debit, Credit, Date, VAT cc. It contains five rows:

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
1	212351			Kaibemaks ostuarvetelt 20%	200.00		1	
2	212211			Hankijatele tasumata arved		1200.00		
3	113403	ADMIN	PROJECT_1	Training	1000.00		1	
4								
5								

Total sum is transferred to the corresponding account in the expense account

For periodization is opened the project periodization report

If there are many projects to be periodized, mark the necessary filters to find the desired document faster.

Project periodization

The screenshot shows a report for PROJECT_1. It includes fields for Project (PROJECT_1), Project Manager (TRIINP), Cost Account (Trin Pukk), Customer (Customer), Object (Item), Income Account (Income Account). The report table has columns: Purchase Time, Name, Row object, Project, Item Name, Account, Object, Qty, Sum, WIP Balance, Qty to cost, % to Income, Amount to Cost, start, end, New account, New object, New project. It contains one row for purchase invoice 100523 on 01.01.2022:

Purchase Time	Name	Row object	Project	Item Name	Account	Object	Qty	Sum	WIP Balance	Qty to cost	% to Income	Amount to Cost	start	end	New account	New object	New project
100523 01.01.2022 1012	Directo OÜ	ADMIN	PROJECT_1	525813	10.00	1	1000.00		1000.00								

Periodize

Add the data for the period and press PERIODIZE

The screenshot shows the same Project periodization report for PROJECT_1. The 'Periodize' button is highlighted with a red box. The report table now shows the periodized data for the same row:

Purchase Time	Name	Row object	Project	Item Name	Account	Object	Qty	Sum	WIP Balance	Qty to cost	% to Income	Amount to Cost	start	end	New account	New object	New project
100523 01.01.2022 1012	Directo OÜ	ADMIN	PROJECT_1	525813	10.00	1	900	1.00	10.00	100.00	10.00	100.00	05.02.2022	28.02.2022			

Periodize

After periodization the report is updated

Purchase invoice change

Purchase invoice 100523 - Work

https://login.directo.ee/orca_directo/_or_arve.asp?NUMBER=100523

Status: Confirmed | **LOGOUT**

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

Number : 100523	Vendor : 1012 Directo OÜ	VAT Reg No : EE100615311	Vendors invoice : 010122
Payee		VAT Reg No	Survey
<input checked="" type="radio"/> Main <input type="radio"/> Proceeding <input type="radio"/> DataFields			
Invoice date : 01.01.2022	User : TRIINP	Bank code	Purchase order
Payment terms : 7	Object	Account No : 112233445566	S.Receipt
Due date : 08.01.2022	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 : 16.08.2022 13:15:29	Type : (choose type)	Status : (choose status)	<input type="checkbox"/> Split by resources
Reclamation	Recl. description		
Comment			
Int comment			
e-mail : info@directo.ee			

Last changed by: 16.08.2022 13:40:55 | **Paste Recipe** | **Bulk Insert**

Currency : EUR	VAT total : 200.00	Total : 1000.00	Dividable sum	Prepayment : 0.00
Rate	1 Rounding	0 Total	1200.00 Difference	Balance : 1200.00

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	start	end	Abort date	Abort amount
1		525813	ADMIN	PROJECT_1	TRIINP	Training	900.00	1	180.00				
2		525813	ADMIN	PROJECT_1	TRIINP	Training	100.00	1	20.00	05.02.2022	28.02.2022		
3													

Row added to the purchase invoice

Transaction change

Finance - Transaction OST: 100523

Type OST	Number 100523	Date 01.01.2022	Reference Period. 1012 Directo OÜ//010122	Debit 1200
Credit	Difference	1200	0	

Added from periodization

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
4	113403	ADMIN	PROJECT_1	Period. Training	-100.00		05.02.2022	
6	525813	ADMIN	PROJECT_1	Period. Training	100.00		05.02.2022	
1	212351			VAT 20%	200.00			1
2	212211			Account payables		1200.00		1
3	113403	ADMIN	PROJECT_1	Training	900.00			1
5	113403	ADMIN	PROJECT_1	Training	100.00			1
7								
8								
9								

The "WIP" sum decreases An already periodized row is added

3.1.2. Purchase invoice periodization by changing the project and object

If you want to change the original project, object or account during project periodization, the setting Leaves zero row to the document must be turned on under fine tuning.

Back Save DELETE SETTING: Personal

Leaves zero row to the document

Quotation fields

Save

Example of project periodization:

Project periodization - Work - Microsoft Edge

https://login.directo.ee/ocra_directo/_yld_aru_projekt_tulukulu.asp?showall=1&projekt=PROJECT_1&kasutaja=&konto1=&klient=&objekt=&artikkel=&konto2=&clr1=1

Project Object	PROJECT_1	Project Manager Item	Cost Account Income Account	Customer REPORT												
Customer Project Manager	TRIINP	Triin Pukk														
Purchase Time invoice 100523	01.01.2022	1012	Name object Directo OU	Project Name ADMIN	Account Object PROJECT_1	Qty 9.00	Sum 000.00	WIP Qty to cost Balance 700	% to Income 2.00	22.22	Amount to Cost start 200.00	end 01.03.2022	New account STOCK	New object PROJECT_2	New project	
													900.00	Periodize		
													Purchase Invoice Total Sum	900.00		

The initial object and project move to the Corr. object and Corr. project fields on the purchase invoice.

This screenshot shows the 'Purchase invoice 100523' screen in Directo. The top section displays basic invoice details: Number 100523, Vendor 1012 Directo OÜ, Payee [redacted], VAT Reg No EE100615311, Vendors invoice 010122, and Survey. Below this, the 'Main' tab is selected, showing various transaction details like Invoice date (01.01.2022), User (TRIINP), Object (PROJECT_1), Project (PROJECT_1), and VAT Date (08.01.2022). The 'Corr.' tab is also visible. The bottom section shows the transaction table with rows for different accounts and objects. Red arrows point to specific rows: one arrow points to row 7 (STOCK, PROJECT_2) with the label 'Changed object and project'; another arrow points to row 4 (STOCK, PROJECT_1) with the label 'Initial object and project'.

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	start	end	WIP Corr.object	Corr.project
1		525813	ADMIN	PROJECT_1	TRIINP	Training	700.00	1	140.00	05.02.2022	28.02.2022	<input checked="" type="checkbox"/>	
2		525813	ADMIN	PROJECT_1	TRIINP	Training	100.00	1	20.00	05.02.2022	20.00	<input type="checkbox"/>	
3		525813	STOCK	PROJECT_2	TRIINP	Training	200.00	1	40.00	01.03.2022	31.03.2022	<input type="checkbox"/>	ADMIN
4												<input checked="" type="checkbox"/>	PROJECT_1

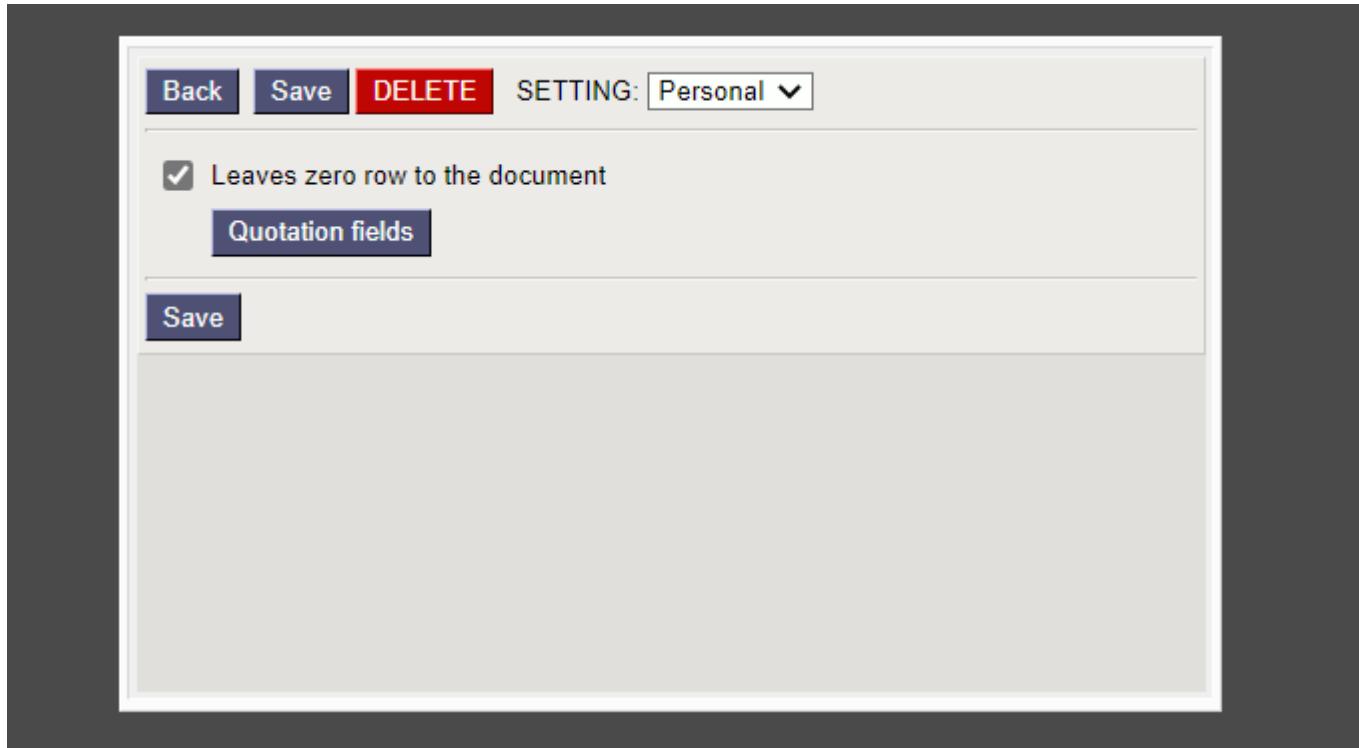
Transaction

This screenshot shows the 'Finance - Transaction OST: 100523' screen. The top section displays the transaction details: Type OST, Number 100523, Date 01.01.2022, Reference Period. 1012 Directo OÜ//010122, and Debit 1200. The bottom section shows the transaction table with rows for different accounts and objects. Red arrows point to specific rows: one arrow points to row 7 (STOCK, PROJECT_2) with the label 'Changed object and project'; another arrow points to row 8 (ADMIN, PROJECT_1) with the label 'Initial object and project'.

Type	Number	Date	Reference	Description	Debit
OST	100523	01.01.2022	Period. 1012 Directo OÜ//010122		1200
Credit	Difference				
	1200		0		

3.1.3. Purchase invoice periodization by changing the project, object and account

If you want to change the original project, object or account during project periodization, the setting Leaves zero row to the document must be turned on under fine tuning.



Example of project periodization:

Screenshot of a Microsoft Edge browser window showing a purchase invoice for project periodization.

The URL is: https://login.directo.ee/ocra_directo/yld_aru_projekt_tulukulu.asp?showall=1&projekt=PROJECT_1&kasutaja=&konto1=&klient=&objekt=&artikkel=&konto2=&clr1=1

The page displays a table for a purchase invoice. The table has the following columns:

Purchase Time invoice	Name	Row	Project object	Item Name	Account	Object	Qty	Sum	WIP Balance	Qty to cost	% to Income	Amount to Cost	start	end	New account	New object	New project
100523	Directo	01.01.2022	1012	ADMIN	525813	7.00	1 000.00	400	3.00	42.86	300.00	01.04.2022	30.04.2022	525203	PROD	P002	
															700.00		
															Purchase Invoice Total Sum		

A red box highlights the 'New account' field (525203), the 'New object' field (PROD), and the 'New project' field (P002). A 'Periodize' button is located at the bottom right of the table area.

The initial object and project move to the Corr. object and Corr. project fields on the purchase invoice. The new account, object and project are written on a periodized row.

https://login.directo.ee/ocra_directo/_/or_arve.asp?NUMBER=100523

<input type="button" value="Close"/>	<input type="button" value="New"/>	<input type="button" value="Copy"/>	<input type="button" value="Save"/>	<input type="button" value="Mail"/>	<input type="button" value="Print"/>	<input type="button" value="F"/>	<input type="button" value="OPEN"/>	<input type="button" value="<<"/>	<input type="button" value=">>"/>	Status <input checked="" type="radio"/> Confirmed <input type="radio"/> LOGOUT	<input type="button" value=""/>		
<input type="radio"/> Credit? <input checked="" type="radio"/> Transaction <input type="radio"/> Payment <input type="radio"/> CashOUT <input type="radio"/> Event <input type="radio"/> Stock Receipt										<input type="button" value=""/>			
Number: 100523		Vendor: 1012 Directo OÜ			VAT Reg No: EE100615311	Vendors invoice: 010122							
Payee:					VAT Reg No:	Survey							
<input checked="" type="radio"/> Main <input type="radio"/> Proceeding <input type="radio"/> DataFields										<input type="checkbox"/> Split by resources			
Invoice date: 01.01.2022		User: TRIINP	Bank code: 112233445566			Purchase order: S.Receipt							
Payment terms: 7		Object: 212211	Ref.: Asset			Credited invoice: Internal Invoice							
Due date: 08.01.2022		Project: Asset	Origin Country: EE (Eesti)			Deal type: Status: (choose status)			Expence: e-mail: info@directo.ee				
Op. date: 01.01.2022		Type: (choose type)											
VAT Date:													
Received: 16.08.2022 13:15:29													
Reclamation:		Recl. description:											
Comment:													
Int comment:													
Last changed by: 16.08.2022 14:34:57										<input type="button" value="Paste Recipe"/>	<input type="button" value="Bulk Insert"/>		
Currency: EUR		VAT total: 200.00	Total: 1000.00	Dividable sum: 1200.00	Prepayment: 0.00								
Rate: 1 Rounding		0 Total	1200.00	Difference: Balance: 1200.00									
<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>										<input type="checkbox"/> Split by resources			
No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	Item	Qty	WIP Corr.object	Corr.project
1		525813	ADMIN	PROJECT_1	TRIINP	Training	400.00	1	80.00		4	<input checked="" type="checkbox"/>	
2		525813	ADMIN	PROJECT_1	TRIINP	Training	100.00	1	20.00		1	<input type="checkbox"/>	ADMIN PROJECT_1
3		525813	STOCK	PROJECT_2	TRIINP	Training	200.00	1	40.00		2	<input type="checkbox"/>	PROJECT_1
4		525203	PROD	P002	TRIINP	Training	300.00	1	60.00		3	<input type="checkbox"/>	ADMIN PROJECT_1
5													

Changed account, object and project

The cost is periodized from the original corresponding account to the new account.

https://login.directo.ee/ocra_directo/_/transaction_document.html?id=OST_100523

Type: OST	Number: 100523	Date: 01.01.2022	Reference:	Description: Period. 1012 Directo OÜ//010122	Debit: 1200
Credit: 1200	Difference: 0				
<input type="button" value="Copy selection"/> <input type="button" value="Delete selection"/> <input type="button" value="Bulk Insert"/> <input type="button" value="Paste Recipe"/> <input type="button" value="Split from Resources"/>					<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
No.	Account	Object	Project	Description	Debit
5	113403	ADMIN	PROJECT_1	Period. Training	-100.00
6	525813	ADMIN	PROJECT_1	Period. Training	100.00
7	525813	STOCK	PROJECT_2	Period. Training	200.00
8	113403	ADMIN	PROJECT_1	Period. Training	-200.00
9	113403	ADMIN	PROJECT_1	Period. Training	-300.00
10	525203	PROD	P002	Period. Training	300.00
11	212351			VAT 20%	200.00
12	212211			Account payables	1200.00
13	113403	ADMIN	PROJECT_1	Training	400.00
14	113403	ADMIN	PROJECT_1	Training	600.00
15					1
16					1
17					1

The changed account, object and project are added to the periodized row

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