

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 costs and incomes of that row 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**.

Project periodization v2 - Work - Microsoft Edge

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

Project	Project Manager	Cost Account	Customer	Object	Item	Income Account	REPORT										
Project	K201	Palkesepaneelid															
Customer																	
Project Manager	BOB	Bob Brown															
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
invoice																	
100452	01.01.2022	1012	Osaühing LADU	K201		525811	0.00	1	864.00								
			Directo					200.00									
100453	27.06.2022	1013	Mets AS	K201		525811	LADU.9I	0.00	864.00	864.00							
100458	01.06.2022	1142	Raamat AS	K201		525811		0.00	1	648.00							
			Directo OU	K201				000.00									
100513	01.01.2022	1012				525813		9.00	900.00	900.00							
									3276.00								

1. 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** - %, which is charged as an expense 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 corresponding to the quantity are calculated. 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

https://login.directo.ee/orca_directo_.../or_arve.asp?number=100523&m=&clr1=1&hoiatus=

<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="OPEN"/>	<input type="button" value="<>"/>	<input type="button" value=">>"/>	<input type="button" value="Status"/>	<input type="button" value="Confirmed"/>	<input type="button" value="LOGOUT"/>																																										
<input type="button" value="Credit? Transaction"/> <input type="button" value="Payment"/> <input type="button" value="CashOUT"/> <input type="button" value="Event"/> <input type="button" value="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 11233445566				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)																																																			
Reclamation	Recl. description					<input type="checkbox"/> Split by resources																																															
Comment						e-mail info@directo.ee																																															
Int comment																																																					
Last changed by: 16.08.2022 13:23:22 <input type="button" value="Paste Recipe"/> <input type="button" value="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																																																
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <table border="1"> <thead> <tr> <th>No</th> <th>Type</th> <th>Account</th> <th>Object</th> <th>Project</th> <th>User</th> <th>Description</th> <th>Total</th> <th>VAT code</th> <th>VAT</th> <th>start</th> <th>end</th> <th>WIP Corr.object</th> <th>Corr.project</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>525813</td> <td>ADMIN</td> <td>PROJECT_1</td> <td>TRIINP</td> <td>Training</td> <td>1000.00</td> <td>1</td> <td>200.00</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> </tbody> </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													
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																																																					

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

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

<input type="button" value="New"/>	<input type="button" value="Save"/>	<input type="button" value="Copy"/>	<input type="button" value="Discard"/>	<input type="button" value="Delete"/>	<input type="button" value="Attachments"/>	<input type="button" value="Mail"/>	<input type="button" value="Print"/>	<input type="button" value="Open original"/>	<input type="button" value="Periodize"/>	<input type="button" value="Create reverse transaction"/>	<input type="button" value="..."/>	<input type="button" value="Switch to old view"/>																																																					
Finance - Transaction OST: 100523 Saved																																																																	
Type OST		Number 100523	Date 01.01.2022	Reference	Description 1012 Directo OÜ/010122						Debit 1200																																																						
Credit		Difference 1200 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"/> <table border="1"> <thead> <tr> <th>No</th> <th>Account</th> <th>Object</th> <th>Project</th> <th>Description</th> <th>Debit</th> <th>Credit</th> <th>Date</th> <th>VAT cc</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>212351</td> <td></td> <td></td> <td>Kaibemaks ostuarvetelt 20%</td> <td>200.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>212211</td> <td></td> <td></td> <td>Hankijatele tasumata arved</td> <td></td> <td>1200.00</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>113403</td> <td>ADMIN</td> <td>PROJECT_1</td> <td>Training</td> <td>1000.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												No	Account	Object	Project	Description	Debit	Credit	Date	VAT cc	1	212351			Kaibemaks ostuarvetelt 20%	200.00				2	212211			Hankijatele tasumata arved		1200.00			3	113403	ADMIN	PROJECT_1	Training	1000.00				4									5								
No	Account	Object	Project	Description	Debit	Credit	Date	VAT cc																																																									
1	212351			Kaibemaks ostuarvetelt 20%	200.00																																																												
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3	113403	ADMIN	PROJECT_1	Training	1000.00																																																												
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.

https://login.directo.ee/orca_directo_.../yld_aru_projekt_tulukulu.asp?showall=1&projekt=PROJECT_1&kasutaja=&konto1=&klIENT=&objekt=&artikel=&konto2=&clr1=1

Project PROJECT_1	Project Manager	Cost Account	Customer	
Object Item	Income Account			<input type="button" value="REPORT"/>
Project PROJECT_1 Project training				
Customer				
Project Manager TRIINP Trin Pukk				
Purchase Time invoice	Name Row Project object	Item Name Account Object	Qty Sum	WIP Qty to cost % to Income
100523 01.01.2022 1012	Directo ADMIN PROJECT_1	525813 10.00 1	000.00 1000.00	
			1000.00	
Purchase Invoice Total Sum 1000.00				
<input type="button" value="Periodize"/>				

Add the data for the period and press PERIODIZE

Project: PROJECT_1 | Project Manager: [redacted] | Cost Account: [redacted] | Customer: [redacted]

Object: [redacted] | Item: [redacted] | Income Account: [redacted] | REPORT

Project: PROJECT_1 Project training
Customer: [redacted]
Project Manager: TRIINP Trin Pukk

Purchase Time	Name	Row	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	900.00	900.00	1.00	10.00		100.00	05.02.2022	28.02.2022					
															1000.00				
															Purchase Invoice Total Sum	1000.00			

Periodize

After periodization the report is updated

Project: PROJECT_1 | Project Manager: [redacted] | Cost Account: [redacted] | Customer: [redacted]

Object: [redacted] | Item: [redacted] | Income Account: [redacted] | REPORT

Project: PROJECT_1 Project training
Customer: [redacted]
Project Manager: TRIINP Trin Pukk

Purchase Time	Name	Row	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	9.00	1	900.00	900.00										
															900.00			
															Purchase Invoice Total Sum	900.00		

Periodize

Purchase invoice change

Number: 100523 | Vendor: 1012 Directo OÜ | Payee: [redacted]

VAT Reg No: EE100615311 | Vendors invoice: 010122 | VAT Reg No: Survey

Invoice date: 01.01.2022 | Payment terms: 7 | Due date: 08.01.2022 | Op. date: 01.01.2022 | VAT Date: [redacted] | Received: 16.08.2022 13:15:29

User: TRIINP | Object: [redacted] | Project: [redacted] | Cred account: 212211 | Asset: [redacted]

Bank code: [redacted] | Account No: 112233445566 | Ref: [redacted] | Deal type: [redacted]

Origin Country: EE (Eesti) | Type: (choose type) | Status: (choose status)

Purchase order: S.Receipt | Credited invoice: Internal Invoice | Expence: [redacted]

Reclamation: [redacted] | Recl. description: [redacted]

Comment: [redacted] | Int comment: [redacted]

Split by resources: [checkbox] | e-mail: info@directo.ee

Last changed by: [redacted] | 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						
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>													
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	Number	Date	Reference	Description	Debit
OST	100523	01.01.2022		Period. 1012 Directo OÜ//010122	1200
Credit	Difference				
1200	0				
Added from periodization					
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	
2 212211		Account payables			1200.00
3 113403	ADMIN	PROJECT_1 Training		900.00	
5 113403	ADMIN	PROJECT_1 Training		100.00	
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

Project periodization v1 - Work - Microsoft Edge

Project	Customer	Project Manager	Cost Account	Customer	REPORT				
Object	Item	Income Account							
Project PROJECT_1	Customer	PROJECT_1 Project training							
Customer	TRIINP	Triin Pukk							
Purchase Time	Name	Row Project	Item Name	Account Object Qty Sum	WIP Qty to cost % to Income Amount to Cost start end New account New object New project				
invoice	object	object	object	Balance	Balance	start	end	Periodize	
100523	01.01.2022	1012	Directo	ADMIN PROJECT_1	525813 9.00 1 000.00	700 2.00 22.22 200.00	01.03.2022 31.03.2022	STOCK PROJECT_2	
					900.00				
					Purchase Invoice Total Sum	900.00			

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

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

Close	New	Copy	Save	Mail	Print	<input type="button" value="OPEN"/>	<input type="button" value="<>"/>	<input type="button" value=">>"/>	Status Confirmed	LOGOUT	
Credit?	Transaction	Payment	CashOUT	Event	Stock Receipt						
Number	100523	Vendor	1012 Directo OÜ	VAT Reg No	EE100615311	Vendors invoice	010122	VAT Reg No	Survey		
Payee											
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)						
Reclamation		Recl. description									
Comment											
Int comment											
<input type="checkbox"/> Split by resources e-mail info@directo.ee											

Last changed by: 16.08.2022 14:17:35 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	WIP Corr.object	Corr.project
1	525813	ADMIN	PROJECT_1	TRIINP	Training		700.00	1	140.00			<input checked="" type="checkbox"/>	
2	525813	ADMIN	PROJECT_1	TRIINP	Training		100.00	1	20.00	05.02.2022	28.02.2022	<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 PROJECT_1
4													

Changed object and project

Initial object and project

Transaction

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

Type	Number	Date	Reference	Description	Debit
OST	100523	01.01.2022		Period. 1012 Directo OÜ//010122	1200
Credit	Difference				
	1200		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="button" value="Search"/>					
No.	Account	Object	Project	Description	
> Search	> Search	> Search	> Search	> Search	> Search
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
1	212351			VAT 20%	200.00
2	212211			Account payables	1200.00
3	113403	ADMIN	PROJECT_1	Training	700.00
4	113403	ADMIN	PROJECT_1	Training	300.00
9					
Changed object and project					

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

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	PROJECT_1	Project Manager	Cost Account	Customer													
Object	Item	Income Account		<input type="button" value="REPORT"/>													
Project	PROJECT_1	Project training															
Customer																	
Project Manager	TRIINP	Triin Pukk															
Purchase Time	Name	Row	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	525813	PROJECT_1	7.00	1	400	3.00	42.86	300.00	01.04.2022	30.04.2022	525203	PROD	P002
												700.00					
<input type="button" value="Periodize"/>																	
Purchase Invoice Total Sum 700.00																	

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.

This screenshot shows a purchase invoice form in Directo. The top section contains basic information like vendor, payment terms, and VAT details. Below this is a large table for transaction details. A red arrow points to a row where the account number 525203 has been changed to PROD P002, with the note "Changed account, object and project" written below it.

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"/>		
3		525813	STOCK	PROJECT_2	TRIINP	Training	200.00	1	40.00		2	<input type="checkbox"/>	ADMIN	PROJECT_1
4		525203	PROD	P002	TRIINP	Training	300.00	1	60.00		3	<input type="checkbox"/>	ADMIN	PROJECT_1
5														

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

This screenshot shows a transaction detail view for transaction OST_100523. It displays a grid of debit and credit entries. A red arrow points to a row where the account number 525203 has been changed to PROD P002, with the note "The changed account, object and project are added to the periodized row" written below it.

Type	Number	Date	Reference	Description	Debit						
OST	100523	01.01.2022		Period. 1012 Directo OÜ//010122	1200						
Credit	Difference				0						
<hr/>											
<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"/> No. <input type="checkbox"/> Account <input type="checkbox"/> Object <input type="checkbox"/> Project <input type="checkbox"/> Description						<input type="checkbox"/> Debit <input type="checkbox"/> Credit <input type="checkbox"/> Date <input type="checkbox"/> VAT cc.					
<input type="button" value="Search"/> <input type="button" value="Search"/> <input type="button" value="Search"/> <input type="button" value="Search"/>						<input type="button" value="Search"/> <input type="button" value="Search"/> <input type="button" value="Search"/> <input type="button" value="Search"/>					
5 113403 ADMIN PROJECT_1 Period. Training 6 525813 ADMIN PROJECT_1 Period. Training 7 525813 STOCK PROJECT_2 Period. Training 8 113403 ADMIN PROJECT_1 Period. Training 9 113403 ADMIN PROJECT_1 Period. Training 10 525203 PROD P002 Period. Training						-100.00 05.02.2022 100.00 05.02.2022 200.00 01.03.2022 -200.00 01.03.2022 -300.00 01.04.2022 300.00 01.04.2022 200.00 1 1200.00 400.00 1 600.00 1					

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