

# Sisukord

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- **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 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**

Microsoft Edge - Purchase invoice 100523\_v2 - Work - Microsoft Edge  
 https://login.directo.ee/ocra\_directo.../or\_arve.asp?number=100523&m=&clr1=1&hoiatu=

Close New Copy Save Mail Print OPEN << >> Status Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100523  
 Vendor 1012 Directo OU VAT Reg No EE100615311 Vendors invoice 010122  
 Payee VAT Reg No Survey

Main Proceeding DataFields

Invoice date 01.01.2022 User TRIINP Bank code Account No 112233445566 Purchase order  
 Payment terms 7 Object Cred account 212211 Ref. S.Receipt  
 Due date 08.01.2022 Op. date 01.01.2022 Asset Internal Invoice  
 VAT Date Received 16.08.2022 13:15:29 Origin Country EE (Eesti) Deal type Status (choose status) Expcence  
 Reclamation Recl. description Split by resources  
 Comment e-mail info@directo.ee  
 Int comment

Last changed by: 16.08.2022 13:23:22 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	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.

Microsoft Edge - Finance - Transaction OST\_100523 - Work - Microsoft Edge  
 https://login.directo.ee/ocra\_directo.../transaction\_document.html?id=OST\_100523

New Save Copy Discard Delete Attachments Mail Print Open original Periodize Create reverse transaction Switch to old view

Finance - Transaction OST: 100523 Saved Last changed by (16.08.2022 at 13:26:04)

Type OST Number 100523 Date 01.01.2022 Reference 1012 Directo OÜ/010122 Debit 1200

Credit 1200 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
1	212351			Käibemaks 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.

Microsoft Edge - Project periodization\_v2 - 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 PROJECT\_1 Project Manager Cost Account Customer  
 Object Item Income Account REPORT

Project PROJECT\_1 Project training  
 Customer TRIINP Triin Pukk

Purchase Time invoice	Name	Row object	Project	Item Name	Account	Object	Qty	Sum	WIP	Qty to cost	% to income	Amount to Cost	start	end	New account	New object	New project	
100523	01.01.2022	1012	Directo	ADMIN	PROJECT_1	525813	10.00	1000.00										
			OU				000.00											
Purchase Invoice Total Sum									1000.00									

Periodize

### Add the data for the period and press PERIODIZE

Project: PROJECT\_1 Project Manager: [ ] Cost Account: [ ] Customer: [ ]  
 Object: [ ] Item: [ ] Income Account: [ ] **REPORT**

Project: PROJECT\_1 Project training  
 Customer: [ ]  
 Project Manager: TRIINP Triin Pukk

Purchase Time invoice	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	ADMIN PROJECT_1	525813	10.00	1000.00	900	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: [ ] Cost Account: [ ] Customer: [ ]  
 Object: [ ] Item: [ ] Income Account: [ ] **REPORT**

Project: PROJECT\_1 Project training  
 Customer: [ ]  
 Project Manager: TRIINP Triin Pukk

Purchase Time invoice	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	ADMIN PROJECT_1	525813	9.00	1000.00	900.00								
								900.00								
Purchase Invoice Total Sum								900.00								

**Periodize**

### Purchase invoice change

Number: 100523  
 Vendor: 1012 Directo OÜ VAT Reg No: EE100615311 Vendors invoice: 010122  
 Payee: [ ] VAT Reg No: [ ] Survey: [ ]

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: [ ] Expense: [ ]  
 Received: 16.08.2022 13:15:29 Type: (choose type) Status: (choose status)  
 Reclamation: [ ] Recl. description: [ ] Split by resources:   
 Comment: [ ] e-mail: info@directo.ee  
 Int comment: [ ]

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

Currency	VAT total	Total	Dividable sum	Prepayment
EUR	200.00	1000.00		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 amou
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 Saved Last changed by (16.08.2022 at 13:58:45)

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

Credit: 1200 Difference: 0

Buttons: 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		
3	113403	ADMIN	PROJECT_1	Training	900.00			1
5	113403	ADMIN	PROJECT_1	Training	100.00			1

Annotations: "Added from periodization" (arrow to row 4), "The 'WIP' sum decreases" (arrow to row 5), "An already periodized row is added" (arrow to row 3).

### 3.1.2. Purchase invoice periodization by changing the project and object

Project: PROJECT\_1 Project Manager: Cost Account: Customer: Object: Item: Income Account: REPORT

Project: PROJECT\_1 Project training  
Customer: TRIINP Triin Pukk

Purchase Time invoice	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	
100523	Directo	1012	ADMIN	PROJECT_1	525813		9.00	1	700	2.00	22.22	200.00	01.03.2022	31.03.2022		STOCK	PROJECT_2	
									900.00									
Purchase Invoice Total Sum									900.00									

Buttons: Periodize

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

Purchase invoice 100523 - Work - Microsoft Edge  
[https://login.directo.ee/ocra\\_directo.../or\\_arve.asp?NUMBER=100523](https://login.directo.ee/ocra_directo.../or_arve.asp?NUMBER=100523)

Close New Copy Save Mail Print OPEN << >> Status Confirmed LOGOUT

Credit? Transaction Payment CashOUT Event Stock Receipt

Number 100523  
 Vendor 1012 Directo OU VAT Reg No EE100615311 Vendors invoice 010122  
 Payee VAT Reg No Survey

Invoice date 01.01.2022 User TRIINP Bank code Purchase order  
 Payment terms 7 Object Cred account 212211 Account No 112233445566 S.Receipt  
 Due date 08.01.2022 Project Ref. Credited invoice  
 Op. date 01.01.2022 Project Asset Internal Invoice  
 VAT Date Origin Country EE (Eesti) Deal type Expense  
 Received 16.08.2022 13:15:29 Type (choose type) Status (choose status)  Split by resources  
 Reclamation Recl. description e-mail info@directo.ee  
 Comment  
 Int comment

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

Finance - Transaction OST: 100523 Saved Last changed by (16.08.2022 at 14:28:00)

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

Credit 1200 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
5	113403	ADMIN	PROJECT_1	Period. Training	-100.00		05.02.2022	
6	525813	ADMIN	PROJECT_1	Period. Training	100.00		05.02.2022	
7	525813	STOCK	PROJECT_2	Period. Training	200.00		01.03.2022	
8	113403	ADMIN	PROJECT_1	Period. Training	-200.00		01.03.2022	
1	212351			VAT 20%	200.00			1
2	212211			Account payables		1200.00		
3	113403	ADMIN	PROJECT_1	Training	700.00			1
4	113403	ADMIN	PROJECT_1	Training	300.00			1

Changed object and project

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

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](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 REPORT

Project PROJECT\_1 Project training  
 Customer TRIINP Triin Pukk

Purchase Time invoice	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 OU	ADMIN PROJECT_1	525813		7.00	1000.00	400	3.00	42.86	300.00	01.04.2022	30.04.2022	525203	PROD	P002
									700.00								
Purchase Invoice Total Sum									700.00								

Periodize

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.

Purchase invoice 100523 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo.../or\_arve.asp?NUMBER=100523

Close New Copy Save Mail Print OPEN << >> 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

Main Proceeding DataFields

Invoice date 01.01.2022 User TRIINP Bank code Payment terms 7 Object Cred account 212211 Account No 112233445566 S.Receipt Due date 08.01.2022 Cred account Project Ref. Credited invoice Op. date 01.01.2022 Origin Country EE (Eesti) Deal type Internal Invoice VAT Date Received 16.08.2022 13:15:29 Type (choose type) Status (choose status) Expense Reclamation Recl. description Split by resources Comment Int comment e-mail info@directo.ee

Last changed by: 16.08.2022 14:34:57 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	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												<input type="checkbox"/>		

Changed account, object and project

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

Finance - Transaction OST: 100523 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo.../transaction\_document.html?id=OST\_100523

New Save Copy Discard Delete Attachments Mail Print Open original Periodized Create reverse transaction Switch to old view

Finance - Transaction OST: 100523 Saved Last changed by (16.08.2022 at 14:44:49)

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

Credit 1200 Difference 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources

No.	Account	Object	Project	Description	Debit	Credit	Date	VAT cc
5	113403	ADMIN	PROJECT_1	Period. Training	-100.00		05.02.2022	
6	525813	ADMIN	PROJECT_1	Period. Training	100.00		05.02.2022	
7	525813	STOCK	PROJECT_2	Period. Training	200.00		01.03.2022	
8	113403	ADMIN	PROJECT_1	Period. Training	-200.00		01.03.2022	
9	113403	ADMIN	PROJECT_1	Period. Training	-300.00		01.04.2022	
10	525203	PROD	P002	Period. Training	300.00		01.04.2022	
1	212351			VAT 20%	200.00			1
2	212211			Account payables		1200.00		
3	113403	ADMIN	PROJECT_1	Training	400.00			1
4	113403	ADMIN	PROJECT_1	Training	600.00			1
11								
12								

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

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Last update: 2022/08/17 10:34



