

Sisukord

Project periodization

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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

Purchase invoice 100523 - Work - Microsoft Edge
https://login.directo.ee/ocra_directo_/or_arve.asp?number=100523&m=&clrf=1&hoiatuus=

Close New Copy Save Mail Print F 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	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	Expenditure
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

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.

[D << 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: [User] (16.08.2022 at 13:26:04)

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

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.

[illegible]

Add the data for the period and press PERIODIZE

Project PROJECT_1Project ManagerCost AccountCustomer

ObjectItemIncome AccountREPORT

ProjectPROJECT_1Project training

Customer

Project ManagerTRIINPTriin 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	1	000.00	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

ProjectPROJECT_1Project ManagerCost AccountCustomer

ObjectItemIncome AccountREPORT

ProjectPROJECT_1Project training

Customer

Project ManagerTRIINPTriin 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	1	000.00	900.00								
									900.00								
Purchase Invoice Total Sum									900.00								

Periodize

Purchase invoice change

Purchase invoice 100523 - Work - Microsoft Edge

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

CloseNewCopySaveMailPrintFOPEN<<>>

StatusConfirmedLOGOUT

Credit?TransactionPaymentCashOUTEventStock Receipt

Number100523

Vendor1012Directo OÜ

VAT Reg NoEE100615311

Vendors invoice010122

Payee

VAT Reg No

Survey

MainProceedingDataFields

Invoice date01.01.2022

Payment terms7

Due date08.01.2022

Op. date01.01.2022

VAT Date

Received16.08.2022 13:15:29

Reclamation

Comment

Int comment

UserTRIINP

Object

Cred account212211

Project

Origin CountryEE (Eesti)

Type(choose type)

Recl. description

Bank code

Account No112233445566

Ref.

Asset

Deal type

Status(choose status)

Purchase order

S.Receipt

Credited invoice

Internal Invoice

Expen

Split by resources

e-mailinfo@directo.ee

Last changed by:16.08.2022 13:40:55

Paste RecipeBulk Insert

CurrencyEUR

VAT total200.00

Total1000.00

Dividable sum

Prepayment0.00

Rate1

Rounding0

Total1200.00

Difference

Balance1200.00

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

OST10052301.01.2022Period. 1012 Directo OÜ//010122120012000

Copy selectionDelete selectionBulk InsertPaste RecipeSplit 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
7								
8								
9								

Added from periodization

The "WIP" sum decreases

An already periodized row is added

3.1.2. Purchase invoice periodization by changing the project and object

Project: PROJECT_1Project Manager:Cost Account:Customer:Object:Item:Income Account:REPORT

Project: PROJECT_1Project trainingCustomer: TRIINPProject Manager: 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 OÜ	1012	ADMIN	PROJECT_1	525813		9.00	1000.00	700	2.00	22.22	200.00	01.03.2022	31.03.2022		STOCK	PROJECT_2
									900.00								
Purchase Invoice Total Sum									900.00								

Periodize

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

Transaction

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

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

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														

Changed account, object and project

The cost is periodized from the original corresponding account to the new 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		01.03.2022	
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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