

# 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.

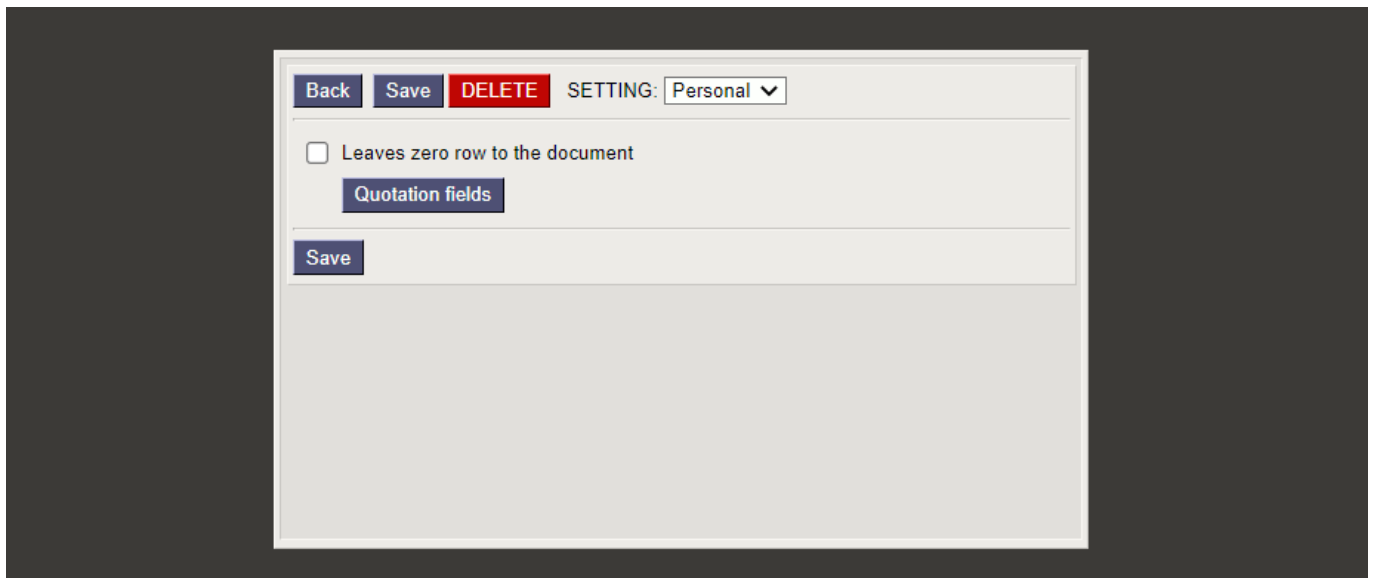
The purchase and sales invoice rows described above appear in the project periodization report.

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

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
100452	01.01.2022.1012	Osauhing	LADU	K201	Directo		525811	0.00	1	200.00	864.00							
100453	27.06.2022.1013	Mets	AS	K201			525811	0.00	864.00	864.00								
100458	01.06.2022.1142	Raamat	LADU	K201	AS		525811	0.00	1	648.00								
100513	01.01.2022.1012	Directo	LADU	K201	OU		525813	9.00	900.00	900.00								
										3276.00								

## 1.1. Fine-tuning

Can be selected in fine tuning :



- **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 web browser window with a URL starting with 'https://login.directo.ee/ocra\_directo...'. The page contains a form for a purchase invoice. At the top, there are navigation buttons (Close, New, Copy, Save, Mail, Print, OPEN) and a status bar (Status Confirmed, LOGOUT). Below this are tabs for 'Credit?', 'Transaction', 'Payment', 'CashOUT', 'Event', and 'Stock Receipt'. The main form area includes fields for 'Number' (100523), 'Vendor' (1012), 'Directo OU', 'VAT Reg No' (EE100615311), 'Vendors invoice' (010122), and 'Payee'. There are also dropdown menus for 'Origin Country' (EE (Eesti)) and 'Deal type'. A summary table is located below the form, showing 'Currency EUR', 'VAT total 200.00', 'Total 1000.00', 'Dividable sum', 'Prepayment 0.00', 'Rate 1', 'Rounding 0', 'Total 1200.00', and 'Difference Balance 1200.00'. At the bottom, there is a table with columns: No, Type, Account, Object, Project, User, Description, Total, VAT code, VAT, start, end, WIP, Corr.object, and Corr.project. The first row has '1' in the 'No' column, '525813' in 'Account', 'ADMIN' in 'Object', 'PROJECT\_1' in 'Project', 'TRIINP' in 'User', 'Training' in 'Description', '1000.00' in 'Total', '1' in 'VAT code', '200.00' in 'VAT', and the 'WIP' checkbox is checked. The second row has '2' in the 'No' column and the 'WIP' checkbox is unchecked.

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

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

Type: OST Number: 100523 Date: 01.01.2022 Reference: Description: 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.

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	ADMIN	PROJECT_1	525813	10.00	1000.00	1000.00									
									1000.00									
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: 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	900	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 periodization\_v3 - 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	9.00	1	900.00									
								000.00									
								900.00									
Purchase Invoice Total Sum										900.00							

Periodize

### Purchase invoice change

Purchase invoice 100523\_v3 - 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 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	Expence
Received 16.08.2022 13:15:29	Type (choose type)	Status (choose status)	<input type="checkbox"/> Split by resources
Reclamation	Recl. description		e-mail info@directo.ee
Comment			
Int comment			

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 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: 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
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

*Added from periodization* (arrow pointing to row 4)

*The "WIP" sum decreases* (arrow pointing to row 3)

*An already periodized row is added* (arrow pointing to row 5)

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

Project periodization v3 - Work - Microsoft Edge

Project: PROJECT\_1 Project Manager: TRIINP Cost Account: Triin Pukk Customer: TRIINP

Project: PROJECT\_1 Project training Customer: TRIINP Project Manager: TRIINP

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 OÜ	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								

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

Purchase invoice 100523 - Work - Microsoft Edge

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

Invoice date: 01.01.2022 User: TRIINP Bank code: Account No: 112233445566 Purchase order: S.Receipt

Payment terms: 7 Cred account: 212211 Ref: Asset Internal Invoice

Due date: 08.01.2022 Project: Origin Country: EE (Eesti) Deal type: Status: (choose status) Expense

Op. date: 01.01.2022 Type: (choose type) Split by resources: e-mail: info@directo.ee

Received: 16.08.2022 13:15:29 Recl. description: Comment: Int comment:

Last changed by: 16.08.2022 14:17:35 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	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												<input type="checkbox"/>		

*Changed object and project* (arrow pointing to row 3)

*Initial object and project* (arrow pointing to row 1)

### 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: 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 Balance	Qty to cost	% to Income	Amount to Cost	start	end	New account	New object	New project
100523	Directo OÜ	01.01.2022	1012	ADMIN PROJECT_1	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									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](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 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 Expanse  
 Received 16.08.2022 13:15:29 Type (choose type) Status (choose status)  
 Reclamation Recl. description  
 Comment Split by resources  
 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 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](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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