

Getting to know Briox

Tasks:

1. Create your own company. Please follow this link: <https://briox.lv/student/en/>
Fill in all necessary information. Example: you can name your company in your own name/last name.
Educator id*: f2868042
2. Set up Financial year and choose default chart of accounts. And enter Customer Invoices number serie. Example: MM 0001
3. Create 2 different items in Registry –

Item No	Description	Unit	Type	Sales account
1	Christmas decorations	Piece	Goods	6120
2	Consultations	Hour	Services	6121

▼ Item Information

Item No: 12 3..

Description:

Unit:

EAN:

Type: Goods Service

Supplier No.:

Supplier:

Suppl Item No.:

Manufacturer:

Mfr Item No.:

Stock Item:

Stock:

Purchase Price:

Stock Value:

Reserved Units: ⓘ

Available Units:

Stock Warning: ⓘ

Stock Location:

Item active: Yes No

▼ Accounts Information

Sales Accounts ⓘ

LV: ⓘ

Local reverse charge VAT: ⓘ

Exempt VAT: ⓘ

Free ports and special economic zones VAT: ⓘ

Non EU goods VAT: ⓘ

Export/import and supplies to intl. ships and aircraft: ⓘ

EU VAT: ⓘ

EU VAT Section 42 §16: ⓘ

Tripartite Trade VAT: ⓘ

Export VAT: ⓘ

4. Create 2 Local customers in Registry – piemērs

Customer 1 –

Briox Latvia SIA,

Company No. 40203235244,

VAT No. LV40203235244.

Address: Vīlandes iela 3 – 8, Rīga, LV-1010, Latvija

Customer 2 –
LURSOFT IT SIA
Company No. 40003170000
VAT No. LV40003170000
Address: Matīsa iela 8, Rīga, LV-1001, Latvija

5. Create 1 EU Customer in Registry –

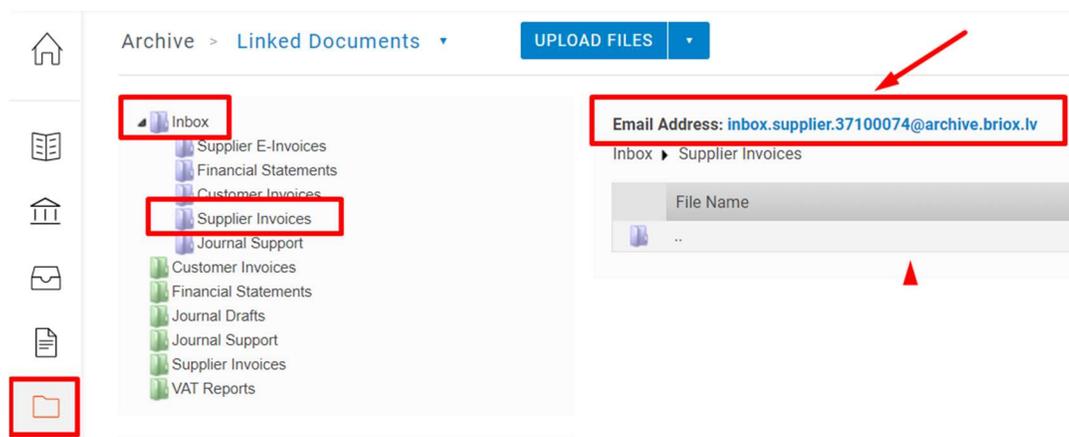
Briox Lithuania UAB
Company No. 305297003
VAT No. LT100013075813
Address: Labdarių g. 5, Vilnius, LT-01120, Lithuania

6. Create a Customer invoice with one item, send invoice via e-mail to support@briox.lv or to your classmate.

7. Create a Customer invoice with two different items, send invoice via e-mail to support@briox.lv or to your classmate.

8. Send two supplier invoices into linked documents via e-mail or upload file from your computer. Please see prepared supplier invoices in your study platform.

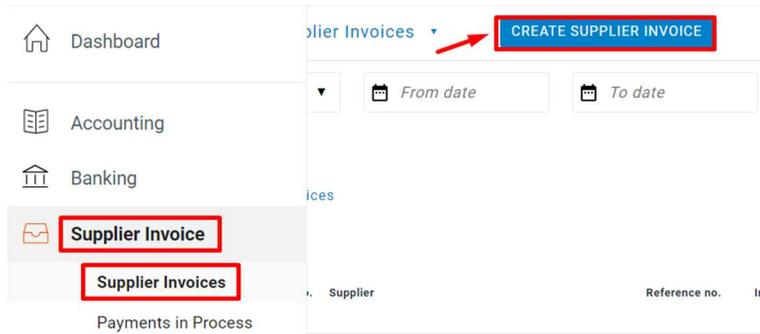
Way 1 - Send in: Archive → Linked documents → Inbox → Supplier invoices and look for e-mail address



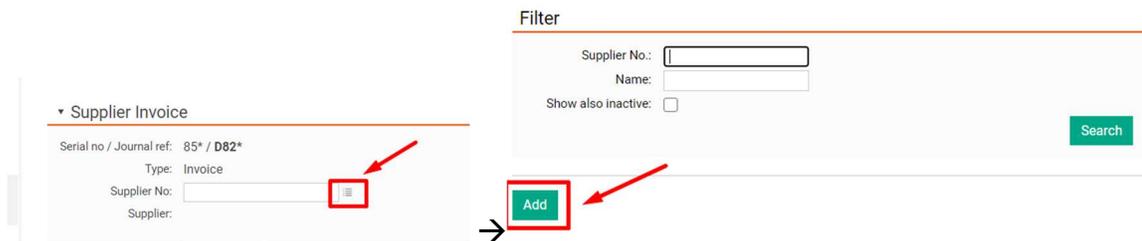
Way 2 - Upload: Archive → Linked document → Inbox → Supplier invoices → Upload files (blue button)



9. Enter supplier invoices from Linked documents in section Supplier Invoices:

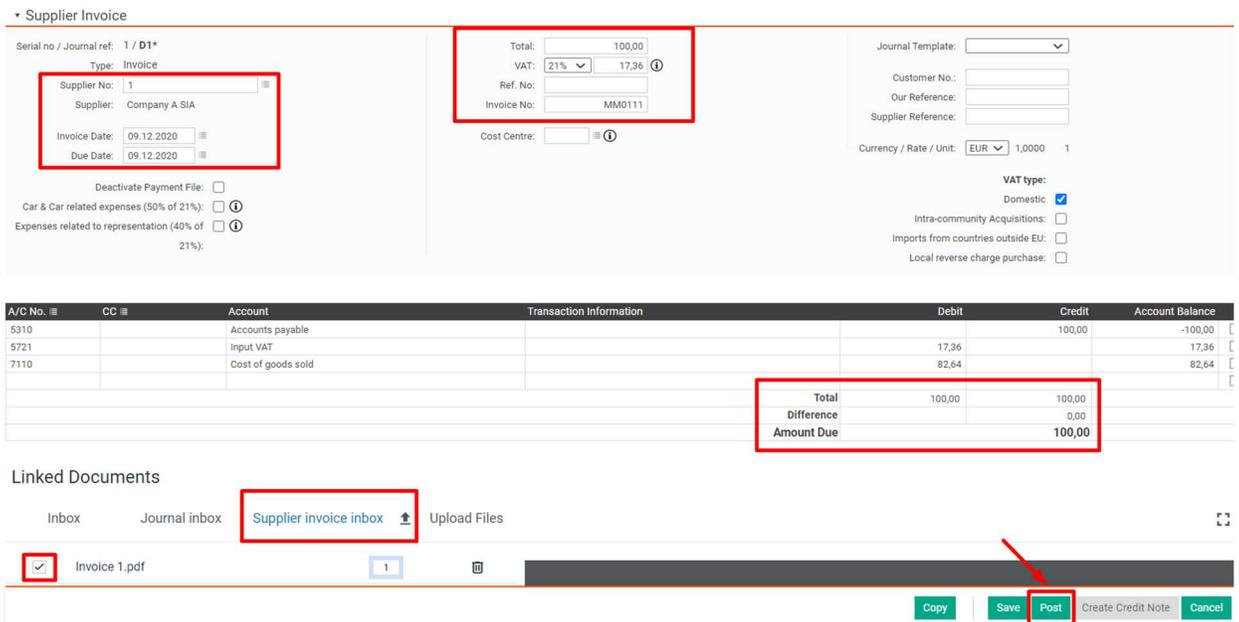


Add new supplier in Registry:



Add information about supplier manually from an invoice.

When supplier is created and saved, add all relevant information from supplier invoice and link an actual invoice from Inbox to posted information.



10. Check report section. For example see Balance sheet report (New) where you can check what accounts you have used and transactions you have made.