## **Getting to know Briox**

Tasks:

 Create your own company. Please follow this link: <u>https://briox.lv/student/en/</u> 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	Туре	Sales account
1	Christmas decorations	Piece	Goods	6120
2	Consultations	Hour	Services	6121

Description:	123	Stock Item: Stock:		
Unit: EAN: Type: Goods Service Suppmer No. Supplitem No: Magnifacturger		Purchase Price: Stock Value: Reserved Units: Available Units: Stock Warning: Stock Location: Item active:	<ul> <li>⑥</li> <li>⑥ Yes ○ No</li> </ul>	
Mfr Item No:				
Accounts Information				
Accounts Information				
Accounts Information ales Accounts () LV:	≣ (0%)		EU VAT:	
Accounts Information ales Accounts () Local reverse charge VAI:	≣ (0%)		EU VAT:	
Accounts Information ales Accounts ① Local reverse charge VAT Exempt VAT:	E (0%)	1	EU VAT: EU VAT Section 42 §16: Tripartite Trade VAT:	
Accounts Information ales Accounts ① Local reverse charge VAT: Exempt VAT: Free ports and special economic zones VAT:	(0%)	1	EU VAT: EU VAT Section 42 §16: Tripartite Trade VAT: Export VAT:	
Accounts Information ales Accounts ① Local reverse charge VA1: Exempt VAT: Free ports and special economic zones VAT: Non EU goods VAT:	■ (0%) ■ ■ ■ ■		EU VAT: EU VAT Section 42 §16: Tripartite Trade VAT: Export VAT:	
Accounts Information ales Accounts () Local reverse charge VA1: Exempt VAT: Free ports and special economic zones VAT: Non EU goods VAT: Export/import and supplies to intl. ships and	III (0%)	1	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

- Create a Customer invoice with one item, send invoice via e-mail to support@briox.lv or to your classmate.
- 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  $\rightarrow$  Linked documents  $\rightarrow$  Inbox  $\rightarrow$  Supplier invoices and look for

e-mail address



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

Archive > Linked Documents	UPLOAD FILES
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9. Enter supplier invoices from Linked documents in section Supplier Invoices:

俞	Dashboard	olier Invoices					
111	Accounting	•		From date	Ē	To date	
$\widehat{\square}$	Banking	ices					
	Supplier Invoice						
	Supplier Invoices	). Sup	plier			Reference no.	Inv
	Payments in Process						

Add new supplier in Registry:

		Filter
		Supplier No.:
		Name:
<ul> <li>Supplier Invoic</li> </ul>		Show also inactive:
· Supplier involc	-	Searct
Serial no / Journal ref:	85* / D82*	
Type:	Invoice	
Supplier No:		
Supplier:		Add

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.

Serial no / Journal ref: 1 / D1*		Total	100.00		Journal Template:	~	
Type: Invoice		VAT:	21% × 17.36 ①				
Supplier No: 1		Ref No:			Customer No.:		
Supplier: Company A	SIA	Invoice No:	MM0111		Our Reference:		
					Supplier Reference:		
Invoice Date: 09.12.2020	12 I	Cost Centre:	≡ (i)				
Due Date: 09.12.2020	100 (III)				Currency / Rate / Unit: EUR	1,0000 1	
Dearth and Dearers						VAT type:	
Deactivate Paymen						Domestic 🔽	
Car & Car related expenses (50% of :	21%):				Intra-community	Acquisitions:	
Expenses related to representation (4)	J% of □ <b>①</b>				Imports from countrie	es outside EU:	
	21%):				Local reverse cha	rge purchase:	
			14 Francis 1997		2.12	1 N.C.	A construction of the local sectors of the local se
A/C No. ■ CC ■	Account	Tr	ansaction Information		Debit	Credit	Account Balance
A/C No. CC 5310	Account Accounts payable	Tri	ansaction Information		Debit	Credit 100,00	-100,00
A/C No.	Account Accounts payable Input VAT	Tri	ansaction Information		17,36	Credit 100,00	-100,00 17,36
A/C No. ■ CC ■ 5310 5721 7110	Account Accounts payable Input VAT Cost of goods sold	Tri	ansaction Information		17,36 82,64	Credit 100,00	-100,00 17,36 82,64
A/C No. :≣ CC :≡ 5310 5721 7110	Account Accounts psyable Input VAT Cost of goods sold	Tr	ansaction Information	Total	17,36 82,64	Credit 100,00	-100,00 17,36 82,64
A/C No. :≣ CC :≡ 5310 5721 7110	Account Accounts payable Input VAT Cost of goods sold	Tr	ansaction Information	Total Difference	Debit 17,36 82,64 100,00	Credit 100,00 100,00 0,00	-100,00 17,36 82,64
X/C No. = CC = 5310 5721 7110	Account Accounts payable Input VAT Cost of goods sold	Tr	ansaction Information	Total Difference Amount Due	Debit 17,36 82,64 100,00	Credit 100,00 100,00 0,00 <b>100,00</b>	Account Balance -100,00 17,36 82,64
VC No. = CC = 5310 5721 7/110	Account Accounts payable Input VAT Cost of goods sold	Tr	ansaction Information	Total Difference Amount Due	Debit 17,36 82,64 100,00	100,00 0,00 100,00	Account Balance -100,00 17,36 82,64
VC No. 2022 5310 5721 7110 Linked Documents	Account Accounts payable Input VAT Cost of goods sold	Τα	ansaction Information	Total Difference Amount Due	Debit 17,36 82,64 100,00	0,00 100,00 0,00 100,00	ACCOUNT Bainfice -100,00 17,36 82,64
VC No. CC CC TSTO	Account Accounts payable Input VAT Cost of goods sold		ansaction Information	Total Difference Amount Due	Debit 17,36 82,64 100,00	Credit 100,00 100,00 0,00 <b>100,00</b>	ACCOUNT Balance
VC No. CC CC CC CC CC CCC CCC CCC CCC CCC CC	Account Accounts payable Input VAT Cost of goods sold Cost of goods sold	Tr Dupload Files	ansaction Information	Total Difference Amount Due	0458 17,36 82,64 100,00	0,00 0,00 0,00 0,00 100,00	ACCOUNT Balance
VC No. CC	Account Accounts payable Input VAT Cost of goods sold Cost of goods sold	Tra Upload Files	ansaction Information	Total Difference Amount Due	0458 17,36 82,64 100,00	0,00 0,00 0,00 100,00	Account sance -100,00 17,36 82,64
VC No. CC	Account Accounts payable Input VAT Cost of goods sold	1 Upload Files	ansaction Information	Total Difference Arnount Due	Debit 17,36 82,64 100,00	0,00 100,00 0,00 100,00	ACCOUNT Balance

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.