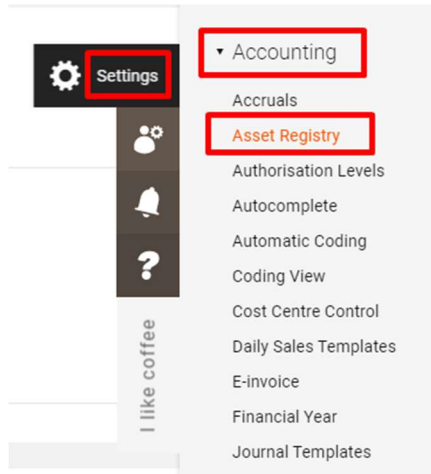
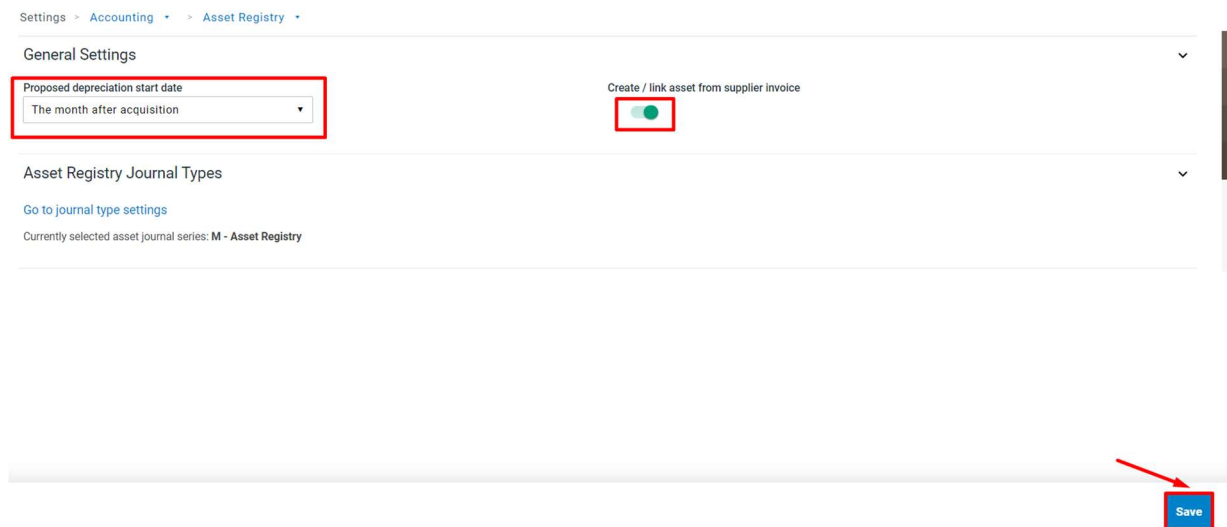


## Tasks 2 for practical work in the Briox system

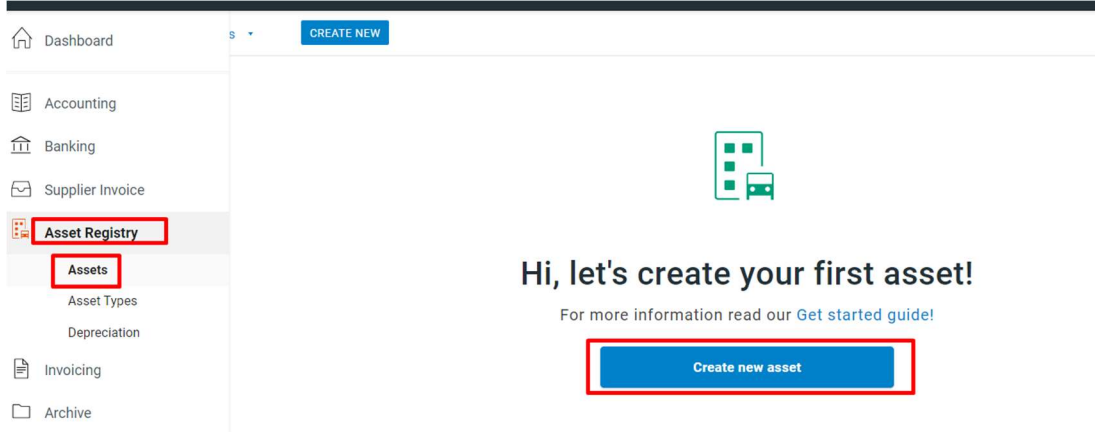
1. Check the settings section – Accounting – Asset Registry:



The option Create a fixed asset (FA) from a supplier's invoice must be activated in the settings section (if it is not active), and the Offered depreciation calculation starting date shall be noted:



2. Create a new fixed asset in section Asset registry – Assets – Create new asset:



Mandatory information for the fixed asset card (Description, Asset type, Acquisition Value, Acquisition date, First depreciation date, Useful life – years or months):

The screenshot shows a form for creating a fixed asset. Red boxes highlight the following fields: 'Description' (Furniture), 'Acquisition Value EUR' (6 400,00), 'Asset Type' (106 - Pārējie pamatlīdzekļi un inventārs), 'Acquisition Date' (02.01.2021), 'First Depreciation Date' (01.02.2021), and 'Useful Life' (3 years).

Fill out the rest of the FA card's empty fields with the necessary information - free writing. Save the Fixed asset card.

3. Now try the second way of creating a fixed asset: go to the Supplier invoice section – Supplier invoices – Create a new supplier invoice (the blue button). Fill out the information in the supplier's invoice by choice with the condition that a fixed asset account must be selected when posting the invoice. Example:

The screenshot shows a 'Supplier Invoice' form with fields for 'Supplier No.', 'Invoice Date', 'Due Date', and 'Posting Date'. Below the form is an accounting table with columns for 'A/C No.', 'CC', 'Prj', 'Account', 'Transaction Information', 'Debit', 'Credit', and 'Account Balance'.

A/C No.	CC	Prj	Account	Transaction Information	Debit	Credit	Account Balance
5310			Accounts payable America			6 500,00	-6 500,00
5721			Input VAT		1 128,10		1 128,10
1230			Other fixed assets and inventory	Furniture	5 371,90		5 371,90
<b>Total</b>					6 500,00		6 500,00
<b>Difference</b>							0,00
<b>Amount Due</b>							6 500,00

!!! For your information !!!

Fixed asset accounts that relate to different fixed asset types can be found in the section Asset Registry –Asset types – select one type – look for Asset account:

Asset Registry > Asset Types > Asset Type 7 CREATE NEW ASSET TYPE

Asset Type No. *	106	Description *	Pārējie pamatlīdzekļi un inventārs
Type of depreciation	Depreciable 100%	Asset Account *	1230 - Other fixed assets and inventory
Depreciation Account	7420 - Fixed assets depreciation	Revaluation Account (Write up)	3130 - Long-term investment revaluation reserve
Impairment Account (Write down)	8652 - Impairment losses on non - financial assets		
Accumulated Depreciation	1292 - Accumulated depreciation of other fixed a...	Accumulated impairment	1299 - Impairment of fixed assets
Capital Gain Upon Sales	6520 - Income from sales of fixed assets	Capital Loss on Sales	7560 - Expenses upon decommissioning fixed ass...

\* Indicates a required field

4. When the receipt is booked, an FA card creation window appears. Fill out the necessary FA card information.

CREATE / LINK ASSET

Create new asset  Link the invoice to an existing asset

Asset no. 4

Description I

Asset Type 106 - Pārējie pamatlīdzekļi un inventārs

Project Cost centre

Notes

Acquisition Value EUR 6 500,00

Estimated Residual Value EUR 0,00

Acquisition Date 01.04.2022 First Depreciation Date 01.05.2021

Useful Life 0 years 0 months

Depreciation Method Straight Line

Cancel Skip Skip all Save

!!! For your information !!!

Purchase value = Amount without VAT = Acquisition Value

If the supplier's invoice has been created with VAT, then the purchase value shall be corrected.

- When the fixed asset cards have been created and saved, then the depreciation bookings can be performed in the section Asset Registry – Depreciation – Select dates – check the FA's, that are being written off – check the window for creating a report – Complete the writing-off process:

Asset Registry > Depreciation

Depreciate until: 31.12.2021    Transaction Date: 31.12.2021

Asset no.	Description	Depreciation Period	Depreciation Amount	Book Value
1	Furniture	01.02.2021 - 31.12.2021	1 955,58	6 400,00
Total Depreciation			1 955,58	

Print depreciation carried out report    **Execute Depreciation Run**

Send the depreciation report via e-mail: [.....@gmail.com](mailto:.....@gmail.com)

- In the Reports section – Fixed asset records – prepare a report Fixed asset information. Send the report via e-mail: [....@gmail.com](mailto:....@gmail.com)

- In the Settings section – Invoicing – Recurring invoicing – Turn On recurring invoicing creation, choose the duration contract or select the Indefinite contract - Save:

Recurring Invoicing

Recurring Invoicing:  On  Off

Contract Duration: 12  Open-Ended Contract ⓘ

Invoice schedule: 1 ⓘ

Settings

- Accounting
- Invoicing**
  - Autocomplete
  - Close Period
  - Delivery Methods
  - Document Texts
  - E-Invoice
  - Email Documents
  - Financial Year
  - Interest Invoicing
  - Invoice Input View
  - Journal Types
  - Number Series
  - Payment Methods
  - Payment Terms
  - Printing
  - Printout Templates
  - Recurring Invoicing**
  - Reminders
  - Rounding

8. When the Recurring invoicing creation has been turned on in the settings, in the section Invoicing – Recurring invoicing – Create a new contract:

Invoicing > Recurring Invoicing > Contracts > **CREATE NEW CONTRACT**

All contracts

Page 1 of 1 (1 match)

Contract No.	Customer No.	Customer	Contract Templates	Latest invoice date	Status	Contract Duration	Reporting Period	Start Date	End Date
1	2	TC MOTORS SIA		31.03.2021	Active	Open-Ended Contract	1	02.04.2021	01.05.2021

Page 1 of 1 (1 match)

**Invoicing**

- Customer Invoices
- Payments
- Reminders
- Interest Invoicing
- Recurring Invoicing**

Mandatory fields for the contract:

Contract Information

Contract No: 1

Customer No:

Customer Name: TC MOTORS SIA

Template No:

Template Name:

Cost Centre:

Payment Terms: 15 days

Terms of Delivery:

Delivery Method:

Your Order No:

Order Date: 14.04.2021

EC Sales List:

Our Reference: Madara Liepa

Your Reference:

Contract Date: 02.01.2021

Open-Ended Contract:

Contract Duration: 0

Invoice Schedule: 1

Start Date: 02.04.2021

End Date: 01.05.2021

Latest invoice date: 31.03.2021

Currency / Rate / Unit: EUR 1,0000 1

Prices Include VAT:

Active:

Invoice Text & Addresses

Invoice Text:

Notes:

Invoice Address

Name: TC MOTORS SIA

Address Line 1: Krasta iela 40

Address Line 2:

Postcode: LV-1003

Town / City: Rīga

Country: Latvia

Phone:

Phone 2:

Fax:

Delivery Address

Same as invoice address

Name: TC MOTORS SIA

Address Line 1: Krasta iela 40

Address Line 2:

Postcode: LV-1003

Town / City: Rīga

Country: Latvia

Phone:

Phone 2:

Fax:

Item No.	Description	Unit	Quantity	Unit Price	Discount %	Total A/P No.	VAT %
2	Consultations	st	3,00	100,00		300,00 6121	21%

Template: Invoice Latvian

Save Terminate Contract Cancel

9. When the contract is saved, Recurring invoices shall be created. End date shall be selected (for example: 30.04.2021.):

Invoicing > Recurring Invoicing > Create Recurring Invoices

Highest invoice date until now: 31.03.2021

Filter

Start Date:

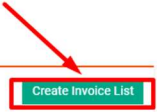
End Date:

Contracts

Contract Templates

Create Recurring Invoices

tract\_invoice.php?fid=77a192695e38492fafbfaf105c844fe8



Select the invoice information to create – create a separate invoice for each period/moth. Example:

**Invoice list**  
List according to the selection:  
End Date 30.06.2021

	Contract No.	Name	Template No.	Template Name	Start Date	End Date	Invoices Remaining
<input checked="" type="checkbox"/>	1	TC MOTORS SIA			02.04.2021	01.05.2021	Open-Ended Contract
<input type="checkbox"/>	1	TC MOTORS SIA			02.05.2021	01.06.2021	Open-Ended Contract

Enter the invoice date for the selected recurring invoices:

This is how invoices for three periods/months shall be made.

10. When the invoices are saved, they shall be posted together in section Invoicing – Customer Invoices:

<input checked="" type="checkbox"/>	MM000005	REI	2	TC MOTORS SIA	5005	31.01.2021	Unposted	363,00	363,00	15.02.2021	
<input checked="" type="checkbox"/>	MM000006	REI	2	TC MOTORS SIA	6004	28.02.2021	Unposted	363,00	363,00	15.03.2021	
<input checked="" type="checkbox"/>	MM000007	REI	2	TC MOTORS SIA	7003	31.03.2021	Unposted	1 089,00	1 089,00	30.04.2021	
								<b>5 870,70</b>	<b>1 989,20</b>		

Page 1 of 1 (7 matches)

Template: Invoice Language: English Action: Default

11. If all previous transactions are posted, then in section Reports:

**ACCOUNTING**

- Account Analysis
- Accruals
- Balance Sheet Report
- Balance Sheet Report (New)**
- Balance Specification Report
- Budget
- Deleted Journals
- General Ledger
- Journal List
- Liquidity Report
- Opening Balance
- Profit & Loss
- Profit & Loss (New)**

<https://app02-lv.briox.services/bf/report/reports.php?fid=77a192695e38492fafbaf105c844>

Create a Balance sheet report (new) and Profit & Loss (new). Reports shall be saved as PDF and sent to – [....@gmail.com](mailto:....@gmail.com)

## 12. In the section Reports – Financial overview:

The screenshot displays a software interface for generating financial reports. On the left, a sidebar menu lists various report categories: Accounting, Banking, Supplier Invoice, Asset Registry, Invoicing, Archive, Registry, Reports, VAT Report, Financial Overview, Financial Statements, CRM, Time reports, Queued Jobs, and Activity Log. The 'Reports' and 'Financial Overview' items are highlighted with red boxes. The main area shows a 'Filter' section with a dropdown menu for 'Choose Chart' set to 'Revenue and Expenses'. Other options include 'Assets and Liabilities', 'Debtors and Creditors', 'Liquidity', 'Net Profit', and 'Operative Profit'. The 'Period' is set to '12.2021'. The 'Cost Centre' is set to 'All'. The 'Chart type' section has radio buttons for 'Bar chart', 'Line chart', 'Area chart', and 'Zoom line chart'. A 'Show chart' button is visible at the bottom right.

Create a diagram Revenue and Expenses, diagram type – by choice, the diagram shall be printed as PDF as well, send a PDF document via e-mail: [.....@gmail.com](mailto:.....@gmail.com)

Thank you for your work!