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Finance accounts

Financial accounts are used to create transactions. New accounts can be added and existing ones can be modified in Settings → Finance settings → **Financial accounts**.

System settings >

Common Settings >

Finance Settings >

Asset Actions

Asset classes

Asset Reg. Amort. Classes

Asset write off reason

Finance accounts

Finance Settings > Finance accounts > 111201

Refresh Clear fields Choose columns Save view Settings Print Excel Output

Finance accounts

OPEN Code Add new Browse

Rows: 20

CODE	NAME	CORR. ACC.	VAT CODE	FOR STOCK DEPR	CLOSED	OBJECT TYPE
111101	Cash		51		No	
111191	Cash balance differences				No	
111201	Bank account				No	

1. Finance account card

Finance Settings > Finance accounts > Add new

Back

Save

Status: New

Add new

CODE

NAME

VAT CODE

FOR STOCK DEPR

CLOSED

CLASS

CORR. ACC.

TAXONOMY

TRANSACTION OBJECTS

TRANSACTION PROJECT

EMPLOYEE BENEFIT

STATISTICS

VALID FROM

• +

- **Code** - financial account numeric code. The length can be from one to 32 digits. It is not recommended to use other symbols than numbers.
- **Name** - finance account name
- **Vat code** - VAT code placed on the transaction or document when the account is placed.
- **For stock depr.** - options YES/NO. If YES is selected, this account can be used in stock depreciation transaction. By default it is empty, which is equivalent to YES.
- **Closed** - Is the account closed YES/NO. By selecting YES, the account can be closed and the account can no longer be used for transactions. It is still possible to use the account in reports.
- **Class** - finance account class. Options Asset, Equity, Expense, Income, Liability, Off-Balance. The account class must be correctly entered on the account, necessary to create correct transactions, annual closing transaction and reports.
- **Corr. account** - is used for automatic document transaction periodization. A balance account where incomes and expenses for future periods are periodized.
- **Taxonomy** - taxonomy code
- **Transaction objects** - can specify the object(s) to be added to the transaction by overwriting the objects of the same level that came from the documents. For example, if the account has Tallinn and the row has Mart, then Tallinn,Mart is entered to the transaction. If Tartu,Mari is on the row and Tallinn is on the account, then Tallinn, Mari will be entered to the transaction.
- **Transaction projects** - can specify a project to be added to the transaction by overwriting the projects that came from the document.
- **Employee benefit** - Only for ESTONIA !. You can choose which TSD Annex 4,5,6 fringe benefit field the account turnover is related to. It is useful to specify if is wanted the fringe benefit fields to be filled in when submitting the TSD to the Tax and Customs Board.

⚠ In front of each fringe benefit option, there is a code that shows which TSD Annex 4, 5 or 6 row exactly the account turnover data goes to.

⚠ Create necessary number of accounts to be able to automatically submit TSD annex. For example, two separate financial accounts should be created for gifts. One up to the established limit and the other for gifts that cost more than the limit.


- **Statistics** - a selection of statistics report codes
- **Valid from** - the date from which the account can be used and from which transactions cannot be made in an earlier period.
- **Account demands** - can specify which mandatory parameters must be additionally specified whenever this account is used.

ACCOUNT DEMANDS

<input type="checkbox"/>	Project
<input type="checkbox"/>	Customer
<input type="checkbox"/>	Supplier

- **Mandatory** - can specify which object level objects must be filled in the transaction.

MANDATORY	Object levels
<input type="checkbox"/>	1 OSAKOND
<input type="checkbox"/>	2 ALAMOSAKOND
<input type="checkbox"/>	3 ASUKOHT
<input type="checkbox"/>	5 ISIK
<input type="checkbox"/>	6 AUTO
<input type="checkbox"/>	7 OSS ja IOSS erikord
<input type="checkbox"/>	8 OSS ja IOSS erikorra riik
<input type="checkbox"/>	9 Internal transaction/External transaction
<input type="checkbox"/>	13 Riigi rahavood
<input type="checkbox"/>	14 Sisetehing/Välistehing
<input type="checkbox"/>	15 DEPARTMENT

 Before deleting the account from the account plan, check from the General Ledger whether the account has been used!

2. Deleting accounts

If the account has been used in system settings, settings and documents, accounts cannot be deleted. When deleting, a message will appear showing where the accounts have been used.

Finance Settings > Finance accounts > 100055

Deleting failed!

usage check

Transactions

Purchase invoices

Settings Realization report Stock level change depreciation accounts

Shows where the account has been used

Deleting failed, there are rows in history!

[Back](#)

If the accounts has only been used in system settings and you want to delete the accounts, delete and replace those accounts.

The screenshot shows the 'Directo settings' page. At the top, there is a search bar with a dropdown menu set to 'All'. The search input field contains '100055' and is highlighted with a red box. A red arrow points from this box to the text 'Write the account number'. Below the search bar, the breadcrumb trail reads 'Finance Settings > Finance accounts > 100055'. There are 'Save' and 'View changelog' buttons. On the left, a sidebar lists various settings categories: System settings, Common Settings, and Finance Settings (which is expanded). Under Finance Settings, there are links for Asset Actions, Asset classes, Asset Reg. Amort. Classes, Asset write off reason, Balance, Bank statement import rules, and Banks. The main content area shows 'Search results "100055":'. Under 'Menu ()', there is a section for 'System settings (1)'. Within this section, under 'STOCK SETTINGS', there is a table with one row: 'Realization report Stock level change depreciation accounts' with the value '100055' in the adjacent column. This row is highlighted with a red box, and a red arrow points from it to the text 'Can see where the account has been used'. At the bottom of the table is a 'Save' button.

3. Examples

How to grant rights to see only certain account statements

If the user is allowed to see a limited number of accounts, should create a personal Balance Sheet and/or Income Statement description for the user, where can highlight the accounts that are allowed and give the user limited rights:

1) System setting

The screenshot shows the 'FINANCE SETTINGS' section. It contains a toggle switch for the setting 'Fiscal Reports can open Fiscal Ledger with Ledgers own right'. The toggle is currently set to 'yes' (indicated by a blue circle).

2) User or user group rights

Change group rights "Accountant assistant"

Save

Documents

Reports

Setting

Other

Finance

Report	Unassigned	Denied	Own	Extended	All
Balance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Income statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finance Statistics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
VAT declar.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nominal Ledger	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transactions list	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

3) Create a **balance sheet** or **income statement** with only the accounts that the user can see and in the employee cell add a comma-separated list of users who can see this report.

<<: Balance report - Work - Microsoft Edge

https://login.directo.ee/ocra_directo.../fin_bilansiaru.asp?new=1&clr1=1&eimuada=jah&add=1&target=&target2=&after=

Close

New

Refresh

Save

Status: Changed

Missing accounts

Code

REPORT

Object

Employee

BOB

Taxonomy

Description

Comment

NO	Number	Type	Accounts / Formula	Object	Text	Class	Graph
1	10	1(Result)	100001+100002		Report accounts		
2							

- 4) **User** can only open a balance sheet or a income statement, where he/she is **marked as a user**
- 5) From the **balance sheet** you can open the **general ledger**, **only one account at a time**.
- 6) **From general ledger report can see all the allowed accounts statements** - write a comma-separated list of accounts in the account start field. Alt+A can be used to save under saved reports.

Finance Report - Nominal Ledger

Time start 01.01.2021 end 03.11.2021 Account start 111101,111201 end

Project

Corr.Account

☐ show corr. acc.

Object

111101 Kassa

Language

English

Change

is bigger than

Description

111201 Pangakonto

Customer

Sort1

Time

Sort2

unsorted

Transaction

Depth

(all)

Supplier

Unit/round

0.01

VAT code

(all)

w/o level(s)

Currency

Subtotal

☐ only with balance

☐ levels

☐ more info

Print

REPORT

A user with limited rights can save the same report to the account start field by adding it as an accounts + list.

Finance Report - Nominal Ledger

Time start 01.01.2021 end 03.11.2021 Account start 111101+111201 end

Project

Corr.Account

☐ show corr. acc.

Object

Type

Language

English

Change

is bigger than

Description

Reference

Customer

Sort1

Time

Sort2

unsorted

Transaction

Depth

(all)

Supplier

Unit/round

0.01

VAT code

(all)

w/o level(s)

Currency

Subtotal

☐ only with balance

☐ levels

☐ more info

Print

REPORT

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