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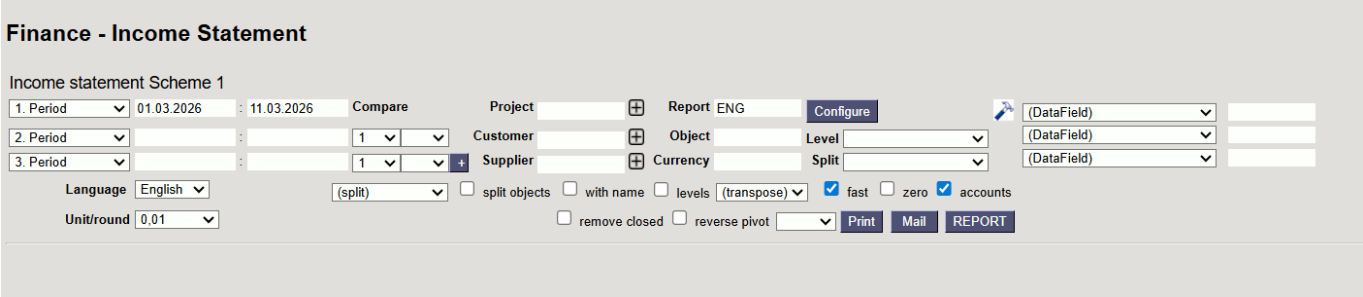
Income statement

Income statement is an accounting report that shows the firms financial performance (revenues, expenses, and profit or loss) for the reporting period. The income statement presents the changes in the financial accounts configured in the report. Unlimited number of different reports can be configured showing the turnover for the period, For example:

- Income statement Scheme 1 (expenses are grouped by type)
- Income statement Scheme 2 (expenses are grouped by function)
- Internal management reports
- Departmental Income statements
- Production financial reports
- Notes to the Annual report
- etc

1. Configuration of an Income statement report

Configurations of the Income statement can be created and corrected: `Settings → Finance settings → Income statement`.



1.1. Report fields

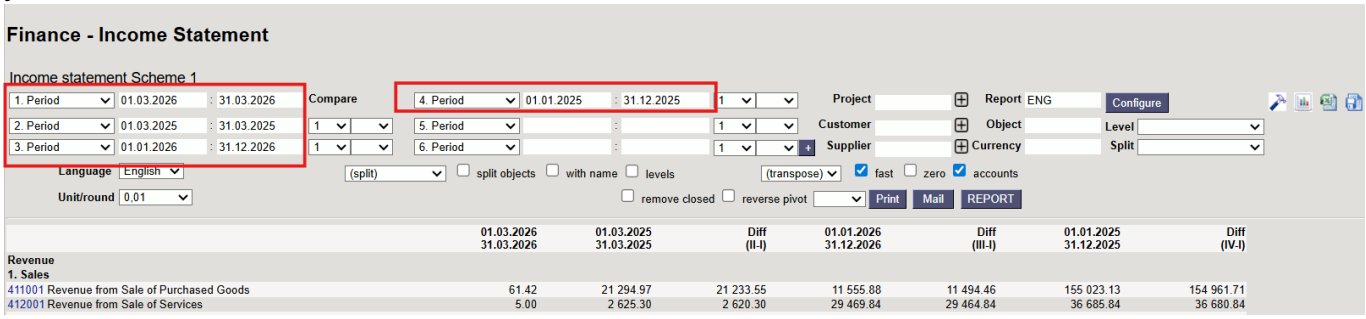
- **Period** - has to be filled with the period for which the income statement should be generated. For example, if you want a report for a single month, the easiest way is to enter only the number of the relevant month and press Enter. If you want a report for the same month of the previous year, enter the month number followed by !; for the year before that, the month number followed by !!, and so on. If we want a report for an entire year, simply enter the year number - for example 2020.

By right-clicking, you can open the calendar view, which also displays sample period selections. By default, three periods are shown in the options, but more can be added to a total of 12—using the + button next to the period filter.

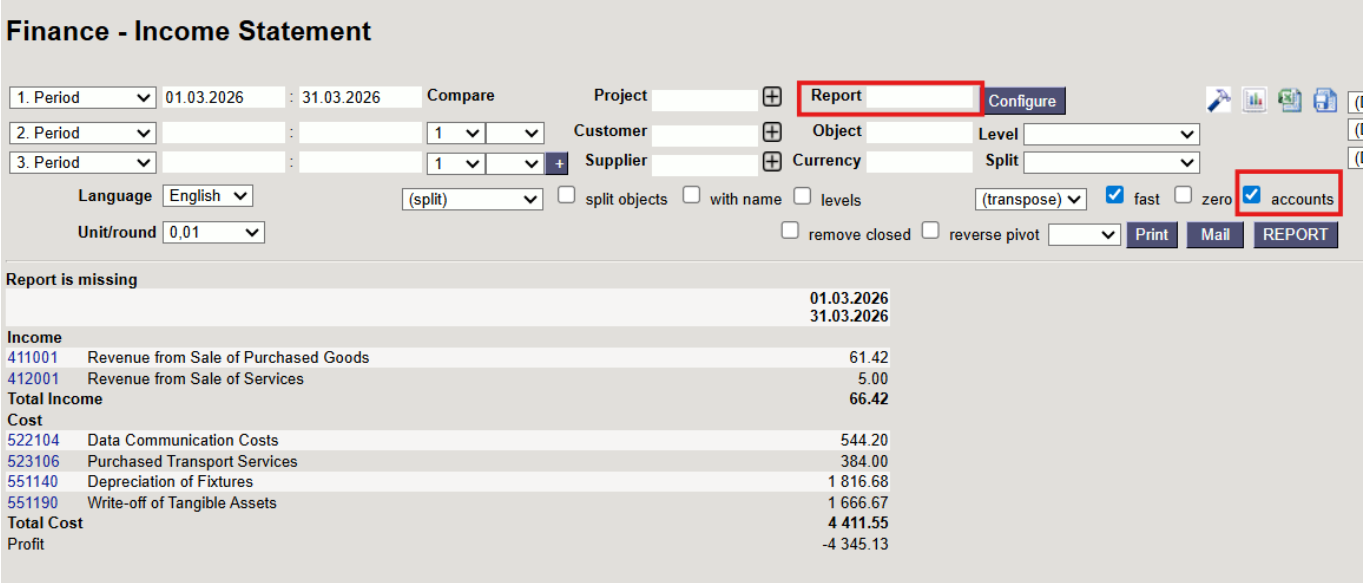
- **Language** - language of the generated report and filters
- **Unit/round** - Selectable from the dropdown menu. Values below zero indicate rounding, and values above zero indicate the unit.
- **Compare** - For comparing performance of different periods. By clicking on the **Compare** button you can add more periods. Comparing is possible only when split and transpose are not

selected.

For example data of the previous month can be compared with the data of the same month in the previous year, and additionally compare the same periods cumulatively from the beginning of the year.

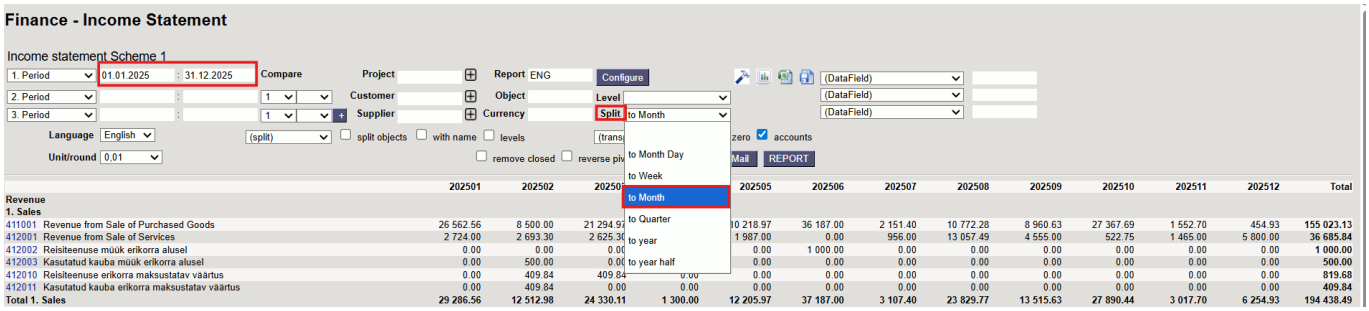


- **Split** - breaks down the account amounts across the allocated objects/projects that make up the value.
- **Depth** - determine the level at which the report is viewed. This option is available if finance accounts are structured trough parent and sub-accounts
- **Project** - selectable by double-clicking or using the right mouse button
- **Customer** - selectable by double-clicking or using the right mouse button
- **Supplier** - selectable by double-clicking or using the right mouse button
- **Split objects** - seprates objects LOCATION,PERSON into individual objects
- **With name** - displays the objects/projects name in addition to the code
- **Levels** - displays the objects levels.
- **Report** - Report configuration selectable by double-clicking or using the right mouse button. Configure, change or add reports. If the Report field is left empty and the checkbox Accounts is selected, a simplified income statement can be generated, displaying only revenues, expenses, and the result.



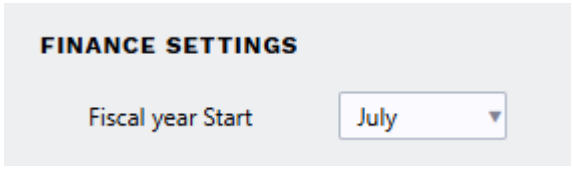
- **Object** - selectable by double-clicking or using the right mouse button. If the income statement has to be for a specific object, then the Object field must be filled with the object for which the report should be generated. Object restriction – if Split objects is not selected, the restriction is interpreted strictly. This means that if the row contains LOCATION,PERSON, it will not match LOCATION or PERSON individually, but it will match LOCATION,PERSON exactly.
- **Currency** - Report can be viewed in different currencies. Selectable by double-clicking or using the right mouse button.

- **Transpose** - shows objects, projects, customers, suppliers of which the value is made up in individual columns.
- **Level** - Object level of objects.
- **Split** - If the data should be broken down by periods. For example, if the income statement needs to be for the entire year period and split by months, then you must specify the period and select Month in the Split field. Options:
  - to Month day
  - to Week
  - to Month
  - to Quarter
  - to year
  - to year half
  - to Fiscal year



Splitting into periods is not possible if the Income statement is also split into objects/projects or different periods are chosen for comparison.

Option to split into Fiscal year is visible if the Fiscal year is chosen in the setting `System settings → Finance settings → Fiscal year start`.



- **Fast** - uses an internal summary table for generating the report. Faster and does not load the server. If in doubt, you can try generating the report without the 'fast' option.
- **Zero** - If selected the report will show all the accounts and rows, including those with a value of 0.
- **Accounts** - If selected, the income statement is displayed in detailed form by accounts. If the checkbox is cleared, the report is shown as summary lines.
- **Remove closed** - Removes closed accounts from the report
- **Reverse pivot** -If selected switches columns and rows
- **DataField** - Additional filtering options for financial account datafield.

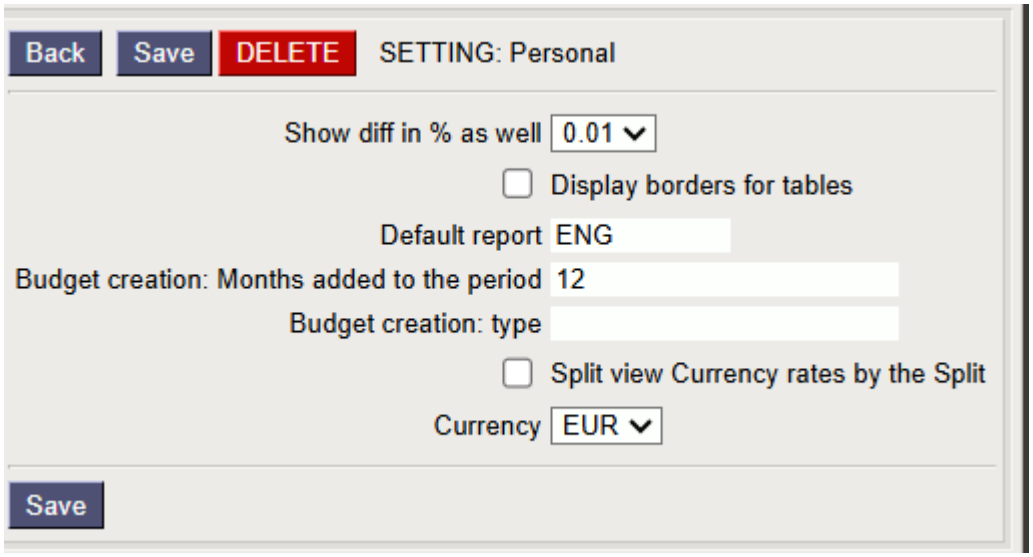
1.2. Report buttons

- **Configure** - Opens the chosen report configuration.
- **Print** - Prints selected print layout
- **Mail** - sends report printout with e-mail.

- **Report** - generates the report
- **Graph** - Opens graph window which allows to view the reports result as graph instead of table.
- **Excel** - (shortcut F12 or Alt+E) - Opens report in Excel
- **Save** - (shortcut Alt+A)- saves report to User Menu

1.3. Fine-tuning

Fine-tuning button opens a new window.

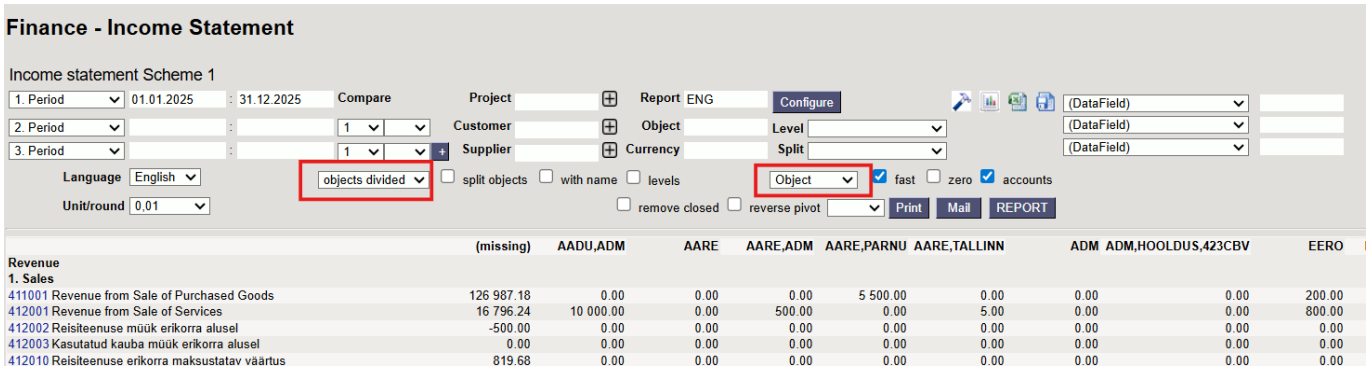


- **Show diff in % as well** - enables displaying the percentage difference and allows setting the number of decimal places for the percentage values.
- **Display borders for tables** - displays the report in a table format where borders are visible, including in the print version.
- **Default repor** - allows to define a default report configuration.
- **Budget creation: Months added to the period** - a selectable number via arrow buttons. Maximum is 12 months.
- **Budget creation: type** - when creating a budget from the income statement, the budgets are created using the selected budget type.
- **Split view Currency rates by the Split** - a configuration option for preparing a consolidated income statement. If the income statement is split (e.g. by months), each month's data is converted into the group's base currency using the average exchange rate of each specific period.
- **Currency** - allows specifying the default currency in which the report is displayed. Currencies marked in the system are not added here.

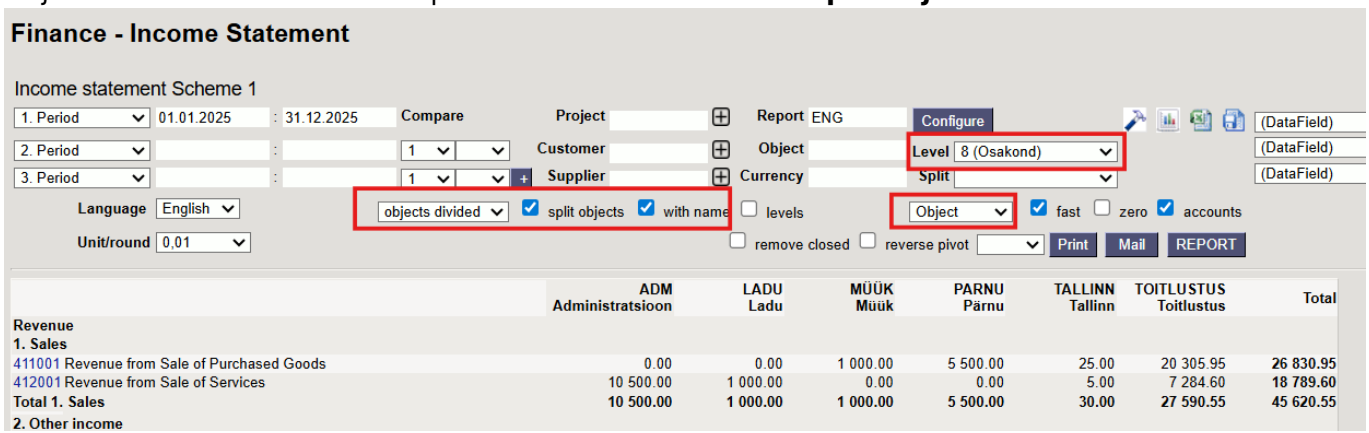
2.Outcome of the report

2.1. Income statement divided by objects

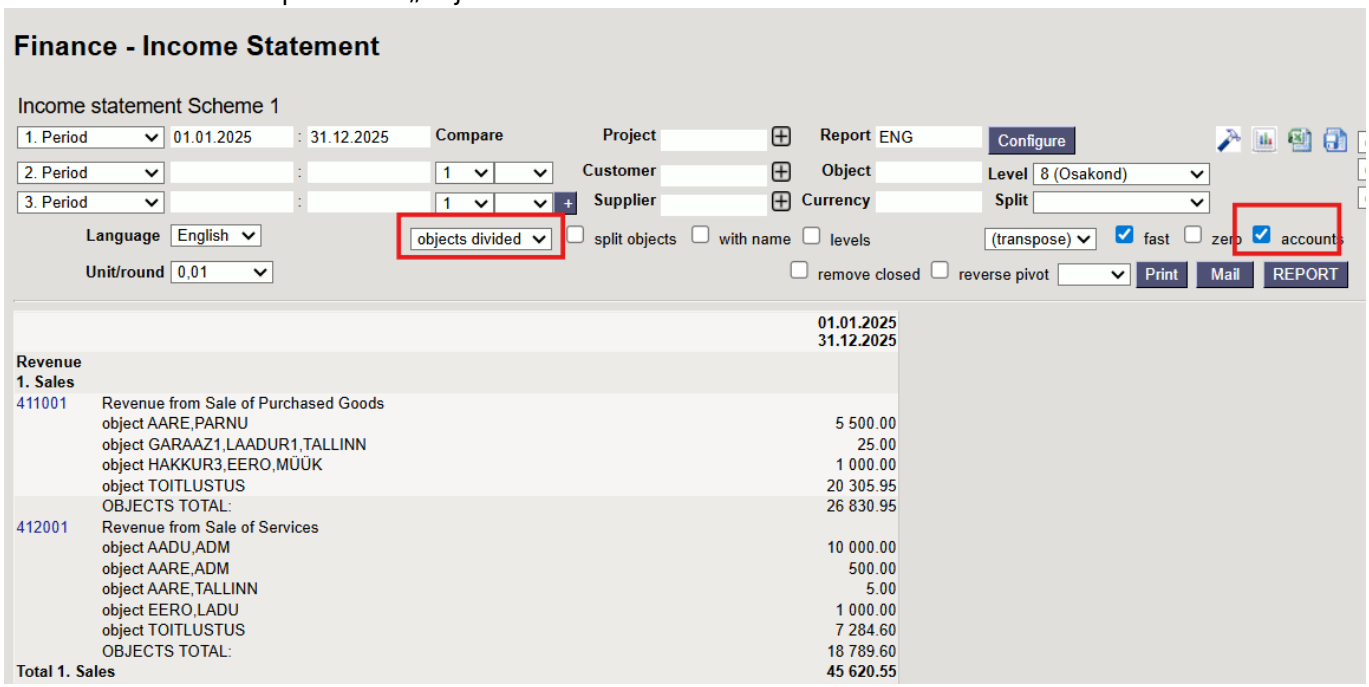
To display the income statement with object details, make the following selections (select the checkbox with name if you also want the names of the objects to be shown in the report):



If the report needs to be generated by the objects with a specific object level, select the desired Object Level from the **Level** dropdown menu and select the **Split objects** checkbox:



Income statement report with „objects divided“ and accounts checked:

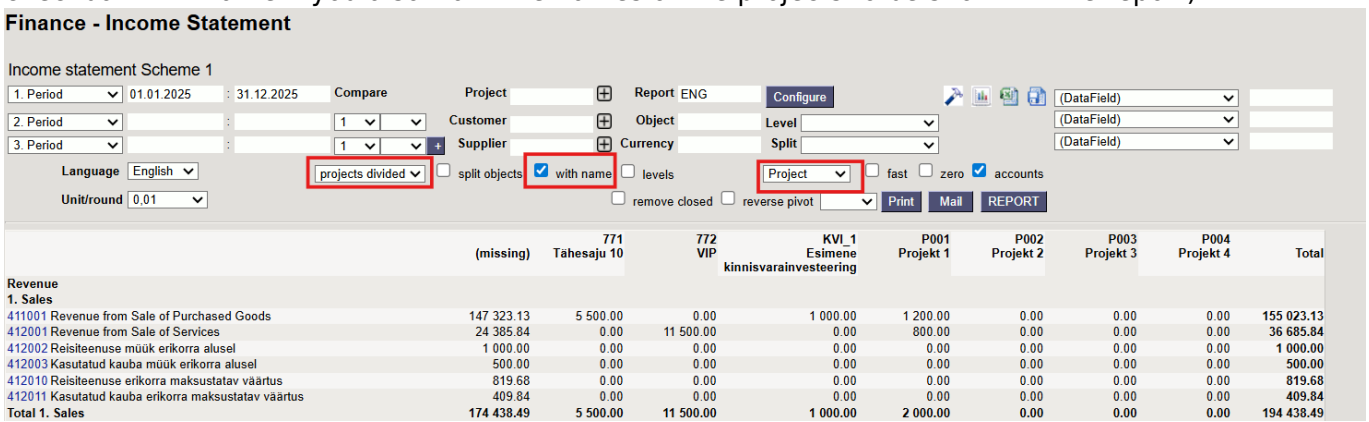


In excel:

01.01.2025				
31.12.2025				
Revenue				
1. Sales				
Account no		Account name	Objects	Sum
	411001	Revenue from Sale of Purchased Goods	AARE,PARNU	5500
	411001	Revenue from Sale of Purchased Goods	GARAAZ1,LAADUR1,TALLINN	25
	411001	Revenue from Sale of Purchased Goods	HAKKUR3,EERO,MÜÜK	1000
	411001	Revenue from Sale of Purchased Goods	TOITLUSTUS	20305.95
	412001	Revenue from Sale of Services	AADU,ADM	10000
	412001	Revenue from Sale of Services	AARE,ADM	500
	412001	Revenue from Sale of Services	AARE,TALLINN	5
	412001	Revenue from Sale of Services	EERO,LADU	1000
	412001	Revenue from Sale of Services	TOITLUSTUS	7284.6
Total 1. Sales				45620.55
2. Other income				
	421101	Profit from Sale of Tangible Assets	ADM,HOOLDUS,423CBV	-73333.28
	421101	Profit from Sale of Tangible Assets	TOITLUSTUS	-958.33
Total 2. Other income				-74291.61

2.2. Income statement divided by projects

To display the income statement with project details, make the following selections (select the checkbox with name if you also want the names of the projects to be shown in the report):

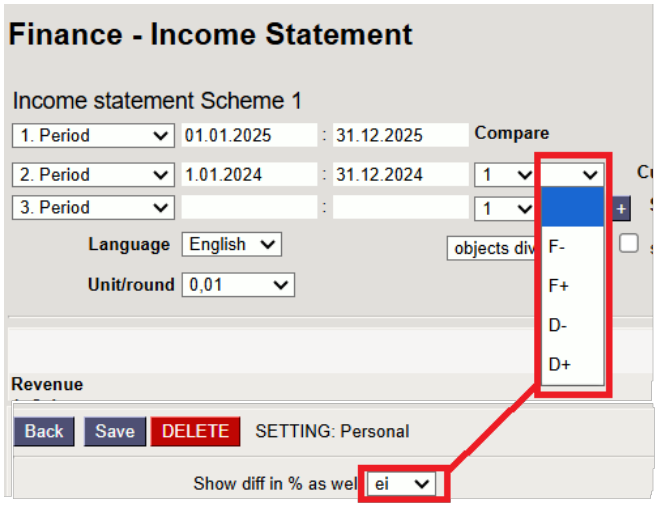


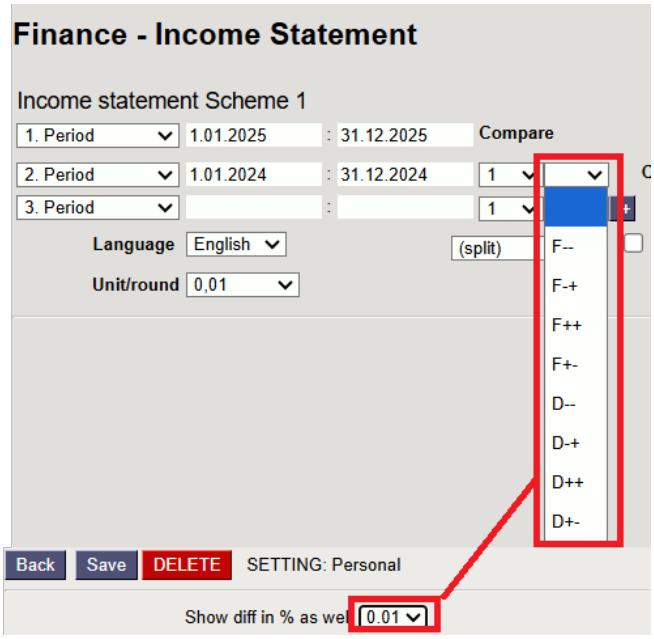
	(missing)	771 Tähesaju 10	772 VIP	KVI_1 Esimene kinnisvarainvesteering	P001 Projekt 1	P002 Projekt 2	P003 Projekt 3	P004 Projekt 4	Total
Revenue									
1. Sales									
411001 Revenue from Sale of Purchased Goods	147 323.13	5 500.00	0.00	1 000.00	1 200.00	0.00	0.00	0.00	**155 023.13**
412001 Revenue from Sale of Services	24 385.84	0.00	11 500.00	0.00	800.00	0.00	0.00	0.00	**36 685.84**
412002 Reisiteenuse müük erikorra alusel	1 000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**1 000.00**
412003 Kasutatud kauba müük erikorra alusel	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**500.00**
412010 Reisiteenuse erikorra maksustatav väärtus	819.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**819.68**
412011 Kasutatud kauba erikorra maksustatav väärtus	409.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**409.84**
Total 1. Sales	**174 438.49**	**5 500.00**	**11 500.00**	**1 000.00**	**2 000.00**	**0.00**	**0.00**	**0.00**	**194 438.49**

2.3. Choice of calculations

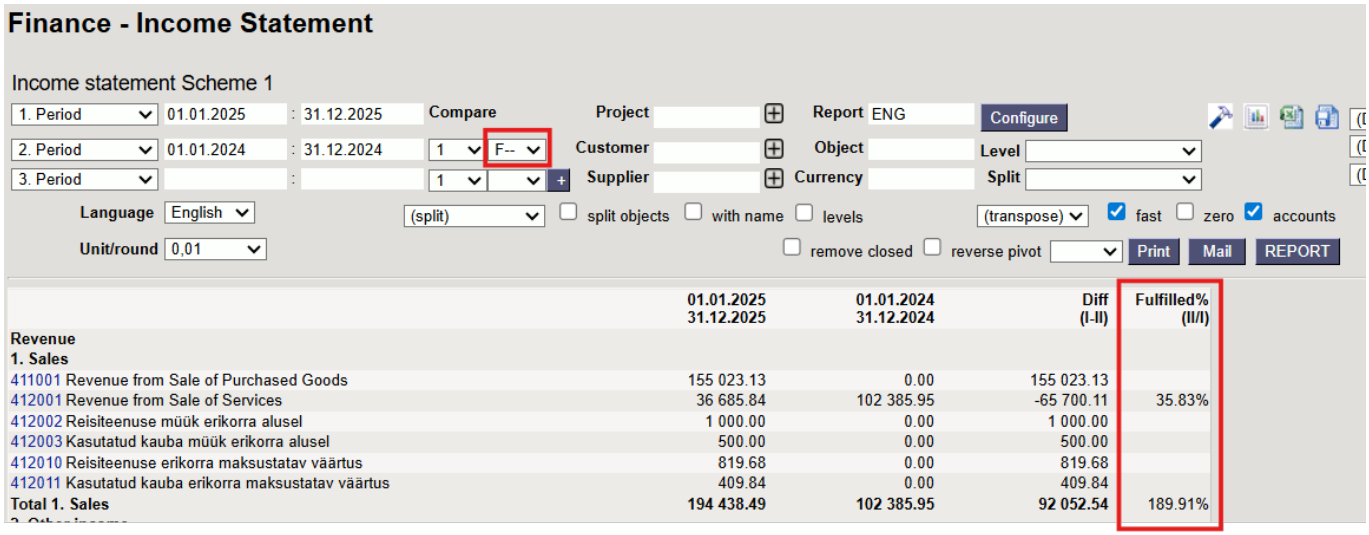
The source of the values for different periods can be either actual financial entries or budget entries with a specific code. The period values can be compared either from a difference perspective or from an execution perspective. To do this, select an option next to the comparable period, and define how the monetary and percentage differences are calculated.

If the fine-tuning option **Show diff in % as well- is No**, the percentage-based comparison options will be hidden.





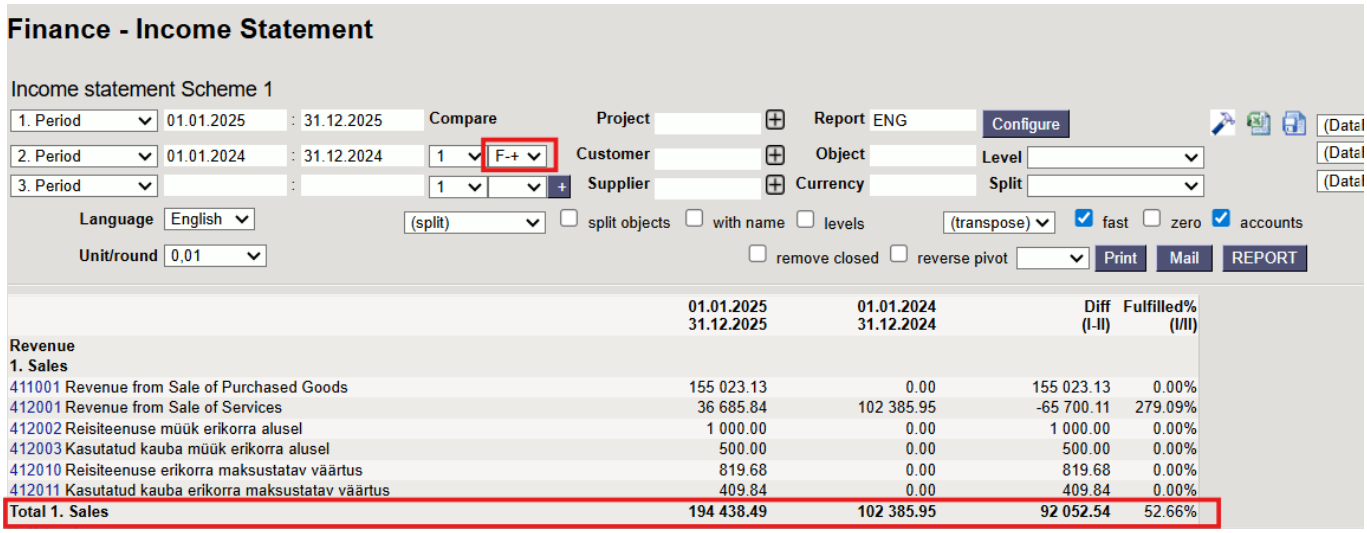
2.3.1. Choice of F--



	01.01.2025 31.12.2025	01.01.2024 31.12.2024	Diff (I-II)	Fulfilled% (II/I)
Revenue				
1. Sales				
411001 Revenue from Sale of Purchased Goods	155 023.13	0.00	155 023.13	
412001 Revenue from Sale of Services	36 685.84	102 385.95	-65 700.11	35.83%
412002 Reisiteenuse müük erikorra alusel	1 000.00	0.00	1 000.00	
412003 Kasutatud kauba müük erikorra alusel	500.00	0.00	500.00	
412010 Reisiteenuse erikorra maksustatav väärtus	819.68	0.00	819.68	
412011 Kasutatud kauba erikorra maksustatav väärtus	409.84	0.00	409.84	
Total 1. Sales	**194 438.49**	**102 385.95**	**92 052.54**	189.91%

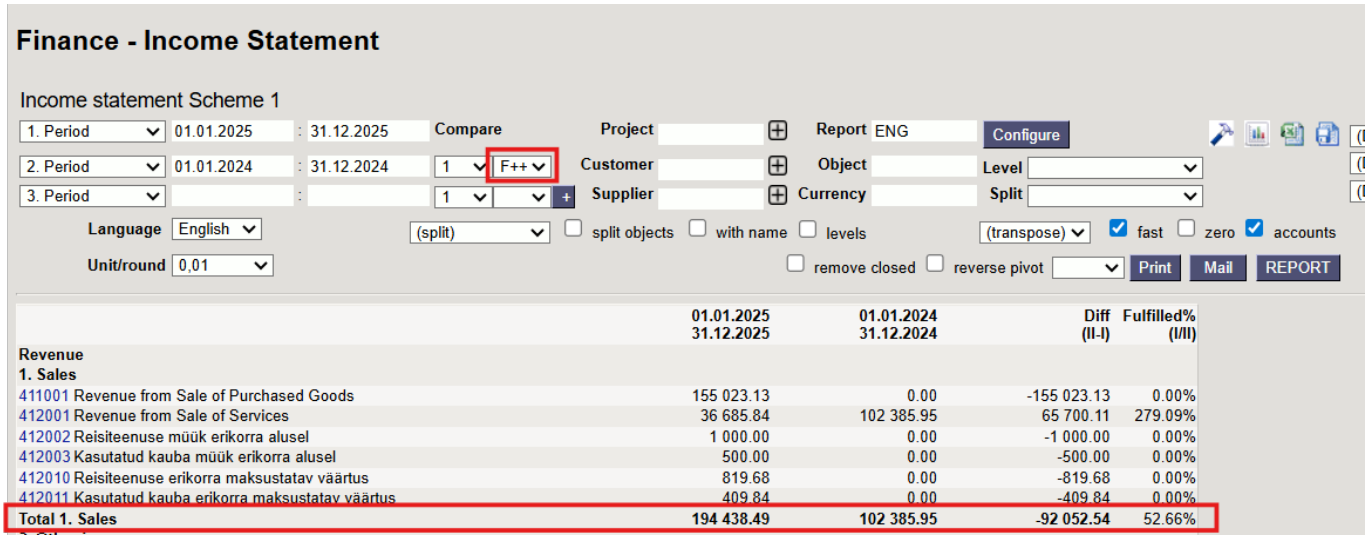
In 2025, sales revenue was 92 000 euros higher than in 2024, and in 2025 the sales revenue increased to 189.91% of the previous year's level.

2.3.2. Choice of F-+



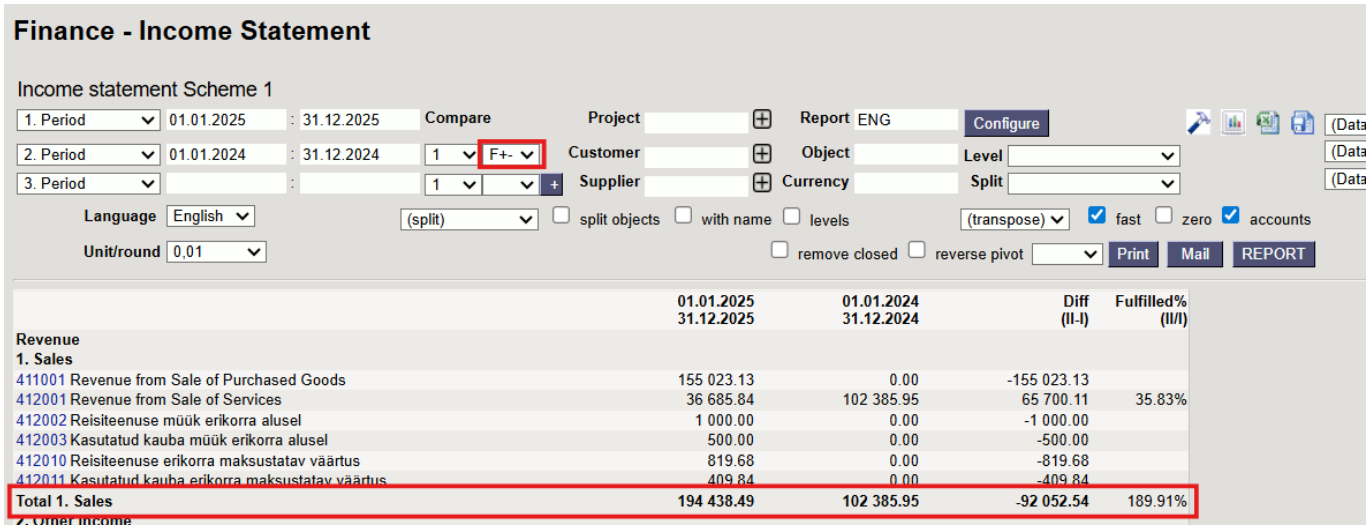
In 2025, sales revenue was 92 000 euros higher than in 2024, and the 2024 sales revenue amounted to 52.66% of the 2025 sales revenue.

2.3.3. Choice of F++



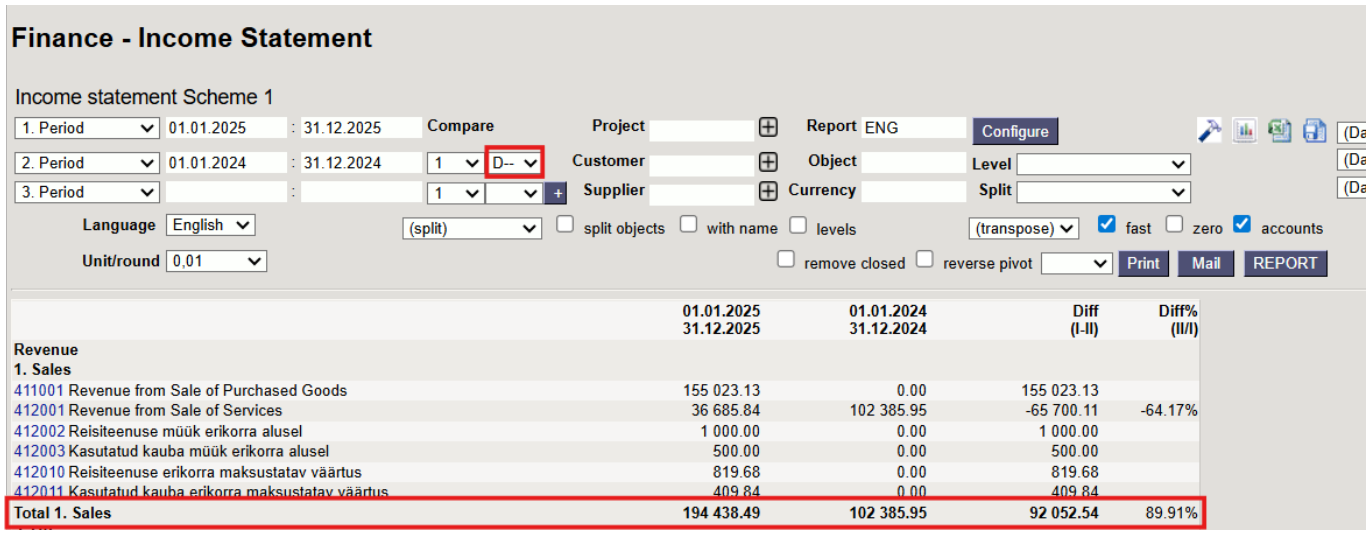
In 2024, sales revenue was 92 000 euros lower than in 2025, and 2024 sales revenue amounted to 52.66% of the 2025 sales revenue.

2.3.4. Choice of F+-



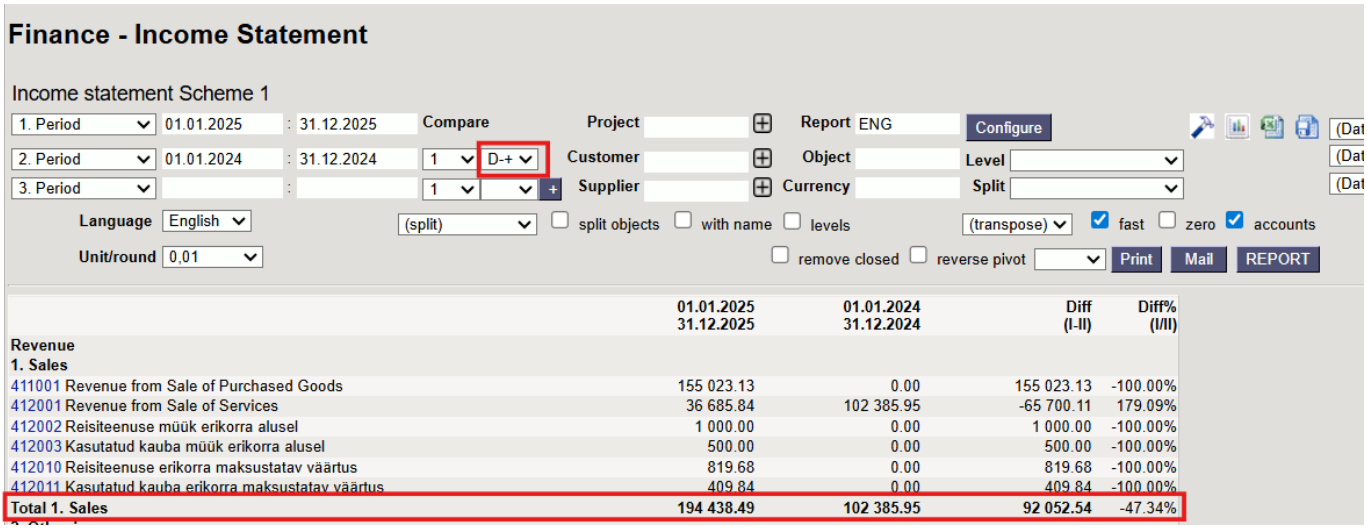
In 2024, sales revenue was 92 000 euros lower than in 2025.

2.3.5. Choice of D--



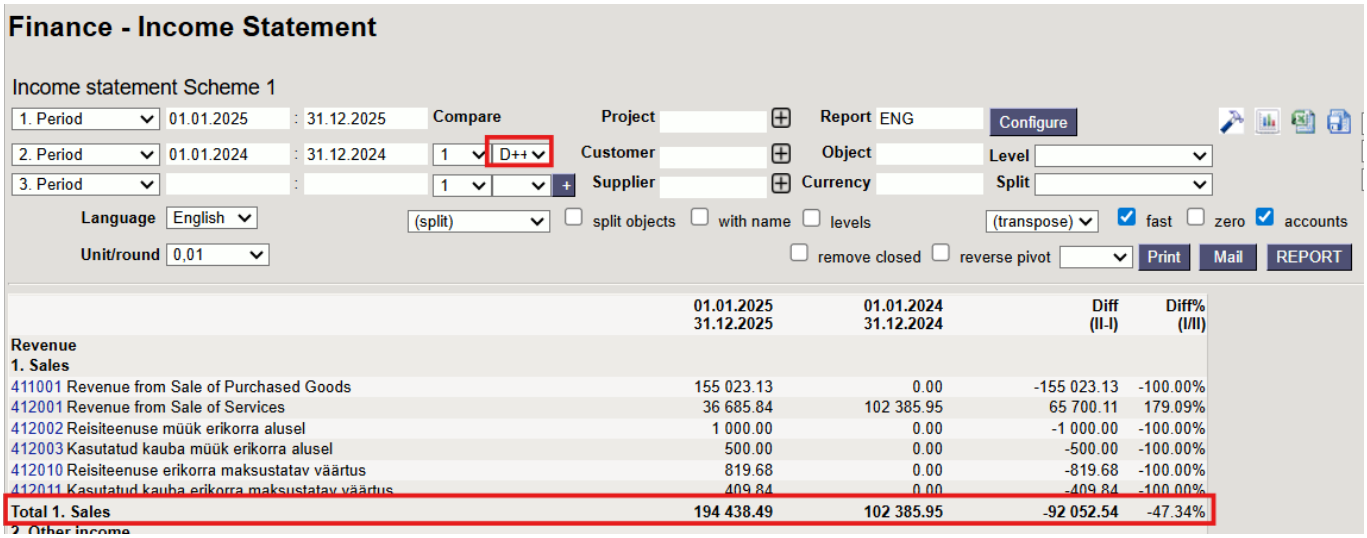
The 2025 sales revenue exceeds the 2024 sales revenue by 92 000 euros, which is an increase of 89.91%.

2.3.6. Choice of D-+



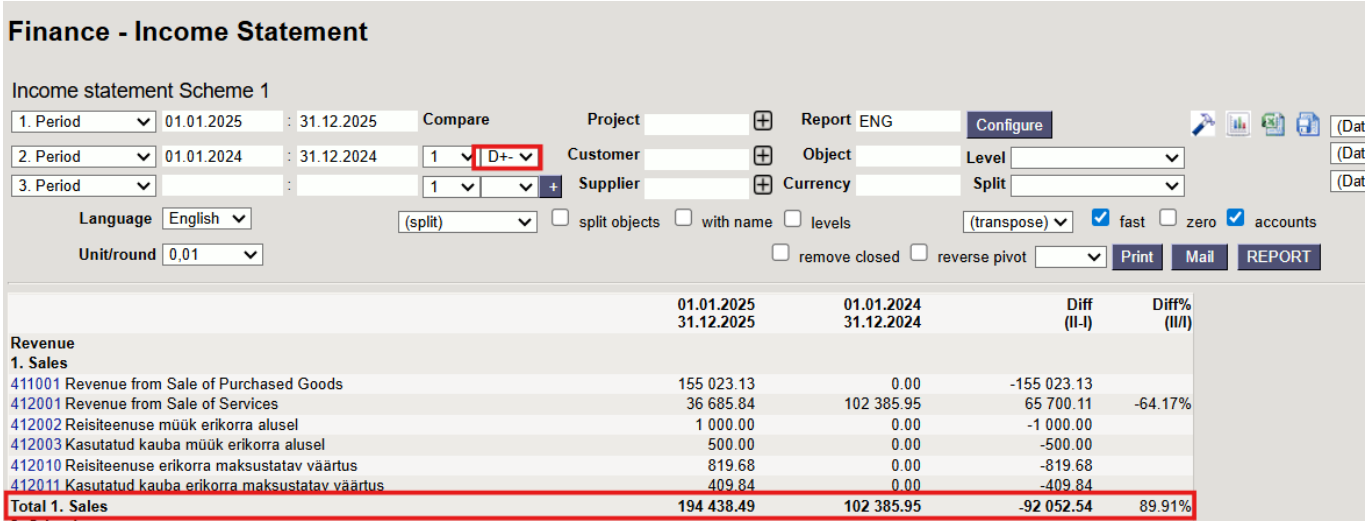
The 2025 sales revenue exceeds the 2024 sales revenue by 92 000 euros, and the 2024 sales revenue was 47.34% lower than the 2025 sales revenue.

2.3.7. Choice of D++



In 2024, sales revenue was 92 000 euros and 47.34% lower than the 2025 sales revenue.

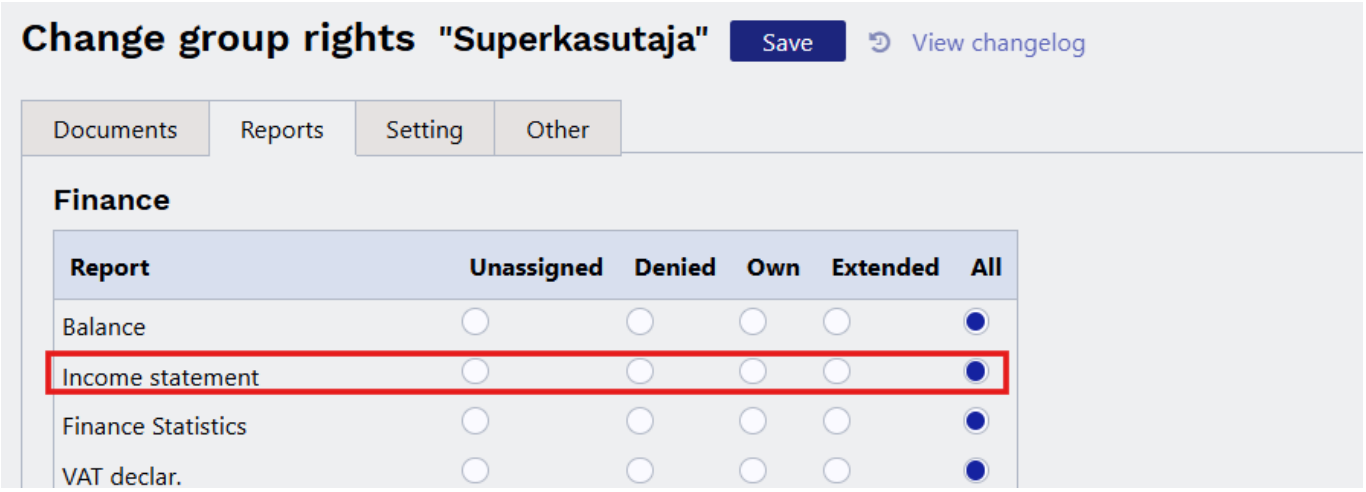
2.3.8. Choice of D+-



The 2024 sales revenue was 92 000 euros lower than the 2025 sales revenue, and the 2025 figure exceeded the 2024 level by 89.91%.

3. Assigning rights to User groups

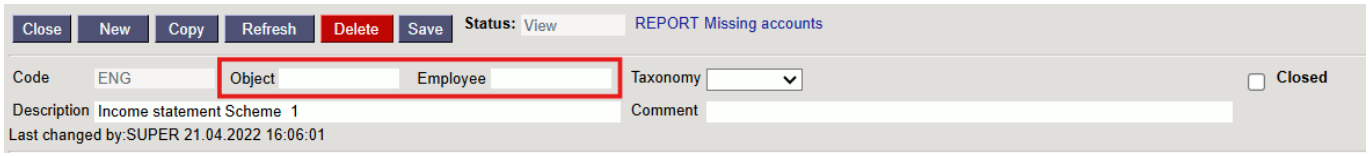
Different rights can be assigned to income statement report to control what data users are allowed to see. Right can be assigned/changed in `Settings→ Common Settings → Users or User groups → Reports → Income statement`



- **All rights** - User can see all of the income statement reports and use all filter options.
- **Extended rights** - If the user has been assigned to an object, then the user can see all the income statement reports but only the outcome of the assigned object.
- **Own rights** - User can view only income statement reports where on the configuration its employee code is marked.
- **Denied rights** - User does not have access/permission to see any income statement reports.
- **Unassigned rights** - User does can not view any income statement reports.

If the user has only the right to see assigned object's income statement, then on the configuration object must be filled.

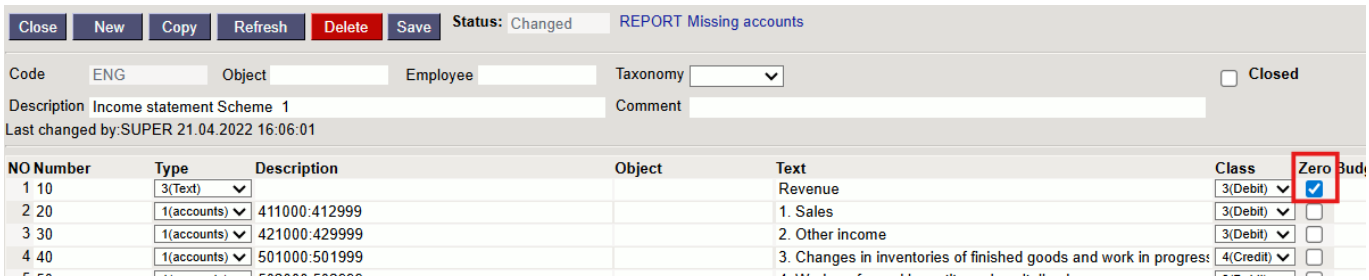
On the report configuration:



4. Frequently asked questions

4.1. If zero is selected in the Income statement configuration, it applies to the accounts

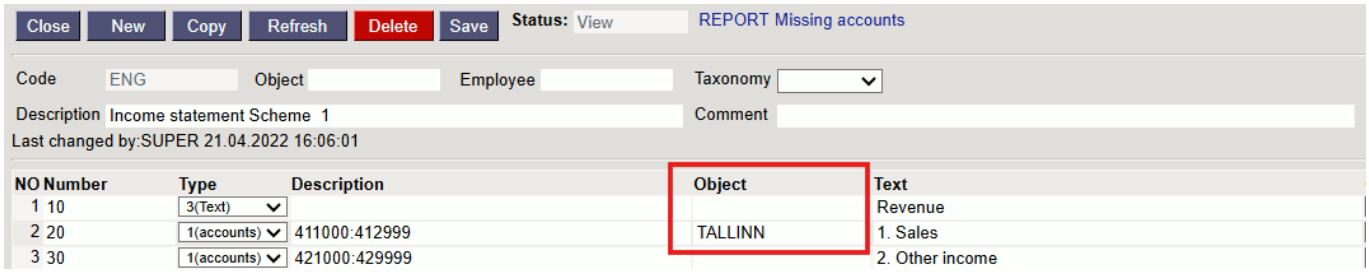
- If **zero** is selected in the Income statement configuration, then all the accounts listed in the Description will be shown, including those with zero turnover for the period.
- **Zero** option affects only the accounts, not objects. Object filter works as usual - if objects are divided and table is transposed by objects then only the objects with turnover are displayed.



4.2. Same object can't be used in the Income statement configuration and report filter

There is an option to either:

- add necessary objects to the reports configuration



- Not use objects in the report configuration and add necessary objects to the report filter

4.3. Datafields can be used in configuration to include or exclude accounts

The income statement report line can be described as an account range, and an account dataField filter can be used to select a group of accounts for a report line. This allows entering the dataField values as text or selecting them from a list. The selection can also use dataField exclusion — „include all accounts except those marked with the specified account dataField“.

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