

Sisukord

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Nominal Ledger

Nominal Ledger is the main tool of an accountant. It shows all transactions during the selected period.

1. Filters and filter options

- **Date start and end** - period of transactions.
- **Account start and end** - for filtering the accounts. It's possible to select a list of accounts (with comma list on start field) or a range of accounts (first account on start and last account on end field).



Account start 0 and account end Z shows all accounts in use.

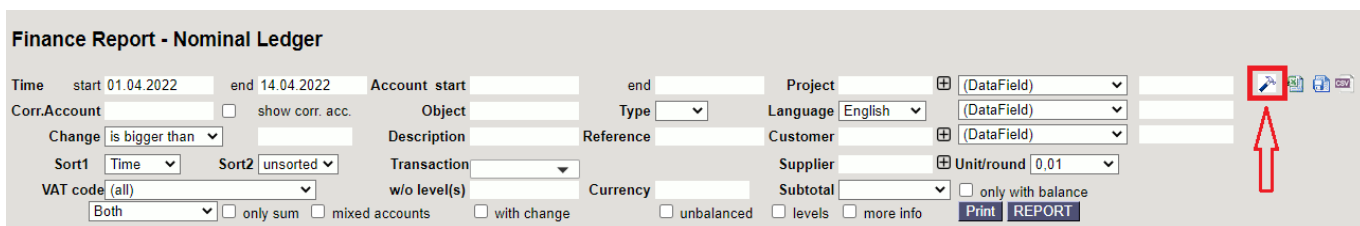
- **Project** - filters only transactions with selected project.
- + choose project fields - possible to filter by different project fields.
- **Corr.Account** - correspondent account of the transaction.
- **Object** - filters only transactions with selected object.
- **Type** - object level type.
- **Language** - language selection for the report.
- **Change** - it is possible to filter transactions by the change entered in the field. Options: is bigger than, is smaller than, equals, does not equal.
- **Description** - description from transactions headers or rows. It's possible to use full description or just a keyword.
- **Reference** - transactions reference.
- **Customer** - customer code on transaction.
- + choose customer fields - possible to filter by different client fields.
- **Sort1** - different ways to sort the report result (Time by default). Options: Type, Number, Time, Date, Debit, Credit.
- **Sort2** - different ways to sort the report result, in addition to the first sorting (unsorted by default). Options: Type, Number, Time, Date, Debit, Credit.
The sorting result may be different for Time + Number and Date + Number, because the time and transaction number may not be in the same order.
- **Transaction** - selection of transaction types.
- **Supplier** - supplier code on transaction.
- + choose supplier fields - possible to filter by different supplier fields.
- **VAT code** - Vat code filtering. Its possible to select one or all codes.
- **w/o level(s)** - excludes entries that have objects with a certain object level (number of the object(s) level must be entered).
- **Currency** - possible to filter transactions made in one currency. Exclusion and a comma list of currencies also work (USD, EUR and !USD, EUR).
- **Subtotal** - subtotals with selected option will be generated. Each subtotal consists of transactions, opening and closing balances. The report also shows unchanged account balances for the selected date range. Options - object, project, customer, supplier, VAT code and currency.

- **Datafield** - finance account datafield.



2. Options

- **Show corr. acc.** - show correspondent accounts of the accounts in the transactions.
- **Only with balance** - show only accounts with balance (works only together with „with change“ option).
- **Only sum** - show only total sums (Beginning balance, total Debit, total Credit, total change and closing balance) of the accounts in selected period, without transactions.
- **Mixed accounts** - the result of the report is displayed by transactions, not by accounts. Accounts are mixed.
- **With change** - shows only accounts with change in selected period of time.
- **Unbalanced** - shows only unbalanced accounts.
- **Levels** - separates objects in entries by levels, that way it is easier to view data, search for errors, or process in excel.
- **More info** - brings out suppliers code + name, quantity and project code (if it isn't already selected from fine tuning) columns.


3. Fine tuning



Pilt(1)

- **Setting**  - for choosing user's personal settings.
- **Excel table**  shortcut F12 or Alt+E - opens the generated report in Excel.

Save the report in CSV format

 - It is often necessary to view a general ledger report for a period that contains more data than the user's browser can display. In this case, the data must be exported as a CSV file for post-processing in, for example, Excel or other data processing software.

[csv.mp4](#)

Video (1)

3.1 Fine tuning options

Picture(2)

- **Account start** and **Account end** – allows to open the general ledger with a range of pre-filled accounts. For example start „0“ and end „Z“ opens a report of all accounts transactions.
- **Show in base currency** – adds a column to the report that shows the current base currency.
- **Show # of attachments** – adds the number of attachments attached to transaction to the report.
- **PID info** – adds PID from transaction to the report.



An PID is generated for a fiscal transaction if the System settings> Fiscal Transactions have PID is „yes“

- **Day last row is underlined** – displays an underlined row after each days last row.
- **Show object name** – it is possible to enter comma-separated object levels numbers, which name will be displayed. Object name is displayed only when „levels“ option is also selected in report.
- **Show currency sums** – shows the amounts under the second tab of the transaction lines.
- **Show rate** – shows the rate of the transaction line.
- **Show indirect rate** – exchange rate as provided by banks. It is 1/Directo rate.
- **Show currency** – shows transactions currency in report.
- **Show date without time** – shows transactions date in report without time.
- **Show project** – shows the project of the transactions in report.
- **Show project name** – shows the projects name of the transactions in report.
- **Show subtotal without change** – shows all subtotals that have balance (depending on the selection made in reports subtotal filter). Only beginning balance is displayed to those subtotal rows that hasn't got change.
- **Show account name** – shows account names, when option „mixed accounts“ is selected in report.
- **CSV file separator** – data separator in CSV file. Options: tab or , (comma) or ; (semicolon).
- **Currency** – it is possible to show the report in EUR or EEK currency.

3.1.1 Fine tuning extra options

- **Select supplier additional info fields** - possible to add information from suppliers register. When additional columns are added, the information will be displayed in the transactions rows. The report cannot be filtered by these fields, but it can be used for post-processing in Excel, for example.
- **Select client additional info fields** - possible to add information from clients register. When additional columns are added, the information will be displayed in the transactions rows. The report cannot be filtered by these fields, but it can be used for post-processing in Excel, for example.
- **Select project additional info fields** - possible to add information from projects register. When additional columns are added, the information will be displayed in the transactions rows. The report cannot be filtered by these fields, but it can be used for post-processing in Excel, for example.

4. Examples

4.1 Showing object name

Nominal Ledgers fine tuning has **show object name** setting, where all object levels that names should be displayed in report, can be entered by comma separated list. Object name is displayed only when **levels** option is also selected in report.

Back Save DELETE SETTING: Personal

Account start
Account end

show in base currency
 Show # of attachments
 PID info

Day last row is underlined No

Show object name 0,1

Show currency sums
 Show rate
 Show indirect rate
 Show currency
 Show date without time
 Show project
 Show Project Name
 Show subtotals without change
 Show account name

Select supplier additional info fields
Select client additional info fields
Select project additional info fields

CSV file separator tab
Currency EUR

Save

Picture(3)

4.2 Showing currency amounts and exchange rates

It is possible to add currency amount and exchange rate columns to the report from fine tuning.

Back Save DELETE SETTING: Personal

show in base currency
 Show # of attachments
 PID info

Day last row is underlined No

Show object name 1,2

Show currency sums
 Show rate

Currency EUR

Save

Picture(4)



Those values are displayed only on transactions rows. There are no total values for these columns. If option **only sum** is selected, those columns wont appear.

4.3 Subtotals

Subtotal filter will generate subtotals with selected option. Each subtotal consists of transactions , opening and closing balances. The report also shows unchanged account balances for the selected date range.

Example: Subtotals by customer (partial excerpt from the report):

Account	Number	Object	Time	Description	VC	Debit	Credit	Cur.Debit	Cur.Credit	Cur.	Beginning balance Change	Balance
125361	INV_OFF.100120	HOOLDUS.R01	13.04.2022 16:45:55	MPV82 Arvutid ja arvisüsteemid		0.00	12 000.00	0.00	12 000.00	EUR	-12 000.00	13 387.20
125369	INV_OFF.100120	HOOLDUS.R02	13.04.2022 16:45:55	MPV82 Arvutite ja arvisüsteemide kulum		-800.00	0.00	-800.00	0.00	EUR	-12 800.00	587.20
562111	INV_OFF.100120	HOOLDUS	13.04.2022 16:45:55	MPV82 Laks lattu		12 800.00	0.00	12 800.00	0.00	EUR	0.00	13 387.20
Total:						12 000.00	12 000.00	12 000.00	12 000.00		0.00	13 387.20

4.4 Resetting balances

It is possible to reset balances from the past. To do this, a financial transaction must be created with desired date, for example, at the end of the year.

Example

Nominal Ledger shows project with balance:

Account	Balance
KASS:	Beginning balance 2 298.00

Picture(5)

Next step is to generate a report with longer period and with filters such as the ones in the picture 6. The result shows which transactions the final balance consists of.

Finance Report - Nominal Ledger

Time start 01.04.2000 end 25.04.2022 Account start 0 end z Project KASS (DataField) Language English (DataField) Customer (DataField) Supplier Unit/round 0,01 Subtotal by project. only with balance Print REPORT

Report - mixed accounts 0 : z

Account	Number	Object	Time	Description	VC	Debit	Credit	Cur.Debit	Cur.Credit	Cur.	Beginning balance	Change	Balance
551190	INV_HIND.100104	admin	21.01.2022	J1903 Kulu materiaalse põhivara mahakandmisest		1 379.00	0.00	0.00	0.00		1 379.00	1 379.00	0.00
551131	INV_OFF.100083	admin	23.01.2022	J1903 Transpordivahendite amortisatsioon kulu		919.00	0.00	0.00	0.00		2 298.00	2 298.00	0.00
Total:						2 298.00	0.00	0.00	0.00		2 298.00	2 298.00	0.00
						Beginning balance	Debit	Credit	Change	Closing balance			
						0.00	2 298.00	0.00	2 298.00	2 298.00			

Picture(6)

Financial transaction resetting the balance:

New Save Copy Discard Delete Attachments Mail Print Periodize Create reverse transaction

Finance - Transaction FIN: 100144 Saved Last ch

Type Number Date Reference Description
 FIN 100144 31.01.2022

Debit Credit Difference
 2298 2298 0

Copy selection Delete selection Bulk Insert Paste Recipe Split from Resources Shortcuts Account Currency

No.	Accour	Object	Project	Description	Debit	Credit
1	551190		KASS	Kulu materiaalse põhivara mahakandmisest		1379.00
2	551190			Kulu materiaalse põhivara mahakandmisest	1379.00	
3	551131		KASS	Transpordivahendite amortisatsioon kulu		919.00
4	551131			Transpordivahendite amortisatsioon kulu	919.00	

Picture (7)



The F2 key in the Nominal Ledger window opens a new financial transaction.



If for example an object has been deleted, a warning will be displayed when the financial transaction is saved, but the transaction will still be saved.

4.5. Only with balance

If an account has a lot of transactions and there is a need to check only transactions that has closing balance for example by supplier. It is possible to choose Subtotal by Supplier and only with balance, then all suppliers that have closing balance 0 are excluded (only sum filter must also be chosen).

Example

Nominal Ledger with subtotal by Supplier and **without only with balance** option.

Finance Report - Nominal Ledger

Time start 01.04.2022 end 26.04.2022 Account start 111201 end 111201 Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object Type Language (DataField) (DataField)

Change is bigger than Description Reference Customer (DataField)

Sort1 Time Sort2 unsorted Transaction Supplier Unit/round 0.01

VAT code (all) w/o level(s) Currency Subtotal by Supplier only with balance

row desc only sum mixed accounts with change unbalanced levels more info Print REPORT

Account	Description	Beginning balance	Debit	Credit	Change	Closing balance
1001:HANKIJA						
111201	Pangakonto	-45 315,70	0,00	0,00	0,00	-45 315,70
1001:HANKIJA						
Account Sum		-45 315,70	0,00	0,00	0,00	-45 315,70
WIKI:wiki						
111201	Pangakonto	257,14	0,00	257,14	-257,14	0,00
WIKI:wiki						
Account Sum		257,14	0,00	257,14	-257,14	0,00

Picture(8)

The same report with **only with balance** option

Time start 01.04.2022 end 26.04.2022 Account start 111201 end 111201 Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object Type Language (DataField) (DataField)

Change is bigger than Description Reference Customer (DataField)

Sort1 Time Sort2 unsorted Transaction Supplier Unit/round 0.01

VAT code (all) w/o level(s) Currency Subtotal by Supplier only with balance

row desc only sum mixed accounts with change unbalanced levels more info Print REPORT

Account	Description	Beginning balance	Debit	Credit	Change	Closing balance
1001:HANKIJA						
111201	Pangakonto	-45 315,70	0,00	0,00	0,00	-45 315,70
1001:HANKIJA						
Account Sum		-45 315,70	0,00	0,00	0,00	-45 315,70
WIKI:wiki						
111201	Pangakonto	257,14	0,00	257,14	-257,14	0,00
WIKI:wiki						
Account Sum		257,14	0,00	257,14	-257,14	0,00

Picture(9)

4.6. Object search and exclusion

Example from Nominal Ledger, account has turnovers with and without objects:

Finance Report - Nominal Ledger

Date start 01.01.2020 end 01.03.2021 Account start 211101 end 211101 Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object Type Language English (DataField) (DataField)

Change is bigger than Description Reference Customer (DataField)

Sort1 Date Sort2 unsorted Transaction Depth (all) Supplier Unit/round 0.01

VAT code (all) w/o level(s) Currency Subtotal only with balance

transaction desc only sum mixed accounts with change unbalanced levels more info Print REPORT

211101 Short - Term Loan		Beginning balance						
Number	Object	Date	Description	VC	Debit	Credit	Change	Balance
TRAN.100002	SIIRIS	01.01.2020	Periodiseeritud Money in bank - opening balance		0,00	100 000,00	-100 000,00	-100 000,00
TRAN.100002	DAVIDD	01.01.2020	Periodiseeritud Money in bank - opening balance		0,00	356 061,96	-456 061,96	-456 061,96
TRAN.100002	HANSS	01.01.2020	Periodiseeritud Money in bank - opening balance		0,00	9 572,31	-465 634,27	-465 634,27
TRAN.100050	DAVIDD	31.01.2020	Recalculation of the Short Term Loans		0,00	5 863,48	-471 497,75	-471 497,75
TRAN.100050	HANSS	31.01.2020	Recalculation of the Short Term Loans		206,21	0,00	-471 291,54	-471 291,54
TRAN.100057	DAVIDD	28.02.2020	Loan revaluation		0,00	2 472,85	-473 764,39	-473 764,39
TRAN.100057	HANSS	28.02.2020	Loan revaluation		0,00	2,63	-473 767,02	-473 767,02
TRAN.100058		31.03.2020	Loan revaluation		328,20	0,00	-473 438,82	-473 438,82
TRAN.100058		31.03.2020	Loan revaluation		0,00	698,46	-474 137,28	-474 137,28
					534,41	474 671,69	-474 137,28	-474 137,28
Closing balance								-474 137,28

Picture(10)

Shows only transaction rows that have object(s)

Finance Report - Nominal Ledger

Date start 01.01.2020 end 01.03.2021 Account start 211101 end 211101 Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object % Type Language English (DataField) (DataField)

Change is bigger than Description Reference Customer Supplier Unit/round 0,01

Sort1 Date Sort2 unsorted Transaction Depth (all) Subtotal only with balance

VAT code (all) w/o level(s) Currency only with balance

transaction desc only sum mixed accounts with change unbalanced levels more info **Print** **REPORT**

only with object filled

211101 Short - Term Loan								
Beginning balance		0,00						
Number	Object	Date	Description	VC	Debit	Credit	Change	Balance
TRAN.100002	SIIRIS	01.01.2020	Periodiseeritud Money in bank - opening balance		0,00	100 000,00	-100 000,00	-100 000,00
TRAN.100002	DAVIDD	01.01.2020	Periodiseeritud Money in bank - opening balance		0,00	356 061,96	-456 061,96	-456 061,96
TRAN.100002	HANSS	01.01.2020	Periodiseeritud Money in bank - opening balance		0,00	9 572,31	-465 634,27	-465 634,27
TRAN.100050	DAVIDD	31.01.2020	Recalculation of the Short Term Loans		0,00	5 863,48	-471 497,75	-471 497,75
TRAN.100050	HANSS	31.01.2020	Recalculation of the Short Term Loans		206,21	0,00	-471 291,54	-471 291,54
TRAN.100057	DAVIDD	28.02.2020	Loan revaluation		0,00	2 472,85	-473 764,39	-473 764,39
TRAN.100057	HANSS	28.02.2020	Loan revaluation		0,00	2,63	-473 767,02	-473 767,02
Closing balance					206,21	473 973,23	-473 767,02	-473 767,02

Pilt(11)

Shows only transaction rows without object(s)

Use character thats in System settings > Character to search empty field

Character to search empty field ?

Finance Report - Nominal Ledger

Date start 01.01.2020 end 01.03.2021 Account start 211101 end 211101 Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object # Type Language English (DataField) (DataField)

Change is bigger than Description Reference Customer Supplier Unit/round 0,01

Sort1 Date Sort2 unsorted Transaction Depth (all) Subtotal only with balance

VAT code (all) w/o level(s) Currency only with balance

transaction desc only sum mixed accounts with change unbalanced levels more info **Print** **REPORT**

only empty objects

211101 Short - Term Loan								
Beginning balance		0,00						
Number	Object	Date	Description	VC	Debit	Credit	Change	Balance
TRAN.100058		31.03.2020	Loan revaluation		328,20	0,00	328,20	328,20
TRAN.100058		31.03.2020	Loan revaluation		0,00	698,46	-370,26	-370,26
Closing balance					328,20	698,46	-370,26	-370,26

Picture(12)

4.7. Subtotals by currency

Nominal Ledger report in base currency (EUR)

Finance Report - Nominal Ledger

Date start 01.05.2021 end 31.05.2021 Account start 111201 end 111201 Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object Type Language English Customer (DataField)

Change is bigger than Description Reference Supplier Unit/round 0,01

Sort1 Date Sort2 unsorted Transaction Depth (all) Subtotal only with balance

VAT code (all) w/o level(s) Currency levels more info **Print** **REPORT**

111201	Bank Account	Beginning balance	188 137,66						
Number	Object	Date	Description	VC	Debit	Credit Cur.	Change	Balance	
REC.100002		01.05.2021	Mango		983,86	0,00 SEK	983,86	189 121,52	
PAY.100026		01.05.2021	Apple		0,00	82,77 USD	901,09	189 038,75	
REC.100002		01.05.2021	Orange		8 276,78	0,00 USD	9 177,87	197 315,53	
REC.100002		01.05.2021	Seven		2 400,00	0,00 EUR	11 577,87	199 715,53	
REC.100002		01.05.2021	Seven		1 200,00	0,00 EUR	12 777,87	200 915,53	
REC.100023	321MST	27.05.2021	Ilus elu AS		240,00	0,00 eur	13 017,87	201 155,53	
					13 100,64	82,77	13 017,87	201 155,53	
Closing balance								201 155,53	

Picture(13)

Subtotal by currency

Option **subtotal by currency** shows transaction rows with different currencies converted into the base currency.

Finance Report - Nominal Ledger

Date start 01.05.2021 end 31.05.2021 Account start 111201 end 111201 Project (DataField) (DataField) (DataField)

Corr.Account show corr. acc. Object Type Language English Customer (DataField)

Change is bigger than Description Reference Supplier Unit/round 0,01

Sort1 Date Sort2 unsorted Transaction Depth (all) Subtotal Currency only with balance

VAT code (all) w/o level(s) Currency levels more info **Print** **REPORT**

Report - mixed accounts 111201 : 111201

EUR:Euro									Beginning balance	100 919,89
Account	Number	Object	Date	Description	VC	Debit	Credit Cur.	Change	Balance	
111201:Bank Account	REC.100002		01.05.2021	Seven		2 400,00	0,00 EUR	2 400,00	103 319,89	
111201:Bank Account	REC.100002		01.05.2021	Seven		1 200,00	0,00 EUR	3 600,00	104 519,89	
111201:Bank Account	REC.100023	321MST	27.05.2021	Ilus elu AS		240,00	0,00 eur	3 840,00	104 759,89	
EUR:Euro Total:						3 840,00	0,00	3 840,00	104 759,89	
SEK:SEK									Beginning balance	-1 714,75
111201:Bank Account	REC.100002		01.05.2021	Mango		983,86	0,00 SEK	983,86	-730,89	
SEK:SEK Total:						983,86	0,00	983,86	-730,89	
USD:USD									Beginning balance	88 932,52
111201:Bank Account	REC.100002		01.05.2021	Orange		8 276,78	0,00 USD	8 276,78	97 209,30	
111201:Bank Account	PAY.100026		01.05.2021	Apple		0,00	82,77 USD	8 194,01	97 126,53	
USD:USD Total:						8 276,78	82,77	8 194,01	97 126,53	
					Beginning balance	188 137,66	Debit	Credit	Change	Closing balance
							13 100,64	82,77	13 017,87	201 155,53

Picture(14)

Subtotal by currency with currency filter

Option **subtotal by currency** with **Currency** filter shows by currencies their beginning balance, turnovers and ending balance in nominal value.

Finance Report - Nominal Ledger

Date start 01.05.2021 end 31.05.2021 Account start 111201 end 111201 Project (DataField) (DataField) (DataField)
 Corr.Account show corr. acc. Object Type Language English (DataField) (DataField)
 Change is bigger than Description Reference Customer (DataField)
 Sort1 Date Sort2 unsorted Transaction Depth (all) Supplier Unit/round 0,01
 VAT code (all) w/o level(s) Currency EUR,SEK,US Subtotal Currency only with balance
 row desc only sum mixed accounts with change unbalanced levels more info **Print** **REPORT**

Report - mixed accounts 111201 : 111201

								Beginning balance	934,89
Account	Number	Object	Date	Description	VC	Debit	Credit Cur.	Change	Balance
111201:Bank Account	REC.100002		01.05.2021	Seven		2 400,00	0,00 EUR	2 400,00	3 334,89
111201:Bank Account	REC.100002		01.05.2021	Seven		1 200,00	0,00 EUR	3 600,00	4 534,89
111201:Bank Account	REC.100023	321MST	27.05.2021	Ilus elu AS		240,00	0,00 eur	3 840,00	4 774,89
EUR:Euro									
Total:						3 840,00	0,00	3 840,00	4 774,89
								Beginning balance	-18 000,00
Account	Number	Object	Date	Description	VC	Debit	Credit Cur.	Change	Balance
111201:Bank Account	REC.100002		01.05.2021	Mango		10 000,00	0,00 SEK	10 000,00	-8 000,00
SEK:SEK									
Total:						10 000,00	0,00	10 000,00	-8 000,00
								Beginning balance	99 900,00
Account	Number	Object	Date	Description	VC	Debit	Credit Cur.	Change	Balance
111201:Bank Account	REC.100002		01.05.2021	Orange		10 000,00	0,00 USD	10 000,00	109 900,00
111201:Bank Account	PAY.100026		01.05.2021	Apple		0,00	100,00 USD	9 900,00	109 800,00
USD:USD									
Total:						10 000,00	100,00	9 900,00	109 800,00

Picture(15)

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