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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

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** – object levels, which names are displayed in the report. Can be entered as comma separated list. 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.

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.

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 won't 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):

Finants - Pearaamatu aruanne

Aeg

algus

01.07.2021

lõpp

27.07.2021

Konto

algus

0

lõpp

z

Korr. konto

☐

näita korr. kontosid

Objekt

Tüüp

Muutus

on suurem kui

Sort1

Aeg

Sort2

sorteerimata

Selgitus

Viide

Klient

KM kood

(kõik)

Tasemeta

Valuuta

Hankija

Ühik/täpsus

0,01

Ostutellimus

☐

rea seletus

☐

ainult summa

☒

vaheld. kontod

☒

muutusega kontod

☐

saldeerimata

Müügitellimus

☐

Vahesumma

Kliendi lõikes

☐

ainult saldog

Pakkumine

☐

tasemed

☐

laisinfo

Trüki

ARUANNE

Aruanne vaheldumisi kontod 0 : z

1002:Pirn

Konto

113101

Number

ARVE.100057

Objekt

Aeg

23.07.2021

Seletus

Näuded ostjate vastu

KMK

53

Deebet

963,00

Kreedit

0,00

Val.deebet

963,00

Val.kreedit

0,00

Val.

EUR

Algsaldo

963,00

Muutus

963,00

0,00

Saldo @-arvete vastuvõtt

963,00

0,00

OID info

212375

ARVE.100057

23.07.2021

Kaibemaks müügiarvetelt OSS erikord

53

0,00

63,00

0,00

63,00

EUR

900,00

900,00

0,00

411001

ARVE.100057

23.07.2021

Kauba müük

53

0,00

900,00

0,00

900,00

EUR

0,00

0,00

0,00

1002:Pirn

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:

Korr. konto ☐ näita korr. kontosid Objekt Tüüp Keel (lisaväli)

Muutus on suurem kui Selgitus Viide Klient TAS.TINGIMUS

Sort1 Aeg Sort2 sorteerimata Kanne Hankija

KM kood (kõik) Tasemeta Valuuta **Vahesumma** Projekti lõikes Ühik/täpsus 0,01

☐ kande seletus ☐ ainult summa vaheld. kontod ☐ muutusega kontod ☐ saldeerimata ☐ tasemed ☐ lisainfo

Aruanne vaheldumisi kontod 0 : z

	0,00	0,00	0,00	0,00
SUUR: Suur projekt				Algsaldo 22,00
	Algsaldo 22,00	Deebet 0,00	Kreedit 0,00	Muutus 0,00 Lõppsaldo 22,00

Kulus 1 sekundit

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.

Finants - Pearaamatu aruanne

Aeg algus 01.01.2000 lõpp 31.12.2018 Konto algus 0 lõpp z **Projekt** SUUR (lisaväli)

Korr. konto ☐ näita korr. kontosid Objekt Tüüp Keel (lisaväli)

Muutus on suurem kui Selgitus Viide Klient TAS.TINGIMUS

Sort1 Aeg Sort2 sorteerimata Kanne Hankija

KM kood (kõik) Tasemeta Valuuta **Vahesumma** Projekti lõikes Ühik/täpsus 0,01

☐ rea seletus ☐ ainult summa vaheld. kontod ☐ muutusega kontod ☐ saldeerimata ☐ tasemed ☐ lisainfo

Aruanne vaheldumisi kontod 0 : z

SUUR: Suur projekt										0,00
Konto	Number	Objekt	Aeg	Seletus	KMK	Deebet	Kreedit	Algsaldo	Muutus	Saldo
50511	LAH.10009	EESTI	20.02.2015 9:14:22	Kaubad, materjal, teenused		32,00	0,00	32,00	32,00	32,00
40121	ARVE.10048		08.04.2015 11:49:57	Tulud ostetud kauba müügist	1	0,00	10,00	22,00	22,00	22,00
						32,00	10,00	22,00	22,00	22,00
						Algsaldo 0,00	Deebet 32,00	Kreedit 10,00	Muutus 22,00	Lõppsaldo 22,00

Picture(6)

Financial transaction resetting the balance:

Sule Uus Koopia Salvesta **Kustuta** Meil Trüki Olek: Vaata Tüüp FIN

Periodiseeri PÕÕRDKANNE MIINUSKANNE Muutused

Number 1000018 Aeg 31.12.2018 Viide Käive 42 42

Seletus Vahe 0

Looja SUPER 23.05.2019 14:26:14 Viimati muutis: SUPER 23.05.2019 14:26:14 Massasetaja Aseta retsept ☐ Jaga ressursidelt

NR	Konto	Objektid	Projekt	Sisu	Deebet	Kreedit	KM kood	Aeg	Klient	Hankija	Ressurss
1	50511		SUUR	Kaubad, materjal, teenused		32,00					
2	50511			Kaubad, materjal, teenused	32,00						
3	40121		SUUR	Tulud ostetud kauba müügist	10,00						
4	40121			Tulud ostetud kauba müügist		10,00					
5											
6											

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.

Finants - Pearaamatu aruanne

Aeg algus 01.01.2021 lõpp 31.12.2021 Konto algus 15222 lõpp 15222

Korr. konto ☐ näita korr. kontosid Objekt Tüüp Projekt (lisaväli)

Muutus on suurem kui Selgitus Viide Keel (lisaväli)

Sort1 Aeg Sort2 sorteerimata Kanne Klient (lisaväli)

KM kood (kõik) Tasemeta Hankija Ühik/täpsus 0.01

☐ mõlemad ☒ ainult summa ☐ vaheld. kontod ☐ muutusega kontod ☐ saldeerimata

Vahesumma Hankija lõikes ☐ ainult saldoga ☐ tasemed ☐ lisainfo

puudub:	Konto	Nimetus	Algsaldo	Deebet	Kreedit	Muutus	Lõppsaldo
	15261	Äsajanduse ettemaksed	1 000,00	-1 000,00	0,00	-1 000,00	0,00
Kontod kokku			1 000,00	-1 000,00	0,00	-1 000,00	0,00
1620:AS Äripäev							
Konto	15261	Äsajanduse ettemaksed	1 062,44	151,53	0,00	151,53	1 213,97
Kontod kokku			1 062,44	151,53	0,00	151,53	1 213,97
1940:EESTI MAKSUMAKSJATE LIIT							
Konto	15261	Äsajanduse ettemaksed	0,00				
Kontod kokku			0,00	0,00	0,00	0,00	0,00
8598:ESTLEX OÜ							
Konto	15261	Äsajanduse ettemaksed	0,00				
Kontod kokku			0,00	0,00	0,00	0,00	0,00

Picture(8)

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

Finants - Pearaamatu aruanne

Aeg algus 01.01.2021 lõpp 31.12.2021 Konto algus 15222 lõpp 15222

Korr. konto ☐ näita korr. kontosid Objekt Tüüp Projekt (lisaväli)

Muutus on suurem kui Selgitus Viide Keel (lisaväli)

Sort1 Aeg Sort2 sorteerimata Kanne Klient (lisaväli)

KM kood (kõik) Tasemeta Hankija Ühik/täpsus 0.01

☐ mõlemad ☒ ainult summa ☐ vaheld. kontod ☐ muutusega kontod ☐ saldeerimata

Vahesumma Hankija lõikes ☒ ainult saldoga ☐ tasemed ☐ lisainfo

puudub:	Konto	Nimetus	Algsaldo	Deebet	Kreedit	Muutus	Lõppsaldo
	15261	Äsajanduse ettemaksed	1 062,44	151,53	0,00	151,53	1 213,97
Kontod kokku			1 062,44	151,53	0,00	151,53	1 213,97
1056:AS Ekspress Meedia							
Konto	15261	Äsajanduse ettemaksed	84,48	4,16	0,00	4,16	88,64
Kontod kokku			84,48	4,16	0,00	4,16	88,64
Kontod kokku			3 261,07	-1 958,46	0,00	-1 958,46	1 302,61

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)

Corr.Account

show corr. acc.

Object

Type

Language

English

(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

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
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)

Corr.Account

show corr. acc.

Object

%

Type

Language

English

(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

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
					206,21	473 973,23	-473 767,02	-473 767,02

Closing balance -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)

Corr.Account

show corr. acc.

Object

#

Type

Language

English

(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

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
					328,20	698,46	-370,26	-370,26

Closing balance -370,26

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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)

Corr.Account

☐ show corr. acc.

Object

Type

Language English

(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

row desc

☐ only sum

☐ mixed accounts

☒ with change

☐ unbalanced

☐ 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)

Corr.Account

☐ show corr. acc.

Object

Type

Language English

(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 Currency

☐ only with balance

row desc

☐ only sum

☒ mixed accounts

☒ with change

☐ unbalanced

☐ levels

☐ more info

Print

REPORT

Report - mixed accounts 111201 : 111201

EUR:Euro

Account	Number	Object	Date	Description	VC	Debit	Credit Cur.	Beginning balance	Change	Balance
111201:Bank Account	REC.100002		01.05.2021	Seven		2 400,00	0,00 EUR	2 400,00		100 919,89
111201:Bank Account	REC.100002		01.05.2021	Seven		1 200,00	0,00 EUR	3 600,00		103 319,89
111201:Bank Account	REC.100023	321MST	27.05.2021	Ilus elu AS		240,00	0,00 eur	3 840,00		104 519,89
EUR:Euro										
Total:						3 840,00	0,00	3 840,00		104 759,89

SEK:SEK

Account	Number	Object	Date	Description	VC	Debit	Credit Cur.	Beginning balance	Change	Balance
111201:Bank Account	REC.100002		01.05.2021	Mango		983,86	0,00 SEK	983,86		-1 714,75
SEK:SEK										
Total:						983,86	0,00	983,86		-730,89

USD:USD

Account	Number	Object	Date	Description	VC	Debit	Credit Cur.	Beginning balance	Change	Balance
111201:Bank Account	REC.100002		01.05.2021	Orange		8 276,78	0,00 USD	8 276,78		88 932,52
111201:Bank Account	PAY.100026		01.05.2021	Apple		0,00	82,77 USD	8 194,01		97 209,30
USD:USD										
Total:						8 276,78	82,77	8 194,01		97 126,53

Beginning balance 188 137,66

Debit 13 100,64

Credit 82,77

Change 13 017,87

Closing balance 201 155,53

Picture(14)

Subtotal by currency with currency filter

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Finance Report - Nominal Ledger

Date start01.05.2021end31.05.2021Account start111201end111201Project(DataField)LanguageEnglishCustomer(DataField)SupplierUnit/round0,01SubtotalCurrencyCurrencyonly with balancePrintREPORT

Corr.Accountshow corr. acc.ObjectTypeDescriptionReferenceTransactionDepth(all)w/o level(s)CurrencyEUR,SEK,USIonly summixed accountswith changeunbalanced

Changeis bigger thanSort1DateSort2unsortedVAT code(all)row desc

Report - mixed accounts 111201 : 111201

								Beginning balance	934,89	
EUR:Euro	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
SEK:SEK	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
USD:USD	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

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