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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

**Finance Report - Nominal Ledger**

Time start 01.04.2022 end 14.04.2022 Account start end Project (DataField) (DataField) (DataField)

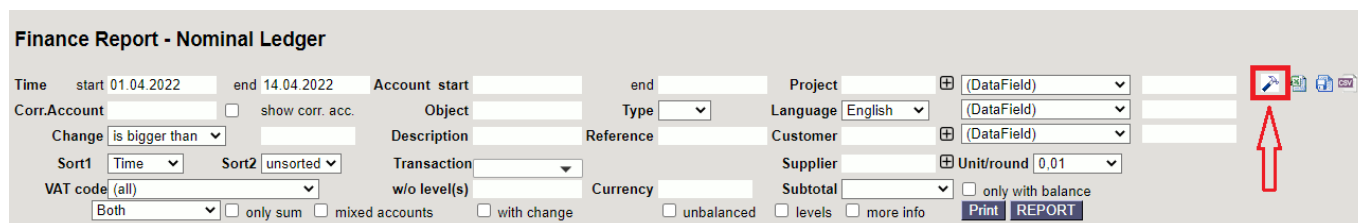
Corr.Account  show corr. acc. Object Type Language English (DataField)

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  only with balance


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



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** – 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.

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



**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 (lisaväli)

Sort1 Aeg Sort2 sorteerimata Kanne Hankija Vahe summa Projekti lõikes Ühik täpsus 0,01

KM kood (kõik) Tasemeta Valuuta  rea seletus  ainult summa  vaheld. kontod  muutusega kontod  saldeerimata  tasemed  lisainfo

Aruanne vaheldumisi kontod 0 : z

SUUR: Suur projekt											
Konto	Number	Objekt	Aeg	Seletus	KMK	Deebet	Kreedid	Algsaldo	Muutus	Saldo	
50511	LÄH.10009	EESTI	20.02.2015 9:14:22	Kaubad, materjal, teenused		32,00	0,00	32,00		32,00	0,00
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	Deebet	Kreedid	Muutus	Lõppsald	
						0,00	32,00	10,00	22,00	22,00	

Picture(6)

Financial transaction resetting the balance:


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    Jaga ressursidelt

NR	Konto	Objektid	Projekt	Sisu	Deebet	Kreedid	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 Projekt (lisaväli)

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

Muutus on suurem kui Selgitus Viide Klient (lisaväli)

Sort1 Aeg Sort2 sorteerimata Kanne Hankija Ühik täpsus 0,01

KM kood (kõik) Tasemeta Valuuta Vahesumma Hankija lõikes ainult saldoga

mõlemad  ainult summa  vaheld. kontod  muutusega kontod  saldeerimata  tasemed  lisainfo **Trüki ARUANNE**

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

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

Muutus on suurem kui Selgitus Viide Klient (lisaväli)

Sort1 Aeg Sort2 sorteerimata Kanne Hankija Ühik täpsus 0,01

KM kood (kõik) Tasemeta Valuuta Vahesumma Hankija lõikes ainult saldoga

mõlemad  ainult summa  vaheld. kontod  muutusega kontod  saldeerimata  tasemed  lisainfo **Trüki ARUANNE**

puudub:	Konto	Nimetus	Algsaldo	Deebet	Kreedit	Muutus	Lõppsaldo
	15261	Ajakirjanduse ettemaksed	1 062,44	151,53	0,00	151,53	1 213,97
puudub:							
Kontod kokku			1 062,44	151,53	0,00	151,53	1 213,97
1056:AS Ekspress Meedia							
Konto	15261	Ajakirjanduse ettemaksed	84,48	4,16	0,00	4,16	88,64
1056:AS Ekspress Meedia							
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**

Number	Object	Date	Description	VC	Debit	Credit	Change	Balance
			Beginning balance				0,00	0,00
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	-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 Unit/round 0,01

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

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** only with object filled

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) (DataField) (DataField)

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

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

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

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** only empty objects

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

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**

row desc  only sum  mixed accounts  with change  unbalanced

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	
					<b>13 100,64</b>	<b>82,77</b>	<b>13 017,87</b>	<b>201 155,53</b>	
Closing balance								<b>201 155,53</b>	

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**

row desc  only sum  mixed accounts  with change  unbalanced

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:						<b>3 840,00</b>	<b>0,00</b>	<b>3 840,00</b>	<b>104 759,89</b>	
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:						<b>983,86</b>	<b>0,00</b>	<b>983,86</b>	<b>-730,89</b>	
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:						<b>8 276,78</b>	<b>82,77</b>	<b>8 194,01</b>	<b>97 126,53</b>	
					<b>Beginning balance</b>	<b>Debit</b>	<b>Credit</b>	<b>Change</b>	<b>Closing balance</b>	
					<b>188 137,66</b>	<b>13 100,64</b>	<b>82,77</b>	<b>13 017,87</b>	<b>201 155,53</b>	

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	
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	<b>Total:</b>									
							3 840,00	0,00	3 840,00	4 774,89

								Beginning balance	-18 000,00	
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	<b>Total:</b>									
							10 000,00	0,00	10 000,00	-8 000,00

								Beginning balance	99 900,00	
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	<b>Total:</b>									
							10 000,00	100,00	9 900,00	109 800,00

Picture(15)

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