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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) (DataField)


Change is bigger than Description Reference Customer (DataField) (DataField)

Sort1 Time Sort2 unsorted Transaction Supplier Unitround 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

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):

**Finance Report - Nominal Ledger**

Time start 01.04.2022 end 25.04.2022 Account start 0 end z Project (DataField) [v]  
 Corr.Account show corr. acc. Object Type Language (DataField) [v]  
 Change is bigger than Description Reference Customer (DataField) [v]  
 Sort1 Time Sort2 unsorted Transaction Depth (all) Supplier Unit/round 0.01  
 VAT code (all) w/o level(s) Subtotal Customer . [v] only with balance  
☐ row desc ☐ only sum ☒ mixed accounts ☒ with change ☐ unbalanced  
☐ levels ☐ more info Print REPORT

Report - mixed accounts 0 : z

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	MPV&2 Arvutid ja arvutisüsteemid		0.00	12 000.00	0.00	12 000.00	EUR	-12 000.00		1 387.20
125369	INV_OFF_100120	HOOLDUS.R02	13.04.2022 16:45:55	MPV&2 Arvutite ja arvutisüsteemide 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	MPV&2 Läks lattu		12 800.00	0.00	12 800.00	0.00	EUR	0.00		13 387.20
<b>1001:Big Client Total:</b>						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:

### Finance Report - Nominal Ledger

Time start  end  Account start  end  Project      
 Corr.Account  ☐ show corr. acc. Object  Type  Language      
 Change   Description  Reference  Customer      
 Sort1   Sort2   Transaction   Depth   Supplier   Unit/round    
 VAT code   w/o level(s)  Currency   
☐ row desc ☐ only sum ☒ mixed accounts ☐ with change ☐ unbalanced  
☐ Subtotal   ☐ only with balance  
☐ levels ☐ more info

Report - mixed accounts 0 : z

KASS:

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 start01.04.2000end25.04.2022Account start0endz

Project KASS

(DataField)

Corr.Account

show corr. acc.

Object

Type

LanguageEnglish

(DataField)

Change is bigger than

Description

Reference

Customer

(DataField)

Sort1TimeSort2unsortedTransaction

Depth(all)

Supplier

Unit/round0.01

VAT code(all)

w/o level(s)

Currency

Subtotal by project.

only with balance

row desc

only sum

mixed accounts

with change

unbalanced

levels

more info

Print

REPORT

Report - mixed accounts 0 : z

KASS:	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
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
Total:							2 298.00	0.00	0.00	0.00		2 298.00		2 298.00
							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:

NewSaveCopyDiscardDeleteAttachmentsMailPrintPeriodizeCreate reverse transaction

Finance - Transaction FIN: 100144 Saved

TypeFINNumber100144Date31.01.2022ReferenceDescription

Debit2298Credit2298Difference0

Copy selectionDelete selectionBulk InsertPaste RecipeSplit from ResourcesShortcutsAccountCurrency

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 warining 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

1001:HANKIJA				Beginning balance	Debit	Credit	Change	Closing balance
Account	Description							
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				Beginning balance	Debit	Credit	Change	Closing balance
Account	Description							
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

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

1001:HANKIJA				Beginning balance	Debit	Credit	Change	Closing balance
Account	Description							
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

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 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									

Picture(10)

Shows only transaction rows that have object(s)

Finance Report - Nominal Ledger

Date start01.01.2020end01.03.2021Account start211101end211101Project(DataField)▼

Corr.Accountshow corr. acc.Object%TypeLanguageEnglish(DataField)▼

Changeis bigger thanDescriptionReferenceCustomer(DataField)▼

Sort1DateSort2unsortedTransactionDepth(all)▼SupplierUnit/round0,01▼

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

transaction desc▼only summixed accountswith changeunbalancedlevelsmore infoPrintREPORT

211101Short - Term Loan

Beginning balance0,00

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

only with object filled

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 start01.01.2020end01.03.2021Account start211101end211101Project(DataField)▼

Corr.Accountshow corr. acc.Object#TypeLanguageEnglish(DataField)▼

Changeis bigger thanDescriptionReferenceCustomer(DataField)▼

Sort1DateSort2unsortedTransactionDepth(all)▼SupplierUnit/round0,01▼

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

transaction desc▼only summixed accountswith changeunbalancedlevelsmore infoPrintREPORT

211101Short - Term Loan

Beginning balance0,00

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

only empty objects

Picture(12)

4.7. Subtotals by currency

Nominal Ledger report in base currency (EUR)

Picture(13)

### Subtotal by currency

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

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)   
 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 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

EUR:Euro								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						3 840,00	0,00	3 840,00	4 774,89
Total:									
SEK:SEK								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						10 000,00	0,00	10 000,00	-8 000,00
Total:									
USD:USD								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						10 000,00	100,00	9 900,00	109 800,00
Total:									

Picture(15)

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