



Evolution M

Core Training

Contract, Sales & Cash Book

Issue 2

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Training Notes

These are the training notes to be used for reference when going through each topic.

Contract Ledger

This section covers the main Contract Maintenance, Posting, and Enquiry routines.

Contract Maintenance

This program is used to create and maintain Contracts. A Contract record must exist before any transactions can be posted within the Contract Ledger.

If a Contract has sub codes, postings can only be made to the sub codes and not the main code.

Create a Contract

1. Select **Contract** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Contract Maintenance** from the list of programs in the main window. The **Contract Maintenance** program is displayed.

Notes

4. Enter the Contract Code in the **Contract Code** field and press the Tab key. The **Search Contracts** dialogue is displayed, containing a table of all available Contracts.
5. In the **New Record** field at the bottom left of the dialogue, (if not entered in the previous step) enter the Contract Code and click **Create**.



Depending on the initial system setup, the Contract Code can be up to 20 alpha-numeric characters in length - not including the hyphen (-) to split the code between the main Contract and, if used, the Sub-Job/Plot.

Note that the hyphen to split the codes is not required to be entered.

The **Contract Maintenance** program showing the new **Contract Code** is displayed.

Main tab:

- Enter a name for the Contract in the **Contract Name** field.
- If required, enter the purchase/delivery address details for sales invoices (**Address, Town/City, County, Postcode/Country**). This address is used for the delivery address when printing Purchase Orders (see section 'Purchase Order Processing' of the Evolution M Manual).
- If required, enter the purchase/delivery contact details (**Phone Number, Fax Number, Contact**).
- If required, enter some **Material Delivery Instructions** and **Subcontract Delivery Instructions** for Purchase Orders.
- If required, in the **Customer** field, enter or search for the default Customer Code for Sales transactions to this Contract.



*This field is linked to the **Multi Customers Allowed** field in the **Analysis** tab (see below).*



*This is the default Customer that will appear when posting Sales transactions to this Contract (see topic 'Sales Transaction Processing' on page 19). If you set the **Multi Customers Allowed** field to 'No', the Customer specified here cannot be changed. If you set the **Multi Customers Allowed** field to 'Yes', the Customer can be changed.*

If you leave this field blank, any Customer can be specified no matter whether multiple Customers are enabled or not.

Notes

- Enter the **Nominal Cost Centre** in which to automatically update when transactions are posted to this Contract.
- **IMPORTANT:** Leave the **Nominal Account** blank unless directed otherwise by your Accounts Administrator.
- Select the appropriate **Sales Type** for the Contract. If required, consult your Account Administrator for guidance.



This will determine which Sales transaction types are permissible for the Contract. Sales Types are the available Sales Transaction Groups which have been set up for the system (see section 'Sales Transaction Group Maintenance' of the Evolution M Manual).

- Select the default **VAT Code** for Sales postings to this Contract. This will usually default to 'Standard Rate' but this can be changed by your Integrity Software Consultant

Analysis tab:

- In the **Multi Customers Allowed** field, indicate whether multiple customers are allowed for Sales transactions to the Contract.



*This field is linked to the **Customer** field in the **Main** tab (see above).*

- If you wish Sub Jobs/Plots to be used on this Contract, select 'Yes' in the **Sub Jobs** field.
- To **Allow Sales Postings** to this Contract, select 'Yes'.



*Note that this field is linked to the **Sub Jobs** field and has no impact on Sales posting operation if Sub-Jobs have not been enabled i.e. Sales postings will be always be available for this Contract if Sub-Jobs are not enabled, provided that there are no Sales posting restrictions applied to this Contract (see the **Posting Status** field below).*

- If Sub-Jobs have been enabled, if you select 'Yes' in the **Copy Details to Sub Jobs** field, the settings and entries in the fields of this Contract will be automatically populated into any Sub-Jobs you create for the Contract.
- The **Posting Status** field enables posting restrictions to be made to this Contract.

Notes

Alt Address tab:

This tab enables multiple delivery addresses for this Contract, if required.

- If an alternative delivery address is required, click **New**. The **Alternative Address** dialogue box is displayed.

- Enter the address details, including the branch name, in the dialogue box as required. This can include email address, website, phone number etc.
 - If you wish this address to be made the default delivery address for the Contract, select 'Yes' in the **Default** field.
 - **Delivery Instructions** can be entered, if required.
 - Click **OK**. Note that the address is not saved until you click **OK** to the main record.
6. Click **OK**. The Contract has been stored on the system.

Notes

Cost Head Maintenance

The **Cost Head Maintenance** program is used to create and maintain Cost Head Codes for analysing all costs attributable to Contracts.

The total of the Cost Heads as determined by the Cost Head Groups (see section 'Cost Head Group Maintenance' of the Evolution M Manual) can be viewed on the Contract, with the ability to drill down to the Cost Heads (see topic 'Contract Enquiry' on page 12).



A Cost Head must be assigned to a Cost Head Group.

Groups can only be assigned to main Cost Heads, not sub or sub-sub Cost Heads, as this is the required level for analysis.

Create a Cost Head

1. Select **Contract** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Cost Head Maintenance** from the list of programs in the main window. The **Cost Head Maintenance** program is displayed.

4. Enter the Cost Head Code in the **Cost Head Code** field and press the Tab key. The **Search Cost Heads** dialogue is displayed, containing a table of all available Cost Heads.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Cost Head Maintenance** program showing the new **Cost Head Code** is displayed.
6. Enter a name for the Cost Head in the **Name** field.
7. Select the Cost Head **Group** to which this Cost Head belongs.



Groups can only be assigned to main Cost Heads, not sub or sub-sub Cost Heads, as this is the required level for analysis.

8. In the **Cost Nominal** field, specify the Nominal Account in which to automatically update with any cost (Contract or Purchase) transactions via this Cost Head (mandatory).
9. If sub Cost Heads are required, select 'Yes' in the **Sub Codes** field.
10. Click **OK**. The Cost Head has been stored on the system.

Notes

Contract Budget Set Maintenance

Multiple budget sets can be created for the Contract Ledger. For example, an original budget set can be created and a revised set can be created at a later date.

User-defined reporting (see section 'Contract Report Generator' of the Evolution M Manual) and enquiry (see topic 'Contract Enquiry' on page 12) can be made against any of the budget sets.



A budget set must be created in order to create budgets (see topic 'Contract Budget Maintenance' on page 7).

Create a Budget Set

1. Select **Contract** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Budget Set Maintenance** from the list of programs in the main window. The **Search Budget Sets** dialogue is displayed.
4. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Budget Set Maintenance** program is displayed.

5. Enter a name for the budget in the **Description** field.
6. Indicate whether this will be the **Default** budget set in **Budget Maintenance** (see topic 'Contract Budget Maintenance' on page 7).



If set to default, this will be the budget displayed in Contract Enquiry when the program is opened for the first time

7. Click **OK**. The budget set has been stored on the system.

Notes

Contract Budget Maintenance

Budgets can be compared against a Contract, and can be manually created or imported. Budgets can be set by quantity and/or value, and can be set against Cost Heads.



Budgets cannot be created unless a budget set has been created first (see topic 'Contract Budget Set Maintenance' on page 6).

Manually Create Budgets

1. Select **Contract** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Budget Maintenance** from the list of programs in the main window. The **Budget Maintenance** program is displayed.

4. Specify the required **Contract** to budget against (either enter the Contract Code and press the Tab key, or select the Contract from the drop-down menu).
5. Select the **Budget Set**.



*If budgets exist for the Contract already, the fields are greyed out and therefore not editable. The budgets can be modified by clicking **Modify** at the bottom of the program.*

*Note that the **Cost Head Level** field cannot be changed.*

6. Click **OK**.
7. Select a **Cost Head Level** to budget against.
8. If required, select a range of Cost Heads to budget against in the **From Cost Head** and **To Cost Head** fields.



Leave these fields blank to budget against all Cost Heads. In order to specify just one Cost Head to budget against, you must enter the Cost Head in both fields.

9. Click **OK**.

Notes

10. Click **Budgets**. The **Budgets** dialogue is displayed.

Operation	Cost Head	Period	Operation Name	Unit	Quantity	Value
00			Default Operation			
	IP		Internal Plant		0.0000	0.00
	LA		Labour	Hours	0.0000	0.00
	LO		Labour Only Sub-Contractor		0.0000	0.00
	MA		Materials	Qty	0.0000	0.00
	PE		Personnel		0.0000	0.00
	PL		External Plant		0.0000	0.00
	SF		Supply & Fix Sub-Contractors		0.0000	0.00
	SL		Sub-Contractor Late Costs		0.0000	0.00
	SU		Support		0.0000	0.00
	TT		Test		0.0000	0.00
	XS		House Sales		0.0000	0.00
	XX		Car Expenses		0.0000	0.00
	ZZ		Suspense Cost Head		0.0000	0.00
01			Roofing			
	IP		Internal Plant		0.0000	0.00
	LA		Labour	Hours	0.0000	0.00
	LO		Labour Only Sub-Contractor		0.0000	0.00
	MA		Materials	Qty	0.0000	0.00
	PE		Personnel		0.0000	0.00
	PL		External Plant		0.0000	0.00
	SF		Supply & Fix Sub-Contractors		0.0000	0.00
	SL		Sub-Contractor Late Costs		0.0000	0.00

11. Enter the budget quantities and/or values in the cells against the Cost Heads as required.

12. Click **OK**. The budgets have been set.

Journal Postings

A Contract Journal is a record of cost transaction(s), including the debit(s) and credit(s) to the relevant Contracts. In the **Journal Postings** program, standard journals, reverse journals and brought forward journals can be created.

Create a Journal

1. Select **Contract** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Journal Postings** from the list of programs in the main window. The **Batch Header** dialogue is displayed.

Notes

4. Select the **Journal Type**.



The following options are available:

- 'Journal' which is the standard journal type.
- 'Reverse Journal' which is used for creating a journal in one period, and then reversing the debit(s) and credit(s) in the journal to another period. This is useful, for example, if you have a pending bill that you know will be paid out in a certain period. You can reserve that bill in an account (by way of debit) and then the system automatically reverses it out (by way of credit) in the period when the bill is actually paid.

Note that additional journal types for both standard and reverse journals may be available, depending on your initial system setup.

5. If required, change the **Batch Date** from the default of today's date.
6. If required, enter the **Total** amount of the transactions (including any applicable VAT) which will be entered in this batch.
7. If required, enter the number of transactions in this batch in the **No of Trans** field.
8. If it is a reverse journal, enter the date in the **Reverse Journal** field.
9. Click **OK**. The **Journal Postings** program is displayed.

10. Enter a reference for the journal in the **Reference 1** field (mandatory).
11. If required, change the transaction **Date** from the batch default.
12. If it is a reverse journal, enter the **Reversal Date**.
13. If required, enter the total **Value** of the debit(s) in the journal (including the VAT amount, if applicable).



By entering an amount here, if the transaction(s) entered in the **Transaction Postings** program (see below) does not clear this value then you are notified of this.

Notes

- If applicable and required, enter the **VAT** amount, and select whether the VAT is 'Input', 'Output' or 'None' from the drop-down menu beside the field.



*The VAT rate is automatically calculated when you select a **VAT Code** in the **Transaction Postings** program (see below), and the amount entered here must match this amount.*

- Click **OK**. The **Transaction Postings** program is displayed.

- Specify the **Contract** and **Cost Head Code**, or **Nominal**, in which to debit.
- Enter the **Value** of the debit (excluding any applicable VAT amount).
- If required, select the **VAT Code** for the region/business.



*The amount of VAT is automatically calculated in the field adjacent to the **VAT Code** field when you tab/click away.*

- Click **OK**. The amount is entered in the journal and is displayed in the view at the bottom of the program.
- If necessary, create another debit(s) for the journal.
- Specify the **Contract** and **Cost Head Code**, or **Nominal**, from which to credit.
- Enter the **Value** of the credit (including the VAT amount, if applicable).



*A credit must be entered as a negative value e.g. a credit of **100** must be entered as **-100**.*

- The **VAT Code** should be set to 'Not Applicable' when crediting from a debit which includes VAT.
- Click **OK**. The amount is entered in the journal and is displayed in the view at the bottom of the program.
- If necessary, create another credit(s) for the journal .
- Click **OK**. If debits have gone negative, you are notified of this.
- Click **OK** in the **Transaction Posting** program.



*If analysis is incomplete i.e. the debit(s) and credit(s) do not equal the same amount, then you cannot complete the analysis until this is corrected. If all is ok and analysis is complete, click **Yes**.*

Notes



To view or delete the journal, click **View** in the **Journal Posting** dialogue. In the **Transactions View**, click **Analysis** to view the transaction(s) entered in the journal, or **Delete** to delete the journal.

28. Click **OK** to exit the **Journal Posting** dialogue. If the 'Batch Header Total Check' is set in the initial system setup, then if the total amount and/or number of transactions in the journal differs from the batch total that was entered previously, a dialogue like the example below is displayed.

BATCH TOTAL DISAGREES	
Batch Total	0.00
Actual Total	150.00
Difference	(150.00)
No of Trans	0
Actual	1
Notes	

Buttons: Abort, OK, Cancel

29. Enter/edit the batch total, if required, and click **OK** to update the batch; click **Cancel** to go back to the batch and edit if required; or **Abort** to discard the entries and exit the program.
30. If you clicked **OK**, the following dialogue is displayed.

Analysis Complete ?

Buttons: Yes, No

31. Click **Yes** to end analysis of the journal and exit the program.

Notes

Contract Enquiry

The **Contract Enquiry** program initially displays a summary of the current position of a selected Contract with the ability to interrogate the detail through a series of tabs. The costs can be viewed by Cost Head and the program initially looks at the Cost Head Group level, with the ability to drill-down to the Cost Head levels in the **Costs** tab.

All the information held in **Contract Maintenance** can also be interrogated in this enquiry routine (see topic 'Contract Maintenance' on page 1).

Interrogate a Contract

1. Select **Contract** in the top pane of the application window.
2. Select **Enquiry** in the left pane of the application window.
3. Select **Contract Enquiry** from the list of programs in the main window. The **Contract Enquiry** program is displayed.

The screenshot shows the 'Contract Enquiry' application window. At the top, there is a 'Contract Code' field and a 'Current Period' dropdown set to '05 2011'. Below this is a menu bar with options: Summary, Costs, Sales, CVR, Plant, Contract, Analysis, Info, Alt Address, Contacts, Notes, User. The main area is divided into two sections: 'Costs' and 'Sales'. The 'Costs' section has a table with columns: Cost Head, Cost, Budget, and Variance. The 'Sales' section has a table with columns: Description, Memo, and Cumulative. Both tables are currently empty. At the bottom, there are buttons for 'Audit', 'Previous', 'Next', 'Document', 'Orders', 'OK', and 'Cancel'.

4. Enter or search for the Contract Code in the **Contract Code** field. The Contract is loaded into the program.

The screenshot shows the 'Contract Enquiry' application window with data loaded for Contract Code '1001' and Current Period '06 2011'. The 'Customer' field is 'MIL01' (Milwood Properties Ltd.) and the 'Cost Centre' is '10' (CONSTRUCTION). The 'Costs' table is populated with the following data:

Cost Head	Cost	Budget	Variance
Labour	10,036.27	0.00	(10,036.27)
Materials	23,544.44	0.00	(23,544.44)
Plant	17,485.95	0.00	(17,485.95)
S&F Subcontra	22,311.80	0.00	(22,311.80)
L/O Subcontract	1,443.89	0.00	(1,443.89)
Total	74,822.35	0.00	(74,822.35)

The 'Sales' table is also populated with the following data:

Description	Memo	Cumulative
Gross Application		52,000.00
Certified		
Gross		50,500.00
Disc		(1,262.50)
Retention		(2,461.87)
VAT		9,355.12
Total		56,130.75
Cash Received		0.00
Outstanding		56,130.75
Invoice Total		40.00

At the bottom, there are buttons for 'Audit', 'Previous', 'Next', 'Grid', 'Cost Pie Chart', 'Histogram', 'Document', 'Orders', 'OK', and 'Cancel'.

5. If applicable, select the Budget Set from the drop-down menu adjacent to the **Contract Code** field.

Notes

Summary tab:

This tab displays an overview of the current position of the Contract, including a summary of total costs and sales.

- Costs are displayed by Cost Head Groups in the **Costs** section.
- Budgets or Cash Position (the cash outlay which has been paid against the cost) can be compared against the costs by selecting the **Budget** or **Cash Position** options at the top of the **Costs** section.
- By default, the costs are displayed in **Grid** format. The way in which costs are displayed can be changed to **Cost Pie Chart** or **Histogram** by the options at the bottom of the program.
- The **Sales** section displays the Sales data for the Contract, and the data displayed is dependent upon your Sales Transaction types (see section 'Sales Transaction Master' of the Evolution M Manual).

Costs tab:

This tab is used for breakdown of costs and sales through all the Cost Head levels.

All transactions can be viewed for the Contract against the associated cost column by double-clicking on the top-level

Cost Head Group	Actual Cost	Budget Cost	Variance Value	% Value	Sales
Extension to Milnwood House					
Labour	28,149.31	124,785.36	96,636.05	22.56	0.00
Sub-Con LO	0.00	0.00	(20.00)	0.00	0.00
Sub-Con S&F	336,937.74	2,414,225.20	2,077,285.46	13.96	0.00
Materials	200,460.19	672,874.02	472,413.83	29.79	0.000.00
Internal Plant	4,664.12	0.00	(4,664.12)	0.00	0.00
External Plant	12,948.98	0.00	(12,948.98)	0.00	0.00
Total	583,182.34	3,211,884.58	2,628,702.24	18.16	350.

Levels can be expanded for analysis

Double-click on a total to view transactions associated with that cost

- By default, **All** costs are included in the breakdown. **Cumulative**, **Current Period** or **Previous Period** costs can be specified for analysis by selecting the relevant option at the top of the tab.
- Define the breakdown of the costs from the drop-down menu at the top-right.
- To view total costs against each level, expand the branches of the tree to the left accordingly.
- To view the transactions associated with the level (Contract, Cost Head Group, Cost Head, Sub-Cost Head), double-click in the appropriate row and cost column. Furthermore, double-click on a transaction in the resulting dialogue to view the details.
- All transactions can be viewed for the Contract against the associated cost column by double-clicking on the top-level.

Notes

Sales tab:

This tab is used for breakdown of sales per Sales Transaction Type for the Contract.

Type	Goods	Discount	Retention	VAT	Spare	Total
Application	52,000.00	0.00	0.00	0.00	0.00	52,000.00
Certificate	50,500.00	(1,262.50)	(2,461.87)	9,355.12	0.00	56,130.75
Movement Invoice	40.00	0.00	0.00	8.00	0.00	48.00

- If applicable, select the currency.
- Double-click on a type to view all transactions associated with the Sales type, or click **Show All** to view all Sales transactions for the Contract.

Total Cost Report

A **Total Cost Report** shows Contract costs and/or sales dependant on the criteria entered.

Generate a Total Cost Report

1. Select **Contract** in the top pane of the application window.
2. Select **Reports** in the left pane of the application window.
3. Select **Total Cost Report** from the list of programs in the main window. The **Total Cost Report** program is displayed.

4. If required, in the **From Contract** field, specify the Contract Code from which to start the report.



*This field can be left blank to start the report from the first Contract. If both the **From Contract** and **To Contract** fields are left blank, the balances are displayed for all Contracts for the selected criteria.*

Notes

- If required, in the **To Contract** field, specify the Contract Code at which to end the report.



*To generate a report for just one Contract, enter that Contract Code in both the **From Contract** and **To Contract** fields.*

- If you wish each Contract in the report to start at the top of a new page, then select 'Yes' in the **New Page Per Job** field.
- To **Include Sub Jobs** in the report, select 'Yes'. (If you wish to view balances for Sub-Jobs only, select 'Only').
- If required, in the **From Cost Centre** field, specify the Cost Centre from which to start the report.
- If required, in the **To Cost Centre** field, specify the Cost Centre at which to end the report.
- To include zero balances, select 'Yes' in the **Show Zeroes** field.
- Select the **Job Types** and **Posting Status** of the transactions to be included in the report.
- Click the **Analysis** tab.

The screenshot shows a configuration window with the following sections:

- Include Costs:** Yes (dropdown)
- Columnar:** None (dropdown)
- Cost Heads:**
 - Level: Level 1 (dropdown)
 - Sub Total At Level 1: No (dropdown)
 - From: [empty field]
 - To: [empty field]
- Operations:**
 - Level: Group (dropdown)
 - From: [empty field]
 - To: [empty field]
- Transactions:**
 - Show: No (dropdown)
 - Ledger: All (dropdown)
- Date/Period:**
 - From Date: [empty field]
 - To Date: [empty field]
 - From Period: [empty field]
 - To Period: [empty field]
- Include Sales:** No (dropdown)

- To **Include Costs** in the report, select 'Yes'.



*To include only sales balances in the report, select 'No' and then select 'Yes' in the **Include Sales** field (see below). To include both costs and sales, select 'Yes' in both fields.*

- In the **Cost Heads** section, indicate the Cost Head **Level** at which to report ('Group', a level, and 'None' for all levels can be selected).
- If 'Level 2' is selected above, indicate whether a **Sub Total At Level 1** is required.
- If applicable and required, select the range of Cost Heads to include in the **From** and **To** fields, or leave blank to include all Cost Heads for the selected criteria.
- If you wish to **Show** transactions then select 'Yes' in the **Transactions** section.
- If transactions are to be shown, then select the **Ledger**, or 'All' ledgers, for which to show transactions.
- If required, in the **From Date** field, specify the date from which to start the report.
- If required, in the **To Date** field, specify the date at which to end the report.
- If required, in the **From Period** field, specify the period from which to start the report.

Notes

- 22. If required, in the **To Period** field, specify the period at which to end the report.
- 23. To **Include Sales** in the report, select 'Yes'.



*To include only Cost balances in the report, select 'No' and select 'Yes' in the **Include Costs** field (see above). To include both Sales and Costs, select 'Yes' in both fields.*

- 24. Click **OK**. The report is generated and can be saved, printed and exported to Excel.

Code	Name		UDT1	12312JS534545		
1001	Extension to Millwood House					
Opn	Chd	Name		Contract Bal	Quantity	
1		Foundation				
	4	Sub-Con S&F		123.16		
	5	Materials		6,464.90		
	7	External Plant		3,125.00		
		Operation Total		<u>9,713.06</u>		<u>0</u>
2		1st Lift				
	2	Labour		27.36		
	4	Sub-Con S&F		2,344.53		
	5	Materials		25,964.30		
		Operation Total		<u>27,936.19</u>		<u>0</u>
3		2nd Lift				
	2	Labour		185.66		
	4	Sub-Con S&F		276,047.67		
	5	Materials		47,435.05		
		Operation Total		<u>323,668.38</u>		<u>0</u>
4		Roof				
	3	Sub-Con L.O		30.00		
	5	Materials		8,580.93		
		Operation Total		<u>8,610.93</u>		<u>0</u>

Period Cost Report

A **Period Cost Report** shows costs (and sales) dependant on the criteria entered. It is practically the same report as the **Total Cost Report** (see topic 'Period Cost Report' on page 16), except that it reports on a specified Contract period.

Notes

Sales Ledger

This section covers Customer Maintenance, Sales transaction processing, and Customer Enquiry and Reporting.

Customer Maintenance

The **Customer Maintenance** program is used to create and maintain Customer Account details.

Create a Customer Account

1. Select **Sales** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Customer Maintenance** from the list of programs in the main window. The **Customer Maintenance** program is displayed.

4. Enter the Customer Account Code in the **Customer** field and press the Tab key. The **Search Customers** dialogue is displayed, containing a table of all available Customers.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Customer Maintenance** program showing the new Customer Code is displayed.

Main tab:

- Enter the Customer's name in the **Name** field.
- If required, enter the address and contact details of the Customer.
- Select an **Account Type** for the Customer.
- Select the default **VAT Code** for the Customer.

Notes

Terms tab:

Currency	Sterling
Statement Account	
Payment Method	Cheque
Credit	0
Settlement Type	Days
Settlement Time	14
Settlement Disc	0.00
On-Hold	No
Separate Statements	No
Trade Disc	0.00
Sales Price Band	1

Notes

- Select the default **Settlement Type** for the Customer.



*The options are '2 Months', 'Days', 'Months' or 'Next Month'. This field works in conjunction with the **Settlement Time** field below.*

- Enter the default **Settlement Time** for the Customer.



*If the **Settlement Type** field is set to '2 Months', then the value entered here is the date that payment is due, within two months from today.*

*If the **Settlement Type** field is set to 'Days', then this is the number of days from today that payment is due.*

*If the **Settlement Type** field is set to 'Months', then this is the number of months from today that payment is due.*

*If the **Settlement Type** field is set to 'Next Month', then this is the date in the following month, from today, that payment is due.*



*The **Settlement Type** and **Settlement Time** fields work in conjunction to automatically calculate the payment due date at the time of posting, but this date can be changed.*

- Indicate whether the Customer requires **Separate Statements** for each Contract, as opposed to one statement for all Contracts.
- If applicable, enter the **Trade Disc** as a percentage for the Customer.

Alt Address tab:

The address entered in the **Main** tab is the main address to which invoices and deliveries can be made. If required, the **Alt Address** tab can be used for entry of alternative address(es) for the Customer. Several branch addresses can be entered in this tab.

- Click **New** to create an alternative address for the Customer.

- Enter the address details, including the branch name, in the dialogue box as required. This can include email address, website, phone number etc.
 - If required, enter some **Delivery Instructions** for the address.
6. Click **OK**. The Customer Account has been stored on the system.

Sales Transaction Processing

The **Post Transactions** program is used for posting Sales invoices, journals, credit notes, applications, valuations, and receipts against Customers, plus updating the relevant Contract with the posting, if required.

Note that this program can also be found in the Contract Ledger Postings menu, called 'Sales Postings' in the list of programs.

Post a Transaction

1. Select **Sales** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Post Transactions** from the list of programs in the main window. The **Batch Header** dialogue is displayed.

4. Select the **Batch Type**.

Notes



The following options are available:

- 'Invoice' for posting a Sales invoice(s) against a Customer(s) and/or Contract(s).
- 'Credit Note' for a credit note(s) against a Customer(s) and/or Contract(s). This is an adjustment used to cancel an invoice e.g. if the invoice is not accepted. A credit note transaction could be matched to the appropriate invoice in order to negate it.
- 'Application' for posting of an application(s) against a Customer(s) and/or Contract(s).
- 'Receipt' for posting of a cash receipt(s) against a Customer(s) and/or Contract(s).

Depending on your initial system setup (see section 'transaction Maintenance' of the Evolution M Manual), there may be more options than those described above.

The transaction type selected here determines which Contracts can be posted to, according to the Sales Type configured for the Contracts (see topic 'Contract Maintenance' on page 1).

5. If required, change the **Batch Date** from the default of today's date.
6. If required, enter the **Total** amount of the transactions (including any applicable VAT) which will be entered in this batch.
7. If required, enter the number of transactions in this batch in the **No of Trans** field.
8. If the batch type is 'Receipt' then select the **Bank Account** in which to credit.



The Bank Account (including Nominal Accounts) which will be credited has been set up in **Cash Book Maintenance** (see topic 'Cash Book Maintenance' on page 534).

9. Click **OK**. The **Post Transactions** program is displayed.

10. If required, enter the **Contract Code**.
11. Enter the **Customer Code** (mandatory). This may already be entered if a Contract has been selected, and may or may not be changeable.
12. Press Enter or click **OK**.

Notes

13. Enter a cash receipt reference in the **Reference 1** field for cash transactions. Typically for invoice/credit note type transactions, enter the invoice/credit note number.
14. Enter the cash received **Date**.
15. Enter the **Goods** value of the transaction (including the VAT amount, if applicable).
16. If applicable, enter any **Discount**.
17. If applicable, enter any **Retention** amount against the Customer for the transaction.
18. If applicable for this transaction type, the **Vat** amount is automatically calculated for this transaction according to the Customer's VAT Code (see topic 'Customer Maintenance' on page 17 for more details).



The VAT rate can be changed in this field, and also the VAT code can be changed later in VAT analysis.

19. If applicable, enter the **Date Due** for the transaction.
20. Click **OK**. Matching and/or analysis can now be performed.



Transactions can be matched, analysed, and VAT analysed dependant upon the transaction type setup. Also, the options available here are dependent upon whether you have selected a Contract or Commercial Sales posting, as different transaction types are configured for each type.

Note that cash can be matched to (typically) invoices.

21. Repeat for other transactions for the batch as required.
22. Click **OK** to update the batch. If the 'Batch Header Total Check' is set in the initial system setup, then if the total amount and number of the transaction(s) differs from the batch total that was entered previously in the **Batch Header** dialogue, a dialogue like the example below is displayed.

BATCH TOTAL DISAGREES	
Batch Total	0.00
Actual Total	150.00
Difference	(150.00)
No of Trans	0
Actual	1
Notes	
<input type="button" value="Abort"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

23. Enter the batch total and number of transactions, if required, and click **OK** to update the batch; click **Cancel** to go back to the batch and edit if required; or **Abort** to discard the entries and exit the program.
24. If you clicked **OK**, the following dialogue is displayed.

Update Batch ?

Notes

- Click **Yes** to update the system with the batch posting and exit the program.

Customer Enquiry

The **Customer Enquiry** program displays the current position of a Customer's account.

Interrogate a Customer Account

- Select **Sales** in the top pane of the application window.
- Select **Enquiry** in the left pane of the application window.
- Select **Customer Enquiry** from the list of programs in the main window. The **Customer Enquiry** program is displayed.

The screenshot shows the 'Customer Enquiry' window with the 'Account Code' field highlighted. Below it are tabs for Summary, Account, Transactions, Receipts, Terms, Alt Address, Contacts, Notes, User Defined, and Retention. The 'Summary' tab is active, displaying fields for Phone Number, Fax, Email, WWW Address, Discount %, Last Invoice, Last Receipt, and Account Type. There are also sections for Balances and Turnover with empty tables.

- Enter or search for the Customer Account Code in the **Account Code** field.

Summary tab:

This tab displays an overview of the current position of the Customer Account.

The screenshot shows the 'Customer Enquiry' window with the 'Summary' tab populated. The fields are filled with data: Phone Number (0870 0000 123), Fax (020 8745 4290), Email (company_secretary@baa.com), WWW Address (www.baa.com), Discount % (0.00), Last Invoice (17 Feb 2011), Last Receipt (27 May 2009), and Account Type. The Balances table shows data for periods 03 2011, 03 2010, and 10 2008. The Turnover table shows data for periods 03 2011, 10 2008, and 2008.

Balances	
Period	Balance
03 2011	1,200.00
03 2010	34,500.00
10 2008	(1,555.00)
Total	34,145.00

Turnover			
Period	Turnover	Year	Turnover
03 2011	1,000.00	2011	1,000.00
10 2008	150.00	2008	150.00
		2008	0.00
Total	1,150.00	Total	1,150.00

- If provided, the phone number, fax number, email address, and website address of the Customer are displayed as held in **Customer Maintenance** (see section 'Customer Maintenance' on page 17).
- The settlement discount (if applicable), account type, and currency the Customer trades in as held in the **Customer Maintenance** record, as well as the last invoice and last receipt against the Customer, are displayed here for memorandum purposes.
- Outstanding **Balances** per period are displayed. The overall balance of the Customer's account is shown at the bottom of the tab.

Notes

- **Turnover** (how much the Customer has spent) is displayed per period, together with the YTD figure per year. The overall turnover of the Customer's account is shown at the bottom of the tab.

Transactions tab:

This tab displays all transactions for the Customer.

Contract Code	Period	Date	Batch No.	Type	Ref1	Ref2	Total	Goods
1051	03 2010	04 May 2010	481	Application	42	55555	1,175.00	1,000.00
1051	03 2010	04 May 2010	482	Application	43	App6	1,175.00	1,000.00
1051	03 2010	28 May 2010	486	Application	45	121212	1,175.00	1,000.00
1055 -01	01 2011	31 Dec 2010	581	Invoice	IN0087	Maint	587.50	500.00
1055 -01	02 2011	31 Jan 2011	582	Invoice	IN0090	Maint	600.00	500.00
1055 -01	01 2011	24 Dec 2010	583	Invoice	IN0093	Support	632.50	550.00
1055 -01	02 2011	24 Jan 2011	584	Invoice	IN0094	Support	643.75	550.00
1055 -01	03 2011	24 Feb 2011	585	Invoice	IN0095	Support	632.50	550.00
1055 -01	04 2011	24 Dec 2010	818	Invoice	IN00116	Support 1	632.50	550.00
1055 -02	01 2011	31 Dec 2010	581	Invoice	IN0088	Maint	525.00	500.00
1055 -02	02 2011	31 Jan 2011	582	Invoice	IN0091	Maint	500.00	500.00
1055 -03	01 2011	31 Dec 2010	581	Invoice	IN0089	Maint	500.00	500.00
1055 -03	02 2011	31 Jan 2011	582	Invoice	IN0092	Maint	500.00	500.00
SJT2	03 2010	05 Feb 2010	404	Invoice	40	1	1,150.00	1,000.00
1057	03 2010	24 Jun 2010	494	Application	49	1	1,175.00	1,000.00
1057	03 2010	24 Jun 2010	495	Application	50	2	1,175.00	1,000.00
1057	03 2010	24 Jun 2010	500	Application	APP00000001	3	1,175.00	1,000.00
1058	03 2010	24 Jun 2010	501	Application	52	1212	5,875.00	5,000.00

- By default, a summary of the transactions is displayed, but this view can be changed to transactions in full detail by the drop-down menu at the top-right of the tab.
- This tab shows **Unmatched** (unpaid) transactions by default, but by selecting a different option you can display **All** or **Matched** (paid) transactions.
- If you double-click on any of the transactions, the **Transaction Enquiry** dialogue will be displayed, providing more detail for the transaction.

Type Invoice Batch No 581 Period 01 2011

Main Match/Analysis Sales Order

Contract Code 1055 02 2 Lyndhurst Court

Goods 500.00 Reference 1 IN0088

Discount 0.00 Reference 2 Maint

Retention 0.00 Due Date 31 Dec 2010

Vat 25.00 Date 31 Dec 2010

Spare 0.00

Total 525.00

Outstanding 525.00

Notes

Update

Notes Audit Document OK Cancel



Click **Document** at the bottom of the dialogue to view the stored image of the document that supports this transaction.

If the **Match/Analysis** tab is selected, details of the Cost & Nominal Analysis is displayed, together with any Matching details, if they exist.

Notes

Receipts tab:

This tab displays all receipts for the Customer.

Contract Code	Period	Date	Batch No.	Type	Ref1	Ref2	Goods	Discount	Retention	VAT Val
03 2010	25 Jan 2010	380	Receipt	ps10055	5544	(25,000.00)	0.00	0.00	0.00	0.00
04 2010	23 Apr 2010	470	Receipt	ps10075	25	(15,000.00)	0.00	0.00	0.00	0.00
03 2010	30 Apr 2010	474	Receipt	121212	121212	(2,500.00)	0.00	0.00	0.00	0.00

- By default, the transaction details in full are displayed, but this view can be changed to summary details by the drop-down menu at the top-right of the tab.

Retention tab:

This tab displays the retention against the Customer per Contract.

Contract Code	Contract Name	Retention	Retention Due Date	Retention %
1034	Poole Sailing Club	600.00		0.00
9876	Nursing Home	4,000.00		0.00
1001	Extention to Milnwood House	100,000.00	19 Sep 2008	0.00

Notes

Debtors Age Balance

The **Debtors Age Balance** report shows the total outstanding Customer balances up to the designated period. It also shows the balances for the specified period, plus a comparison of the balances for the current period (month) and previous month's balances (1, 2 and 3 months previous to current month, and 4 months and older balances).

Generate a Debtors Age Balance Report

1. Select **Sales** in the top pane of the application window.
2. Select **Reports** in the left pane of the application window.
3. Select **Debtors Age Balance** from the list of programs in the main window. The **Debtors Age Balance** program is displayed.

4. If required, in the **From Customer** field, specify the Customer Code from which to start the report.
5. If required, in the **To Customer** field, specify the Customer Code at which to end the report.
6. In the **Transaction Type** field, indicate whether you want to include 'Commercial', 'Contract', or 'Both' transaction types within the report.
7. Indicate whether you want to **Show Contracts** for each Customer within the report.



*If showing the Contract against each Customer, if required, you can select a range of Contracts in the **From Contract** and **To Contract** fields, and/or specify a **Cost Centre**, in which to report.*

8. Specify the **Period** up to which to report. This field is defaulted to the current Purchase Ledger period.
9. Indicate whether to **Include Retention** amounts against each Customer in the report
10. Indicate whether to **Show Transactions** for each Customer in the report.

Notes

11. Click **OK**. The report is generated and can be saved and printed.

			As at Period: 04 2011						
Account	Customer Name	Phone	Total Balance	Unallocated Cash	Current Month	1 Month	2 Month	3 Month	4 & Older
12234	1223		175,842.50	0.00	0.00	91,930.20	83,912.40	0.00	0.00
1225	1225		360.00	0.00	0.00	120.00	240.00	0.00	0.00
ABL001	Alliance & Leolestler		(26,902.30)	(39,375.00)	(123.00)	2,833.20	0.00	10,862.50	0.00
AA	AA		(31,178.90)	(40,200.00)	622.90	120.00	0.00	0.00	8,278.40
ABH001	AB Homebuyer		17,674.00	0.00	144.00	0.00	0.00	0.00	17,530.00
ANDERSON	Lord & Lady Anderson Smythe		(8,091.25)	0.00	0.00	(7,091.25)	0.00	0.00	(1,000.00)
ASH	Ashley Gunn		34.80	0.00	34.80	0.00	0.00	0.00	0.00
BAA01	British Airports Authority	0970 0000 123	34,172.50	(1,527.50)	0.00	1,200.00	0.00	0.00	34,500.00
COND1	cond1		600.00	0.00	0.00	600.00	0.00	0.00	0.00
DCD001	D C D Ltd		7,062.50	0.00	0.00	600.00	0.00	0.00	6,462.50
FRED	R.J. Frederick		(214,164.82)	(250,200.00)	120.25	540.90	47.50	4,817.50	30,509.03
JARVIS	Jarvis test		11,589.00	0.00	0.00	11,589.00	0.00	0.00	0.00
JONES	Mrs Jones		42,758.75	(30,020.00)	0.00	12,000.00	0.00	0.00	60,778.75
KHAN	Doctor Khan		1,800.00	0.00	0.00	1,800.00	0.00	0.00	0.00
MARK	N. Mark & Son Limited		53,707.89	0.00	0.00	120.01	0.00	0.00	53,587.88
MAX01	Maximum Construction Ltd	01236 234234	285,346.30	(10,000.00)	2,843.80	1,003.75	720.00	0.00	290,778.75
MILNWOOD	Milnwood Development		547.20	0.00	547.20	0.00	0.00	0.00	0.00
MOR01	Morrison		147.50	0.00	147.50	0.00	0.00	0.00	0.00
NLAN01	North Lanarkshire Council	01236 758080	101,550.00	0.00	0.00	0.00	0.00	0.00	101,550.00
NLAN01	Nolan & Daly Limited		36,934.50	(790.00)	1,204.00	2,210.00	0.00	0.00	34,310.50
STERLING	Sterling		240.00	0.00	0.00	240.00	0.00	0.00	0.00
STG	Sterling Test Customer		240.00	0.00	0.00	240.00	0.00	0.00	0.00
TARR	Sandra Tarr		69,378.75	(4,000.00)	0.00	7,560.00	31,920.00	32,900.00	998.75
W001	Walkers Nursing Home		47,695.00	0.00	0.00	43,580.00	0.00	0.00	4,115.00
WALLER	Mrs S Waller		19,140.00	0.00	0.00	9,420.00	9,720.00	0.00	0.00

Notes

Generate Customer Statements

The **Statements** program processes Customer Account statements based on the criteria entered. Depending on the statement dispatch method for the Customers (see topic 'Customer Maintenance' on page 17), the statements can be printed, faxed, and emailed via the system.

IMPORTANT: Ensure that the statements are printed before you close the program's print preview as they cannot be generated for print again.

Process a Statement Run

1. Select **Sales** in the top pane of the application window.
2. Select **Reports** in the left pane of the application window.
3. Select **Statements** from the list of programs in the main window. The **Statements** program is displayed.

The screenshot shows the 'Statements' program interface. It has two main sections: 'Customer' and 'Transactions'.
Customer Section:
 - From Code: [Dropdown]
 - To Code: [Dropdown]
 - Radio buttons: Active, Inactive, Both
Transactions Section:
 - To Period: 04 2011
 - Type: Both
 - Matched: No
 - Print Zeroes: No
 - Subtotal By: Contract
 - Sort Transactions By: Contract
 - Include Retention: No
 - Statement Date: 24 Jan 2012
 - Notes: [Text Area]
 At the bottom, there are buttons for 'Filter / Sort', 'Clear Filter', 'OK', and 'Cancel'.

4. If required, in the **From Code** field, specify the Customer from which to start the statement run.
5. If required, in the **To Code** field, specify the Customer at which to end the report.
6. In the **To Period** field, specify the period up to which to include in the statement(s). This field defaults to the current Sales Ledger period.
7. In the **Matched** field, specify whether you want to include transactions which are matched, unmatched, or 'Both' matched and unmatched, within the statement(s).

8. In the **Print Zeroes** field, indicate whether to include transactions with a zero value.
9. Indicate whether to **Subtotal By** 'Contract', show 'Subtotals Only', or 'None'.
10. If 'None' is selected in the field above, you can **Sort Transactions By** 'Date' order.
11. Specify whether to **Include Retention**.
12. If required, change the Statement Date from the default of today's date.
13. If required, enter any **Notes** to be shown against the statement(s).
14. Click **OK**. The report is generated and can be saved and printed.

IMPORTANT: Ensure that the statements are printed before you close the preview as they cannot be generated for print again.

Date	Reference 1	Reference 2	Type	Value	Outstanding	Balance
07 Jul 2011	92	77777	Invoice	2.40	2.40	2.40
07 Jul 2011	93	12312312	Invoice	6.00	6.00	8.40
26 Jul 2011	33232	12312312	Invoice	133.20	133.20	141.60
01 Feb 2011	Cert1a		Invoice	15,262.37	15,262.37	15,403.97
01 Feb 2011	Cert1b		Invoice	64,252.80	64,252.80	79,656.77
12 Feb 2011	Cert2a		Invoice	2,197.63	2,197.63	81,854.40
15 Feb 2011	cert2b		Invoice	2,199.60	2,199.60	84,054.00
01 Mar 2011	Cert3a		Invoice	13,851.60	13,851.60	97,905.60
01 Mar 2011	Cert3b		Invoice	7,915.20	7,915.20	105,820.80
15 Mar 2011	Cert4a		Invoice	61,226.40	61,226.40	167,047.20
23 Mar 2011	8566		Invoice	720.00	720.00	167,767.20
19 Jul 2011	IN00106	HHHH/001	Invoice	206.40	206.40	167,973.60
19 Aug 2011	posting 1		Invoice	1,110.00	1,110.00	169,083.60
19 Aug 2011	bfwd inv1		Invoice	1,110.00	1,110.00	170,193.60
19 Aug 2011	IN243	subjob	Invoice	111.00	111.00	170,304.60
19 Aug 2011	inv teswt		Invoice	222.00	222.00	170,526.60
12 Aug 2011	bfwd 1		Invoice	1,110.00	1,110.00	171,636.60
12 Aug 2011	IN00110	test	Invoice	555.00	555.00	172,191.60
12 Aug 2011	123654		Invoice	495.00	495.00	172,686.60

Notes

Transaction List

The **Transaction List** report shows transactions based on the criteria entered.

Generate a Transaction List

1. Select **Sales** in the top pane of the application window.
2. Select **Reports** in the left pane of the application window.
3. Select **Transaction List** from the list of programs in the main window. The **Transaction List** program is displayed.

4. Indicate whether to **Report By** 'Customer' or 'Contract'.

Training Notes

5. If required, in the **From Account/Contract** field, specify the Customer/Contract Code from which to start the report.
6. If required, in the **To Account/Contract** field, specify the Customer/Contract Code at which to end the report.
7. If required, in the **From Period** field, specify the period from which to start the Transaction List.
8. If required, in the **To Period** field, specify the period at which to end the Transaction List.
9. If required, in the **From Date** field, specify the date from which to start the Transaction List.
10. If required, in the **To Date** field, specify the date at which to end the Transaction List.
11. In the **From Ref 1** field, enter the value in the **Reference 1** field (see topic 'Sales Transaction Processing' on page 19) from which you want to display in the report. This is especially useful if you want to print a range of invoice numbers for a specific Customer.
12. In the **To Ref 1** field, enter the value in the **Reference 1** field up to which you want to display in the report. This is especially useful if you want to print a range of invoice numbers for a specific Customer.
13. In the **From Ref 2** field, enter the value in the **Reference 2** field from which you want to display in the report.
14. In the **To Ref 2** field, enter the value in the **Reference 2** field up to which you want to display in the report.
15. In the **Matched** field, indicate whether you want to include transactions which are matched, unmatched, or 'Both' matched and unmatched, within the report.
16. In the **Cont or Comm** field, indicate whether you want to include transactions which are 'Contract', 'Commercial', or 'Both' Contract and Commercial, within the report.
17. Select the **Transactions** you wish to include within the report.



*If you just want to just include invoices, for example, the quickest way would be to click the **Clear All** button and then select **Invoice**.*

18. Click **OK**. The report is generated and can be saved and printed.

Notes

Account:	Start	Date:	Start	Period:	Start	Ref1:	Start	Ref2:	Start	Status:	Active	Accounts:	All	Cont/Comm:	Both
To:	End	To:	End	To:	End	To:	End	To:	End	Matched:	Both	Report In:	Stirling	Filter:	
Transactions: Invoice, Multi-Invoice, Credit Note, Application, Valuation, Receipt, Journal, Receipt Type 2, Invoice Type 2, Not Used, Internal Valuation, WIP, Report by Customer															
Account:	12234														
Contract:	1223														
Period	Date	Type	Ref.1	Ref.2	Date Due	Goods	VAT	Disc	Rain	Total					
03 2011	07 Jul 2011	Invoice	52	777777	07 Jul 2011	0.00	0.40	0.00	0.00	2.40					
03 2011	07 Jul 2011	Invoice	53	12312312	07 Jul 2011	0.00	1.00	0.00	0.00	6.00					
02 2011	01 Feb 2011	Invoice	Cert1a		15 Feb 2011	12,718.84	2,543.73	0.00	0.00	15,262.57					
1223	02 2011	01 Feb 2011	Invoice	Cert1b	15 Feb 2011	53,544.00	10,708.80	0.00	0.00	64,252.80					
1223	02 2011	12 Feb 2011	Invoice	Cert1c	01 Mar 2011	1,831.36	366.27	0.00	0.00	2,197.63					
1223	02 2011	15 Feb 2011	Invoice	Cert20	03 Mar 2011	1,833.00	366.60	0.00	0.00	2,199.60					
1223	02 2011	28 Feb 2011	WIP	WIP1		25,000.00	0.00	0.00	0.00	25,000.00					
1223	02 2011	28 Feb 2011	WIP	WIP1a		28,000.00	0.00	0.00	0.00	28,000.00					
1223	02 2011	28 Feb 2011	WIP	WIP1b		25,000.00	0.00	0.00	0.00	25,000.00					
1223	03 2011	01 Mar 2011	Invoice	Cert1a	15 Mar 2011	11,843.00	2,368.60	0.00	0.00	13,811.60					
1223	03 2011	01 Mar 2011	Invoice	Cert1b	15 Mar 2011	6,598.00	1,319.50	0.00	0.00	7,917.50					
1223	03 2011	15 Mar 2011	Invoice	Cert1a	29 Mar 2011	5,022.00	1,004.40	0.00	0.00	6,126.40					
1223	03 2011	23 Mar 2011	Invoice	8866		600.00	120.00	0.00	0.00	720.00					
1223	03 2011	23 Mar 2011	WIP	3365		200.00	0.00	0.00	0.00	200.00					
1223	03 2011	23 Mar 2011	WIP	8748	8866	6,363.00	0.00	0.00	0.00	6,363.00					
CP190711	03 2011	19 Jul 2011	Invoice	IN0206	HHHH001	172.00	34.40	0.00	0.00	206.40					
889%N88*	03 2011	26 Jul 2011	Invoice	33232	12312312	111.00	22.20	0.00	0.00	133.20					
0L	03 2011	12 Aug 2011	Invoice	IN0811		10,000.00	185.00	(125.00)	(60.00)	11,110.00					
0L	03 2011	12 Aug 2011	Invoice	IN0210	test	500.00	92.50	(12.50)	(25.00)	555.00					
0L	03 2011	12 Aug 2011	Invoice	123664		500.00	82.50	(62.50)	(25.00)	495.00					
0L	03 2011	12 Aug 2011	Invoice	with nom		1,000.00	170.00	(50.00)	(100.00)	1,020.00					
0L	03 2011	12 Aug 2011	Invoice	IN0811		500.00	75.00	(50.00)	(40.00)	485.00					
0L	03 2011	12 Aug 2011	Invoice	IN0211	sigtenrk	1,800.00	278.00	(100.00)	(10.00)	1,868.00					
NEW	03 2011	19 Aug 2011	Invoice	psong1	31 Aug 2011	1,000.00	185.00	(125.00)	(50.00)	1,110.00					
NEW	03 2011	19 Aug 2011	Invoice	IN0211	16 Sep 2011	1,000.00	185.00	(125.00)	(50.00)	1,110.00					
NEW	03 2011	19 Aug 2011	Invoice	IN243	subob	100.00	18.50	(2.50)	(5.00)	111.00					
NEW	03 2011	19 Aug 2011	Invoice	inv reset	28 Aug 2011	200.00	37.00	(5.00)	(10.00)	222.00					
						Total For 12234	228,841.00	29,387.10	(347.50)	(886.00)	267,496.60				
Account:	1225														
Contract:	1225														
Period	Date	Type	Ref.1	Ref.2	Date Due	Goods	VAT	Disc	Rain	Total					
1225	02 2011	01 Feb 2011	Invoice	Cert1	15 Feb 2011	100.00	20.00	0.00	0.00	120.00					
1225	02 2011	15 Feb 2011	Invoice	Cert1	01 Mar 2011	100.00	20.00	0.00	0.00	120.00					
1225	03 2011	15 Mar 2011	Invoice	Cert3	29 Mar 2011	100.00	20.00	0.00	0.00	120.00					
						Total For 1225	300.00	60.00	0.00	0.00	360.00				
Account:	A&L001	Alliance & Leicester													
Contract:															
Period	Date	Type	Ref.1	Ref.2	Date Due	Goods	VAT	Disc	Rain	Total					
03 2011	10 Aug 2011	Invoice	100		10 Aug 2011	100.00	20.00	0.00	0.00	120.00					
03 2011	10 Aug 2011	Invoice	100		10 Aug 2011	100.00	20.00	0.00	0.00	120.00					
03 2011	10 Aug 2011	Invoice	100		10 Aug 2011	100.00	20.00	0.00	0.00	120.00					

Cash Book

This section covers creating a Bank Account, Cash Book Postings, Bank Reconciliation, and Cash Book Listing.

Cash Book Maintenance

The **Cash Book Maintenance** program is used for creating and maintaining Bank Accounts for payments and receipts.

Before any transactions can be posted within the Cash Book module (see topic 'Cash Book Posting' on page 32), at least one Bank Account must be created.

Bank Accounts have been created in the initial system setup, undertaken in conjunction with your Integrity Software Consultant, however these steps will need to be undertaken if a new Bank Account is required to be set up.

Create a Bank Account

1. Select **Cash Book** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Cash Book Maintenance** from the list of programs in the main window. The **Cash Book Maintenance** program is displayed.

4. Enter the Bank Account Code in the **Account** field and press the Tab key. The **Search Banks** dialogue is displayed, containing a table of all available Bank Accounts.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Cash Book Maintenance** program showing the new **Account** Code is displayed.

Notes

Main tab:

Nominal Payments	30-110-05	Balance Sheet / Lloyds No 2 Acco
Nominal Receipts	30-110-05	Balance Sheet / Lloyds No 2 Acco
Account Type	Normal	
Group Company		Active Yes
Group Account		Date Inactive
Cheque Format	cheque	BACS Control
Last Statement Date	01 Apr 2010	Output Type Albac-IP
Last Statement No.	2	Folder / File Name c:\mardak bacs\DDMMHHMM
Opening Balance	22,080.00	Authorised Originator No.
Closing Balance	22,080.00	Allow Overwrite No
Unreconciled	2,400.00	Reconciliation Control
Last Cheque No.	11	Method Manual
Currency	Sterling	Statement Format
Date Opened	21 Dec 2009	Exact Match Day Tolerance 0
		Near Match Day Tolerance 0

- Specify the **Nominal Payments** and **Nominal Receipts** account(s).



Depending on your system setup, these fields may or may not specify the same Nominal Account.

- The **Last Statement Date**, **Last Statement No.**, **Opening Balance**, **Closing Balance**, **Unreconciled**, and **Last Cheque No.** of the account are automatically populated by the system. These fields are blank when creating a new Bank Account. Typically when starting to use the system your existing closing bank balance would be entered here.
- The **Date Opened** is defaulted to today's date, but can be changed.
- If BACS payments are in use on your system, in the **BACS Control** section:
 - Specify the **Output Type** of the BACS file.
 - Enter the **Folder / File Name** of the BACS file.



The folder must be created and the drive must be accessible to Evolution M.

The filename must be in the correct format set up for your system. Check an existing Bank Account for guidance if you are not sure of this file format.

For example, the destination and filename entered in this field could be c:\BACS\DDMMHHMM.dat.

The generated file will be a data (.dat) file and will be in the correct structure and syntax for import into your banking software for BACS payments.

- Indicate whether to **Allow Overwrite** of the existing BACS file each time a new file is transferred.



If you select 'No', a new BACS file will be created and the old one will be kept.

- In the **Reconciliation Control** section, set the **Method** to 'Manual'.



If required, further training can be purchased to set up and train on the Automated Bank Reconciliation.

Bank Details tab:

Notes

Bank details are required for BACS transfers, and an Account Name is mandatory regardless of payment/receipt type.

Account Number	<input type="text"/>	Phone Number	<input type="text"/>
Bldg Soc Roll No	<input type="text"/>	Fax	<input type="text"/>
Autopay Ref No	<input type="text"/>		
Account Name	<input type="text"/>		
Sort Code	<input type="text"/>		
Bank Name	<input type="text"/>		
Branch Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Town/City	<input type="text"/>		
County	<input type="text"/>		
Post Code/Country	<input type="text"/>		
Email	<input type="text"/>		

- If required, enter the **Account Number**.
 - Enter the Bank **Account Name**.
 - If required, enter the **Sort Code**
6. Click **OK**. The Bank Account has been stored on the system.

Notes

Cash Book Posting

The Cash Book **Post Transactions** program is used for entry of payments and receipts against Bank Accounts.

Post Transaction(s)

1. Select **Cash Book** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Post Transactions** from the list of programs in the main window.
The **Batch Header** dialogue is displayed.

4. Select a 'Payments' or 'Receipts' **Journal Type**.
5. If required, change the **Batch Date** from the default of today's date.
6. If required, enter the **Total** amount of the transactions (including any applicable VAT) which will be entered in this batch.
7. If required, enter the number of transactions in this batch in the **No of Trans** field.
8. Specify the **Payment Status** of the batch.



'Automatic' denotes automatic cheque generation through the system, and 'Manual' denotes manual cheque payment.


9. Select the **Bank Account** to update with this batch.
10. Click **OK**. The **Post Transactions** program is displayed.

Notes

11. Enter the payee/payer name in the **Payee** field.



If using 'Automatic' cheque payment method, this is how the name will appear on the printed cheque.

The system retains a list of payees/payers who have been entered previously in this routine. Click  to select from the list of previously entered payees/payers which are active.

12. Enter a reference for the transaction in the **Reference 1** field.

13. If you are processing a 'Manual' cheque, enter the **Cheque Number** in this field. This will be used later for Bank Reconciliation (see topic 'Bank Statement Reconciliation' on page 39).

14. If required, change the transaction **Date** from the batch default.

15. Enter the **Total Value** of the transaction (including the VAT amount, if applicable).

16. If applicable, enter the **VAT** amount, and select whether the VAT is 'Input', 'Output' or 'Non Vatable' from the drop-down menu beside the field.

17. Click **OK**. The **Analysis** dialogue is displayed.



Multiple analysis entries can be made, as long as the values and VAT amounts entered match the total value and VAT which was entered in the posting previously.

Contract Code	Cost Head	Operation Code	Plant Code	Plant CHead	Nominal Code	Value	Quantity	VAT Code	VAT V

18. Specify the **Contract** and **Cost Head Code**, or enter the appropriate **Nominal** Cost Centre and Account for the entry.

19. The **Value** of the transaction (excluding any applicable VAT) is automatically displayed, but can be changed if required.

20. If required, the **VAT Code** and rate for the transaction can be changed.



The system pre-selects a code based on the VAT amount entered previously, which must match the VAT rate entered here.

If you change the VAT code, the rate is automatically calculated based on the new code but can be changed. Also, the correct code needs to be selected for the VAT amount e.g. if the VAT is zero, then the VAT Code needs to be changed to e.g. 'Zero Rated'.

21. Click **OK**.

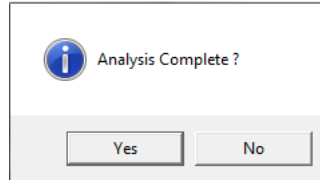
Notes

22. If necessary, create other analysis entries for this transaction.

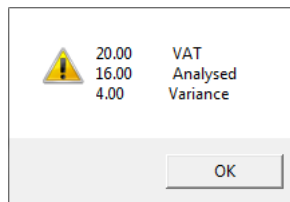


*An entry can be deleted or edited by selecting the entry at the bottom of the dialogue and clicking **Delete** or **Modify**.*

23. Once analysis is complete, click **OK**. The following dialogue is displayed.

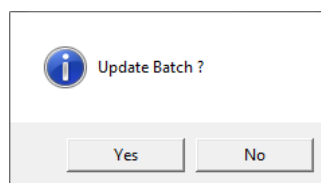


24. Click **Yes**. You are returned to the **Post Transactions** program, or if the VAT analysis is wrong for the transaction the following dialogue appears.



If the VAT analysis is wrong, amend the VAT Code and/or VAT rate by selecting the entry at the bottom of the dialogue and clicking **Modify**.

- 25. Repeat the steps above for other transactions for the batch as required.
- 26. Click **OK** to update the batch. If the 'Batch Header Total Check' is set in the initial system setup, then if the total amount and/or number of the transaction(s) differs from the batch total that was entered previously in the **Batch Header** dialogue, a dialogue stating that the batch total disagrees is displayed.
- 27. Enter the **Batch Total** and/or **No of Trans**, if required, and click **OK** to update the batch; click **Cancel** to go back to the batch and edit if required; or **Abort** to discard the entries and exit the program.
- 28. If you clicked **OK**, the following dialogue is displayed.



29. Click **Yes** to update the system with the batch posting and exit the program.

Notes



The manual cheque payment method automatically credits the Bank Account, debits the relevant Nominal Account(s) and VAT account (see section 'VAT Code Maintenance' on page 907) when the batch is updated.

The automatic cheque payment method credits the Payments Pending Account and debits the relevant Nominal Account(s) and VAT account when the batch is updated. However, it is not until the cheque is physically printed (see section 'Cheque Printing' of the Evolution M Manual) that the Payment Pending Account is debited and the Bank Account is credited.

With receipts, the Bank Account is debited and the relevant Nominal Account(s) and VAT account are credited when the batch is updated.

Notes

Recurring Transaction Maintenance

Recurring transactions are used for transactions which occur on a regular basis. They can be setup to be posted between Nominal Accounts, and between Contracts and Cost Heads

Recurring transactions must be posted using the **Recurring Transaction Update** program (see section 'Recurring Transaction Update' on page 37).

The transaction must be setup as a 'Cash Book' journal in order to update the Cash Book.

Create a Recurring Journal

1. Select **Cash Book** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Recurring Transaction Maintenance** from the list of programs in the main window. The **Recurring Transaction Maintenance** program is displayed.

4. Enter the Journal Code in the **Journal Code** field and press the Tab key. The **Search Journals** dialogue is displayed, containing a table of all available recurring journals.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Recurring Transaction Maintenance** program showing the new Journal Code is displayed.
6. Ensure that the 'Cash Book' **Journal Type** is selected and then press the Tab key.
7. Enter a **Name** for the journal.

8. Select a **Posting Type** ('Receipt' or 'Payment').
9. Set the **Duration** of the journal.



The default is 'Until further notice' which means until the journal is made inactive, but this can be changed to any period (month) ranging from 1-36 inclusive.

10. Enter the **Interval** for the journal.



For example, entering '1' means that the journal will be posted monthly, '3' means quarterly, '12' means yearly etc.

11. Enter the **Next Journal Period** (in the format *mmyy*).
12. Enter the **Next Journal Date** (in the format *ddmmyy* or select the date from the drop-down menu).



*If the **End Of Month** option adjacent to this field is selected, then the next journal will be posted at the end of the month entered.*

13. In the **Amendable** field, indicate whether the analysis of journal can be amended at the time of posting.



If you select 'Yes', then at the time of posting the journal, you can amend the analysis if required (see topic 'Recurring Transaction Update' on page 37).

14. Enter the **Payer/Payee** and the **Bank Account**.
15. Enter a reference for the journal in the **Reference 1** field (mandatory).
16. Select the **VAT Type** ('Input', 'Output' or 'Non Vatable').
17. Set the **Status** of users who can access the journal.
18. Click the **Analysis** tab.
19. Click **New** at the right of the program to enter an entry for analysis.
20. Select the **Contract** and **Cost Head**, or the **Nominal** account for the entry.
21. Enter the amount of the entry in the **Value** field.
22. If required, select the **VAT Code** and the **VAT** amount.
23. Repeat for more entries as required.



Note that a debit and credit is not required to be entered as this is not applicable to this type of transaction. One or more entries can be entered here.



*An entry can be modified by selecting it and clicking **Modify**, and deleted by clicking **Delete**.*

24. Click **OK**. The journal has been stored on the system.

Notes

Recurring Transaction Update

The **Recurring Transaction Update** program posts any recurring transactions (see section 'Recurring Transaction Maintenance' on page 35) that fall within the criteria entered.

Update Recurring Transactions

1. Select **Cash Book** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Recurring Transaction Update** from the list of programs in the main window. The **Batch Header** dialogue is displayed.

4. Select the **Batch Type** for which to run the update ('Cashbook Payments' or 'Cashbook Receipts').
5. Indicate whether you wish to run the update for 'Amendable' or 'Fixed' transactions in the **Recurring Type** field.



'Amendable' means that the analysis can be changed for each recurring transaction which is selected for update. 'Fixed' means that the transaction cannot be amended before update.

6. If required, enter the **Due Date** up to which to capture transactions.
7. If required, change the **Batch Date** from the default of today's date.
8. Enter the Nominal **Period**.
9. Click **OK**. If there are transactions which meet the selected criteria, the **Recurring Transaction Update** program appears.

Code	Name	Date	Period	Value	Reference 1	Reference 2	Post	Status
BOB	Bob	23 Jan 2006	01 2011	100.00	D/D rent		<input checked="" type="checkbox"/>	
LOMBARD S	Lombard VO55 ABC	15 Aug 2006	01 2011	350.00	VO55 ABC		<input checked="" type="checkbox"/>	
SL001	Standard Life	13 Mar 2006	01 2011	200.00	SL001234		<input checked="" type="checkbox"/>	

Notes

- Place a tick under the **Post** column against the transaction(s) requiring update.



*If you have selected to update 'Amendable' transaction(s), every time you tick a transaction, the **Analysis** dialogue appears, whereby you can change the analysis of the recurring transaction if required.*

Standard Journals Batch 41 Date 28 Apr 2010 Period 01 2011 Total 0.00

Contract

Cost Head Code

Operation Code

Nominal

Value 0.00 Unit Unit Cost

Quantity 0.0000 Notes

VAT Code Not Applicable 0.00

Contract Code	Cost Head	Operation Code	Plant Code	Plant CHead	Nominal Code	Value	Quantity	VAT Code	VA
					30-111-01	(365.15)	0.0000		
					30-239-01	335.00	0.0000		
					15-620-02	30.15	0.0000		

*If required, select the required Nominal Code(s)/Contract Code(s) at the bottom of the **Analysis** dialogue and click **Modify** to change the vales against the codes, or click **Delete** and add new entries for analysis.*

- Click **OK**.
- A **Ready to Update?** message appears. Click **Yes** to post the transaction(s) and exit the program.

Notes

Bank Statement Reconciliation

This program is used to match and reconcile transactions against Bank Accounts to your bank statements.

Reconcile a Bank Account with a Bank Statement

1. Select **Cash Book** in the top pane of the application window.
2. Select **Reconciliation** in the left pane of the application window.
3. Select **Reconciliation** from the list of programs in the main window. The following dialogue is displayed.

4. Select the desired **Bank Account** that you wish to reconcile.
5. In the **Last Statement** field, the system displays the last completed statement number. This can not be amended.
6. In the **Next Statement** field, enter the statement number that you wish to reconcile.



The number entered here can be up to 5 more than the last statement number which was reconciled. This is because a maximum of 5 statements can be reconciled. If you enter a value of one more than the last statement reconciled, than only one statement can be reconciled.

7. In the **Statement Date** field, enter the date up to which transactions will be displayed for matching.
8. In the **Opening Balance** field, the system displays the closing balance of the last statement. This cannot be amended.
9. In the **Closing Balance** field, enter the closing balance of the statement(s) to be reconciled.



Note that where the balance on the statement is overdrawn, the value needs to be entered as negative (-).

Notes

10. Click **OK**. The **Reconciliation** program is displayed, showing all unreconciled transactions against the account.

Date	Reference 1	Name	Payments	Receipts	000002
03 Dec 2009	700002	Ashton Berry Timber Ltd	351.96		<input checked="" type="checkbox"/>
03 Dec 2009	700004		35.93		<input type="checkbox"/>
03 Dec 2009	700008	Ball Colegrove Ltd	5,902.47		<input type="checkbox"/>
03 Dec 2009	700009	Brett Aggregates Ltd	690.00		<input type="checkbox"/>
03 Dec 2009	700010	CPD Distribution plc	350.00		<input type="checkbox"/>
03 Dec 2009	700011	Fit	9,000.00		<input type="checkbox"/>
03 Dec 2009	700012	Wolseley UK Ltd	2,500.00		<input type="checkbox"/>

Bank Account: Mardak Demo Company Unreconciled: 18,830.36

Buttons: Clear All, OK, Cancel

The system will calculate the difference between the opening and closing balance and display this value as the **Unreconciled** amount in the top right-hand corner of the program.

The following fields are displayed for each unreconciled transaction:

- Date** The date the posting was made.
- Reference** The reference entered during posting.
- Name** The name of the payee.
- Payments** The amount of the payment.
- Receipts** The amount of the receipt.
- Statement Number** The statement number. If multiple statements are being reconciled, then there will be multiple columns displayed. This allows the user to reconcile the amount against the correct statement.

11. To reconcile a transaction, tick the relevant transaction.



*As each item is ticked off, the value showing as **Unreconciled** is reduced. Once all the items have been matched, this value will appear as zero.*



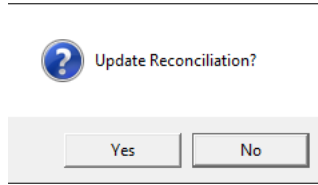
To enable you to find relevant transactions, you are able to click the heading of any of the columns and the data will be sorted in ascending order for that column. If you click on the heading again, it will be sorted in descending order.



If an item appears on the statement, but does not appear on the system, you will need to enter the payment or receipt, then return to the reconciliation process.

Notes

- Click **OK**. Only if all the items that have been matched make the unmatched (unreconciled) value in the top right of the screen equal zero (0), then the following message appears.



- Clicking **Yes** will complete the statement reconciliation and exit the program. This will not allow any further matching against the statement. The system will also update the **Last Statement** number ready for the next reconciliation to take place.

Clicking **No** if you have not fully reconciled the statement will exit the program, leaving any reconciled items ticked. This allows you to go back into the statement reconciliation at a later stage where further matching can take place.



Note that you can still enter the next statement even if you have not fully reconciled the earlier one.

Cash Book Listing

The **Cash Book Listing** program allows transactions for a Bank Account to be printed by: period and/or date range; for a particular Reference 1 or range of Reference 1's; reconciled or unreconciled; for a particular statement or range of statements; for payments, receipts or both; and sorted by date, Reference 1 or statement.

Generate a Cash Book Listing Report

- Select **Cash Book** in the top pane of the application window.
- Select **Reconciliation** in the left pane of the application window.
- Select **Reconciliation** from the list of programs in the main window. The **Cash Book Listing** program is displayed.

- Specify the **Bank Account**.
- If required, in the **From Period** field, specify the Nominal period from which to start the report.

Notes

6. In the **To Period** field, specify the Nominal period up to which to end the report.
7. Indicate whether to **Include Balances** for the account in the report. With balances included, the report will provide a bank reconciliation report.
8. If required, in the **From Date** field, specify the date from which to start the report.
9. If required, in the **To Date** field, specify the date at which to end the report.
10. If required, in the **From Reference 1** field, specify the **Reference 1** for the transaction from which to start the report.
11. If required, in the **To Reference 1** field, specify the **Reference 1** for the transaction at which to end the report.
12. Indicate whether to include **Reconciled** or unreconciled transactions, or 'Both'.
13. If required, in the **From Statement** field, specify the statement number from which to start the report.
14. If required, in the **To Statement** field, specify the statement number at which to end the report.
15. Indicate whether to include **Payments/Receipts**, or 'Both'.
16. In the **Sort By** field, indicate whether to sort the report by 'Date', 'Reference 1', or 'Statement'.
17. Click **OK**. The report is generated and can be printed, saved, exported to **Excel**, exported to **Acrobat** as a pdf, exported to **XML**, and faxed (if available for your system).

Notes

BANK CODE		AIBE		From Period :		Start		From Ref1 :		Start		From Statement :		Start		Reconciled :		No	
From Period :		Start		To Date :		End		To Ref1 :		End		To Statement :		End					
To Period :		01 2011																	
Date	Period	Module	Batch	Ref1	Type	Payee / Payer		Payments	Receipts	Statement									
16 Dec 2010	01 2011	PL	2481	MARDAK DEMO CO	BACS	Travis Perkins Ltd		(8,419.70)											
16 Dec 2010	01 2011	PL	2479	MARDAK DEMO CO	BACS	TRAVIS PERKINS LTD		8,419.70											
05 Jan 2011	06 2009		0	MARDAK DEMO CO	BACS	Group Of 0008		3,710.12											
17 Feb 2011	01 2011	SC	1527	111555	Manual Payment	A1 - Authenticated receipt		(54.00)											
17 Feb 2011	01 2011		0	MARDAK DEMO CO	BACS	Group Of 0004		33,587.50											
10 May 2011	01 2011		0	MARDAK DEMO CO	BACS	Group Of 0003		811.04											
10 May 2011	01 2011	PY	330	MONTH 1	BACS	EDIC		1,216.64											
21 Jun 2011	01 2011	PY	1000070	MARDAK DEMO CO	BACS	S J TARR		843.79											
06 Jul 2011	01 2011	PY	1000110	000003	Cheque	Michael Adams		837.24											
06 Jul 2011	01 2011	CB	126	000074	Cheque	HM Customs & Excise		1,500.00											
06 Jul 2011	01 2011		0	123	BACS	Group Of 0003		7,477.98											
06 Jul 2011	01 2011		0	12345	BACS	Group Of 0004		8,315.42											
06 Jul 2011	01 2011		0	123456	BACS	Group Of 0003		7,477.98											
06 Jul 2011	01 2011		0	MARDAK DEMO CO	BACS	Group Of 0004		8,400.62											
19 Jul 2011	01 2011		0	MARDAK DEMO CO	BACS	Group Of 0004		15,226.72											
02 Aug 2011	01 2011	PY	1000118	000007	Cheque	Mr N Pizat		455.88											
02 Aug 2011	01 2011	CB	156	000009	Cheque	Bob		100.00											
02 Aug 2011	01 2011	PY	1000119	000010	Cheque	lake shane		101.20											
02 Aug 2011	01 2011	CB	112	000011	Cheque	Martin Woolger		345.00											
02 Aug 2011	01 2011		0	123	BACS	Group Of 0004		7,578.96											
02 Aug 2011	01 2011		0	456	BACS	Group Of 0002		135.33											
02 Aug 2011	01 2011	PY	1000121	789	BACS	MRS J TARRANT		66.00											
02 Aug 2011	01 2011	PY	1000123	MARDAK DEMO CO	BACS	MRS C SUGDEN		704.00											
03 Aug 2011	01 2011	PY	1000124	MARDAK DEMO CO	BACS	MRS C SUGDEN		17.60											
09 Aug 2011	01 2011	CB	159	312312	Payments	Penny Cash		99.00											
21 Sep 2011	01 2011	PY	1000151	000032	Cheque	testing change rate oca		140.00											
12 Mar 2012	01 2011	CB	162	ref3	Payments	Barclays		125.00											
14 Mar 2012	01 2011	CB	167	000070	Cheque	Terry Davidson		145.00											
14 Mar 2012	01 2011	CB	167	000071	Cheque	Terry Davidson		230.00											
14 Mar 2012	01 2011	CB	163	baae0001	Bank Transfer	Barclays		100.00											
14 Mar 2012	01 2011	CB	180	re4539	Payments	Martin Woolger		100.00											
14 Mar 2012	01 2011	CB	175	re45390	Payments	Terry Davidson		120.00											
14 Mar 2012	01 2011	CB	168	ref1	Payments	Terry Davidson		135.00											
14 Mar 2012	01 2011	CB	173	ref1234	Bank Transfer	Barclays		300.00											

End of Day Test

This is a test on some of the topics you have learnt today. You will go through the following routines on your own to see how you do.

1. Create customer
2. Create Contracts and link one to the Customer just created.
3. Post Sales Applications & Invoices.

Notes

Head Office

Integrity Software Systems Ltd

Mere Park

Dedmere Road

Marlow

Buckinghamshire

SL7 1PB

T +44 (0)1628 488900

F +44 (0)1628 488940

W www.integrity-software.net

Support

T +44 (0)1522 887200

E support@integrity-software.net