



Evolution M

Core Training

Nominal, VAT & Report Generator

Issue 2

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Training Notes

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

Nominal Maintenance

This section covers the setup of Cost Centres and Nominal Accounts, plus the setup of recurring Nominal/Contract journals.

Cost Centre Maintenance

Cost Centres can be related to offices, regions (e.g. northern, southern, western), or any other categorisation befitting your organisation.

Cost Centres can also be used to denote types of work e.g. Contracts, Local Authority work, Plant etc. Overheads and Balance Sheet categories will also have their own Cost Centres.

A Nominal Account can be restricted to a Cost Centre(s) (see topic 'Nominal Account Maintenance' on page 2).

Create a Cost Centre

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

4. Enter the Cost Centre Code in the **Cost Centre Code** field and press the Tab key. The **Search Cost Centres** dialogue is displayed, containing a table of all available Cost Centres.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue.



Depending on the initial system setup, the Cost Centre Code can be up to 8 alpha-numeric characters in length - not including the hyphen (-) to split the code between the main account and, if used, sub account.

Note that the hyphen to split the codes is not required to be entered as this is entered automatically by the system.

The **Cost Centre Maintenance** program showing the new **Cost Centre Code** is displayed.

6. Enter a name for the Cost Centre in the **Name** field.
7. In the **Cost Updates only?** field, indicate whether the Cost Centre can be updated by any posting or by postings to a Contract only. If this field is set to 'Yes', this means that the Cost Centre can be updated via a Contract only.
8. Click **OK**. The Cost Centre has been stored on the system.

Notes

Nominal Account Maintenance

Every time a transaction is posted on the system, it is allocated to a Nominal Account (see topic 'Nominal Journal Posting' on page 6). A transaction can be posted directly to a Nominal Account, or to a Contract which is linked to a Nominal Account by way of a Cost Head or a Contract. Either way, all transactions are recorded in a Nominal Account.



Some thought needs to be put into the structure of the Nominal Accounts. An example would be that every account up to 600 are Profit and Loss accounts, and every account from 700 onwards are Balance Sheet accounts.

Create a Nominal Account

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

4. Enter the Account Code in the **Account Code** field and press the Tab key. The **Search Accounts** dialogue is displayed, containing a table of all available Nominal Accounts.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Account Maintenance** program showing the new **Account Code** is displayed.
6. Enter a name for the account in the **Name** field.
7. In the **Type** field, indicate whether the account is 'Profit and loss' or 'Balance sheet'.
8. If required, the account can be restricted to a Cost Centre by selecting one in the **Restrict to CC** field.
9. If this account requires sub account(s), select 'Yes' in the **Sub Codes** field.



This is applicable depending on the initial setup of the system. Once a sub account has been created, this field cannot be modified unless the sub account is deleted. Also, this field cannot be modified if transactions have already been posted to the account.



Note that the hyphen(s) to split the codes is not required to be entered as this is entered automatically by the system.

Notes

10. Indicate whether the account's **Usual Balance** will be 'Debit' or 'Credit'.



*This is used when user-defined reports are generated in the **Report Generator** (see topic 'Generate Nominal Report' on page 33).*



The 'usual balance' means that the balance will print under the 'Debit' or 'Credit' column in the user-defined report.

11. If applicable, select a budget pattern in the **Pattern** field.



A budget pattern is required to be set up first (see topic 'Nominal Budget Pattern Maintenance' on page 18).

12. In the **Allow Direct Postings** field, indicate whether journals can be posted directly to this account.



For Control Accounts, this field is usually set to 'No', but will need to be set to 'Yes' whilst entering opening balances, although caution is required when undertaking this task.

13. In the **Cost Only** field, indicate whether the account can only be updated through a Contract. If 'Yes' is selected then it can only be updated via the Contract Ledger; if 'No' is selected then it can be updated through a Contract or directly from any ledger.

14. In the **Individual Update** field, indicate whether individual transactions are updated to this account.



Control accounts such as debtors, creditors and VAT accounts are usually set to 'No'.

15. If required, select the **Group** to which the account belongs (see topic 'Nominal Group Maintenance' on page 26). Groups are used to aid analysis of report breakdown (see topic 'Generate Nominal Report' on page 33).

16. Click **OK**. The account has been stored on the system.

Notes

Recurring Journal Maintenance

Recurring journals are used for transactions which occur on a regular basis. They can be set up to be posted between Nominal Accounts and Contracts.

Recurring journals must be posted using the **Recurring Journal Update** program (see section 'Recurring Journal Update' on page 12).

'Standard' journals are to be created with a debit(s) in one account and a credit(s) in an other account. The Cash Book is not updated by standard journals.

Create a Standard Recurring Journal

1. Select **Nominal** in the top pane of the application window.
2. Select **Maintenance** in the left pane of the application window.
3. Select **Recurring Journal Maintenance** from the list of programs in the main window. The **Recurring Journal 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 Journal Maintenance** program showing the new Journal Code is displayed.
6. Select the 'Standard' **Journal Type** and press the Tab key.
7. Enter a **Name** for the journal.
8. Select a **Posting 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 the following 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 following period when the bill is actually paid.

Notes

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, select 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 Journal Update' on page 12).

14. If it is a reverse journal, enter the **Reverse Journal Day**.



This is the day of the month that the journal reverses out.

15. If it is a Cash Book journal, enter the **Payer/Payee** and the **Bank Account**.

16. Enter a reference for the journal in the **Reference 1** field (mandatory).

17. If required, enter a reference for the journal in the **Reference 2** field (optional).

18. Select the **VAT Type** ('Input', 'Output' or 'Non Vatable').

19. Set the **Status** of Users who can access the journal.

20. Click the **Analysis** tab.

21. Click **New** at the right of the program to enter an entry for analysis.

22. Select the **Contract** and **Cost Head**, or the **Nominal** account for the entry.

23. Enter the amount of the entry in the **Value** field.

24. If required, enter the **Quantity** of the items in the transaction.

25. If required, select the **VAT Code** and the **VAT** amount.

26. Repeat for more entries as required.



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

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

Notes

Journal Processing

This section covers processing of Nominal and Contract journals, and updating of recurring journals.

Nominal Journal Posting

A Nominal journal is a record of transaction(s), including the debit(s) and credit(s) to the relevant accounts. In the **Journal Posting** program, standard journals, reverse journals and brought forward journals can be created.

Create a Journal

1. Select **Nominal** 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.

4. Select the **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. 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**.

Notes

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.*

14. 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.*

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



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

16. In the **Nominal** field, specify the account in which to debit.



*If the **Nominal Bank Account** is specified here it will not update the **Cash Book**. The transaction should be completed in the **Cash Book** module (see section 'Cash Book Postings' of the *Evolution M Manual*).*

17. Enter the **Value** of the debit (excluding the VAT amount, if applicable).

18. 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.*

19. Click **OK**. The amount is entered in the journal and is displayed in the view at the bottom of the program.

20. If necessary, create another debit(s) for the journal.

21. In the **Nominal** field, select the account from which to credit.

22. 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**.*

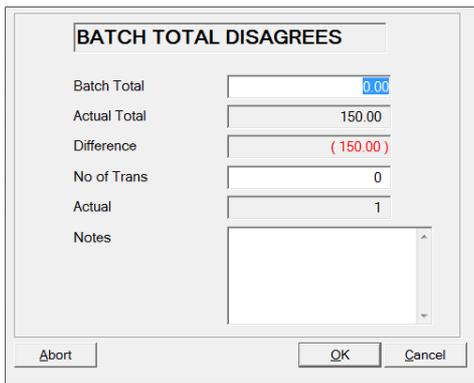
Notes

23. The **VAT Code** should be set to 'Not Applicable' when crediting from a debit which includes VAT.
24. Click **OK**. The amount is entered in the journal and is displayed in the view at the bottom of the program.
25. If necessary, create another credit(s) for the journal.
26. Click **OK**. If debits have gone negative, you are notified of this.
27. 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**.*

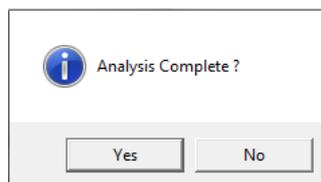
 *To view or delete the journal, click **View** in the **Journal Posting** dialogue. In the **Transactions View**, click **Analysis** to view the transaction(s) entered in the journal, or **Delete** to delete the journal.*

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 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"/>	

29. Edit/enter 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 ?	
<input type="button" value="Yes"/> <input type="button" value="No"/>	

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

Notes

Contract Journal Posting

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.

4. Select the **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. 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**.

Notes

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.*

14. 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.*

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

16. Specify the **Contract** and **Cost Head Code**, or **Nominal**, in which to debit.
17. Enter the **Value** of the debit (excluding any applicable VAT amount).
18. 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.*

19. Click **OK**. The amount is entered in the journal and is displayed in the view at the bottom of the program.
20. If necessary, create another debit(s) for the journal.
21. Specify the **Contract** and **Cost Head Code**, or **Nominal**, from which to credit.
22. 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**.*

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

Notes

27. Click **OK** in the **Transaction Posting** program.

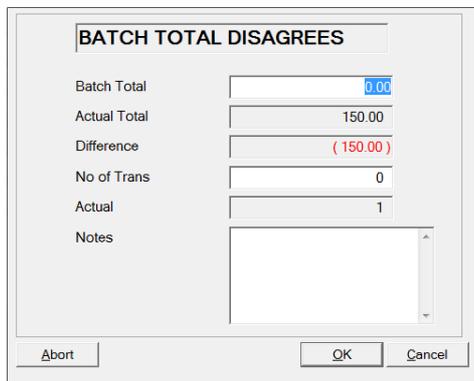


*If analysis is incomplete i.e. the debit(s) and credit(s) do not equal the same amount, then you cannot complete the analysis until this is corrected. If all is ok and analysis is complete, click **Yes**.*



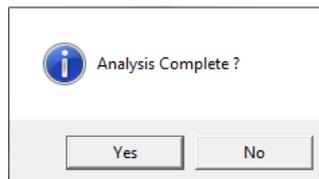
*To view or delete the journal, click **View** in the **Journal Posting** dialogue. In the **Transactions View**, click **Analysis** to view the transaction(s) entered in the journal, or **Delete** to delete the journal.*

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.



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.



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

Notes

Recurring Journal Update

The **Recurring Journal Update** program posts any recurring journals (see topic 'Recurring Journal Maintenance' on page 4) that fall within the criteria entered.

This program can be accessed from both the Nominal and Contract Ledger.

Update Recurring Journals

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

4. Select the 'Standard Journals' **Batch Type** for which to run the update.
5. Indicate whether you wish to run the update for 'Amendable' or 'Fixed' journals 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** you wish to capture journals within.
7. If required, change the **Batch Date** from the default of today's date.
8. Enter the Nominal **Period**.

Notes

- Click **OK**. If there are journals which meet the selected criteria, the **Recurring Journal Update** program appears.

Code	Name	Date	Period	Value	Reference 1	Reference 2	Post	Status
JNL10	Lease Purchase of S	28 Apr 2010	01 2011	365.15	Saab 95		<input type="checkbox"/>	
PET	Petrol	18 Dec 2005	02 2005	84.00	Pet		<input checked="" type="checkbox"/>	Wrong Period

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



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

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

Nominal Reporting

This section covers generation of the Nominal Transaction List, Profit and Loss report and the Balance Sheet.

Transaction List

A **Transaction List** is a report that shows Nominal transactions dependant on the criteria entered.

Generate a Transaction List

1. Select **Nominal** 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.

Modules To Report	
Description	Include
Cash Book	<input checked="" type="checkbox"/>
Contract Ledger	<input checked="" type="checkbox"/>
Nominal Ledger	<input checked="" type="checkbox"/>
Purchase Ledger	<input checked="" type="checkbox"/>
Payroll	<input checked="" type="checkbox"/>
Subcontractors	<input checked="" type="checkbox"/>
Sales Ledger	<input checked="" type="checkbox"/>
System	<input checked="" type="checkbox"/>
Journals	<input checked="" type="checkbox"/>
Purchase Ordering	<input checked="" type="checkbox"/>
Sales Ordering	<input checked="" type="checkbox"/>
Stock	<input checked="" type="checkbox"/>
Fixed Assets	<input checked="" type="checkbox"/>

4. If required, in the **From Account** field, specify the Nominal Account Code from which to start the Transaction List.
5. If required, in the **To Account** field, specify the Nominal Account Code at which to end the Transaction List.



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

6. If required, in the **From Cost Centre** field, specify the Cost Centre from which to start the Nominal Report.
7. If required, in the **To Cost Centre** field, specify the Cost Centre at which to end the Nominal Report.
8. If required, in the **From Date** field, specify the date from which to start the Transaction List.
9. If required, in the **To Date** field, specify the date at which to end the Transaction List.
10. If required, in the **From Period** field, specify the period from which to start the Transaction List.
11. If required, in the **To Period** field, specify the period at which to end the Transaction List.
12. In the **Show Method** field, indicate how the transactions will be displayed in the generated report. Transactions can be listed by 'Accounts Only' or by 'Accounts In Cost Centres'.
13. If applicable and required, select 'Yes' to start a **New Page Per CC** (Cost Centre). This option can only be selected if 'Accounts In Cost Centres' have been selected in the **Show Method** field above.

Notes

14. Select the **Subtotal Level**.
15. In the **Modules To Report** box, select the modules to report on. All are selected by default. You can **Clear All** and **Select All**.
16. Click **OK**. The report is generated and can be saved, exported to Excel and printed.

Period	Date	Batch	Module	Type	Ref.1	Ref.2	Account	Value	Notes
001	Sales								
09 2011	22 Jun 2011	3	SL	Invoice Type 2	INV 0023		MIL01	(40.00)	
09 2011	28 Jun 2011	2	SL	Valuation	CERT 1		MIL01	(50,500.00)	
09 2011	28 Jun 2011	2	SL	Valuation	CERT 1		MIL01	1,202.50	
09 2011	27 Jun 2011	4	SL	Invoice	INV 0022		WES01	(79,000.00)	
09 2011	27 Jun 2011	4	SL	Invoice	INV 0022		WES01	1,875.00	
09 2011	19 Jan 2012	17	SL	Invoice	IN1	test	WES01	74,880.00	
09 2011	19 Jan 2012	17	SL	Invoice	IN1	test	WES01	(1,875.00)	
09 2011	24 Jan 2012	19	SL	Invoice	IN3	bsdnightgh	WES01	(3.00)	
09 2011	24 Jan 2012	20	SL	Invoice	IN4	erkrhngf	WES01	3.00	
09 2011	24 Jan 2012	21	SL	Invoice	IN5	slgh54ey	WES01	(114.00)	
09 2011	24 Jan 2012	23	SL	Invoice	IN6	hrc4te	WES01	110.00	
								Total	(48,201.50)
Sub Total								(48,201.50)	
100	Direct Labour								
12 2010	12 Mar 2012	3	CB	Payments	parment1		John Smith	100.00	
12 2010	13 Mar 2012	5	CB	Payments	henyl		Tony Phillips	100.00	
12 2010	15 Mar 2012	12	CB	Payments	ref123		John Smith	84.00	
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		30.04	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		94.29	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		84.43	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		321.73	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		508.77	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		706.94	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		944.75	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		13.78	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		628.96	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		343.81	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		755.25	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		341.80	Test Jnls
09 2011	30 Jun 2011	4	CL	Journal	Cost Jnls	Test		138.68	Test Jnls

Notes

Nominal Reports

A **Nominal Report** shows Nominal Account balances dependant on the criteria entered.

Generate a Nominal Report

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

4. Select the report type in the **Report** field. 'Trial Balance', 'Profit & Loss' and 'Balance Sheet' can be selected.

5. Select the **Output Method**

This is how the accounts will be displayed in the generated report. Accounts can be listed by 'Accounts Only', 'Accounts Within Cost Centres', 'Cost Centres Only', and 'Cost Centres In Accounts'.



6. If required, in the **From Account** field, specify the Nominal Account Code from which to start the Nominal Report.
7. If required, in the **To Account** field, specify the Nominal Account Code at which to end the Nominal Report.
8. If required, in the **From Cost Centre** field, specify the Cost Centre from which to start the Nominal Report.
9. If required, in the **To Cost Centre** field, specify the Cost Centre at which to end the Nominal Report.
10. Select the **Cost Centre Level** for analysis. 'Level 1' (main code), 'Level 2' (sub code), 'None', or 'Both' levels can be selected.
11. If required, in the **From Period** field, specify the period from which to start the Nominal Report.
12. If required, in the **To Period** field, specify the period at which to end the Nominal Report.
13. If you wish to **Include Zero Balances**, select 'Yes'.
14. If subtotals are required for the main accounts, select 'Yes' in the **Sub Total On Main** field.
15. Click **OK**. The report is generated and can be saved and printed.

Notes

Code	Name	Debit	Credit	YTD Debit	YTD Credit
01	Head Office				
230-01	Subcontract Retention Control - Supply &	0.00		211.52	
405	House Sales		9,000.00		9,100.00
410	Sales Turnover		99,377.00		103,427.00
505	Labour	0.00		1,000.00	
520	Materials	2.00		2.00	
610	Staff Salaries	0.00		323.07	
Total For	Head Office	2.00	108,377.00	1,536.59	112,527.00
02	Southern				
230-01	Subcontract Retention Control - Supply &	0.00		634.56	
405	House Sales	0.00			31,000.00
412	Support Revenue		416.67		833.34
480	Sundry Sales	0.00			291.67
505	Labour	6,051.16		21,361.16	
510	Labour Only Sub-Contractors	2,040.00		3,040.00	
520	Materials		3,551.57	72,912.88	
530	Supply & Fix Sub-Contractors	39,211.00		618,211.00	
550	Other Charges	0.00		35,000.00	
570-03	Plant - Hire	28,783.35		34,666.93	
683	Variation	2,600.00		2,600.00	
Total For	Southern	78,685.51	3,968.24	788,426.53	32,125.01
03	Northern				
505	Labour	90.00		25,090.00	
510	Labour Only Sub-Contractors	0.00		27,000.00	
520	Materials	0.00		47,000.00	
530	Supply & Fix Sub-Contractors	5,000.00		46,000.00	
550	Other Charges	0.00		55,000.00	
570-03	Plant - Hire	270.00		255.00	
Total For	Northern	5,360.00	0.00	200,345.00	0.00

VAT Returns

The **VAT Return** tool is used for creating a VAT Return for sending to HM Revenue & Customs online through evolution M.

Generate a VAT Return

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




*The **Next Return Date** or **Next Return Period** is specified depending on the settings for the Tax Regime, and the date/period is preset according to the Tax Regime settings (see section 'Tax Regime Maintenance' of the Evolution M Manual).*

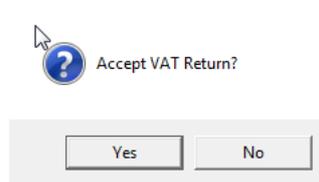
4. Indicate whether to display the VAT transactions in the **Show Transactions** field.
5. Click **OK**. The return is generated and can be saved and printed.



We recommend that you print the VAT Return with transactions, as this is the report that is usually stored as part of the Document Management setup.

Code	Name	Rate %	Output Value	Input Value	VAT Payable	VAT Recoverabl
1	UK Standard Rated	20.00				
GB0	Zero Rated	0.00	6,991.67	60.00		
GB1	Standard Rated	20.00	235,127.01	108,760.91	46,742.61	14,502.59
GB3	Reduced Rate	5.00	325.00		16.25	
GB8	OLD STANDARD R	17.50		500.00		87.50
GB9	Non Registered	0.00				
IE0	Southern Ireland	0.00		8,531.50		9.38
Grand Total			242,443.68	117,852.41	46,758.86	14,599.47
VAT Payable / (Receivable)					32,159.39	

6. Click **OK** to close the return. The following message is displayed.




CAUTION

If you are just looking at the VAT return, click **No** to this message as clicking **Yes** assumes that you are submitting the return and updates the system to the next VAT Return Period/Date.

7. If you accept the VAT Return and wish to submit it, click **Yes**. The program closes.

Notes

Budget Maintenance

This section covers the Nominal and Contract Budget Maintenance routines.

Nominal Budget Pattern Maintenance

Nominal budget patterns are used to implement a pattern of period values when a total budget is entered in Budget Maintenance (see section 'Nominal Budget Maintenance' on page 20).



To implement a budget pattern in an account budget, the pattern must be selected in Nominal Account Maintenance (see topic 'Nominal Account Maintenance' on page 2).

Create a Budget Pattern

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

Description												
Period	1	2	3	4	5	6	7	8	9	10	11	12
Pattern	0	0	0	0	0	0	0	0	0	0	0	0

5. Enter a name for the budget pattern in the **Description** field.
6. In the table below the **Description** field, enter/edit the required values in the cells of the **Pattern** column (as per the example below).

Description	Peak Mid Year											
Period	1	2	3	4	5	6	7	8	9	10	11	12
Pattern	1	2	3	4	5	6	6	5	4	3	2	1



A value entered for a period in the pattern acts as an integer proportional to the total of the period values entered. This ratio is implemented in the budget for the account, where the budget period values are calculated from the total budget as per this ratio (see topic 'Nominal Budget Maintenance' on page 20).

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

Notes

Nominal Budget Set Maintenance

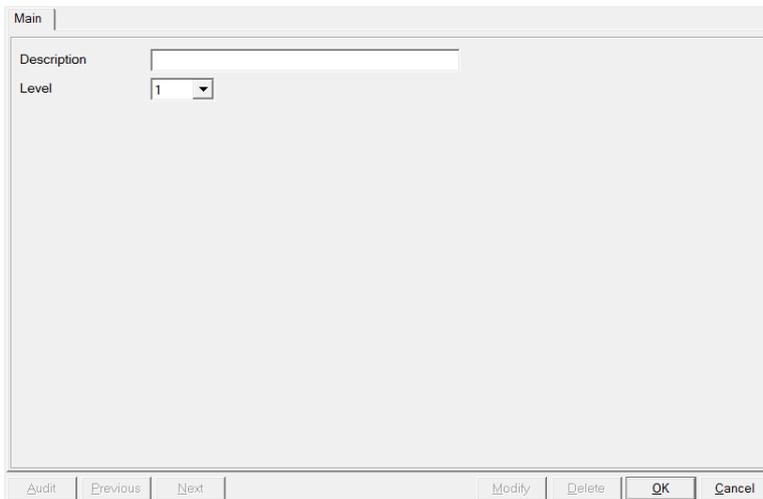
Multiple budget sets can be created for the Nominal Ledger. For example, a budget set can be created for each year.

User-defined reporting (see topic 'Nominal Report Generator' on page 26) and enquiry (see section 'Nominal Transaction Enquiry' of the Evolution M Manual) can be made against any of the budget sets.

 *A budget set must be created in order to create budgets (see topic 'Nominal Budget Maintenance' on page 20).*

Create a Budget Set

1. Select **Nominal** 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. Select the Nominal Account level for the budget in the **Level** field.

 *'Level 1' denotes the Main Account, 'Level 2' denotes the Sub Account, and 'Level 3' denotes the Sub-Sub Account.*

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

Notes

Nominal Budget Maintenance

Budgets can be compared against Nominal Accounts, and can be manually created or imported.

If applicable, budgets can be based on last year's budgets or the account balance from last year.



Budgets cannot be created unless a budget set has been created first (see topic 'Nominal Budget Set Maintenance' on page 19).

Manually Create Budgets

1. Select **Nominal** 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. Ensure that the **Manual Input** option at the top of the program is selected.
5. In the **Create Method** field, select the method of creation for the budgets.



*If this is a new account set up on Evolution M, select 'Initialise' in the **Create Method** field.*

'Initialise' means create fresh budgets; 'Bal Last Year' means create budgets based on last year's actual account balance (if one exists on the system); and 'Bud Last Year' means create budgets based on last year's budgets (if they exist on the system).

6. Enter the **Year** to set the budgets.



Budgets can be set for different years, without overwriting the previous year's budgets.

7. Select the **Budget Set** (see topic 'Nominal Budget Set Maintenance' on page 19).
8. If required, enter a value in the **Uplift Percentage** field.



This is the percentage (%) value to positively offset from the values in the budget. This is useful when basing a budget on a previous budget or actual balance.

9. If required, select a range of Cost Centres to budget against in the **From Cost Centre** and **To Cost Centre** fields.

Notes



Leave these fields blank to budget against all Cost Centres. In order to specify just one Cost Centre to budget against, you must select the Cost Centre in both fields.

- Click **OK**. (If there are existing budgets for the year, you are notified of this. To amend those budgets, click **Yes**). The **Budgets** dialogue is displayed.

Head Office		Annual Budget												
CC	A/C	Total	M 01	M 02	M 03	M 04	M 05	M 06	M 07	M 08	M 09	M 10	M 11	M 12
30	012	-111287	-10014	-9974	-11633	-196	-10096	-10048	-10000	-9954	-9909	-9864	-9821	-9778
30	110	-6820060	319079	0	419389	-940	0	569822	-14288	0	150570	-9786	140944	-34020
30	111	1454	727	727	0	0	0	0	0	0	0	0	0	0
30	115	-88015	118485	0	0	9945	0	524689	528470	4975	11343	11144	-17282	6564
30	118	0	0	0	0	0	0	0	0	0	0	0	0	0
30	120	365938	292	7257	185900	-79308	0	0	0	0	0	0	238937	12860
30	123	0	0	0	0	0	0	0	0	0	0	0	0	0
30	125	0	0	0	0	0	0	0	0	0	0	0	0	0
30	180	46541	45283	0	0	0	0	0	0	0	29	1040	189	0
30	181	130377	128944	0	0	0	0	0	0	0	0	0	1433	0
30	182	1816062	316062	0	0	0	0	0	0	0	0	0	0	0
30	205	433605	-9289	0	0	523129	0	222103	519959	17910	11940	8557	59314	19900
30	206	0	0	0	0	0	0	0	0	0	0	0	0	0
30	208	0	0	0	0	0	0	0	0	0	0	0	0	0
30	210	138269	21948	0	1694	22372	570	4666	1488	37216	25380	5170	10340	7425
30	220	-8204	-15226	38	37005	-37679	0	-2259	0	0	-14592	0	30489	-5980
30	222	24202	22002	0	-3992	-4437	1844	-9642	2236	65328	22373	0	-88170	16660
30	224	0	0	0	0	0	0	0	0	0	0	0	0	0
30	225	11817	848	0	0	0	0	0	0	0	-11244	0	0	22213
30	226	-50	0	0	0	-50	0	0	0	0	0	0	0	0
30	227	-229	-229	0	0	0	0	0	0	0	0	0	0	0
30	228	0	0	0	0	0	0	0	0	0	0	0	0	0
30	229	80	0	0	80	0	0	0	0	0	0	0	0	0

- Enter/edit the values in the cells as required.



If you enter a value in the **Total** cell for each account, then the values in the corresponding periods (e.g. months) are automatically populated to make up the total budget for the year for each account. The default operation is to evenly spread the values for each period.

If a pattern has been set up (see topic 'Nominal Budget Pattern Maintenance' on page 18) and a pattern has been selected for the account (see topic 'Nominal Account Maintenance' on page 2), the period values are spread as per the pattern set to make up the total.

The values in all of the cells can be edited as required, with the total being automatically populated as per the period cells, and vice versa.

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

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 topic 'Contract Report Generator' on page 35) and enquiry (see section 'Contract Enquiry' of the Evolution M Manual) 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 23).

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 23).



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 22).

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.

Notes

Accounting Period Updates

Accounting period end routines close down the current period and update to the subsequent period or, for the Nominal Ledger, the subsequent period or a specified period.

End of period routines can be found in the Maintenance tools of the various ledgers, but they are also easily located in the **End of Period** folder under **Utilities/System Controls**.

The process is the same for all the ledgers, except for the Nominal Ledger. The Nominal Ledger can be updated to any period in the current year, whereas the other ledgers can only be updated to the following period from the current period.

Update a Period

1. Select **Utilities/System Controls** from the top pane of the application window.
2. Select **End of Period** from the left pane of the application window.
3. Select the required ledger from the list in the main window of the application.
4. The **End of Period** program is displayed.

5. The **Update to Period** field shows the period of which to update the ledger.



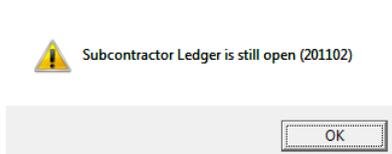
*If this is a Nominal period update, the period can be set in the **Update to Period** field. This field defaults to the next period. The **Current Period** is shown adjacent to this field. If the next period is required, leave the default value in this field. If another period is required, enter the period (in the format mmyy).*

Note that only the current year can be entered for the period.

6. Click **OK**. The accounting period is updated.



If this is a Nominal period update and there are any recurring journals still to be run, or if a ledger is still open for the period, then the period will not be updated and a message like the one below is displayed.



Notes

Nominal Report Generator

This section covers the creation of user-defined Nominal reports using system-defined formulae, plus the generation of these reports in **Report Generator**.

Nominal Group Maintenance

Nominal Groups can be set up for the purpose of aiding creation of user-defined reports (see topic 'Nominal Spreadsheet Maintenance' on page 28) which are generated in the **Report Generator** program (see topic 'Generate Nominal Report' on page 33).

The **Group Maintenance** program is used to create Group Codes that allow consolidation of several Nominal Accounts, which enables the account balances to appear as one balance in the report.

Once you have created a Group, you must then assign the Nominal Accounts to the Group (see topic 'Nominal Account Maintenance' on page 2).

A Group must always contain at least one sub code (sub Group). Sub codes can be attached to main Nominal Accounts or, if sub accounts are used, the lowest level Nominal Accounts (sub or sub-sub accounts - whichever is the lowest level used). Sub codes which are attached to sub/sub-sub accounts should not be attached to the main account as well; separate codes can be created for the main accounts.

Create a Nominal Group

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

4. Enter the Group Code in the **Code** field and press the Tab key. The **Search Groups** dialogue is displayed, containing a table of all available Groups.

Notes

5. Click **Create** in the **New Record** field at the bottom left of the dialogue.



The Group Code can be up to 7 alpha-numeric characters in length - not including the hyphen (-) to split the code between the main Group and sub Group.

A Group Code has a 3-4 character structure, meaning that the maximum number of alpha-numeric characters for a main Group is 3, and for a sub Group the maximum is 7 (with the first 3 characters being the main Group Code).

Note that the hyphen to split the code is not required to be entered as this is entered automatically by the system.

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

6. Enter a name for the Group in the **Description** field.



This is the name used when selecting a Group in Nominal Account Maintenance.

7. Indicate whether the Group's **Usual Balance** will be 'Debit' or 'Credit'.



The 'usual balance' means that the balance will print under the column 'Debit' or 'Credit' in the report.

However, if the usual balance is a debit, but is in a period that is in credit, it will print a negative amount (the value will be enclosed in brackets e.g. (5,343.78)) under the debit column.

8. Click **OK**. The Group has been stored on the system.

Notes

Nominal Spreadsheet Maintenance

The **Spreadsheet Maintenance** program is used for defining the layout of a Nominal Report generated via the **Report Generator**, and defining the type of data generated in each column of the report (see topic 'Generate Nominal Report' on page 33).

It provides access to an Excel spreadsheet, whereby design of the report using system-recognised formulae enable the reporting of Nominal Account and/or Nominal Group balances, dependent on the criteria selected for the columns.

In order to define Nominal Groups for reporting purposes, Groups should be set up (see topic 'Nominal Group Maintenance' on page 26) and Nominal Accounts should be grouped first (see topic 'Nominal Account Maintenance' on page 2).

Create a Spreadsheet

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

5. Enter a name for the spreadsheet in the **Name** field.
6. Enter a description for the spreadsheet in the **Description** field.
7. Enter the name of the Excel spreadsheet file in the **Spreadsheet** field, including the file extension of **.xls** (e.g. *Total Nominal Costs.xls*).



*Ensure that you do not use any of the following characters in the filename (as with any type of filename): & . \ / : * ? " < > | .*

8. If required, specify a **Budget Set** to enable comparison of budgets against actual balances in the report.



*This field sets the default budget set for the report. The budget set can be changed from this default at the point of running the report in the **Report Generator**.*

Notes

9. In the **Locate Cost Centre** field, determine how the Cost Centre(s) can be specified for extraction of data.



*If you select 'Columns', this allows entry of Cost Centre(s) in the **Columns** tab of this program (see below).*

*If you select 'Runtime', this allows entry of a range of Cost Centres in the **From Cost Centre** and **To Cost Centre** fields below (see steps below). Alternatively, this range can be specified in the **Report Generator** at the point of running the report.*

If you select 'Spreadsheet', this allows specification of the Cost Centre(s) on the worksheet tab(s) at the bottom of the Excel spreadsheet. A different Cost Centre can be specified on each worksheet tab, but the user must copy over the details onto each worksheet, so that data for the specified Cost Centre is generated in each worksheet.

*The format of this worksheet tab entry is **cc(xx)** where **xx** is the Cost Centre Code. When you enter the Cost Centre Code in the worksheet tab of the spreadsheet (e.g. 'cc(30)') then the generated report will display the name of the Cost Centre (e.g. 'Balance Sheet') in the worksheet tab of the spreadsheet report.*

10. If applicable and required, in the **From Cost Centre** field, enter the Cost Centre Code from which to display the data.
11. If applicable and required, in the **To Cost Centre** field, enter the Cost Centre Code to which to display the data.



*The **From Cost Centre** and **To Cost Centre** fields are only usable when 'Runtime' is selected in the **Locate Cost Centres** field above. If they are left blank, then the range of Cost Centres can still be specified in the **Report Generator** at the point of running the report.*

12. Click **Create** and a blank Excel spreadsheet is opened.



This is used to build the report, which will be described later.

13. Click the **Columns** tab.



This is where you create the columns and specify the types of data which will be generated in the columns.

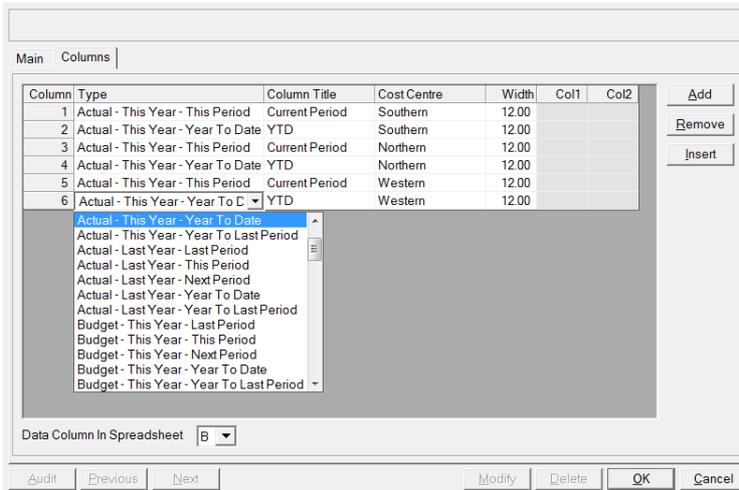


*Notice that the **Data Column In Spreadsheet** field at the bottom of the program is set to 'B' by default. This means that the first column of generated data will appear in column B of the Excel spreadsheet. This would normally be left as is because column A is where the labels against the rows of data would be entered.*

*If the default is set, column B is denoted by 'Column 1' for the first column added in the **Columns** table (see steps below).*

14. Click **Add** to add a column. The column is displayed in the window of the program.
15. In the **Type** field, select the data type from the drop-down menu.

Notes



Notes

16. Enter the title of the data column in the **Column Title** field.

 *The text entered here will appear in the report when the formula **REP(TITLE)** is entered in a cell of the relevant column in the spreadsheet.*

17. If applicable and required, select the **Cost Centre** for which to display the data in this column.

 *The Cost Centre can only be selected here if 'Columns' was selected previously in the **Locate Cost Centres** field in the **Main** tab (see above).*

18. In the **Width** field, enter the column width.

 *This may take some 'trial and error' in order to achieve the required width to fit the necessary text and data in the column.*

 *Note that the **Col1** and **Col2** fields are used when 'Variance %' or 'Variance Value' has been selected in the **Type** field (see above). Enter the column numbers to compare, and in the generated report the variance column will display the difference (in % or value depending on the variance type selected).*

 *A column can be inserted above a column by selecting the desired column and clicking **Insert**, and a column can be removed by selecting the column and clicking **Remove**.*

19. Now it is time to design the report by entering the labels and the required formulae into the appropriate cells of the Excel spreadsheet.

- Enter the relevant labels for the rows of data.
- Enter the required formulae for headings, variables, calculation of balances/budgets etc.

 *The Nominal Account and Nominal Group formulae entered in the data column are used for generating data across all columns, therefore these formulae need only be entered in the rows of the data column. Different formulae cannot be used for generating data in any subsequent columns.*

Report Formula Codes

The following are some of the formulae which can be entered in the spreadsheet for use in the **Report Generator**:

Field	Formula
Report Name	REP(REPORTNAME)
Report Title	REP(TITLE)
Format Name	REP(FORMATNAME)
Budget Master	REP(BUDGET)
Period	REP(PERIOD)
From CC	REP(FRCC)
To CC	REP(TOCC)
Program Name	REP(PROGNAME)
Program Switch	REP(PROGSWITCH)
Program Description	REP(PROGDESC)
Co ID	REP(COID)
Co Name	REP(CONA)
User ID	REP(USERID)
User Name	REP(USERNAME)
Client ID	REP(CLIENTID)
Client Name	REP(CLIENTNAME)
Payroll No.	REP(PAYROLLNO)
Payroll Description	REP(PAYROLLDESC)
Payroll Period	REP(PAYROLLPRD)
Date	REP(DATE)
Time	REP(TIME)
Nominal Ledger Account	NLA(xx) where xx is the Account Code
Nominal Ledger Group	NLG(xx) where xx is the Group Code



Note that Account balances and Group balances can be added and subtracted by entering the sum in the cell e.g. nla(300)+nla(301).

Notes

Below is an example of what the spreadsheet report formatting might look like:

Profit & Loss Test Spreadsheet	
REP(CONAME)	
REP(TITLE)	
Sales	NLG(STO-STO)
	NLG(STO-SUN)
Total Sales	-
Cost of Sales	NLG(COS-LAB)
	NLG(COS-LOS)
	NLG(COS-MAT)
	NLG(COS-SFC)
	NLG(COS-PLA)
	NLG(COS-PRE)
	NLG(COS-DIS)
Total Cost of Sales	-
Gross Profit	-
Gross Profit %	#DIV/0!
Administration	NLG(ADM-SAL) #DIV/0!
	NLG(ADM-HL) #DIV/0!
	NLG(ADM-RENT) #DIV/0!
	NLG(ADM-MAIN) #DIV/0!
	NLG(ADM-ADV) #DIV/0!
	NLG(ADM-CAR) #DIV/0!
	NLG(ADM-PRIN) #DIV/0!
	NLG(ADM-POST) #DIV/0!
	NLG(ADM-TEL) #DIV/0!
	NLG(ADM-BANK) #DIV/0!
	NLG(ADM-LEG) #DIV/0!
	NLG(ADM-CITB) #DIV/0!
	NLG(ADM-SUN) #DIV/0!
	NLG(ADM-DIS) #DIV/0!
Total Administration	-
Interest	NLG(INT-PAY)
	NLG(INT-REC)
	-
Net Profit	-



Cells can be formatted (e.g. fill colour and text - bold, italic, size, font etc.) to how you wish them to appear in the generated report.

20. Click  (or **File>Save**) in Excel to save the changes and then close the spreadsheet.



Note that the spreadsheet is saved in the **rfmts** folder of the **Evolution M** application directory.



The spreadsheet must be saved this way (and not by **Save As**) otherwise it will not be saved in the **rfmts** folder and therefore be selectable in the **Report Generator**.

21. Click **OK** in the **Spreadsheet Maintenance** program. The report can now be run in the **Report Generator**.

Notes

Generate Nominal Report

The **Report Generator** program enables generation of user-defined reports which have been created in the **Spreadsheet Maintenance** program (see topic 'Nominal Spreadsheet Maintenance' on page 28).

Generate a User-Defined Report

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

4. Select the report to generate in the **Nominal Report** field. The report is loaded into the program.
5. If required, in the **Column Details** table, columns can be edited, added, inserted or deleted as in the **Spreadsheet Maintenance** program (see 'Nominal Spreadsheet Maintenance' on page 28 for more details).
6. Click **Update** to update the spreadsheet with the changes
7. If required, select the **Budget Set** to use for budgeting balances in the report.



A default budget set may already be set, depending on the setup of the report, but this can be changed to another set if required.

8. Select the **Column Type**.



If the data columns are required to be split into a debit column and a credit column, select 'Debit/Credit' from the drop-down menu.

9. If applicable and required, select the range of Cost Centres in which to report in the **From Cost Centre** and **To Cost Centre** fields.
10. If required, change the **Current Period** for reporting.



*This defaults to the current period as set in the **End of Period** program (see topic 'Accounting Period Updates' on page 25).*

11. Click **OK**. Excel opens and the report is generated.

Notes

Profit & Loss Test Spreadsheet				
Documentation Test1				
	Last Period	This Period	Year to Date	
Sales				
Sales Turnover	61,150.00	108,377.00	169,527.00	
Sundry Sales	(308.33)	-	(308.33)	
Total Sales	60,841.67	108,377.00	169,218.67	
Cost of Sales				
Direct Labour	41,310.00	6,141.16	47,451.16	
Labour Only Sub-Contractors	28,000.00	2,040.00	30,040.00	
Materials	124,443.34	(3,549.57)	120,893.77	
Supply & Fix Sub-Contractors	620,000.00	44,211.00	664,211.00	
Plant	90,000.00	-	90,000.00	
Preliminaries	-	-	-	
Discounts Allowed	-	-	-	
Total Cost of Sales	903,753.34	48,842.59	952,595.93	
Gross Profit	(964,595.01)	(157,219.59)	(1,121,814.60)	
Gross Profit %	-158541.84%	-14506.73%	-66293.78%	
Administration				
Salaries & Costs	(68,771.83)	2,356.44	(66,415.39)	(0.39)
Heat & Light	-	(500.00)	(500.00)	(0.00)
Rent and Rates	-	-	-	-
Repairs & Maintenance to Pr	-	-	-	-
Advertising & Marketing	(7,540.00)	(19,500.00)	(27,040.00)	(0.16)
Car Expenses	-	-	-	-
Printing & Stationary	92.87	-	92.87	0.00
Postage & Delivery	(175,000.00)	-	(175,000.00)	(1.03)
Telephone and Communicati	-	(700.00)	(700.00)	(0.00)
Bank Charges	(881.00)	1,200.00	319.00	0.00
Legal & Professional Fees	-	-	-	-
CITE Levy	(454.48)	(0.80)	(455.28)	(0.00)
Sundry Costs	2,496.30	531.58	3,027.88	0.02
Discounts	406.54	171.25	(1,722.21)	(0.01)
Total Administration	(249,651.60)	(16,441.53)	(268,393.13)	
Interest				
Interest Payable	(121.00)	-	(121.00)	
Interest Receivable	-	-	-	
	(121.00)	-	(121.00)	
Net Profit	(714,822.41)	(140,778.06)	(853,300.47)	

Notes

12. The report can be printed and saved. In Excel, the report can be saved to disk (by selecting **File > Save As**) or printed.



Note that it is possible to copy a report and slightly change it to arrive at another report. This will be explained by your trainer.

Contract Report Generator

This section covers the creation of user-defined Contract formulae and reports, plus the generation of these reports in **Report Generator**.

Formula Maintenance

The **Formula Maintenance** program is used to define the formulae for generating data which will be used when creating user-defined Contract Reports (see topic 'Contract Spreadsheet Maintenance' on page 38), generated via the **Report Generator** (see topic 'Contract Report Generator' on page 35).

Create a Formula

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

4. Enter the Formula Code in the **Formula Code** field and press the Tab key. The **Search Formulae** dialogue is displayed, containing a table of all available Formulae.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue.



It is worth spending some time on deciding a convention for this format (e.g. C = Costs, S = Sales etc.) for ease of use when designing the spreadsheet report.

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

6. Enter a **Description** for the Formula (e.g. Total Costs Cumulative).
7. Select the **Formula Type** ('Costs' or 'Sales').
8. Click **OK**. The fields that follow depend on the formula type selected.

In the **Total For** section:

- In the **Period** field, select from the following options for the period specified in the formula:
 - 'All' - all periods including future periods.
 - 'Cumulative' - from the start of using the system to a selected period.
 - 'Period' - a specific period.
 - 'Year To Date' - values from period 1 up to and including the current period, for the current year.

Notes

- In the **Relative Period** field, select the period from which to start collecting data.



The most common is 'Run Period', which means that the system will start collecting data from the period specified in the **Period** field above.

- The **Reverse Sign** field would typically be set to 'No', but this could be set to 'Yes' where retention is required without a minus sign.

If 'Costs' has been selected in the **Formula Type** field above:

In the **Costs Criteria** section:

- Select the **Value Required** for the formula.
- If applicable and required, select the **Budget Set**.



Budget Sets are set up in Contract Budget Set Maintenance (see section 'Contract Budget Set Maintenance' on page 22). If Budgets are not being used, leave blank or use the default of 'Use Run Budget'.

- Select the **Value Type** ('Quantity' or 'Value').

In the **Cost Heads** section:

- Select the Cost Head **Type** (for 'All' costs, by 'Cost Head Group', or by a specific Cost Head level).
- Depending on the selection in the **Type** field above, select the range of Cost Heads/Cost Head Groups for inclusion in the formula.

Notes

If 'Sales' has been selected in the **Formula Type** field above:

- Select the Sales **Transactions** type included in the formula, either 'Sales Code' or 'Sales Type'.



*'Sales Code' relates to a specific Sales Transaction Code as defined in the Contract **Sales Transaction Master** program e.g. INV, CRN etc. (see section 'Sales Transaction Master' above).*

'Sales Type' relates to a sales type as defined in the field below e.g. Application, Invoice, Receipt, Journal. The options available depend on the initial system setup.

- If 'Sales Type' has been selected in the **Transactions** field above, select the **Type**.
- If 'Sales Code' has been selected in the **Transactions** field above, select the **Transaction Code**.
- Select the **Value Required** for the formula.
- Select the **Matched State** ('Matched', 'Unmatched', or 'Both' states).



This field is used to specify whether matched, unmatched, or both transaction states are applicable to the formula.

9. Click **OK**. The formula can now be used in the **Spreadsheet Maintenance** program.

Notes

Contract Spreadsheet Maintenance

The **Spreadsheet Maintenance** program is used for defining the layout of a Contract Report generated via the **Report Generator**, and defining the type of data generated in each column of the report (see topic 'Generate Contract Report' on page 45).

It provides access to an Excel spreadsheet, whereby design of the report using system-recognised formulae and user-defined formulae (see topic 'Formula Maintenance' on page 35) enable the reporting of costs related to Contracts and Cost Heads dependent on the criteria selected for the columns.

Create a Spreadsheet

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

5. Enter a name for the spreadsheet in the **Name** field.
6. Enter a description for the spreadsheet in the **Description** field.
7. Enter the name of the Excel spreadsheet file in the **Spreadsheet** field, including the file extension of *.xls*. (e.g. *contract margin report.xls*).
8. Click **Create** and a blank Excel spreadsheet is opened.



This is used to build the report, which will be described later.

9. Indicate whether **Sub Jobs** are to be included in the report.

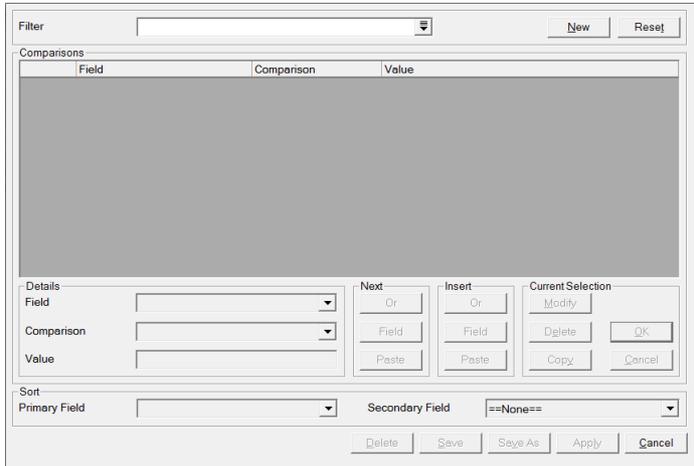
Notes

Default Filter

This tool enables either a filter or sort facility to be applied to specific fields (and values within those fields if required) that are held in **Contract Maintenance** (see section 'Contract Maintenance' of the Evolution M Manual). This enables generation of specific sets of data in the report.

Either sort the report by a specific field:

- Click **Filter/Sort** and the **Selection Filter** program is displayed.



- Click **New** at the top right-hand corner of the program.
- Enter a name for the filter in the **Filter** field at the top of the program.
- In the **Sort** section at the bottom of the program, select the **Primary Field** by which to sort the report.
- If required, select a **Secondary Field**.
- Click **Save**. The sort is applied to the spreadsheet report.



*This sort can be changed by clicking **Clear Filter** adjacent to the **Default Filter** field of the **Spreadsheet Maintenance** program. To then attach a new filter, click **Filter/Sort** and then select a **Filter** from the **Selection Filter** program and click **Save** or **Apply**.*



*These changes are not saved until you click **OK** in the **Spreadsheet Maintenance** program.*

Or filter the report by a specific field and rule:

- Perform the steps above in order to sort the report by a specific field, but **DO NOT** click **Save**.
- Click the **Field** button in the **Next** column.
- In the **Details** section, select the **Field** by which to filter the report.
- In the **Comparison** field, select an option with which to compare against the field in the filter.



The options available by which to filter depend on the type of field you have selected.

- If required, enter a **Value** by which to filter.



*The entry in the **Value** field again depends on the type of field you have selected. It may be a date, a value, a predefined list or a freeform text field.*

Notes

- Click **OK**.



*If required, further fields by which to filter can be added by clicking the **Field** buttons in the **Next** column (to add a filter below the currently selected filter) or **Insert** column (to add a filter above the currently selected filter).*

*If you click the **Or** button, this will tell the report to sort by one filter(s) or another filter(s).*

- Click **Save**. The filter is applied to the spreadsheet report.

Report Defaults

- Click the **Defaults** tab.

All the settings made here will appear as defaults for the report when selected in **Report Generator**, but can be changed if required.

- If applicable and required, specify a **Budget Set** to enable comparison of budgets against actual balances in the report (see topic 'Contract Budget Set Maintenance' on page 22).



*This field sets the default budget set for the report. The budget set can be changed from this default at the point of running the report in the **Report Generator**.*

- If required, in the **From Cost Centre** field, enter the Cost Centre Code from which to display the data.
- If required, in the **To Cost Centre** field, enter the Cost Centre Code to which to display the data.



*If the **From Cost Centre** and **To Cost Centre** fields are left blank, then the range of Cost Centres can still be specified in the **Report Generator** at the point of running the report.*

- If required, in the **From Contract** field, enter the Contract Code from which to display the data.
- If required, in the **To Contract** field, enter the Contract Code to which to display the data.
- Tick the **Job Types** you wish to include as defaults. This can be changed at the point of generating the report.
- Tick the **Posting Status** you wish to include as defaults. This can be changed at the point of generating the report.

Notes

- Tick the **Sales Types** you wish to include as defaults. This can be changed at the point of generating the report.



*The report will only generate data if at least one field is ticked for each type of transaction posting and for the posting status. For example, if all the **Sales Types** option boxes are left un-ticked, no data will be generated in the report.*

Whether data is generated for your selected criteria, depends on the postings made to the Contracts selected for the report.

Create Excel Report

- Now it is time to design the report by entering the labels, required Report Codes and Formula Codes (see section 'Formula Maintenance' on page 35) into the appropriate cells of the Excel spreadsheet.
- Enter any standard Report Codes as required (e.g. Company Name, Report Name, Period etc.), plus relevant headings for the columns of the report.
- Enter the required Contract Maintenance Codes and Formula Codes for calculation of costs.



This is done by the use of two types of code:

- **CLA** – This code enables any field from the Contract Account Maintenance to be selected e.g. 'cla(code)' will return the Contract Code, 'cla(name)' will return the Contract Name, and 'cla(cc)' will return the Cost Centre.
- **CLF** – This code enables the selection of the Formula Codes for calculations e.g. 'clf(adjcst)'. Note that Formula (CLF) Codes can be added and subtracted by entering the sum in the cell.

For a full list of Contract Maintenance (CLA) Codes and standard Report Codes, and their definitions, see below.

Notes

Contract Maintenance Codes

The following table provides a list of the Contract Maintenance Codes which can be entered in the spreadsheet for use in the **Report Generator**.

Field	Column Type	Report Code
Account Code	Code	cla(code)
Active	Y/N	cla(active)
Contract Name	Text	cla(name)
Address Line 1	Text	cla(add1)
Address Line 2	Text	cla(add2)
Address Line 3	Text	cla(add3)
Town	Text	cla(town)
County	Text	cla(cnty)
Post Code	Text	cla(pcode)
Phone No	Text	cla(phone)
Fax No	Text	cla(fax)
Contact	Text	cla(contact)
Parent	Code	cla(parent)
Customer Serial	Code	cla(cust)
Customer Name	Text	cla(custname)
Customer code	Code	cla(custx)
Multi Customers	Y/N	cla(custsyn)
Order	Text	cla(order)
Category	Text	cla(cat)
Analysis	Text	cla(analy)
Job Type	Text	cla(jtype)
Sales Type	Code	cla(stype)
Surcharge	Y/N	cla(suyn)
Sub Job	Y/N	cla(sjyn)
Parent Copy	Y/N	cla(cpyn)
Nominal Cost Centre	Code	cla(cc)
Nominal	Code	cla(nom)
Uplift Credit Nominal	Code	cla(nomcr)
Search	Text	cla(search)
Posting Status	Text	cla(pstat)
VAT National Code	Text	cla(natcode)
Currency	Code	cla(currency)
VAT Code	Code	cla(vc)
Map Reference	Text	cla(map)
Date Opened	Date	cla(dateop)
Date Inactive	Date	cla(datein)
Quote Date	Date	cla(dateq)
Completion Date	Date	cla(datecomp)
Est. Completion Date	Date	cla(dateest)

Notes

Field	Column Type	Report Code
Order Date	Date	cla(dateord)
Retention Due Date	Date	cla(dateret)
Last Application Date	Date	cla(datela)
Last Cash Date	Date	cla(datelc)
Last Invoice Date	Date	cla(dateli)
Last Valuation Date	Date	cla(datelv)
Next Valuation Date	Date	cla(datenv)
Quote Number	Text	cla(quote)
Retention %	Currency	cla(retp)
Discount %age	Currency	cla(discp)
Prime Cost	Currency	cla(prime)
Overhead	Currency	cla(ohead)
Profit	Currency	cla(profit)
Original Prime Cost	Currency	cla(oprime)
Last Application Number	Text	cla(slappnum)
Last Valuation Number	Text	cla(slvalnum)
Notes	Text	cla(memo)
Quantity Surveyor	Text	cla(qsname)
Contracts Manager	Text	cla(cmname)
User Defined Text 1 (through to 8)	Text	cla(udt1) to cla(udt8)
User Defined Y/N 1 (through to 8)	Y/N	cla(udy1) to cla(udy8)
User Defined Value 1 (through to 5)	Value	cla(udc1) to cla(udc5)
User Defined Date 1 (through to 5)	Date	cla(udd1) to cla(udd5)

Notes

Standard Report Codes

The following table lists the standard Report Codes that are available for reporting by inclusion in the spreadsheet

Output Definition	Report Code
Report Name	REP(REPORTNAME)
Format Name	REP(FORMATNAME)
Runtime Budget	REP(BUDGET)
Runtime Period	REP(PERIOD)
From Contract	REP(FRCON)
To Contract	REP(TOCON)
From Cost Centre	REP(FRCC)
To Cost Centre	REP(TOCC)
Program Name i.e. CLREPGEN	REP(PROGNAME)
Evolution M Menu Switches	REP(PROGSWITCH)
Program description as per Evolution M Menu	REP(PROGDESC)
Company ID	REP(COID)
Company Name	REP(CONAME)
User ID	REP(USERID)
User Name	REP(USERNAME)
Local Client PC ID	REP(CLIENTID)
Local Client PC Name	REP(CLIENTNAME)
Payroll Number	REP(PAYROLLNO)
Payroll Description	REP(PAYROLLEDESC)
Payroll Period	REP(PAYROLLPRD)
Report Date	REP(DATE)

Notes

Below is an example of what the spreadsheet report formatting might look like:

REP(CONAME)		REP(REPORTNAME)		REP(PERIOD)		SALES										MARGIN	
Contract No.	Contract Name	Applied	Certified	Invoice	Sundry Invoice	Total Sale Value	Labour	Material	Plant	SCentr	Prelims	Other	Total	Value	%		
cl(code)	cl(name)	off(avacc)	off(vacc)	#VALUE!	off(invzc)	#VALUE!	off(olbc)	off(olmc)	off(olpc)	off(olubc)	off(olpre)	off(oloth)	off(oloth)	#VALUE!	#VALUE!		
		0	0	#VALUE!	0	#VALUE!	0	0	0	0	0	0	0	0	0		

10. Click  (or **File>Save**) in Excel to save the changes and then close the spreadsheet.



*Note that the spreadsheet is saved in the **rfmts** folder of the **Evolution M** application directory.*



*The spreadsheet must be saved this way (and not by **Save As**) otherwise it will not be saved in the **rfmts** folder and therefore be selectable in the **Report Generator**.*

11. Click **OK** in the **Spreadsheet Maintenance** program. The report can now be run in the **Report Generator**.

Generate Contract Report

The **Report Generator** program enables generation of user-defined reports which have been created in the **Spreadsheet Maintenance** program (see section 'Contract Spreadsheet Maintenance' on page 38).

Generate a User-Defined 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 **Report Generator** from the list of programs in the main window. The **Report Generator** program is displayed.

4. Specify the report to generate in the **Contract Report** field. The report is loaded into the program.



*The defaults for the fields are selected as per the settings made in the **Spreadsheet Maintenance** program previously. These defaults can be changed - refer to topic 'Contract Spreadsheet Maintenance' on page 38 for details.*

5. If required, change the **Current Period** for reporting.
6. Specify the **State** of the Contracts for inclusion in the report.
7. Click **OK**. Excel opens and the report is generated.

Documentation Test 2		Contract Margin Report													05 2011	
Contract No.	Contract Name	SALES				Labour	Material	Plant	COST			Other	Total	MARGIN		
		Applied	Certified	Invoiced	Sundry Invoice				Total Sale Value	S/Contr	Prelims			Value	%	
1000	Test	0	0	35105	0	35105	0	371	220	0	5095	-443	5243	29942	85.10%	
		0	0	35105	0	35105	0	371	220	0	5095	-443	5243			

8. Once you have finished analysing the report, it can be saved and closed. In Excel, the report can be saved to disk (by selecting **File > Save As**) or it can be printed.

Notes

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 a Nominal Account
2. Post a journal updating a Contract and Nominal Account in the same batch.
3. Print a Nominal Report using the Report Generator.

Notes

Notes

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