Evolution M
Core Training

Purchase and Subcontract Payment Processing

Issue 2

integrity software
CONSTRUCTION MANAGEMENT SOLUTIONS

Contents

Training Notes

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

Supplier Payment Processing

This section covers the Supplier payment processing routines and reports which can be generated in the Purchase Ledger.

Payments Due List

The **Payments Due List** report shows the total payments due against Suppliers based on the payment due dates entered when posting to Suppliers (see topic 'Post Transactions' on page 10).

Up to four payment due dates can be specified and the report shows the total payments due up to each date specified. It also shows the total cash on account for each Supplier.

Associated transactions against the total payments to Suppliers can be displayed if required.

Generate a Payments Due List

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

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

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

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

   *This field can be left blank to end the report at the last Supplier. If both the **From Supplier** and **To Supplier** fields are left blank, the balances are displayed for all Suppliers for the selected criteria.*

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

Notes

6. In the **State** field, select whether you want to include 'Active', 'Inactive' or 'Both' active and inactive Suppliers within the report.

7. Indicate whether you want to include 'All', 'Normal', 'On-Hold' or 'Priority' **Type** Suppliers within the report.

8. Select whether you want to **Show Transactions** for each Supplier within the report.

9. Indicate whether you wish each Supplier to start on a **New Page** of the report.

10. In the **Date Due 1** field, specify the payment due date up to which to report.

11. If required, in the **Date 2** field, specify the second payment due date in which to report.

12. If required, in the **Date 3** field, specify the third payment due date in which to report.

13. If required, in the **Date 4** field, specify the oldest payment due date in which to report.

All dates must follow is ascending order, from oldest to latest.

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

From Code :	Start	To Code :	End		Status :	Active		Type :	All	Transactions :	No		Period :	10 2011
Filter:														
Account	Supplier Name				Discount	Cash on A/C	VAT	01 Jan 2011		01 Feb 2011		01 Mar 2011		01 Apr 2011
AQU01	Aquaid Ltd					(10,919.00	993.29	25,432.50						
ART01	Test Supplier					708.66		(3,652.00)		7,049.50		(8,020.00)		1,887.50
ASHT01	Ashton Berry Timber Ltd				114.58	(301.08	415.29	(8,719.64)						5,000.00
B-J-N01	Bernard J Newman Limited					893.62		(7,800.00)				600.00		500.00
BAG01	British Aggregate Industries Limited					19,900.00	14.89	2,570.00		100.00				680.00
BRA01	Brazier Int Ltd					(1,000.00)	17.41	(11.75)		126.66				
EURO	Euro test supplier					33.33								
MAC01	Maclean Electrical Ltd							1,660.00						
MIC01	Micro Peripherals Ltd							48.18						
PITN01	Pitney Bowes Ltd					0.70		(404.70)						
TARM01	Tarmac (Formally Tilcon)							15.00						
TEK01	Tektura plc					(5,000.00)		5.38						
TRAV01	Travis Perkins Ltd					710.25		42,499.13		99.50				
				Totals:	114.58	2,713.38	754.13	51,642.10		7,377.66		(7,420.00)		8,067.50

Notes

Prepare Payments

Before initiating a payment run (see topic 'Update Payments' on page 6), only Suppliers and/or individual invoices you intend to pay can be selected for payment. At this stage, nothing is updated to the Nominal Accounts or ledgers.

Note that a Payment Due List is not required to be generated before running this program (see topic 'Payments Due List' on page 1).

Note that many customers do not use the Payment Due List to view outstanding payments. They just use this program to select the invoices to be paid and print the list of transactions to be paid.

By default, all Suppliers and invoices are selected for payment. Suppliers/invoices you do not wish to pay require unmarking for payment.

Prepare Payments

1. Select **Purchase** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Prepare Payments** from the list of programs in the main window. The **Selection** dialogue is displayed.

4. Select an **Option**.

    'Add' - select this option if this is a brand new prepare payments report.

    'Clear' - select this option if there has been a previous prepare payments report that you want to delete before creating this one.

    'Replace' - select this option to overwrite any previously run report.

    'Review' - select this option if there has been a previous prepare payments report that you want to amend. Note that you cannot add anything that was not on the original report e.g. an invoice due next month that needs paying early.

5. Click **OK**. If 'Review' was selected the dialogue closes, if not the following fields can be entered if required.
6. If required, enter the range of accounts in which you wish to prepare payments in the **From Account** and **To Account** fields.
7. If applicable, enter the **Due Date** up to which you want to prepare payments. This defaults to today's date.

Notes

8. If applicable, indicate whether you want to prepare payment for Suppliers flagged as **Priority Only**.

9. If applicable, indicate whether you want to include Supplier transactions with a zero balance in the **Include Zero Balances** field.

10. If applicable, indicate whether you want to include Supplier credit balances in the **Include Credit Balances** field.

11. Click **OK**. The **Prepare Payments** program is displayed, showing any total outstanding amounts requiring payment to each applicable Supplier for the selected criteria.

Note that all Suppliers and transactions requiring payment are selected for payment by default.

Due Date	03 Jan 2012		Total To Pay		4,843.00

Account Code	Name	Total Outstanding	Total Cleared	Total Discount	Pay
ASH	Ashley Gunn	243.00	243.00	0.00	☑
BRE01	Brett Aggregates Ltd	4,600.00	4,600.00	0.00	☑
		4,843.00	4,843.00	0.00	

| Print | ☐ Include Transactions | | Select All | Clear All | OK |

12. If required, click to deselect the **Pay** column against a Supplier(s) of which to clear payment in the next payment run.

13. If required, double-click on a Supplier to open the **Payment Transactions** program. This enables individual transactions to be cleared from the payment run.

Supplier	HIRE01	Hire IT Ltd			Total To Pay		2,864.07

Period	Date	Due Date	Transaction	Reference 2	Outstanding	Pay	Cleared	Discount
03 2011	12 Aug 2011	30 Sep 2011	Invoice	7386	597.36	☑	597.36	0.00
03 2011	17 Aug 2011	30 Sep 2011	Invoice	7397	321.60	☑	321.60	0.00
03 2011	23 Aug 2011	30 Sep 2011	Invoice	4819	573.79	☑	573.79	0.00
03 2011	23 Aug 2011	30 Sep 2011	Invoice	4815	691.42	☑	691.42	0.00
03 2011	23 Aug 2011	30 Sep 2011	Invoice	4816	302.40	☑	302.40	0.00
03 2011	23 Aug 2011	30 Sep 2011	Invoice	FMC:100822	270.00	☑	270.00	0.00
03 2011	23 Aug 2011	30 Sep 2011	Invoice	FMC:100789	107.50	☑	107.50	0.00
					2,864.07		2,864.07	0.00

| | | OK | Cancel |

14. If required, an enquiry can be made against a transaction by double-clicking on the transaction. The **Transaction Enquiry** dialogue will be displayed.

Notes

Notes

This dialogue is purely for enquiry against the transaction and cannot be modified in any way.

If a document is attached to this transaction, you can click **Document** *at the bottom of the dialogue to view the scanned image of the document that supports this transaction.*

15. If open, click **OK** to close the **Transaction Enquiry** dialogue and return to the **Payment Transactions** program.
16. If required, select/deselect individual invoices against the Supplier.
17. Click **OK** to exit the **Payment Transactions** program.
18. It is advisable to click **Print** at the bottom of the **Prepare Payments** program to print out the selected payments for a final review, or so they can be signed off before being updated on the system.

Account	Supplier Name		Total Outstanding	Total Cleared	Total Discount
ART01	A Supplier		21.00	21.00	0.00
ASH	Ashley Gunn		340.00	340.00	0.00
		Total	361.00	361.00	0.00

Update Payments

Having prepared the payment(s) (see topic 'Prepare Payments' on page 3) you then need to update the payments. After updating payments, you must then process the payments in order to debit the Payment Pending Account and credit the Bank Account (see topic 'Payments & Remittances' on page 7).

*If you do not intend to pay a certain Supplier(s) and/or transaction(s), then you need to perform the selection process in the **Prepare Payments** program.*

Update Payments

1. Select **Purchase** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Update Payments** from the list of programs in the main window. The **Update Payments** program is displayed. This provides all the total payments to be made to Suppliers.

Account Code	Name	Total Payment	Total Discount	Updated
ASH	Ashley Gunn	243.00	0.00	
BRA01	Brazier Int Ltd	500.00	0.00	
BRE01	Brett Aggregates Ltd	4,600.00	0.00	
CPD01	CPD Distribution plc	340.00	0.00	
EURO	Euro test supplier	50.00	0.00	
HIRE01	Hire IT Ltd	2,864.07	0.00	
		8,597.07	0.00	

Period: 11 2011 Date: 04 Jan 2012 Reference 2:

4. If the payments to be made to the Suppliers are correct, click **OK**. The payments are updated on the system, with the Purchase Control Account being debited and the Payment Pending Account being credited. The **Batch Totals** dialogue is displayed.

This process is the point of no return. Once accepted, a cheque or BACS payment can be generated (see topic 'Payments & Remittances' on page 7). If this is incorrect, then the payment will have to be cancelled (see topic 'Cancel Payments' on page 11

Cheques
Batch Number	2,821
Cleared Total	3,254.07
Payment Total	3,254.07
Discount Total	0.00

BACS
Batch Number	2,820
Cleared Total	5,343.00
Payment Total	5,343.00
Discount Total	0.00

This shows the total payments in Cheques and BACS.

5. Click **OK** to close the program. The next step is to process the payment(s) (see topic 'Payments & Remittances' on page 7).

Payments & Remittances

This program enables you to process payments and print remittance advice documents for the last payment run made (see topic 'Update Payments' on page 6).

Automatic 'Cheque' and 'BACS' (Direct Debit/Standing Order) payments are required to be processed in order to debit the **Payments Waiting** account, and credit the Bank Account selected in this process.

With regard to 'Manual' cheques, these accounts have already been updated at the time of posting (see topic 'Post Transactions' on page 10).

Remittance advice documents and, if automatic cheques are set up for your system, cheques for payments can be printed. If the chosen payment method is manual cheque, the cheque must be written out manually and only the remittance advice can be generated.

The type of payment at the time of posting is determined by the payment method of the account.

If set up for your system, a BACS payment prepares the system for the production of a BACS file containing the Supplier(s) and amount(s) which can be imported into your banking system software using the **BACS Transfer to PC** program (see section 'BACS Transfer to PC' of the Evolution M Manual).

Process Payments and Remittances

1. Select **Purchase** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Payments & Remittances** from the list of programs in the main window. The **Payments & Remittances** program is displayed, showing all updated payments which have yet to be processed, and any manual cheques of which remittances are yet to be printed.

Double-click to generate payment

Batch No.	Date	Type	Cleared	Currency	Payment	Remittance	Report
2,790	17 Oct 2011	BACS	0.00	Sterling	Print	Print	Not Available
2,816	04 Jan 2012	BACS	0.00	Sterling	Print	Print	Not Available
2,868	06 Jan 2012	BACS	0.00	Sterling	Print	Print	Not Available
2,928	04 Jul 2012	BACS	0.00	Sterling	Print	Print	Not Available
2,955	09 Jul 2012	BACS	5,243.00	Sterling	Print	Print	Not Available
3,054	16 Aug 2012	BACS	0.00	Sterling	Print	Print	Not Available
1,977	26 Feb 2009	Cheque	11,956.25	Sterling	Printed	Combined	Print
2,195	14 Jun 2010	Cheque	5,176.25	Sterling	Printed	Combined	Print
2,198	14 Jun 2010	Cheque	3,830.00	Sterling	Printed	Combined	Print
2,201	15 Jun 2010	Cheque	5,300.00	Sterling	Printed	Combined	Print
2,208	16 Jun 2010	Cheque	999.00	Sterling	Printed	Combined	Print
2,212	16 Jun 2010	Cheque	5,000.00	Sterling	Printed	Combined	Print

4. To generate a payment, double-click **Print** under the **Payment** column against the required batch. There are two types of payment, cheque and BACS, as described below.

Notes

Processing a cheque payment:

If the batch is a manual payment, the payment has already been processed (the Bank Account has been credited) at the time of posting and, if not done so already, you are required to write out a cheque manually for the payment.

*To save or print the remittance advice document for this payment, double-click on **Print** under the **Remittance** column to generate the document. This document can be used for cross-reference when writing cheques.*

Period	1011
Date	05 Jan 2012 ▼
Bank Account	AIBE ▼
First Cheque No.	37
Remittance Text	

Preview   OK   Cancel

- Select the **Bank Account** from which to credit.

  *The Bank Account (including Nominal Accounts) in which this payment will be credited has been set up in **Cash Book Maintenance** (see section 'Cash Book Maintenance' of the Evolution M Manual).*

- The **First Cheque No.** within the batch defaults to the next available cheque number following the last cheque run, but this can be changed.
- If applicable and required, enter any **Remittance Text** which will appear as notes in the remittance advice document.
- Click **OK**. The cheque(s) (and remittance(s), if applicable) are generated. The document can be printed, saved, exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.
- Click **OK**. This must be done in order to update the Bank Account.

  The following message appears to notify that the cheque(s) have been processed and are being printed for issue.

  Cheques Processed - Batch 00000188

  OK
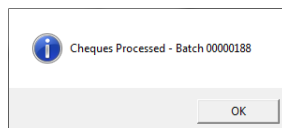
- Click **OK**.

Notes

Processing a BACS payment:

If it is a BACS payment, the **BACS Options** dialogue is displayed.

Period	1011
Date	05 Jan 2012 ▼
Bank Account	AIBE ▼
BACS Reference	

OK   Cancel

- Select the **Bank Account** from which to credit.

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

- If required, enter a **BACS Reference** for the payment.

  If you do not enter a reference, the system will use the Company name as a reference.

- Click **OK**. The BACS payment is processed and the following message appears.

  (i) BACS Processed - Batch 00002931

  OK

- Click **OK**. The BACS payment is now ready to be imported into your banking software for BACS transfer.

5. To generate a remittance, if applicable and required, double-click on **Print** under the **Remittance** column against the required batch. The **Remittance Options** dialogue is displayed.

Remittance Date	050112 ▼
BACS Payment Date	▼
Text	

Preview   OK   Cancel

6. If required, edit the default of today's date for the **Remittance Date**.
7. If applicable and required, edit the default of today's date for the **BACS Payment Date**.
8. If required, enter any **Text** which will appear as notes in the remittance advice document.
9. Click **OK**. The remittance(s) are generated. The document can be printed, saved, exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Notes

10. To generate a payments and remittances report for the payment, double-click on **Print** under the **Report** column against the required batch. The Payments & Remittances report is displayed.

> ✎ *This is essential for automatic cheque and BACS payments, as this updates Bank Account and Cash Book, and clears the Payment Waiting Account.*

Period: 10 2011	Date: 05 Jan 2012	Batch: 2830	Account Used:	Bank Account
Code	**Payee**		**Cheque No.**	**Amount**
234	fac		38	99.00
CPD01	CPD Distribution plc		39	340.00
EURO	euro		40	50.00
HIRE01	Hire IT Ltd		41	2,864.07
MAC01	Maclean Electrical Ltd		42	21,319.00
			Total	24,672.07
			Number Paid	5

11. The report can be printed, saved, exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Post Transactions

These are the steps for posting a direct debit, standing order or a payment for matching to an invoice(s)/payment(s).

1. Select **Purchase** 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**.

> ✎ *'Payment' for automatic/manual cheque or BACS payment to a Supplier. A payment can only be matched to an existing transaction e.g. invoice.*
>
> *'Direct Debit' for a direct debit payment to the Supplier (the Supplier must have a 'Direct Debit' payment method - see section 'Supplier Maintenance' of the Evolution M Manual).*
>
> *'Standing Order' for a standing order payment to the Supplier (the Supplier must have a 'Standing Order' payment method).*

5. If required, select the **Bank Account** from which to credit.
6. Click **OK**. The **Post Transactions** program is displayed.

Type	Invoice	Batch No	2,900	Date	22 Dec 2011	Period	10 2011

Account		
Reference 1		
Reference 2		
Date	22 Dec 2011	
Total Value		
Vat		
Settlement. Discount		
Date Due		
Status	Cleared	
Notes		

VAT Code	Rate	Nett	VAT
TOTAL			

Value to Match

Value to Analyse

View Orders Analysis Match OK Cancel

Notes

7.   Enter the Supplier Code in the **Account** field.

8.   Enter the payment reference in the **Reference 1** field.

ⓘ   *The Cash Book consolidates on a unique Ref1 and date, so do not enter 'DD' on every Direct Debit as it will update the bank as one value, thus making it very difficult to reconcile the Bank Statement.*

9.   Enter the **Total Value** of the cash.

10.   If applicable, enter the **Settlement Discount** amount for this transaction.

11.   Click **OK**. Matching the transaction to an invoice(s) and/or payment(s) can now be performed.

12.   Click **Match**. The **Matching** dialogue is displayed, showing all payments and invoices for the Supplier which are unmatched.

13.   Tick the required transaction(s) to match or part-match against this transaction.

14.   Click **OK** to complete the matching**.** If the total value of the transaction is matched (i.e. a zero is shown in the **Value to Match** field at the top) then the transactions are matched and the dialogue closes.

15.   Click **OK** to clear the entry from the **Post Transactions** program.

16.   Repeat the steps above for other transactions as required.

17.   Click **OK** to update the batch. The following dialogue is displayed.

ⓘ Update Batch ?

[Yes]   [No]
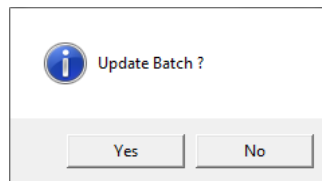
18.   Click **Yes** to update the batch and exit the program.

Cancel Payments

This program enables you to cancel a payment(s) e.g. if you have sent a cheque out and cancelled it or printed a cheque off and do not wish to send it.

All relevant accounts are updated after cancellation and the transaction is removed from the system.

Cancel Payments

1.   Select **Purchase** in the top pane of the application window.

2.   Select **Postings** in the left pane of the application window.

3.   Select **Cancel Payment(s)** from the list of programs in the main window. The **Cancel Payment(s)** program is displayed. This provides all the batches which have been made for the previous, current or following Purchase Ledger period.

4.   Double-click on the required batch to cancel. The following dialogue is displayed.

5.   Tick **Select** (or click **Select All** to select all payments in the batch) and click **OK**. The **Selection** dialogue appears.

6.   If required, enter a reference for the cancellation in the **Ref2**.

7.   If required, enter any **Notes**.

8.   Click **OK**. The payment has now been cancelled and is removed from the system.

ⓘ   *All the relevant accounts are updated to reflect this change.*

Notes

Reprint Cheques

This program enables you to reprint automatically generated cheques, if printed erroneously.

Reprint a Cheque

1. Select **Purchase** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Reprint Cheque(s)** from the list of programs in the main window. The **Reprint Cheque(s)** program is displayed, showing all processed automatic payments.

4. Double-click on a batch for which to reprint cheques. The **Cheques In Batch** dialogue is displayed.

5. Select the cheque(s) to reprint and click **OK**. The **Cheque Options** or **Combined Options** dialogue is displayed.

Shift-click can be used to select all cheques in batch, if required.

Notes

6. If required, edit the **First Cheque No.** of the batch.

7. If applicable and required, enter any **Remittance Text** which will appear as notes in the remittance advice document.

8. Click **OK**. The cheque(s) (and remittance(s) if applicable) are generated and can be printed.

Purchase Reports

This section covers the Purchase Ledger reports which can be generated.

Transaction List

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

Generate a Transaction List

1. Select **Purchase** 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. If required, in the **From Code** field, specify the Supplier Code from which to start the report.

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

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

6. If required, in the **From Period** field, specify the period from which to start the report.

7. If required, in the **To Period** field, specify the period at which to end the report.

Notes

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. In the **From Ref 1** field, if required, enter the value in the **Reference 1** field (see topic 'Post Transactions' on page 10) 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 Supplier.

11. In the **To Ref 1** field, if required, 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 Supplier.

12. In the **From Ref 2** field, if required, enter the value in the **Reference 2** field (see topic 'Post Transactions' on page 10) from which you want to display in the report.

13. In the **To Ref 2** field, if required, enter the value in the **Reference 2** field up to which you want to display in the report.

14. In the **Status** field, indicate whether you want to include transactions which are 'Cleared', 'On-Hold', or 'Both' cleared and on-hold, within the report.

15. In the **Match** field, indicate whether you want to include transactions which are matched, unmatched, or 'Both' matched and unmatched, within the report.

16. In the **Registered** field, indicate whether you want to include transactions which are 'Authorised', 'Unauthorised', or 'Both' authorised and unauthorised, within the report.

17. Select the **Transactions** you wish to include within the report.

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

18. Click **OK**. The report is generated and can be saved, printed and exported into Excel.

Notes

Creditors Age Balance

The **Creditors Age Balance** report displays the outstanding balances to Suppliers, dependent on the given criteria.

The report shows the total outstanding Supplier 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 months' balances (1, 2 and 3 months previous to current month, and 4 months and older balances).

This report can also be run retrospectively.

Generate a Suppliers Age Balance Report

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

4. If required, in the **From Supplier** field, specify the Supplier Code from which to start the report.
5. If required, in the **To Supplier** field, specify the Supplier Code at which to end the report.
6. Indicate whether you wish to include 'All', 'Normal', 'On-Hold' or 'Priority' **Type** Suppliers within the report.
7. Indicate whether you wish to include **Factored** Suppliers or not, or 'Both' factored and non-factored within the report.
8. In the **Period** field, specify the period up to which to report.
9. Indicate whether you wish to **Show Transactions** for each Supplier within the report.
10. Click **OK**. The report is generated and can be saved, printed and exported into Excel.

Notes

Interrogate Payments made to a Supplier

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

4. Enter or search for the Supplier Code in the **Account Code** field. The record is loaded into the program.
5. Click the **Payments** tab. This tab displays all payment transactions to the Supplier.

- By default, a summary of the payments is displayed, but this view can be changed by the drop-down menu at the top-right of the tab.
- This tab shows all payments by default, but by selecting a different option you can display **Unmatched** (unallocated) or **Matched** (allocated) payments.
- If you double-click on any of the payments, the **Transaction Enquiry** dialogue will be displayed, providing more detail for the payment.

Notes

| Type | Payment | Batch No | 2266 | Period | 04 2010 |

Main | Match/Analysis | Purchase Orders

Reference 1	99665	Reference 2	99665
Date	05 Jul 2010	Status	On-Hold
Goods	(300.00)	Due Date	05 Jul 2010
Vat	0.00	Contract	
Sett. Discount	0.00	Purchase Order	
Total	(300.00)		
Outstanding	(300.00)		

Notes

Update

Notes Audit   Docuview | Document | OK | Cancel

If a document is attached to this transaction, you can click **Document** *at the bottom of the dialogue to view the remittance advice document for this transaction.*

Notes

Subcontractor Payment Processing

This section covers the Subcontractor payment processing routines and reports which can be generated in the Subcontractor Ledger.

Payments Due List

The **Payments Due List** report shows which transactions are due for payment based on the payment due dates entered when posting to Subcontractor Orders.

The report shows any cash on account and retention against each order. It also shows the total payments due for each date specified.

Generate a Payments Due List

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

4. Specify the **Report Sequence**.

    The options are 'Subcontractor-Contract' (broken down by Contracts for each Subcontractor), or 'Contract-Subcontractor' (broken down by Subcontractors for each Contract).

5. If required, in the **From Subcontractor** field, specify the Subcontractor Code from which to start the report.
6. If required, in the **To Subcontractor** field, specify the Subcontractor Code at which to end the report.
7. If required, in the **From Contract** field, specify the Contract Code from which to start the report.
8. 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.*

9. In the **Type (Contract-Order)** field, indicate whether you want to include 'All', 'Labour', or 'Supply & Fix' Contract Orders within the report.

Notes

10. Indicate whether you want to **Show Transactions** for each Subcontractor within the report.
11. Indicate whether you wish to **Suppress Retention** in the report.
12. Indicate whether you wish to start each Subcontractor/Contract on a **New Page** of the report.
13. In the **Date Due 1** field, specify the payment due date up to which to report.
14. If required, in the **Date 2** field, specify the second payment due date in which to report.
15. If required, in the **Date 3** field, specify the third payment due date in which to report.
16. If required, in the **Date 4** field, specify the oldest payment due date in which to report.

All dates must follow is ascending order, from oldest to latest.

17. Click **OK**. The report is generated and can be saved, printed and exported into Excel.

From Subcontractor : Start	To Subcontractor : End		From Contract : Start	To Contract : End			
Status : Active	Type : All	Suppress Retention: Yes	Reported in: Sterling	Selected in: Sterling			
SCT Account	**Name**	**Retention**	**Cash on A/C**	**01 Sep 2011**	**01 Oct 2011**	**01 Nov 2011**	**01 Dec 2011**
A1	A1 - Authenticated receipt						
1001 -CP	Extention to Milnwood House					1,000.00	
1005 -01	Horsham Neighbourhood Centre			5,000.00			
1010 -02	1010			6,750.00			
1014 -01	No 1 - 1014			998.75			
1016 -000640	Repgen test 14834			58,750.00			
1018 -000622	MDK-441			270,250.00			
1051	1051			29,250.00			
1068 -000753	Test Variations			18,000.00			
SJT02	SJT02			52.87			
	Totals	0	0	389,051.62	0	1,000.00	0
ABC001	ABC Roofing Ltd						
-TS	Timesheet Entry			455.04			
1001 -A	Extention to Milnwood House		(4,456.00)				
1012 -01	Radford Hill Farm Coventry			5,581.25			
	Totals	0	(4,456.00)	6,036.29	0	0.00	0
ACEN01	AC Engineering Services (UK) Ltd						
1034	Poole Sailing Club			3,069.68			
9999 -0001	New Superstore - Crawley			3,320.84			
	Totals	0	0.00	6,390.52	0	0.00	0
ACLA01	A Class Roofing						
9999	New Superstore - Crawley			10,350.00			
	Totals	0	0.00	10,350.00	0	0.00	0
AIN01	Ainscough Crane Hire						

Notes

Transaction List

The **Transaction List** report shows transactions against Subcontractor Orders, based on the criteria entered.

In this instance, we shall report on unpaid certificates.

Generate a Report for Unpaid Certificates

1. Select **Subcontractors** 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. Select the **Output Type** for the report ('PDF' or 'Microsoft Excel').
5. Specify the **Report Sequence**.
6. If required, in the **From Subcontractor** field, specify the Subcontractor from which to start the report.
7. If required, in the **To Subcontractor** field, specify the Subcontractor Code at which to end the report.
8. If required, in the **From Contract** field, specify the Contract Code from which to start the report.
9. If required, in the **To Contract** field, specify the Contract Code at which to end the report.
10. In the **Account Type** field, specify whether to include 'All', 'Labour', or 'Supply & Fix' Subcontractors in the report.
11. In the **Transaction Type** field, 'Unpaid' to include unpaid transactions in the report.
12. The report can be broken down **By Period**, **By Transaction Date**, **By Due Date**, or **By Payment Date**. If required, enter the periods/dates, or leave blank to encompass all periods/dates in the report.
13. Click the **Clear All** and tick the **Certificate** check-box.
14. Click **OK**. The report is generated and can be saved, printed and exported into Excel.

Notes

Change Invoice Due Date/Payment Status

The **Change Invoice Due Date/Payment Status** program enables amendment of payment due dates and statuses for invoices attached to a Subcontractor Order. This program can only be run for orders with an 'Invoice' certificate type (see section 'Subcontractor Order Maintenance' of the Evolution M Manual).

Change Invoice Due Date and/or Payment Status

1. Select **Subcontractors** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Change Invoice Due Date/Payment Status** from the list of programs in the main window. The **Change Invoice Due Date/Payment Status** program is displayed.

4. Enter the Subcontractor Code in the **Subcontractor** field and press the Tab key.
5. Enter the **Contract-Order** Code for the Subcontractor and press the Tab key. If the code is not known, then click 🔽 and select from the available orders. All invoices held against the order are displayed in the program.
6. Double-click on an invoice of which to change the due date/status. The following dialogue is displayed.

7. If required, change the **Due Date** for the invoice.
8. If required, change the **Payment Status** for the invoice.
9. Click **OK** to close the dialogue.
10. If required, amend other invoices.
11. Click **OK** to save changes and clear the record from the program.

Notes

Clear Held Certificates

The **Clear Held Certificates** program enables clearance of on-hold certificates for Subcontractor Orders. This program can only be run for orders with a compatible certificate type.

Clear Held Certificates

1. Select **Subcontractors** in the top pane of the application window.

2. Select **Postings** in the left pane of the application window.

3. Select **Clear Held Certificates** from the list of programs in the main window. The **Batch Header** dialogue is displayed. The total value and number of transactions can be entered here to reconcile the entries at the point of processing the batch.

4. Click **OK**. The **Clear Held Certificates** program is displayed.

Type	Clear Held Certificates	Batch No	1724	Date	10 Feb 2012	Period	02 2012	CIS	New 2007

Subcontractor		
Contract-Order		

Date			Movement	
Subcontractor Ref.			Retention	
Reference 2			Discount	
Payment Status			CITB	
Comment to S/C			Tax	
			Contra	
			VAT	
Notes			Payable	

View   OK   Cancel

5. Enter the Subcontractor Code in the **Subcontractor** field and press the Tab key.

6. Enter the **Contract-Order** Code for the Subcontractor and press the Tab key. If the code is not known, then click ⏷ and select from the available orders.

   The Subcontract Order must have a compatible certificate type e.g. 'Self-Bill' (see section 'Subcontracor Order Maintenance' for details).

7. Specify the **Payment Status** of the transaction ('Automatic' or 'Manual').

8. Click **OK**. If there is more than one on-hold certificate for the order, a list appears whereby you select the certificate to clear. The **Calculation** dialogue is displayed.

Notes

*This screen shows the original values entered during posting. The only fields that can be amended are the **VAT This** and **Contra This** field.*

9.   If required, amend the **VAT This** and/or **Contra This**.

10. Click **OK**.

11. Click **Yes** to complete the transaction.

12. If required, repeat the steps above to clear more certificates.

13. Once finished, click **OK**

14. Click **Yes** to update the batch.

Invoice Payment Update

The **Invoice Payment Update** program allows you to run a payments update against Subcontractors that have forwarded invoices for payment. This program will only process payments that have a status of cleared.

This program enables invoices to be matched to cash on account transactions for each order. It also updates the Nominal Accounts - it credits the PAYE and Payments Pending Account and debits the Subcontractors Control Account.

Having updated the payments, you must then process the payments in order to debit the Payments Pending Account and credit the Bank Account (see topic 'Payments and Remittances' on page 27).

Update Payments

1.   Select **Subcontractors** in the top pane of the application window.

2.   Select **Postings** in the left pane of the application window.

3.   Select **Invoice Payment Update** from the list of programs in the main window. The **Invoice Payment Update Selection** dialogue is displayed.

Notes

4. If required, specify the **Subcontractor** against which to update payments.

5. If required, specify the **Contract** against which to update payments.

6. Specify the Subcontractor **Account Type** against which to update payments.

Note that 'Both' selects all account types.

7. Enter the **Due Date** up to which to pay invoices.

8. If required, change the **Payment Date** from the default of today's date.

9. Select the **Bank Account** to update with this payment run, otherwise you will have to manually select invoices to be paid.

10. Click **OK**. The **Invoice Payment Update** program is displayed. This provides all the total payments to be made against each applicable Subcontractor Order.

Subcontractor			Account Type	Both		Due Date		09 Feb 2012
Contract			Bank Account	AIBE		Reference 2		

Code	Subcontractor Name	Contract-Order	Order Name	Gross	Amount Due	Amount Paid	Status
ABC001	ABC Roofing Ltd	1002 -0001	Maresfield Industria	(345.00)	(345.00)	0.00	
ABC001	ABC Roofing Ltd	1001 -000277	Extention to Milnwo	(500.00)	(500.00)	0.00	
ABC001	ABC Roofing Ltd	1001 -A	Extention to Milnwo	(415.00)	180.74	0.00	
ABC001	ABC Roofing Ltd	1018 -02	MDK-441	5,000.00	5,581.25	0.00	
ABC001	ABC Roofing Ltd	1061 -000745	Bristol Nursing Hom	5,000.00	6,000.00	0.00	
AIN01	Ainscough Crane H	-PLANT	Crane Hire	(120.00)	(120.00)	0.00	
BJSUB	bj	ZZZZ123	New Contract	0.00	(122.50)	0.00	
BJSUB	bj	1001	Extention to Milnwo	1,450.00	1,450.00	0.00	
BOBBUI	Bob The Builder	1018 -1	MDK-441	20,000.00	20,000.00	0.00	Verify CIS
INVE01	Inventro Builders Lt	1012	Radford Hill Farm C	(1,836.00)	(1,836.00)	0.00	Inactive
SJT002	Sandra Tarr Ltd	1057	1057	60,000.00	57,037.49	0.00	Verify CIS
				88,234.00	87,325.98	0.00	

OK   Cancel

11. Double-click on an order in which to make payments. The following dialogue appears, enabling you to select individual invoices for payment.

Date Due	Type	Reference 1	Reference 2	Gross	Amount Due	Pay ?	Retention	Discou
	Cash On Account	abc123		(1,000.00)	(1,000.00)	☐	0.00	0.0
08 Feb 2012	Invoice	inv123		1,000.00	877.50	☐	100.00	22.5
				0.00	(122.50)			

Gross	0.00
Retention	0.00
Discount	0.00
CITB	0.00
Taxable Amount	0.00
Calculated on	0.00
Tax	0.00	Calculate
Vatable	0.00
VAT	0.00
Contra	0.00
Payable	0.00	Adjust

Payment Method   Cheque (Auto) ▼
Cheque Number   0
☐ Enter Cheque No as Reference

☐ Select All   OK   Cancel

*If required, double-click on an invoice to view the **Transaction Enquiry** for the invoice.*

12. Tick the **Pay** column against each invoice to pay or tick **Select All** at the bottom of the program to select all invoices for payment.

Notes

13. If required, click **Adjust** to amend the **Taxable**, **Tax** and/or **Contra** amounts against the payment and click **Calculate**.

14. If applicable and required, change the default Subcontractor **Payment Method** to 'Manual'.

15. If the **Payment Method** is 'Manual', enter the **Cheque Number** or specify that you wish to **Enter Cheque No as Reference** and enter a **Reference** for the cheque.

16. Click **OK**.

17. Repeat the steps above to select invoices for payment against each order as necessary.

18. Once finished, click **OK**. The following dialogue is displayed.

19. If the invoice payments are correct, click **OK** to update the batch. The payments are updated on the system, with the Subcontractors Control Account being debited and the Payment Pending Account being credited, and the program is closed.

Certificate Payment Update

The **Certificate Payment Update** program allows you to run a payments update against Subcontractors that have forwarded certificates for payment. This program will only process payments that have a status of cleared.

This program also updates the Nominal Accounts - it credits the PAYE and Payments Pending Account and debits the Subcontractors Control Account.

Having updated the payments, you must then process the payments in order to debit the Payments Pending Account and credit the Bank Account (see topic 'Payments and Remittances' on page 27).

Update Certificate Payments

1. Select **Subcontractors** in the top pane of the application window.

2. Select **Postings** in the left pane of the application window.

3. Select **certificate Payment Update** from the list of programs in the main window. The **Certificate Payment Update Selection** dialogue is displayed.

4. If required, specify the **Subcontractor** against which to update payments.

5. If required, specify the **Contract** against which to update payments.

6. Specify the Subcontractor **Account Type** against which to update payments.

✏️ *Note that 'Both' selects all account types.*

7. Enter the **Due Date** up to which to pay certificates.
8. If required, change the **Payment Date** from the default of today's date.
9. Select the **Bank Account** to update with this payment run.
10. Click **OK**. The **Certificate Payment Update** program is displayed. This provides all the certificates to be paid for the selected criteria.

Code	Subcon	Contract-Order	Due Date	Reference	Gross	Due	Payment Sta	Pay	Status
A1	A1 - Autl	1005 -01	22 Mar 2010	Certificate00004	5,000.00	5,000.00	Automatic	☐	
A1	A1 - Autl	ZC300	14 Jun 2010	Certificate00003	2,000.00	2,180.00	Automatic	☐	
A1	A1 - Autl	1010 -02	14 Aug 2010	Certificate00003	2,050.00	1,750.00	Automatic	☐	
A1	A1 - Autl	1010 -02	23 Aug 2010	Certificate00001	5,750.00	4,750.00	Automatic	☐	
A1	A1 - Autl	1010 -02	23 Aug 2010	Certificate00004	3,000.00	2,500.00	Automatic	☐	
A1	A1 - Autl	1010 -02	24 Aug 2010	Certificate00005	3,000.00	2,500.00	Automatic	☐	
A1	A1 - Autl	1014 -01	01 Sep 2010	Certificate00003	1,000.00	998.75	On-Hold	☐	OnHold
A1	A1 - Autl	1010 -02	15 Sep 2010	Certificate00006	2,000.00	1,700.00	Automatic	☐	
A1	A1 - Autl	1018 -000622	03 Dec 2010	Certificate00001	230,000.00	270,250.00	Automatic	☐	
A1	A1 - Autl	1016 -000640	14 Dec 2010	Certificate00002	50,000.00	58,750.00	Automatic	☐	
A1	A1 - Autl	1016 -000643	14 Dec 2010	Certificate00001	25,000.00	29,375.00	Automatic	☐	
A1	A1 - Autl	1224	31 Jan 2011	Certificate00001	(5,000.00)	(6,000.00)	Automatic	☐	
A1	A1 - Autl	1051	17 Feb 2011	Certificate00001	25,000.00	29,250.00	Automatic	☐	
A1	A1 - Autl	SJT02	17 Feb 2011	Certificate00004	0.00	52.87	Automatic	☐	
A1	A1 - Autl	1224	24 Feb 2011	Certificate00002	5,000.00	6,000.00	Automatic	☐	
A1	A1 - Autl	1068 -000759	28 Feb 2011	Certificate00002	5,000.00	6,000.00	Automatic	☐	
					463,022.00	529,988.79			

Subcontractor ___ Account Type **Both** Due Date **09 Feb 2012**
Contract ___ Bank Account **AIBE** Amount Paid ___

Reset   ☐ Select All (Auto Payments)   OK   Cancel

11. Tick the **Pay** column against each certificate to pay or tick **Select All** at the bottom of the program to select all certificates for payment.
12. Once finished, click **OK**. The following dialogue is displayed.

Summary

	Batch Number	Amount Paid	Count
Cheques (Auto)	1785	877.50	1
BACS			
Cheques (Manual)	1786	11,081.25	3

Abort   OK   Cancel

13. If the certificate payments are correct, click **OK** to update the batch. The payments are updated on the system, with the Subcontractors Control Account being debited and the Payment Pending Account being credited, and the program is closed.

Notes

Payments and Remittances

This program enables you to process payments, print remittance advice documents and print reports for updated payments (see topics 'Invoice Payment Update' on page 23 and 'Certificate Payment Update' on page 25).

Automatic 'Cheque' and 'BACS' payments are required to be processed in order to debit the Payments Waiting account and credit the Bank Account selected in this process.

With regard to 'Manual Cheques', these accounts have already been updated at the time of posting (see section 'Post Transactions' on page 10), however the report can be printed against these payments as a backup to the Cash Book.

Remittance advice documents and, if automatic cheques are set up for your system, cheques for payments can be printed. If the chosen payment method is manual cheque, the cheque must be written out manually and only the remittance advice can be generated.

If set up for your system, a BACS payment produces a BACS file containing the Subcontractor(s) and amount(s) which can be imported into your banking system software using the **BACS Transfer to PC** program (see section 'BACS Transfer to PC' of the Evolution M Manual).

Process Payments and Remittances

1. Select **Subcontractors** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **Payments & Remittances** from the list of programs in the main window. The **Payments & Remittances** program is displayed, showing all updated payments which have yet to be processed, and any manual cheques of which remittances are yet to be printed.

Double-click to generate payment

Batch No.	Date	Type	Total	Currency	Payment	Remit/Cert	Report	Created By
1,527	17 Feb 2011	Manual Chec	(54.00)	Sterling	Manual	Print	Print	Sandra Tarr
1,584	12 May 2011	Manual Chec	(2,352.00)	Sterling	Manual	Print	Print	Gareth
1,590	04 May 2011	BACS	2,100.00	Sterling	Printed	Print	Print	Chris Packham
1,370	11 Aug 2010	Cheque	1,000.00	Sterling	Print	Printed	Not Available	Sandra Tarr
1,658	31 Jan 2012	Cheque	1,260.00	Sterling	Print	Printed	Not Available	Mardak Staff
1,668	07 Feb 2012	Cheque	342.00	Sterling	Print	Printed	Not Available	Mardak Staff

OK   Cancel

4. To generate a payment, double-click **Print** under the **Payment** column against the required batch. There are two types of payment, cheque and BACS, as described below.

Processing a cheque payment:

(i) *If it is an automatic cheque payment method, then the remittance can be combined with the cheque.*

If the batch is a manual payment, the payment has already been processed (the Bank Account has been credited) at the time of posting and, if not done so already, you are required to write out a cheque manually for the payment.

*To save or print the remittance advice document and report for this payment, double-click on **Print** under the **Remittance** column and **Print** under the **Report** to generate the documents. Either of these documents can be used for cross-reference when writing cheques.*

Period	0311
Date	09 Feb 2012 ▼
Bank Account	AIBE ▼
First Cheque No.	64

OK   Cancel

- If required, edit the default of today's date for the payment processing **Date**.
- Select the **Bank Account** from which to credit.
- The **First Cheque No.** within the batch defaults to the next available cheque number following the last cheque run, but this can be changed.
- If applicable and required, enter any **Remittance Text** which will appear as notes in the remittance advice document.
- Click **OK**. The Cash Book is updated at this point.

The following message appears to notify that the cheque(s) has been processed and is being printed for issue.
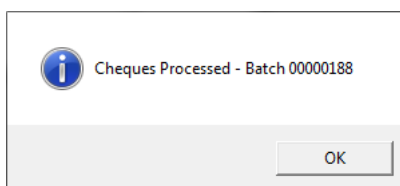
(i) Cheques Processed - Batch 00000188

OK

- Click **OK**. The cheque(s) (and remittance(s) if applicable) are generated. The document can be printed, saved, exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.
- Click **OK**. This must be done in order to update the Bank Account.

Notes

Processing a BACS payment:

If it is a BACS payment, the **BACS Options** dialogue is displayed.

Period	1011
Date	05 Jan 2012
Bank Account	AIBE
BACS Reference	

- If required, edit the default of today's date for the payment processing **Date**.
- Select the **Bank Account** from which to credit.
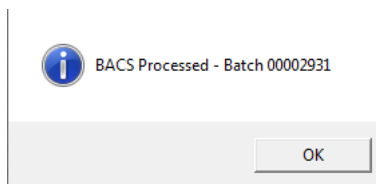- If required, enter a **BACS Reference** for the payment.

> *If you do not enter a reference, the system will use the Company name as a reference.*

- Click **OK**. The BACS payment is processed and the following message appears.

> BACS Processed - Batch 00002931

- Click **OK**. The BACS payment is now ready to be imported into your banking software for BACS transfer. The Cash Book is also updated at this point.

5. To generate a remittance, double-click on **Print** under the **Remittance** column against the required batch. The document can be printed, saved, exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

> *If this a payment for an order which requires an authenticated receipt, then this document acts as a VAT receipt for payment, to be signed and dated by the Subcontractor and returned to the Contractor, whereby receipt can be recorded (see topic 'Matching VAT Receipts' on page 30).*
>
> *Alternatively the Subcontractor could send a VAT invoice which can be used for matching purposes*

6. To generate a payments and remittances report for the payment, double-click on **Print** under the **Report** column against the required batch. The Payments & Remittances report is displayed.

Account	Order	Order Name	Bank Sort	Bank Acc.	Split	Amount
ABC001 - ABC Roofing Ltd	1001	Extention to Milnwood House			114.00	
ABC001 - ABC Roofing Ltd	1001	Extention to Milnwood House			1,140.00	
			20-11-63	05647454		1,254.00
				BACS Total:		1,254.00

Period: 02 2012 Date: 09 Feb 2012 Batch: 1692 BACS Ref: DOCUMENTATION TEST Bank: Bank Account

7. The report can be printed, saved, exported to **Excel**, exported to **Acrobat** as a pdf, and exported to **XML**.

Matching VAT Receipts

This program allows you to record the VAT receipts returned from Subcontractors to which orders with a Certificate Type of 'Authenticated Receipt' are attached.

Note that the VAT receipt cannot be recorded as received until the payment has been updated (see topic 'Certificate Payment Update' on page 25).

Record VAT Receipts

1. Select **Subcontractors** in the top pane of the application window.
2. Select **Postings** in the left pane of the application window.
3. Select **VAT Receipts** from the list of programs in the main window.
4. Enter or search for the Subcontractor Code in the **Subcontractor** field. Any certificates posted against the Subcontractor which are vatable are displayed.

5. The **Receipt Date** defaults to today's date, but can be changed.
6. Enter the **VAT Amount** that you wish to record. The amount cannot exceed the value to be receipted.

> *The **Outstanding** field displays the total amount of VAT that is outstanding for the Subcontractor.*

7. Click **Match** at the bottom of the program.
8. Select the transaction(s) to record receipt of VAT against and click **OK**.

> *The total VAT value of the transactions can be less - but not more - than the **VAT Amount** entered above.*

9. Click **Yes** to complete the VAT receipt matching.

Notes

Monthly CIS Statements

This program allows you to produce Monthly Statements for each Subcontractor that has been paid in the current period.

ⓘ   *For Subcontractors who are paid in gross, Monthly Statements are not required to be sent to HMRC but can still be generated if required.*

Generate a Monthly Statement

1.   Select **Subcontractors** in the top pane of the application window.

2.   Select **CIS 2007** in the left pane of the application window.

3.   Select **Monthly Statement** from the list of programs in the main window. The **Monthly Statement** program is displayed.

From Subcontractor	
To Subcontractor	
Tax Month Ending	05 Feb 2012 ▾
Statement Date	15 Feb 2012 ▾
Include Gross Payments	Yes ▾

OK   Cancel

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

5.   If required, in the **To Subcontractor** field, specify the Subcontractor at which to end the report.

6.   The **Tax Month Ending** defaults to the current date of which Monthly Statements are applicable, which is the 5th of the month.

✎   *This is the date up to which the tax month applies, and can be up to the 5th according to HMRC legislation.*

7.   The **Statement Date** defaults to today's date, but can be changed.

8.   Indicate whether to include **Gross Payments**.

9.   Click **OK** to generate the statement. The statement(s) can be saved, printed, exported to Excel/XML/PDF, and faxed (if in use on the system).

10.   Click **OK** to close the statement(s). The **Monthly Statement Summary** is generated for internal reference only. If required, this can be saved, printed, exported to Excel/XML/PDF, and faxed (if in use on the system).

11.   Click **OK** to close the statement summary. The following dialogue is displayed.

❓ Accept Subcontractor Statements?

Yes   No

12.   *Only* if you are happy with the Monthly Statement(s), click **Yes** and the payments included in this run will be flagged as having been printed. Consequently, these payments will not appear on the next Monthly Statement run.

Notes

HMRC Monthly Return

This program allows you to produce a Monthly Return for a specified tax month and Subcontractor(s), and submit it online to HMRC or print it and send it manually.

Process a Monthly Return

1. Select **Subcontractors** in the top pane of the application window.
2. Select **CIS 2007** in the left pane of the application window.
3. Select **HMRC Monthly Return** from the list of programs in the main window. The following dialogue is displayed.

ℹ️ *If the previous Monthly Return was either rejected with errors or no acknowledgement was received from the HMRC Gateway, then the following message appears instead.*

*This means that you cannot process a Monthly Return until you recover the previous return using the **Recover Monthly Return Submission** program.*

4. The **Tax Month Ending** defaults to the current date of which Monthly Statements are applicable, which is the 5th of the month.
5. If required, in the **From Subcontractor** field, specify the Subcontractor from which to start the report.
6. If required, in the **To Subcontractor** field, specify the Subcontractor at which to end the report.
7. Click **OK**. The **HMRC Monthly Return** program is displayed, showing all payments and deductions for the selected criteria.
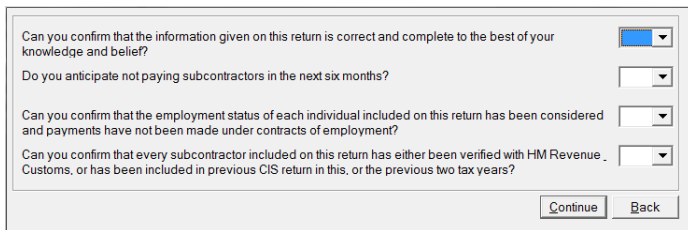

Notes

(i) *If the system is unable to validate a Subcontractor for any reason, there will be a **Validation Failure Message** indicating the reason for the failure. You are then able to cancel out of the verification routine and make the amendments before you continue to verify.*

8. If sending the return to HMRC manually, click **Print** to produce a report that outlines the payments that have been made in that particular period. The report can be saved, printed, exported to Excel/XML/PDF, and faxed (if in use on the system). It can also be sent to HMRC by post if not sending electronically (see below).

9. Click **OK** to close the report. The following message is displayed.

Accept Monthly Return?

NOTE: Accepting will remove the option to 'submit' this Return electronically to the HMRC Gateway

Yes   No
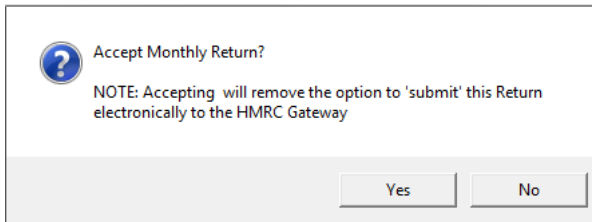
10. If you wish to submit this return to HMRC online, click **No**. The program closes.

11. You will then need to run the program again and select **Submit**. The **Submission Declarations** dialogue is displayed.

Can you confirm that the information given on this return is correct and complete to the best of your knowledge and belief?

Do you anticipate not paying subcontractors in the next six months?

Can you confirm that the employment status of each individual included on this return has been considered and payments have not been made under contracts of employment?

Can you confirm that every subcontractor included on this return has either been verified with HM Revenue Customs, or has been included in previous CIS return in this, or the previous two tax years?

Continue   Back

12. Answer the questions accordingly by selecting the relevant replies from the drop-down menus. Once complete, click **Continue** and the following dialogue is displayed.

Sender ID   [   ]
Password   [   ]

Cancel   OK
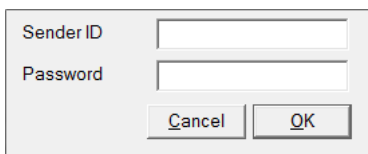
13. Enter you **Sender ID** and **Password** and click **OK**. The Monthly Return will then be submitted online to HMRC. Confirmation that it has been received will appear on the screen.

(i) *The **Sender ID** and **Password** will be provided by your system administrator.*

If you experience any problems with this process, contact Integrity Software Support.

Notes

HMRC Online Verification

This program is used for HMRC online verification and matching of Subcontractors, of which there have been HMRC validation failures when submitting Monthly Returns (see topic 'HMRC Monthly Return' on page 32).

Verify/Match Subcontractors

1. Select **Subcontractors** in the top pane of the application window.
2. Select **CIS 2007** in the left pane of the application window.
3. Select **HMRC Verification** from the list of programs in the main window. The following dialogue is displayed.

From Subcontractor		
To Subcontractor		
Action Type	Verify	
		OK Cancel

4. Enter the **From Subcontractor** and **To Subcontractor** range, alternatively leave both fields blank to verify/match all Subcontractors.
5. Select the **Action Type** - 'Verify' or 'Match' Subcontractors.
6. Click **OK**. The **HMRC Verification** program is displayed, showing all Subcontractors with missing CIS details for the time frame.

Code	Subcontractor Name	Validation Failure Messages	Verify
BLOG01	Bloggs	Click Here to View Full List	☐
BOBBUI	Bob The Builder	Click Here to View Full List	☐
BRIG01	Brightwell Advanced Aerial Syste	Tender Declaration - Must be set to 'Yes'	☐
HIRE01	Hire IT Ltd	Tender Declaration - Must be set to 'Yes'	☐
JOHN01	Johnston Builders	Click Here to View Full List	☐
SDS01	S & D Sealants Ltd	Click Here to View Full List	☐
SJT004	RQDQ	Click Here to View Full List	☐
SMI001	Smiths Electrical Contractors	Business Type - Not set up	☐

Reset Select All Clear All Submit Cancel

7. Select which Subcontractors to verify/match (alternatively click **Select All**) and click **Submit**. The following dialogue is displayed.

Sender ID	
Password	
	Cancel OK

8. Enter you **Sender ID** and **Password** and click **OK**. The Subcontractors will then be submitted online to HMRC for verification or matching of data. Confirmation that it has been received will appear on the screen.

Subcontractor Reports

This section covers the Subcontractor Ledger reports which can be generated.

Age Balance

The A**ge Balance** report displays the total outstanding Subcontractor Order balances up to the designated period, and any cash on account and retention. 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 an Age Balance Report

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

Report Sequence	Subcontractor-Contract
From Subcontractor	
To Subcontractor	
From Contract	
To Contract	
State (Contract-Order)	Active
Type (Contract-Order)	All
Period	03 2011
Show Transactions	No
Report in	Sterling

4. Select the **Report Sequence**.

   The options are 'Subcontractor-Contract' (broken down by Subcontractor and then, if selected when generating the report, Contracts for the Subcontractor), or 'Contract-Subcontractor' (broken down by Subcontractor within Contract).

5. If required, in the **From Subcontractor** field, specify the Subcontractor Code from which to start the report.
6. If required, in the **To Subcontractor** field, specify the Subcontractor Code at which to end the report.
7. If required, in the **From Contract** field, specify the Contract Code from which to start the report.
8. If required, in the **To Contract** field, specify the Contract Code at which to end the report.
9. In the **Type (Contract-Order)** field, indicate whether you want to include 'All', 'Labour', or 'Supply & Fix' Contract Orders within the report.
10. In the **Period** field, specify the period up to which to report.
11. Indicate whether you want to **Show Transactions** for each Subcontractor within the report.
12. Click **OK**. The report is generated and can be saved and printed.

Notes

VAT Receipt Listing

The **VAT Receipt Listing** report displays VAT receipts which have been recorded as returned from Subcontractors (see topic 'Matching VAT Receipts' on page 30).

It shows any certificates held against each Subcontractor which are vatable, the total paid against each certificate, the total VAT value of each certificate, the VAT amount receipted, and the outstanding VAT amount to be receipted. It also shows any Contra values against each Subcontractor.

Generate a VAT Receipt List

1. Select **Subcontractors** in the top pane of the application window.
2. Select **Reports** in the left pane of the application window.
3. Select **VAT Receipt Listing** from the list of programs in the main window. The **VAT Receipt Listing** program is displayed.

From Subcontractor	
To Subcontractor	
Account Type	All
Matched Type	All
State (Contract-Order)	Active
From Payment Date	
To Payment Date	
From Payment Period	
To Payment Period	
New Page	No

OK   Cancel

4. If required, in the **From Subcontractor** field, specify the Subcontractor If required, in the **To Subcontractor** field, specify the Subcontractor Code at which to end the report.
5. In the **Account Type** field, specify whether to include 'All', 'Labour', or 'Supply & Fix' Subcontractors in the report.
6. In the **Matched Type** field, specify whether to include 'All', 'Matched', or 'Unmatched' transactions in the report.
7. If required, in the **From Payment Date** field, specify the payment date from which to start the report.
8. If required, in the **To Payment Date** field, specify the payment date at which to end the report.
9. If required, in the **From Payment Period** field, specify the payment period from which to start the report.
10. If required, in the **To Payment Period** field, specify the payment period at which to end the report.
11. Indicate whether you wish to start each Subcontractor on a **New Page** of the report.
12. Click **OK**. The report is generated and can be saved and printed.

Notes

Total Liability Report

The **Total Liability Report** displays liability against Subcontractors. Liability can be reported on for each Subcontractor only, against each Contract only, for each Subcontractor against each Contract Order, or for each Contract split up between individual Subcontractor liabilities.

Generate a Total Liability Report

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

Report Sequence	Subcontractor-Contract
From Subcontractor	
To Subcontractor	
From Contract	
To Contract	
State (Contract-Order)	Active
Type (Contract-Order)	All
Period	03 2011
Show Contract Orders	Yes
Show Nil O/Standing	Yes (Applied and Retention)
Report in	Sterling

OK   Cancel

4. Select the **Report Sequence**.
5. If required, in the **From Subcontractor** field, specify the Subcontractor Code from which to start the report.
6. If required, in the **To Subcontractor** field, specify the Subcontractor Code at which to end the report.
7. If required, in the **From Contract** field, specify the Contract Code from which to start the report.
8. If required, in the **To Contract** field, specify the Contract Code at which to end the report.
9. In the **Type (Contract-Order)** field, select whether you want to include 'All', 'Labour', or 'Supply & Fix' Contract Orders within the report.
10. In the **Period** field, specify the period up to which to report.
11. Indicate whether you want to **Show Contract Orders** for each Subcontractor within the report.
12. Indicate whether you want to **Show Nil O/Standing** amounts within the report.
13. Click **OK**. The report is generated and can be saved and printed.

Notes

End of Day Test

This is a test on some of the topics you have learnt today. This activity should be undertaken as a group, not individually.

1. Select 3 Suppliers to pay and process the payment until the bank has been updated.

   Hint:

   a. Prepare payments – select 3

   b. Update payments

   c. Print Remittance & Cheque list.

2. Select and pay 3 Subcontract certificates, producing a cheque and payment certificate.

3. Match an Authenticated Receipt.

Notes

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