Evolution M
Core Training

Purchase and Subcontract Processing

Issue 2

Contents

Training Notes

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

Maintenance

This section covers the maintenances involved in Purchase and Subcontract processing (refer to sections 'Purchase Ledger' and 'Subcontractor Ledger' of the Evolution M User Manual for more details).

Supplier Maintenance

This program is used to create and maintain the Supplier Accounts, and is found in the Purchase Ledger.

If a Factor is required for an account, then this must be set up in **Factor Maintenance** (see topic '' on page 4).

To ensure that the set up for the Supplier is complete, check the following:

•   The correct method of paying the Supplier, i.e. BACS, Cheque or Cash.
•   The bank details for the Supplier are correct.
•   All Factor Accounts are set up with correct payment details.

Create a Supplier Account

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

4.   Enter the Supplier Account Code in the **Account Code** field and press the Tab key. The **Search Suppliers** dialogue is displayed.
5.   Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Supplier Maintenance** program showing the new **Account Code** is displayed.
6.   Enter a name for the Supplier Account in the **Name** field.
7.   Enter the address and contact details of the Supplier.
8.   If required, enter the default **Cost Head** for update used at time of posting.

This is for accounts which are contract related.

Notes

9. Select the default **VAT Code** for the Supplier.

    This will be the default for transaction postings to this Supplier, and will automatically calculate VAT on transactions based on this code (see topic 'Supplier Processing' on page 11).

10. Click the **Terms** tab.

Factor	
Payment Method	Cheque
Credit Limit	0
Settlement Type	Next month
Settlement Time	31
Settlement Disc %	0.00

11. If applicable, specify the **Factor** for the account.

    *If a Factor is specified, payments will go to the Factor and not the Supplier. Factors are set up in **Factor Maintenance** (see topic '' on page 4).*

12. Select the **Payment Method** for the account.

    The options are 'Cheque' (automated cheque), 'Manual' (manual cheque), 'BACS', 'Direct Debit', or 'Standing Order'.

13. Select the default **Settlement Type** for the account.

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

14. Enter the default **Settlement Time** for the account.

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

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

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

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

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

15. If applicable, enter the default **Settlement Disc %**.

    This will automatically calculate the discount at the time of posting, but this value can be changed.

16. Click the **Bank** tab. This tab is for entry of the Bank Account details for the Supplier.

Notes

Notes

✎ *If a BACS, Direct Debit or Standing Order payment method was selected (see above), then a **Sort Code** and **Account Number** are mandatory for the Supplier.*

ⓘ *An **Account Name** must be entered, irrespective of the payment method.*

17. If the Supplier is paid by BACS/Direct Debit/Standing Order, enter the Supplier's **Account Number**.
18. Enter the **Account Name**.
19. If the Supplier is paid by BACS/Direct Debit/Standing Order, enter the **Sort Code**.

Creating Depots

20. Click the **Alt Address** tab for entry of alternative Supplier addresses (depots) for Purchase Ordering.
21. Click **New** to create an alternative address. This address can be selected when processing Purchase Orders.

22. Enter the address details, including the branch name, in the dialogue boxes as required. This can include email address, website, phone number etc.
23. A **Location** can also be specified which may identify the Supplier's regional classification.
24. The address is **Active** by default but can be made inactive when no longer in use. If the address is set to inactive, enter the **Date Inactive**.

25. If you wish this to be the default address for the Supplier when making orders, select 'Yes' in the **Default** field.

Note that another alternative address can be selected at the time of posting.

26. Click **OK**. The Supplier Account has been stored on the system.

Factor Maintenance

This program is used to create and maintain any Factor Account details. A Factor collects payments owed to a Supplier or a Subcontractor.

Note that Factors are assigned to Suppliers in the **Terms** tab of **Supplier Maintenance** (see topic 'Supplier Maintenance' on page 1), and to Subcontractors in the **Terms** tab of **Subcontractor Maintenance** (see topic 'Subcontractor Maintenance' on page 5).

Factor			
Main	Bank	Contacts	Notes	User Defined

Name		Analysis
Address		Search Code
		VAT Reg Number
		Date Opened
Town/City		Active
County		Date Inactive
Post Code/Country		
Email		
WWW Address		
Phone Number		
Fax Number		

Audit	Previous	Next		Modify	Delete	OK	Cancel

Notes

Subcontractor Maintenance

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

Create a Subcontractor Account

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

4. Enter the Subcontractor Code in the **Subcontractor** field and press the Tab key. The **Search Subcontractors** dialogue is displayed.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Subcontractor Maintenance** program showing the new Subcontractor Code is displayed.
6. Enter the Subcontractor's name in the **Name** field.
7. Enter the address and contact details of the Subcontractor.
8. Select an **Account Type** for the Subcontractor.

> This is a default and can be overridden for each Subcontractor order (see topic 'Subcontractor Order Maintenance' on page 24).

> The options are 'Labour Only' (to supply labour and no materials), 'Materials' (to supply materials only), and 'Supply & Fix' (contracted to do a job and supply the materials - labour and materials are paid for, but materials are non-taxable for CIS purposes).

Notes

9. Select the VAT **Certificate Type** for the Subcontractor.

    The certificate type determines the correct handling of VAT. This should be entered to ensure the correct posting method and updates are applied.

    *This is set up as a default for Subcontractor **Order Maintenance**, which can be overridden during order creation, if required.*

    The options are as follows:

    •   *'Invoice' - This document is regarded as a tax document and as such indicates the amount of VAT. VAT can be claimed by the Contractor straight away (i.e. as soon as the invoice is received).*

    •   *'Self Bill' - Before a Contractor can perform self-billing they have to be authorised by HMRC to do so. This is a VAT document that is issued by the Contractor to the Subcontractor, but actually addressed from the Subcontractor to the Contractor, showing VAT on the payment document; therefore, the Subcontractor does not have to raise a bill at all. VAT can be claimed by the Contractor at point of payment. The Subcontractor pays VAT and the Contractor claims it back.*

    •   *'Authenticated Receipt' - The processing is exactly the same as self-billing, apart from the tax document being different. The Subcontractor has to complete and return the VAT receipt sent by the Contractor or, alternatively, return a tax invoice to the Contractor.*

    •   *'Certificate/VAT Invoice' - When posting an application (value of work done) to the Subcontractor, selecting this option treats the application as an invoice and accounts for VAT on this document. The VAT is placed in the VAT Control Account and any liability is transferred to the VAT Suspense Account. This is used when VAT has been claimed from HMRC for work to be done by the Subcontractor, and the total amount of VAT has not been paid to the Subcontractor. The VAT is held in the Suspense Account until the next payment period to the Subcontractor.*

    •   *'Certificate NonVatable' - This option treats the application of the Subcontractor, and therefore the work to be done, as not requiring VAT payment.*

10. Enter the **VAT Reg Number** for the Subcontractor.

    The system will validate the format of the number and prefix it with the appropriate Country Code i.e. GB. Alternatively the number can be entered in the format GBnnnnnnnnn (where n is a numerical digit). The system will warn if the number does not match the given Country Code or any assumed Country Format.

    If Subcontractors are not registered for VAT, then they cannot be paid VAT. In some instances, VAT has to be registered at a later date and paid at a later date.

    If a VAT registration number is not specified then the order will assume that the Subcontractor is not registered for VAT and therefore VAT cannot be paid against the Subcontractor.

Notes

11. Indicate whether **Applications** (valuations of work) are applicable for this Subcontractor.

    Applications record up-to-date costs and liabilities against the job. This is not applicable if invoice processing to the Subcontractor.

12. Indicate whether to **Apply C.I.T.B** (Construction Industry Training Board) deductions for this Subcontractor.

13. Enter the **Date of Birth** of the Subcontractor.

    This can be recorded for CIS (Construction Industry Scheme) Card holders and can then be used to cross-reference against the National Insurance Number (see below).

14. If applicable, enter the **Self Bill Due Date**.

    This is only applicable if the VAT certificate type is self-billing (see above). If this due date expires, transactions are automatically placed on-hold when posting to the Subcontractor.

15. Click the **Terms** tab.

Factor		Remittance To	Subcontractor
Currency	Sterling		
Payment Method	Cheque	Agreement Date	
Credit	0	Agreement Expires	
Settlement Type	Days		
Settlement Time	1		
On-Hold	No		
Separate Cheques	No		

Order Defaults

Retention %	0.00
Discount %	0.00
Trade Cost Head	
Processing Type	Cumulative

16. If applicable, specify the **Factor** for the Subcontractor (see topic 'Factor Maintenance' on page 4 for details).

17. Specify the **Payment Method** for the Subcontractor.

    The options are 'Cheque' (automated cheque), 'Manual' (manual cheque), and 'BACS'.

18. Select the default **Settlement Type** and **Settlement Time** for the Subcontractor (as set for a Supplier - see topic.'Supplier Maintenance' on page 1 for a description on these fields).

19. Indicate whether the Subcontractor requires **Separate Cheques** for payment.

    If this indicator is set to 'No', then the system will merge certificate and invoice payments due across all the Subcontractor Orders to a single payment.

20. If applicable, enter the default **Retention %** to be applied against the Subcontractor. This can be overridden on each Subcontractor Order.

21. If applicable, enter the default **Discount %** to be applied against the Subcontractor. This can be overridden on each Subcontractor Order.

Notes

> ✎ *Whether retention is calculated before any discount, or vice versa, is dependent on the **Calculation** setting in the **Subcontract** tab of **Parameter Maintenance** (see section 'Parameter Maintenance' of the Evolution M Manual).*

22. Enter the default **Trade Cost Head**. This can be overridden on each Subcontractor Order.
23. Specify the **Processing Type**.
24. Click the **Bank** tab.

> ✎ *If a BACS payment method was selected (see above), then a **Sort Code**, **Account Number,** and **Account Name** are mandatory for the Subcontractor.*

25. If the Subcontractor is paid by BACS, enter the Subcontractor's **Account Number**.
26. Enter the **Account Name**. This is a mandatory field, irrespective of the selected payment method.
27. If the Subcontractor is paid by BACS, enter the **Sort Code**.

Enter CIS Details and Perform Online HMRC Verification

In line with current HMRC legislation, this section is mandatory and if CIS details are not held, payments cannot be made to the Subcontractor.

The information that can be recorded varies for each type of Subcontractor and, although we provide the tools, it is ultimately the responsibility of the user to ensure that they are familiar with this legislation and that records on the system are kept accordingly.

28. Click the **Tax** tab.

Notes

29. Select the **Type of Business**.

    The options available are:

    • *Sole Trader*

    • *Company*

    • *Partnership*

    • *Trust*

    • *Exempt from CIS (i.e. professional services e.g. architect). If the Subcontractor is exempt from CIS then this section does not require completion*

30. If the **Subcontractor Trading Name** is entered, an individual's name cannot be entered below.

31. If a **Subcontractor First Name**, **Second Name** and **Last Name** is entered, a **Subcontractor Trading Name** can not be entered above.

32. Enter the **Subcontractor Unique Tax Ref.** as supplied by HMRC in the CIS333 report. This is a numerical 10-digit reference and the field is checked for number of digits and non-numeric characters.

33. If the type of business specified above is a sole trader, then the Subcontractor's **National Insurance Number** is required for verification purposes.

34. If the type of business specified above is a company, then the Subcontractor's **Company Registration Number** is required, for verification purposes.

35. If the type of business specified above is a partnership, then the Subcontractor's **Partnership Unique Tax Ref.** is required for verification purposes. This is a numerical 10-digit reference and the field is checked for number of digits and non-numeric characters.

36. If the type of business specified above is a partnership, then the Subcontractor's **Partnership Name** must be entered for verification purposes.

37. In the **Tender is Accepted/Contract/Order Placed** field, indicate whether the Subcontractor has been accepted by HMRC and is being placed on a Contract Order.

38. If the **Next/Previous by UTR** flag is set, then the **Next** and **Previous** options at the bottom of the screen will move by Subcontractor Unique Trading Reference, as opposed to Subcontractor Code. The UTR is held on the CIS333 form.

39. The **Last Modified** field will show when the record was last modified and by which program. You can click **History** to show the previous amendments to the record.

Notes

40. Select the HMRC verification **Status** of the Subcontractor. For first time setup of new Subcontractors, this will be set to 'Awaiting Verification'.

    The options are:

    'CIS333' (CIS registered pre-2007) - this would only be used for existing Subcontractors which have been set up in the previous accounting system before CIS 2007 was introduced. These Subcontractors are already on the books and have been paid since 5th April 2010; if they have not been paid since this date then they require verification from HMRC.

    'Matched' means that the Subcontractor has already been verified by HMRC and matched to their records (the field is automatically set to this upon HMRC verification).

    'Unmatched' means that HMRC have verified and cannot match the Subcontractor to their records, meaning that they will automatically be set to a 'High' rate of tax (see below).

    'Awaiting Verification' from HMRC. This is the setting for new Subcontractors which require HMRC verification.

41. If applicable and required, select the **Tax Treatment** for the Subcontractor.

    If this is a new Subcontractor setup, this may not be known and can be left as the HMRC verification process will update this field (see below).

    The options are as follows:

    'High' - HMRC does not yet know the details of the income and tax history for the Subcontractor, therefore the Subcontractor has been provided with an emergency tax code and pays a high rate of tax.

    'Gross' - the Subcontractor pays their own tax.

    'Net' - the Subcontractor has a tax code and therefore tax needs to be deducted from payments to them.

42. If applicable (Subcontractor is set to 'CIS333'), enter the **Last Payment Date** for the Subcontractor for system verification purposes.

43. The **Status**, **Tax Treatment** and **Verification Number** fields are updated when the verification process has been run and HMRC provide the details through the system.

    *The Subcontractor details can only be verified once they have been updated onto the system, so the file needs to be saved first. After clicking **OK** in the program, go back to this tab and click **Verify** to send the Subcontractor details to HMRC for verification. Verification can also be done for multiple Subcontractors at the same time (see section 'HMRC Verification' of the Evolution M Manual).*

    The system will poll out to the HMRC website for authorisation by HMRC. Once authorisation has been completed, these fields are automatically updated with the details.

    Note that there must be a Unique Tax Reference before the verification process can take place.

    Note that verification details received from contacting HMRC directly can also be entered here.

Notes

Supplier Processing

This section covers some of the routines involved in Supplier processing.

Scanning Invoices/Credit Notes

Scanning of documents involves using the Document Management module (see section 'Document Management' of the Evolution M manual) to print barcode labels, attaching the labels to the required documents, and scanning the documents for attachment to Purchase Ledger transactions (see section 'Purchase Postings' in the Evolution M Manual).

Note that someone should be monitoring the statuses of documents being scanned into the system using the **Document Gateway Import** tool (click **Options** from the Evolution M toolbar and select 'Load Document Gateway Import').

The location of scanned documents is specified in the Document Bin (see section 'Document Bin' of the Evolution M Manual). There are Document Bins for different document page types.

Scan a Document

1. Select **Document Management** in the top pane of the application window.
2. Select **Processing** in the left pane of the application window.
3. Select **Print Labels** from the list of programs in the main window. The **Print Labels** program is displayed.

4. Specify the **Document Type** 'PL invoices (PLI)'.
5. The **Starting Reference** will be the label number carried on from the last print run or last label number specified for the Document Type (see section 'Barcode Label Numbers' of the Evolution M Manual), but can be changed if required.
6. Specify the **Pages To Print** (1 to 99 allowed). This is the number of pages of labels which are required.

Notes

7. Click **OK**. The print preview of the barcodes is generated and can be printed.

PLI000001	PLI000002	PLI000003	PLI000004
PLI000005	PLI000006	PLI000007	PLI000008
PLI000009	PLI000010	PLI000011	PLI000012
PLI000013	PLI000014	PLI000015	PLI000016
PLI000017	PLI000018	PLI000019	PLI000020
PLI000021	PLI000022	PLI000023	PLI000024
PLI000025	PLI000026	PLI000027	PLI000028
PLI000029	PLI000030	PLI000031	PLI000032
PLI000033	PLI000034	PLI000035	PLI000036

8. Once finished with printing, click **OK** to close the print preview.

    If the starting reference was not changed (see above), the starting reference is updated.

    If the starting reference was changed, the following dialogue is displayed.
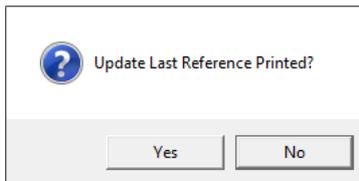
    Click **Yes** to update the last reference printed, or **No** to keep the current starting reference.

9. Attach the sticky labels to the required documents to be scanned.

    (i) *For documents with multiple pages, attach the barcode label to the first page only.*

10. Place the documents in the scanner/photocopier and select the **Evolution M** button on the device. The documents are scanned to the specified location in the appropriate Document Bin.

11. For steps on attaching a document to a transaction when processing see topic 'Supplier Transaction Posting' on page 13.

Notes

Supplier Transaction Posting

This topic covers registering invoices, processing registered invoices and matching invoices to Purchase Order GRN's (see section 'Purchase Ordering' of the Evolution M Manual).

Registering Invoices

Invoices can be registered as having been received from a Supplier, without allocating costs to a Contract or Nominal Account. The processing can be done at a later date by posting the invoices and selecting the registered invoice transactions to process (see topic 'Transaction Posting (including Processing Registered Invoices)' on page 14).

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** of 'Register'.
5. 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

6. Enter the Supplier Code in the **Account** field.
7. In the **Reference 1** field, enter the number of the barcode label attached to the document associated with this transaction(e.g. PLI00101 - but just 101 can be entered) and press the Tab key.

   (i) *If you have barcode reader functionality, at this point the barcode label can be scanned by the barcode reader and the system will automatically enter the barcode label number.*

   If a message appears saying that the document cannot be found, this means that the document was not successfully scanned into the system (it was rejected) or it has not been scanned at all.

   *If you click **Image** adjacent to the **Reference 1** field, a preview of the document can be viewed if it has been successfully scanned into the system.*

8. Enter a reference for the invoice in the **Reference 2** field.
9. Enter the **Total Value** of the transaction (including the VAT amount, if applicable).

Notes

10. If VAT is applicable for the Supplier, the **Vat** amount is automatically calculated for this transaction according to the Supplier's VAT Code (see topic 'Supplier Maintenance' on page 1 for more details).

11. Click **OK**.

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

13. Repeat the steps above for other registers as required.

14. Click **OK** to update the batch. If the 'Batch Header Total Check' is set in the initial system setup, then if the total amount and/or the number of the transaction(s) differs from the batch total that was entered previously in the **Batch Header** dialogue, enter the batch total and/or number of transactions, if required, and click **OK** to update the batch.

15. If you clicked **OK**, the following dialogue is displayed.

16. Click **Yes** to update the batch and exit the program.

Transaction Posting (including Processing Registered Invoices)

The **Post Transactions** program is used for posting invoices, registered invoices, debit journals, credit journals, credit notes, and payments against Suppliers.

It can also be used for matching invoices to Purchase Orders and Purchase Order GRN's, matching other types of transactions with each other (e.g. matching invoices to payments,) and manually allocating transactions for analysis.

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** of 'Invoice'.

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

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

Notes

7. In the **Reference 1** field, click [icon] and select the registered invoice. The rest of the fields in the program are populated according to the registered invoice details (see topic 'Registering Invoices' on page 13).

8. Click **OK**. Matching and/or analysis can now be performed.

Analyse/Match the Invoice

The invoice can now be costed to a Contract, Plant or Nominal, or it can be matched to a Purchase Order Goods Received Note(s) (also called Delivery or Advice Note).

To analyse the invoice:

• Click **Analysis**. The **Analysis** dialogue is displayed.

> (i) *Indicate whether the transaction is for a 'Contract' or 'Plant'. If 'Plant' is selected, the **Plant Item** and **Plant Cost Head** can be selected.*

• Enter a Contract or Nominal Account for the transaction.

Either enter a Contract:

• Specify the **Contract** for the transaction.

> [icon] *If required, transaction entries can be made against Nominal Accounts instead, by selecting an account in the **Nominal** field below.*

• Specify the **Cost Head Code** for the entry.
• The net **Value** of the transaction (excluding any applicable VAT amount) will be automatically calculated, but can be changed if required.

Or enter a Nominal Account:

• Enter the appropriate **Nominal** for costing purposes.
• The net **Value** of the transaction (excluding any applicable VAT amount) will be automatically calculated, but can be changed if required.

• Click **OK**.

• If necessary, create another analysis entry (or entries) for this transaction.

> [icon] *An entry can be deleted or edited by selecting the entry at the bottom of the dialogue and clicking **Delete** or **Modify**. Also, the transaction previously entered can be viewed by clicking **Transaction**.*

• Click **OK**. If net value of the entry (entries) matches the net of the transaction (i.e. a zero is shown in the **Value to Analyse** field at the top), the following message is displayed.
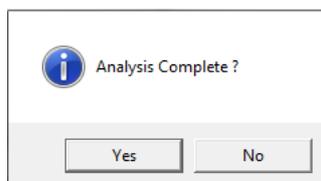
• Click **Yes** to complete analysis of the transaction.

To match the invoice to a Purchase Order GRN(s):

- Click **Orders**. The **Order Matching** dialogue is displayed, showing all orders for the Supplier which are unmatched.

Note that you can match invoices to an order that has not had GRN's entered by highlighting the order and selecting the **Combined** button

- Select the required order and click **Match GRN**. The following dialogue is displayed.

- Place a tick under the **Invoice All** column to match the invoice to the GRN or click **Combined** to create a combined transaction/GRN, which means that the order has not yet been delivered (this will do a combined delivery (GRN) and invoice posting) and the order can also be completed from here (by placing a tick under the **Comp** column).

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- Repeat for other order GRN's as necessary to match to the total net of the transaction.

- Click **OK.** 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. If the value is not matched, then the remainder can be manually allocated using the **Analysis** button (see above).

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

10. Repeat the steps above for other registered invoices as required.

11. Click **OK** to update the batch. The following dialogue is displayed.
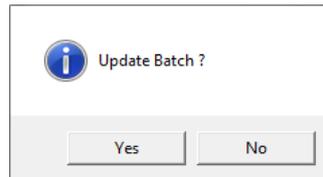
12. Click **Yes** to update the batch and exit the program.

Modify Registered Details

This program enables you to modify details (e.g. due date and status) against registered invoices which have not been processed (see topic 'Registering Invoices' on page 13).

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

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

3. Select **Modify Registered Details** from the list of programs in the main window. The **Modify Registered Details** program is displayed.
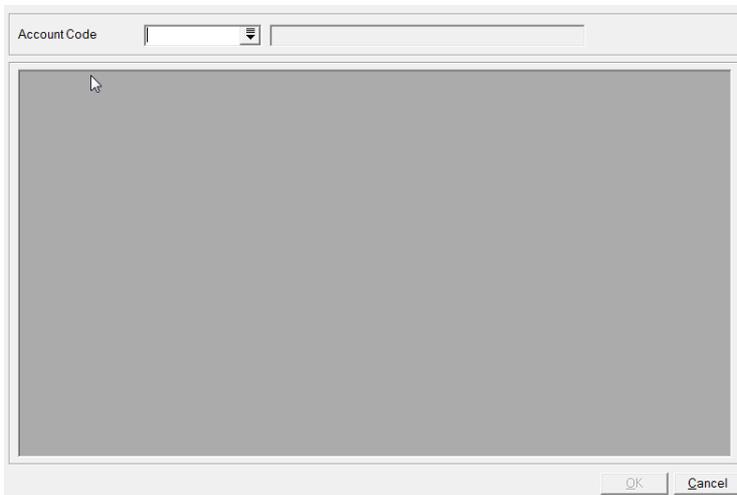
4. Enter the **Account Code** of which to modify registered invoice details. All the registered invoices which have not been processed against the Supplier are loaded into the program.

Notes

	Notes

5. To amend the registered details of a transaction, double-click on the transaction and the **Amend Details** dialogue is displayed.

6. The date the transaction was registered can be modified.

7. The **Goods** value of the registered details, excluding the VAT amount, can be modified.

8. If required, edit the amount of VAT against the registered transaction.

   (i) *This field can be amended as it has yet to be stored in the VAT analysis table.*

9. If applicable and required, edit/enter the **Sett Discount**.

   *This will automatically be displayed if the Settlement Discount % is set in the **Supplier Maintenance** program (see topic 'Supplier Maintenance' on page 1).*

10. If required, edit/enter the **Reference 2** which will be validated to ensure that the number is unique for this Supplier.

11. The **Status** of the invoice can amended.

12. The **Due Date** will be displayed as calculated from the Payment Terms of the **Supplier Maintenance**. This date can be modified, if required.

13. Click **OK** to close the **Amend Details** dialogue and return to the **Modify Registered Details** program.

14. Click **OK** to save the changes and clear the record from the program.

15. If required, repeat the steps above for each Supplier as necessary.

Supplier Enquiry

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

Interrogate a Supplier Account

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.

   Summary tab:

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

- If provided, the phone number, fax number, email address, and website address of the Supplier are displayed as held in **Supplier Maintenance** (see topic 'Supplier Maintenance' on page 1).
- The settlement discount (if applicable), account type, and currency the Supplier trades in as held in the **Supplier Maintenance** record, as well as the last invoice and last payment against the Supplier, are displayed here for memorandum purposes.
- Outstanding **Balances** per period and how much of the balances are on-hold are displayed. The overall balance of the Supplier's account is shown at the bottom of the tab.

Notes

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

Transactions tab:

This tab displays all transactions for the Supplier.

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

*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.*

Notes

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

Summary tab:

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

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

Costs tab:

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

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

Levels can be expanded for analysis

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

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

Notes

Subcontractor Processing

This section covers some of the routines involved in Subcontractor processing.

Subcontractor Order Maintenance

The **Subcontractor Order Maintenance** program is used to create and maintain Subcontractor Order details. Transactions cannot be posted against Subcontractors without orders in place.

There are two levels to be specified when creating an order record. The first is the Subcontractor Account, as defined in **Subcontractor Maintenance** (see section 'Subcontractor Maintenance' on page 5), and the second is the Contract Order.

Note that Subcontract Orders are only created here if Subcontract Purchase Orders are not used (see section 'Subcontract Order Processing' of the Evolution M manual).

Create a Subcontractor Order

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

4. Enter the Subcontractor Code in the **Subcontractor** field and press the Tab key, or search for a Subcontractor.
5. Enter the Contract Order Code in the **Contract-Order** field and press the Tab key.

> ⓘ *Alternatively, a Contract can be selected by clicking **Contracts** and placing an order on the Contract.*

> 📝 *A Contract Order can be made up of up to two parts, split in the following ways:*
>
> *First part only - An order against a specific Contract, therefore only the Contract Code needs to be entered.*
>
> *Second part only - A generic (multi-job) order normally used for Subcontractors with an invoice certificate type (see topic 'Subcontractor Maintenance' on page 5). This must be a hyphenated alpha-numeric code, up to 6 digits e.g. -MJ.*

Notes

> *First and second parts* - *The Contract Code followed by the Purchase Order Number or Job Type (up to 6 characters) needs to be entered. The Contract and PO Number/Job Type needs to be separated with a hyphen e.g. CRH1- 000001 or 1000-ELE.*

6. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Order Maintenance** program showing the new Contract Order Code is displayed.

ⓘ *Many of these fields are defaulted from the Subcontractor Account Maintenance.*

Order Name	Extention to Milnwood House	Settlement Type	Days
Order Details/Ref.		Settlement Time	0
Order Date		Tax Exempt	No
Order Value	0.00	On-Hold	No
Analysis		Active	Yes
Account Type	Supply & Fix	Date Inactive	
Supply and Fix Type	Domestic	Apply CITB	No
Certificate Type	Invoice	RCT1 Received	No
Applications	No	Sub Job	

Order Work Categories Defaults

Discount %	0.00	Processing Type	Movement
Retention % of	5.00 to 0.00 thereafter % of 0.00		
Operation			

7. Enter the **Order Name**.
8. If required, enter the **Order Date**.
9. Enter the **Order Value**.

🖉 *If you are using budgets, depending on the **Order Header Work Category** setting in the **Subcontract** tab of **Parameter Maintenance** (see section 'Parameter Maintenance' of the Evolution M Manual), you are either notified when transaction posting that this will bring the cost over budget but you can carry on with the posting if you wish, or you are notified of going over budget and cannot post the transaction(s) (see topic 'Subcontractor Processing' on page 24).*

10. If required, change the default **Account Type** for the Subcontractor.

🖉 *This is the default for the Subcontractor as set in **Subcontractor Maintenance** (see topic 'Subcontractor Maintenance' on page 5) and can be overridden.*

11. If applicable, select the **Supply and Fix Type**.

🖉 *This only applies if the **Account Type** is set to 'Supply & Fix'. There are two options; 'Domestic' and 'Nominated' (if the Subcontractor has been nominated by the client of which the Contract is for).*

12. If required, override the Subcontractor's default VAT **Certificate Type** for this order.
13. If applicable for this Subcontractor, indicate whether **Applications** (valuations of work) are applicable for this Contract Order.

Notes

*If the **Applications** setting for the Subcontractor has been set to 'No' (see topic 'Subcontractor Maintenance' on page 5), then this field cannot be changed; if the Subcontractor can accept applications, then this can be changed from 'Yes' to 'No' for this order.*

14. The **Settlement Type** is defaulted from **Subcontractor Maintenance**, but may be overridden for an individual Contract Order.

15. The **Settlement Time** is defaulted from **Subcontractor Maintenance**, but may be overridden for an individual Contract Order.

16. Indicate whether this Subcontractor Order is **Tax Exempt**.

17. If required, override the default setting (set in **Subcontractor Maintenance**) of whether to **Apply C.I.T.B** (Construction Industry Training Board) deductions for this Subcontractor.

The **Order Work Categories Defaults** section at the bottom of the tab defines the defaults from the main Subcontractor record, which can be overridden on the **Work Categories** tab (see below) and at the time of posting.

18. If applicable and required, override the default **Processing Type** for the Subcontractor for this order.

If the processing type is set to 'Cumulative', then at the time of posting the operator can enter cumulative or movement figures. Setting this field to 'Movement' restricts input.

Note that if an 'Invoice' certificate type is applicable for the order, then only 'Movement' can be selected here.

19. The **Discount %**, if any, is carried over from **Subcontractor Maintenance** and can be overridden here and at the time of posting.

20. The **Retention % of**, if any, is carried over from **Subcontractor Maintenance** and can be overridden here and at the time of posting.

*The percentage may sometimes be limited to an order value, after which retention is taken at a different rate. For example, the fields may read **Retention % of** 5.00 **to** 10,000.00 **thereafter % of** 3.00.*

*This would calculate 5% on the first £10,000 certified and then 3% on anything over this value. If the '**to**' and '**thereafter**' fields are left blank the system will apply the percentage defined to all payments.*

Notes

21. Click the **Work Categories** tab.

This facility allows for Work Categories (see section 'Work Category Master' of the Evolution M Manual) to be held against the Contract Order.

ⓘ *At least one Work Category must be specified before save the order.*

22. To attach a Work Category to the order, click **New** at the top-right of the tab.
23. Select the required **Work Category** and press the Tab key**.**
24. If applicable and required, override the default **Processing Type** which has been carried over from the **Main** tab (see above).

ⓘ *If this field is defaulted to 'Movement', then this field cannot be changed.*

25. If required, override the default **Retention % of**, **to** and **thereafter** fields which have been carried over from the **Main** tab (see above).

🖉 *Note that if the retention is not known at the time of creating this order, then the percentage entered on the first payment will update this record for future postings.*

26. Select the default **VAT Code** for the order, which can be overridden at the time of posting if required.

🖉 *If a VAT registration number has not been specified for the Subcontractor, then the order will assume that the Subcontractor is not registered for VAT and therefore the only option in this field is 'Non Registered'.*

27. Specify the Trade (e.g. **Supply and Fix**) Cost Head.
28. If required, enter the default **Discount %** for the order.

🖉 *Note that if the discount is not known at the time of creating this order, then the percentage entered on the first payment will update this record for future postings.*

29. Click **OK** at the top-right of the tab to save the Work Category.
30. Repeat the steps for other categories as required.
31. Click **OK**. The Subcontractor Order has been stored/modified on the system.

Notes

Subcontractor Transaction Posting

The **Post Transactions** program is used for posting invoices, certificates and applications (if in use) against Subcontractors.

These transactions will update the individual Subcontractor Account with the details and values.

Post Transaction(s)

1. Select **Subcontractor** 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.

Batch Details	
Batch Type	Certificate
Batch Date	
Period	
Total	
No of Trans	
Payment Status	
Pay Authorised	
Bank Account	
Update Nominal	
Tax Regime	
Notes	

4. Select the **Batch Type -** 'Certificate', 'Invoice' or Application' (if in use on the system).

> *The options which then become available in the dialogue depend on the type of processing selected here.*

5. Click **OK** or press the Enter key. The rest of the fields become active.
6. If applicable, select the **Payment Status** of the batch. (For certificates the options are 'Automatic', 'Manual' or 'On-Hold', and for invoices they are 'Cleared' and 'On-Hold').

> *'Automatic' denotes automatic cheque and BACS payment, and 'Manual' denotes manual cheque payment.*
>
> *For invoices, if the batch is set to 'On-Hold', this can be cleared later in the **Change Invoice Due Date/Payment Status** program.*
>
> *For certificates, if the batch is set to 'On-Hold', this can be cleared later in the **Clear Held Certificates** program.*

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

Notes

Notes

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

9. 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 be compatible with the batch type e.g. if you are invoice processing, then the Subcontract Order must have an invoice certificate type (see topic 'Subcontractor Order Maintenance' on page 24).*
>
> *If you are certificate processing, then the Subcontract Order can have any certificate type other than invoice.*
>
> *Also, an order must be enabled to accept applications in order to process an application against an order.*

10. Enter the **Subcontractor Ref.** This is the document reference number for the Subcontractor.

> *For invoice processing, an invoice number must be entered here.*
>
> *For certificate/application processing, if you do not enter a reference number here, the system populates this field automatically, providing a name based on the batch type and batch sequence against the order e.g. 'Certificate00003'.*

11. If required, enter a document reference for the batch in the **Reference 2** field.

> *In the **Reference 1** field, enter the number of the barcode label attached to the document associated with this transaction(e.g. SI00101 - but just 101 can be entered) and press the Tab key.*
>
> *Note that you can also click ⬇ and select a system document to attach for reference to this batch.*

12. For invoices/certificates only, if required, the **Date Due** for the transaction can be changed.

> *The due date is automatically calculated according to the settings of the **Settlement Type** and **Settlement Time** fields in the **Terms** tab of **Subcontractor Maintenance** (see topic 'Subcontractor Maintenance' on page 5) but can be changed.*

13. For invoices/certificates only, if required, change the default **Payment Status** of the transaction. This is defaulted to the status set previously in the **Batch Header** dialogue (see above).

14. Click **OK**. The Work Categories for the Subcontract Order are displayed in the table at the bottom of the program.

Category Name	Cumulative	Previous	This
Measured Work	17,200.00	17,200.00	0.00
Subcon Materials	0.00	0.00	0.00
Total	17,200.00	17,200.00	0.00

15. If this is an invoice, enter the transaction amount in the **This** column for each category as required. If this is a certificate or application, enter the amount in the **Cumulative** or **This** column for each category as required.

16. Click **OK**.

> *If using budgets and the value entered exceeds the order budget, the following message appears.*

> *Depending on your initial system setup, you can either carry on with the transaction or you are not allowed to process the amount as the system enforces the budget (as set in the **Subcontract** tab of **Parameter Maintenance**).*

Either for Application Processing

If this is an application, the following message appears.

• If the transaction is complete, click **Yes**.

Or for Invoice/Certificate Processing

For a certificate or invoice, the **Calculations** dialogue is displayed.

Notes

Subcontractor	ABC001	Contract-Order	1001		Reference.	cert2367

Category Name	Measured Work	Subcon Materials		Total
Cumulative	18,000.00	1,200.00		19,200.00
Previous	17,200.00	0.00		17,200.00
This	800.00	1,200.00		2,000.00
Retention %	5.00	5.00		
Retention Cum	900.00	60.00		960.00
Retention Prev	860.00	0.00		860.00
Retention This	40.00	60.00		100.00
Discount Prev	0.00	0.00		0.00
Discount %	0.00	0.00		
Discount This	0.00	0.00		0.00
CITB This	0.00	0.00		0.00
Taxable Amount	760.00	1,140.00		
Calculated on	760.00	1,140.00		1,900.00
Tax This	0.00	0.00		0.00
VAT Rate	Standard Rated	Standard Rated		
Vatable Amount	760.00	1,140.00		1,900.00
VAT This	152.00	228.00		380.00
Contra This	0.00			0.00

	Payment Due	2,280.00

Reset   Notes   OK   Cancel

- The calculations which are made to the posting depend on the setup of the order (see topic 'Subcontractor Order Maintenance' on page 24).
- If required, make any necessary adjustments and click **OK**.

    If applicable and required, the following fields can be adjusted:

    Retention % *- if this is changed, the* ***Retention Cumulative*** *and* ***Retention This*** *fields are automatically updated, but both fields can be changed individually as well.*

    Discount % *- if this is changed, the* ***Discount This*** *field is automatically updated, but can be changed individually as well.*

    Whether retention is calculated before any discount, or vice versa, is dependent on the ***Calculation*** *setting in the* ***Subcontract*** *tab of* ***Parameter Maintenance***.

    VAT Rate *- if this is changed, the* ***VAT This*** *field is automatically updated, but can be changed individually as well.*

- If the calculation is complete, click **Yes**. Click **No** to change analysis of the transaction.

    This applies to multi-job invoices, where the gross value can be allocated over multiple Contracts and, if required, multiple Cost Heads.

- If a full Cost Head has not been specified for the Work Category in **Order Maintenance**, or you have clicked **No** to the **Transaction Complete?** message to override the default Cost Head, the **Analysis** dialogue is displayed.

    If all the details are on the order and a Contract has been specified, then you are not automatically redirected to the ***Analysis*** *dialogue.*

Notes

Notes

- Select the **Work Category** to analyse and press the Tab key, or select the category from the table below and click **Modify**.
- If required, override the **Cost Head**.

  If a main code has been entered by default according to the order default (see section 'Subcontractor Order Maintenance' on page 24), a full sub-code is required.

- Enter the **Value** for analysis. The total value of transaction can be split between categories, Contracts, Cost Heads etc. for analysis.
- If the calculation is complete, click **Yes**.
- If required, amend the **Quantity**, **Cost Effective Date**, and **Notes**.
- Repeat for other categories if applicable and required. The total value of transaction can be split between categories, Contracts, Cost Heads etc. for analysis.
- Click **OK**.
- Click **Yes** to complete the transaction and close the posting.

17. If required, repeat the steps above for each transaction in the batch.

18. Click **OK** to update the batch. The following dialogue is displayed.
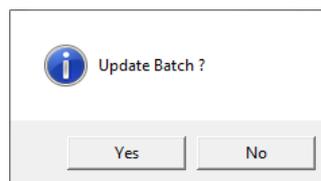
19. Click **Yes** to update the batch and exit the program.

Subcontractor Enquiry

The **Subcontractor Enquiry** program displays a summary of the current Contract Orders the Subcontractor is working on and shows details of the transactions against a Subcontractor's account.

Interrogate a Subcontractor

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

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

3. Select **Subcontractor Enquiry** from the list of programs in the main window. The **Subcontractor Enquiry** program is displayed.
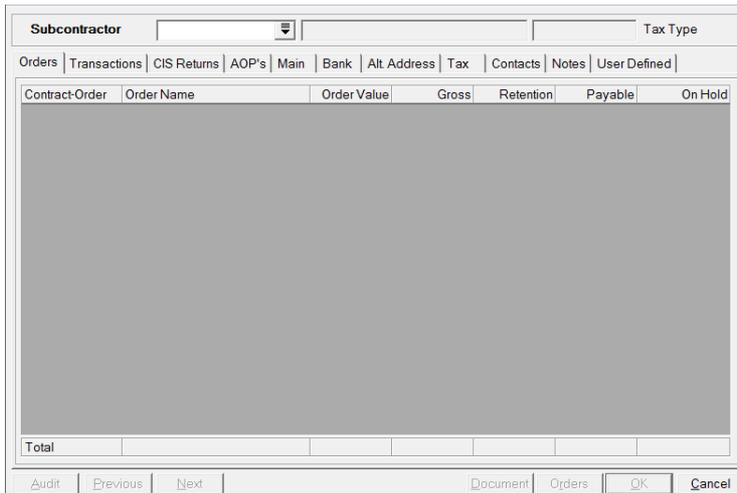
4. Enter or search for the Subcontractor Code in the **Subcontractor** field.

   Orders tab:

   This tab displays a summary of all orders for the Subcontractor.

• Double-click on an order to interrogate full details on the order, including all transactions against the order.

Notes

Notes

- If you click the **Transactions** tab, only transactions for that order will be displayed.

Transactions tab:

This tab displays all transactions for the Subcontractor, irrespective of orders.

- By default, a summary of the transactions is displayed, but this view can be changed by the drop-down menu at the top-right of the tab.
- This tab shows all transactions by default, but by selecting a different option you can display **Unpaid** or **OnHold** transactions.
- By default, **Transactions** are displayed, but **Applications** can be displayed too by selecting this option.
- If you double-click on any of the transactions, the **Transaction Enquiry** dialogue will be displayed, providing more detail for the transaction.

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 Supplier.
2. Post Purchase Invoice and Credit Note.
   - Allocate to Contract and direct to Nominal Code
   - Match to Purchase Order using **Combined** button

Notes

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