

# **Evolution M Core Training**

## **Purchase and Subcontract Processing**

Issue 2



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## **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.

n   Terms   Bank   Alt Address   Contacts   Notes   User Defined   Price	
	ing
ame	Analysis
Idress	Search Code
	Tax Regime
	VAT Reg Number
wn/City	VAT Code
suppr	
st Code/Country	Active
nail 🗧	Date Inactive
WW Address	Their Reference
ione Number	Approved 🗸
x Number	
count Type	
ominal 🗐	
ost Head	
Audit Dravious Nevt Document Catagories	Producte Marify Delate OK Cancel

- 4. Enter the Supplier Account Code in the **Account Code** field and press the Tab key. The **Search Suppliers** dialogue is displayed.
- 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.

## **Training 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		Ē
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

Account Number		Phone Number	8
Bidng Soc Roll No		Fax	
Autopay Ref No			
Account Name			
Sort Code	=		
Bank Name			
Branch Name			
Address			
Town/City			
County			
Post Code/Country	1		
Email	£		



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.

Branch		Location	
Name	Aquaid Ltd	Grid Reference	
Address		Active	Yes 🔻
		Date Inactive	•
		Default	No 🔻
Town/City			
County			
Postcode/Country	<b>R</b>		
Email	Ð	Delivery Instructions	
www	<i>(</i> #		*
Phone Number	2		
Fax	<b>_</b>		Ŧ
Document Dispatch M	/lethods		
Purchase Orders	▼ Email	🖅 Fax	

- 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).

Walli   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	<b>1</b>	
WWW Address	<u>.</u>	
Phone Number	T	
Fax Number	<u> </u>	

## **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.

ile Options Help							
Subcontractor Tax Type							
Main   Terms   Bank   Alt Address   Tax   T'sheet Rates   Contacts   Notes   User D'fined   Questions   Skills   Operatives							
Name	Analysis						
Address	Search Code						
	Insurance Number						
	Insurance Due Date						
Town/City	Tax Regime						
County	VAT Reg Number						
Post Code/Country	Applications						
Email	Apply C.I.T.B.						
WWW Address	Date Opened						
Phone Number	Date of Birth						
Fax Number	Self Bill Due Date						
Account Type	Active						
Certificate Type	Date Inactive						
Nominal							
Audit Previous Next	Document Modify Delete OK Cancel						

- 4. Enter the Subcontractor Code in the **Subcontractor** field and press the Tab key. The **Search Subcontractors** dialogue is displayed.
- 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).

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 GBnnnnnnnn (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.

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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	<b></b>	
Processing Type Cu	imulative	

- 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'.

- 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.



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.

Account Number		Phone Number	t
Bldng Soc Roll No		Fax	<b>A</b>
Autopay Ref No			
Account Name			
SortCode	<b></b>		
Bank Name			
Branch Name			
Address			
Town/City			
County			
Post Code/Country			
Email	6		



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.

New CIS       Type of Business       Subcontractor Trading Name       Subcontractor First Name	Future Tax Treatment Active From Date Tax Treatment Verification Number
Subcontractor Second Name Subcontractor Last Name Subcontractor Unique Tax Ref. 0 National Insurance Number	Last Paid Last Paid Next/Previous by UTR
Company Registration Number Partnership Unique Tax Ref. 0 Partnership Name	
Tender is Accepted/Contract/Order Placed No  Verification Status  Tax Treatment  Verific	Last Modified History

29.	Select the <b>Type of Business</b> .	Notes
	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 <b>Subcontractor Trading Name</b> 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 <b>Subcontractor Unique Tax Ref.</b> 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 <b>National Insurance Number</b> is required for verification purposes.	
34.	If the type of business specified above is a company, then the Subcontractor's <b>Company Registration Number</b> is required, for verification purposes.	
35.	If the type of business specified above is a partnership, then the Subcontractor's <b>Partnership Unique Tax Ref.</b> 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 <b>Partnership Name</b> must be entered for verification purposes.	
37.	In the <b>Tender is Accepted/Contract/Order Placed</b> field, indicate whether the Subcontractor has been accepted by HMRC and is being placed on a Contract Order.	
38.	If the <b>Next/Previous by UTR</b> flag is set, then the <b>Next</b> and <b>Previous</b> 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 <b>Last Modified</b> field will show when the record was last modified and by which program. You can click <b>History</b> to show the previous amendments to the record.	

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.

## **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.

Document Type		•			
Starting Reference					
Pages To Print	1				
	,				
				ОК	Cancel

- 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.

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

PLI00001	P L I 0 0 0 0 0 2	P L I 0 0 0 0 0 3	PLI00004
P L I 0 0 0 0 0 5	P L I 0 0 0 0 0 6	P L I 0 0 0 0 0 7	PL100008
P L I 0 0 0 0 0 9	PLI000010	P L I 0 0 0 0 1 1	P L I 0 0 0 0 1 2
P L I 0 0 0 0 1 3	PLI000014	P L I 0 0 0 0 1 5	PL1000016
P L I 0 0 0 0 1 7	PLI000018	P L I 0 0 0 0 1 9	P L I 0 0 0 0 2 0
P L I 0 0 0 0 2 1	P L I 0 0 0 0 2 2	P L I 0 0 0 0 2 3	P L I 0 0 0 0 2 4
P L I 0 0 0 0 2 5	P L I 0 0 0 0 2 6	P L I 0 0 0 0 2 7	P L I 0 0 0 0 2 8
P L I 0 0 0 0 2 9	P L I 0 0 0 0 3 0	P L I 0 0 0 0 3 1	P L I 0 0 0 0 3 2
P L 1 0 0 0 0 3 3	P L I 0 0 0 0 3 4	PL1000035	PLI000036

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.

<b>?</b> u	pdate Last Refer	ence Printed?
	Yes	No

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.



For documents with multiple pages, attach the barcode label to the first page only.

- 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.

## **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.

Ty de Invoice	Batch No 2,900	Date 22 Dec 2011 Period 10 2011
Account Reference 1 Reference 2 Date Total Value Vat Settlement Discount Date Due Status Notes		VAT Code Rate Net VAT
	,	Value to Match Value to Analyse
View		Orders Analysis Match QK Cancel

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



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).

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- 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.

Ty Pe Invoice	Batch No 2,900	Date 22 Dec 2011 Period 10 2011
Account Reference 1 Reference 2 Date Total Value Vat Settlement Discount Date Due Status Notes	▼       22 Dec 2011 ▼       Cleared ▼	VAT Code Rate Nett VAT
		Value to Analyse
⊻iew		Orders Analysis Match QK Cancel

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

7.	In the <b>Reference 1</b> field, click 💌 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). Click <b>OK</b> Matching and/or analysis can now be performed	Notes
٥. An	alve /Match the Invoice	
The ma Adv	e invoice can now be costed to a Contract, Plant or Nominal, or it can be tched to a Purchase Order Goods Received Note(s) (also called Delivery or vice Note).	
Тоа	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 <b>Plant Item</b> and <b>Plant Cost Head</b> can be selected.	
•	Enter a Contract or Nominal Account for the transaction.	
	Either enter a Contract:	
	• Specify the <b>Contract</b> for the transaction.	
	If required, transaction entries can be made against Nominal Accounts instead, by selecting an account in the <b>Nominal</b> field below.	
	<ul> <li>Specify the Cost Head Code for the entry.</li> <li>The net Value of the transaction (excluding any applicable VAT amount) will be automatically calculated, but can be changed if required.</li> </ul>	
	<ul> <li>Or enter a Nominal Account:</li> <li>Enter the appropriate Nominal for costing purposes.</li> <li>The net Value of the transaction (excluding any applicable VAT amount) will be automatically calculated, but can be changed if required.</li> </ul>	
•	Click <b>OK</b> .	
•	If necessary, create another analysis entry (or entries) for this transaction.	
	An entry can be deleted or edited by selecting the entry at the bottom of the dialogue and clicking <b>Delete</b> or <b>Modify</b> . Also, the transaction previously entered can be viewed by clicking <b>Transaction</b> .	
•	Click <b>OK</b> . If net value of the entry (entries) matches the net of the transaction (i.e. a zero is shown in the <b>Value to Analyse</b> field at the top), the following message is displayed.	
	Analysis Complete ?	
	Yes No	
•	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.

P/O Code	Contract	Order Date	Order Total	Outstanding	Lines	
ZC601/2-002	ZC601	04 Oct 2011	1.00	1.00	2	
ZC601/2-001	ZC601	04 Oct 2011	1.00	1.00	2	
ZC601/1-001	ZC601	03 Oct 2011	11.00	11.00	1	
ZC600/2	ZC600	07 Oct 2011	6,000.00	6,000.00	1	
ZC600/1-001	ZC600	03 Oct 2011	11.00	11.00	1	
ZC503/3	ZC503	10 Oct 2011	16,000.00	16,000.00	1	
ZC503/2	ZC503	10 Oct 2011	2,400.00	2,400.00	1	
ZC503/1	ZC503	10 Oct 2011	8,000.00	8,000.00	1	
ZC500/1	ZC500	10 Oct 2011	1,000.00	1,000.00	1	
ZC/926-002	GARETH	23 Sep 2011	1,000.00	.00	1	
ZC/18-001		13 Oct 2011	1.00	1.00	1	
ZC/17-001		13 Oct 2011	3.00	3.00	2	
ZC/15-001		04 Oct 2011	2.00	2.00	4	
ZC/14-001		03 Oct 2011	11.00	11.00	1	
ZC/13-003		03 Oct 2011	38.00	38.00	6	
ZC/10-002		03 Oct 2011	43.00	43.00	6	
ZC/10-001		03 Oct 2011	38.00	38.00	6	
C/7-002		28 Sep 2011	551.00	551.00	4	
ZC/7-001		28 Sep 2011	51.60	51.60	5	
NOR/3		06 Oct 2011	19,200.00	19,200.00	1	
VOR/2		06 Oct 2011	24,000.00	24,000.00	1	
NOR/1		26 Sep 2011	800.00	800.00	1	
WIN/1-001		28 Sep 2011	10.00	10.00	1	



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.

- GRN Selection					1
GRN Da	te GRN Ref	Delivered Val	Outstanding	Actual Inv Invoice All	Invoiced
10 Oct 201	11 12312313233323	250.00	250.00	0.00	0.00
Combined	☐ Display <u>M</u> atched			Lines	<u>Q</u> K <u>C</u> ancel

• 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).

GRN Reference	
Line Product Description Price Unit Order Qty O/S Qty All Invoice Qty Comp	Actual Inv
1 TICKLE Tickle Me Elm 10.0000 EACH 50 50.0000 0 0	0.00
CDN County	Canad
	Gancer

- 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.

Account Code		
ß		
		<u>OK</u> <u>C</u> ancel

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.

Account Code	BTEL01	British Teleco	om			
Date Referen	nce 1 Reference 2	Due Date	Goods	VAT Value		Total
12 Jan 2005 Inv0000	1095 57890	12 Jan 2005	400.00	70.00		470.00
					2	
					<u>О</u> К	Cancel

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

Reference 1	Inv00001095	Reference 2	57890
Date	120105 💌	Status	Cleared
Goods	400.00	Due Date	12 Jan 2005 💌
VAT	70.00		
Sett Discount	0.00		
Total	470.00		
Notes			*
	I		·

- 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.



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.

Phone Number Fax	<u> </u>		Discount % Last Invoice	
Email		8	Last Payment	
WWW Address			Account Type	
			Currency	
Balances		Turnover		

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.

hone Number	0123 456789			Discount %		0.00
ax	0123 456787			Last Invoic	Э	06 Jan 2012
mail	www.emailaddre	s@asupplier.co.uk	63	Last Paym	ent	06 Jan 2012
VWW Address	www.asupplier.co	uk	<b>1</b>	Account Ty	pe	Normal
				Currency		Sterling
Balances			Turnover-			
Period	Balance	On Hold	Period	Turnover	Year	Turnove
11 2011	(99.00)	0.00	11 2011	592.50	2011	44,008.50
03 2011	36,186.88	36,236.88	03 2011	40,149.00	2010	949.58
02 2011	(9,032.50)	(9,032.50)	02 2011	(9,032.50)	2009	5,500.00
01 2011	11,999.50	12,049.50	01 2011	12,299.50	2008	5,200.00
07 2010	(58.26)	(58.26)	06 2010	949.58		
06 2010	908.26	958.26	12 2009	5,500.00		
08 2009	(5,200.00)	(5,200.00)	11 2008	5,200.00		
11 2008	5,200.00	5,200.00				
					-	

- 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.

• **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.

Period	Date	Batch No.	Matched	Transaction	Reference 1	Reference 2	Goods	VAT Va
2 2011	28 Feb 2011	2604		Invoice	PL996335	885002	70.00	0.
2 2011	28 Feb 2011	2604		Invoice	PL035412	35412	30.00	0.
2 2011	28 Feb 2011	2603		Invoice	PL096352	96352	100.00	0.
2 2011	28 Feb 2011	2598		Invoice	PL007349	7349	100.00	0.
2 2011	28 Feb 2011	2596		Invoice	PL032874	32874	5,000.00	0.
2 2011	28 Feb 2011	2595		Invoice	PL087451	87451	100.00	0.
2 2011	28 Feb 2011	2592		Invoice	PL633442	633442	100.00	0.
2 2011	28 Feb 2011	2586		Invoice	PL008745	8745	50.00	0.
2 2011	28 Feb 2011	2585		Invoice	PL038796	38796	1,000.00	0.
2 2011	28 Feb 2011	2584		Credit Note	093354	36654	(10.00)	0.
2 2011	28 Feb 2011	2582		Invoice	PL098745	98745	10.00	0.
2 2011	28 Feb 2011	2581		Credit Note	006324	6324	(10.00)	0.
2 2011	28 Feb 2011	2580		Invoice	PL863352	87876635	100.00	0.
2 2011	28 Feb 2011	2579		Credit Note	008749	8749	(5,000.00)	0.
2 2011	28 Feb 2011	2578		Invoice	PL876635	876635	(8,000.00)	0.
2 2011	28 Feb 2011	2569		Credit Note	087452	87524	(3,000.00)	0.
2 2011	28 Feb 2011	2568		Invoice	PL874563	874563	(2,500.00)	0.

- 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.

ype Invoice	Batch N	o 2973	Period 10 2011
ain Match/Analys	sis   Purchase Orders		
Reference 1	ref1	Reference 2	ref2
Date	22 Dec 2011	Status	Cleared
Goods	3,801.67	Due Date	31 Jan 2012
Vat	760.33	Contract	1001
Sett. Discount	0.00	Purchase Order	
Total	4,562.00		
Outstanding	4,562.00		
Notes			*
Update			
			Ŧ
ataa Audit		Docuview Docume	



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.

## Payments tab:

This tab displays all payment transactions to the Supplier.

All C	Unmatched	C Matcheo	1		Transa	ction Summa	ry		-
Period	Date	Batch No.	Transaction	Reference 1	Reference 2	Goods	VAT Value	Discount	
03 2011	08 Sep 2011	2744	Cheque	000028		(200.00)	0.00	0.00	
03 2011	02 Aug 2011	▶ 2717	Cheque	000048		(19,422.50)	0.00	0.00	(19
01 2010	06 Apr 2010	k 2156	Cheque	000003	W/E 03.04.2010	(234.00)	0.00	0.00	
02 2005	02 Jul 2008	1839	Cheque	000743		(345.00)	0.00	0.00	
02 2005	16 Apr 2008	1777	Cheque	000709		(456.00)	0.00	0.00	
02 2005	03 Apr 2008	1755	Cheque	000690		(838.79)	0.00	0.00	
02 2005	02 Apr 2008	1751	Cheque	000681		(345.00)	0.00	0.00	=
02 2005	28 Mar 2008	1743	Cheque	000678		(567.00)	0.00	0.00	
02 2005	13 Nov 2007	1686	Cheque	000627		(1,505.06)	0.00	0.00	(
01 2005	22 Feb 2007	1587	Cheque	000564		(493.77)	0.00	0.00	
12 2004	05 Feb 2007	1562	Cheque	000545		(100.00)	0.00	0.00	
12 2004	17 Jan 2007	1544	Cheque	000534		(500.00)	0.00	0.00	
12 2004	07 Dec 2006	1523	Cheque	000520		(4,000.00)	0.00	0.00	(4
12 2004	09 Nov 2006	1483	Cheque	000487		(100.00)	0.00	0.00	
12 2004	28 Mar 2006	1342	Cheque	000402		(345.67)	0.00	0.00	
12 2004	20 Dec 2005	1287	Cheque	000357		(1,579.00)	0.00	0.00	(
12 2004	23 Aug 2005	1214	Cheque	000299		(235.00)	0.00	0.00	

- 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.

## **Contract Enquiry**

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

All the information held in **Contract Maintenance** can also be interrogated in this enquiry routine (see topic 'Contract Maintenance' of the Evolution m Manual).

## Interrogate a Contract

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

immary Cost	e   s   Sales   CVR	Plant Contract	▼   t   Analysis   Inf	o Alt Address	Contacts   Notes	Jser
Customer Cost Centre					Order Number Analysis	
Cost Head @	Operation C	Budget Cash	Position C	Sales		
CostHead	Cost	Budget	Variance	Description	Memo	Cumulative

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

ummary Costs	Sales   CVR	Plant   Contra	ct Analysis In	fo Alt Address Co	ntacts   Notes   l	Jser
Customer	MIL01	Milnwo	od PropertiesLtd	l. Or	rder Number	
Cost Centre	10	CONST	RUCTION	Ar	nalysis	
Costs		Budget @ Cas	h Position C	Sales		
CostHead	Cost	Budget Budget	Variance	Description	Memo	Cumulative
Labour	10.036.27	0.00	(10.036.27)	Gross Application		52.000.00
Materials	23,544.44	0.00	(23,544.44)			
Plant	17,485.95	0.00	(17,485.95)	Certified		
S&F Subcontra	22,311.80	0.00	(22,311.80)	Gross		50,500.00
L/O Subcontrac	1,443.89	0.00	(1,443.89)	Disc		(1,262.50)
				Retention		(2,461.87)
				VAT		9,355.12
				Total		56,130.75
				Cash Received		0.00
				Outstanding		56,130.75
Total	74.822.35	0.00	(74 822 35)	Invoice Total		40.00

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

## 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



- 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.

## construction management solutions

## **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.

Subcontractor Contract-Order	Contracts		Тах Туре
ain Work Categories Document No	s Notes User Defined	1	
Order Name		Settlement Type	<b>_</b>
Order Details/Ref.		Settlement Time	
Order Date	•	Tax Exempt	•
Order Value		On-Hold	•
Analysis		Active	•
Account Type	•	Date Inactive	•
Supply and Fix Type	•	Apply CITB	•
Certificate Type	•	RCT1 Received	•
Applications 🗨		Sub Job	•
Order Work Categories Defaults			
Discount %		Processing Type	-
Retention % of to	thereaf	ter % of	
Operation	<b>—</b>		
		1 (F	

- 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. **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	<b>•</b>	Tax Exempt	No 💌
Order Value	0.00	On-Hold	No 💌
Analysis		Active	Yes 💌
Account Type	Supply & Fix	Date Inactive	<b>•</b>
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.

## **Training 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.
- 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.

## 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.

Category Name P	rocess	VAT Code	Discount	Rate 1st	t Ret%	1st Ret Limit	2nd R	et%	Rate / Value	New
										<u>M</u> odify
										Delete
										<u>o</u> k
										Cancel
Work Category						-	E	Budget	Cost	
Processing Type			•				[	Discou	nt %	
Retention % of		to		thereafte	er%of		F	Rate / N	/alue	
VAT Code			•				1	nc. in R	etention Calc.	-
Operation			₹				1	nc. in D	iscount Calc.	<b>_</b>
Supply and Fix			₹				1	nc. in T	ax Calc.	-
							1	nc. in C	ITB Calc.	-

- 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.

## **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	<b>_</b>
Pay Authorised	<b>_</b>
Bank Account	
Update Nominal	<b>_</b>
Tax Regime	<b>_</b>
Notes	×
	Ψ
	<u>O</u> K <u>C</u> ancel

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.

Subcontractor     I       Contract-Order     I       Date     06 Feb 2012 ▼       Subcontractor Ref.     (Showing on Certificate)       Reference 2     Image       Date Due     ▼       Payment Status     Automatic ▼       Category Name     Cumulative       Category Name     Cumulative       Total     Image	Type Certificate	Batch No	1698 Date	06 Feb 2012	Period 03 2011
Date     06 Feb 2012 •     Comment to S/C (Showing on Certificate)       Subcontractor Ref.     Image       Reference 2     •       Date Due     •       Payment Status     Automatic •       Category Name     Cumulative       Category Name     Cumulative       Total     •	Subcontractor Contract-Order				
Category Name     Cumulative     Previous     This       Total	Date Subcontractor Ref. Reference 2 Date Due Payment Status	06 Feb 2012        Image       Image       Automatic	Comment to S/C (Showing on Certificate)		* * *
	Category Name		Cumulative	Previous	This

- 8. Enter the Subcontractor Code in the **Subcontractor** field and press the Tab key.
- Enter the Contract-Order Code for the Subcontractor and press the Tab key. If the code is not known, then click 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 토 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

- 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.

i) If a

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.

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
<u>R</u> eset				Notes	<u>O</u> K <u>C</u> ancel

- 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.

Subcontractor BJSU	В	bj			Date	Γ	08 Feb 2012
Contract-Order 1001		Extention to Milnwo	ood House		Sub-Contractor	Ref. i	nv0123
Work Category	Measured Work		▼ To An	alyse			
Contract		Ţ					
Cost Head		Ţ					
Operation		Ŧ					
Nominal		<b>—</b>					
Value		Quantity					
Cost Effective Date		•					
Notes				~	Total to Analyse		1,000.00
				Ŧ	Total Outstanding		1,000.00
Delete Modify	]					<u>0</u> K	<u>C</u> ancel
Category Name	Cost	Heac Operation	Quantity		Value Cost Effect	tive Co	ntract Code

- 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.

Subcontracto	r 📮					Тах Туре
rders Transac	tions CIS Returns AOP's Main	Bank Alt Ad	dress   Tax	Contacts No	otes User De	efined
ontract-Order	Order Name	Order Value	Gross	Retention	Payable	On Hold
otal						
Audit Prev	vious <u>N</u> ext		D	ocument Or	ders  🖸	K <u>C</u> anc

Enter or search for the Subcontractor Code in the Subcontractor field.
 Orders tab:

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

Contract-Order	Order Name	Order Value	Applied	Gross	Retention	Payable ·
-1234	Multi Job	0.00	0.00	14,500.00	207.50	0.00
-TS	Timesheet Entry	0.00	0.00	380.00	0.00	455.04
1001	Extention to Milnwood House	0.00	0.00	1,907,300.00	95,365.00	2,117,913.92
1001 -000277	Extention to Milnwood House	51,000.00	0.00	12.00	0.60	0.00
1001 -000308	Extention to Milnwood House	1,000.00	0.00	0.00	0.00	0.00
1001 -A	Extention to Milnwood House	1,700.00	0.00	5,841.00	267.05	2,424.00
1002 -0001	Maresfield Industrial Estate - 5 un	0.00	0.00	55,000.00	0.00	0.00
1002 -0002	Maresfield Industrial Estate - 5 un	0.00	0.00	0.00	0.00	0.00
1003	East Wing - Horsham Medical Ce	0.00	0.00	0.00	0.00	0.00
1005 -000307	Horsham Neighbourhood Centre	5,000.00	0.00	0.00	0.00	0.00
1007 -000001	Sales Invoice Import	0.00	0.00	0.00	0.00	0.00
1010	1010	0.00	0.00	0.00	0.00	0.00
1012 -01	Radford Hill Farm Coventry	10,000.00	0.00	10,000.00	500.00	5,581.25
1017 -01	Kingsmead Nursing Home	6,000.00	0.00	5,000.00	0.00	0.00
1018 -01	MDK-441	25,000.00	0.00	0.00	0.00	0.00
1018 -02	MDK-441	30,000.00	0.00	5,000.00	250.00	0.00
1029 -0001	Roseby Garden Centre	0.00	0.00	4,250.00	212.50	0.00
1035	Eastbourne Pier	0.00	0.00	15,000.00	375.00	0.00
Total		258,700.00	0.00	2,162,253.00	97,201.90	2,126,374.21
•						

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

Category Name	Measured Work	Subcon Materials	
Gross	1,900,000.00	7,300.00	1,907,30
Retention	95,000.00	365.00	95,36
Discount Cum.	38.00	0.00	3
CITB	32,680.00	20.90	32,70
Тах	0.00	0.00	
VAT	354,435.00	1,382.82	355,81
Contra	0.00		
Payable	2,135,013.92		2,135,01
	1		 
	1		

• 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.

atch No.	Date	Туре	Period	Subcontractor Ref	Reference 2	Movement	Value	Pai	-
356	06 Jun 2006	Cheque	12 2004	Certificate00007	000445	(4,150.00)	(3,947.68)		
356	06 Jun 2006	Cheque	12 2004	Certificate00006	000445	(600.00)	(583.73)		E
331	08 May 2006	Certificate	12 2004	Certificate00007		4,150.00	3,947.68	Yes	Ц
317	13 Apr 2006	Certificate	12 2004	Certificate00006		600.00	583.73	Yes	
288	23 Feb 2006	Cheque	12 2004	Certificate00005	000377	(3,000.00)	(2,669.99)		
288	23 Feb 2006	Cheque	12 2004	Certificate00004	000377	(3,000.00)	(2,985.00)		
287	23 Feb 2006	Certificate	12 2004	Certificate00005		3,000.00	2,669.99	Yes	
278	07 Feb 2006	Certificate	12 2004	Certificate00004		3,000.00	2,985.00	Yes	
247	18 Oct 2005	Cheque	12 2004	Certificate00003	000336	(500.00)	(497.50)		
246	18 Oct 2005	Certificate	12 2004	Certificate00003		500.00	497.50	Yes	
234	07 Oct 2005	Cheque	12 2004	Certificate00002	000326	(500.00)	(497.50)		
234	07 Oct 2005	Cheque	12 2004	Certificate00001	000326	(1,000.00)	(995.00)		
233	07 Oct 2005	Certificate	12 2004	Certificate00002		500.00	497.50	Yes	
232	07 Oct 2005	Certificate	12 2004	Certificate00001		1,000.00	995.00	Yes	
1603	15 Jul 2011	Certificate	02 2011	21312	123123	380.00	455.04	No	
1764	08 Feb 2012	Certificate	03 2011	Certificate00005		1,721,100.00	1,922,812.92	No	
1751	08 Feb 2012	Certificate	03 2011	cer9874		185,300.00	211,242.00	No	

- 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.

Type Cheque	Batch	No	356	Count 2	Period 12 2004
Summary Match/A	nalysis Detail Tax	1			
Date Subcontractor Ref	06 Jun 2006 Certificate00007			Movement Retention	(4.150.00)
Reference 2	000445			Discount	(3.64)
Payment Status	Automatic			Тах	(684.00)
Comments to S/C			*	Contra VAT	0.00
				Payable	(3,947.68)
Notes			*		
Update				Taxable Amount Calculated on	0.00
			Ŧ	Vatable Amount	(3,941.86)
<u>N</u> otes Audit			Docu	view Document	QK <u>C</u> ancel

## **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

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