Evolution M
Core Training
Nominal, VAT & Report Generator

Issue 2
# Contents

<table>
<thead>
<tr>
<th>Training Notes</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>Cost Centre Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>Nominal Account Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>Recurring Journal Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>Journal Processing</td>
<td>6</td>
</tr>
<tr>
<td>Nominal Journal Posting</td>
<td>6</td>
</tr>
<tr>
<td>Contract Journal Posting</td>
<td>9</td>
</tr>
<tr>
<td>Recurring Journal Update</td>
<td>12</td>
</tr>
<tr>
<td>Nominal Reporting</td>
<td>14</td>
</tr>
<tr>
<td>Transaction List</td>
<td>14</td>
</tr>
<tr>
<td>Nominal Reports</td>
<td>15</td>
</tr>
<tr>
<td>VAT Returns</td>
<td>17</td>
</tr>
<tr>
<td>Budget Maintenance</td>
<td>18</td>
</tr>
<tr>
<td>Nominal Budget Pattern Maintenance</td>
<td>18</td>
</tr>
<tr>
<td>Nominal Budget Set Maintenance</td>
<td>19</td>
</tr>
<tr>
<td>Nominal Budget Maintenance</td>
<td>20</td>
</tr>
<tr>
<td>Contract Budget Set Maintenance</td>
<td>22</td>
</tr>
<tr>
<td>Contract Budget Maintenance</td>
<td>23</td>
</tr>
<tr>
<td>Accounting Period Updates</td>
<td>25</td>
</tr>
<tr>
<td>Update a Period</td>
<td>25</td>
</tr>
<tr>
<td>Nominal Report Generator</td>
<td>26</td>
</tr>
<tr>
<td>Nominal Group Maintenance</td>
<td>26</td>
</tr>
<tr>
<td>Nominal Spreadsheet Maintenance</td>
<td>28</td>
</tr>
<tr>
<td>Generate Nominal Report</td>
<td>33</td>
</tr>
<tr>
<td>Contract Report Generator</td>
<td>35</td>
</tr>
<tr>
<td>Formula Maintenance</td>
<td>35</td>
</tr>
<tr>
<td>Contract Spreadsheet Maintenance</td>
<td>38</td>
</tr>
<tr>
<td>Generate Contract Report</td>
<td>45</td>
</tr>
<tr>
<td>End of Day Test</td>
<td>46</td>
</tr>
</tbody>
</table>
Training Notes

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

Nominal Maintenance

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

Cost Centre Maintenance

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

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

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

Create a Cost Centre

1. Select Nominal in the top pane of the application window.
2. Select Maintenance in the left pane of the application window.
3. Select Cost Centre Maintenance from the list of programs in the main window. The Cost Centre Maintenance program is displayed.
4. Enter the Cost Centre Code in the Cost Centre Code field and press the Tab key. The Search Cost Centres dialogue is displayed, containing a table of all available Cost Centres.
5. Click Create in the New Record field at the bottom left of the dialogue.

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

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

The Cost Centre Maintenance program showing the new Cost Centre Code is displayed.
6. Enter a name for the Cost Centre in the Name field.
7. In the Cost Updates only? field, indicate whether the Cost Centre can be updated by any posting or by postings to a Contract only. If this field is set to ‘Yes’, this means that the Cost Centre can be updated via a Contract only.
8. Click OK. The Cost Centre has been stored on the system.
Nominal Account Maintenance

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

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

Create a Nominal Account

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

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

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

Note that the hyphen(s) to split the codes is not required to be entered as this is entered automatically by the system.
10. Indicate whether the account’s **Usual Balance** will be ‘Debit’ or ‘Credit’.

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

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

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

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

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

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

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

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

   *Control accounts such as debtors, creditors and VAT accounts are usually set to ‘No’.*

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

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

Recurring journals are used for transactions which occur on a regular basis. They can be set up to be posted between Nominal Accounts and Contracts. Recurring journals must be posted using the **Recurring Journal Update** program (see section ‘Recurring Journal Update’ on page 12).

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

**Create a Standard Recurring Journal**

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

4. Enter the Journal Code in the **Journal Code** field and press the Tab key. The **Search Journals** dialogue is displayed, containing a table of all available recurring journals.
5. Click **Create** in the **New Record** field at the bottom left of the dialogue. The **Recurring Journal Maintenance** program showing the new Journal Code is displayed.
6. Select the ‘Standard’ **Journal Type** and press the Tab key.
7. Enter a **Name** for the journal.
8. Select a **Posting Type**.

*The following options are available:*

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

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

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

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

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

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

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

   *If you select ‘Yes’, then at the time of posting the journal, you can amend the analysis if required (see topic ‘Recurring Journal Update’ on page 12).*

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

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

15. If it is a Cash Book journal, enter the **Payer/Payee** and the **Bank Account**.
16. Enter a reference for the journal in the **Reference 1** field (mandatory).
17. If required, enter a reference for the journal in the **Reference 2** field (optional).
18. Select the **VAT Type** (‘Input’, ‘Output’ or ‘Non Vatable’).
19. Set the **Status** of Users who can access the journal.
20. Click the **Analysis** tab.
21. Click **New** at the right of the program to enter an entry for analysis.
22. Select the **Contract** and **Cost Head**, or the **Nominal** account for the entry.
23. Enter the amount of the entry in the **Value** field.
24. If required, enter the **Quantity** of the items in the transaction.
25. If required, select the **VAT Code** and the **VAT amount**.
26. Repeat for more entries as required.

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

27. Click **OK**. The journal has been stored on the system.
Journal Processing
This section covers processing of Nominal and Contract journals, and updating of recurring journals.

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

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

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

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

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

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

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

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

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

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

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

17. Enter the Value of the debit (excluding the VAT amount, if applicable).
18. If required, select the VAT Code for the region/business.

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

19. Click OK. The amount is entered in the journal and is displayed in the view at the bottom of the program.
20. If necessary, create another debit(s) for the journal.
21. In the Nominal field, select the account from which to credit.
22. Enter the Value of the credit (including the VAT amount, if applicable).

   A credit must be entered as a negative value e.g. a credit of 100 must be entered as -100.
23. The **VAT Code** should be set to ‘Not Applicable’ when crediting from a debit which includes VAT.

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

25. If necessary, create another credit(s) for the journal.

26. Click **OK**. If debits have gone negative, you are notified of this.

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

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

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

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

![Batch Total Disagrees](image)

29. Edit/enter the batch total, if required, and click **OK** to update the batch; click **Cancel** to go back to the batch and edit if required; or **Abort** to discard the entries and exit the program.

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

   ![Analysis Complete?](image)

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

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

Create a Journal

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

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

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

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

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

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

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

16. Specify the **Contract** and **Cost Head Code**, or **Nominal**, in which to debit.

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

18. If required, select the **VAT Code** for the region/business.

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

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

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

21. Specify the **Contract** and **Cost Head Code**, or **Nominal**, from which to credit.

22. Enter the **Value** of the credit (including the VAT amount, if applicable).

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

23. The **VAT Code** should be set to ‘Not Applicable’ when crediting from a debit which includes VAT.

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

25. If necessary, create another credit(s) for the journal.

26. Click **OK**. If debits have gone negative, you are notified of this.
27. Click OK in the Transaction Posting program.

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

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

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

\[
\text{BATCH TOTAL DISAGREES}
\]

29. Enter/edit the batch total, if required, and click OK to update the batch; click Cancel to go back to the batch and edit if required; or Abort to discard the entries and exit the program.

30. If you clicked OK, the following dialogue is displayed.

\[
\text{Analysis Complete?}
\]

31. Click Yes to end analysis of the journal and exit the program.
Recurring Journal Update

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

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

Update Recurring Journals

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

4. Select the ‘Standard Journals’ Batch Type for which to run the update.
5. Indicate whether you wish to run the update for ‘Amendable’ or ‘Fixed’ journals in the Recurring Type field.

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

6. If required, enter the Due Date you wish to capture journals within.
7. If required, change the Batch Date from the default of today’s date.
8. Enter the Nominal Period.
9. Click **OK**. If there are journals which meet the selected criteria, the **Recurring Journal Update** program appears.

![Recurring Journal Update Program]

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

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

![Analysis Dialogue]

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

11. Click **OK**.

12. A **Ready to Update?** message appears. Click **Yes** to post the transaction(s) and exit the program.
Nominal Reporting
This section covers generation of the Nominal Transaction List, Profit and Loss report and the Balance Sheet.

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

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

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

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

6. If required, in the From Cost Centre field, specify the Cost Centre from which to start the Nominal Report.
7. If required, in the To Cost Centre field, specify the Cost Centre at which to end the Nominal Report.
8. If required, in the From Date field, specify the date from which to start the Transaction List.
9. If required, in the To Date field, specify the date at which to end the Transaction List.
10. If required, in the From Period field, specify the period from which to start the Transaction List.
11. If required, in the To Period field, specify the period at which to end the Transaction List.
12. In the Show Method field, indicate how the transactions will be displayed in the generated report. Transactions can be listed by ‘Accounts Only’ or by ‘Accounts In Cost Centres’.
13. If applicable and required, select ‘Yes’ to start a New Page Per CC (Cost Centre). This option can only be selected if ‘Accounts In Cost Centres’ have been selected in the Show Method field above.
14. Select the **Subtotal Level**.
15. In the **Modules To Report** box, select the modules to report on. All are selected by default. You can **Clear All** and **Select All**.
16. Click **OK**. The report is generated and can be saved, exported to Excel and printed.

### Nominal Reports

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

#### Generate a Nominal Report

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

5. Select the **Output Method**

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

6. If required, in the **From Account** field, specify the Nominal Account Code from which to start the Nominal Report.

7. If required, in the **To Account** field, specify the Nominal Account Code at which to end the Nominal Report.

8. If required, in the **From Cost Centre** field, specify the Cost Centre from which to start the Nominal Report.

9. If required, in the **To Cost Centre** field, specify the Cost Centre at which to end the Nominal Report.

10. Select the **Cost Centre Level** for analysis. ‘Level 1’ (main code), ‘Level 2’ (sub code), ‘None’, or ‘Both’ levels can be selected.

11. If required, in the **From Period** field, specify the period from which to start the Nominal Report.

12. If required, in the **To Period** field, specify the period at which to end the Nominal Report.

13. If you wish to **Include Zero Balances**, select ‘Yes’.

14. If subtotals are required for the main accounts, select ‘Yes’ in the **Sub Total On Main** field.

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

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### Notes

- **5. Select the Output Method**

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

- **6. If required, in the From Account field, specify the Nominal Account Code** from which to start the Nominal Report.

- **7. If required, in the To Account field, specify the Nominal Account Code at which to end the Nominal Report.**

- **8. If required, in the From Cost Centre field, specify the Cost Centre from which to start the Nominal Report.**

- **9. If required, in the To Cost Centre field, specify the Cost Centre at which to end the Nominal Report.**

- **10. Select the Cost Centre Level** for analysis. ‘Level 1’ (main code), ‘Level 2’ (sub code), ‘None’, or ‘Both’ levels can be selected.

- **11. If required, in the From Period field, specify the period from which to start the Nominal Report.**

- **12. If required, in the To Period field, specify the period at which to end the Nominal Report.**

- **13. If you wish to Include Zero Balances, select ‘Yes’**.

- **14. If subtotals are required for the main accounts, select ‘Yes’ in the Sub Total On Main field.**

- **15. Click OK.** The report is generated and can be saved and printed.
VAT Returns

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

Generate a VAT Return

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

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

4. Indicate whether to display the VAT transactions in the Show Transactions field.
5. Click OK. The return is generated and can be saved and printed.
   
   We recommend that you print the VAT Return with transactions, as this is the report that is usually stored as part of the Document Management setup.

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

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

7. If you accept the VAT Return and wish to submit it, click Yes. The program closes.
Budget Maintenance
This section covers the Nominal and Contract Budget Maintenance routines.

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

<i>To implement a budget pattern in an account budget, the pattern must be selected in Nominal Account Maintenance (see topic ‘Nominal Account Maintenance’ on page 2).</i>

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

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

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

7. Click OK. The budget pattern has been stored on the system.
Nominal Budget Set Maintenance

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

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

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

Create a Budget Set

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

5. Enter a name for the budget in the Description field.
6. Select the Nominal Account level for the budget in the Level field.

   ‘Level 1’ denotes the Main Account, ‘Level 2’ denotes the Sub Account, and ‘Level 3’ denotes the Sub-Sub Account.

7. Click OK. The budget set has been stored on the system.
Nominal Budget Maintenance

Budgets can be compared against Nominal Accounts, and can be manually created or imported. If applicable, budgets can be based on last year’s budgets or the account balance from last year.

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

Manually Create Budgets

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

4. Ensure that the Manual Input option at the top of the program is selected.
5. In the Create Method field, select the method of creation for the budgets.
   - If this is a new account set up on Evolution M, select ‘Initialise’ in the Create Method field.
     *‘Initialise’ means create fresh budgets; ‘Bal Last Year’ means create budgets based on last year’s actual account balance (if one exists on the system); and ‘Bud Last Year’ means create budgets based on last year’s budgets (if they exist on the system).*
6. Enter the Year to set the budgets.
   - *Budgets can be set for different years, without overwriting the previous year’s budgets.*
7. Select the Budget Set (see topic ‘Nominal Budget Set Maintenance’ on page 19).
8. If required, enter a value in the Uplift Percentage field.
   - *This is the percentage (%) value to positively offset from the values in the budget. This is useful when basing a budget on a previous budget or actual balance.*
9. If required, select a range of Cost Centres to budget against in the From Cost Centre and To Cost Centre fields.
Leave these fields blank to budget against all Cost Centres. In order to specify just one Cost Centre to budget against, you must select the Cost Centre in both fields.

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

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

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

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

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

12. Click **OK**. The budgets have been set.
Contract Budget Set Maintenance

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

User-defined reporting (see topic ‘Contract Report Generator’ on page 35) and enquiry (see section ‘Contract Enquiry’ of the Evolution M Manual) can be made against any of the budget sets.

A budget set must be created in order to create budgets (see topic ‘Contract Budget Maintenance’ on page 23).

Create a Budget Set

1. Select Contract in the top pane of the application window.
2. Select Maintenance in the left pane of the application window.
3. Select Budget Set Maintenance from the list of programs in the main window. The Search Budget Sets dialogue is displayed.
4. Click Create in the New Record field at the bottom left of the dialogue. The Budget Set Maintenance program is displayed.
5. Enter a name for the budget in the Description field.
6. Indicate whether this will be the Default budget set in Budget Maintenance (see topic ‘Contract Budget Maintenance’ on page 23).

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

7. Click OK. The budget set has been stored on the system.
Contract Budget Maintenance

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

*Budgets cannot be created unless a budget set has been created first (see topic ‘Contract Budget Set Maintenance’ on page 22).*

Manually Create Budgets

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

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

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

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

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

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

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

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

12. Click **OK**. The budgets have been set.
Accounting Period Updates

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

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

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

Update a Period

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

<table>
<thead>
<tr>
<th>Update to Period</th>
<th>Current Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/11</td>
<td>01/2011</td>
</tr>
</tbody>
</table>

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

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

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

6. Click OK. The accounting period is updated.

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

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

Nominal Group Maintenance

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

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

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

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

Create a Nominal Group

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Enter a name for the spreadsheet in the Name field.
6. Enter a description for the spreadsheet in the Description field.
7. Enter the name of the Excel spreadsheet file in the Spreadsheet field, including the file extension of .xls (e.g. Total Nominal Costs.xls).
   
   Ensure that you do not use any of the following characters in the filename (as with any type of filename): & / : * ? " < > |.

8. If required, specify a Budget Set to enable comparison of budgets against actual balances in the report.
   
   This field sets the default budget set for the report. The budget set can be changed from this default at the point of running the report in the Report Generator.
9. In the **Locate Cost Centre** field, determine how the Cost Centre(s) can be specified for extraction of data.

   - If you select 'Columns', this allows entry of Cost Centre(s) in the **Columns** tab of this program (see below).
   - If you select 'Runtime', this allows entry of a range of Cost Centres in the **From Cost Centre** and **To Cost Centre** fields below (see steps below). Alternatively, this range can be specified in the **Report Generator** at the point of running the report.
   - If you select 'Spreadsheet', this allows specification of the Cost Centre(s) on the worksheet tab(s) at the bottom of the Excel spreadsheet. A different Cost Centre can be specified on each worksheet tab, but the user must copy over the details onto each worksheet, so that data for the specified Cost Centre is generated in each worksheet.

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

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

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

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

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

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

13. Click the **Columns** tab.

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

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

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

14. Click **Add** to add a column. The column is displayed in the window of the program.

15. In the **Type** field, select the data type from the drop-down menu.
16. Enter the title of the data column in the **Column Title** field.

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

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

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

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

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

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

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

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

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

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

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

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

*Note that Account balances and Group balances can be added and subtracted by entering the sum in the cell e.g. nla(300)+nla(301).*
Below is an example of what the spreadsheet report formatting might look like:

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

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

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

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

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

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

Generate a User-Defined Report

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

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

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

8. Select the Column Type.

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

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

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

11. Click OK. Excel opens and the report is generated.
12. The report can be printed and saved. In Excel, the report can be saved to disk (by selecting File > Save As) or printed.

![Note symbol]

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

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

Formula Maintenance

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

Create a Formula

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

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

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

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

6. Enter a Description for the Formula (e.g. Total Costs Cumulative).
7. Select the Formula Type (‘Costs’ or ‘Sales’).
8. Click OK. The fields that follow depend on the formula type selected.
   In the Total For section:
   • In the Period field, select from the following options for the period specified in the formula:
     • ‘All’ - all periods including future periods.
     • ‘Cumulative’ - from the start of using the system to a selected period.
     • ‘Period’ - a specific period.
     • ‘Year To Date’ - values from period 1 up to and including the current period, for the current year.
• In the Relative Period field, select the period from which to start collecting data.

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

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

If ‘Costs’ has been selected in the Formula Type field above:

In the Costs Criteria section:
• Select the Value Required for the formula.
• If applicable and required, select the Budget Set.

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

• Select the Value Type (‘Quantity’ or ‘Value’).

In the Cost Heads section:
• Select the Cost Head Type (for ‘All’ costs, by ‘Cost Head Group’, or by a specific Cost Head level).
• Depending on the selection in the Type field above, select the range of Cost Heads/Cost Head Groups for inclusion in the formula.
If ‘Sales’ has been selected in the **Formula Type** field above:

- Select the Sales **Transactions** type included in the formula, either ‘Sales Code’ or ‘Sales Type’.
  - ‘Sales Code’ relates to a specific Sales Transaction Code as defined in the Contract **Sales Transaction Master** program e.g. INV, CRN etc. (see section ‘Sales Transaction Master’ above).
  - ‘Sales Type’ relates to a sales type as defined in the field below e.g. Application, Invoice, Receipt, Journal. The options available depend on the initial system setup.

- If ‘Sales Type’ has been selected in the **Transactions** field above, select the **Type**.
- If ‘Sales Code’ has been selected in the **Transactions** field above, select the **Transaction Code**.
- Select the **Value Required** for the formula.
- Select the **Matched State** (‘Matched’, ‘Unmatched’, or ‘Both’ states).
  - This field is used to specify whether matched, unmatched, or both transaction states are applicable to the formula.

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

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

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

Create a Spreadsheet

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

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

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

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

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

Either sort the report by a specific field:

- Click **Filter/Sort** and the **Selection Filter** program is displayed.
  
  ![Selection Filter Program]

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

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

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

Or filter the report by a specific field and rule:

- Perform the steps above in order to sort the report by a specific field, but DO NOT click **Save**.
- Click the **Field** button in the **Next** column.
- In the **Details** section, select the **Field** by which to filter the report.
- In the **Comparison** field, select an option with which to compare against the field in the filter.
  
  The options available by which to filter depend on the type of field you have selected.

- If required, enter a **Value** by which to filter.
  
  The entry in the **Value** field again depends on the type of field you have selected. It may be a date, a value, a predefined list or a freeform text field.
• Click **OK**.

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

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

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

**Report Defaults**

• Click the **Defaults** tab.

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

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

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

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

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

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

• If required, in the **From Contract** field, enter the Contract Code from which to display the data.

• If required, in the **To Contract** field, enter the Contract Code to which to display the data.

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

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

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

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

**Create Excel Report**

• Now it is time to design the report by entering the labels, required Report Codes and Formula Codes (see section 'Formula Maintenance' on page 35) into the appropriate cells of the Excel spreadsheet.

• Enter any standard Report Codes as required (e.g. Company Name, Report Name, Period etc.), plus relevant headings for the columns of the report.

• Enter the required Contract Maintenance Codes and Formula Codes for calculation of costs.

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

  - **CLA** – This code enables any field from the Contract Account Maintenance to be selected e.g. ‘cla(code)’ will return the Contract Code, ‘cla(name)’ will return the Contract Name, and ‘cla(cc)’ will return the Cost Centre.

  - **CLF** – This code enables the selection of the Formula Codes for calculations e.g. ‘clf(adjcst)’. Note that Formula (CLF) Codes can be added and subtracted by entering the sum in the cell.

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Column Type</th>
<th>Report Code</th>
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<td>Next Valuation Date</td>
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<td>User Defined Text 1 (through to 8)</td>
<td>Text</td>
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<td>Value</td>
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<td>User Defined Date 1 (through to 5)</td>
<td>Date</td>
<td>cla(udd1) to cla(udd5)</td>
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</table>
**Standard Report Codes**

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

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<tr>
<th>Output Definition</th>
<th>Report Code</th>
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<tr>
<td>Format Name</td>
<td>REP(FORMATNAME)</td>
</tr>
<tr>
<td>Runtime Budget</td>
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<tr>
<td>Runtime Period</td>
<td>REP(PERIOD)</td>
</tr>
<tr>
<td>From Contract</td>
<td>REP(FRCN)</td>
</tr>
<tr>
<td>To Contract</td>
<td>REP(TOCON)</td>
</tr>
<tr>
<td>From Cost Centre</td>
<td>REP(FRCC)</td>
</tr>
<tr>
<td>To Cost Centre</td>
<td>REP(TOCC)</td>
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<tr>
<td>Program Name i.e. CLREPGEN</td>
<td>REP(PROGNAME)</td>
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<tr>
<td>Program description as per Evolution M Menu</td>
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<tr>
<td>Company ID</td>
<td>REP(COID)</td>
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<tr>
<td>Company Name</td>
<td>REP(CONAME)</td>
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<td>User ID</td>
<td>REP(USERID)</td>
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<td>User Name</td>
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<tr>
<td>Local Client PC Name</td>
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<tr>
<td>Report Date</td>
<td>REP(DATE)</td>
</tr>
</tbody>
</table>

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

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

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

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

11. Click ![OK] in the Spreadsheet Maintenance program. The report can now be run in the Report Generator.
Generate Contract Report

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

Generate a User-Defined Report

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

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

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

5. If required, change the Current Period for reporting.
7. Click OK. Excel opens and the report is generated.

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

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

1. Create a Nominal Account
2. Post a journal updating a Contract and Nominal Account in the same batch.