Mill7 Documentation

homepage: www.millogic.nl
support: www.millogic.nl/support
whitepapers: www.millogic.nl/support/white-papers

support e-mail: helpdesk@millogic.nl
sales e-mail: info@millogic.nl

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2   What's new

To view the changes made in Mill7 see our Release Notes.

3   Installation

Mill7 is a Windows based software application, installation and updating is made easy.
This chapter describes all topics regarding installing, updating and other technical information.

3.1   Installation of Mill7

When purchasing Mill7 you will receive instructions for installing the software and activating your license.

By default Mill7 is installed in C:\Mill7 but Mill7 can be installed on a network drive as well.
Do not install Mill7 in the Program Files folder of Windows!!

Mill7 Pro and Mill7 Trust are multi-user environments, Mill7 Basis is single-user.

For network installations and multi-user settings please check the help topic Paths and Network Installation.

Please pay attention to the following:
– The Mill7 folder may not be placed in a Windows system folder.
– Do not use the option hidden folders / files in a Mill7 directory.
– All Mill7 users need full access rights to all Mill7 directories to be able to read and write in the database.
– Use the file Mill7.exe in the Mill7\Prog19 folder to start Mill7 or to create a short-cut.

Once a year in January you will receive an invoice for the use of Mill7.
Three to four working days after we receive your payment you will be able to renew your license from the *Supervisor menu > Extend License > Online registration > Refresh license information*.

Local files
When Mill7 is starting language translation files and Compiled HTML help files are copied to the users directory for temporary files (the temp folder).
These files need to be installed locally in order to open correctly.
Compiled HTML (chm) help files are present for cases that the default web-based help is not desirable or not functioning for technical reasons.
Opening the Compiled HTML help on a network drive could require additional registry settings in Windows: http://support.microsoft.com/kb/896358/en-us

As of version 7.6C.2, the Mill7 help information is presented in the users default web browser.
With the setting *'Use old help system'* the Compiled HTML help will be used instead of in the web-based help.
The Compiled HTML Help may be outdated in contrast to the web-based help.

3.2   Updating Mill7

Part of our support is the release of free updates.
Updates are issued every year in April and October to meet the requirements of our clients and technical requirements.

Every new version will receive a new letter followed by 1 for the first release like 7.6D.1 in April 2019.
In a period of three months after that release, Millogic may issue one or two updates with new functionalities and bug fixes.
Those updates will receive a higher number with the same letter, like 7.6D.2 and 7.6D.3.
The version of October 2019 will have number 7.6E.1 and so on.

Database changes
Major database changes will only be applied in the updates of April and October and affect all bookkeepings.
After installing an update with a different letter in the version number the database conversion is executed automatically when Mill7 is started again.
Depending on the amount of bookkeepings in the installation the procedure can take up minutes (20 bookkeepings) up to several hours (2000 bookkeepings).

Tip:
Before executing the update it is advisable to check the bookkeepings for technical errors by using the button <*Test databases*>.

Users
All users must be logged off to be able to execute the update and apply the database changes to all bookkeepings.
Mill7 will log off all users and block them for logging in.
It is advisable to run the update after working hours.
After the update is processed and the administrations have been updated, the supervisor has to give users permission to log on again via the menu *Supervisor> Users> Release*.

Mill7 programs
Please make sure that all programs using Mill7 files are closed before starting the update.
Mill7 will provide a list of Mill7 programs that are still running, for instance the Report Scheduler (reports.exe) or the CoC filing program (maatwerk.exe).
When Mill7 Mobile is running, please stop the Mill7 Mobile web service. When the update function is initiated a check is performed to see if an update is available. If this is the case de update can be downloaded automatically by clicking the *Download* button. When the download is ready click the *Update* button to run the installation program.

Download and installing update
The latest version of Mill7 can be downloaded from our site www.millogic.nl and can be installed even when versions are skipped.
The update can be installed via *Supervisor > Update Mill7*.

Important: Always make a complete backup of the programs and data before executing the update.

Tip: Reboot the server or computer before installing the update.

When you experience trouble installing the update please consult the FAQ section on our website or contact our helpdesk.

3.3   Paths and Network Installation

By default Mill7 will be installed on *C:\Mill7.* For network installations you can move the Mill7 folder to a mapped share, *F:\Mill7* for instance.

Installation Network
Mill7 is installed with a DataFlex embedded database.

Registry settings
On a Windows server additional settings must be made in the registry of the server where the database is installed.
Please read the white paper on disabling Opportunistic Locking on Windows servers:
ftp://ftp.dataaccess.com/pub/misc/whitepapers/opportunlockingreadcaching.html.

IMPORTANT!!!!!:
- The database may not work correctly in multi-user environment without these settings.
- When the database is moved to another server, the registry settings mentioned above must be applied to the new server.

Rights
A number of sub folders are located in the *Mill7* folder: Data, Comp, Programs, Prog12, Prog16, Prog17, Prog19, Reports.
Users must be granted full access to the sub folders Data, Comp, Reports\Custom to be able to read and write to files and folders.
On the users local or remote desktop a shortcut can be created targeting *Mill7.exe* in the network folder, for example: *F:\Mill7\Prog19\Mill7.exe*.

Virus scanner
Virus scanners can seriously slow down Mill7 operations due to scanning activities on the databases.
Please exclude the folders containing the data (Data and Comp) from the scope of a virus scanners.

Backups
To prevent backup failures the backup of Mill7 databases should only be performed when the database files are not in use.
Copying or backing up database files while people are working will seriously reduce the database performance.

Local files
After Mill7 is started the Help documentation and translations, are copied to the user/temp directory.
The Help is a compiled HTML file. These files need to be installed locally in order to open correctly.
Opening the help on a network drive could require additional registry settings in windows:
http://support.microsoft.com/kb/896358/en-us

As of version 7.6C.2, the Mill7 help information opened in the default web browser of the user. Using the setting '*Use old help system*' the help will be opened as chm instead of in the web browser.

Installation client: Register drivers

Mill7 uses drivers that need to be registered on the Windows client or on the server when using remote desktop.
Almost all drivers are automatically registered when starting Mill7 (with the aid of manifest files).
If registration fails, the drivers can be registered by using RegSRV32.
The dll's are located in the Mill7\Prog19 folder.
Should errors occur please check if the files exist in the Mill7\Prog19 folder.

Drivers for Crystal export options RTF and PDF:
- Exportmodeller
- Crtslv.dll

These drivers will be registered by manifest files.
Alternative: They can also be registered via *Maintenance > Settings > Relations*.

Drivers for Excel and Word:
- rnwdc50.dll
- rnxlc50.dll

These drivers will be registered by manifest files.

Drivers for SMTP:
- ChilkatAx-9.5.0-win32.dll
The driver will be registered by manifest files.

Drivers voor Outlook option disable security warning:
- Secman.dll
- Osman.ocx

These drivers can be registered via *Maintenance > Settings > E-mail*.

Driver for Windows menus:
- Codejock.CommandBars.v13.4.2.ocx
- Codejock.ReportControl.v13.4.2.ocx
- Codejock.SkinFramework.v13.4.2.ocx

These drivers will be registered by manifest files.

Driver for Dataflex reports:
- Dataflex Reports 2019 Developer Edition API.ocx

These drivers will be registered by manifest files.

Javascript errors
When Javascript errors occur in the embedded web browser used for CoC Netherlands or Relian possibly not all browser features are activated. This can be arranged in the Windows registry by applying one or more of the following three 'dwords'.

HKCU\Software\Microsoft\Internet
Explorer\Main\FeatureControl\Feature_Browser_Emulation\"Maatwerk.exe"=dword:00002af8

HKLM\Software\Microsoft\Internet
Explorer\Main\FeatureControl\Feature_Browser_Emulation\"Maatwerk.exe"=dword:00002af8

HKLM\Software\Wow6432Node\Microsoft\Internet
Explorer\Main\FeatureControl\Feature_Browser_Emulation\"Maatwerk.exe"=dword:00002af8

3.4   Starting up Mill7

When Mill7 is installed single-user, a short-cut for starting Mill7 is created in the Start menu of Windows, sub menu *Programs*.

Creating a short-cut
If no short-cut is present for Mill7, you can create one yourself.
For example: Mill7 is installed in the folder F:\Mill7.
In the short-cut the *Target* and *Start in* properties must be set as follows.
Target: F:\Mill7\Mill7.exe
Start in: F:\Mill7
The icon for the short-cut is embedded in the Mill7.exe file and will be selected automatically.
As an alternative the icon file m.ico, present in the Mill7 folder, can be used.

The short-cut properties can be changed by right-clicking the short-cut and then select *Properties* in the context menu that pops up.

Start up
By double clicking the short-cut a log on screen will appear.
Enter your user code and password and press the OK button.

In the single-user installation Mill7 logs on automatically as the *SUPERV* user.

3.5   Backup

A regular and correct backup (or restore of the backup) is the responsibility of the user, the application manager or the system administrator.

The data for the backup is located in the Mill7 folders *Comp* (including sub folders) and *Data*.
A folder for a bookkeeping can be recognized by a "B" followed by 7 digits, 5 for the number of the bookkeeping and 2 for the year.
B0012319 for example is bookkeeping 123 for year 2019.

To restore a single bookkeeping the correct folder from the backup can be placed in the Mill7\Comp folder replacing existing files for the bookkeeping.
In case of the Trust version client bookkeeping's can be restored individually, the service companies on the other hand should all be restored together, as one set, to guarantee the data integrity.

Important: Millogic is not in anyway responsible for making backups or restoring backups.

3.6   Archiving

Archiving
Bookkeepings can be archived in Mill7.
This is a manual action. All bookkeepings are located in the Mill7\comp folder.
By changing the location to the Mill7\Comp_arch folder, the bookkeeping is archived.

The path to the archived bookkeepings can be made directed to another location by creating a file
called datapad_arch.ini in the Mill7 folder.
The path entered in the file should be a folder that is containing a sub folder called Comp_arch.
For example: When the path F:\Archive is entered, the bookkeeping folders to be archived should be
placed in the folder F:\Archive\Comp_arch.

If you are working with a multi-user set-up of Mill7, make sure that nobody is currently working in the
bookkeeping to be archived.
Start Mill7 after moving the bookkeeping and click the Refresh button in the administration list.
The bookkeeping will then be removed from the administration list.
The data of the bookkeeping can now only be accessed by the Mill7 reporting program.

Reversing the archiving
Whenever you wish to reactivate an archived bookkeeping, simply move the bookkeeping folder back
to the Mill7\Comp folder.
Start Mill7 and click the Refresh button in the bookkeeping list. The bookkeeping will then be added
to the administration list.

Update database:
File structures are sometimes modified by updates. Archived bookkeepings however will not be
updated.
After returning an outdated archived bookkeeping back to the Mill7 Comp folder, Mill7 will recognize
the bookkeeping as such and will initiate the process for updating the bookkeepings database.

3.7   Shared files

In the Trust version of Mill7 all service companies share the same relations, time entries and
invoices.

A service company is an internal bookkeeping that sends the invoices to the clients.
Other bookkeepings are called client bookkeepings. Client bookkeepings cannot share files.
Shared files are stored in the directory of the main bookkeeping.

Files are stored to a separate folder for each fiscal year, allowing to clear redundant data in a new
year.
There is a directory for each year for each bookkeeping in the Mill7\Comp folder.
For each year one main bookkeeping exists. This is the service company that other service
companies depend on.

There are three locations where files are opened.
1. The Data directory
These files have the $ symbol in the DataFlex file display name.
Examples: Users and Rights.

2. For the Trust version: The directory of the main bookkeeping, other versions per bookkeeping directory.
These files have the @ symbol in the DataFlex file display name.
Examples: Firms, Persons, Mailing, Debtors, Memos, Time, Relation Management files and Codemast (for tables and settings).

3. The bookkeeping directory
Examples: Daybooks, General Ledger accounts, Journals.

3.8   Clean up and block

Bookkeepings are saved per bookyear. This allows for cleaning up redundant data in a consecutive bookyear. When creating a new bookyear mutations (journals or invoiced time or time entries to be invoiced later) will not be copied when they have been invoiced or paid.

For example: Deletion of general ledger accounts or debtors or creditors is allowed when they are not being used in existing mutations. By cleaning up each year the bookkeeping remains smaller and reports will be rendered faster.

Records can be blocked by activating the *Block* check box to prevent them from being used before data is cleaned up in the new bookyear.
No journal entries can be made to a blocked general ledger and no time can be registered to a blocked debtor.

4   General

4.1   Agenda

Appointments, holidays, meetings etc. can be entered in the agenda per day in the *Bookkeeping> Relations* menu.

Employees are entered in the **Employees** column
By pressing F4 or clicking the column header a list appears with all employees (user codes).
Select the employees to be added by marking the check boxes.

An employee does not necessarily have to be present in the employees list.
The employees can also be added just by typing the codes in Employees column.
Employee codes in the agenda are not be validated.

The report Relations> **Agenda** gives an overview of the selected appointments.

4.2   Change Records

A new record can be added by using Ctrl+N or F5.
All fields in the window will be cleared after when the new record can be entered.

A record can be changed by selecting the record and enter the new data.

Data will not be saved automatically. Changes are saved with Ctrl+S .

Adding a new record to a list (for example journal entries or time) is also possible by positioning the cursor on an empty line.
Changes in a list are saved automatically if you move the cursor to the next line.

4.3   Change the password

Users can logon with a user code and password.

The use of a password can be made mandatory by setting the option '*Password is required*' in the General settings.
The number of days the password is valid can also be entered in the settings. If this period is expired, the user will be asked to change the password when Mill7 starts.
It is possible to contruct passwords as phrases, long sentences that are easy to remember, instead of using complex short passwords. This can also be arranged in the General settings.

When a password is required the password must meet the following requirements.
For normal (short) passwords:
– A minimum of 5 and maximum of 10 characters.
– At least 3 letters and at least 2 characters of another type like numbers, symbols or punctuation marks.

For phrases (long passwords):
– A minimum of 11 and maximum of 64 characters.

A new user has to set his password the first time he logged in.

A user can change his password via menu *Bookkeeping > Change password*.
The old password needs to be filled in, followed by twice the new password.
The user entries will be masked, but by clicking one of the eye symbols the entered values will temporarily be made readable.

When a user has forgotten his password he can choose the option 'I forgot my password' in the logon screen. The password will then be sent by e-mail to the e-mail address that was entered for the user.

User Superv
Mill7 comes with a free user named SUPERV that acts like the administrator user.
Because the SUPERV user has all rights, it is important to give the Superv user a password.

When logged in as SUPERV one can change a users password via menu *Supervisor> Users> Change password.*

4.4 Common Law jurisdictions

Mill7 is also suitable for trust companies in Common Law jurisdictions.
Are you operating in a Common Law jurisdiction please contact the Millogic Helpdesk.

Several settings can be set for these Jurisdictions via menu *Maintenance> Settings> Trust> Common Law.*
Three different kind of groups can be set here:
- Incorporation invoice
- Registry
- Penalties

Incorporation invoice
As determining the Common Law fees is complicated, they can be determined with wizards. The calculation in the wizard uses date of foundation, standard fees and discounts (per kind of company), capital, etc.
This information can be entered via the Relation Management module.

The fees are calculated for several years.
Settings to create fees with the help of wizards can be set in *Incorporation invoice* container.

It is usual that Fixed Fess will be calculated for a whole year from the date of foundation. If this date of foundation is 1-10-2003 then it is usual that the fee for the period of 1-10-2003 until 30-09-2004 will be invoice 1-10-2003. The next period will be from 1-10-2004 until 31-12-2004 and the next period will be a whole year: 1-1-2005 until 31-12-2005.

At the fields '*First month next-year-government-fee'* and '*Last month'* a period (in months) can be entered. The first period of calculation of the fee will be determined here. To determine that, Mill7 uses the entered date of foundation. If this date of foundation is higher or equal to the first month or is smaller or equal to the last month the date of foundation is set as first month to be invoiced.

The fields '*First month renewal-fee'* and '*Last month'* indicate when the fee will be invoiced the next time. If at '*Last month'* a month is set, in the Relation management file '*Services and fees'* the field '*Next inv. month'* will have the value of this period + 1.
If the month of foundation is smaller than the value entered at field '*First month renewal-fee'* the value of '*last month'* will be raised with one (1). This value appears in field '*Next inv. month'* in the file '*Services and fees'* after executing the wizard.

Below a few examples will follow:

Example 1
First month next-year-government-fee: **10** Last month: **12**

First month renewal: **3** Last month: **9**
Date of foundation: 01-11 -2003

After executing the wizard, the following values will be set in file *Services and fees*.

	Period 1	Period 2	Period 3
Number/year:	1	1	1
Next inv. month:	11	10	10
Next year:	3	4	5

Example 2
First month next-year-government-fee: **10** Last month: **12**
First month renewal: **3** Last month: **9**
Date of foundation: 01-01 -2003

After executing the wizard, the following values will be set in file *Services and fees*.

	Period 1	Period 2	Period 3
Number/year:	1	1	1
Next inv. month:	1	10	10
Next year:	3	3	4

Example 3
First month next-year-government-fee: **5** Last month: **9**
First month renewal: **5** Last month: **11**
Date of foundation: 01-06 -2003

After executing the wizard, the following values will be set in file *Services and fees*.

	Period 1	Period 2	Period 3
Number/year:	1	1	1
Next inv. month:	6	6	12
Next year:	3	3	4

Registry
With the function [Forward Payment](#) the government fee can be forwarded to the Registrar. If the payment to the Registrar took place a file is made which can be sent to the Registrar. The name of the file is AGTF.DTA and is set in the root-directory of Mill7. In this file the *'agent code'* will be displayed which can be set in the *Registry* container. Every created file gets a batch number. The last batch number used is displayed in the field '*Last batch no'*.

Penalties
Penalties are only calculated for outstanding invoices that contain amounts for Forwarding Payments.

The Registrar penalties can be entered in the *Penalties* container. In the field '*Months overdue'* the number of months is set with the concerning penalty (in percentages).
Penalties can be set for three different periods. These periods will be used in combination with the clients date of foundation and *'Gov.due month 1 and 2'*.

1. When the incorporation month is less or equal to the *'Gov.due month 1'* entered (month +1) then the months overdue of the penalty is calculated by the month of the reminder minus the month entered at '*Gov.due month 1'.*

2. When the incorporation month is higher then the month entered at '*Gov.due month 1'* (month +1) the months overdue *of* the penalty is calculated by the month of the reminder minus the month entered at '*Gov.due month 2'* . If the term is less then 1 a period of 12 will be added.

The penalties for the registrar will be displayed on the [reminders](#). The amount of the outstanding invoice however will not be changed.
When the invoice is paid the penalty has to be manually booked.

Strike off
The option *Strike off* in menu *Bookkeeping> Financial> Common law* is used to remove clients when the government fee is not paid.
Selections are made on the incorporation date, client code and status of the client.
When outstanding invoices with amounts to forward still exist they will be shown in the list.
By this procedure the status of these clients can be adjusted.

4.5   Creating a new bookkeeping

A new bookkeeping can be created in menu Bookkeeping.

This function is used for:
1. [Creating a new bookkeeping](#)
2. [Making an exact copy of an existing bookkeeping](#)
3. [Creating a new bookyear for an existing bookkeeping](#)
4. [Creating a consolidated bookkeeping](#)

Important:
In the multi-user version Mill7 Pro and Mill7 for Trust it is possible that users are working in a bookkeeping you are trying to create. For instance when creating an exact copy or a new bookyear. If this is the case, an information dialog appears with the users that are logged in to this bookkeeping. These users should be logged off before proceeding.

User rights
When a user creates a new bookkeeping, he automatically receives the rights to open and change that bookkeeping.
Because rights are set per group, all users in that group will also receive these rights.
Users in other groups will not have these rights until granted to them.

After creating a new bookyear the rights for the new year for all user groups will be the same as for the previous bookyear.

1. Creating a new bookkeeping
To create a new bookkeeping a number of steps must be passed through.

Step 1
Choose a type of bookkeeping.
In the Trust version a new bookkeeping can be designated as a service company.
This is only possible if the active bookkeeping is a service company.

To create a service company, the relation code of the service company must be entered, step 2 will be skipped.
If this code does not exist, it can be created in the relation screen Companies. The company type must be "SRV".
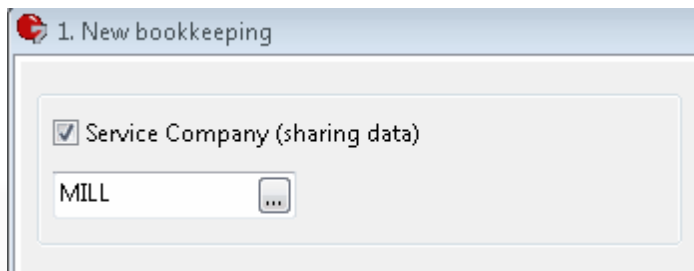
If the new administration is a service company, step 2 is skipped.

Step 2
When creating a new client bookkeeping, three options can be chosen:

1. Create an empty bookkeeping
A new empty bookkeeping will be created. In the next steps a new chart of account must be defined.

2. Copy basis data including relations
A new bookkeeping will be created based on an existing bookkeeping.
All basic data like chart of accounts, daybooks, relations, debtors and creditors will be copied.

3. Copy basic data excluding relations
A new bookkeeping will be created on the basis of an existing bookkeeping.
All basic data like chart of accounts, daybooks will be copied. Relations, debtors and creditors will not be copied.

Step 3
Choose a new unique number for the new bookkeeping. If the chosen number already exists a warning message will appear.
If the General right *Create bookkeeping client without debtor* not is activated, the number can only be chosen from existing debtor numbers (this option is not working for service companies).

Furthermore the Name and Bookyear of the bookkeeping has to be entered.
In case of a service company there must be a main bookkeeping in the choosen bookyear.

If the new administration is a service company the following steps are skipped. The bookkeeping is created and the service company data is maintained.

Step 4
For the new bookkeeping a number of settings must be set, like Currency, Bookyear from/until and the Period duration.

Step 5
For the chart of accounts three options are presented:
1. Limited chart of accounts
2. Basic chart of accounts for a one-man company
   With this option a standard chart of accounts, defined by Mill7, will be created.
   This chart of account is in line with the the standard balance code table 11.

This table can be created in *Maintenance> Balance codes* with the <u>One-man business template</u>.

3. Basic chart of accounts for a company
    With this option a standard chart of accounts, defined by Mill7, will be created.
    This chart of account is in line with the the standard <u>balance code table</u> 12.
    This table can be created in *Maintenance> Balance codes* with the <u>Company template</u>.
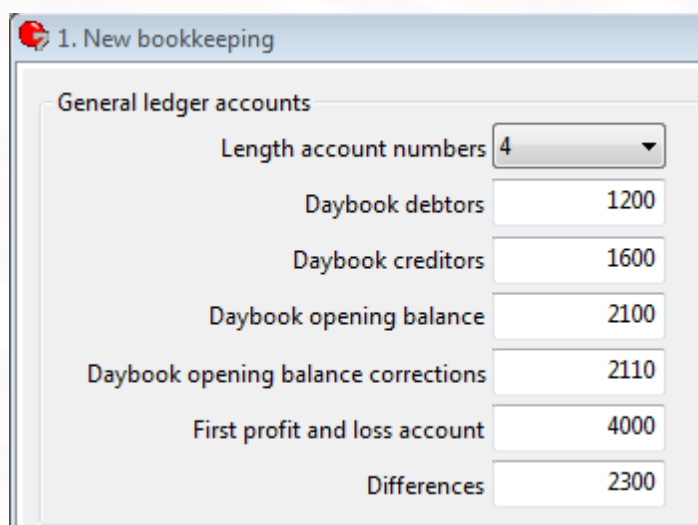
Step 6
A number of settings must be defined for the chart of accounts.
Choose the length of the account numbers for the general ledger. This is important because the length cannot be changed afterwards.
When the new bookkeeping is to be based on a limited chart of accounts some ledger accounts must be defined first.
The new bookkeeping can now be created.
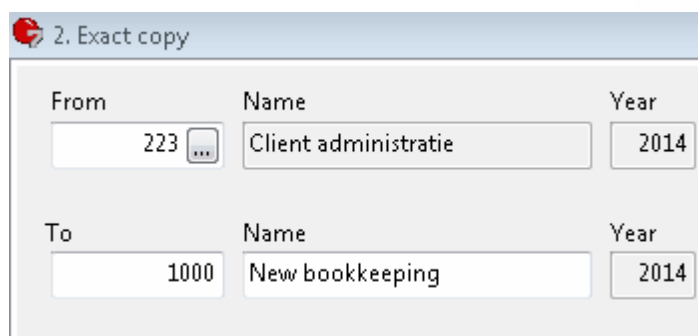
2. Making an exact copy of an existing bookkeeping
Select the bookkeeping to copy and give the new bookkeeping a unique number and name.
The bookyear cannot be changed. It must be equal to the bookkeeping copied. The copy bookkeeping can be created now.

It is not possible to create a copy of a service company.

3. Creating a new bookyear for an existing bookkeeping
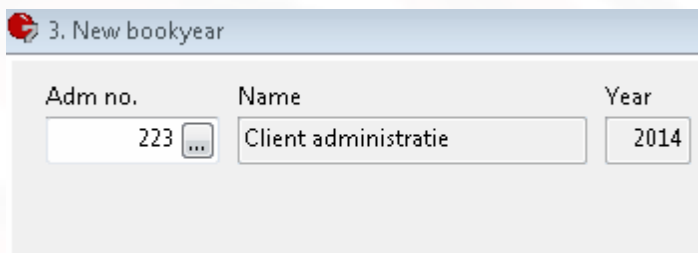
At the end of the bookyear of a bookkeeping a new bookyear must be created.
For more information see the help topic *prolongation bookyear*.

It is not possible to create a new bookyear for a consolidation bookkeeping when the consolidation bookkeeping is opened. Open another bookkeeping first and then start the procedure to create a new bookyear.

There are three options creating a new bookyear.

Option 1. Client/consolidation bookkeeping
Choose the bookkeeping to make a new bookyear for.

Mill7 automatically shows the last bookyear.
With the button < Create> the new bookyear will be created.

Option 2. All service companies
This option is only available in the Trust version.
With this option all service company bookkeepings will be prolonged to the following year.

Option 3. Current service company
This option is only available in the Trust version.
With this option a new bookyear is created for the opened bookkeeping only.

The option can only be used if
– the opened bookkeeping is a service company and
– the opened bookkeeping is not the main bookkeeping and
– in the following bookyear a main bookkeeping exists but not a bookkeeping for the opened service company.

4. Creating a consolidated bookkeeping
As a basis for a consolidation bookkeeping an existing bookkeeping must be chosen.
All settings of that bookkeeping, like the bookkeeping currency, the period length and the bookyear will be copied to the consolidation bookkeeping.
Give the new bookkeeping a unique number and a name. The bookyear cannot be changed.
The consolidated bookkeeping can now be created.

For more information see the help topic Consolidation.

4.6   Documents

All kinds of documents, like for example Ms-Word or Ms-Excel documents, Outlook messages and PDF files, can be included in Mill7.

The document itself is not saved in Mill7. Only a link to the location of the document will be saved.

Documents can be linked to time lines, events, daybook pages and to all relation management files.

In relation management documents are linked via the Documents tab.

On the screens Book, Events, tab Events companies and persons, Write time per date and Time per

debtor, documents are linked via ALT+F or with the document button .

The document screen
A list of linked documents is displayed.

Link a document
By pressing F4 in the list, a document can be looked up to be saved.
The description of the document is filled with the filename but can be re-entered manual.

Open a document
A document can be opened by pressing the 'open'-button.

Delete a document
The link to a document can be deleted with CTRL+D. The document itself is not deleted.

Be careful:
Be sure that the location of the files can be reached the same way by every user. Do not use local hard discs for example.

Don't change the location of a file after it is linked in Mill7. The document can no longer be found.

4.7 Function Keys

Help	F1
Add a new record	Ctrl+N or F5
Delete a record	Ctrl+D or shift+F2
Save changes	Ctrl+S or F2
Show search list	F4
Close Mill7	Alt+F4
Switch between program parts	Ctrl+F6 or Alt+F6
Close program part	Ctrl+F4 or Esc
To next field	Tab
To previous field	Shift Tab
To next record	F8
To previous record	F7
To first record	Ctrl+Home
To last record	Ctrl+End
Delete character	Del
Insert mode on/off	Ins
Open general ledger	Ctrl+0
Open debtors	Ctrl+1
Open creditors	Ctrl+2
Open relations	Ctrl+3
Open articles	Ctrl+5
Open stopwatch	Ctrl+7
Book	Ctrl+B
Add or open document	ALT+F
Add a new page in daybook	F6
To other daybook	F3
Open bookkeeping	Ctrl+O

4.8 Import data

The function Import can be started from the Bookkeeping menu.
Comma separated files and Excel files can be imported.

Location import file
Select at "Location import file" the file that needs to be imported.
Only the first sheet of an Excel file will be used for import data.

The left-screen will show the first line of the import file.
All column values found in this line are displayed in rows.

Type of import
Mill7 has different kinds of import:
- Assets
- Balance codes
- Cases
- Chart of accounts
- Companies and Persons
- Exchange rates
- Journal entries
- Portfolio stock
- Portfolio stock rates
- Portfolio transactions
- Rename chart of accounts
- Table codes
- Time registrations
- Users (to maintain the contract settings of existing users)

Depending on the type of import, specific Mill7 fields will appear.
These fields can be assigned to a field in the import file by pressing the "<<" button.
A Mill7 field that is assigned will disappear from the list of available fields.
By using the ">>" button the assignment of a field will be removed and the field will become available again.
All settings made in this screen are saved per import type for future imports.

Import data
The result will be displayed in the second tab page "Importdata" after pressing button "Next".
Here, the decimal sign and date format used in the import file can be set.
Default, the decimal sign and date format follows the windows-settings.

For some import types additional settings can be made:

Exchange rates:
Besides the date format and decimal sign, the date and reference currency must be set.

Portfolio transactions:
Before making the proposal it is necessary to connect the transactions codes used in the import with a Mill7 code. This can be done in the same way as assigning the import fields to a Mill7 field.
The value in the Mill7 field *Bookkeeping* should be equal to the Company Name in Maintenance> Company data.

Portfolio stock rates:
Besides the date format and decimal sign, the date of all rates must be set.

Proposal import
After making the correct setting, the result is displayed in the tabpage "proposal import" by pressing the button "Next"
Possible errors in the data will be mentioned in the status column.
If an import line in the proposal contains value "OK", the line can be imported in Mill7.

An excel report of the proposal screen can be created by using the print button.

4.8.1 Import assets

The following fields can be allocated:

1. Description *
2. Serial number
3. Purchase date *
4. Purchase value
5. Remainder
6. Bal.acc. depreciation *
7. P&L.acc. depreciation *
8. Book value
9. Depreciation [months]
10. Written down until [date] *

* Required

Bal.acc depreciation and P&L.acc depeciation
The General Ledgers for the Balance and Profit and Loss depreciation must exist in the chart of accounts.

4.8.2 Import balance code tables

The following fields can be allocated:

1. Table no. *
2. Code *
3. Description *
4. Type (H, S, B) *
5. From Acc. positive
6. Until Acc. positive
7. From Acc. negative
8. Until Acc. negative
9. Level
10. Lux debit/this year
11. Lux credit/ prev year
12. XBRL Label 2017
13. XBRL Label 2018
14. Sequence number

* Required

Table no.
Enter the number of the balance code table in which you would like to import. If this is an existing table, the imported data will be added to the current data in the table.

Note: If the table already exist there is a risk of an overlap within the ranges of general ledger accounts.
Tables can be created and maintained via *Maintenance> Financial> Balance codes*.
If the table does not exist, it will be created.

Type (H, S, B)
Define each entry as a header (H), a subheader (S) or a balance code (B).
Balance codes can be linked to a range of general ledger accounts.

Level
This field allows for subheaders to be subdivided in a treelike manner (parent-child relations). Enter the level numbers (1-9).

Sequence number
The sequence number is used to determine the presentation order of items in the table.
This field is not required. When the field is not linked the line numbers of the import file will be used for the sequence numbers.

4.8.3   Import cases

The following fields can be allocated:

1. Debtor *
2. Project *
3. Description
4. Invoicing
5. Default
6. From
7. Until
8. Amount
9. Time
10. Max. per bookyear
11. Adjusted time rate
12. Block

* Required

With this import function only new cases can be created.

Debtor
The debtor code you want to assign to the case. This debtor must exist in Mill7.

Project
Project holds the code of the case. The code must be unique for this debtor.

Description
This field is optional and can be used for extra information about the project.

Invoicing

In this section you can select the default time status of the project, which can be **Y**es, **N**o or **L**ater. This time status overrules the default time status of the activity. Default value for this field is **Y**es.

Default
By setting Default on Yes this project will appear in the column Case, once the debtor is selected for time writing.
Valid values are **Y**es and **N**o. The default value is **N**o.

Max. per bookyear
If you would like to limit the time or amount written on the case, you can select either one of these here.
0 = None
1 = Time
2 = Amount
Default value is 0.

Adjusted time rate
Here you can select an adjusted time rate. Time written on this case will be invoiced to the adjusted time rate.

Block
When this option is set on (value 1) it is not possible to write time on this case.
This case will not appear in the list of cases for this debtor, in the window Time.

4.8.4   import chart of accounts

The next fields can be allocated:

1. Number *
2. Description
3. Code
4. Balance code
5. Balance code negative
6. Account revaluation
7. Account consolidation
8. External number 1
9. External number 2
10. External code 1

* Required

Number
The number of the general ledger account
If the general ledger account does not appear in the Administration it will be created.
If the general ledger account already exists, the existing data is overwritten with those from the import.
Fields are only overwritten if it is linked to an import field and if an import value has been entered.

Description

The new description for the account.

Code
A free to choose search code. If left empty, the value of the Number field will be used.

Balance code
The balance code for a positive balance.

Balance code negative
The balance code for a negative balance.

Account revaluation
The general ledger used for the revaluation of this account.
The option Revaluate at the General ledger is automatically set active when the Account revaluation is filled.

Account consolidation
The number used for this General ledger account in a consolidation. This number does not have to be an existing General Ledger account.

External Number / Code
Free fields that can be used for reporting.

4.8.5   import companies

With this import function new companies can be created and existing companies can be changed. The import function can also be used to create or change debtors and creditors.

The following fields can be allocated:

1. Code
2. Name *
3. Postal address
4. Postal houseno.
5. Postal Address line 2
6. Postal Address line 3
7. Postal Address line 4
8. Postal zip code
9. Postal city
10. Postal country
11. Address
12. Houseno.
13. Address line 2
14. Address line 3
15. Address line 4
16. Postal code
17. City
18. Country
19. Tel
20. Fax

21. WWW
22. E-mail
23. Debtor **
24. Bank account
25. Deb type
26. Free field 1
27. Free field 2
28. Free field 3
29. Free field 4
30. Creditor **

* Required for new companies

** When both fields Debtor and Creditor are entered a debtor will be created.
It is not possible to change an existing debtor into a creditor or vice versa.

Code

The Code must be unique for companies and persons.
When no Code is entered or when the Code doesn't exist a new company will be created.
When no code is entered the code Mill7 will generate the Code in accordance with the '*Company mask*' in the settings.
When the code already exists, the data in Mill7 will be overwritten with the data in the import file.
When a field in the import file is blank the corresponding field in Mill7 will not be changed.

Debtor

When Debtor is entered the firm will automatically become a debtor.
The debtor code in Mill7 will be the same as the imported Code or as the Code determined by Mill7.
The value in the import field debtor will not be used as debtor code.
If the company is a debtor already, the debtor data in Mill7 will be overwritten with the data in the import file.
When a field in the import file is blank the corresponding field in Mill7 will not be changed.

Note

Multiple debtor diagrams may exist. New debtors will always be created within the first diagram.
When importing debtors in service companies (only available in the Mill7 Trust version) relation management will be activated by default.

Creditor

When Creditor is entered the firm will automatically become a creditor.
The creditor code in Mill7 will be the same as the imported Code or as the Code determined by Mill7.
The value in the import field creditor will not be used as creditor code.
If the company is a creditor already, the creditor data in Mill7 will be overwritten with the data in the import file.
When a field in the import file is blank the corresponding field in Mill7 will not be changed.

Note

Multiple creditor diagrams may exist. New creditors will always be created within the first diagram.

4.8.6   import persons

With this import function new persons can be created and existing persons can be changed.
The import function can also be used to create or change debtors and creditors.

The following fields can be allocated:

1. Code
2. Initials
3. Prefix
4. Lastname *
5. Address
6. Houseno.
7. Address line 2
8. Address line 3
9. Address line 4
10. Postal code
11. City
12. Country
13. Address extra
14. Houseno_extra
15. Address2_extra
16. Address3_extra
17. Address4_extra
18. Postalcode_extra
19. City_extra
20. Country_extra
21. Tel
22. Mobiel
23. Fax
24. E-mail
25. Debtor **
26. Deb type
27. Bank account
28. First names
29. Nationality
30. Second nationality
31. Free field 1
32. Free field 2
33. Free field 3
34. Free field 4
35. Creditor **

Required for new persons

** When both the fields Debtor and Creditor are entered, only the Debtor field will be processed.
It is not possible to change an existing debtor into a creditor or vice versa.

Code
The Code must be unique for companies and persons.
When no Code is entered or when the Code doesn't exist a new person will be created.
When no code is entered the code Mill7 will generate the Code in accordance with the '*Person mask*'
in the settings.

When the code already exists, the data in Mill7 will be overwritten with the data in the import file.
When a field in the import file is blank the corresponding field in Mill7 will not be changed.

Debtor
When Debtor is entered the person will automatically become a debtor.
The debtor code in Mill7 will be the same as the imported code or as the code determined by Mill7.
The value in the import field debtor will not be used as debtor code.
If the person is a debtor already, the debtor data in Mill7 will be overwritten with the data in the import file.
When a field in the import file is blank the corresponding field in Mill7 will not be changed.

Note
Multiple debtor diagrams may exist. New debtors will always be created within the first diagram.
When importing debtors in service companies (only available in the Mill7 Trust version) relation management will be activated by default.

Creditor
When Creditor is entered the person will automatically become a creditor.
The creditor code in Mill7 will be the same as the imported code or as the code determined by Mill7.
The value in the import field creditor will not be used as creditor code.
If the person is a creditor already, the creditor data in Mill7 will be overwritten with the data in the import file.
When a field in the import file is blank the corresponding field in Mill7 will not be changed.

Note
Multiple creditor diagrams may exist. New creditors will always be created within the first diagram.

4.8.7   Import currency rates

Currency rates can be imported in Mill7.
It is also possible to download rates automatically on a daily bases.

As of Mill7 version 6.B1 the special import function for download DNB rates is not longer available.

Import type = Currency rates
The next fields can be allocated:

1. Currency *
2. Currency rate **
3. Inverted currency rate **
4. Date

*   *Required*
**   *One of the fields should be entered*

The *Inverted currency rate* will only be used if the field *Currency rate* is blank.

1. Currency:
The code of the currency as maintained in Mill7.
For example: GBP: British Pounds

2. Currency rate:
The rate of the currency:
Reference currency (bookkeeping value) = Euro
Rate NLG = 2.20371

3. Inverted currency rate:
The rate of the currency:
Reference currency (bookkeeping value) = Euro
Rate NLG = 0.45378022 (1 / 2.2037100)

4. Date
A date can be set in the importfile. If no date is found, and no exchange date is selected, the rate will
be imported with the current date.

Mill7 works with import tables. All tables have a number.
The exchange rates by default will be imported in table number 0.
The number of the rate table can be changed in the second screen (Import data)

4.8.8   Import journal entries

The following Mill7 - fields can be allocated:

1. Daybook *
2. Page
3. Date
4. Period
5. Account *
6. Description
7. Statement number
8. Document number
9. Amount
10. Storno
11. Currency
12. Exchange rate
13. VAT amount
14. VAT code
15. Cost centre
16. Debtor code disbursement
17. Activity code disbursement
18. Quantity
19. Inv. no. cred.

* *Required*

Daybook
The daybook mentioned in the import file. should exist in Mill7.
A journal can not be imported when the daybook doesn't exist.
A default daybook can be set in the second screen of the import (*Import data*)

It is not possible to import journals for the daybook *Opening balance* and for daybooks of type *Revaluation* and *Deferred bookings.*

Page number
Mill7 works with daybook pages.
The page number field indicates the daybook page in which the journal should be created.

HINT: When no information is supplied regarding the page number in the import file, all journals will be booked in new pages, 1 page per period.

The import file is read in the same order as entered in the file.
All journals will be booked in new pages created during import.
A daybook page will be created for each period found in the importfile.

Importing in an existing daybook page can be forced by stating a specific page number in the importfile.
The periods must match otherwise the journal will be booked in one of the newly created pages.

By using value -1 in the importfile multiple pages for the same period can be forced.
This can be useful for creating one page per invoice number when importing creditor invoices.

Values:
 -1 = new page
0 or space = last page used
1 or higher = create page / add to page with this page number

Date
When no date is entered the date will be set with the system date.

Period
The period must be matching with the date.
When no period is entered the period will be determined by Mill7 using the date.
It is not possible to import journals in a period which is blocked or closed.

Account
The account field determines the general ledger, debtor or creditor for the journal.
The input can be the number or a search code of a general ledger, a debtor code or a creditor code.
The journal cannot be imported when the number or code is not found in the database.
The journal will be set to the first general ledger found when both a general ledger and a debtor (or creditor) are found.

Amount
Mill7 determines if the amount should be booked debit or credit:
• a positive amount is always booked positive debit.
• a negative amount is always booked positive credit.

Except for import journals relating to general ledgers and an whereby an VAT code is imported:
• As the VAT code type is *'On sales'* the amount is booked credit.
• As the VAT code type is *'On purchase'* the amount is booked debit.

Reverse entry
A value of 1 indicates a reversed journal entry. The amount will receive a minus sign in the journal entry:

- a positive amount is booked negative debit.
- a negative amount is booked negative credit.

Currency

When the currency in the import is blank or incorrect, Mill7 will determine the currency.
The rate will be determined by the rates in Mill7 when the rate is not in the import file.
The original amount, currency and calculated rate will be saved in the Different Currency fields (CTRL+K).

VAT amount, VAT code

Mill7 will calculate the VAT amount when an VAT code is imported without a VAT amount.

Checks on VAT code and VAT amount:
- It is not possible to book VAT in daybook BC.
- The VAT code must exist in Mill7.
- At a debtor import journal a VAT code and VAT amount are only allowed in a daybook Type debtor.
  In other daybooks the line will be imported but the journal is created without a VAT code an VAT amount.
- At a creditor import journal a VAT code and VAT amount are only allowed in a daybook Type creditor.
  In other daybooks the line will be imported but the journal is created without a VAT code an VAT amount.
- At a creditor import journal a VAT code and VAT amount are only allowed in a daybook Type creditor.
  In other daybooks the line will be imported but the journal is created without a VAT code an VAT amount.
- At a general ledger import journal the VAT code

Cost centre

The cost centre must and should only be filled if at the general ledger account a cost type is filled in.
The cost centre must exist.

Disbursements

Disbursements can be created automatically when importing the journals by entering the *'Debtor code disbursement'* in the import file.
This may be useful for example when importing costs of couriers that have to be charged to debtors.
A disbursement must be booked on an activity.
When the *'Activity code disbursement'* is not found in the import file, a default activity can be set in the second screen of the import (*Import data*).

4.8.9   Import Portfolio stock

The next fields can be allocated:

1. Code *
2. Active (when not connected or empty default value is 0 = not active)
3. Description *

4. Type (when not connected or empty default value is 0 = shares)
5. Currency *
6. Issue date **
7. Final date **
8. Issue price **
9. Annual interest **
10. ISIN
11. SEDOL
12. CUSIP

* *Required*
** *Required when Type = 1= Bond*

Code
The stock code. This code must be unique and has a maximum of 10 characters.

Description
The stock description. This must be unique and has a maximum of 40 characters.

Active
To be able to use a code it must be active. This is indicated with the value "1".

Type
Mill7 contains four kinds of stock:
0 = Shares
1 = Bonds
2 = Call/put options
3 = Warrants

In case of Type is uneven "1" the fields 6 to 9 are not imported.

ISIN, SEDOL en CUSIP
These conversion codes can be used for importing stock rates.
A code should not be longer than 15 characters.

Default values for Bonds
The following fields will get a default value:
Days per year = "360"
Interest payments per year = "1"
Coupon date = "1 january"

4.8.10 Import Portfolio stock rates

The next fields can be allocated:

1. Name/Code stock *
2. Stock rate *

* Required

Name/code stock
The name or code found in the import file will be checked for in Mill7.
First will be checked if the value exist as an international code such as CUSIP, ISIN and SEDOL.
When no match is found a check on Mill7 code will be made.
When there is still no match Mill7 will try to find the stock by name.

The stock rate cannot be imported if all checks fail.

Stock rate
The stock rate in the import file must be in the same currency as entered by the stock in Mill7.

4.8.11 Import Portfolio transactions

The next fields can be allocated:

 1. Bookkeeping *
 2. Type of transaction *
 3. Date transaction
 4. Bank account *
 5. Name/code stock *
 6. Quantity *
 7. Price of stock **
 8. Total amount **
 9. Transaction currency
10. Currency rate to Bank daybook
11. Description
12. Incl. costs

*   *Required*
**   *One of the fields should be entered*

1. Bookkeeping
The value of the field bookkeeping in the import file. must be equal to the name of the bookkeeping.
The name can be set in *Maintenance> company data*.
If the name of the bookkeeping in the import line is not equal to the name of the bookkeeping in
which the import is started, the line will not be displayed in the proposal.

 2. Type of transaction.
The type of transaction is to determine the kind of transaction.
In the screen '*Import data*' the codes used in the import file has to be allocated to a Mill7 transaction
code.
 - Buy
 - Sale
 - Opening balance
 - Stock dividend
 - Interest
 - Short Sale
 - Short Cover

- Other banktransactions

3. Date transaction
This is the date the transaction took place.
If the date is not connected, Mill7 chooses the date of processing.

4. Bank account
The bank account must occur in a daybook in Mill7. The bank account can be set in the maintenance menu. Choose option Daybooks. In the concerning daybook, in field Bank account, the bank account can be set. Depending of the bank account in the import file the transaction will be imported to the concerning daybook.

If the bank account cannot be found in a daybook, the import line can not be processed and the import line will get status: Account does not exist in "Bank-daybook" and cannot be imported.

5. Name/code stock
The value of field "stock" must occur in the file with stock.
This file with stock can be found in screen Portfolio, tab page "Stock"
In field "code" a list will pop up when F4 is pressed. This list shows all the stock.
The value of the field "Stock" must be identical to the name or code of one of the stocks in the list.

If the kind of stock cannot be found in the file, the import line cannot be processed and will receive the status: "Stock not found"

6. Quantity
The number of stock applied to the transaction.

7. Price of stock
The price of one stock at the date of transaction.

8. Total amount
The total amount of the transaction. If the total amount appears in the import file, the price per stock will be calculated by dividing the total amount by the number of stock.

9. Transaction currency
If the amounts, in the import file, are in a transaction currency that is different from the daybook currency, the different currency must be indicated.

10. Currency rate to Bank daybook
If the transaction currency is different from the daybook currency, the rate must be indicated.
The amounts in the import file will be recalculated to amounts in the currency of the daybook.

11. Description
Extra information for the transaction.

12. Incl. costs
The amount of costs for this transaction.

The currency of the transaction is set by Mill7.

4.8.12   Import rename chart of accounts

The next fields can be allocated:

1. Old code *
2. New code *
3. Description

* Required

Old number
The number of the general ledger account that is used.

New number
The new number for the account.

Description
The optional new description for the account.

Service company
Please keep in mind that articles, creditors, debtors, and some bookkeeping settings are shared between service companies.
When a general ledger is renamed that is used for one of these shared settings the account will be changed, so you also need to rename the general ledger in all other service companies.

4.8.13   Import table codes

The following fields can be allocated:

1. Tableno *
2. Code *
3. Description

* Required

Tableno.
Enter the number of the table in which you would like to import. The table must exist.

Code
Code holds the value of an item in the table. The code must be unique for this table.

Description
This field is optional and hold a description to the Code.

4.8.14 Import time registrations

This import function is only available in the Trust version of Mill7 and can be started only in the main bookkeeping or in a service company. Time cannot be imported in previous bookyears.

The following fields can be allocated:

1. Date *
2. User *
3. Debtor *
4. Activity *
5. Invoice status
6. Case
7. Time
8. Time rate
9. Time description **
10. Extra description

* *Required*
** *Required when set*

All codes must be present in the Mill7 database.

For accepting a line from the import file the same rules apply as when time is written manually. These rules rely on settings for users, debtors, activities, rates, rights, etc. Checks for exceeding case limits (time or amount) have been left out, however.

The user that performs the import has to be granted the right to import time registration. When the user imports time for other users as well then the user must be able to write time for these users.

1. Date
The date has to be filled in and must be valid. It is not required that the date is within the bookyear.

2. User
The user must be licensed for time writing and may not be resigned on the date that is mentioned in the import line.

3. Debtor
Blocked debtors for time writing are not allowed.

4. Activity
Blocked activities are not allowed.

5. Invoice status
Status can be "N", "J", "L" or "F". When this field is presented empty, Mill7 will determine the value by applying the settings for the debtor, the activity and the case.
When the field is filled the user that imports the file must be granted the right to change the value of the invoice status. When "F" is used the time will be considered as being invoiced, which means that the line cannot be edited afterwards in Mill7.

6. Case
Blocked cases are not allowed.

7. Time
The maximum for the case, if set, can be exceeded when importing time.

8. Time rate
The maximum for the case, if set, can be exceeded when importing time.
When not presented in the import file the rate amount will be determined automatically in Mill7 by applying the settings for the user, the debtor and the case. When the field is filled, a value of 0 (nil) is possible too, the user that imports the file has to be granted the right to do that.

9. Time description
The Time description is required when the setting *Maintenance> Settings> Time> Time description mandatory* is activated.

10. Extra description
The Extra description will always be imported when presented in the import file, even when the setting for *Extra column Description in list* in *Maintenance> Settings> Time* is not activated.

4.8.15 Import users

The following fields can be allocated:

  1. Code *
  2. Name
  3. Hours Mon
  4. Hours Tue
  5. Hours Wed
  6. Hours Thu
  7. Hours Fri
  8. Hours Sat
  9. Hours Sun
10. Billable
11. Free number
12. Free text
13. Free text 2
14. Team
15. E-mail

* Required

Code
Code from the user from which the data should be supplemented or changed.
The user must already exist.

Team
When filled the team must already exist.

4.9   Open Bookkeeping

When Mill7 is started up a screens pops up to choose a bookkeeping.
Default the last bookkeeping the user works in is shown.

An other bookkeeping or year can be chosen by entering the bookkeeping number / year. It is also possible to first retrieve a list of bookkeepings per year with F4 (or the ...button). After a bookkeeping has been selected from the list, the fiscal year is entered automatically.

Bookdate
At *Book date*, the system date of the PC is given. This is the default date with which journal entries are made

Rights

To open a bookkeeping, the user must have the rights to open the bookkeeping concerned.
With the option 'only show accessible bookkeepings' the list of bookkeepings will show only bookkeepings where the user has rights for.
This option can set for all users in the settings.

Converting databases

When opening an administration Mill7 checks to see if any files have changed. If files need to be updated then you are asked if the conversion can be performed. All administrations must be updated after an Mill7 software update.
Depending on the amount of bookkeepings in the installation the procedure can take some time.

Changing bookkeeping or bookyear

There are different ways to open an other bookkeeping or an other book year:

– With the button   it is possible to switch from client bookkeeping to the '*Write time*' screen in the service company and back.
– To switch to an other bookkeeping or year choose Ctrl+O or use menu *Bookkeeping> Open bookkeeping*.
– With the Year button in the toolbar an other book year of the same bookkeeping can be choosen. This is possible for the last 5 calendar years.

4.10   Prolongation bookyear

Creating a new bookyear for an administration can be done via menu *Bookkeeping > Creating a new bookkeeping > New bookyear*.

In the Trust-version of Mill7 there are two extra options available:
1. All service companies
2. Current service company

If option one is selected, all service companies will be prolonged.
With option two a single service company can be prolonged.

In Mill7, data is saved per bookyear.
During Prolongation first a copy will be made from the old year.
For example: in case of bookkeeping 1 bookyear 2013 B0000113 will be copied to B0000114.
The old bookkeeping remains unaffected during the prolongation process. Changes will be made only in the new bookkeeping.

After creating a new bookyear the rights for this year will be the same as for the previous bookyear..

Some functions are not longer available in the old bookyear after prolongation, like:
- writing time
- invoicing time, disbursements and fees
- allocate draft invoices
It is therefore advisable to create the new bookyear only after all time is written and after the draft invoices are processed.

To be sure there are no differences in the old bookyear which can affect the new bookyear it is important to check the old bookkeeping via menu *Supervisor> Book> Recalculate bookkeeping totals*.

By using foreign currencies the old bookkeeping has to be revaluate first before the new bookyear is created.This can be done by menu *Bookkeeping> Financial> Revaluate*.

Clean up data
In the new bookkeeping certain files will be cleaned up in the new year. For example relation management changes, journal entries, time, etc. By cleaning up, files will be smaller which concludes that reports remain fast. After cleaning up, debtors, creditors and general ledger accounts can be deleted if related time, journal entries and invoices are missing.

Events at relations will also be cleaned up. Events with a date completed are not copied to the new bookyear unless in the settings the option '*Keep completed events on prolongation'* is set.

Journal entries
At prolongation balances of the old bookyear will be transferred to daybook Opening balance of the new bookyear. This daybook must have 'BB' as code and 'Opening balance' as type.
The result profit and loss of the old bookyear will be booked in the new bookyear on the general ledger defined in the settings.
It is possible to make changes in the old bookyear after prolongation.
By using the function *Bookkeeping> Financial> Opening balance> Copy opening balance* the opening balance for the new bookyear can be re-created by using the changed data in the old bookyear.

Assets

At prolongation the book value off all assets in the new bookyear will be set as per end date of the previous bookyear.

The value of the assets in the previous bookyear will not change.

This means that if assets have not been written down in the previous bookyear, those write downs can still be made.

If the assets are written down afterwards, the real book value opening bookyear can be recalculated in the new bookyear by using the function "*Copy book value assets of previous bookyear*" in menu *Bookkeeping> Financial> Assets*.

Time

At prolongation, only time will be transferred which meets the following conditions:

- Time with status "Y" or "L"
- Time with a date in the new bookyear

Extra attention for the following three situations.

1. Time not to be invoiced.
   At debtor can be set if written time on the concerning debtor must be invoiced. If set that time must not be invoiced, time will not be prolonged to the new bookyear, regardless of the invoice status.
2. Approve time and internal report about the month December.
   To invoice, it is no problem that partially time of, for example December 2013, is written in the old bookyear and partially in the new bookyear 2014. At prolongation, all time to be invoiced will be transferred to the new bookyear.
   This is different for approving time and internal report of time registration of the concerning bookyear.
   Time with status 'N' will not be transferred to the new bookyear. If, at prolongation, time registration is not up to date at the end of the year (e.g. 31-12-2013), no correct reports can be made of the concerning bookyear. After prolongation it is impossible to write time in an old bookyear.
   In case of approving time, problems may exist because for example the half of time of a certain day is written in the old bookyear and the other half in the new bookyear. This makes it impossible to approve time for that day.
   To avoid this, it is advisable only to prolongate after all time writers entered and approved all time for the old bookyear.
3. Time related to draft invoices.
   Time related to draft invoices are prolonged to the new bookyear as free time because draft invoices are not prolonged.

Invoices

At prolongation only invoices which meet at the following conditions will be transferred:

- Booked invoices that have not been paid.

Notes attached to outstanding invoices will be transferred as well.

Draft invoices are not prolonged to the new bookyear.
Time and Fees related to a draft invoice are deallocated when the new bookyear is created.

After prolongation, no time invoices can be created in the old bookyear. It is still possible to make invoices manually and also credit invoices can still be made. Such created outstanding invoices can be transferred to the new bookyear by using the function "*Copy opening balance*". The invoices itself will not be transferred to the new bookyear.

Invoicing upcoming bookyear

When in the old bookyear the [option] Invoicing upcoming bookyear has been used the journal entrys regarding these invoices will be made in the new bookyear.

Invoice number

When in the old bookyear at [service company] an invoice number has been entered this number will be used in the [settings] for the new bookyear.

Portfolio

At prolongation [portfolio] transactions will be created in daybook Opening Balance.
The value of the different stock is based on the latest market price (revaluation). The transaction receives the status booked.

Changes can still be made afterwards in the previous bookyear.
By using the option *Create transactions opening balance last year* in the menu *Bookkeeping> Portfolio* the opening balance of Portfolio will be cleared and re-created on the basis of the previous bookyear.
However profits can be shifted by doing this because of the FIFO method.

By using the option *Recalculate Portfolio* from the menu Supervisor> Portfolio the complete portfolio administration can be recalculated.
After recalculation it is advised, when using the bookkeeping module as well, to check for differences between the Portfolio administration and the results in the bookkeeping .

4.11   Search Lists

Mill7 knows several fields with a searchbutton.
It is then possible to select from a search list.

The list can be opened by using F4 or the searchbutton.

It is often possible to search on several fields in a search list. By switching to another column, the sort order of the list is changed, making it possible to search on that field.

If a red lock is displayed in a search list, a selection of the file is displayed, for example the employees of a company selected earlier. By pressing the lock, all records are displayed.

5   Relations

The *Relations* window can be started form the menu *Maintenance> Relations* or by pressing *Ctrl+3* or with the *Relations* - button.

Relations are companies or persons.

Debtors and creditors are created based on a company or person. A relation is either a debtor or a creditor not both.

Depending on your version and modules, various tabs are displayed. In the Basic version, only companies and no (contact) persons can be entered.
The contact person can then be entered in the '*Attn.*' field of companies.

Companies and Persons
Relations are companies and persons. In these screens relations can be entered with addresses, e-mail address etc.
It is also possible to enter mailings and events, like phone calls and meetings.

Debtors and Creditors
All relevant information concerning debtors and creditors is entered here.
Debtors and creditors are needed to book journals, register time and create invoices.

Debtors and creditors do have the same code as the accompanying company or person.
Because of this all data of a debtor/creditor and the accompanying company or person are related.

Relation management
In tabpage *Relation management* a custom made database can be maintained with 35 files of around 40 fields.
For the Trust-version a standard solution is available with a predefined database.

Reports for Relation management can be generated with the query tool, standard reports and custom reports.

History
All changes in Relation management and relations can be logged with setting the option in the *Settings> Relations* > *Log changes in relation management.*
By clicking on a field with the right mouse button and choosing for *History* a popup screen will appear with the history of that field.
To view the history there is the Relation management report *Relation management changes.*

Search by CTRL+F
A search function can be used in every field in the Relations screen by pressing CTRL +F.
Open the search screen by pressing CTRL+F or by clicking with the right mousebutton and choose *<Search>*.
A pop up screen will appear, enter a search string and with the *<Search>* button a list is built up that meet the search criterion.

5.1   Companies

Companies are entered via *Relations> Companies.*
Several rights can be set for creating, changing and deleting companies.

Creating a new company
A new company can be created by using CTRL+N.

Changing a company
After selecting a company in the list the tabpages will show the company data.

Use CTRL+S or the diskette in the menu to save the changes.

Deleting a Company
A company can be deleted by selecting the company and choosing CTRL+D.
Mill7 will check if journal entries or time and invoices are booked on possible related debtors or creditors.

For cleaning up companies the special function 'Clean up relations' can be used.

Search and select a Company
Searching for a company is possible in 2 ways:
– Searching through Search name or code
  Select the column Search name or Code by clicking with the left mousebutton, enter the first few characters and choose <OK>. Mill7 will select the company that is closest to the search criterion.
– Searching through the field value of a field.
  Open the search screen by clicking with the left mousebutton on a field and choose CTRL+F or by clicking with the right mousebutton and choose <*Search*>.
  A pop up screen will appear in which a search criteria can be entered for the selected field. With the <*Search*> button a list of companies is built up that meet the search criterion.
  A company can be selected by double clicking with the left mouse button or with a single click and <*OK*>

Copy address to clipboard
By using CTRL+8 the visiting address of the company will be copied to the clipboard.
CTRL+9 copies the Postal address.

Look up visiting address in Google Maps
The function 'Lookup visiting address in Google maps' can be chosen in the right mouse button menu.
By entering address data more completely and correctly you will increase the chance that for an address to be found.

Tabpage General
Name
The name of the company is entered the way it should be printed like "Garage MakeMyCar".

Search name
It can be useful to place the text "MakeMyCar" in front, like "MakeMyCar, Garage" making it easier to search on the name.

Code
Every company has a unique code. This code can be entered by the user or can be generated by Mill7.
The code is generated by Mill7 when the field is left blank. The code will be determined according the setting *Company mask*.
With the Relation Settings option *'Change relation code'* activated, the user may enter a code himself. Mill7 will determine the code only when the field is left empty.

Type
A type can be defined for a company.
The code "SRV" is reserved for Service companies.

Relation management

If the checkbox '*Relation management*' is activated, additional data can be entered for this company in the 'Relation management' tab.

Debtor and creditor
With the radio buttons Debtor or Creditor a company is set as a debtor or creditor. A popup screen appears in which extra information can be added necessary to create a debtor/creditor.
The debtor/creditor gets the same code as the concerning relation. The debtors and creditors are used in the modules accounting and time and billing.

Lock
In the Trust version in service companies name and address information from companies and persons can be encrypted. Only users with sufficient rights are able to see the real data.
The encrypted fields are not supported by any functionality in Mill7 regarding addresses like reports, mailing, telebanking etc.

Tabpage addresses
In Mill7 *Postal address, Visiting address* and *other addresses*, can be saved per company.

Millogic advises that the codes in the country table comply with the two letter ISO 3166-1 codes for export purposes.

Extra address lines
The number of address lines that can be entered is maximum 4 and can be set at the Relation settings. The labels of the address lines can be entered at *Settings> General*. These settings apply to all postal and visiting addresses at companies and persons.

Street/no
The label of this field can also be changed via *Settings> General*

Free fields 1-4
Tabpage *Postal address* has 4 free fields. Via *Settings> General* it is possible to give this fields a different name.

Postal address is visiting address
On tabpage *Visiting address* the checkbox *Postal address is visiting address* can be activated. In that case the visitor's address is automatically copied from the postal address.

Extra addresses or telephone numbers can be entered in the '*Address/Tel. other*' tab.
By double clicking with the left mousebutton on a row a popup screen appears.
A new address can be entered with CTRL+N. With CTRL+D an address can be deleted.

Tabpage Relations
This tabpage shows all relations between the selected company and other companies in relation management.
The left side of the screen shows a list of relation management files. By selecting a file on the right the related entity will be shown.
By selecting '*All categories'* the right side will show all related entities.
By double clicking with the left mouse button on an entity the corresponding relation management screen will be opened.

When the '*Only show active relations'* checkbox is activated relations with an end date and relations to inactive entities will be excluded from the list.

The button <*Print all categories*> creates an excel file with all related entities.

Tabpage Employees
This tabpage shows the employees from the company.
By double clicking with the left mouse button the Person screen with the employee data will be opened.
The field *Employer* at Persons must be set to the employer..

Tabpage Mailing
At the left side of the screen all mailings are listed, on the right side all employees.
With a checkmark per employee per mailing can be indicated who receives what mailing.
A Mailing can be defined via menu *Bookkeeping> Relations> Mailing*.

Tabpage Events
For both companies and persons, events, like call appointments and meetings, can be logged.
Events also can be maintained via menu *Bookkeeping> Relations> Events*.

On the left side of the screen a list of events is shown.
Which events are shown depends on the selection at the bottom of the screen.

Show all
When this option is not checked both events completed and not completed will be shown.
Otherwise only events not completed will be shown.

By all
When this option is checked only events from the same user will be shown.

A new event can be add by positioning the cursor on an empty line or via CTRL+N.
The event will be connected automatically to the selected company.
The event can be named in the column *Event*. In the other columns a selection can be made by using F4.

At the left of the screen the details of the event are shown.
Using the button <*Details*> will give a popup screen in which the details can be logged per day.

Documents can be linked to the event by using the <*Document*> button.

5.2   Persons

Persons are entered via *Relations> Persons.*
Several rights can be set for creating, changing and deleting persons.

Create a person
A person can be added by CTRL+N.

Changing a person
After selecting a person in the list the tabpages below are filled with the data of the person.
Use CTRL+S or the diskette in the menu to save the changes.

Delete a person
A person can be deleted by selecting the concerning person and pressing *CTRL+D* .
Mill7 will check if journal entries or time and invoices are booked on possible related debtors or creditors.

For cleaning up persons the special function 'Clean up relations' can be used.

Search and select a person
Searching for a person is possible in 2 ways:
– Searching through Search name or code
   Select the column Search name or Code by clicking with the left mousebutton, enter the first few characters and choose <OK>. Mill7 will select the person that is closest to the search criterion.
– Searching through the field value of a field.
   Open the search screen by clicking with the left mousebutton on a field and choose CTRL+F or by clicking with the right mousebutton and choose *<Search>*.
   A pop up screen will appear in which a search criteria can be entered for the selected field. With the *<Search>* button a list of persons is built up that meet the search criterion.
   A person can be selected by double clicking with the left mouse button or with a single click and *<OK>*.

Copy address to clipboard
By using CTRL+8 the postal address of the employer will be copied to the clipboard.
CTRL+9 copies the address of the person.

Look up visiting address in Google Maps
The function 'Lookup visiting address in Google maps' can be chosen in the right mouse button menu.
By entering address data more completely and correctly you will increase the chance that for an address to be found.

Tabpage General
Name
The name of the person is entered in the fields *Name, Initials, Prefix* and *'First names'*.
The *Search name* is filled in automatically with the fields *Name, Initials, Prefix* in this order.

Code
The unique *Code* is created by the system according to the mask entered at the settings.
In the Trust version it is possible to enter at the settings that the *code* can be entered by the user.
The *code* will then not be assigned by the system unless the user has filled out nothing.

Employer
At employer a company can be selected.
When a person changed from employer the question is asked if the change also should reflected in relationmanagement. In that case Company in the files F114, F115, F119, F130 and F133 where this person is entered will be set equal to employer.

Type
At type, a table to be maintained by the user can be used, with for example values as "contact person" , "advisor" , etc.

Relation management

When the checkbox *<Relation management>* is activated, additional data for this person can be entered in the '*Relation management'* tab. Relation management is designed for companies by default.It is possible to design relation management for persons in case clients are private trust clients.

Would you use this option please contact the Millogic helpdesk.

Debtor and Creditor
With the radio buttons Debtor and Creditor you can set a person as a debtor or creditor. The debtors and creditors are used in the modules *accounting* and *'time* and *billing'* .

Lock
In the Trust version in service companies name and address information from companies and persons can be encrypted. Only users with sufficient rights are able to see the real data.
The encrypted fields are not supported by any functionality in Mill7 regarding addresses like reports, mailing, telebanking etc.

Tabpage Addresses
In Mill7 *Postal address* and *other addresses*, can be saved per person.

Millogic advises that the codes in the country and nationality tables comply with the two letter ISO 3166-1 codes for export purposes.

Extra address lines
The number of address lines that can be entered is maximum 4 lines and can be set at the Relation settings. The labels of the address lines can be entered at *Settings> General*. These settings apply to all postal and visiting addresses at companies and persons.

Street/no
The label of this field can also be changed via *Settings> General*

Free fields 1-4
Tabpage *Postal address* has 4 free fields. Via *Settings> General* it is possible to give this fields a different name.

Extra addresses or telephone numbers can be entered in the '*Address/Tel. other'* tab.
By double clicking with the left mousebutton on a row a popup screen appears.
A new address can be entered with CTRL+N. With CTRL+D an address can be deleted.

At *Persons*, only enter personal data, not addresses or telephone numbers of the employer (these are entered at the company data). Direct telephone numbers of the employer can be entered at a person.

Tabpage Other
On this tabpage more personal data can be entered.
The fields *Opening* and *Attnd* are used when creating a word document.

Tabpage Relations
In the *Relations* tab, you can find in which capacity and for which relations a person has been entered in *Relation management*.
The left side of the screen shows a list of relation management files. By selecting a file on the right the related entities will be shown.

By selecting *'All categories'* the right side will show all related entities with the role of the person between parentheses.
By double clicking with the left mouse button on an entity the corresponding relation management screen will be opened.

When the '*Only show active relations'* checkbox is activated relations with an end date and relations to inactive entities will be excluded from the list.

The button *<Print all categories>* creates an excel file with all related entities.

Tabpage mailing
With a checkmark per mailing can be indicated which mailings the person will receive.
A Mailing can be defined via menu *Bookkeeping> Relations> Mailing*.

Tabpage Events
For both companies and persons, events, like call appointments and meetings, can be logged.
Events also can be maintained via menu *Bookkeeping> Relations> Events*.

On the left side of the screen a list of events is shown.
Which events are shown depends on the selection at the bottom of the screen.

Show all
When this option is not checked both events completed and not completed will be shown.
Otherwise only events not completed will be shown.

By all
When this option is checked only events from the same user (Column *By*) will be shown.

A new event can be added by positioning the cursor on an empty line or via CTRL+N.
The event will be connected automatically to the selected person.
The event can be named in the column *Event*. In the other columns a selection can be made by using F4.

At the left of the screen the details of the event are shown.
Using the button *<Details>* a popup screen is shown in which the details can be logged per day.

Documents can be linked to the event by using the *<Document>* button.

Tabpage Free Fields
The tab page free fields is activated by setting the option *Settings> Relations> 'Show tabpage free fields persons'*.
The tab page can hold up to 24 fields, which can freely be named and positioned. Via the *Supervisor* menu> *Relations> 'Free Fields persons'* a label can be set for each field.

Tabpage Documents
The tabpage Documents can be activated via *Settings> Relations> 'show documents per person (restart required)'*.
Documents regarding persons like passports can be entered in this tabpage.
At type, a table to be maintained by the user can be used.
These documents can also be generated through the wizards.

Documents can also be saved in the Relationmanagement file F144.

5.3   Events

Events like phone calls and appointments can be registered in Relations in the tabpage *Events* at companies and persons but also via menu *Bookkeeping> Relations> Events*.

At companies and persons only events for the selected company or person can be maintained.
In the screen *Events* all actions can be maintained.

The screen *Events* is build up in three parts.
– At the top a list of events is shown.
– At the bottom left are the input fields of the selected event.
– At the bottom right is the memo block with all detail lines of the selected event.

A new event can be made by using CTRL+N.
An event can be changed by selecting it from the list.

Sorting, filtering and searching events
Sorting, filtering and searching events are function of the events list.
By clicking with the left mouse button on a column header the events are sorted. Another click on the same header reverses the sorting order.
Filters are maintained via the right mouse button menu. Several filters can be active simultaneously.
Searching values in the list can be done by pressing CTRL+F. The search term will be searched for in the events descriptions.
It is also possible to search for terms used in details texts. For that purpose use the *Search in details* button.
The seach function window will show all events that comply to the search criterium. After selecting one of the events and clicking the OK button the events will be opened. When the event is not present within the selection set by the filters all active filters will be dropped.

Filter options
Filters are complementary making it possible to create a filter on values in multiple columns.
The column header will show the remark "(Filtered)" when a filter is applied.

Het onderhouden van filters wordt gedaan met behulp van het contextmenu dat wordt opgeroepen door met de rechtermuisknop op een kolom in de lijst te klikken.

Filters can be maintained via the context menu, which will popup when rightclicking a column in the list.

Options are:
– Filter on selected value; Adds a filter to the existing filter based on the selected value in the column.
– Remove filter on this column; Removes the filter on this column from the existing filter.
– Remove all filters; All events will be visible, no filter is active.
– Access filter menu current column; Shows a visual filter screen for the active column.

Fields
Number

This is a unique number bound to an event. After deleting an event the number can be appointed to a new event in the future.

Event
Enter a brief description of the event. THis could also be a code or a number.
This field is not mandatory but can be used to easily identify the event. With the search function CTRL+F a search screen pops up to search for a string in this field in all events. After executing the search operation, all records will be displayed where this value is found.
By selecting the record and then pressing the OK button, the concerning record will become active in the event screen.

Company
Enter the company related to the event.

Person
Enter the person related to the event.

Subject and Subject2
An event can have two subjects, *subject* and *subject2* .
By pressing F4 a selection can be made from a selection list. Extra codes can be added by pressing the *<Maintenance>* button in the selection list.

Before
A date can be entered to indicate when the event must be completed. F4 presents a calendar.

By
Enter the Mill7 user for this event. The user code of the current user is entered by default.
F4 presents a selection of Mill7 users.

Completed
Enter a date to indicate the event is completed. F4 will present a calendar.

Documents
Documents can be linked to an event by entering a link to the location where the document is saved.

Choose   and press F4 to select the path to the document.

Printing events
By using the *<Print>* button a .txt file will be created with the contents of the memo block.
The text file will be opened automatically.

Details
All details are shown in the memo block.
The details are sorted on date, showing the latest details first.
Details can not be edited in the memo block.
By using the button *<Details>* a pop up screen will appear to add and modify details.

Date
The date of the detailed-events.

By
The Mill7 user who executed or entered the detailed event.

Event
The type of event that has to be executed. By pressing F4 a selection can be made from a list of type of events.
Extra types of events can be added by pressing the *<Maintenance>* button in the selection list.

Description
The description of the event can be entered in the right side of the screen.

Printing details
By using the *<Print>* button a .txt file will be created with the contents of the selected detail record only.
The text file will be opened automatically.

5.4   Encryption

In the Trust version it is possible to encrypt address information from certain persons and companies in the Service Companies.
For example when it is not desired that all users can see the Address information of these relations like an UBO.

See also the whitepaper *'Procedure to store and protect UBO information'*.

To use this function in the settings *Trust> General* the option *'Encrypt address information relations'* has to be set*.

When the option is set, a button 🔒 appears in the tabpage General of Companies and Persons.
The button is green when information is not encrypted and red when information is encrypted.

Users must have the right General Relations '*Access to encrypted address information*' to see and use the button.

By pressing the 🔒button the screen '*Encrypted information*' will appear.
The address information will only be visible on this screen.
The information will be encrypted and saved to another part of the database.
The address fields on tabpage Addresses at companies and persons will become greyed out and empty.

The fields *Name* and *Search name* on tabpage General at companies and persons are not greyedout.
When a relation also must be unrecognizable by name to users who do not have access, the name of the relation can be encrypted as well.
This can be done by changing *Name* and *Search name* in de tabpage *General* at companies and persons to, for example, the *Code* of the relation.
The real name of the relation is then only visible in the screen '*Encrypted information*'

Use of Encrypted data
The encrypted fields are not supported by any functionality, for example mailing, telebanking etc.
There is no report to print this information.

The encrypted data can only be consulted on screen by pressing the 🔒 button.

5.5 Relian

Relian offers a service to check relations on international sanctions.
Mill7 supports this service and includes a dashboard to manage the interface with Relian.
This functionality is available and free In the relation management module of the Trust version of Mill7.

Please contact Relian for a subscription to be able to use this functionality.
The user/password combination for Relian must be set in the compliance settings of Mill7.

To enable the use of the Relian dashboard an item must be added to the custom menu.
There are four ways to run the Relian program:
– Via the custom menu for the main bookkeeping; maatwerk.exe /RELIAN
– Via the custom menu for a client bookkeeping; maatwerk.exe /RELIAN_CLIENT
– In a batch process for running the program automatically for the main bookkeeping; maatwerk.exe /RELIAN_BATCH
– In a batch process for running the program automatically for a client bookkeeping; maatwerk.exe /RELIAN_BATCH

Automatic processing via a batch program
For running a Mill7 program in batch mode a small batch script has to be made.
This is a small text file with a .BAT file extension in which several commands are placed. The actual commands are depending on the location of the Mill7 installation.

F:	(navigate to F: drive)
Cd\	(navigate to F:\)
Cd Mill7\Prog19	(navigate to F:\Mill7\prog19
Maatwerk.exe /RELIAN_BATCH	(execute the Relian interface in batch mode)

After storing the batch file in the Mill7\Prog19 folder it can be executed automatically with the Windows Task Scheduler.

It is important that the batch process uses the same network path as the normal Mill7 users do, because Mill7 stores this path for general purposes.
In the dashboard the button <*Create batch file*> on the tabpage '*Reports and other functionalities'* will create a text file with the correct path according to the installation profile:
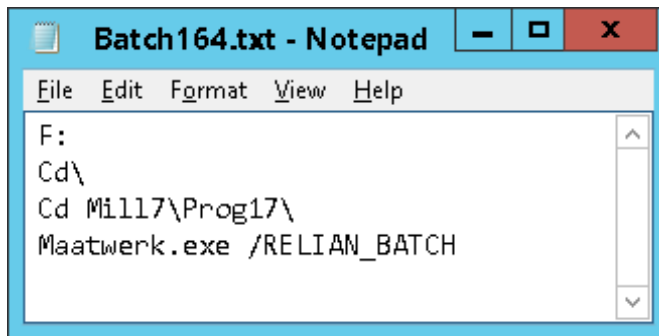
This text file can be saved with the extension .BAT

Before executing the .BAT make sure that the path in the batch file is the exact same path that exists in the user profile that schedules the batch.

An automatic transfer for a client administration follows the same procedure. The last line in the batch file could for instance be:

Maatwerk.exe /RELIAN_BATCH_CLIENT 801

801 is the number of the client administration. In one batch file several transfers can be combined. See the next example.

F:
Cd\
Cd Mill7\Prog19
Maatwerk.exe /RELIAN_BATCH
Maatwerk.exe /RELIAN_BATCH_CLIENT 801
Maatwerk.exe /RELIAN_BATCH_CLIENT 802

To start the dashboard from the Main bookkeeping
To do this the following option in the custom menu should be adjusted:
Transfer to Relian, Maatwerk.exe /RELIAN.
All contacts, persons and companies, from the last bookyear of the internal bookkeepings will be transferred to Relian.

To start the dashboard from a Client bookkeeping
To transfer relations from a client bookkeeping to Relian the following option is needed in the custom menu: *Transfer client data to Relian, Maatwerk.exe /RELIAN_CLIENT.*
Transferring data is only executed if Relation Management is accessible in the client bookkeeping.
All contacts from the active client bookkeeping are transferred to Relian.
These contacts will be mixed in Relian with the contacts from the main bookkeeping, unless other credentials are used for the client bookkeeping. In order to keep the contacts separated in Relian an extra Relian subscription is needed.

When the dashboard is started an automatic function is executed to check the actual status of all relations in Relian. The result of this check is updated in the relation list on the tabpage 'Actions Relian'.

Transfer relations to Relian

After the dashboard is activated via the custom menu the screen '*Transfer relations to Relian*' will appear with the name and the bookyear of the administration in the title bar.
At the upper right of the screen there is an logging container. The logging can also be found via menu Supervisor> Logging.
The logging shows the number of relations transferred successfully and the number of relations not transferred because off errors.
The status per relation can be found in the relation list on the tabpage '*Actions Relian*'.

Start transfer
Via the button <*Start transfer*> all persons and companies of the bookkeeping will be transferred to Relian and checked, following the HTTPS protocol.
All relations will be transferred to the Relian folder DEAFULT.

When logging on to Relian fails this will be mentioned in the logging. Check the logging on a regular basis when the transfer is being performed in a repetitive nightly batch mode.
After the transfer is completed, the logging will show how many contacts have been transferred and how many have not been transferred because of errors.

ATTENTION: In Relian a code may consist only of characters from A to Z, a to z and 0 to 9. Periods, commas, diacritical marks, etc. are not allowed. In Mill7 these codes need to be renamed.
ATTENTION: When the Relian password has been changed the password in the settings also must be changed.

Fields Relian related to Companies

The following fields are being transferred to Relian:
– Code
– Search name
– Incorporated (field 11 in Relation Management file F111)
– Place of incorporation (field 12 in Relation Management file F111)
– Country of incorporation (field 42 in Relation Management file F111)
– Country (*Relations > Companies > Addresses > Visiting address > Country*)

Fields Relian related to Persons

The following fields are being transferred to Relian:
– Code
– First names
– Prefix
– Name
– The fields First names, Prefix and Name, in this order, are used to determine the Relian field Wholename
– Date of birth from tabpage Other
– Place of birth from tabpage Other
– Country of birth from tabpage Other
– Gender from tabpage Other
– Street from tabpage Address (the first line only)
– No. from tabpage Address
– Postc. from tabpage Address
– City from tabpage Address
– Country from tabpage Address
– Titles from tabpage Other
– Function from tabpage Other
– Nationality from tabpage Other
  Codes used in the nationalities table must comply with the ISO 3166-1 standard.
– (First passport) Number from tabpage Documents or field 9 in Relation Management file F144.
  The passport document can be recognized by the first passport code set on tabpage '*Reports and settings*'.
– (Second passport) Number from tabpage Documents or field 9 in Relation Management file F144.
  The passport document can be recognized by the second passport code set on tabpage '*Reports and settings*'.

Passports can be registered in persons details or at entity level in Relation Management file F144. For the transfer of data to Relian the passport numbers saved at person documents prevail. When for one person a passport code is used more than once in the person details or in F144 then only one of them will be transferred to Relian, even if an expiry date has been assigned to it. Passport numbers that should not be transferred to Relian could be assigned to another document code.

Relian Website
The button <*Relian Website*> will open the Relian logon page in the internet browser. Possibly the browser is able to store the logon credentials, in which case the logon only needs to be confirmed on next visits.

Tabpage Actions Relian

The tabpage 'A*ctions Relian'* shows all relations. When the option <*Show all relations*> is set off only relations needing attention are shown.

Different actions are conceivable:
– The relation has not yet been transferred to Relian;
– The Mill7 code of the relation contains characters that are not allowed by Relian, error 103;
– A relation must be examined (Needs action) in Relian because not all hits have been evaluated yet.

Other errors are not explained. If you receive an error with a number other than 50 or 103, you can contact the helpdesk.

When the relian dashboard is started the actual status in Relian is checked for all relations. With the button '*Update info*' the latest status at Relian will be checked for the selected relation only.

Tabpage Result Relian
This tabpage shows the Relian result for a selected relation on the Relian website.
With the buttons '*Check Sancties*' and '*Check PEP*' the latest information for the selected relation will be retrieved from Relian before showing the results in the tabpage '*Result Relian*'.
Hits and matches can be examined directly for relations that needs action.

Tabpage Reports and settings
This tab contains reports and some functions to maintain the link to Relian.

 Passport and *2nd passport* specify which document codes apply to passports and possible second passports. The first passport code is automatically synchronized with the code registered at *Settings > Trust > Compliance > Passport*. When the first passport is omitted it will lead to the error message "Transfer Relian Failed, no passport code filled in." in the error log.
The first passport code is also used to check on missing passports.

Report all relations
This report shows all relations in Mill7 with their Relian statuses as they are known to Mill7.
On top of the report a counter is shown which should correspond with the number of relations in Relian.

Total entries:	93
Total not checked:	
Total with errors:	2
Total needs action:	20
Total OK:	71

From the summary above can be derived that there are 93 relations in Mill7. 91 Relations have been transferred of which 20 need to be examined by Relian. 2 relations have not been transferred, due to errors.

Report client
A report can be generated per Relation Management client showing all contacts related to that client with their Relian statuses.
An option is provided to show all relations, like Trust employees, Other relations, Management, etc. or only UBO's, Management, Bank qualifications and Shareholders.

	Client code: AAC	Total unique relations (incl. Client):	
	Client name: AACP Holding	Total not checked:	
	Client status: ACT	Total with errors:	
	Account manager: EVW	Total needs action:	
	Actions Relian: OK	Total OK:	
	Last synched: 30-06-2015		

Management

Code	Name	Entity	Field
EVDL	UBO 113	0	Manager
KAP01	Kaptein, K.	0	Manager
KOL01	Kolonel, D.	0	Manager

General

Code	Name	Entity	Field
MILL	Millogic	1	Service company

Bank accounts

Code	Name	Entity	Field
FORT	Fortis Bank Rokin	1	Bank

Bank qualifications

Code	Name	Entity	Field
ABN	ABN-AMRO Bank Vijzelstraat	1	Person/firm
KAP01	Kaptein, K.	0	Person/firm
ZET	Zetco Holding	1	Person/firm

Advisors

Code	Name	Entity	Field
BEU	Beusekom Belastingadvies B.V.	1	Firm
BUI	Buitelaar & Meijer Advocaten	1	Firm
BUI02	Buitelaar, M.A.	0	Person
BUS01	Bussemaker	0	Person

Other relations

Code	Name	Entity	Field
MILL	Millogic	1	Firm
JVV	Veenlanden, J. van	0	Person
VAN01	Van Velden, H.	0	Person

Create client folder in Relian
With this button the structure as shown in the '*Report client'* can be transferred to Relian.
In Relian a folder will be created for this client which contains all relations as shown in the '*Report client'*.
As a next step several reports can be produced in Relian at the client level for the supervisory authority.

Because it is not yet possible to update this structure via transfer relations it is advisable to remove the folder in Relian when ready. All persons and companies will remain in Relian as they are reside in the DEFAULT folder as well. Therefore the evaluation of hits, matches, etc. is left unchanged.

Reset status Relian in Mill7
Via this button the status "Not synched yet" will be assigned to all relations in Mill7.

Create batch file
Via this button all the necessary commands for a batch script can generated automatically.
See also the description at Automatic processing via a batch program.

Report codes Relian not in Mill7
This report can be used for finding codes in Relian that are not in Mill7.
This function compares every unique Relian reference code (despite which Relian folder the relation is in) with the Mill7 relation codes. When the code is not found in Mill7 the Relian code is shown on the report.

ATTENTION: When Relian is fed from several administrations, for instance from the main bookkeeping and from a client administration, you will encounter in this report names that are present in the administration that you are not currently working with.

The report will show the code and the *Wholename* in order to be able to find the relation in Relian.

Report missing passports in Mill7
This report shows for which persons no passport has been registered in Mill7. The report specifies the number mentioned in the transfer log after "Missing passports". When a passport is not relevant for a person the passport number field could be filled with "N/A" to avoid error messages about the passport number not being provided.

5.6   Relation Management

5.6.1   Relation Management

The module Relation management is integrated in the screen Relations.
In tab page '*Relation management*' a custom made database can be maintained with 35 files.
The default report *General> Relationmanagement fields* gives an overview of all existing files and fields.

The files can be related to persons as well as companies.
For the Trust version a standard solution with predefined database exist. By default, this database is related to companies.

The use of the files and fields and the layout of the tabpages can be set to your preferences using the functions *Relation management settings files* and *fields* in the Supervisor menu.
The lay out of these files can also be supplied as custom made.

For each file tabpage users rights for reading, writing and deleting can be granted to a user group.
Files and tabpages are not shown on the screen when a user has no reading rights.

To select a relation, the checkbox *relation management* in tab page companies or persons must be activated.
All information displayed in the screen is related to the active relation.

The screen consists of 4 parts:
– At the top right part the selected relation;
– At the left the files list;

– At the middle right the records regarding the selected relation and the selected file;
– At the bottom right, spread over up to 7 tab pages, the information of the selected record.

Selecting a relation

At the upper right part at search name a single relation is displayed (Hetrix Holding).
Moving the cursor, by using the mouse or the tab-key, in one of the fields *Search name* or *Code*, different relations can be searched by using the function keys *F7* and *F8*. The arrow keys up and down at the right site of the bar do have the same function too.

A [search list](#) can be called by pressing F4 or by clicking with the mouse at *Search name* of *Code*. A filter can be applied to the search list to decrease the number of clients to be shown by pressing F12 or by selecting the button <Filter clients> on the Search list. In the *Search name* column header is listed if there is a filter set on.
The right mouse button shows a list of 10 companies previous selected.
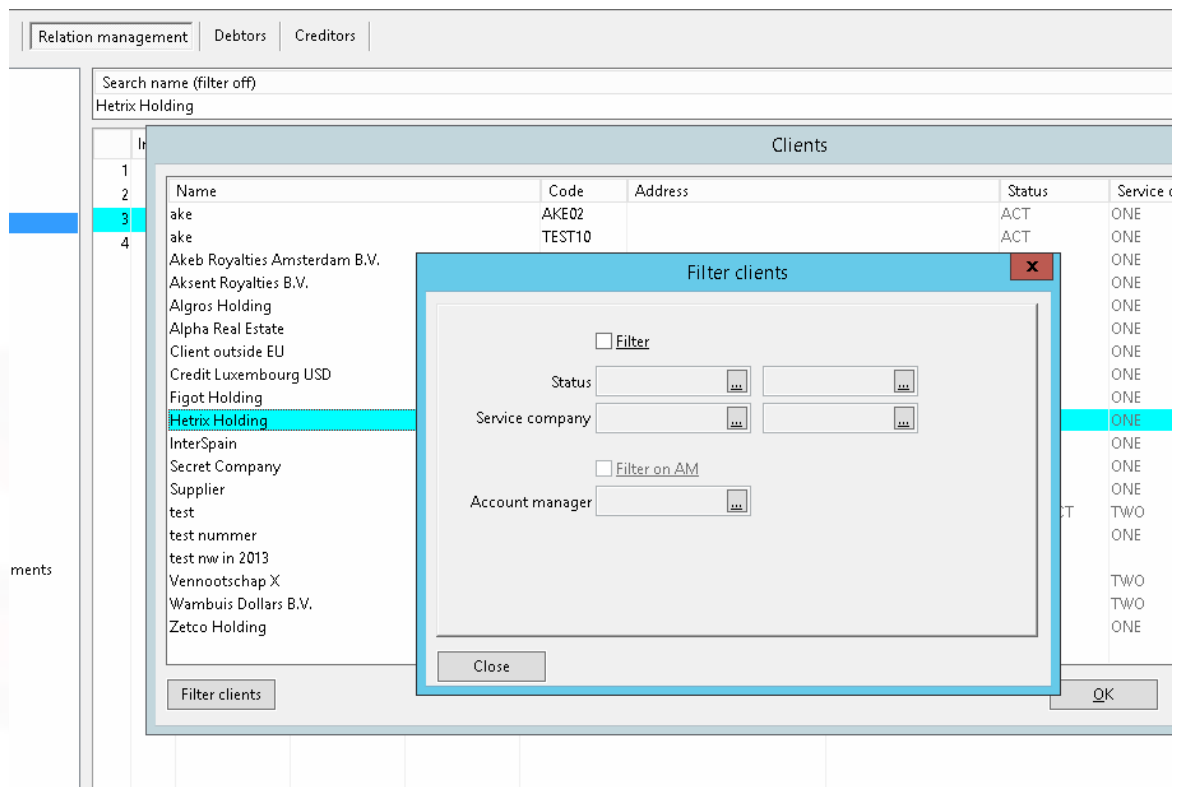
Files list
The left part of the screen displays a list of available files.
The names of the fields can be changed in the menu Supervisor - Relation Management. The fields can also be changed by the right mouse button option.
The names of files and tabpages and the width of columns can be set via menu Supervisor> Relation management settings> Files.

Reports
The Printer icon at the tool bar shows default the report corresponding with the selected file.
The report 'relation management query extended' is shown second in the report list.

Fields, Notes and documents
In the first five tab pages the fields are displayed with it's contents.

The last two tab pages contain free space for notes and links to documents.
Notes and documents can be added for each record of each file.
In the Info column, the value **N** indicates there is a note entered, and the value **D** indicates a document is linked. **N+D** indicates that both are present.

Filter options
Which records are shown in the list can be adjusted by adding filters.
Filters are complementary making it possible to create a filter on values in multiple columns.
The column header will show the remark "(Filtered)" when a filter is applied.

Per Column a filter can be set by clicking with the right mouse button in the column.

Options are:
– Filter on selected value;
   Adds a filter to the existing filter based on the selected value in the column.
– Remove filter on this column;
   Removes the filter on this column from the existing filter.
– Remove all filters;
   All records will be made visible, no filter is active.

Each file in the files list can have its own filter setting.
These filter settings will remain active as long as the Relations window is not closed.

The filter settings will also be applied to reports started with the reports button on the toolbar.

Search
By pressing *Ctrl+F* in a field a search screen pops up to search for a string in this field in all records.
After executing the search operation, all records will be displayed where this value is found.
By selecting the record and then pressing the *OK* button, the concerning record is searched for and displayed in the relation management screen.

Logging changes relation management

All changes in Relation management can be logged.
To log the changes, in settings tab page Relations the checkbox '*log changes relation management*' must be activated.
The changes made can be viewed with the report Relation management> Relation management changes or by using the right mouse button option *History*.

Capital / Shares

In file F120 (Capital) the capital of the Relation can be entered per Type of share.
The participation per shareholder can be entered in the file F121 (Shares).

F120 (Capital)
When for the field F120.12 (Authorized) the option *<Read only>* is set, Mill7 will calculate the value for this field using the fields F120.10 (Nominal value) and F120.11 (Authorized shares).
When for the field F120.14 (Issued) the option *<Read only>* is set, Mill7 will calculate the value for this field using the fields F120.10 (Nominal value) and F120.13 (Issued shares).
When for the field F120.16 (Paid up) the option *<Read only>* is set, Mill7 will calculate the value for this field using the fields F120.10 (Nominal value) and F120.15 (Paid up shares).
When the option *<Read only>* is not set the appropriate field must be entered manually.

F121 Shares
Mill7 will check the shares entered at F121.12 (Number).

If for one type of shares more shares are divided over the shareholders than entered in F120.13 an error message is given.

When for the field F120.13 (Value) the option *<Read only>* is set, Mill7 will calculate the value for this field using the fields F121.12 (Number) and F120.10 (Nominal value).
When the option *<Read only>* is not set the appropriate field must be entered manually.

When in file F120 several lines with the same type of shares but different Nominal values exist, this check and calculation may possibly be performed incorrectly.
This can be prevented by creating a unique Type code for each each combination of type of share - nominal value.

Creating new bookyear
The relation management file F135 (Bookyear status) is used to record the bookyear status.
By using the default custom program a new year will be created for all entities in Relation management.
This program can be added to the custom menu as follows: Create bookyear, maatwerk.exe/B

Synchronization with Debtor
There is an automatically synchronization between Debtor and the Relation management file F111 (General).
If one of these two is changed the other will be automatically updated by Mill7.
This applies to the following fields:

Debtor field	Field in Relation management F111
Status	F111-15
Risk	F111-22
Cost centre	F111-30
Service company	F111-36

The cost centre will only be synchronized when in the settings the option is set on.

Synchronization Accountmanager
When in *Settings> Trust> General* the code of the account manager is entered, the account manager in the relation management file F116 (Trust employee) field 6 and field 7 will be synchronized with the *Salesman(AM)* at Debtor.
The salesman (AM) at debtor will always be an account manger with no end date in F116 field 9.
When no active account managers are found in F116 the last accountmanager will remain at debtor.

Synchronization with Person - employer
When a person changed from employer the question is asked if the change also should reflected in relation management. In that case the Company field in the files F114 (Advisors), F115 (Other relations), F119 (Cash money), F130 (Liquidation parties) and F133 (Debentures) where this person is entered will be set equal to employer.

When creating a new record in one of the files F114, F115, F119, F130 and F133 will, after entering the Company, at person at first only can be chosen from among persons who have this company as an employer. By pressing the red lock in the search list, all persons are displayed.

5.6.2 Wizards

Wizards are a kind of macros and are used as a support during procedures.
They can for example be used for a foundation or a screening. Wizards are tailor-made.
Several wizards have been developed for the Trust version. Please contact the Millogic helpdesk.

The Wizards are configured by the application manager by means of script files.
The script files are text files with the extension Wzr. The files can be edited with the Windows notebook, for example.
Place the script files in the data directory, they can be run from the custom menu.

Example

In the script files, variables are named (which makes the Wizard work). For example:
User_groups=0,1
Screen_01=Name
Screen_02=Report_01
Screen_03=Documents_entity
Help_Screen_01_1=Help text line 1 screen 1 blah blah
Help_Screen_01_2=Help text line 2 screen 1
Help_Screen_02_1=Help text line 1 screen 2
Report_01=F:\Mill6\data\Accept.rpt,Acceptance WinQL form
Documents_entity_01=MANAGR
Documents_entity_02=TAX

In the example above, the Wizard will guide you through three screens. In the first screen an entity can be searched for or added. There are 2 lines of help text to this screen. The second screen enables you to print out the report accept.rpt.
The second screen has 1 line of help text. In the third screen, it is possible to indicate whether documents (of the MANAGR and TAX type) have been received for the entity.
Only users with group rights 0 or 1 are allowed to execute the wizard.

Wizard screens you can use:

Account manager:	Account manager for the entity
Capital :	Capital
Client:	Client connected to the entity
Costcentre:	Cost centre of the debtor
Currency:	Type of currency
Documents_entity:	Required screening documents and risk questions for the entity
Documents_firms:	Required screening documents and risk questions for a company
Documents_persons:	Required screening documents and risk questions for a person
Entity_type:	Type of entity
Fees:	Fixed fees
Group:	Group
Incorporation_date:	Date of foundation
Name:	Name of the entity
Services:	Services
StatusChange:	Change status entity

Relatiemanagement screens
In the screens mentioned above certain procedures can be completed like creating documents or changing the status of a client.

Besides these screens also all files of the relation management module can be modified through a wizard.
Screen_03=Rel,111,2,4,5,6,7,8,9,11 is an example of how to do this.

The variable Screen_03 is used as in the other screens. Rel indicates that this screen is about a Relation management file.
This is followed by the file number of the file and all fields that have to be shown in the wizard. This file number can be found through menu Supervisor -> relation management settings -> Files.
Field numbers that do not exist or normally are not used, will not be shown.
There is a maximum of 10 fields. If more fields are desired a second screen can be defined for the rest of the fields.

Wizard variables that can be used:

Bitmap_Location :	The location of the bitmap on the Welcome screen, e.g.: 55,125
Bitmap_Size :	The size of the bitmap in the Welcome screen, e.g.: 110,70
Bitmap_welcome :	The name of the bitmap in the Welcome screen, e.g.: Welcome.bmp
Change_report_selection :	If this variable is set to False, users cannot select an alternative report. True or False.
Client_new	Client_new=N can be used to block creation of new clients , only existing clients can be chosen. When the variable is not set the default is Y.
Code_yes :	Code for yes (Y or J) to be saved when documents are received
Cost_centre:	The default value of the cost centre for the debtor
Default_capital_type :	Is used for the Wizard screen Capital for the default kind of share for a new capital record, e.g.: *PREF*
Default_currency_capital :	Is used for the Wizard screen Capital for the default currency for a new capital record, e.g.: *EUR*
Default_currency_invoicing :	Default currencies for new entity, e.g.: *USD*
Default_entity_type :	Default kind of entity for new entity, e.g.: *BV*
Default_service_company_code :	Default service company for new entity, e.g.: *MILL*
Default_VAT_code_client_invoice :	Default VAT-code for new entity, e.g.: 0
Doc_pers_central	Variable with value 0 or 1. Value 1 will force the document data of persons to be saved at tabpage Person documents. This will only work in combination with Document_list=UBO
Doc_synch	Variable with value 0 or 1. Doc_synch=1 will synchronize entries in the documents wizard with al other existing records for that person/company for that type of document. The default values of a new entry will be obtained from an existing record for that person/company and same type of document.
Documents_entity_nn :	Required document types for the screening of entities in Wizard screen Documents_entity. NN indicates sequence number, e.g.: Documents_entity_01=MANAGR (Add leading zeroes) **Documents_entity_optional_from:** Documents from the target company from a number to be entered will not be created automatically, but are optional, and will be created by pressing button *Add documents* . Documents before the entered number will be created automatically. If the variable *Document_list=UBO* has not been set, all documents will be created automatically.

Documents_firms_nn :	*Example: Documents_ entity_optional_from=2* Required document types for the screening of firms in Wizard screen Documents_firms. NN indicates sequence number, e.g.: Documents_firms_01=MANAGR (Add leading zeroes). **Documents_firms_optional_from:** Documents from firms from a number to be entered will not be created automatically, but are optional, and will be created by pressing button *Add documents* . Documents before the entered number will be created automatically. If the variable *Document_list=UBO* has not been set, all documents will be created automatically. *Example: Documents_ firms_optional_from=2* Document_list: If value UBO is entered here, no persons or firms can be added or deleted in screens Documents_firms or Documents_persons, but entered contract partners will be displayed from which the table UBO (Beneficiary) is entered with *J.*
Documents_persons_nn:	Required document types for the screening of persons in Wizard screen Documents_persons. N indicates sequence number, e.g.: Documents_persons_01=PASS (Add leading zeroes) **Documents_persons_optional_from:** Documents from persons from a number to be entered will not be created automatically, but are optional, and will be created by pressing button *Add documents* . Documents before the entered number will be created automatically. If the variable *Document_list=UBO* has not been set, all documents will be created automatically. *Example: Documents_persons_optional_from=2* **Doc_pers_central:** When documents are to be created central at the person,this variable must be used in the script;Doc_pers_central=1. The option Documenlist=UBO must also be set to define the relation between the client and the person. Adding or removing persons therefore not possible.
First_Invoice :	The month and the year for which no fees are created (as invoicing only takes place then), e.g.:01/2002
Help_Screen_nn-m :	Help text for Wizard screen nn. A number of texts can be entered per screen, e.g.: Help_Screen_01_1=Help text line 1 screen 1 Help_Screen_01_2=Help text line 2 screen 1 Help_Screen_02_1=Help text line 1 screen 2
Invoice_address :	Default code for the invoice address.
Invoice_disbursements:	Code for the invoice text for the disbursements. Is used in the Wizard screen Fees, e.g.: *DISB* Several codes can be entered by using a "," as a seperator, eg: Invoice_disbursements=DISB,DIB1,DISB2 In the code itself several parameters can be entered. Number of invoices per year, first invoice month, first invoice year, non-recurrent (yes/no) For example: DISB-12-4-04-0. Number of invoices per year=12, first invoice month=4, first invoice year=04, non-recurrent=0 (0=no/ 1=yes)
Invoice_government_fee :	Code for the Next-Year-Government-fee invoice text (Anglo-Saxon trust). Is used in the Wizard screen Fees.

Invoice_incorporation_fee:	code for the foundation fee invoice text. Is used in the wizard screen fees.
	Several codes can be entered by using a "," as a seperator, eg: Invoice_disbursements=DISB,DIB1,DISB2
	In the code itself several parameters can be entered.
	Number of invoices per year, first invoice month, first invoice year, non-recurrent (yes/no)
	For example: DISB-12-4-04-0.
	Number of invoices per year=12, first invoice month=4, first invoice year=04, non-recurrent=0 (0=no/ 1=yes)
Invoice_next_year_governme nt_fee :	code for the Next-Year-Government-fee invoice text (Anglo-Saxon trust).
	Is used in the wizard screen fees.
Report_nn :	The location of a WinQL report or an Ms-Word document, followed by a comma and the name of the report, e.g.: Report_01=F: \Mill6\data\Accept.rpt, Acceptance form.
Questions_entity_nn	Required question types for the screening of entities in Wizard screen Documents_entity. NN indicates sequence number, e.g.: Questions_entity_01=QUESTION (Add leading zeroes)
Questions_firms_nn	Required question types for the screening of firms in Wizard screen Documents_firms. NN indicates sequence number, e.g.: Questions_firms_01=QUESTION (Add leading zeroes).
	The option Documenlist=UBO must also be set to define the relation between the client and the firm.
Questions_persons_nn	Required question types for the screening of persons in Wizard screen Documents_persons. NN indicates sequence number, e.g.: Questions_persons_01=QUESTION (Add leading zeroes).
	The option Documenlist=UBO must also be set to define the relation between the client and the person.
Screen_nn :	The Wizard screens you go through. Nn indicates the sequence followed, e.g.:
	Screen_01=Name
	Screen_02=Report_01
	Screen_03=Documents_entity
Select_currency-invoicing :	Currencies for the entity that can be chosen from the Wizard screen Currency, e.g.: *EUR,NLG*
Select_entity_type :	Type of company you can choose from the Wizard screen Entity type. The type is entered in the company screen, e.g. *BV, NV*
Select_status_entity :	In the Wizard screen Name, only entities with this status code can be selected, meaning no new entities can be created, e.g. *ACT*
Status_history	0=No (default) , 1=Yes. When the status is adjusted in the screen StatusChange, a record is created in the file status history when the status is not found with an empty start date.
Status_new :	the status code into which the entity is changed in the Wizard screen StatusChange
Status_default:	the default status code if a new entity is created in the Wizard screen Name.
User_groups :	User groups allowed to start up the Wizards, e.g. *0,1,2*

5.6.3 Compliance report Curacao

This report is applicable for the Trust version with the relation management module.
This report can be made on request, please contact the Millogic helpdesk.

With this report Clients can be evaluated on the presence and validity of certain documents.
It also checks if an address is entered at the UBO and any shareholders.

In the *Settings* window tab *Trust - Compliance* can be entered what documents should exist
for the clients, shareholders and ultimate beneficial owners.
For shareholders (companies) an extra document can be defined.

The validity of the passport is dependent on the end date which is entered in the documents window
of the relation management module.

5.6.4 Changed clients

The report *Changed clients* can be made on request. Please contact the Millogic Helpdesk.

The report displays in general a list with names. By adding fields and selections a custom made-
report can be created

Mill7 can keep the change status of relation management fields. This may be useful for reporting of
changed clients to the Bank of the Netherlands.

To use this option at *'Relation management settings fields'*, the checkbox *'Report changes'* has to be
activated for each field.

In report *Changed Clients* all clients can be reported which have changed. In the same report the
status can be reset by activating the checkbox '*Change status'*. Do this, for example, after reporting
the clients to the Bank of the Netherlands.

The status field in which the change status is checked is F90.wijz_cont (0 = not changed, 1 =
changed)

The change status cannot be set for fields which are not entered by using relation management.

6   Accounting

Journal entries can be made in the bookkeeping screen. This screen can be started by pressing
Ctrl+B, the button *Book* in the menu or by selecting the menu item *Bookkeeping> Financial> Book*.

Mill7 does not know reports of processing, which makes it possible to report immediately.
Journal entries can be changed until a period is closed. These changes can be logged and consulted
afterwards.

The bookkeeping can be checked by using the function "Check Balance".

This function can be started from the Balance page of the journal entry screen or by menu Supervisor -> Book -> Recalculate Bookkeeping totals.

From within any tab of the Book window, you can press ALT+1 to add two more windows to your screen. With this feature you can add the chart of accounts and the general ledger to your view. Both windows will be updated when a change is being saved in any of the three screens. Please adjust the window positions and sizes to match your screen size.

The Book screen contains several tab pages with a zoom function:

Journals
All journals are entered in this tab page.
By choosing the correct type of daybook totals are displayed differently.

General ledger
All journals of the selected general ledger are listed.
The year can be changed to list the journals of a different bookyear.
By double clicking on a journal, Mill7 will zoom into the actual journal in tabpage Journals.

Trial balance
The balance of the balance sheet and P&L are listed.
By double clicking on a general ledger, Mill7 will zoom into the list of journals in tabpage General ledger.
This zoom function makes it possible to zoom in from the Trial balance to the actual journals.
The Trial balance can also be printed from within this screen.

Balance, P&L
In the Pro and Trust version of Mill7, this window contains a fourth tabpage with Balance and P&L.
The number of the default balance code table is entered in the settings.
By changing the table no. the Balance and P&L can be switched to a different layout easily.
See also the help topic on maintaining balance codes.

Depending on the version, Mill7 contains several functions with regard to making journal entries, like:
- Balance and P&L
- Budgets
- Compressing by using balance codes
- Consolidate
- Cost centres and types
- Forwarding payments
- Intercompany booking
- Rate history
- Revaluate
- Telebanking for electronic payments and incasso
- Trial balance

Daybook
Journal entries can be made in different daybooks.
Every type of daybook has its own specific behaviour in the booking screen.
The user will be guided when journal entries are made.

Daybook pages
Mill7 saves the journal entries in daybook pages. In a page, one entry is made, for example a bank statement or a purchase invoice.

It is also possible to enter several entries in one page, up to a maximum of 500 entries per page. In a daybook page, only journal entries of the same period can be entered, as the period is entered per page.

Screen settings
The width of the fields in the list with journal entries, can be set per daybook or type of daybook and can be saved so that only information is displayed which is important for the concerning daybook.

Making journal entries
Prolongation

6.1   Automatic Payments

Outstanding invoices of creditors can be paid automatically in menu *Bookkeeping> Financial> Electronic banking> Automatic Payments*.

This function can not be processed in an old bookyear.

Mill7 supports the following payment methods:
1. SEPA Credit Transfer - This is the European standard for Euro payments within the Euro region.
2. Cheques - This can be used for payments via bankcheque.
3. BTL91- This is a Dutch standard for transfers from Dutch bank accounts to foreign bank accounts and for transfers from Dutch bank accounts in a currency other then EUR. Some banks do not allow BTL91 within the SEPA region.
4. iFile AutoPay - This is a standard for the Pacific region.
5. iFile Priority Payments - This is a standard for the Pacific region.
6. MT940 - This is a standard for Luxembourg for Euro transfers.

For each creditor the 'Payment method' must be set on tabpage *Aut.payments*. Also the corresponding mandatory fields must be entered at the creditor.

Global XML
On the Create tab there is an option for SEPA or BTL91 payments to be saved in the Global XML format. This format can possibly be used when a payment does not comply with the demands for SEPA or BTL91.

Not every bank supports all formats mentioned above. Please contact your bank if you want to know which formats you can upload and what the costs are.

Authorization payments
By setting the option *'Authorize invoices creditors before payment'* in settings *Book> Other* an outstanding invoice can only be paid when authorized.
A user has to have the Financial right *'Authorize payments creditor'* to authorize a payment in the screen *Creditors> Outstanding invoices*.
When this option is set only authorized invoices will be shown at the proposal.

Clieop03
Clieop03 was a Dutch standard for Euro transfers between Dutch banks. Clieop03 has been replaced by SEPA in 2014.
When there are creditors with outstanding invoices and the payment method Clieop03 the question will be asked to convert creditors with payment method Clieop03 to SEPA.

Tabpage Selection
On this tabpage the selection criteria for outstanding invoices and the definition of the payment description can be entered.

From - Until creditor
Outstanding invoices already on the proposal who do not meet the criteria of this selection will be mentioned in the payment proposal, but the check mark for this invoices will be removed.

Expired entries per
Outstanding invoices already on the proposal with an expiry date after this date will be mentioned in the payment proposal, but the check mark for this invoices will be removed.

Payment methods
Only invoices from creditors with this payment method will be shown in the payment proposal.

Copy with payment
Here you can determine which characteristics you want to send along as a description with the payment.
By choosing more than 1 characteristic the description will be formed in order as on the screen.
At least one of the fields should be checked.
When the structure of the payment description has been changed the invoices where this change apply to must be removed from the proposal first. When rebuilding the proposal the invoices are added again with the new description.

<Next>
By entering the *Proposal* tab directly or by using the *<Next>* button the payment proposal will be shown.

Tabpage Proposal
The proposal shows all outstanding invoices of creditors with a payment method that equals the payment method of the selection in the first tab.
Outstanding invoices with a negative amount are not selected.

When authorization for payments is required, see *'Authorize invoices creditors before payment'* in the settings, the invoice must be authorized as well.

Only items with the status "OK" in the *Status* column can be processed.
When an item cannot be processed, the reason is given in the *Status* column.

It is not possible to insert items or adjust fields (with the exception of amount).
Invoices can be deleted from the proposal. This does not affect the outstanding invoices at the creditor.

Payment details can be changed in Creditor or in the creditor daybook.
These changes will be processed into the proposal by choosing the button *<Refresh>* or by going back to the *Selection* tab.

Amount
It is possible to enter a smaller amount than the outstanding amount. This is useful if the entry must be paid in installments.

Send

A check mark in column Send indicates whether a post may be processed.
Items with a status 'not OK' are unchecked and cannot be checked manually.

Status
Only items with the status "OK" can be processed.
When an item is not OK the reason is given in the *Status* column.
An item can get the status 'not OK' because the company data from the creditor have been
encrypted.

<Refresh>
With the *<Refresh>* button, the proposal is updated based on the latest information. This also
happens if the proposal selection tab is rebuilt. New invoices appear on the proposal with the check
mark out and can be manually turned on. At invoices that are already on the proposal, but no longer
meet the selection, the check mark is cleared. This can be manually enabled again.

If payment details are changed at an invoice, such as the description in a journal entry, the invoice
should first be deleted from the proposal. The invoice with updated data will be shown again on the
proposal.

<Previous> / tabpage Selection
To change the selection criteria or the payment description go back to the tabpage *Selection* or
choose *<Previous>*.

<Next> / tabpage Create
To create the payment file go to the tabpage *Create* or choose *<Next>*.
Only items with the *Status* "OK" and *Send* checked will be processed.

<Print proposal>
A report is created in accordance with the proposal on the screen.
By default only invoices selected for payment will be reported, but is is possible to include all
invoices listed or only the invoices that have failed the validation tests (status is not "OK").

Tabpage Create

Pay from account
Payments are debited from the chosen bank account. Only bank accountants related to a Daybook
*Type "*Cash/Bank*"* can be selected.
For payment methods "SEPA" and "BTL91" the fields *'IBAN number'* and *'BIC number'* have to be
entered at the Daybook belonging to the chosen bank account.
Payments for the SEPA method that are not within the SEPA region and payments for the BTL91
method from a non-Dutch bank must be executed as Global XML.

Book in daybook
Only a Daybook with *Type* is "*Memorial*" can be selected.
After *<Create>*, processed items are transferred in the selected daybook with opposite account *'Gen.
Ledger no. automatic batch payments'* set at *Settings> Book*.
To recreate a payment file simply delete these journals and process a new proposal.

Opposite account no.
The opposite account number used for booking automatic payments also found in setting
Maintenance > Settings > Book > General > General ledger no. automatic batch payments.
When another account is selected this account will also be adjusted in the settings.

Payment method
Only payments with the same '*Payment method*' will be processed. The method is set on the first tab and cannot be changed here.

Location payment file
This is the location where the created file will be saved.

Name file
Name of the file to create.

Creation date
The requested payment date.

Costs
This only applies to BTL91 and BTL91 through Global XML. It will arrange how transaction costs are being divided between originator and beneficiary. It is a general setting for all payments in one file. Therefore it is important to select payments with an equal kind of sharing for each payment run. Transactions within the European Economic Area (EEA) in EEA currencies, like the Euro, are supposed to be shared.

Global XML
Please check if your bank supports this format.
This option can be used for...
– payments with payment method BTL91 are made from a non-Dutch bank.
– payments with payment method SEPA are made from a bank account outside the SEPA region.
– normal payments with payment method BTL91 or SEPA

For payments to non-SEPA countries Global XML is possible when the creditor has an IBAN account and the bank of the creditor has a BIC code. Clearing codes as an alternative to BIC are also supported. A clearing code consists of a payment system prefix of 5 characters followed by a bank identification code of a varying number of digits/letters. For example: USABA044525225. A clearing code can be entered in the BIC field at creditors.

Urgent
This applies to BTL91 only. When checked every payment in the files will be marked for urgent execution. The bank may charge additional costs for this.

Combine payments same creditor
This option in not available for payment methods Cheques and MT940.
With this option all payments of one and the same creditor will combined to one payment in the payment file. The amount is the sum of all amounts and the description is a fusion of the descriptions by invoice.
This merging occurs in the payment file only and has no impact on the invoices of the creditor.

Template cheque
This template will be used when '*Payment method*' is "*Cheque*".

First number cheque
This is the first number to be used when '*Payment method*' is "*Cheque*".

iFile properties
The *Connect Customer ID* en *Net customer ID* are provided by the bank and mandatory for payment method "iFile".

<Create file>
After pressing this button the file will be created.
There will be a message when the file is created successfully.

Payment Methods
See also the help topic creditor for any required fields per payment method.

SEPA
In the SEPA Credit Transfer file, a field named *'ChrgBr'* is included. This field may cause a remark in the validation with certain banks, but will not cause any errors. The file will be processed correctly.

For SEPA payments IBAN and BIC codes are needed, not only of the creditor but also in Daybooks with type "*Cash/Bank*".

The IBAN code is being validated when the proposal screen is generated.
– The country code used must be equal to the one in the BIC code;
– The length must be a maximum of 35 characters;
– The last numbers of the IBAN code must be equal to the bank account number;
– The validation number is being checked to the account number and country code.

Accept giro via SEPA (only in the Netherlands)
To create a correct payment item for accept giros in SEPA, the payment reference has to be entered in the field '*Inv. no. cred.*' with 16 or 24 characters incl. leading zeros.
The number will be checked for the 11-test for accept giros.
When correct, the payment will be processed as accept giro. When not, the number will be treated as an Invoice number and used as payment description.

iFile
In order to use the iFile functionality with your bank, your iFile must be authorized for the bank. Your bank can provide you with a Connect Customer ID and a Net Customer ID.
These ID fields can be entered at tabpage *Create*.

Cheques
To create payment cheques Mill7 uses an Excel template. Cheques will be printed immediately.
Before creating the cheques the printer should be loaded with the right forms.
The Mill7/Reports folder contains 2 examples of templates Report_cheque.xls en Report_cheque_words.xls.
It is also possible to create and use a customized template which should be saved in the Mill7/Reports/Custom folder.
The following fields can be used in the template:
- <Cheque_no>
- <Pay_date>
- <Docno>
- <Invoice_line>
- <Amount>
- <Invoice_name>
- <Invoice_date>

BTL91
In a BTL91 file payments of different currencies can be processed.

The BTL91 file has different batches, for each currency there is 1 batch.

In a batch each payment is one transaction.

Besides data of the invoices to be paid the following fields will be used to construct the payment file:

Company data
Name
Address
Postal code
City
Country *

Creditor data
Name on payment
City on payment
BIC code
IBAN code
Bank name
Bank country *
Street/no
City
Country

Daybook data bank account
Bank account
BIC code
IBAN Number (mandatory when the option Global XML is checked)

The above fields marked with asterisks are optional, all others are mandatory.

Adresses used are postal addresses. When a postal address is not filled the visiting address will be used.

6.2   Balance and P&L

On the 'Balance, P&L' tab of the Book screen the Balance sheet is created.
The balance is shown compressed but can be printed with details.

With the print button on the tool bar the balance sheet print function is opened.
In this print function for example the balance sheet can be printed using an own report format and via the print settings a logo can be added to the reports.

Tabpage Balance, P&L
The balance sheet is made based on the chosen balance code table.
De presentation on the screen is in accordance with the setup of the selected balance code table.
The levels of headers, subheaders and balance codes are visualised by indentations.

The result for the chosen period is calculated and shown on the balance code for the general ledger set in the settings 'General ledger no. result P/L'.

By double clicking on a balance line the inclosed general accounts will be shown on the screen.

By double clicking on a general ledger line the General ledger will be shown on the tab page General ledger.
From there double clicking on a line opens the related daybook page in tab page Journals.

Selections
In tabpage Balance, P&L the following selections can be made:

Balance code table
The balance can be created using different balance code tables.
Per bookkeeping in the settings a default balance code table can be selected.

When a general ledger account is assigned to a balance code directly and also indirectly by a range set in the balance code table than the range setting will prevail when presenting the balance.
General ledgers for which no balance code can be determined will be shown via a specific line: '*No correct balance code in GL*'.

Currency
By default the bookkeeping currency will be used to present the balance sheet.
When the prompt button or F4 in the currency field is pressed, the *Currency* screen will be presented.

In this screen a foreign currency can be selected.
This way the Balance and P&L can be reported in a different currency then the bookkeeping currency.
A difference is made between the balance accounts and the P&L accounts. For each a fixed rate or a daily rate can be selected.
When the calculation is made based on daily rates, there probably will be a difference in the totals between the P&L and the Balance sheet.
Because this is only a reporting tool the difference will <u>not</u> be booked.

Cost centre
Only journals concerning the selected Cost centre will be used to create the Balance sheet.

from/until per.
A rabnge of periods can be set for both the current bookyear and the previous bookyear.
The previous bookyear will only be shown if an administration for this bookyear exists.

Print
The balance sheet can be printed by choosing the print option on the tool bar.
The screen '*Print Balance sheet*' will appear showing the following options:

Compressed
This option can be used to print the balance without showing any general ledgers.

Detail
This option can be used to print the balance including general ledgers.

Detailed layout
This option can be used to create a layout which shows what balance codes are used for each general ledger.
This report can be used to check or g/l accounts are shown in the right balance code.

This can be useful because balance codes can be addressed to a general ledger at 2 places within Mill7:
– General ledger (*Maintenance> Financial> General ledger*)
– Balance codes, where a range of general ledgers can be filled in for a balance code.
  (*Maintenance> Financial> Balance codes*)

Template
A template can be created for an extended annual report with excel functions that look up the balance of a general ledger in the first worksheet.
This option *template* exports the general ledger balance of the current year and previous year to the first worksheet of the selected excel template.

The template needs to be set up manually and all accounts should be included in the template on the first sheet in the first column when you start.
The annual report can be setup in the sheets following the first sheet with references to the first sheet.
See also the whitepaper Annual reports on the Millogic website.

	B153		f_x	
	A	B	C	D
149	4000	23000	22120	Gross salary
150	4001			Staff bonus
151	4002			Annual bonus
152	4010			Compensatory allowance
153	4020			Premium savings scheme
154	4021			Wage tax

Balance / P&L

Column B is filled by Mill7 with the balance for the chosen period of the current year. Column C is filled with the balance of the chosen period of the last year.
When the balance changed since the last time the report was saved, the balance is marked red.

In case new accounts are added to your bookkeeping then you can add them to the Excel template. This can be done at the bottom of the first tab but also by adding a new line between two existing ones in Excel. By doing this all references in the other tabs are automatically updated.

When an account is not found the sheet, Mill7 will add a new line at the end of the sheet with that particular account number
This line will be red as well..

You can add redirections to the first worksheet in the remaining tabs of the excel sheet like this example named P&L.

	F9		▼	(	*fx*	=Balance!B149				
◢	A	B	C	D	E	F	G	H	I	
1	**PROFIT & LOSS**									
2		Companyprofits			50100					
3			Net proceeds		50100	0,00		82,923,43		
4				Sales high	8000	0,00		74,858,36		
5				Sales various	8620	0,00		8,065,07		
6								82,923,43		
7		Personnel expenses								
8			Wages and salaries		61000	23,228,50		0,00	23	
9				Gross salaries	4000	23000,00		0,00	22	
10				Mutations for:	4070	228,50		0,00		
11			Social charges		62000	569,04		0,00		

◄ ◄ ► ►◄   Balance   **P&L**   🗲

In the marked cell (F9) in the figure above there is a redirection to the balance in line 149 column B of the first tab, the balance is automatically acquired from here.

In Mil7 version 7.5B.1 or higher the template must have an excel 2007 format (or higher) such as .xlsx or .xltx.

Print additional financial reports
If one of the options '*Compressed*' or '*Detail*' is selected it is possible to add other financial reports to the same Excel file.
These reports will be created using the same selection periods used for the Balance/P&L.
When the period from is set to "0" the report selection for the Trial balance will be changed to '*period from*' = 1 so period 0 will be shown as the Opening balance in the report.

The options Currency and Cost centre are not available for the additional reports.

The balance report is created in worksheet 1.
For each additional report an extra worksheet is created.

The following reports can be added:
– Trial balance
– General ledger
– Daybook journals
– Cost centres (journals)

The reports are created using a default layout defined in Mill7.
For each report an other report layout can be selected. This report should first be created in the Mill7 report module as a custom report.

Only the following settings from the custom report will be used:
– Print fields
– Sorting
– Selection as defined for the corresponding default report in the report module.
   This selection is adjusted with the period on the screen.

Print settings
The print settings apply to all selected reports.

Settings logo
It is possible to include a logo in the header of the reports.
Select a file and choose the position where the logo has to come.

Settings layout
With these settings the report layout can be adjusted.

Fit all columns on one page
This option shrinks the print ouput so that it is one page wide.

6.3   Blocking and Closing Periods

Mill7 does not force the user to block or close periods. This means that a new period can be entered without 'old' periods having to be closed. It is also possible to make entries in a new fiscal year (in all periods) while changes are still being made in the old fiscal year (in all periods).

Periods can be blocked and closed.
When you block or close until period 5, the periods 1, 2, 3 and 4 will be blocked or closed.
Blocking periods is NOT permanent, meaning that a blocked period can be unblocked again.

All journal entries and daybook pages of a closed or blocked period always remain retrievable (and can be printed). In contrast with the blocking of a period, the closing of a period is ALWAYS permanent.

If a period is closed or blocked, journal entries in the daybook pages of the period concerned cannot be changed.
New journal entries cannot be created (or inserted) and existing journal entries cannot be deleted.
Daybook pages cannot be created for these periods either.
When a daybook page is opened, the announcement 'Period has been closed/blocked' appears next to the title of the window. The last entry line will be red.

It may be sensible to block or close a period after, for example, filing the VAT return of a certain period.
This prevents 'accidental' entries being made in such a period.

6.4   Check bookkeeping

This option is very useful to check the bookkeeping.

On opening the screen, various numbers are calculated to check if the bookkeeping is in balance. Although the totals may appear to be correct, it is useful to start the "Integrity check" by pressing the button.

The function can be started via menu Supervisor> Book> Recalculate bookkeeping totals or by using the button at the Trial balance screen.

First some tests are done and the totals will be shown on the screen.
During this test issues that cause a difference will be solved and reported immediately.
When after this test the totals match, a message appears: "*Totals OK*".
If a difference exist, the message "*Execute recalc bookkeeping totals*" appears on the screen.

The following checks are made:

Settings:

1. First P&L account
In order to present the right general ledger accounts on the P&L of the trial balance, Mill7 needs to now what the first general ledger account is that should be presented on the P&L. When this setting is not made the trial balance will not be correct.
Adjust in menu *Maintenance> Settings> Book*.

2. First balance code P&L
This setting is used to determine the beginning of the P&L in the balance code table.
The check will be performed for the table set as the default for the bookkeeping at *Settings> Book> General*.
This setting has no influence on the integrity of the bookkeeping, only on the default balance presentation.
Adjust in menu *Maintenance> Balance codes*.

3. Errors in VAT codes

General ledger accounts are entered at the VAT codes.
Errors in the account entered are reported.
Adjust in menu *Maintenance> Financial> Vat* by entering a correct general ledger account.
The system will ask you to recalculate the bookkeeping to correct the bookkeeping.
This is not necessary If no bookings where made on this VAT code.

4. Errors in a diagram

Mill7 uses diagrams to indicate which numbers are used for general ledger accounts, debtors and creditors.
The diagram for debtors and creditors also contains information about the daybook that is used for those bookings.
Errors in the daybook entered here are reported.
Adjust in menu *Maintenance> Financial> Diagrams* by entering a correct daybook.
The system will ask you to recalculate the bookkeeping to correct the bookkeeping.
This is not necessary If no bookings where made on debtors or creditors.

5. Errors in the definition of a daybook

Every daybook is linked to a general ledger account. If errors occur in this information this will be reported.
This account can be changed even if journals have been made in the daybook.
Adjust in menu Maintenance -> Financial -> Daybook by entering a correct general ledger account.
The system will ask you to recalculate the bookkeeping to correct the bookkeeping.

Journals:

6. Errors in journals

All journals are checked on the account that is used in the journal.
If a journal exist with a non-existing account or with no account this will be reported.
Adjust in the journal entry screen by changing the account. Please check if no other information changes in the journal.

7. Daybook page does not exist.

Journals are created in daybook pages. If a page does not exist this will be reported.
Adjust by recalculating the bookkeeping totals. The pages will be created.

8. Errors in daybook totals

The total of the daybook does not correspond with the total on the general ledger account that goes with the daybook.
Adjust by selecting the concerning daybook in the journal entry screen. Press F4 in the field page. Press recalculate in the list that appears.
The totals and automatic journals in the daybook pages will be checked and recalculated if necessary.

After solving the possible errors please reopen this window and run the "*Report errors*" again to see if everything is ok.

6.5   CoC Netherlands

As from 2016 companies with business class micro and small can only deposit their financial statements at the Chamber of Commerce (CoC) digitally.
This can be done manually on the website of the CoC or through SBR with an XBRL file.

Mill7 supports the creating and depositing from annual reports through XBRL for business class micro and small.
It concerns both commercial and fiscal basis of preparation and singular condensation.

The function can be started via menu *Bookkeeping> Financial> CoC Netherlands*.
This function is only available for Mill7 Pro and Mill7 Trust.
When you are considering to use this functionality please contact the Millogic helpdesk.

The function can only be used for client bookkeepings with bookyear 2016 or later.

Rights
Only users with the Financial right *'File annual accounts Netherlands'* are authorized to run this function.

The following subjects are explained below.
– Adjusting a balance code table
– Start depositing annual accounts
– Tab: Company data
– Tab: Balance sheet
– Tab: Additional data (disclosures and signatures)
– Creating declaration in XBRL file
– Tab: Declaration (review and sending)
– Declaration through a third party

Adding XBRL labels to a balance code table
The declaration will normally be made after the bookkeeping is ready and the balance in Mill7 is correct.
To be able to create a XBRL file suitable for the CoC the Mill7 balance must be mapped to pre-described XBRL balance codes in a balance code table.

Balance code tables are maintained with the function *Maintenance> Financial> Balance codes*.
The option 'Show CoC XBRL labels' in *Maintenance> Settings> Book> Other* will display extra columns on the *'Ranges and XBRL settings'* tab of *Maintenance> Financial> Balance codes*. These two columns can be used in the Netherlands for the Chamber of Commerce XBRL declaration.

Press F4 in the XBRL {*current declaration year*} column to show a list with XBRL labels and names for business classes micro or small.
In this list the label names in the second column are presented in a logical sequence to use in the balance sheet.
The XBRL {*previous declaration year*} column can be maintained in the same way, but the links for the previous year have no part in the declaration for the current year. The column can be useful as a reference when filling in the links of the new declaration year.

The top level XBRL labels "Assets" and "Equity and Liabilities" should always be linked to top level subheaders.

The "Assets" and "Equity and Liabilities" labels are divided into sublabels.

As a general rule, these labels will be linked to lower leveled subheaders.

Some XBRL sublabels are subdivided further.
In most cases these detailed labels should be linked with balance codes, but they can also be linked with subheaders.
When detail labels are present they should be linked with balance codes and not with the subheaders at the higher levels.

Note
– An XBRL label can be linked several times with different items of one table.
– All balance codes with amounts must be linked with XBRL labels.
When all balance codes of a subheader should be linked with the same XBRL label, the XBRL label can be linked with the subheader instead.
– When an XBRL label is linked with a subheader, no XBRL labels may be linked with the underlyiong balance codes.
– When an XBRL label is linked with a balance code, no XBRL labels may be linked with the parent subheaders.
Furthermore, all sibling balance codes of the same parent subheader should be linked to XBRL labels as well.
– XBRL labels should not be linked to subheaders and balance codes simultaneously.

Start deposit annual accounts
The function *'Filing annual accounts CoC Netherlands'* is started from the menu *Bookkeeping> Financial> CoC Netherlands*.
The screen consists of four tabs representing the stages of the depositing process.
The two buttons at the lower left corner are used for navigating between the tabs.
The *<Close>* button will close the function. All data entered will be saved for the next time the function is executed.

Company data
On this tab the general information of the administration must be filled.

Company data
The following data is extracted automatically from the [company data](#).
– Name
– Visiting address, house no, postal code, city
– CoC number

The address fields and CoC number can be edited and saved by using the *<Edit>* button.
The saved information is also saved in the administration itself and will be shown on the screen [company data](#) next time the administration is opened.
The company fields, including the name, also can be adjusted through the screen [company data](#).
Using the *<Edit>* button the data is retrieved and used in the filing of the annual accounts.

Business class
Specifies which business class applies.
Mill7 only supports Micro and Small.

Basis of preparation
Specifies which basis of preparation applies.
Mill7 only supports Commercial and Fiscal.

Condensation

Mill7 only supports singular condensation.

Contact person
Using F4 a person can be selected from the list *Relations> Persons*.
For this person the following fields are required: *Name*, *Initials* and/or *First name*, *Tel.work direct* and *E-mail*.
After receiving the annual accounts deposit the Chamber of Commerce will send a confirmation e-mail to the e-mail address of this person.

Organisation of contact person
Using F4 a company can be selected from the list *Relations> Companies*.
For this company the following fields are required: Name.

Type of contact person
This can only be an entrepeneur or an intermediary.

Table balance codes.
The balance sheet will be created using this balance code table. By default this field contains the balance code table set at *Settings> Book> General>*.
This table must contain XBRL labels.

<New declaration>
This button will activate the tab 'Balance sheet'.

Mailbox
A declaration file in XBRL can be created at tab 'Additional data' and send at tab 'Decalration'.
The status of the declaration files is shown in the mailbox at the right side of tab 'General data'.

<View declaration>
With this button the details of the selected declaration will be presented on the screen. There are three options:

- View the declaration XBRL file (format is .xbrl)
- View the declaration in HTML format (format is .html)
- View the balance sheet in Excel format (format is .xml)

Which programs are used for these forms depends on the Windows file association settings.

<Check status>
With the *<Check status>* button the status of the selected declaration will be retrieved.
When no status is shown the declaration has been sent, but a confirmation has not yet been received.
The statuses *'Rejected'* and *'Delivered'* refer to the technical aspects of the file, not to the contents of the declaration.
The *'Failed'* status indicates that the declaration needs to be sent again.

Balance sheet
The second tab shows the balance sheet for this year and the previous year.
When the totals are not in balance or the XBRL labels are not used the right way an error message is presented with an explanation. The lines with error messages are displayed in red.

The XBRL labels "Assets" and "Equity and Liabilities" should always be included in the balance sheet. The categories in black in the lines beneath these two labels are subdivisions. Further detailing is shown in green.
The totals of the details must balance with the amount shown at the sublevel.
The sublevel totals must balance with the amounts shown at Assets and Equity and Liabilities.

View Mill7 balance sheet
By default the balance sheet is shown with the XBRL descriptions.
By checking <*View Mill7 balance sheet*> the balance sheet is presented with the Mill7 balance code descriptions.
The presentation is than equal to the screen '*Balance and P&L*'.
Rows in the balance code table connected to a XBRL label will have the label description shown between brackets.
This option can be used to check if balance codes are linked to the correct XBRL code.

<*Previous*>
This button will activate tab 'General data'.

<*Next*>
This button will activate tab 'Additional data'.

<*Print*>
With this button the balance sheet is presented in excel.

Additional data
Company type
This field is mandatory.
Choose from a list of prescribed company types (BV, NV, CV, VOF, etc.).

Employees
With the business class small the average number of employees within and outside The Netherlands must be filled in.

Balance sheet before or after appropriation results
This field is mandatory.

Annual accounts approved
This field is mandatory.
Possible values are:
– "No"
  This allows for a preliminary filing. The field '*Annual accounts approval date'* is not entered.
– "Yes""
  The annual account is approved and ready for final filing. The field '*Annual accounts approval date'* must been entered.
  Set *Resubmission* to *"No"* at the first approved depositing.

Annual accounts approval date
When the annual accounts is not approved this field should be empty and a preliminary deposit is created.
When this field is filled the deposit is final and the field '*Annual accounts approved'* is set to *"Yes"*.

Resubmission
This field is mandatory.

When the balance sheet is already finally deposited and a correction should be made this field must be set to "Yes". In that case 'Annual accounts approved' should also be set to "Yes"and the '*Annual accounts approval date'* must be filled.

Disclosures
Several kinds of disclosures can be added to the declaration.
Entered text can be saved or deleted with the buttons <*Save text*> and <*Delete text*>.
The buttons <*Next text*> and <*Previous text*> looks up disclosures with entered text.
The <*Print*> button shows all disclosures with entered text in excel.

Signatures
This information is mandatory and all fields must be entered. Up to 9 signatories can be added to the declaration.
Even if signing has not yet taken place the *'Date of signing'* has to be entered and also the *'Reason why the director did not sign'*.
The last field may remain empty when the field *'Signed (Y/N)'* is set to "Yes".
Entered data can be saved or deleted with the buttons <*Save*> and <*Delete*>.

<*Previous*>
The tab <Balance sheet> is activated.

<*Create declaration*>
With the button <*Create declaration*> the XBRL file will be created.
This button can only be used when the Mill7 license is extended with the option "XBRL CoC".
Would you make use of this functionality please contact the [Millogic helpdesk](#).

A number of checks will be carried out by Mill7 to check if all information is correct and complete.
Errors will be displayed and the process will be stopped.
When no errors are found a confirmation will be asked to continue the creation of the XBRL file.

The XBRL file will be created by connecting to the Millogic web server.
When errors occur an error message will appear and the process will be stopped.
If a connection to the web server cannot be established please try it again later.

After the XBRL file has been created it wil be saved in the administration folder and the tab Declarioation will be activated.

Declaration
This tab is only available after the creation of the XBRL file in tab *'Additional data'*.
The tabpage shows a preview of the declaration in HTML format.

<Previous>
This button activates the tab *'Additional data'*. The XBRL file is added to the Mailbox at tabpage General with the status 'Not sent'.

<*Send declaration*>
With this button the declaration is send to the CoC.
The button can only be used when the Mill7 license is extended with the option "Send CoC".
Would you make use of this functionality please contact the [Millogic helpdesk](#).

A number of checks will be carried out by Mill7 to check if all information is correct and complete.
Errors will be displayed and the process will be stopped.
When no errors are found a confirmation will be asked to continue the depositing.

The depositing will be executed by connecting to the Millogic web server.
When errors occur an error message will appear and the process will be stopped.
If a connection to the web server cannot be established please try it again later.

When sending was successfully the tab General will be activated. The new declaration is added to the mailbox.
After receiving the financial statements the Chamber of Commerce will send a confirmation e-mail to the e-mail address of the contact person.

<Print>
This button opens the HTML browser outside Mill7.

Sending declaration through a third party
Instead of sending XBRL files with Mill7 XBRL files created by Mill7 may be sent by using SBR software from a third party software engineer.

For example, the Accept SBR Communicator.
Information and prices can be obtained from http://www.acc.nl/SBR-Verzenden-met-Accept-2834 (Dutch).

The XBRL file can be found in the administration folder.

6.6   Collection

Menu *Bookkeeping> Financial> Electronic banking> Collection*.

With this function a Collection file is created based on outstanding invoices debtors.
This function can not be executed in an old bookyear.

In 2014 Clieop03 has been replaced by SEPA.

Per debtor the needed information for collection must be entered on the tabpage *Collection*

Select Debtors
In the screen *'Automatic collection debtors'* you can set a selection of debtors and the description to send with the collection.

From - Until debtor
The range of debtors to be selected for collection.

Description
The description to go with the collection.
The invoice number will be in the description as well.

<Process>
Creates a proposal.

Proposal Collection
In this screen, you can see the proposal based on the selections made.

Outstanding invoices with an invoice date before the Debtors '*Collection from'* date will not be in the proposal.

Correct lines that can be processed have the status "OK" in the *Status* column.
When an item cannot be processed, the reason is given in the *Status* column.

It is possible to reduce the amount or to delete a line.
The outstanding invoice from the debtor will not be changed.

The following actions can be executed:
– *<Refresh>*
  The proposal will be altered with new changes in the debtor and payment data.
– *<Clear>*
  All items will be deleted from the proposal.
– *<Expand selection>*
  The screen <automatic collection debtors> will pop up again and the settings can be changed.
– *<Print>*
  A report will be produced.
– *<Create file>*
  The collection file will be created. Only items with an "OK" status will be processed.
  There will be a message when no items found with an "OK" *Status*.

Create file
After choosing *<Create file>* the settings for the file itself can be set.

Pay to account
Only bank accountants related to a Daybook *Type "Cash/Bank"* can be selected.
The fields '*Bank account'*, '*IBAN number'* and '*Bic number'* have to be set in the daybook belonging to the chosen bank account.

Book in daybook
Only a Daybook with *Type* "*Memorial*" can be selected.
After *<Create file>* the collected items are booked in the selected daybook.
By deleting these journals the collection can be redone.

Opposite account no.
The opposite account number used. When the field is empty, the account number from in
Maintenance > <u>*Settings*</u> *> Book > General > General ledger no. automatic batch payments* is used.

Payment method.
There are two Payment methods: "Clieop03" en "SEPA".
In 2014 Clieop03 has been replaced by <u>SEPA</u>.

Location Direct Debit file
Location where the created file will be saved.

Collection date
The requested collection date can be entered.
When the *Payment method* is "SEPA" Mill7 will determine the Collection date.
For debtors collected for the first time the collection date will be the actual date plus 5 workdays.

For other debtors it will be the actual date plus 2 workdays.
When this collection date lies before the requested *Collection date* entered by the user the collection date will be set to the last one.

Creditor ID
For SEPA the field '*Creditor ID*' has to be filled with the number given by the bank in the contract for Direct Debit Collection. This Collection ID is unique per bookkeeping.

<Create file>
After pressing this button the file will be created conform the settings.
There will be a message when the file is created successfully.

Collection via SEPA
There are 2 types for SEPA Direct Debit: CORE and B2B. Because not every bank supports B2B Mill7 will only create a SEPA Direct Debit type CORE.

To reduce the bank costs on transactions the Sepa Direct Debit file will include a maximum of 2 batches each with multiple transactions.
There is 1 batch FIRST for clients who are debited for the first time and a 1 batch RCUR for the recurrent direct debits.

In the SEPA file the field Mandaat ID will be filled with the account number debtor unless the Mandaat ID at Debtor is entered.

When a Debtor is collected for the first time the option *First collection* must be entered at *Debtor> Collection*.
The option will be switched off automatically after the collection.

6.7   Consolidation

To consolidate a bookkeeping, a consolidation bookkeeping must be created. Create a new bookkeeping and check the checkbox *Consolidated bookkeeping* .

After opening a consolidation bookkeeping the bookkeepings to be consolidated can be added.
A bookkeeping can be partially consolidated by entering a percentage at & consolidation.
For corrections or eliminations a designated bookkeeping can be consolidated alongside.

Foreign currency bookkeepings
For foreign currency bookkeepings a fixed rate can be entered.
A daily rate can be used when the journals are also consolidated.
The report "General ledger consolidation" can be used to check the journals with the original amount and currency.

No changes can be made in the consolidation bookkeeping.
With the consolidation report, the results can be viewed (or exported to Excel, for example).

By activating option "Consolidate journals" all journal entries will be consolidated.
This makes it possible to print report "General ledger totals per cost centre" in the consolidated bookkeeping.
It is also possible to print a VAT declaration. This can be used as a VAT declaration for the bookkeepings in the consolidation.
The journals can be revaluated by daily rates or fixed rate. The account to book the amount revalution can be entered at *Account rate difference.*

6.8   Create XML audit file

A XML audit file can be created via menu *Bookkeeping> Financial> Create XML audit file*.

An audit file can be created as XAF version 2.0 or as XML version 3.2.

Additional to XAF v2.0, XML v3.2 also supports:
– VAT codes
– Periods
– Cost types and cost centres
– Subledgers debtors and creditors

A default folder for XML audit files can be entered in the settings at Book tabpage Other.
When the default folder is set, the location will be shown as [DEFAULT]\Bfolder.xaf or as [DEFAULT]\Bfolder.xml.
The actual location will not be visible. The user can enter an other location.

By using the custom menu to execute the rule *Maatwerk.exe /XML_Audit_Period* a XML audit file can be created with an extra selection on period.

Skip 11-test
During the creation of the audit file an 11-test check will be executed on the VAT number of debtors and creditors.
By checking this option the 11-test will not be executed.

Validations
The audit file is always created.
Any notifications are shown on the screen under validations.

To be able to create a correct audit file the address in the company data must be entered.
The codes in the countries table used must comply with the ISO 3166-1 standard.
The company data can be entered in the Maintenance menu.

6.9 Daybook pages

Different pages can be created in daybooks of Mill7.

For example bank statements can be entered per daybook page.
Opening- and closing balances on the bank statements can be verified with the totals in the daybook pages.

Period
All journals in a daybook page have the same period.
Press the *Adjust period* button in the selection list of the daybook pages to adjust the period.
Adjusting the period of a daybook page is not possible when a period is blocked or closed.

Recalculate
When the totals of the daybook pages are incorrect, they can be recalculated.
Press the *Recalculate* button in the selection list of the daybook pages to recalculate the daybook totals.

Opening balance bank
The opening balance of the bank is entered in the daybook opening balance or opening balance corrections.
When the bank is a foreign currency bank account the foreign currency balance can be adjusted by using Ctrl+K (different currency) in these daybooks.
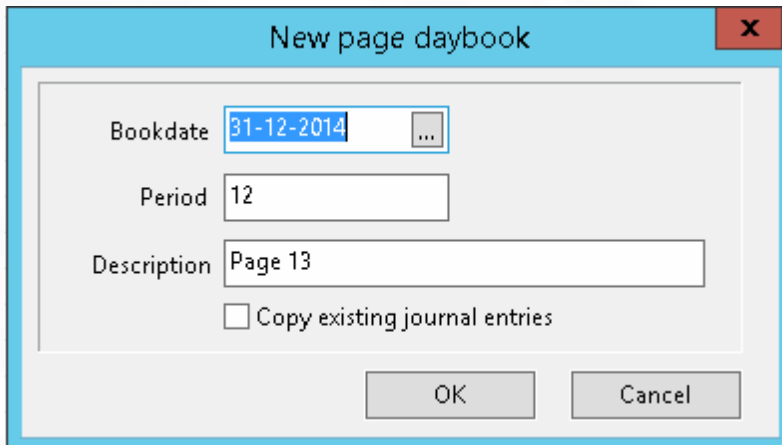
Change page
The description and the number of a page can be changed. The number can only be changed to another number that doesn't already exist.

Because the ordering of the pages can change because of this, the function recalculate mentioned before is automatically executed.

Changing the number of a page can be useful in a bank daybook. Some banks do not start with number 1 on their bank statements in the new year. Simply create the first page in the new bookyear and after creation change the number from 1 to the correct number.

New page
A new page can be created by CTRL+N or F6 (F6 works in the entire booking screen).
Date, period and description can be entered.

Copy existing journal entries
Also a new page can be created by copying an old one.
Existing journal entries can be copied from a daybook of the same type from different years. Only years with the same bookkeeping currency will be shown here.
The date of the new journal entries will be set to the date of the new page.
The currency rates will be recalculated according to this date.

6.10 Deferred expenses and revenues

Expenses and revenues from a selected period can be postponed to different future periods.
These revenues or expenses must be booked in a daybook Debtors or Creditors.

From a deferred journal only the description can be changed. For other changes the deferral should be deleted first.

The booked expenses or revenues will be written off and divided over several future periodes.
The journals will be created in a daybook of the type *Deferred bookings*. You cannot make manual changes in this type of daybook.
One page per period will be created. When the number of entries in one page exceeds 500 a second page will automatically be created by Mill7.

It is possible to add more deferrals later regarding the same period.

You can enter the number of periods to divide the expenses or revenues over or have Mill7 calculate the number of periods by marking the option *Rest of bookyear* .
When dividing the number of periods is larger than the remaining number of periods in the bookyear, the journals will be created in the forthcoming bookyear.
This will only work when the new bookyear is <u>not</u> created yet. The journals for the new bookyear will be created during prolongation the bookkeeping.

Booked deferrals can be undone the same way as they are booked, just mark the option *Undo deferred expenses or revenues*.
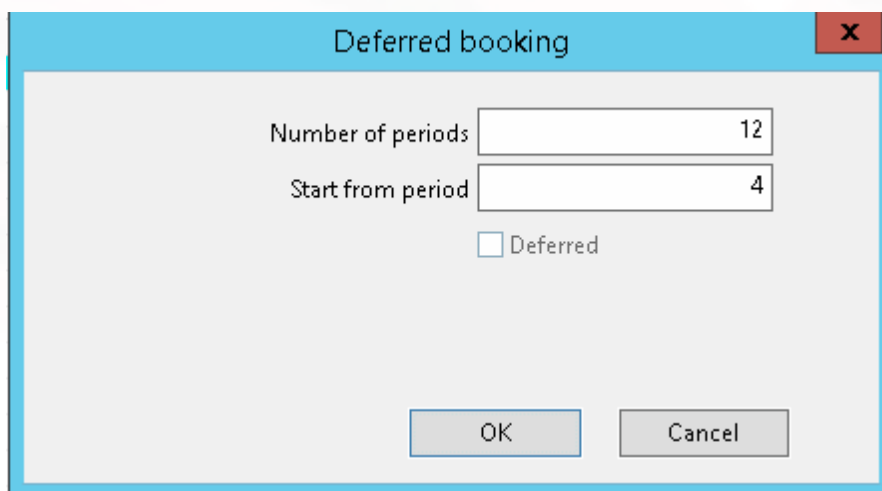This option will delete the journals.

Starting period and the number of periods

By default the booked expenses or revenues will be written off on the last date of the entered period and divided over several future periodes entered in the selection screen.
This is the default number of periods when no individual information is found in the journals.

It is possible to start dividing in a period different from the book date over a different number of periods.
Bij pressing CTRL+L or right mouse button option "Deferred info" the start period and the number of periods can be entered individually per journal.

It also shows if the journal already has been deferred.
IMPORTANT: In versions older then 7.5A.1 the deferred information was not saved correctly. By executing the procedure "Transfer settings deferred expenses and revenues" in menu Supervisor - Book, the information will be saved at the right place in the database.

In determining the number of periods the information entered in the journal is leading.
When no information regarding the number of periods is found, the selection in the screen "Deferred expenses and revenues" will be used.
By unchecking the option "Use deferred settings entered in journal" all selected journals will be divided from the journal date and divided over the number of periods entered in this selection screen.

One line will be displayed per account number per number of periods per cost centre per starting period in the tabpage proposal.
Therefore it is possible to see multiple lines for one account number due to the different number of periods or cost centres found in the journals.

The button *Print proposal* creates a report with the totals as shown in the tabpage Proposal and the individual journals.
In this report you can also check all periodes entered in the individual journals. When no number is entered the report will show 0.

Fixed fees
When fixed fees are invoiced, the number of periods and starting period will be calculated by using the information in the fixed fee regarding the frequency and next invoice month.
Both will be saved in the right mouse button option "Deferred info".

Print booked deferrals
The print button Print booked deferrals creates a report with all current booked deferrals.
Use this report to check the general ledger totals at the end of a period or year.

Tabpage Selection

Type
Select either Revenues or Expenses to divide over more periods.

General ledger
Select the general ledger(s) whom you would like to defer

Journal period
Choose the journal period which in which the bookings are made which you would like to defer.

Divide over
Select the number of months you would like the bookings to be divided over.
If journals are made by invoicing fixed fees, then the number of periods is copied from the fixed fee records. For other journals: Set the number of periods to divide over.

Use deferred settings entered in journal
When this option is checked, the program will look in the individual journals for information regarding the number of periods and the starting period.
If no information is found, the defaults entered in this screen will be used.

Rest of bookyear
If this option is selected, the bookings will be divided over the rest of the bookyear in equal shares per month.
If the journals are not divided over the rest of the bookyear, then journals can overlap to next year.

Undo deferred expense or revenue
If you select this option, all deferred bookings in the period you selected will be reset back to a normal booking in the original month.

Print booked deferrals
Pressing this button will result in a report of the deferrals already booked over this and possibly the upcoming bookyear.

Tabpage Proposal
In the next Proposal tab page the amounts to be booked are listed.
Here you can make a selection what line you want to process. With the print option more details regarding the deferral are reported.

Select
Choose the booking in the selection which you would like to defer.

Print proposal
With the print button you can see the details how the amounts are calculated.

Tabpage Book

Daybook
Before creating the deferred booking, first create a daybook of type Deferred bookings.
Select the daybook here.

Account deferred
Choose a General ledger on which the deferred bookings can be made.

6.11   Foreign Currencies

Mill7 supports foreign currencies. Currencies and exchange rates are entered in the maintenance menu.

Important concepts are:
Bookkeeping currency: the currency in which the books are kept.
Daybook currency: the currency in which a daybook is kept, all daybooks are in the same currency as the bookkeeping currency, with the exception of bank books.
Sub Bookkeeping currency: All accounts are entered in the bookkeeping currency, with the exception of debtors or creditors accounts.

The currency of journal entries cannot be changed: in the bank book they are the daybook currency of that daybook. In other daybooks they are the bookkeeping currency, with the exception of a debtor or creditor journal entry: then the journal entry is in the currency of the debtor or creditor.

Pressing Ctrl+K in the amount of the journal entry, an extra currency amount and exchange rate can be entered. This extra info is used to be printed at reports.

6.12   Forward payment

This function is used when payments of debtors should lead to payments to third parties. For example payment of Government Fee to the Registrar.

VAT
By using the function forward payment, the payment of VAT can be delayed until the moment the debtor has paid the invoice.
When an invoice is created, the VAT will be booked to a temporary account first. When an invoice is paid, the VAT-amount will be booked to the general ledger VAT.

Be careful: The electronic VAT will not work when using Forward payment.

Example
The VAT-code HAL is the code for transferred VAT high. *General ledger 1590 - Subsequent transferred VAT High -* is related to this code.
To use the function forward payment, at general ledger account *1590* the field *'Acc. no. forwarded payments'* is entered with account *1591 - VAT High to pay.*

When an invoice is booked with VAT-code HAL , a journal entry exists at which the VAT-amount is booked to account *1590* . In the outstanding invoice , account *1590* and the concerning amount will be saved. In the booking screen, in daybook debtors where the invoice is booked, the data can be looked at and if needed changed, by using *Ctrl+P* .

When an invoice is paid in the bank daybook, a forward payment is created. When this payment is saved, a screen appears with which the forward payment to account *1591* can be made. Depending on the settings, the amount pavement is forwarded totally or pro-rata. In case of VAT, the setting is that the amounts will be calculated pro-rata.

By pressing the button *forwarding payment* the forwarded payments will be booked in the bank daybook. The amount in the outstanding invoice to be paid forward will be adjusted as well.

When this activity is canceled, it can still be done later by pressing *Ctrl+P* in the journal entry of the payment of by using the right mouse button and selecting the option forwarded payments.

If the forwarded payment must be re-created, the journal entries in the bank daybook concerning the payment must be deleted.
In this example the journal entries concerning accounts *1590* and *1591*. In the debtors daybook, the amounts to pay forward must be entered manually by pressing *Ctrl+P*.

Ln.	Account	Descr.	Doc.no	Stat.no.	Date	Expiry date	Cst	Cur.	Rate	Debit	Credit	VAT ...
1	HET01	Hetrix Holding	4	10	29-01-2015	28-02-2015		EUR	00000000		2.000,00	
2	1590	Later af te dragen BTW	4		29-01-2015			EUR	00000000	347,11		
3	1591	af te dragen btw hoog	4		29-01-2015			EUR	00000000		347,11	

Government fees for Common Law Jurisdiction

For payments of the Government fees, the same functionality can be used.

With, for example, the general ledger account *2070 - GOVT FEES INVOICED BUT NOT REC* the field *'Acc. no. forwarded payments'* must be entered with account *2071 -GOVT FEES RECD-PAYABLE TO GOVT.*

The article that is invoiced for the government fee relates to account no. 2070 so when government fee is invoiced, the amount will be booked on account *2070 - GOVT FEES INVOICED BUT NOT REC.*

When the payment of the client is booked, a forwarded payment to the Registrar is created and the amount will be booked to account *2071 - GOVT FEES RECD-PAYABLE TO GOVT.*

Payments

In the Trust settings a percentage can be entered. If a partial payment is smaller than this percentage this screen does not appear.

Also can be set if in case of partial payment the amount must be forwarded totally or pro-rata.

In case of VAT, the setting is that the amounts will be calculated pro-rata.

Government fees will be paid forwarded totally at the moment a client has paid a certain percentage of the invoice.

Reports

Outstanding invoices debtors

The amounts *Forward payment* can be shown with the Mill7 reporting tool, report outstanding invoices debtors.

The fields are not by default on the report.

Create a custom report based on the this report and add the fields.

If an invoice is paid, but no forwarding payments took place, on starting the report the checkbox paid y/n must be set.

The paid record displays an amount still to pay forward.

Forwarding payments

When the invoices are paid by the debtor and booked, the amounts can be paid to the registrar.

The amounts to be paid can be viewed by using the General ledger report.

AGTF.DTA

The amounts to be paid can be booked automatically to a different account by using the procedure Forward Payment, menu Bookkeeping -> Financial -> Common Law.

For all outstanding invoices with an account Forwarded payment in them, the amount to be paid to the registrar is calculated and booked.

The daybook and general ledger are entered in the Trust settings.

For the BVI jurisdiction a payment file *AGTF.DTA* is made for the Registrar. In this file the (numeric!) debtor code is offered.

The records contain *"F"* for companies which have type *"BVICAP"* , in other cases they contain *"I".*

Because this file will be overwritten every time this function is used, this file will be copied after creation to a file named *AGTF.DTA* with a batchnumber.

The batch number is the number which can be found at settings.

Important conditions to execute function forwarding payments correctly

1. Invoice numbers may not be distributed double.

2. The account *'forwarded payments'* entered with a general ledger may only be used once. In a next general ledger a different account *'forwarded payments'* must be entered.

3. This functionality is not to be used for both VAT and Registrar payments at the same time.

6.13   Intercompany Journal Entries

If there are current account relations between the various bookkeepings (e.g. between the holdings and subsidiaries) you can use CTRL+R to make an intercompany journal entry. If, for example, a payment of a purchase invoice is debited from the bank account of the holding, enter in the bank on the costs account. After saving, select the entry and press Ctrl+R:

Example:
A payment of a purchase-invoice is debited of the bank account of a holding.
Book this payment in the bankbook at the cost account and press CTRL+R

Choose the bookkeeping of the subsidiary. Then the costs account in the bank book of the holding is replaced by the current account of the subsidiary. In the meantime, in the bookkeeping of the subsidiary, in the memo daybook (entered at the current account data), a transfer is made from the current account of the holding to the costs account.

6.14   Interest

Interest can be calculated over a certain period for a range of general ledger accounts.
For example a Current Account or a Loan.
During a period there a changes to the balance of an account that can make it difficult to calculate the interest.

Selection
A range of general ledger accounts and the period can be entered.
The interest can be calculated with an interest percentage for that period.
There are different calculation methods: 365 / 365 , 360 / 360 , 365 / 360 and 360 / 365.

The first number
The first number in the method is used for the calculation of the number of days between balance changes.
365 means that the actual number of days is used. 360 means that the calculation is based on 30 days in a month.

The second number
The second number indicates the number of days in a year.
365 means that the actual number of days in a year is used to calculate the interest per day, 365 or 366.
360 means that the total amount is divided by 360 to calculate the interest per day.

Proposal
A list of all amounts calculated, will be shown.
For every line can be set if it has to be printed and booked.
A calculation report explaining the amounts can be printed with the Print button.

Book
The daybook and the general ledgers to book the amounts can be set in this window.
The option "Add amount to main sum" can be used to add the amount to the initial loan.
It is also possible to book it on a different account.

6.15 Making journal entries

Mill7 works with daybooks en daybook pages.

Daybook
Journal entries can be made in different daybooks.
Every type of daybook has its own specific behaviour in the booking screen. The user will be guided when journal entries are made.

For example: If a journal entry in the debtors daybook is made, only a debit amount can be entered. If an opposite account is entered for the debtor, the next line in the debtor daybook is displayed automatically containing the opposite journal entry an the credit amount.

It is possible to switch daybook, while working in the booking screen, by pressing F3.
After selecting a daybook, the last page of the daybook is displayed.

Daybook pages
Mill7 saves the journal entries in daybook pages. In a page, one entry is made, for example a bank statement or a purchase invoice. It is also possible to enter several entries in one page, up to a maximum of 500 entries per page. In a daybook page, only journal entries of the same period can be entered, as the period is entered per page.

As long as periods are not blocked or closed, old daybook pages can be looked up by using F4 in the field *Page* and entries can be changed or deleted. If a page may not be changed, a red bar is displayed in the booking screen. The reason also appears in the title of the booking screen, because, for example, the user does have insufficient rights.

By pressing F6 in the booking screen, a new daybook page can be made.

Field Daybook page
Book date
The book date is the default date for the journal entries.

Period
The period is a number free to choose. Depending from the settings, this is derived from the date.

Description
The description describes the page, e.g. Bank statement 12. A period of a daybook page can be changed afterwards. In the list daybook pages (press F4 in section *Page*), then press button *Recalc period.*

Daybook balances

At the top right of the journal entry screen you can find the opening balance of the page, and the balance of the changes. At the Cash/Bank daybooks these are the balances of the daily statement. In all other kinds of daybooks, the changes per page should add up to zero. If this is not the case, a complementary journal entry is automatically made on the daybook differences account at the settings.

Change amount Daybook
One page in a Daybook of Type Cash/bank corresponds with one statement. The daybook page balance corresponds with the amount of the statement.
Changing journals can result in a changed amount that is determined by Mill7, for example changing the debtor, creditor or document number.
In that case the balance of the daybook page will change also.
When this is going to happen Mill7 will ask 'Do you want to change amount?'.
<Yes> will change the amount in the journal and also from the daybook page. <No> will not change the amount.

Set screen
The width of the fields can be changed and is kept per daybook page. Fields can also be hidden in the journal entries list by adjusting the *properties list with the right mouse button. With* option *Reset column width* settings will be overwritten by the most logical settings for the daybook.

Journal entries: screen fields
Account
At account, the account number of the general ledger or the code of the debtor or creditor is entered. By pressing F4 a list with accounts and outstanding invoices will be displayed from which a selection can be made. The account and possibly the document number and amount can be adopted in the journal entry.

Document number
In the daybooks Cash/Bank and Memo, the *document number* is exclusively of importance with payments from and to debtors or creditors respectively. With it, the invoice can be identified. With creditors (Purchases book), the internal document number of the purchase invoices is entered at the document number. The invoice number of the creditor is registered in the *description* column. With debtors (Sales book), the invoice number is used as the document number.
To increment the number, just press the + (plus) symbol.

To **transfer an invoice** at payment, you can during transfer read the invoices with F4 at the document number. It is default for Mill7 to display only invoices that have not yet been paid. If you also want to see paid invoices, click on *'All records':*

Code	Number	Date	Exp. date	Cur.	Amount	Paid	Balance	Description
HET01	2	29-01-2015	28-02-2015	EUR	1000,00	0,00	1000,00	Blad 1
HET01	5090	28-01-2010	27-02-2010	EUR	-2165,80	0,00	-2165,80	10001
HET01	6034	02-05-2010	01-06-2010	EUR	2451,40	0,00	2451,40	10001
HET01	6041	02-06-2010	02-07-2010	EUR	458,07	0,00	458,07	10001
HET01	6056	07-07-2010	06-08-2010	EUR	53,99	0,00	53,99	10001
HET01	14002	01-04-2014	01-05-2014	EUR	106,00	0,00	106,00	10001
HET01	14004	01-06-2014	01-07-2014	EUR	-49000,00	0,00	-49000,00	Blad 4
HET01	14014	10-06-2014	10-07-2014	EUR	1099,89	0,00	1099,89	10001
HET01	14015	12-12-2014	11-01-2015	EUR	100,00	0,00	100,00	handm fact
HET01	16045	30-09-2013	30-10-2013	EUR	900,00	0,00	900,00	10001
HET01	50301	28-01-2010	27-02-2010	EUR	-1200,00	0,00	-1200,00	10001

☐ All invoices   Total outstanding   -46196,45   OK   Cancel

For other General ledgers the document number can be used to connect different journals.
Press F4 on document number in the journal and a popup screen appears with document numbers
and corresponding journals on this account.
By selecting a document number and choosing <Ok> the document number is set in the journal to
book

Only with the daybooks Cash/Bank and Memo does Mill7 request a statement number.
The statement number is the document number of the cash or bank papers, for example the serial
numbers of bank statements.
To increment the number, just press the + (plus) symbol.

Transfer remainder payment
Invoices are entered and transferred on the basis of equal document numbers. If the amount is not
transferred completely when a debtor paid or a creditor is paid, the question *Transfer remainder
payment* follows. If this is confirmed, a remainder payment journal entry is added to the account as is
entered at settings.

Date
The (entry) *date* is the date of the change, the purchase invoice or the sales invoice. For Cash/Bank
and Memo daybooks it is the date of the daily statement or the receipt. For debtors or creditors
(Purchases/Sales daybooks) it is the date of the purchase or sales invoices. Depending on the
payment conditions of the creditor/debtor respectively, the *expiry date* is calculated.

Cost centre

If a general ledger account is defined as a so-called *cost type* account, Mill7 forces the user to enter the cost centre.

Currency
The *currency* is determined automatically. For Cash/Bank books, the currency is determined by the settings of the daybook. For other daybooks, the currency is always equal to bookkeeping currency entered at settings. Debtors and creditors journal entries are entered in the currency of the debtor or creditor, set with debtor or creditor.
Possibly different currency for revaluation can be saved in a journal entry by pressing CTRL+K or with the right mouse button.

Exchange rates
The exchange rates are copied from the exchange rates table and can be overwritten.

Counter-entry journal entries
Counter-entry journal entries are entered by FIRST typing a - (minus) symbol and then the amount (e.g. -123.45).
To change the sign afterwards, just press the - (minus) symbol.

Debit and credit
For amounts, Mill7 has an intelligent journal entry methodology. The basic rule is:
Payments in the Cash/Bank and Memo daybooks (also Opening Balance) are entered as debit; so payments to creditors and expenses directly to the purchases and/or costs accounts. You are not allowed to deviate from this bookkeeping rule. That means that in this daybook a creditor can only be entered as debit. The receipt of a payment of a credit note of a creditor is entered as negative debit (= to counter enter). With journal entries in the general ledger account (purchases and costs) the amount can be entered including VAT (this is optional).

With the creditors daybook (Purchases), the general ledger account purchases and costs are always debited when the purchase invoice is entered. The amount is entered excluding VAT. With the debtors daybook (Sales) the debtor is always debited when the sales invoice is entered. The amount is entered including VAT.

At amounts you can activate **the calculator** with F4. If the total amount of **the calculator** needs to be copied, press F2.

VAT
With the *VAT code* , you can, on the basis of the amount entered, automatically calculate the VAT amount. This amount is entered (automatically and compressed) in the coupled VAT general ledger account. Mill7 assumes that the basic amount is entered including VAT. For example, an amount of 119.00 is entered: the VAT amount is with VAT code 19%: 119.00/ (1+19%) *19% = 19.00. In the dialog window of the search list you can choose Excl. The calculation then becomes: 119.00 * 19% = 22.61. The inclusive amount is now also automatically written into the amount column.

If in Cash/Bank and Memo daybooks a transfer is made to a general ledger account, the VAT code is automatically displayed as defined at the general ledger account concerned; a journal entry that is entered as debit can only be processed with the VAT code Due. With a credit entry, only the VAT code To Be Paid can be chosen. Counter-entries (negative debit/credit) need to be entered with the same VAT code as the original entry.
With debtors and creditors entries, no VAT code can be used in this daybook.

With creditors and debtors daybooks (Purchases and Sales books), the VAT code can be used if an entry is made to a creditor or debtor. By default, the VAT code is displayed which is coupled to the creditor or debtor.

VAT amount
The VAT amount is calculated automatically with the VAT code. If the VAT code deviates from the source document (e.g. the purchase invoice or the receipt), this amount can be changed manually.

Number
With *number,* a quantity can be recorded. For example, for entering fuel: the number of litres. Mill7 does not display the number in standard reports.

Inv. no. cred.
In daybook Creditor this field can be used to set the Invoice number from the creditor.
For automatic payments by accept giro this field has to contain the payment feature of the accept giro (only in The Netherlands)

Deferred information
In daybook Debtor and Creditor for the journals with expenses and revenues the deferred information can be looked up and changed with the right mouse button or with CTRL+L.
When the journal is deferred all ready it cannot be changed anymore. From the journal itself only the description can be changed still.

Split payment
A journal in the Cash/Bank daybook regarding a payment from a debtor or to a creditor can be split to several payments.
By using CTRL+W or the right mouse button, a pop-up screen appears with all outstanding invoices for that debtor or creditor.

Invoices can be selected by checking the column 'Select'.
Mill7 will check for invoice numbers in the journal description and pre select these invoice numbers.
It is not possible to divide more than the original amount of the journal to be split.

The following fields are monitoring the process:
Amount selected invoices
The total amount of the selected invoices maximized to *Amount journal currency debtor.*

Amount to be split
The remainder amount that has to be split.

Amount journal currency debtor
The original amount of the journal to be split.

By choosing <Ok> the original journal will be replaced by journals per selected invoice.
When '*Amount to be split'* is unequal zero a journal will be created with this amount and document number 99999.

A note that is attached to the original outstanding invoice will be copied to the other outstanding invoices involved in the splitting, unless they have notes themselves.

6.16 Opening Balance

When creating a new bookyear for a bookkeeping and also with the function '*Copy Opening Balance'* (menu *Bookkeeping> Financial*), the balances of a last fiscal year can be copied. These are entered in the daybook BB. Changes in this daybook cannot be altered manually. With the function '*Clear daybook BB'*, the daybook BB can be cleared.
This daybook must have 'BB' as code and 'Opening balance' as type.

Notes attached to outstanding invoices will be transferred as well, unless these outstanding invoices already have notes in the new bookyear.

If the last fiscal year was not entered in Mill, or if the opening balance needs to be corrected, the opening balance can be entered in the daybook BC. This is a daybook with type 'Opening balance corrections'.
When an opening balance of the last fiscal year is copied again, changes in this daybook remain unchanged. Only changes in the daybook BB will be deleted and re-created.

Afterwards the opening balance of the bank can be recalculated by using the function *recalc bookkeeping totals*.
In the opening balance the outstanding debtor and creditor amounts are booked per invoice, including VAT.

In menu *Reports> Financial* the report *Opening balance* can be started.

Important:
If the bookkeeping value of the bookkeeping is differs from the bookkeeping value of the year before, the opening balance cannot be copied.
This also counts if the number of positions of the account diagram is different than the year before.

6.17 Read UBL Invoices

This function is started via the menu with *Bookkeeping> Financial> Read UBL invoices.*
It enables the processing of electronic purchase invoices complying to the UBL format.

The following topics are described:
1. Selecting invoice
2. Account recognition
3. Recognition Creditor
4. Recognition General ledger
5. Invoice details
6. Refresh data
7. Book journals

Selecting invoice
To select an invoice file use F4 at the field Invoice file.
The selected can only processed when
- it is a xml-file and
- is complied to the ubl specifications (version 2.1).

<Show PDF>
When there is also a pdf-file use this button to open the invoice in a pdf-browser.
For Mill7 to recognise the pdf-the file must have the same name as the selected xml-file ans is saved at the same location as the xml-file.
When the pdf-file is embedded in the xml-file, Mill7 will open the pdf-file from the xml-file and save it as a pdf-file with the same name and at the same location as the xml-file.

To the right of the file name the creditor name provided by the invoice file is presented.
Invoice details are listed as journals.

Data not recognized yet or checked as not OK are shown in red. A specification of the error is given at the status line at the bottom of the screen.

Account recognition
For future invoices recognition rules can be saved by using the *<Account recognition>* button.
This can be either for recognizing a creditor as for recognizing a ledger account.

The recognition rules are saved in the table set at *Settings> Book> Other.*
The default table for all bookkeepings is table 0.
This table is also used for the account recognition during reading bank statements.
However the recognition rules are separated by function. During reading UBL invoices only the rules concerning invoices are used.

The same table can be used in different bookkeepings.

The account recognition can be used for creating new rules and for changing current rules.
When the button is clicked a screen appears in which relevant features out of the invoice file are presented.

The recognition is performed line by line. With the <*Previous*> and <*Next*> button it is possible to switch lines.

Information, amount, date
All information found in the xml-file for the selected invoice line.

Text to recognize
The recognition will be executed for this text to be recognised which should be equal to (a part of) the text in the Information field.

Account
Select the general ledger or creditor to be recognized.

Cost centre
When the ledger account is a cost type account then a cost centre must be provided as well.
The cost centre is prefilled with the default cost centre of the cost type at the general ledger.

Recognition creditor
When a recognition rule selects a creditor the creditor code is used in the invoice details.
When there is no rule available Mill7 will look for a creditor wherefore the name matched exactly the creditor name in the xml-file.

After a creditor is selected the Creditor currency and VAT case are presented at the top of the screen.

To process the invoice the creditor currency and the invoice currency must be the same.

Recognition General ledger
General ledgers also can be recognized by a rule.
When there is no rule Mill7 will use the default opposite account at the creditor if available.

Invoice details
Account
This field present the Creditor code or the general ledger account.

Date
The invoice date according to the xml-file.

Expiry date
The expiry date according to the xml-file.
When no date is found Mill7 will calculate the expiry date using the payment conditions of the creditor.

Cost centre
When the ledger account is a cost type account the cost centre is obligated.
The cost centre is determined by the following rules:
1. the cost centre according to the recognition rule
2. the creditor cost centre
3. the default cost centre of the general ledger cost type

Currency
The currency according to the xml-file.

Rate
In case the invoice currency is different from the bookkeeping currency Mill7 will determine the rate on the basis of the invoice date and the rate table hearing to the Daybook creditor.

Debit/Credit
Invoice detail amount according to the xml-file.

VAT code
Mill7 will determine a VAT code corresponding to the VAT % in the xml-file.

Vat amount
Vat amount according to the xml-file.

Invoice number creditor
The invoice number according to the xml-file.

Status
Shows if the invoice line is ready to be processed or not.
When a line does not comply to all the conditions set a disclosure will be presented in the status bar below.
The items concerned will be shown red in the screen.

Refresh data
It could be necessary to change or create for example Creditors and general ledgers.
To do so the read UBL invoice screen does not need to be closed.
With the <*Refresh*> button the information on the screen is checked again using the actual data in Mill7.

Book journals
With the <*Process*> button the invoice is booked in the creditor daybook.

Special VAT situations:

VAT shifted, Delivery/service inside EU and outside EU
For the benefit of the Dutch VAT declaration extra journals can be created automatically.
In case of one of these VAT types the screen VAT calculation will open.
At this screen the invoice amount can be split up in maximum three parts with different VAT %.
The VAT amount for every part will be used to create the VAT journals.

With the <*OK*> button the invoice journals are created including the VAT journals.
With the <*Cancel*> button, the VAT Calculation is closed without saving any changes. If the booking of the reversed VAT is skipped the invoice is booked without creating the VAT journals.

Creditor is not subject to VAT
The Creditor VAT code is a VAT type 'No VAT'.
In that case the VAT amounts of the invoice are booked at the opposite account.
When not enough information available in the xml-file, the VAT amount is directly booked to the general ledger of the creditors VAT code.

6.18   Reconciliation bank statements

With the reconciliation function electronic bank statements can be read.
This function can be started in the Bookkeeping menu> *Financial> Electronic banking*

This screen should be empty unless previous bank statement files are read but not processed.

By activating the checkbox at '*Only accounts for current bookkeeping'* the proposal will be limited to the current bookkeeping.
By activating the checkbox at 'Process all .XML files in folder of selected file' all CAMT-053 files in the selected folder are read.

Format daily statements
Daily statements can be downloaded in many electronic formats. Mill7 supports the formats MT940, MT940 structured and CAMT.053.
All downloads in the format MT940 structured can also be imported with the option MT940.

Please inform at your bank if you do not have these options.

Other formats can be added by Millogic as a custom-made product.

Terms for reading in transactions:
– Transactions with a bookdate outside of the start- and enddate of a bookkeeping will not be imported.
– Transactions with a bankaccount not found in Mill7 will not be read in. The bankaccount must be entered at a bank daybook.
– Transactions for a bookkeeping that cannot be opened (reading rights) will not be read in.
– Transactions for a bookkeeping that can be opened but can not be changed (writing rights) will be read in but can not be processed in the bookkeeping.

Although MT940 seems a standard format, there are differences between the MT940 used by different banks. The functionality is tested for ABN-AMRO, ING and Rabobank

Bank accounts
The bank account of the journal determines in which daybook and in which bookkeeping the journal entries are booked.
The field *bank account* must be entered in the corresponding bank daybooks.

Bookkeepings
An import file can contain transactions for several bank accounts and in different bookkeepings.
To import journals in a bookkeeping, the user must have the rights to open this bookkeeping.
To be able to process the journals, the user must have the right to make changes in the bookkeeping.

File
Choose the file to be reconciliated.

Account unknown

While reading the journals, the journals will be booked standard to *account unknown.*
Make sure that this account exists in all bookkeepings where journals will created.

When this general ledger is a cost type account there will be NO cost centre filled in the journals for this account while processing the bank transactions.

Proposal

By pressing the 'proposal' button a review is made that shows the number of journals per bookkeeping.
Also will be indicated in what bookkeeping the journal entries will be processed and what the opening- and closing balances are after processing the journals.
Check, if needed, the final balance with the concerning date.

Default all journals are presented with the account number entered at *account unknown.*

In column process, the checkbox must be activated if the journals for the concerning bank account must be processed.
- Journals from which no bank account can be found in Mill7, will not be read and will not be displayed on the proposal.
- Journals for a bookkeeping that may not be opened, will not be read and will not be displayed on the proposal.

Account recognition

Mill7 contains a function to recognize the General ledger for transactions based on a description. The function is started by pressing the button *<Account recognition>.*
The description and the general ledger are saved in the account recognition table. For each bookkeeping the table to be used can be set in the settings. The default table for all bookkeepings is table 0.
This table is also used for the account recognition during reading UBL invoices.
However the recognition rules are separated by function. During reconciliation bank statements only those rules are used.

The account recognition table can be maintained in two ways:
– through menu *Maintenance> Financial> Account recognition*
– during reading bank statements by the button *<Account recognition>*

With the button *<Account recognition>* all bank statements with general ledger equal to *account unknown* can be checked and configured to be recognized for the next reconciliation.

Recognize transaction by text:

This identifies the unique description for this transaction.
By selecting a line in the information container *'Description transaction'* this line will be copied to *'Recognize transaction by text:'* where it can be altered*.*

Book transaction on account:

This is the general ledger for the transaction to use in the journal.
For example: the general ledger is 2100 and at *Recognize transaction by text* the text "income tax" is entered. From now on all transactions with this text in their description will be booked on general ledger 2100.

Cost centre

When the general ledger is a cost type account a cost centre must be entered*.*

<Recognize current line>
With the button *<Recognize current line>* the "Account recognition" screen will open showing the line used for the selected transaction.

<Next>
With the button *<Next>* the next transaction with account unknown will be shown.

<Cancel>
This entrance will be saved for recognition in next processes.
The process of account recognition still proceeds to execute the changes made in recognition lines through other bank transactions when necessary.

Outstanding Invoices
When during account recognition a transaction is determined as a transaction for a debtor or creditor, Mill7 will try to find the correct invoice number based on the amount.
When this fails the journal will be booked with document number 99999999.
A remark will show in the proposal in column Status.

After processing the journal can be changed in the Book screen.
The correct document number can be entered here or the payment can be split to several document numbers by using CTRL+W.

Processing file
In the 'Process' column of the reconciliation proposal can be indicated if a transactions should be booked.
Select the bank account to be processed by checking the column "Process".

The column Status in the proposal shows 'OK' or a message.
Transactions with message 'cost centre not found ' are processed but without a cost centre.

By pressing the button 'Process' journals will be processed in the concerning bookkeeping.

VAT
If VAT must be calculated for a journal with a general ledger different than *Account unknown,* a default VAT-code must be entered for this general ledger.
When the VAT Type On purchases / On sales does not match with the amount Debit / Credit, Mill7 will search for a correct VAT with the same %.

6.19   Reminders

Reminders can be printed for outstanding invoices. The function is started from the menu *Bookkeeping > Financial > Reminders*.

Reminders can only be printed for outstanding invoices in the current bookkeeping.

Seven terms (for example: 30, 60, 90,120, etc. days) can be defined. They will be used for reminding debtors. These can be entered via the menu *Maintenance > Financial > Diagrams*.

Grouping reminders
Reminders can be grouped by debtor or by cover letter address.

The cover letter address can be entered at the debtor. This makes it possible to group reminders of different debtors to one address.
How the reminders are grouped depends on what option has been selected in *Maintenance > Settings > Invoicing > E-mail > Address to send invoice by e-mail*.

For grouping by debtor choose one of the other options:
- To: Account manager
- To: RM file: Other relation

For grouping by cover letter one of the following options can be chosen:
- To: Person cover letter address
- To: Person CL, CC: Account manager

When no cover letter address is entered in the debtor addresses screen, the address of the debtor will be used instead.

The outstanding invoice that is due the longest determines the term and text printed on the reminders report.

Layout
The reminder layout can be specified in the settings via *Maintenance > Settings > Invoicing > Layout*.
The file of this layout must be saved in the Mill7\reports\custom folder.
If no layout is specified Aanmaningen.rpt will be used. This file is expected to be present in the Mill7\reports folder.

Tabpage Selection
Reminder Date
The reminder date is default the current date but can be set manually. The date will be used to define how long an invoice is overdue and in which term the reminder belongs.

Selections can be made by the following fields:
Last reminder date
By using this option debtors with a reminder date equal or after the last reminder date in the selection will be excluded from the proposal.
This option only works properly when during creating reminders the option '*Log reminder date outstanding invoices*' is set.

Account manager
Selections can be made for all account managers or for one account manager.

Cover letter address
This is the firm in cover letter address entered at debtor tabpage addresses.

Debtor
To prevent certain debtors from receiving reminders activate the setting *Block reminders* in the Invoicing tab of the debtor maintenance screen.

Incorporation date
To be able to use this selection the relation management file 111 field 11 should be entered.

User text to be printed

Different texts can be printed for each term by selecting the texts in the corresponding fields. These texts are maintained via menu maintenance> *User Texts*. Text numbers 1 to 9 are reserved for reminders.

Tabpage Proposal
Based on the selections a proposal is made. Initially all debtors in the proposal will be selected. If one or more debtors should not receive a reminder they can be excluded from the reminders by removing the check marks.

Tabpage Create
Reminders can be printed on paper, sent by e-mail or saved.
The used grouping selection is shown left at the top of the information container.

Print reminders
A single document will be created when the reminders are to be printed on paper. All reminders can be found in this document. The document will be shown on screen. Then it can be printed or exported to for example PDF en saved.

Save reminders
The reminders will be saved in the chosen format at the selected location.

E-mail reminders
Reminders are sent to the e-mail address as set in *Maintenance > Settings > Invoicing > E-mail*.
If no person or e-mail address is found the reminder will be printed.
The reminder will be added to the E-mail as an attachment.
The E-mail will be sent using SMTP or the local client depending on the chosen setting.

Subject text
A free text can be entered to use as subject in the e-mail.

Subject
The subject can be supplemented with the Company code and company name of the cover letter address. When these are not found the Code and name of the debtor will be used.

Body text e-mail
A user text can be selected to be used as body text for all reminders. When no text is selected the body of the e-mail is filled with the user text set at tab page Selection.
As opening the field *'Opening'* from the person the email is sent to will be used.

Location files
For each address one document is created that can be saved or sent.
The location to save the files can be changed.

Export format
The attachment can be created in different kinds of formats.
PDF and RTF are export formats which can be created only when the corresponding driver is registered on the workstation. Registration can be done via *Maintenance > Settings > Relations*.
For more information on the format of the attachment read the Reports> E-mail topic.

Name file
Also the name of the attachment can be selected.
If no Cover letter code is filled in the debtor code/name will be used.
In order to attach the reminder a document will be created.

Delete files afterwards
When this option is selected the files will be deleted after the files have been attached to the e-mail.

Log reminder date outstanding invoices
This option cannot be used together with the option *Show test example.*
When this option is set the term and reminder date will be logged for each invoice.
The screen *Relations > Debtors > Outstanding invoices* shows how often an invoice is reminded.
On the report *Outstanding invoices debtors* it is possible to print per invoice the last reminder dates

per term.

Overwrite reminder date
If desired, a reminder date for a particular term, registered for an invoice, can be overwritten when a new reminder is made for the same term.
The old registration, the former reminder date and the fact that the reminder for the term had already been made, will be lost in this procedure. Additional reminders for the same term will not be counted when the number of reminders made for the invoice is established.

Marges
The print margins are used for all options.
These margins determine where the address is printed on the reminder and can be useful when using window envelopes.
The address can printed on the left or on the right side.

Show test example
If the option *Show test example* is selected only one e-mail will be created for one person as an example.
The example will popup without being sent automatically. This example can be used to check if the result is satisfactory.
Be careful because this example can be sent manually.

6.20 Renumber general ledger

The function *'Renumber general ledger'* can be started in menu *Bookkeeping> Financial> Change general ledger*.

When a general ledger is changed, the complete database needs to be updated which may take some time.
If the new number does not exist it will be created with the same data as the old number.
The old number will be deleted.

The new number is applied to:

– journals
– settings book and portfolio
– assets
– opposite account debtor
– opposite account creditor

– articles
– account revaluation general ledger

6.21 Revaluate

Start revaluate from menu *Bookkeeping, financial.*
With this function journals are made to revaluate the foreign currency balance of debtors, creditors, general ledgers and banks against the currency rate at the end of a period.

Rate results invoices
The rates of foreign currencies differ in time.
When an invoice is made in a foreign currency rate, results are created because creation and payment are often against different currency rates.
The result that is created by payment is a realized result. The result that is created by revaluation at the end of the period is an unrealized result.

Entering rates: periodically versus yearly
Rates can be entered periodically for example monthly or daily. Rates can also be entered once a year.
Also the rate that is used to invoice (settings) can be altered every invoice run, but it is more common to invoice the whole year with the same currency rates. By this a part of the rate result will be moved to the "ordinary" result

Entering payment
Always enter by payment of a foreign currency invoice by CTRL+K the *Different currency,* except when a foreign currency invoice is paid on a bank account that has the same currency as the invoice.
After entering the *Different currency* the realized result will be displayed in the report *outstanding invoices journals.*

During the year invoices are created and paid. By revaluating the result will constantly move from unrealized to realized result.
By revaluating the realized result periodically, the journals of the unrealized result of prior revaluations will be reverted.

New bookyear
By creating a new bookyear the balance of the current year will be placed in the opening balance of the new bookyear.
In the opening balance a journal per currency per general ledger will be created. Revaluations in the previous year are included in this journal.
This way unrealized result becomes realized result.

The balance of general ledgers are split to foreign currency in the opening balance in new bookyear.
All journals in the opening balance are in the bookkeeping currency. The balance in foreign currency can be consulted by CTRL+K in the journal or by the reports *Trial balance* and *General ledger.*

The function revaluate can be executed for:
- General ledger
- Deb/cred unrealized
- Deb/cred realized

General ledger
To revaluate a general ledger the checkbox *revaluate* in the maintenance screen of the general ledger must be activated.
Journal entries that will be revaluated are:
- Journal entries of general ledger in which a different currency is entered (with Ctrl+K).
- Journal entries of general ledger booked in a foreign currency daybook.
- Automatic journal entries of general ledger related to a foreign currency daybook.

In the second step all accounts to be revaluated are listed, and can be activated and deactivated individually.
Each account can be set to only book losses.

A choice can be made to revaluate just the Balance accounts or P&L accounts.

Deb/cred unrealized
Unrealized differences on revaluation debtors and creditors arise from outstanding invoices in foreign currency which are not, or partially, paid.

Daybook revaluating
The journals are created in a daybook of type *revaluate* (if necessary create one first).
Daybook *Revaluation* manages a sub administration of foreign currency differently than a normal *Memorial* daybook.

Normally, in a situation of corrections to outstanding invoices, the bookkeeping amount and the foreign currency amount will be adjusted.
In the daybook *Revaluation* the bookkeeping amount will be adjusted only because the rate differences will arise here.

Journal entries concerning revaluation can be created in a daybook of type *Revaluate* manually as well. Afterwards the journal entries can be adjusted or deleted manually too.

Account result
The total rate result of, for example the general ledgers, is booked on this general ledger in daybook revaluation.
In the maintenance of the general ledger accounts an alternative account can be set for the result of the revaluation.

Rates
The rates will be revaluated against the rates of a chosen rate table and rate date.
If necessary, enter rates in the concerning rate table for the indicated date. The entered date is the end date of the period.

Tabpage Accounts
In this tabpage all general ledgers indicated to be revaluated are listed with the revaluation details.
An individual line can be deactivated for revaluation in this list. Another option is only to book losses for a specific account.
If the total amount is zero in the foreign currency, the revaluation will always be booked, even if the result is positive and the option "only book losses" is activated for this account.

VAT
If the VAT currency differs from the bookkeeping currency, these journals can also be revaluated.
This different currency can be set in the settings so the VAT is also calculated in a currency different from the bookkeeping currency.

6.22   Transfer journals

The function '*Transfer Journals'* can be started in menu *Bookkeeping> Financial> Change general ledger*.
In this screen all journal entries for the selected general ledger are listed.

With this function the following field changes can be adjusted:
– description
– general ledger
– cost centre

Journal entries booked in a blocked or closed period will not be displayed and cannot be changed.

Filter description
By entering a description or part of a description only journals matching the entered description are listed.

To account

Per journal can be set to which new general ledger the journal must be transferred.
In the column *'To account'*, a list can be activated by pressing F4, listing available general ledgers.
General ledgers which are blocked are not in the list.
It is not possible to change a [deferred journal](#).
When the new general ledger has a cost type the cost centre must be entered. The cost centre will receive the default set at the cost type.

Cost centre
Per journal can be entered to which new cost centre the journal must be transferred.
In the column *'Cost centre'*, a list can be activated with F4 with available cost centres.
When the new general ledger has a cost type the cost centre is mandatory, otherwise a cost centre is not allowed.

Process
With the button *<Process>* all changes will be processed.

6.23   Trial balance

The trial balance shows the totals per general ledger of the balance sheet and the Profit and Loss.
By checking the option "*Show Foreign currency*" the trial balance will show the amounts booked per currency.
By checking the option "Show empty accounts" the trial balance will also show the General Ledgers without bookings.

The trial balance can be printed as shown on the screen by pressing the print-button.

Acc. no.	Descr.	Opening balance	Debit	Credit	Total	Previous year
1000	Goodwill	-415,00			-415,00	
1010	Depreciation goodwill	-79,40	100,00		20,60	
1011	Goodwill	1.600,00			1.600,00	
1020	renovations	563,04			563,04	
1030	Office supplies	100,00			100,00	
1050	depriciation Office supplies	-100,00			-100,00	
1100	Start-up expenses	-100,00			-100,00	
2000	Buildings	-107.986,72			-107.986,72	
2050	Plant machinery and equipment	2.224,12	100,00	3.234,00	-909,88	
2110	Depreciation renovations	-5.419,88			-5.419,88	
2300	Inventory	10.870,81		2.468,00	8.402,81	
2310	Depreciation inventories	-54.050,00			-54.050,00	
2400	Computers	32.000,00			32.000,00	
2410	Depreciation computers	-21.933,33			-21.933,33	
2500	Cars	5.000,00			5.000,00	
2510	Depreciation cars	-17.100,00			-17.100,00	
2610	depreciatipn planes	-3.048.043,83			-3.048.043,83	
3000	Participation Holland Export B.V.	10.000,00			10.000,00	
3310	Loans Company B	349,74			349,74	
3320	Loans company C	-42.190,57			-42.190,57	
3340	Loans Company D	-2.000,00			-2.000,00	
3400	Profit Holland Export BV	15.500,00			15.500,00	
5000	Issued capital	78.444,54			78.444,54	
	Totals	0,00	53.504,89	16.449,09	37.055,80	0,00

By double clicking on a general ledger, or by the right mouse-button option "Zoom in on general ledger", the general ledger will be presented in the tabpage *General ledger* with all journal details.

Check balance

By pressing this button, all totals can be checked.During starting the screen all totals will be calculated and presented.

When the totals are not in balance, a remark is shown that the totals should be recalculated, The recalculation can be started by the button *Recalculate totals.*

When this button is not shown, please start the option *Recalculate bookkeeping totals* in menu Supervisor - Book.

By pressing the button *Report errors*, the bookkeeping can be checked for problems regarding settings and incorrect journals.

Revaluate
The screen shows a field for revaluation debtors/creditors.
This amount is important because if the revaluation is not booked in the current year, prolongation of the bookyear will cause this amount to shift from the general ledger debtors or creditors to the retained earnings.

6.24   VAT declaration NL

The function for declaring VAT in The Netherlands can be started via menu *Bookkeeping> Financial> VAT Netherlands*.
Only users with the financial right 'Electronic declaration VAT NL' are able to process this function.

ATTENTION: This functionality does not work when forward payment is being used.

When the bookkeeping currency is not in Euro but the VAT declaration must be filed in Euro, the field '*VAT-currency*' in the settings can be set to Euro.

The following subjects are explained below.
– Calculating the VAT declaration
– Creating and sending the XBRL file through Mill7
– Creating and sending the XBRL file through third party

XBRL

As per 2014 VAT declaration has to be made in XBRL format.

As from the Mill7 version 7.5J2 the option is available to send XBRL files directly from Mill7.
It is not necessary to have a PKI certificate or a contract with an other software engineer.
Would you make use of this option please contact the Millogic helpdesk.

Increase of VAT percentage to 21%

As per 1 October 2012 the higher VAT percentage has been increased from 19% to 21%.
To make sure that the new VAT code is being applied to all general ledger accounts, debtors,
creditors and articles the function "*Rename VAT codes*" can be used. This function can be found in
the menu *Supervisor> Book> Rename VAT codes*.

Calculating the VAT declaration

Declaration Type
A choice can be made between declaring VAT and declaring intra-Community supplies (ICP).
For both declarations a type (monthly, quarterly or yearly) must be provided and also the year and
period.

Contact person
This field can be filled with…
- BPL (taxpayer) when the declaration is being made by the taxpayer.
- INT (intermedior) when the declaration is being made by an agent.

VAT number
The VAT number consists of the social number (BSN) plus the "B" letter plus a two digit number.
When an invalid number is being provided an error message will popup. The field will automatically be
filled with the VAT number that is registered in the menu *Maintenance> Company Data*.

Becon number
The Becon number has to be provided when the declaration is being made by an agent (contact
person is INT type).

Calculate declaration
The declaration is being calculated on the basis of the given selection and showed on the screen in
accordance with the categories prescribed by the tax authorities.

The declaration can be reviewed with the standard reports *Financial> VAT transactions* and *VAT
recapitulation*.

Print to Excel
With this button the declaration shown on the screen will be exported to Excel.

Creating and sending the XBRL file through Mill7

Create
After the Vat declaration has been calculated the XBRL file can be created using the <*Create*>
button.
The file is saved at the given location. This location has to be existing.

If your licence has been extended with the option to send XBRL files a question will pop up if the file
must be send.
When sending fails an error message will appear.
If the file is sent successfully the declaration will be shown in the mailbox on the right.

<Check status>

With the *<Check status>* button the status of the selected declaration will be checked and adjusted.

The first line of the associated message shows a reference number to be used in communication with the tax authorities.

'Rejected' and *'Delivered'* refer to the technical aspects of the file, not to the contents of the declaration.

On the internet free SBR viewers can be found. For example the SBR viewer from Accept.

The 'Failed' status indicates that the declaration needs to be sent again, with a new sequential number.

View declaration

With the *<View declaration>* button the details of the selected declaration will be presented on the screen.

Creating the XBRL file and send it with a third party program

With the *<Create>* button the declaration will be made in de XBRL format and stored on a location of choice. This location has to be existing.

The file can be used for the actual declaration by specialized software, for example, the Accept SBR Communicator.

Information and prices can be obtained from http://www.acc.nl/SBR-Verzenden-met-Accept-2834 (Dutch).

6.25   Write down assets

To write down assets, choose the option *Write down assets* in the menu Bookkeeping>Financial>Assets.

Assets are initially filled via the menu Maintenance>Financial>Assets.

Selection tab

Write down until

A date must be entered until when the write downs have to be calculated.

The date of the end of the year is filled in by default.

When the end date of an asset is reached before the date entered, the write down will be calculated until the end date of the asset.

The journal entries created will also have this date instead of the date entered at *Write down until* .

Daybook

In this section a daybook must be chosen where the journal entries must appear.

By default the Memorial daybook is selected.

Write down assets completely

Assets can be written down completely by checking this option.

The assets to be written down completely can be selected individually in the *Proposal* tab.

The current value of the asset, book value or remaining value, will be written down and placed in the field disinvestment in the asset screen. The asset is set to the status *Removed*.

This amount is also shown on the Assets report as a disinvestment.

Assets which are already written down completely are also set to the status *Removed*.
No journals will be made.

Reset assets (correct journals manually)
With this option it is possible to turn back write downs to a given date set in *Write down until.*
No journals will be made. Correction journals should be made manually.
Only Assets with a *Purchasing date* before the *Write down until* can be reset.

Proposal tab
In case of Write down
All the amounts that should be written down are shown in the *Proposal* tab.
All of the assets are selected by default. When an asset should not be depreciated, remove the check marks in the last column.

The amounts are calculated by the method of a fixed percentage of the purchase value, but the amounts can be overwritten in this screen.

Mill7 calculates the number of periods. This is the number of months between the date *written down until* or purchase date and the date entered for writing down until. The month of purchase is not taken into account. Suppose the purchasing date is September 13th and write downs are created for December 31st, the number of months written down will be three. (October, November and December).

In case of Reset
The proposal will show all assets which are written down after the *Writing down until* date and have not been removed already.
Per Asset the *Book value* on the *Write down until* date is recalculated.

The Total depreciations amount will be a negative amount: the amount of the write downs turned back.

Process
In case of Write down
Journal entries will be made and the book value of the assets will be changed according to the amounts in this screen.

In case of Reset
The book value of the assets will be changed according to the amounts in this screen. No journal entries will be made.

7   Time and invoicing

Mill7 can be used for time registration and invoicing debtors.

All time registration and disbursements are entered in the Time module 🕐.
Different types of registration can be made:
- Billable hours

- Sickness and holidays
- Disbursements.

Time related topics
- [Writing time](#)
- [Approving time](#)
- [Time per debtor](#)
- [Time totals](#)
- [Disbursements](#)
- [Status debtors and time registration](#)

Invoices are made through the [invoicing](#) module .
Different types of invoices can be made:
- Manual invoices
- Automatic invoices based on time registration, disbursements and fixed fees.

Invoicing related topics
- [Manual invoice](#)
- [Invoicing time, disbursements and fixed fees](#)
- [Draft invoices](#)
- [Print invoices](#)
- [Credit invoice](#)
- [Copy invoice](#)
- [Book invoices next bookyear](#)
- [Invoice layouts](#)
- [Transfer to client](#)

7.1 Status debtors

Time is invoiced depending on the status of the debtor.
Further more the settings of a debtor determines the work in progress.
All can be calculated with the report Time status review.

Status Time and Debtors
The report Time status review shows time registration totals, like work in progress. The totals are grouped by status of debtor or time registration records. How does Mill7 expect you to handle the different procedures according to the status:

Active
A debtor with a status within the range as set in [settings](#) will be considered active.

Prospect
Prospects are debtors with a not active status (for example status Prospect). Because time is registered for prospects with status J (to be invoiced) the time counts as work in progress, but will not be invoiced because of its debtor's status.

Prospect does not become client
Set the debtors checkbox Block time registration. Use the supervisor utility Change time totals to set all time registration records to No. This can also be done manual, record by record.

Time registration records with status No are not counted as work in progress. These records are deleted in the procedure of creating a new bookyear (records of Debtors set to not invoicing time are also deleted).

Prospect becomes (normal) time client
Change the debtors status to Active and set the debtors checkbox Invoice time. Prospect time registration records, which are not to be invoiced, are individually set to No.

Prospect becomes all-in fee client
Change the debtor's status to Active and uncheck the debtors checkbox Invoice time. Use the supervisor utility Change time totals to set all time registration records to No. Enter an all-in fixed fee.

Time client becomes all-in fee client
Uncheck the debtor's checkbox *Invoice time* . Use the supervisor utility Change time totals to set all time registration records to No. Enter an all-in fixed fee.

All-in fee client becomes time client
Set the debtors checkbox *Invoice time* . Use the supervisor utility Change time totals to set all time registration records to Yes. Change and the all-in fixed fee and maybe send a credit invoice.

Temporary block invoicing of time
When time of a debtor is not to be invoiced in a next invoicing procedure, then set the status of the time registration records to Later. Warning: If you block invoicing of time by unchecking the debtor's checkbox *Invoice time,* then the distinction with all-in fee clients disappear: Don't do this.

Client relation stops
When a client relation stops set the debtors checkbox Block time registration. Registered time is still to be invoiced, unless the status of the records is changed.
Note: If only the status of the client is changed to a not active state the time will not be invoiced, but will be counted as work in progress.

7.2   Time

 All **time** registration and disbursements are entered in the window Time registration 🕐.
Different types of registration can be made:
- Billable hours
- Indirect time
- Sickness and holidays
- Disbursements.

Time related topics
- Writing time
- Approving time
- Time per debtor
- Time totals
- Disbursements
- Status debtors and time registration

7.2.1   Chargeability per user

The screen <*Chargeability per user*> shows a listing of all direct and indirect hours per user.
The screen is opened through the Time module.

At the upper part of the screen a list of active users is shown.
At the lower part of the screen details per week are shown of the user selected in the upper part.

With the print button *'Time totals'* in the toolbar the list of totals can be printed compressed or detailed.

Totals
Only a selection on date is possible:

Hours
The column '*Hours'* shows all total written time.

Direct / Amount
The column '*Direct'* shows the total time / amount of all invoiced time records (Invoice status F) and chargeable time according to the invoice status of the activity (Invoice status Y).

Invoiced / Amount
The column '*Inv fee*' shows the total invoiced time / amount (Invoice status F).

Indirect
The column 'Ind*irect*' shows the total of all non chargeable time (Invoice status N and L)

Free
Concerning Time with an activity that falls between the range of free time in the settings.

Sick
Concerning Time with an activity that falls between the range of sick time in the settings.

Chargeable %
The total amount of direct time in % compared to the total time (excl. free and sick time).

Chargeable inv. %
The total amount of invoiced time in % compared to the direct time.

7.2.2   Time registration

Time registration is started by pressing the button time or through menu *Administration> Time> Time registration.*

Time is registered per day in the tab page '*Time per date'*.
It is also possible to write time in the tabpage *'Time per debtor'* which comes in handy by correcting invoices.
Users can approve the time written in the tabpage *Approve time*.

By

This field indicates the user that writes the time.

It is also possible to write time for other users. The right to write for other users can be entered in the screen User maintenance in the field '*Writes for users'*.

Writing time for another user take into account the settings of that user but not that user's rights.

Date

By pressing F4 a calendar appears with the days of the month.

Days can be displayed in different colors.

- Grey means that time is registered on that day.

- Green means that the day is completely accounted for.

The calendar can also be activated from anywhere in the window by pressing ALT+K.

If in the settings Time the option '*Enter time chronological*' is on users have to write time for the previous day first.

Users with the option '*Approve time per week total*' should write the hours of the previous week first.

Total time

The time that the user has written on a certain date is displayed next to the date.

Debtor

All time is registered on a debtor. When a debtor is blocked for time writing, it is not possible to register time on this debtor.

By pressing F4 a selection list will be activated with available debtors that are not blocked.

It is also possible to select a debtor by entering (a part) of the code or name of the debtor. A list of debtors will be shown whose 1st position of the code meets the entered selection. When no debtors are found a list of debtors will be shown whose 1st position of the search name meets the entered selection.

See also the topic 'Status debtors'.

Activity

All time is registered for a certain activity. An article and a general ledger account are linked to this activity.

The article is used for display on the invoice and to determine if surcharges or free time should be applied.

When at activity an article is entered at <*Time previous book year*> this time will be shown separately on the invoice and booked an a separate account.

The settings for surcharges and free time can be made in the settings window.

Here also can be indicated which range of activities apply to sickness and holidays.

Because Mill7 works with ranges (from / until) it is advisable to take this in consideration when creating the activities.

For example: When creating articles for disbursements define codes that start with a V like VFAX.

For example: When creating activities for illkness and holidays define codes that start with a Z like ZSICK and ZHOL.

This makes it easier to enter the ranges that apply to Disbursements, Surcharges, Free time, Holidays and sickness.

It also makes it easier to create logical rates.

In the window *Maintenance* of the users can be entered on which activities a user is allowed to register time.

These activities can be entered in two different ways, which can be set in the settings (tab page Time).

1. Default (Enter activities user per activity is not activated)
In the field *Activity* in the window Maintenance of the users all first letters of the activities allowed are entered.
For example AL means that only activities that start with an "A" or "L" are allowed.

2. Alternative (Enter activities user per activity is activated)
The complete activity must be entered instead of the first letter of the activity.
The activities allowed can be selected from a selection list by pressing F4.

Status
The column F indicates the status of the records: L: Invoice later J: To invoice N: Do not invoice en F: Invoiced.
When *invoice later* is indicated, the registered time will not be invoices until the status is changed to J.
This can be done manually or by using the option *Change time status* in the supervisor menu.

Time
The time spent on a certain activity for a certain debtor.
If time should be **rounded off** when entering the time adjust the settings in tab page Time of the settings.

Rate
The amount is determined by the rate that is entered at the user (default).
When a different rate is applicable to a debtor enter this rate in the maintenance screen of the debtor.
A different rate per debtor cannot be used for activities that apply to disbursements.

While writing time a message will appear at entires that should be billed but for which no rate is found.
By enabling the setting '*Ignore rate 0 during time writing'* this message will not be shown.

Cases
This column can be suppressed through the settings tab page Time.

If cases are entered for a debtor these cases can be used when writing time.
When at a debtor a case is set default this case will be filled in automatically during time writing.
During time writing a user can only change a case when he has the sufficient rights.

At case a different rate can be entered.
Also it is possible to set a maximum time or a maximum amount for a case.
If during timewriting the maximum is exceeded a message will appear.
The time line will automatically adjusted till the available space. The multiple time is written on a separate line with time status L.
The check on maximum will not be performed while copying time.

Rights
Different rights apply to the screen Time registration:
- Change time registration per debtor
- Change invoice status time
- Change approved time

- Change time rates of activities charged per hour
- Change time rates of activities charged per activity

Direct and indirect time

Indirect time (activities that are not charged) must be registered on a debtor related to a firm of the type service company.

Direct time (activities that are charged) must be registered on a debtor related to firm other than a service company.

To check if direct and indirect time is entered according these rules can be done in the settings tab page Time:
- Only register direct time to clients.
- Only register indirect time to service companies.

Approving time

Time that is approved cannot be changed or deleted.

Stopwatch

A different way of writing time is by using the stopwatch.

This stopwatch can be started several times through menu *Administration -> Time -> Stopwatch* or by pressing Ctrl+7.

The time is always registered in the most recent bookkeeping.

The description of the time line can be entered at the stopwatch when in the settings the option 'Description in stopwatch' is activated.

Spread time over debtors.

When a time record is created the time can be spread over several debtors by pressing Ctrl+K.

Press F4 to select a debtor. Press <Ok> to commit the changes.

All debtors will get a same amount. This can result in a difference with the original number of hours.

Example 1: spread 2.3 hours over 34 debtors each debtor will get 0.07 hours a total of 2.38 hours

Example 2: spread 2.3 hours over 36 debtors each debtor will get 0.06 hours a total of 2.16 hours

If the column Case is activated, the case can be selected in the screen "Spread time over debtors"

Copy time

The time entered on a line can be copied to other days by the menu under the right mouse button.

A date from and until can be entered to copy the time entered. Within this range the days that are applicable can be entered. By default the days that should be written according to the settings for the user, are selected.

At copying time the check on maximum per case will not be performed.

Logging

For each time record the creation date and last date changed are saved.

These data can be used on the reports time and invoicing.

7.2.3 Approving time

This procedure is used to indicate that time is approved and, for example, is ready to be invoiced. Approving time will take place in two steps. The user first approves its own time. Then the supervisor approves the time registered by the certain user, for example after that registered time has been checked by viewing the results in a report.

Approving time by the user
Users can approve the time written in the screen *Write time* on tabpage *approve time*.
The time written is displayed per day per activity.

The time registered per day is displayed in colors.
Red means that not all the time is written yet. Black means that the time registered on a day meets the time that should be written. Approved time is displayed in green.
The time that a user must write is determined in the settings of the *user*.

Time can be approved by pressing the button *Approve time*. Enter a date until when the time should be approved.
Dates can only approved if all time is written or else an error occurs, indicating the date that failed.

Users with the option 'Approve time per week total' can only approve whole weeks.

Approving time by supervisor
The function *Approve time supervisor* can be started up through the *Bookkeeping* menu, submenu *Time* .

Rights
To approve time as a supervisor a user must have the correct rights.
– At Supervisor> Users> Maintenance the option 'Approve time as supervisor' must been checked. A supervisor is allowed to approve time for all users for who he may write time.
– At the rights group of the user the option 'Change time per debtor' must been checked also.

Periodically, but certainly before an invoicing round, the supervisor checks the time the user has approved of. Subsequently, the supervisor enters per user up to which date the time has been

approved. The supervisor can only approve up to the date the user has approved his time and not beyond the actual date.

After entering the approval of the user and the supervisor time can no longer be changed or deleted. At rights, one can indicate which user group can change time after it has approved as supervisor.

Approvement of time can be undone by replacing the date with an earlier date. This is only possible when the supervisor has been granted the right to do that.

Only days for which all time has been accounted for can be approved of (the date of approval will be the last date that is approved completely). If you want to approve time for users who do not account for all hours, set the number of active hours per day for that user to zero.

7.2.4   Time per debtor

The screen <*Time per debtor*> shows a list of all hours and disbursements per debtor.
This screen is only available when the user has the right <*View time registration per debtor*>. Users who also have the right <*Change time registration per debtor*> are allowed to change time.

The supervisor can use this screen and the screen <*Time totals*> to check and where necessary correct the time before approving time for invoicing.

The fields <To invoice> and <Amount> shows the total time and amount to be invoiced. They are based at all time records with status J from the selected debtor taking into account an entered selection on article, case or activity.

With the option <*All* > and <*Status*> selections can be made of which time records are shown on the list.
The column F corresponds with the option status:
L: Invoice later
J: To invoice
N: Do not invoice
F: Invoiced

An extra selection can be done on Article, Case or Activity.
Now the fields <To invoice> and <Amount> shows the time and amount to be invoiced based at all time records with status J from the selected article, case or activity.
When the case filter is checked with the case value <empty> all time records will be shown for which no case is filled in.

Time records which have already been invoiced or allocated to a draft invoice will appear in grey when selected and can not be changed.

The invoice number will shown at the bottom of the screen for time records which are already invoiced.

Divide time
With the function <*Divide time*> time with status J can be split in 2 parts, one billable and one non billable.

The function can be started by pushing the right mouse button or with CTRL+U.
Two time records will be created. The time record for non billable time will receive status J and timerate 0.00.
This way the total amount of billable time at the user will remain unchanged.
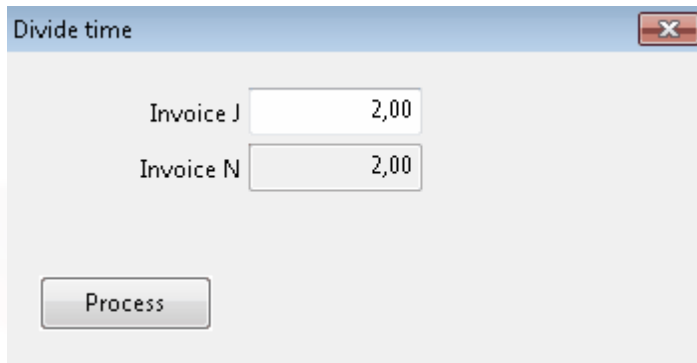
7.2.5   Time totals

The screen <*Time totals*> shows a listing of hours, fees and disbursements per debtor.
The screen is opened through the Time module.
This screen is only available when the user has the right <*View time registration per debtor*>.

This screen and the screen <*Time per debtor*> can be used to check and where necessary correct the time before approving time for invoicing.

At the upper part of the screen a list of debtors is shown according to the selection Account manager - Status debtor.
At the lower part of the screen details are shown of the debtor selected in the upper part.

With the print button *'Time totals'* in the toolbar the list of time lines can be printed compressed or detailed.

Totals
There are 3 selections possible:
– Account manager
– Status debtor
– Date time and disbursements
The selection on account manager and status determine which debtors will be shown on the screen.
The selection on date determine which time and disbursements are counted.

Selection on accountmanager
When the option '*All*' is checked no selection is mode on accountmanger.
When the option '*All*' is not checked only debtors are shown for where the accountmanager is involved in the specified function.
– When the specified function is equal to the function Accountmanager at the settings all debtors
   will be shown where the accountmanager is Salesman(AM) at Debtor tabpage General.

– For other functions the relation management file F116 is taken to determine the debtors. Only debtors where the accountmanager has a record in F116 with the specified function in field 6 and where the end date in field 9 is empty will be shown.

Type
The column *Type* shows a **T** when time has to be invoiced. This can be set per debtor by checking the option <*Invoice time / data change*>. When the option is not checked *Type* will be **F**.

Total fee
The column '*Total fee*' regards all services and fees in the relation management file F117 where field 21 (F117.VOLGENDE_JAAR) equals the current bookyear or an upcoming bookyear.
Services and fees can also be entered at tabpage Debtors> Periodical invoices.

Inv fee
The column '*Inv fee*' shows the total amount invoiced on services and fees in the current bookyear including manual invoices created as a copy or credit of a service and fee invoice.

Time F / Amount
Concerning Time which have been invoiced and with a date in the time period entered at '*Date time and disbursements'*.

Time J / Amount
Concerning Time with time status J (to be invoiced) and a date in the time period entered at *Date time and disbursements'*.

Time N / Amount
Concerning Time with time status N (not to be invoiced) and a date in the time period entered at *Date time and disbursements'*.

Time L
Concerning Time with time status L (invoice later) and a date in the time period entered at *Date time and disbursements'*.

Disb F / Disb J
Concerning Disbursements with time status N (not to be invoiced) or time status J (to be invoiced) and a date in the time period entered at *Date time and disbursements'*.

Details
At the lower part more details are given. The user can choose between details per *Article* , per *Case* or per *Activity*.
By double click on a detail line the screen <Time per debtor> will be opened.
On this screen the filter Article / Case / Activity will automatically set on the same selection as on the detail line of the *'Time totals'* screen.

7.2.6   Disbursements

By using the right mouse button or CTRL+U in the daybook Creditors the view **create disbursements** is activated.
This is only possible when the selected journal entry is a general ledger and is not booked in a daybook debtors.

Disbursements can only be booked in the latest bookyear of a bookkeeping (just like time writing).

The disbursements are charged by invoicing time, disbursements and fixed fees.

In the view **create disbursements** , disbursements can be created for several debtors. The sum of journals and the entered disbursements are shown at the bottom of the view. When a new record is added, the difference between the **amount journal** and the **amount disbursements** is set as default in the amount-column.
Using the button <*Spread amount journal*> the amount is equally divided about the debtors.

The distribution of disbursements on debtors can no longer be changed if one of the debtors has already been invoiced.

Disbursements come as timerecords at the user who created the disbursements.
The invoice status of disbursements in which also a case is entered is determined by the activity and not by the case.

Foreign currency
The amounts entered in the view can be for debtors with different currencies. The amounts shown as default will not be recalculated to the currency of the debtor but to the currency of the daybook. If amounts are entered for debtors with a different currency than the currency of the daybook the user himself has to recalculate these amounts to the debtors' currency.

In the list with activities only activities regarding disbursements are shown. Entered disbursements can be deleted or altered afterwards until they are invoiced.
The journal entry can not be changed anymore once disbursements are entered. To change the journal entry first the disbursements must be removed.

Journal entries that are charged to clients by using disbursements can be checked by the report *Disbursements charged*.

7.3   Invoicing

Open the invoice module by pressing the button *Invoicing* 📄 in the tool bar or select *Invoicing* in menu *Bookkeeping.*

Two types of invoices can be made:
– Manual non-recurring invoices
– Automatic invoices based on time registration, disbursements and fixed fees.

For existing invoices the following functions can be done manually:
– Credit invoice
– Copy invoice
– Change invoice address

With the print button 🖨 in the tool bar invoices can be
– booked
– shown on screen
– printed
– saved outside Mill7
– send by e-mail
– transferred to the client bookkeeping

Saved invoices
The following type of invoices are saved within the system and can be selected by pressing the button behind the field inv.no.
– booked invoices
– allocated draft invoices based on time, disbursements and fixed fees
– not booked manual invoices including credit invoices and copy invoices

Logging
For every booked invoice the creation date will be saved.
This date can be used on reports time and invoicing.

New Bookyear
The trust version has a functionality to book invoices for the upcoming bookyear before this bookyear is created.

Invoice layout
It is possible to use a custom made layout for the invoice, the time specification and the cover letter.

Example procedures for creating invoices
Manuel non-recurring invoice

1. To enter the invoice data open the invoice module by pressing the button *Invoicing* 📄 in the tool bar or select Invoicing in menu Bookkeeping.
2. Use the print button 🖨 in the toolbar to book, show, print, save or e-mail the invoice.

Automatic invoices

1. Open the invoice module by pressing the button *Invoicing* [icon] in the tool bar or select *Invoicing* in menu *Bookkeeping.* Next press the button with the clock (at the top next to the debtor currency) in the invoice screen.
2. Choose an action (Book, Report, Adjust concept, Print)
3. Select the debtors, time, disbursements and fees to be invoiced
4. Process with <OK>

Allocate draft invoices

By setting the option '*Allocate draft invoices*' drafts will not be deleted but can be viewed and approved in Mill7.

1. Open the invoice module by pressing the button *Invoicing* [icon] in the tool bar or select *Invoicing* in menu *Bookkeeping.* Next press the button with the clock (at the top next to the debtor currency) in the invoice screen.
2. Choose the action Allocate drafts
3. Select the debtors, time, disbursements and fees to be invoiced
4. Process with <OK>
5. Approve the draft invoices via menu Bookkeeping> Time> Approve draft invoices
6. Open the invoice module by pressing the button *Invoicing* [icon] in the tool bar or select *Invoicing* in menu *Bookkeeping.*
7. Choose the print button [icon] in the toolbar
8. Choose an action like Book, e-mail in combination with <Drafts>
9. At the proposal select the invoices to be processed and choose the action button at the right bottom of the screen.

Rejected draft invoices must be deleted before the involved time and fees could be corrected. Deleting draft invoices can be done via the proposal. After that time and fees can be changed and a new (draft) invoice can be created.

Other manuel invoices

1. Open the invoice module by pressing the button *Invoicing* [icon] in the tool bar or select *Invoicing* in menu *Bookkeeping.*
2. Choose the list button at the inv.no. field.
3. Choose the type of invoices to show in the list (booked, not booked, drafts)
4. Select an invoice from the list
5. Chose an action (Credit invoice, Copy invoice, Display/save new address)
6. Change the invoice details when needed
7. Use the print button [icon] in the toolbar to book, show, print, save or e-mail the invoice.

7.3.1   Manual Invoices

The Invoice module can be started by pressing the button *Invoicing* in the tool bar or select *Invoicing* in menu *Bookkeeping.*

The invoice screen is used to manually create and change invoices and to create credit invoices or copy invoices. It is also used for manually changes to allocated draft invoices and booked invoices.
Of draft invoices and booked invoices the following fields can be adjust:
– invoice address
– address cover letter
– invoice texts
Of draft invoices the invoice date can be changed as well.

After entering all invoice data the invoice can be printed, saved and booked with the print button 🖨 in the tool bar.

Non booked invoices will remain in the system and can be retrieved from a list by pressing the list button behind the field Inv.no..
The retrieved invoice is shown in the window *'Change invoice'*.

When the *'Change invoice'* window has been opened the '*New invoice'* window can be opened by using CTRL+N on the field Debtor .

Fields manual invoice
Debtor
To create a manual invoice select a debtor by pressing F4. The *address* and *Cover letter* will be filled automatically and can be adjusted.
The field cover letter will remain empty if the cover letter address at the debtor is not entered.

Date and period
The default invoice date is the current date and can be adjusted.
The period is derived from the invoice date and can also be adjusted.

Currency
The currency of the invoice is determined from the currency entered at the debtor and can only be changed in the debtor data.

Serv. comp. (trustversion)
Invoices can be booked to different bookkeepings depending on the *Service company* entered at the debtor.
A default service company can be entered in the settings to book manual invoices always in the same bookkeeping.

Salesman(AM)
The Salesman(AM) will be filled automatically with the *Salesman(AM)* from the debtor. This can be changed when there are more than one sales managers are working for the same debtor and the invoicing must be done per salesmanager.

Rate
If the debtor currency is different from the bookkeeping currency the rate will be determined following the settings but can be changed.

Inv. no.
Mill7 issues the invoice number on the moment the invoice is booked.
The number issued is based on the last invoice number used that is saved in the bookkeeping settings of the service company.

Nett / VAT / Total
Based on the information in the invoice details these fields show the net amount, the tax amount and the total (gross) amount of the invoice.

Invoice address / Cover letter address
The invoice address and Cover letter address are default filled regarding the settings at Debtor tabpage Addresses. The addresses on the invoice can be changed. This will not change the addresses at the debtor. When the addresses at debtor has been changed they can be adjusted to an invoice by using the function *'Display/save new address'*.

Article
The Article represents the product or service to be invoiced and can be added by pressing F4.

Invoice text
The invoice text is determined by the *Article* and can be changed.
Adjusting the text can be done by pressing F4 in the text column. Changes are saved after pressing F2.

VAT
The VAT code is determined by the *Article* and can be changed.
The amount of VAT is based on the VAT code.
If a VAT code with a percentage zero is entered at the debtor no VAT will be calculated.

Quantity
The number of products / services to be invoiced.

Price
The Price is determined by the *Article* and can be changed.

Amount
The amount is calculated on the basis of *Quantity* and *Price* but can be changed.

7.3.2   Invoicing time. disbursements and fees

Besides a (single) manual invoice, invoices can be made for time, disbursements and fixed fees automatically.

This is only possible for active debtors.
A debtor is active when his status is within the range of status codes entered at settings.
See also the help topic 'Status debtors'.
Per debtor at tabpage invoicing specific invoice settings can be set.

Automatic invoices can only be made in the current book year.
See also the help topics 'Prolongation bookyear' and 'Invoicing upcoming bookyear'.

Start the invoicing module by pressing the *Invoicing* button in the toolbar or select *Invoicing* in the *Bookkeeping* menu. The *Time, Fixed fees and Disbursements* screen will be opened by pressing the clock button (at the window top next to the *Salesman (AM)* field).

At the *Time, Fixed fees and Disbursements* screen
– in the Print section the action to be taken can be selected,
– a selection of debtors to be invoiced can be made,
– in the Invoicing section a selection of time, fees and disbursements to be invoiced can be made.

Print Section
The following options are available:
– Report
– Adjust concept
– Allocate drafts
– Print
– Print (optional order)
– Print and book

Report
This option displays the screen '*Report time and fees'* with the time, disbursements and fixed fees to be invoiced per debtor.
The values shown in the *Disb*, *Fee* and *Total* columns are in the debtors currencies. The values in the *Total Adm* column are in the bookkeeping currency.
The list can be used for checking the selection made and the invoice totals.

At the report screen the following options are available:
– *<Show all debtors>*
   The *<Show all debtors>* button toggles the selection between only debtors with an amount or all debtors.
– *<Show amounts below minimum>*
   When in the settings a minimum amount is set the *<Show amounts below minimum>* button will show debtors with an amount lower then this minimum. These debtors are then shown in red.
– *<Report>* / *Print time L on report>*
   The *<report>* button will create an Excel sheet in accordance with the selection on the screen. When the option *<Print time L on report>* is set the report shows an extra column *'Time L'* with per debtor the amount of outstanding time with status L.

Adjust concept
Every invoice first appears as a draft on the screen *'Change invoice'*.
See the help topic 'Manual invoices' for the field descriptions of this screen.
With the print button the invoice can be booked, printed, saved and sent by email.
Unlike manual invoices these invoices are only saved in Mill7 when they are booked.
The next invoice will be presented by choosing the clock button again followed by the option *'Adjust concept'*.

Allocate drafts
When the Setting *'Allocate draft invoices'* is not activated this option will not be available.
Draft invoices are created and saved in Mill7 and can be printed, saved or sent by email.
Before a draft invoice can be booked it needs to be approved.
The corresponding time, fees and disbursements are allocated to the draft invoice and cannot be changed unless the draft invoice is deleted.

Print
When the Setting *'Allocate draft invoices'* is activated this option will not be available.
With this option invoices are printed to the default printer of the user.
In a popup screen may be indicated which documents need to be printed.
If at debtor the option *'Print time specification'* is off no time specifications is created for that debtor.
By selecting the option *'Always print timespecification'* the setting at debtor will be ignored.

Print (optional order)
When the Setting *'Allocate draft invoices'* is activated this option will not be available.
With this option invoices are printed to the default printer of the user.
In a popup screen may be indicated which documents need to be printed.
If at debtor the option *'Print time specification'* is off no time specifications is created for that debtor.
By selecting the option *'Always print timespecification'* the setting at debtor will be ignored.
Invoices are printed in the optional order as entered at the settings.

Print and book
When the Setting *'Allocate draft invoices'* is activated this option will not be available.
With this option invoices are printed to the default printer of the user.

In a popup screen may be indicated which documents need to be printed.
If at debtor the option *'Print time specification'* is off no time specifications is created for that debtor.
By selecting the option *'Always print timespecification'* the setting at debtor will be ignored.
Booked invoices are stored in Mill7 and can be printed, saved or sent by e-mail.

Selection of debtors
Several selection options can be made to reduce the number of debtors that will be invoiced.
The selections can be combined.

From debtor, Until debtor
A range of debtors can be set.

Select Case, Cases
Cases can be used in time and fees. When the *Select Case* option is activated, the debtor selection will be restricted to the debtor mentioned at the *From debtor* field and only one the cases of that debtor can be selected at the *Cases* field.
By selecting a case only the time and fees for that case will be invoiced.

All Bookk.
A debtor is always related to one service company.
By activating the *All bookk.* option debtors of all service companies can be invoiced in one run.
When the option is not activated only the debtors of the selected service company will be invoiced.

All salesman (AM)
A salesman or account manager can be entered at the debtor.
By activating the *All salesmen (AM)* option debtors of all account managers can be invoiced in one run.
When the option is not activated only the debtors of the selected account manager will be invoiced.

All cost centres
A cost centre can be entered at the debtor.
By activating the *All cost centres* option debtors of all cost centres can be invoiced in one run.
When the option is not activated only the debtors of the selected cost centre will be invoiced.

All Groups
A group can be entered in Relation Management file General (file F111, field 7).
By activating the *All groups* option debtors of all groups can be invoiced in one run.
When the option is not activated only the debtors of the selected group will be invoiced.

Invoice selection
Invoice date and period
The invoice date is used at the invoice and as book date in the journals.
The period will be determined from the invoice date but can be adjusted and is used in the journals.

Fixed Fees / <Select fees> / Invoice month
Per debtor fixed fees can be entered in
– relation management file F117 or in
– tabpage Periodical invoices at debtor.
To invoice fixed fees activate the *Fixed fee* checkbox and enter the invoice month and year.

All fixed fees (relation management file F117, fields 16, 20 - 23 or Periodical invoices at debtors) that comply with this selection will be invoiced.

When in the settings *'Article selection for invoicing fee'* is activated it is possible to select one or more specific fees (relation management file F117 field 16) to be invoiced by using the <S*elect fees*> button.

If a fixed fee or a periodic invoice has no article the amount will be shown on the invoice without a text.

Time, Disbursements
When in the settings the option *'Only invoice approved time by supervisor'* is activated, time and disbursements must be approved first.

Time and disbursements can be invoiced together or separated.
Which time and disbursements are invoiced is determined by the date entered at '*Time and disbursements until'*.
When the setting '*Always invoice disbursements until today'* is selected, all disbursements until the current date will be invoiced.

The month at *'Invoice month debtors'* will be used for the selection of debtors in combination with the debtor field '*Invoice time/disb.'* .

7.3.3   Approve draft invoices

Draft invoices must be approved before invoicing.
By default Mill7 will create the drafts on paper or file after which the invoice is deleted from the system.
The account manager will approve the created files after when the actual invoices must be created again.
The invoicing can be delayed due to invoices that are not corrected or approved yet.
Individual invoices cannot be excluded from the invoicing process in batch.

Allocate draft invoices
It is also possible to make and allocate drafts invoices, causing the time and fees included to be allocated as well.
The drafts are saved in Mill7 and can be viewed, corrected and approved on screen. Draft invoices don't need to be printed anymore. And approved invoices can be booked and send also when other invoices aren't approved yet.
Time, disbursements and fees are allocated as well and cannot be invoiced twice.

In order to work with allocated draft invoices the option '*Allocate draft invoices'* should be checked in the settings.
In the Invoicing settings can be chosen for the option '*Approve drafts by two users'* .

How to create draft invoices is described in the help topic 'Invoicing time, disbursements and fees'.

Approve draft invoices
The approval of draft invoices is done via *Bookkeeping menu> Time> Approve draft invoices*.

Notes
- This option is only available in the Trust version.

- Only users with the rights '*Change Time registration per debtor*' and *'Approve draft invoices'* can open this function.
- The function cannot processed in a previous bookyear.
- Draft invoices, regardless of their status, are deleted when a [new bookyear](#) for all services companies is created. Time and Fees are deallocated also and can be invoiced in the new bookyear.

At the upper part of the screen a list is shown of all draft invoices of relations whereby the selected person for the given function is involved.
By using the print button in the toolbar the list will be exported to Excel.

By (Account manager)
The account manager can be selected from the person list via the list button or F4 at the field '*By*'.
A filter can be applied to the list by entering a *Type*. The list will show a selection of persons based on the field *Type* entered at *Relations> Persons> General.*

Function
Users with the Mill7 Trust version including the relation management module are also able to select a trust employee function. The screen will show a list of all draft invoices of clients whereby the selected trust employee is involved in the given function relation management file F116 field 6 table 7.

Select and view invoice details
By selecting an invoice the tab '*Time in concept'* shows all time lines regarding the selected invoice.
With the button <*Edit invoice*> the screen *Draft opens* simultaneously showing the invoice details.
When an other invoice is selected in the list the details of this invoice will be shown automatically in the tab '*Time in concept'* and in the *Draft* screen.

Appr.by, Rejected
The columns *Appr.by* and *Rejected* shows the usercode of the user who approved or rejected the draft.
When chosen for the [option](#) '*Approve drafts by two users'* there are two colums *Appr.by*.
In that case the invoice is only approved when two different users has given their approval.

Tab Time in draft
At this tab the description for time records can be changed. If the option '*Extra column description in list'* in the [time settings](#) is checked this column can be used during approving to note comments for internal use, for example in case of rejecting the draft invoice.

Tab E-mail addresses
This tab shows email addresses which are used when the invoice is send per e-mail.

<Report>
The *<Report>* button shows the Invoice and Time specification to the screen for the active draft invoice in the list.

<Edit invoice>
This option will show the invoice details on the invoice screen.
At this screen the '*invoice date*', *'Period',* the '*invoice address*' , Cover letter address' and '*invoice text*' can be changed.
Changes to address fields are only adjusted to the activated invoice. When the new addresses have to be used for future invoices the changes should be made at the debtor.

When for several invoices the date and/or period has to be changed there is option to be used at the proposal screen book draft invoices.

<Approve>, <Reject>
The invoices can be individually approved or rejected by using these buttons.
When chosen for the option '*Approve drafts by two'* a draft is only considered to be approved when two users have approved the draft.
If an approval or rejection must be undone simply press the button again.
This can only be done by the same user that approved/rejected the invoice in the first place.
A draft which is already approved can rejected by using the button *<Reject>*.

<Reject all>
All invoices that are not approved can be rejected by pressing *Reject all.*

<Delete invoice>
When chosen for the option '*Delete drafts in screen draft approval'* this button will delete the selected draft.
Only users with the Invoicing right '*Delete drafts in screen draft approval'* are allowed to delete drafts.
Deleting the drafts will "free" the time, disbursements and fees included in the draft.

Processing drafts
After the draft invoices are approved or rejected they can be processed, like booked, printed, send by e-mail or deleted, via the invoice module.

Open the invoice module by pressing the button *Invoicing* 📄 in the tool bar or select *Invoicing* in menu *Bookkeeping.* After that choose the print button 🖨 in the toolbar

Deleting drafts
Rejected draft invoices must be deleted before the involved time and fees could be corrected and a new invoices could be made.

7.3.4   Print and book invoices

Open the invoice module by pressing the button *Invoicing* 📄 in the tool bar or select *Invoicing* in menu *Bookkeeping.* To open the invoice screen press the print button 🖨.

With this screen the following actions can be processed:
– Book
   This option can be executed in combination with one of the other options for not booked manual invoices and for draft invoices.
– Show on screen
– Printer
– E-mail (Local client)
– E-mail (SMTP server)
– Save in file
– Transfer invoices to client bookkeeping

E-mail options are only available when the user has the right '*E-mail invoices'*

Actions can be processed for
– A single invoice selected on the invoice screen
– A selection of booked invoices
– A selection of allocated draft invoices.
   This option is only available when *'Allocate draft invoices'* is checked in the settings.

Also the type of output can be chosen and several additional selections can be made.

With the <OK> button the action is executed.
In case of <*Booked invoices*> and <*Draft invoices*> a Proposal screen shows all invoices that match the given selection criteria.

Output
The following output can be chosen
– Cover letter, reminder
– Invoice
– Time specification

By checking the box the specific output is created.
When the output is sent to the printer per document the number of copies can be set.

Layout
The layout of invoices, time specifications and cover letters are build with Crystal Reports or dataflex reports. The reports are saved as a .rpt file or a .dr file in the Mill7\reports\custom folder.
The name of the file that contains the correct layout must be entered per bookkeeping in Settings> Invoicing> Layout.

When a debtor has a different layout, this layout can be entered at the debtor on tabpage Invoicing.

Cover letter
A cover letter, including a reminder, can only be printed if the cover letter address is entered at the debtor.

Timespecification
A time specification will only be printed if the option *Print time specification* is set at the debtor.
Printing a time specification regardless the setting at the debtor can be forced by checking the option *Always print time specification.*
When the invoice does not contain invoiced time, the time specification will not be printed.

Additional selection criteria
For the options <*Booked invoices*> and <*Draft invoices*> the following selection criteria are available.
The selections can be combined.

Bookkeeping
A debtor is always related to one service company.
By activating *All* the invoices of debtors of all service companies are selected.
By activating *Selection* only the invoices of debtors of the selected service company are selected.

Salesman (AM)
A salesman or account manager can be entered at the debtor.
By ac7tivating *All* the invoices of debtors of all account managers are selected.
By activating *Selection* only the invoices of debtors of the selected account manager are selected.

Debtors
By activating *All* the invoices of debtors are selected.
By activating *Selection* only the invoices of the selected debtor are selected.

Debtor section, send by
The preferred method to send invoices is set per debtor on the tabpage Invoicing in the field *'Send invoice per'* .
With the selection option '*Debtor section, send by*' a selection can be made on the debtor field *'Send invoice per'* .

Invoice selection
This selection criteria is only available for *'Booked invoices'*.
Only invoices within the range of invoice number and within the period of invoice date will be selected.

Proposal
When a selection of invoices or draft invoices is made, the '*Proposal'* screen will appear with all invoices that match the selection.

By clicking on a column header, the data on the screen is sorted in ascending or descending order by the values in that column.
The invoices will be proceed in the same order as they are displayed on the screen.

Only invoices ticked 'OK' will be proceed.
When the invoices has to be sent per E-mail, only invoices where an e-mail address is found can be checked OK.

When the option *'Book invoice'* is active in combination with '*Draft invoices'* the proposal swill shown only approved draft invoices.
With the button <*Change date*> the date and/or period for all selected draft invoices will be changed.

When the selection is set to "*Draft invoices*", the Proposal screen has an extra option *'Delete drafts'*.
Deleting drafts will "free" the time and fees included in the draft.
If the option "*Book invoice*" is set, this screen will only contain approved drafts. The button to delete drafts will not be available.

Actions
Book invoice
When an invoice is booked the invoice and journal entries are created.
1. The invoice number is determined based on the last used invoice number in the settings. The invoice is saved in Mill7. Booked invoices can be viewed via the invoice module and at the debtor tabpage Outstanding invoices.

2. The invoice details are translated to journal entries.These journals are booked in the bookkeeping of the service company of the debtor. The debtor daybook is determined from the diagrams based on the debtor number.

    For each invoice a new daybook page is created.
    When the setting *'Use invoice text in journal entry'* is set the invoice text is copied to the journal description.

    The book date of the journal entries is equal to the invoice date.

For each combination VAT percentage - Type of VAT a journal entry debtor is created. When there or more invoice lines with the same combination VAT percentage - Type of VAT but with different VAT codes these lines will be summarized to one journal entry using the first found VAT code.

For each invoice line an opposite journal entry is created with the general ledger from the invoice text (article) as account number.
If a fixed fee or a periodic invoice has no article the journal is created with the general ledger account set at Settings> Book> General ledger no. daybook differences.

The debtor journals are always in the debtor currency. For manual invoices the used rate can be changed on the invoice screen. For automatic invoices the rate is determined regarding the settings.

3. The invoice status of invoiced time lines is set to 'Y' and the invoice number is saved at the invoice line.

4. For invoiced Periodical invoices and Fixed fees (relation management file F117) the fields *'Next month'* and *'Next Year'* are adjusted counting the fields *'Invoices per Year'* and *'Non-recurrent'*. Non-recurrent fees are deleted unless the setting '*Do not delete non-recurrent fees*' is set.

Show on screen
The chosen output is shown in separate screens using the layout as set in the settings or at the debtor.
The invoices at the proposal are shown in the chosen sorting sequence:
– Invoice number
– Debtor number
– Optional (as set in the settings on tab page Invoicing> Layout
)
Print
The chosen output is printed to the default printer of the user using the layout as set in the settings or at the debtor.
The invoices at the proposal are shown in the chosen sorting sequence:
– Invoice number
– Debtor number
– Optional (as set in the settings on tab page Invoicing> Layout

Email (Local client) / Email (SMTP server)
Both individual invoices as a group of selected invoices can be sent by e-mail.
The chosen output is attached to the e-mail.

The action Email (SMTP server) is only available when In the settings the option Use SMTP server is set.

With the option Email (Local client) e-mails are sent by using the local e-mail client. The sender of the e-mail will be the default e-mail profile of the user.
For each invoice to be send an e-mail will be presented to the user in the local e-mail client (like Outlook).The e-mail will not be sent automatically. The user must close or send each e-mail him self.
At the proposal the option '*Send e-mail direct*' can be set. That way the e-mails will be sent automatically.
E-mailing invoices in the background via the local e-mail client, when applicable, will be preceded by a message with the possibility to cancel the process. This security warning can be disabled in Settings> E-mail.

E-mail options and settings

Group e-mail

With this option invoices will be combined to one e-mail.

The output is still created per invoice.

– Invoice

  one e-mail is sent for each invoice

– Debtor

  all invoices of the same debtor are sent in one e-mail

– Salesman(AM)

  all invoices of debtors from the same accountmanager are sent in one e-mail

– Person CL address

  all invoices of debtors with the same person at cover letter address are sent in one e-mail

Address e-mail

This option specifies to whom the mail should be sent.

An e-mail is always sent to a person. To be able to send invoices through the mail the e-mail address should be filled on the addresses tab of the appropriate person.

On the proposal are in the columns ' To ' and ' CC ' the found e-mail addresses shown.

The following address options are possible. Which option is available depends on '*Group e-mail*'.

– *Default*

  the e-mail is sent to the person as set in the e-mail settings

– *Person cover letter address*

  the e-mail is sent to the person as set in cover letter address at the debtor

– *Person CL, CC:Accountmanager*

  the e-mail is sent to the person as set in cover letter address at the debtor with a CC to the accountmanager of the debtor

– *Accountmanager*

  the e-mail is sent to the accountmanager of the debtor

– *RM file: Other relations*

  the e-mail is sent to all persons in the relation management file Other relations (file F115) where for the field 'Invoice by e-mail' (field 9) is yes.

Settings E-mail

– *Name attachments*

  the output is attached to the e-mail given the selected name as a PDF document.

  Depending on the settings the invoice can also be attached to the e-mail as a UBL file.

– *Subject prefix*

  The text in this field is used as subject in all e-mails followed by the default text.

  In case of '*Group e-mail*' is Invoice the default text is: <Name debtor> Invoice <Invoice number>.

  In all other cases the default text is: Invoices

– *User text body e-mail*

  The default text used in the e-mail body can be selected. When no text number is entered user text 15 is used.

  Per debtor an adjusted text number can be set in the field 'Adjusted text e-mail'. The adjusted text is only used when '*Group e-mail*' is Invoice or Debtor.

  User texts are maintained via menu Maintenance> User text.

E-mail body

This option is only available for sending e-mail via SMTP server

– *User text*

  The user text is determined as described at '*User text body e-mail*'

– *HTML file body*
Instead of a user text a HTML file can be selected to be used as e-mail body text for all e-mails to be send.

Save in file
Default location
Select the location where the output files should be saved.

Sub folder
By selecting a sub folder files can be saved per debtor.
When the subfolder does not exist it will be created when needed.
When the folder doesnot exist files will be saved at the default location

Export format
Different export formats can be selected by saving to file such as DOC (Word), RTF (RichTextFormat) en PDF (Adobe Portable Document).
The format Win2pdf printer is only available when win2pdf is activated in the settings.

Name file
The file name can be composed of various fields.
One of the options to name the files is *'Optional order/invoice no'*. This option uses the fields entered at the settings at 'Invoice sort'.

7.3.5   Retrieving and changing invoices

All booked and not-booked invoices as well as allocated draft invoices are saved in Mill7.
These invoices can be retrieved by selecting an invoice from the list by pressing the button behind the invoice number in the invoice window.

Open the invoice module by pressing the button *Invoicing* in the tool bar or select *Invoicing* in menu *Bookkeeping*.

The list of invoices can contain
– booked invoices
– not booked invoices, these are manual not booked invoices
– draft invoices, these are automatic draft invoices based in time, disbursements and fixed fees

By selecting an invoice and choosing an action the invoice is shown on the invoice screen.
Depending the chosen action the invoice can be changed as described at Manual invoice.
By using the print button the invoice can be printed, saved, e-mailed and booked.

Credit invoice
A credit invoice can be made by using the option Credit invoice.

The option is only available when the right '*Create credit invoices*' is set.
Crediting an invoice will not change the status of invoiced time, disbursements and fixed fees.

Copy invoice
This option can be used to make a copy of an existing invoice.
This option is not available for draft invoices.

Display/save new address
When an invoice is booked it cannot be changed any more except for the address and invoice text.
By selecting the invoice in the list and checking this option the address in the invoice will be overwritten.
This is very useful when the invoice is printed with the wrong address.
Change the address entered at the debtor, select the invoice in the list, check the option *Display/save new address* and press OK.

7.3.6   Credit invoice

Booked invoices can be credited in Mill7.

Open the invoice screen by pressing the button *Invoicing* in Mill7 or by selecting *Invoicing* in menu *Bookkeeping* .

The button next to the field "Inv.no." can be used to bring up a list with booked invoices from where an invoice can be selected.
Choose the option '*Credit invoice'* followed with <OK>.

This function is only available if the right '*Create credit invoices*' is checked.

The screen Change invoice shows the selected invoice with all amounts credited.
The credit invoice can be edited and booked as described at [manual invoice](#).

When the credit invoice is booked the original invoice and the credit invoice are credited in the daybook memorial to close both invoices.
The daybook memorial to use can be set in [Settings](#)> Book> General.
For credit invoices a separate range of invoice numbers and daybook can be set in [Settings](#)> Invoicing> Layout.
Journal entries are always made in the bookkeeping of the service company of the debtor.

Recover credit invoice
It is possible to credit a credit invoice too, this will create a regular invoice.
This will create a new invoice with a new invoice number. The original invoice will not be used again.

7.3.7   Invoicing upcoming bookyear

The trust version has a functionality to book invoices for the upcoming bookyear before the new bookyear is created.
In some cases creating the next bookyear is not possible, because for instance the time administration is not up to date yet.
Often, it is desirable that these invoices could already be made, but not booked until the next fiscal year.

Option: Book invoices in upcoming bookyear
This option is set at Settings Book tabpage Other.
If this option is active, the journals of invoices with a date after the ending of the bookyear will be booked in a temporary file.
When a new bookyear is created, the journals will automatically be booked in the new bookyear.

Invoice number
When a new range of invoice numbers is used per bookyear the first invoice number to be used in the new book year can be entered in menu Maintenance> Financial for each Service company.
Every invoice for the coming bookyear will increment this number by one.
By creating a new bookyear, this number will automatically be set in the settings of the new bookyear as last used invoice number.

When no number is entered for a bookkeeping, the number in the settings for the current bookyear will also be used for invoices upcoming bookyear.

This function doesn't take account with the option Different no./daybook for credit invoices.

Notes:
– When this option is set, invoices with a date in the coming year will be booked according to previous description without warning.
– All kind of invoices, also those containing time, disbursements or fixed fees can be booked in the upcoming year.
– When a new bookyear is created, this functionality can not be used anymore in the previous bookyear.
– The option must be set per bookyear. After prolongation the option is default off in the new bookyear.

Free amounts
A free amount per year can be set at debtor tabpage invoicing.
Notice that the invoicing module will calculate with the free amounts of the current year.

7.3.8   Invoice layouts

Default layouts
Mill7 comes with default report layouts for the invoice, the time specification and the cover letter.
These layouts can be used to print on headed paper.
When no layouts are set at Settings> invoicing> layout the Mill7 default layouts will be used.

Custom Layouts

It is possible to use a custom made layout for example with a logo or with a different sheet format. For more information please contact the Millogic helpdesk.

The layout of invoices, time specifications and cover letters are build with Crystal Reports. These reports are saved as a .rpt file in the Mill7\reports\custom folder.
The layout can be created with Dataflex reports as well.
These reports are saved as a .dr file.

The name of the file that contains the correct layout must be entered per bookkeeping in Settings> Invoicing> Layout

When a debtor has a different layout, this layout can be entered at the debtor on tabpage Invoicing.

Settings
In menu maintenance> settings can be set when and how the period is printed on the invoice.
Other options are: the date format, invoice language, how amounts are displayed and counted, surcharges, free amounts, the optional order to print invoices, leading texts for time, disbursements and fixed fees, invoice text in journal entry etc.

Via menu Maintenance> Settings the margins and the place of the address can be entered.

Period Fixed fees
Fixed fees are set in relation management file F117.
The invoice text regarding the period is determined from the period in the fixed fee. For this the F117 fields 19, 20 and 21 are used.
Default a fee is invoiced ahead. When a fee must be post invoiced the F117 field 28 should be set.

Cover letter text
The default layout for Cover letter uses usertexts which are maintained via menu Maintenance> User texts.
Text no 10 is used as leading text and closing text.
Text no 11 is used as text to accompany the outstanding invoices.

7.3.9   Transfer to client

With this functionality journals in the clients creditor daybook will be created based on booked invoices in the service company.

The function can be started by opening the invoicing module by pressing the *Invoicing* button 🗋 in the tool bar or select *Invoicing* in the *Bookkeeping* menu and than choose the print button 🖨 in the tool bar.

Only booked invoices can be transferred. After setting the selections click the OK button and the proposal screen will appear.

Proposal

Initial test
The proposal screen shows a list of all selected invoices. Invoices passing an initial test will automatically be checked OK for further processing.

This initial test will check if the client bookkeeping can be found and if the period for the invoice is not closed or blocked in the client bookkeeping.

Determining the client bookkeeping goes in 3 steps
1. By the number of the client bookkeeping entered at the debtor.
   When this field is empty
2. the client bookkeeping can be found when the debtor code and the client bookkeeping number are equal
   When no bookkeeping is found
3. there will be searched for a bookkeeping whereby the debtor name exactly matches the name of the bookkeeping.

Secondary test
By clicking the *Test* button all checked invoices will be tested again to see if the client bookkeepings meet the further requirements for journals to be made.
These requirements are:

– A service company code must be present in the invoice.
– In the client bookkeeping a creditor with a code that is equal to the service company code in the invoice must exist.
– The creditor may not be blocked in the client bookkeeping.
– The currency of the creditor in the client bookkeeping has to match the currency of the invoice.

– In the client bookkeeping the creditor daybook for the creditor number according to the general ledger diagram of the client bookkeeping needs to be present.
– In this daybook a journal for this creditor with a document number equal to the invoice number may not already be present.

– In the service company for each article in the invoice the general ledger 'Cost account client' must be entered.
– This general ledger account should exist in the client bookkeeping and may not be blocked.
– For every VAT code in the invoice a corresponding VAT code must be available in the client bookkeeping. VAT codes are matched by type of VAT and percentage.

Any failure of the above requirements occurring for an invoice will remove the OK checkmark and block the booking of that invoice.

Transfer to client
After the test with the *Test* button all invoices that remain checked OK can be transferred.
In this stage specific invoices can be unchecked to prevent them from being transferred.
The transfer will start by clicking the *Transfer* button and the journals in the client bookkeepings will be created.
For each invoice in the creditor daybook of the client bookkeeping a daybook page is created.

Print
At any time an Excel report of the invoices listed in the proposal screen can be created by clicking the *Print list* button.

Undoing operations
The transfer of an invoice can be reverted back by deleting the daybook page created for the invoice in the client bookkeeping.

8   Portfolio

The portfolio-screen can be started via in menu Bookkeeping, -> Portfolio or by pressing the portfolio-button in the tool bar.

In the portfolio-module , bank transactions concerning stock can be administrated, like buys and sales, interest to pay on bonds and stock dividend. Also, stock can be revaluated against different prices of stock.
The portfolio stock administration is a sub administration of the bookkeeping-module. However it is possible to use the portfolio-module separate from the bookkeeping-module.

Cost accounting in Mill7 is based on FIFO (First in first out) or average cost price.
This option can be set per bookkeeping in the Settings - Portfolio.

FIFO
Calculations of profits are based on buys in historical order.
The cost basis is the cost price of the historical buy(s).
During revaluation the historical cost price and actual price will determine the amount of revaluation.

Average Cost price
Every purchase the average cost price will be calculated,
During revaluation the average cost price and actual price will determine the amount of revaluation.

Stock
To enter portfolio in Mill7, stock must be created through menu *maintenance -> portfolio -> stock*.

Transaction
In menu bookkeeping, submenu portfolio the transaction-screen can be started.

Revaluate
The function revaluate can be started in menu bookkeeping, submenu portfolio. To revaluate prices of stock have to be entered for the concerning date.
If stock with a different value than the bookkeeping-value exist, currency rates for the concerning date have to be entered as well.

Reconciliate transactions
Transactions in the portfolio-subadministration can be processed in the administration as journal entries.
In menu bookkeeping, submenu portfolio the function reconciliate can be started.

Import Portfolio
In menu Bookkeeping, Import, data concerning the portfolio-module can be imported, like:
- Transactions
- Currency rates
- Prices of stock

8.1   Portfolio financial

Opening balance
Portfolio uses different years just like the accounting module.
When prolongating to a new year an Opening Balance is created in daybook BB.

Two types of transactions are created in the Opening Balance:
- Opening Balance: Transactions of type Opening Balance, the number of stock remaining after the previous year at cost price.
- Revaluation: Transactions of type Revaluation, the amount of revaluation that goes with the opening balance at cost price.

Together these amounts give the market price. This way it is possible to reverse the revaluations.
If an opening balance was created at market price, revaluations in the previous year would lead to realized results in the next year.
The amount of unrealized results are booked on the general ledger entered in the settings at *Temporary account unrealized result*.

Reconciliation
Transactions entered can be booked by using the procedure *Reconciliation* to the financial bookkeeping.
This is called reconciliation.

Adjusting previous years and creating the Opening Balance
Adjustments can still be made in previous years but this will have an effect on all following years.
Calculated results in transactions can change due to the adjustments in previous transactions (FIFO method).
This can also result in a difference between portfolio and the financial balance if these transactions with changed results are already booked.
These differences are not booked automatically booked.

The original amounts booked are saved during reconciliation in the transaction.
Differences in the original amount booked and the new amount calculated are reported on the report Portfolio Reconciliation.
Changed transactions can be reversed and booked again. The original amounts will be reversed and the new calculated amounts are booked.

8.2   Import data

The function Import can be started from the Bookkeeping menu.
Comma separated files and Excel files can be imported.

Location import file
Select at "Location import file" the file that needs to be imported.
Only the first sheet of an Excel file will be used for import data.
The left-screen will show the first line of the import file.
All column values found in this line are displayed in rows.

Type of import
Mill7 has different kinds of import:
- Assets

- Balance codes
- Cases
- Chart of accounts
- Companies and Persons
- Exchange rates
- Journal entries
- Portfolio stock
- Portfolio stock rates
- Portfolio transactions
- Rename chart of accounts
- Table codes
- Time registrations
- Users (to maintain the contract settings of existing users)

Depending on the type of import, specific Mill7 fields will appear.
These fields can be assigned to a field in the import file by pressing the "<<" button.
A Mill7 field that is assigned will disappear from the list of available fields.
By using the ">>" button the assignment of a field will be removed and the field will become available again.
All settings made in this screen are saved per import type for future imports.

Import data
The result will be displayed in the second tab page "Importdata" after pressing button "Next".
Here, the decimal sign and date format used in the import file can be set.
Default, the decimal sign and date format follows the windows-settings.

For some import types additional settings can be made:

Exchange rates:
Besides the date format and decimal sign, the date and reference currency must be set.

Portfolio transactions:
Before making the proposal it is necessary to connect the transactions codes used in the import with a Mill7 code. This can be done in the same way as assigning the import fields to a Mill7 field.
The value in the Mill7 field *Bookkeeping* should be equal to the Company Name in Maintenance> Company data.

Portfolio stock rates:
Besides the date format and decimal sign, the date of all rates must be set.

Proposal import
After making the correct setting, the result is displayed in the tabpage "proposal import" by pressing the button "Next"
Possible errors in the data will be mentioned in the status column.
If an import line in the proposal contains value "OK", the line can be imported in Mill7.

An excel report of the proposal screen can be created by using the print button.

8.3   Portfolio Prices of Stock

In this screen prices of stock can be entered and maintained.
Two different tables are displayed.

1. The standard table
This is the table in which all rates are read on importing.
These rates can only be adjusted by a user who has the rights. The other users can view the standard table but cannot change or add rates.

2. The bookkeeping rate-table
In settings can be set which table is used by a bookkeeping. The prices of stock in this table can be maintained in this screen.

In this screen a selection can be made of rates, shown by the checkbox 'Show rates of used stock only'.
If this checkbox is activated the prices of stock used in the concerning bookkeeping are showed only.

New prices of stock
Press Ctrl+N (or F5) to add new prices of stock. In the appearing screen a date can be entered valid for all prices.

- Used shares only
If the checkbox 'used shares only' is activated, only prices of stock will be created for stock present in the actual bookkeeping (this is the bookkeeping opened at that time). This prevents entering a huge list of prices of stock while in the concerning bookkeeping probably four prices of stock are used, for example.

- Copy rates of standard table
If the checkbox 'copy rates of standard table' is activated, on creating rates the last known price of stock will be copied of the standard table.
If the checkbox is not activated the last known price of stock of the actual rate-table will be copied.

Delete prices of stock
An exchange-date can be deleted by selecting the date and press Ctrl+D.

8.4   Portfolio Reconciliation

The reconciliation makes a proposal how portfolio- transactions will be booked in the bank-daybooks of the bookkeeping.

Existing journal entries
If, in the bookkeeping, journal entries exist on general ledger account 'stock to reconcile', Mill7 tries to match this journal entry with a transaction on basis of an amount.
In the proposal, the concerning daybook-page and line are displayed. When this transaction is processed, the general ledger account *'Stock to reconcile'* is replaced by account *'Stock'* or *'Interest'* (depending of the kind of transaction) in the journal entry.

New journal entries

Transactions that cannot be matched to an existing journal entry, a proposal is made. In this proposal a number of a new daybook-page is suggested. Line remains empty.
For example, revaluations, results and other bank journals, booked in portfolio.
(Other bank journals are transactions, booked in portfolio, to close the balance of the bank. They have nothing to do with stock.)

Reverse reconciliation

Transactions that are reconciliated cannot be changed anymore.
If a transaction is not correct it can be reversed.

By pressing the rightmousebutton in the transactions screen a mousemenu appears with the option "Reverse reconciliation". This option can also be started by pressing CTRL+R.
Opposite journals will be booked for all totals concerning the transaction with the description "Reversal"
The transaction itself can be changed again after reversing the reconciliation.

When a buy is reversed all transactions related to this transaction will be reversed such as sales and revaluations.
When a transaction concerning an obligation is reversed also the interest will be reversed.

Results

In the portfolio module results are calculated in case of revaluation and sales.
These results are always in the currency of the bookkeeping. Because all the results are in bookkeeping-currency, journal entries are booked in a daybook Memo. It is not necessary (and not wished) to enter a different currency in journal entries, because in the portfolio-module the currency result is calculated.

After reconciliation transactions will get status 'booked' and cannot be changed anymore.

In settings general ledger accounts and daybooks can be set for reconciliation.

If no General ledger account has been entered in the settings at '*Realised result currency loss*' the negative result on currency will be booked to the general ledger entered at '*Realised result currency gain*'.
If no General ledger account has been entered in the settings at '*Realised result stock loss*' the negative result on stock will be booked to the general ledger entered at '*Realised result stock gain*'.

Different kinds of transactions can be reconciliated.
Every type of transaction results in certain journal entries.

Buy and opening balance

Buys and opening balances will be processed the same way.
In the concerning bank-daybook, journal entries will be made on the general ledger account *Stock.*

Sale

On sales three kinds of journal entries are made.
1. In the concerning bank-daybook, journal entries are made on general ledger account *Stock.*
2. Unrealized results, because of revaluation, will be booked in *Results daybook memo.*
3. Realized results will be booked in *Results daybook memo.*
The sum of these results will be booked in account *Stock.*

Stock dividend

Payment of stock dividend results in an increase of the number of shares. No journal entries are made. However, on reconciliation, these transactions will get status 'booked'.

Interest
Interest-payment on bonds are booked on general ledger *Interest*.

Other bank journals
To close the balance of the bank it is possible to enter journal entries without having any relation to stock.
These transactions will not be processed.

Revaluation
Transactions, as a result of revaluation, will be booked on account *Unrealized stock result* in the *Results daybook memo.*
The sum of the results will be booked on account *Effects.*

8.5   Portfolio Revaluation

This function can be started in menu *Bookkeeping> Portfolio> Revaluate*.
To revaluate prices of stock have to be entered for the concerning date.
If stock with a different value than the bookkeeping-value exist, currency rates for the concerning date have to be entered as well.

On revaluation unrealized results are calculated.
When stock are sold these unrealized results are reversed and realized results will be calculated instead.

When in the settings the option '*Do not book unrealised gain*' is set the unrealised gain on stock and currencies will not be calculated.

An example of calculated unrealised result:
The bookkeeping currency is EUR, whereas the price of stock is in USD.

Date	Price of stock in USD	Rate EUR - USD	Price in stock in EUR
19-7-2003	80,00000	0,900	88,888
21-7-2003	81,00000	0,987	82,066

A buy of 10.000,00 EUR took place at 19-7-2003, a number of 112,5 shares.

Revaluation at 21-7-2003 gives the following unrealized result:

1. Unrealized result on effects

19-07-2003 price of stock in USD: 80,00000
21-07-2003 price of stock in USD: 81,00000

This is a difference of 1 USD per share, in EUR 1/0.9 (against the rate rate on date of purchase) = 1.11
The unrealized result on shares is: 112,5 * 1,11 = 124,87 EUR

2. Unrealized result on currency

The value of the stock is at 21-7-2003: 81.000000 USD

The currency rate was at 7-19-2003 0.900000 and at 7-21-2003 0.987000.
against rate on 19-7-2003: 81,000000 / 0,900000 = 90 EUR
against rate on 21-7-2003: 81,000000 / 0,987000 = 82,066 EUR
the difference per share on 21-7-2003 in EUR is 82,066 - 90 = -7,934

The unrealized result on currency is: 112,5 * -7.934 is -892,57 EUR

3. Total of unrealized result

The total of unrealized result on effects and currency is: 124,87 - 892,57 = -767,70 EUR

8.6   Portfolio Stock

In this screen stock can be entered and maintained. This is a central function, i.e. all bookkeepings use the same file with stock.
A new kind of stock can be entered by pressing F5 (or Ctrl+N) in this tab page.

Code
A stock must have a unique code in Mill7.

Active
To make use of a stock in the portfolio-bookkeeping, the checkbox 'active' must be activated. If a stock is out of use, the checkbox 'active' must be de-activated. No transactions can be made anymore for the concerning stock.

Description
A stock must have a unique description in Mill7. When importing transactions, this description is used to recognize shares.

Type
Mill7 supports four kinds of stock:
- Shares
- Bonds
- Call/put options
- Warrants

Standard codes
To import rates, in this screen conversion-codes can be entered in standard codes (for example ISIN, SEDOL and CUSIP).
To be able to enter these codes the stock has to be saved first.

Bonds
When bonds are entered, information concerning the issue of bonds must be entered as well.
This information is needed to calculate the (estimated) interest at the moment of buy and sale.
Because of different ways of calculating, a small difference will always be in the amount.

- Issue date
This is the date of issue of the bond.

- Final date
This is the date the bond (loan) ends

- Issue price
The value of one bond on issuing. This is also the amount on which interest is calculated. Mostly this amount is 1 or 100.

- Interest
The interest percentage paid on basis of the nominal value.

- Days per year
Days per year is used to calculate the interest on buy or sale.
For example a number of 360 days means that the interest percentage for one day is: yearly interest % / 360.

- Interest payment per year
The number of times per year interest on shares is paid.

- Coupon dates
These are the dates interest is paid. Depending of the number of interest payments per year, coupon data can be entered.
The number of days of interest, since the last interest payment (coupon date) will be calculated as follows:
For example: the last payment of interest was September 1 and today it is September 10, the number of days since the last payment is 9, (2 September up to and including 10 September).

When the last coupon date is before the date of issue (for example when bonds are bought before an interest payment) the date of issue is used to calculate the number of days of interest. The date of issue itself will be used in the calculation.
For example: the date of issue is September 1 and today it is September 10, the number of days since the last payment is 10, (1 September up to and including 10 September).

If the last coupon date and the transaction date is, past or on the final date, no interest will be calculated.

- Floating rates
In case of floating rates the interest percentage can change. This can only be changed on coupon date.

8.7   Portfolio Transactions

In this screen the transactions of stock can be entered per bank-daybook.
Press Ctrl+N to add a new transaction.
A transaction is saved by pressing Ctrl+S or replacing the cursor to a next line.

ESC can be pressed to cancel the creation of a transaction.

Type of transaction
Mill7 contains the following type of transactions:

1. Buy
2. Sale
3. Opening balance
4. Stock dividend
5. Interest
6. Short sale
7. Short cover
8. Other bank journals
9. Revaluation
[Explanation](#)

Stock
Depending on the type of transaction, a list of stock can be displayed by pressing F4.
This lists shows all active stock. When checkbox 'Used stock only' is activated, the list of stock is reduced to stock used in the actual bookkeeping.

Daybook amount
This is the total amount of the transaction in the currency of the bank (daybook).
The amount of a buy has to be entered negatively.
The amount can be entered with or without commission costs.
The cost price of the stock is influenced when the amount is entered including commission costs.
If this is not desirable, commission must be entered as a separate transaction.

Number
The number of effects concerned with the transaction.
With the help of the number, the cost price of a stock is calculated.

Currency and rate
The currency of a stock can differ from the daybook-currency. If the currency differs, a rate has to be entered to calculate the cost price of the stock in the currency of the stock.

Bookkeeping amount and rate
The transaction-amount will be recalculated to the bookkeeping-currency.
If the bookkeeping-currency equals the daybook-currency the rate is 1. This rate will not be shown. If both currencies do not equal, the rate of the daybook-currency compared to the bookkeeping-value must be entered.

Costs
In this field the costs in a transaction can be entered. In the settings a genral ledger account can set for these costs.

Booked
If a transaction has been reconciliated, it will get status *booked.*
This transaction cannot be changed or removed.

Different currency
By pressing Ctrl+K or by using the rightmouse-button a different currency can be entered. In the appearing screen the price of stock or the total amount can be entered. If the 'OK'-button is pressed this amount will be recalculated to the daybook-currency.

This is only possible if the transaction is one of type Buy, Sale or Opening balance.

8.8   Portfolio Type Transaction

A choice can be made of the following transactions:

1. Buy
A transaction to enter buys of stock.
The daybook amount must be entered negatively.

2. Sale
A transaction to enter sales of stock. The result on sales is displayed in the upper part of the screen (result on stock and currencies, realized and unrealized).
If sales are calculated according to the FIFO-method and stock is revaluated, an unrealized result is calculated as well.
There will be an error when the sales quantity is more then the quantity of stock.

3. Opening balance
A transaction to enter an existing portfolio.

4. Stock dividend
A transaction to enter paid dividend in shares.
Dividend on shares can paid cash but also in shares.
Only the number of shares and the currency rate compared to the bookkeeping currency can be entered. The cost price of these received shares zero.

5. Interest
On entering a buy or a sale of bonds, interest will be calculated automatically on the basis of the settings of bonds
This interest calculation can, after being created, be adjusted or even deleted. Interest calculations can also be entered manually.

6. Short sale
A short sale results in a negative quantity of stock.
A short sale is always made before a short cover.

7. Short cover
A short cover is made to cover the short sale.
After making a short cover the number of stock can never be positive.

8. Other bank journals
To keep the bank balance close it is possible to enter bank journals which have no relation to stock at all. Also the opening balance of a bank account can be entered. Only the amount of the daybook and the currency-rate compared to the bookkeeping-currency can be entered.

9. Revaluations
Transactions of this type will be made by using the function revaluate. these transactions cannot be made manually. Revaluations will be calculated in accordance of the Fifo-method. The result is specified at the bottom of the screen (stock result, currency result, realized and unrealized).

9   Maintenance

9.1   Activities

Registration of time is done per activity.
Per user can be entered on which activities a user is allowed to write time. This is done in the
maintenance screen of the users.

Code
Unique code for an activity.

Article
An activity is linked to an article. By pressing F4 a selection list can be activated.
The article is used in the invoice and for accounting.

Time previous bookyear
This article will be used for time written in the previous bookyear.
This way time from previous bookyear will be shown separately on the invoice and will be booked on
a separate account.

Invoicing
This field indicates if the activity should be invoiced.
Examples of activities that will not be invoiced are holiday and sickness.

9.2   Articles

In menu Maintenance, Time and invoicing articles, articles can be entered and maintained.
Articles are invoiced and are necessary to process time data:

Article code
You are free to choose the article code. Place the articles in groups with the same initial letters or
numbers. On the invoice, articles as e.g. disbursements can be placed together if the codes of all
disbursements begin with the letter V.

Default account
The default general ledger account is used for transferring the invoice.

Account VAT 0
If the percentage of VAT is 0 due to the debtor or the VAT code entered at the article, the amount will
be booked on this account.
When no account is entered here, the amount will be booked on the default account.

VAT
If the debtor uses a VAT code with type *No VAT*, VAT is never transferred.

If the debtor uses a VAT code with a percentage 0 , VAT is not transferred but the turnover will be shown on the VAT declaration.

When an invoice is created and booked using the invoice module and the VAT entered at the debtor is not 0 (zero) % the VAT will be calculated based on the VAT code at the article.

Price / Currency
When a invoice is made manually for a debtor with the same currency as the currency of the article the price is used as default value in the invoice detail.
At other debtors the default price is 0 (zero).
The price in the invoice detail can be adjusted manually.

Type
Per article can be entered if it concerns a service or a delivery.
This is important for determining the VAT code on the *VAT form Dutch* in case a VAT code is entered by the debtor indicating *Delivery within the EU* or *Delivery outside the EU.* When invoicing this debtor the invoice will be split to deliveries and services.

Cost account client
This ledger account is used when creating the journal entry in the clients administration as invoices from the service company are automatically posted to the clients administration. See Transfer to client.

Leading text fixed fee
This setting only works for articles invoiced as fixed fee.
On the invoice, for gone off to the invoice texts per article, a leading text can be printed.
In the settings the choice is made if and how a period is printed on a time invoice.
Per item can be indicated how the leading text and the period entry must be applied.
– Period starts in month fee
   This is the default setting for advanced invoicing
– Period ends in month fee
   This option can be used when fees are invoiced afterwards.
   The option can also set using field 28 the relation management file F117
– No text
   By way of derogation from other settings, this article will be printed on the invoice without leading text. Articles with no leading text come at the top of the invoice.

Invoice Text
The invoice text can be entered in three languages at most. Depending on the settings and the language set at debtor, the text is displayed in the right language on the invoice.

9.3   Assets

Assets are entered in Mill7 by menu M*aintenance> Financial> Assets.*
To book depreciations use the function '*Write down assets'* in menu *Bookkeeping> Financial> Assets.*

Report Activa

The default report *Financial> Assets* gives a complete overview by asset with the data included in the screen maintenance assets complemented with actual amounts to the current financial year.

Method of depreciation
Assets are depreciated linear by a fixed percentage of the purchase value.

Tabpage General
New assets can be added by pressing F5 or CTRL+N.

Description
The name of a certain asset will be entered, for example buildings.
The combination of description and serial number is unique.

Serial number
A serial number can be added to the description.
The combination of description and serial number is unique.

Purchase date
This is the date the asset is purchased.

Purchase value ex VAT
This is the purchase value of the asset ex VAT.

Remainder
This is the value of the asset after completely being written down.

Depreciation period / Number of periods
The depreciation period can be a month or a day.
The number of periods gives the duration of the depreciation.

End date
Mill7 determines the end date using the purchase date, the depreciation period and the number of periods.
Thereby is calculated that the first period to be depreciated is the first period to follow after the purchase date.
For example when an asset is purchased on January 14 2016 and the period = month, the first write down will be in February 2016
When an asset is purchased on January 14 2016 and the period is day, the first write down will be on Januari 15 2016.

Amount per period
This is determined by Mill7: (Purchase value - Remainder) / Number of periods.

Balance account depreciation / P&L account depreciation
These general ledgers are used by the function '*Write down assets'* in menu *Bookkeeping> Financial> Assets*.

Cost centre
The cost centre must be entered when the general ledger entered at the P&L account has a cost type.
This cost centre will be used when the journals are created using the function '*Write down assets'* in menu *Bookkeeping> Financial> Assets.*

Removed
This indicates if the asset is removed.
Assets can be removed by the option *Write down assets* in the menu *Bookkeeping> Financial> Assets*.

Tabpage Depreciation
Book value
The book value is the value of purchase minus the amount that is already written down.
When no depreciations have been done the book value equals the purchase value.
By using the option Write down assets in the menu *Bookkeeping> Financial> Assets* to book depreciation journals Mill7 will adjust the changes to the Book value.
If a new asset is entered that already has been depreciated, calculate and enter the correct Book value.
When depreciation journals are booked or deleted manual the book value should be adjusted manual as well.

Book value opening bookyear
When a new bookyear is created, the book value previous bookyear of the asset is used as the book value opening bookyear.
When the depreciation in the previous year has not been done Mill7 will calculate the book value opening bookyear itself and also sets the date written down until at end previous bookyear.
There will be no journals booked.

When a new asset is entered with a purchase date before the actual bookyear the *Book value opening bookyear* should be entered manually.
When a new asset is entered with a purchase date in the actual bookyear the *Book value opening bookyear* should be zero.

Disinvestment
Assets can be removed by the option *Write down assets* in the menu *Bookkeeping> Financial> Assets.*
The disinvestment value will be set equal to the book value before written down completely. The book value and the remaining value will become zero.

Written down until
This date will be calculated by Mill7 when using the function *Write down assets* in the menu *Bookkeeping> Financial> Assets.*
When adding a new asset which has already been depreciated to some extent, enter the date of the last depreciation.
When depreciation journals are booked or deleted manual this date should be adjusted manual.
This field is empty when no depreciations have been made so far.

When the depreciation in the previous year has not been done Mill7 will calculate the book value opening bookyear itself and also sets the date written down until at end previous bookyear.
There will be no journals booked.

Tabpage Memo
Remarks or other specifics about an asset can be entered in this field.

Changes in the previous year
When the depreciation in the previous year has not been done Mill7 will calculate the book value opening bookyear itself and also sets the date written down until at end previous bookyear.
There will be no journals booked.

The journals can be booked using the option *Write down assets* in the menu Bookkeeping> Financial> Assets in the previous bookyear and adjust to the new bookyear with the option Copy opening balance.

If the assets values end previous bookyear differ from the opening book value new year, the correct book value opening bookyear can be recalculated by using the option *Copy book value assets of previous bookyear* in menu *Bookkeeping'> Financial> Assets.*

This function will count the depreciations already made in the new bookyear.

9.4   Balance codes

Balance code tables can be created and maintained via *Maintenance> Financial> Balance codes.* This function is only available in Mill7 Pro and Mill7 Trust.

Only users granted the right *'Maintain balance codes'* can excute this function.

New maintenance screen
Starting from Mill7 version 7.6C.1 the maintenance screen for balance code tables has been changed radically.

Tables are now maintained by means of a tree structure.

In this chapter you will find descriptions for the following topics:
– Balance code tables
– Deploying a balance code table
– Layout of the balance code table maintenance screen
– Depiction of the tree structure
– Creating tables
– Maintaining a table
– Assigning general ledger accounts to balance codes

Balance code tables
A balance code table is a compression of the chart of accounts and is used for presenting *the balance sheet and the profit and loss statement*.

A balance code table can be defined at will, by which the presentation of the figures can be fully personalised.

A table is divided into headers, subheaders and balance codes. Together they determine the visual presentation of the figures.

Balance codes represent de deepest level in the table.

General ledger accounts are assigned to balance codes.

The compression of amounts is processed from top to bottom:

Header amount = sum of the underlying subheaders = sum of underlying balance codes = som assigned general ledger accounts general ledger accounts.

The Dutch Chamber of Commerce (CoC) and the Luxemburg eCDF provide standard classifications for presenting and declaring the yearly statements.

These standard classifications are supported by Mill7 by means of balance code tables. See the descriptions for managing tables and assigning general ledger accounts for further guidance.

For Luxemburg clients a special eCDF module has been developed to create XML files for the eCDF in Luxemburg. When you are interested in this module please contact us at info@Millogic.nl. When you are interested in electronic declaration at the Dutch CoC via Mill7 you can also contact us at info@Millogic.nl.

Deploying a balance code table
The steps below are described in detail further in this chapter.
1. Create a table.
2. Define headers, subheaders and balance codes in the table.
3. Open a bookkeeping that will be using this table.
   Set the table as the default table in the settings.
4. Assign general ledger accounts to the balance codes.
5. Check in the *Balance, P&L* screen whether the presentation of the figures is correct.

Layout of the balance code table maintenance screen
The screen consists of the following elements.
The operation of the screen in combination with above mentioned steps wil be discussed in detail further in this chapter.

– Toolbar
   Buttons are provided for tasks like selecting, creating, modifying and deleting tables and for moving items in the tree structure.

– *'Table setup' tab*
   Table: An overview of the selected table showing headers, subheaders, balance codes and assigned general ledger accounts in a treelike structure.

   Upper grid: A list of general ledger accounts that are not assigned to a balance code.

   Lower grid: A list of general ledger accounts that are assigned to balance codes not existing in the selected table.

– '*Ranges and XBRL settings*' tab
   A list of headers and balance codes in the table that can be used for assigning ranges of general ledger accounts to balance codes.
   This tab can also be used to assign codes/elements of the standard presentations for Luxemburg (eCDF) and the Netherlands (CoC) to balance codes.

Context menu, shortcuts
Besides the buttons on the toolbar several functions can be executed via the context menu.
The context menu will be presented with a right click on an item in the tree structure.
Most of the functions in the context menu have key shortcuts for quick access.
The functions available on the toolbar and the context menu are depending on which tab is active and on the item selected in the tree structure.

Dragging
Within the tree structure items can be dragged up and down with the mouse.

Depiction of the tree structure
In the tree structure all items are represented by symbols.

Headers
   This is the highest presentation level in the table.
   Normally two headers are present, one for the balance sheet and one for the profit and loss statement.

Subheaders

With subheaders allow for a further sectioning and leveling.
Subheaders can be divided themselves with other subheaders in a parent-child structure.

Beginning of Profit and Loss
Somewhere in the table a division must be made between the balance part and the profit and loss part.
The profit and loss part starts at a header or a subheader and is always the second part, after the balance part.

Balance codes
This is the lowest presentation level in the table.
A balance code can only exist below a subheader.

General ledger account assigned to a balance code

General ledger account has been assigned to an invalid balance code
By hoovering the mouse over the concerning account an explanation will be shown.

General ledger account has been assigned to a balance code by a range setting

General ledger account has been assigned to an invalid balance code by a range setting
By hoovering the mouse over the concerning account an explanation will be shown.

The following symbols provide information on the table structure.

Foutmelding
In de tekst van de foutmelding staat een uitleg.

Sub niveaus aanwezig
By clicking the symbol the item will be expanded and the underlying levels will be revealed.
Double clicking the header or subheader has the same effect.
Expanding a balance code will reveal the assigned general ledger accounts.

Sub niveaus worden getoond
By clicking the symbol the item will be collapsed and the underlying levels will be hidden.
Double clicking the header or subheader has the same effect.
Collapsing a balance code will hide the assigned general ledger accounts.

In the context menu the following functions are present for revealing or hiding items in the table.

Expand
This function will reveal the sublevels of the selected item.
Expanding a balance code will reveal the assigned general ledger accounts.

Expand all
This function will reveal all items of the table, including the general ledger accounts.

Collapse
This function will hide the sublevels of the selected item.

Collapse all
This function will hide all items in the table with the exception of the headers.

Show all accounts
This function will reveal all assigned general ledger accounts by expanding the parent headers, subheaders and balance codes above.

Hide all accounts
This function will collapse all balance codes consisting of assigned general ledger accounts.

Creating tables

Before setting up a table it needs to be created.
In the toolbar the following functions are available for creating of deleting tables.
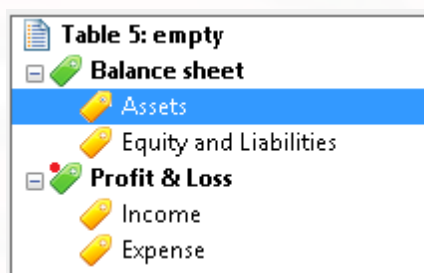
📄 *Creating new table*
For creating new tables several templates are provided.
A table will be created with headers, subheaders and balance codes according to the selected template.

– Empty
First a language must be selected (English or Dutch).
The table will only create some basic headers and subheaders.

– One-man business
The balance code table will be a standard setup of headers, subheaders and balance codes, suitable for a one-man business.

– Company
The balance code table will be a standard setup of headers, subheaders and balance codes, suitable for a limited company.

– CoC Netherlands
With the CoC Netherlands template options will be presented for the language of the descriptions, the business class and the annual accounts year. A table will be created containing headers, subheaders, balance codes and XBRL-labels that comply with the mandatory presentation prescribed by the CoC in The Netherlands.

– Luxemburg
The supported templates are *Balance sheet*, *Abridged balance sheet*, *Profit and loss*, *Abridged profit and loss* and *Chart of accounts*.

✏️ *Edit table name*

🗗 *Copy table*

This function copies an existing the table to a new table.
The copy contains all headers, subheaders, balance codes and all settings in the '*Ranges and XBRL settings*' tab.

✗ *Delete table*
It is not possible to delete a table that is set as the default table for an administration.
With the aid of the report *General> Bookkeeping list* an overview can be created of administrations having a specific table set as the default table.

Maintaining a table

This section discusses creating, modifying and deleting headers, subheaders and balance codes.
The functions serving these purposes can be found on the toolbar and in the context menu.
The availability of the functions depends on the selected item.

✚ *Adding items*
The item to be added can be a header, a subheader or a balance code.
For adding an item choose between the options to put the new item before or after the selected item in the tree.
When the selected item is a subheader a child subheader can be created.

◀ ▶ *Moving items to another levels in the tree structure*
Used to alter the parent-child relations of subheaders.
With a left move the subheader, and all its childeren, will be moved to the same level as its parent.
With a right move the subheader, and all its childeren, will become a child of the previous sibling subheader.
An alternative for this function is to drag a subheader to a another parent with the mouse.

▲ ▼ *Changing the order of items in the tree structure*
The order of items of similar types (header, subheader, balance code) at the same level having the same parent can be changed by moving items up or down. All underlying items will move along.
An alternative for this function is to drag an item with the mouse.

🗑 *Deleting items*

🏷🏷 *Set as beginning of profit and loss*
In the table it is needed to indicate which part serves the balance sheet and which serves the profit and loss statement.
This can be done by appointing a header or a subheader as the beginning of the profit and loss part of the table.
Change this setting by appointing another header or subheader.
All items above the selected header or subheader will be used for the presentation of the balance sheet.

✏ *Edit properties*
This function allows to change the name of the selected.
An alternative is a single mouse click on the name of an item in the tree.

Assigning general ledger accounts to balance codes

The assigning of general ledger accounts to balance codes is only possible in an administration for which the selected table serves as the default table.

General ledger accounts should be assigned to balance codes only.
When a general ledger account is not assigned to a balance code in the table the total amount of the account will not be added to the balance or the P&L.

There are two ways of assigning balance codes.
–   Indirectly by range settings.
    This can be done in the *'Ranges and XBRL settings' tab.*
–   Directly per general ledger account.
    This can be done in the *'Table setup' tab*.
    It is also possible to assign a general ledger account to a balance code via *Maintenance> Financial> General ledger*.
    Assignments set up this way will be visible in the tree as well.

When the option *'Disable balance code in general ledger'* is activated in the settings general ledger accounts can only be assigned to balance codes by means of ranges.
With the option set off the situation can arrise that a general ledger account is assigned by a range to one balance code and by the general ledger account to another balance code. In that case the balance code determined by the range will be applied.

It is possible to assign a general ledger account to an alternatieve balance code in case the total amount renders negative.
This is an option for range assignments as well as general ledger account assignments.
When the toolbar option *'Show explicit assignments for negative amounts'* is enabled, only the assignments regarding negative amounts will be shown in the tree structure.

🔍 *Searching general ledger accounts (toolbar)*
    With this function a general ledger account can be searched for.
    When the account is assigned to a balance code the account will be found in the tree structure and the tree item will be selected.
    When the account is existing but not assigned to a balance code, than the account will be found and selected in one of the two lists on the right side of the screen.
    When the acount cannot be found it will be reported.

Assigning general ledger accounts directly
This can be done in the *'Table setup'* tab and via *Maintenance> Financial> General*.

   Assigning a general ledger account to a balance code
    General ledger accounts that have not yet been assigned or have been assigned to balance codes that do not exist in the selected table, can be assigned to the balance code selected in the tree with this button.

   Detaching a general ledger account from a balance code / 🗑 *Delete item*
    The selected general ledger account will be removed from the tree. The account will be added to the list of unassigned general ledger accounts.

Moving a general ledger account to another balance code
General ledger accounts can be moved to other balance codes by dragging them with the mouse or by cutting and pasting.

Assigning general ledger accounts indirectly by range settings

For the assigning of general ledger account of balance codes by ranges *'Ranges and XBRL settings'* tab can be used.

Editing ranges manually

Ranges can only be applied to balance codes. Different ranges can be used for accounts with positive total amounts and account with negative total amounts.
Ranges may not be overlapping each other.

◇ *Filling ranges on the basis of the general ledger schema*

With tihs button ranges will be created automatically on the basis of the general ledger schema of the selected bookkeeping.
In the selected bookkeeping for each general ledger account the used balance codes are read. When these codes exist in the table to be filled than the general ledger account number added to the range of the concerning balance code.
Overlaps of ranges may occur this way. They will have to be corrected manually.

Luxemburg XML

For the XML declaration in Luxemburg, two extra columns are available. These columns can be activated by setting the option '*Show Luxemburg XML codes'* in *Settings* > *Book* > *Other*.
The columns are meant to be filled with the prescribed eCDF balance codes.
The first column is used for for debit or current year amounts and the second column is for credit or previous year amounts.

An option is available in the toolbar to create balance code tables based on templates in which the XML copes and ranges of general ledger numbers have been filled.

For Luxemburg clients a special Mill7 eCDF module has been developed to create XML files for the eCDF in Luxemburg.
When you are interested in this module please contact info@Millogic.nl.

CoC XBRL

The CoC Netherlands prescribes mandatory balance sheet setups voor several business classes.
By activating the option '*Show CoC XBRL labels'* in *Settings* > *Book* > *Other* extra columns will become available for linking XBRL labels to balance codes and subheaders for the bookyear and the previous year.

A balance code table can be used for one business class only.

By pressing F4 in the XBRL label {*current declaration year*} column to a list of available XBRL labels will popup.
The business class should be selected at the bottom of the screen.
By selecting a label and clicking <OK> the XBRL label will be linked to the selected item in the balance code table.
The XBRL {*previous declaration year*} column can be maintained in the same way, but the links for the previous year have no part in the declaration for the current year. The column can be useful as a reference when filling in the links of the new declaration year.

The top level XBRL labels "Assets" and "Equity and Liabilities" should always be linked to top level subheaders.

The "Assets" and "Equity and Liabilities" labels are divided into sublabels.
As a general rule, these labels will be linked to lower leveled subheaders.

Some XBRL sublabels are subdivided further.
In most cases these detailed labels should be linked with balance codes, but they can also be linked with subheaders.
When detail labels are present they should be linked with balance codes and not with the subheaders at the higher levels.

Note
- XBRL labels of several years can be set up in one and the same Balancecode table.
- Depending on the bookyear of the actual bookkeeping the XBRL labels of the current year and previous year are shown.
- An XBRL label can be linked several times with different items of one table.
- All balance codes with amounts must be linked with XBRL labels.
  When all balance codes of a subheader should be linked with the same XBRL label, the XBRL label can be linked with the subheader instead.
- When an XBRL label is linked with a subheader, no XBRL labels may be linked with the underlyiong balance codes.
- When an XBRL label is linked with a balance code, no XBRL labels may be linked with the parent subheaders.
  Furthermore, all sibling balance codes of the same parent subheader should be linked to XBRL labels as well.
- XBRL labels should not be linked to subheaders and balance codes simultaneously.

An option is available in the toolbar to create balance code tables based on templates in which the XBRL labels have been filled.

9.5   Budgets

In menu *Maintenance> Financial> Budgets* an unlimited number of tables distribution formula can be entered.
Per table a percentage from the year budget can be entered per period.

At the General ledger account, the distributive formula is chosen next to the annual amount of the budget.

Then the budget and turnover per period can be displayed in the *Budgets* report. Budgeting can also be used for turnover estimates.

9.6   Cases

Via the menu *Maintenance> Time and Invoicing> Cases* projects can be set for certain debtors.
A case (project) can be used as an extra dimension for time writing.

In order to use cases during writing time the option '*Use Column Case'* in *Settings*, tab page *Time* had to be set on.

Creating a case for a debtor
A case is a project which is assigned to a debtor and in with for the project specific details can be set.
The time status set in the case overrules the default time status of the activity.

The following fields are mandatory:
– Debtor
– Project code

Debtor
Here the debtor is selected. Cases have to be created per debtor.

Case
This is the name of the case. The name must be unique for this debtor.

Invoicing
Here is set which time status time written on this case default get.
Default value is 'Yes'.

Default
By setting Default on Yes this project will appear in the column Case, once the debtor is selected for time writing.
Default value is 'No'.

Description
This field is optional and can be used for extra information about the project.

From / Until
A case can be set active over a certain period. This can be used on reports
When a '*Max per bookyear'* is set it is not possible to enter a period.

Adjusted time rate
Default the time rate is determined by the user and the activity.
An adjusted time rate can be entered at Debtor and at case.
The adjusted time rate at case overrules other time rates set.

Block
When this option is set on it is not longer possible to write time on this case.
This case will no longer appear in the list of cases for this debtor, in the window Time.

Amount
A maximum amount for this project can be entered here.
In combination with <*Max per bookyear*> and <*Calculate max for*> can be checked while time writing or the maximum is exceeded.

Time
A maximum amount of time for this project can be entered here.
In combination with *<Max per bookyear>* and *<Calculate max for>* can be checked while time writing or the maximum is exceeded.

Max per bookyear
This field indicates if the check on maximum during time writing concerns the time or the amount entered at the case
When value 'None' is chosen no check will be executed.
When checking all time lines are taken along with a date in the bookyear period.

Max based on
The check on Max per bookyear can be set for 'Billable time' being all time registration with status F or J, or can be set for Non billable time, being all time registration with status N.
Default value is 'Billable time'.

If during timewriting the maximum is exceeded a message will appear.
The time line will automatically adjusted till the available space. Time exceeding the '*Max per bookyear*' is written on a separate line with time status L.

The check on maximum is only performed in the screen '*Time per date*'.
The check on maximum is not performed while copying Time.

In the screen '*Time per debtor*' this maximum can be exceeded.

9.7   Company data

The company data are the data on the company for which the bookkeeping is done. These data can be printed on invoices, reminders, etc.

VAT number
This must be filled in if use is made of the feature Netherlands VAT statement.

Country
Millogic advises that the codes in the country table comply with the two letter ISO 3166-1 codes for export purposes.

9.8   Cost centres and cost types

In the Maintenance menu, cost centres and cost types can be entered.

By entering a cost type at the general ledger account, the account becomes a cost type account.
If a journal entry is made for a cost type account, the cost centre is mandatory.

At a cost type a default cost centre can be set.
The cost centre in the journal will automatically be filled when the cost type has a default cost centre.

A default cost centre can also be entered at a debtor and a creditor.
When journals are made in a daybook debtors or creditors this cost centre is filled automatically for the concerning opposite accounts if a cost type is entered for these accounts.

This includes creating and booking invoices through the invoice module.

9.9   Creditors

Creditors need to be created in the [Relations]() module before invoices for creditors can be booked.

Creating a creditor
To create a creditor, a company or a person must be selected in the relation-module. Below the field *Code,* an option to create a debtor or creditor is displayed.
Only one option can be selected, a relation can not be both a debtor and a creditor.
When the option creditor is selected, a popup view appears where the necessary information can be entered to create the creditor. The creditor will obtain the same code as the relation.

Deleting a creditor
By selecting a creditor in the creditor screen and pressing Ctrl+D, a creditor can be deleted. A creditor can only be deleted if no journal entries, invoices or time records exist for the concerning creditor.
After creating a new bookyear a creditor can be deleted if no journals remain in the opening balance.

Search
By pressing *Ctrl+F* in a field, a search can be executed on an entered value.
After executing the search operation, all creditors will be displayed in the pop up screen where this value is found in the concerning field.
By selecting a creditor and then pressing the *OK* button, the creditor will be selected in the Relation screen.

Tab page General
- Currency
A creditor can use one currency. If, for example, you wish to enter a creditor in several currencies, you need to create several creditors for that relation. The currency of the creditor can not be changed once an journal entry has been made.

- Opposite account
The *opposite account* is used as default counter account in the daybook *Creditors*.

- Cost centre
If the cost centre is entered and the [opposite account]() is a cost type general ledger this cost centre will be used at the opposite account journal in a daybook type Creditors.

- VAT
The VAT code is used as default VAT code for this creditor in the daybook *Creditors*.

- Free fields
In the settings, it is possible to give the free fields a different name, the fields can be used to store extra information.

- Block journals
When the block journals checkbox is switched on, no journals can be created for this creditor.

Tab page Addresses
Default the address of the creditor is the same as the address of the company. On tab page Addresses it is possible to select a contact person and when needed an other company.

Tab page Outstanding invoices
By default this page shows a list of outstanding invoices. When the button <All invoices> is checked all invoices are shown.

Outstanding invoices can be paid by using automatic payments.

If authorization is needed, please activate the setting: *Book> Other> Authorize invoices creditors before payment.* Using this option results in an extra column 'Authorized' in the list of invoices.
Only users with the right to authorize payments will be able to authorize or reset the authorization of an outstanding invoice by using the button <Authorize payment>.
The proposal at Automatic payments will only show authorized invoices.

Journals regarding an authorized invoice can not be changed for the fields Account, Doc.no., Amount and Inv.no.cred. without first resetting the authorisation of the invoice. When other fields in a journal are changed the authorisation is reset by Mill7.

Authorizing invoices is not possible in an old bookyear of a bookkeeping.

Tab page Automatic payments
On tab page *Aut. payments*, data for automatic payments can be entered.

Debt.no with payment
Your debtor number on the invoice of the creditor.

Payment conditions
Expiration time in days for outstanding invoices. Default is 30 days.
Creditors who collect by automatic collection must have *Payment condition* "AUTO" and will not appear in the automatic payment proposal.

Payment method and other payment information
Mill7 supports the following payment methods:
1. SEPA Credit Transfer - This is the European standard for Euro payments within the Euro region.
2. Cheques - This can be used for payments via bank cheque.
3. BTL91- This is a Dutch standard for transfers from Dutch bank accounts to foreign bank accounts and for transfers from Dutch bank accounts in a currency other then EUR. Some banks do not allow BTL91 within the SEPA region.
4. iFile AutoPay - This is a standard for the Pacific region.
5. iFile Priority Payments - This is a standard for the Pacific region.
6. MT940 - This is a standard for Luxembourg for Euro transfers.

SEPA or BTL91

When the bank of the creditor in the SEPA area is established and the payments are carried out in euros you can choose for SEPA. In other cases, choose for BTL91.

Clieop03

Clieop03 was a Dutch standard for Euro transfers between Dutch banks but has been replaced by SEPA in 2014.
Creditors with this payment method are automatically converted to SEPA by using the automatic payment function.
For changing Clieop03 to a another format the function *Supervisor> Accounting> Change payment method creditors* can be used.

SEPA

The following fields are mandatory for SEPA Credit Transfers:
- Bank account (is 11-proof validated when the option is set in the settings)
- Name on payment
- City on payment
- IBAN
- BIC

iFile

The following fields are mandatory for iFile (AutoPay and PriorityPay):
- Bank account (is 11-proof validated when the option is set in the settings)
- Name on payment
- BIC code
- Bank name or code (Bank code must be filled out here)
- Intermediary bank information: SWIFT address, Bank number, Country bank

BTL91

The following fields are mandatory for BTL91 payments:
- Bank account (is 11-proof validated when the option is set in the settings)
- Name on payment
- City on payment
- Bank name or code
- IBAN (if no IBAN or other international account number is known then enter here the bank account)
- BIC (if no BIC or other international Bank code is known then enter here the bank name)

Also the Postal address and / or the Visiting address at the company data of the creditor must be entered.

MT940

The following fields are mandatory for MT940 payments:
- Bank account (is 11-proof validated when the option is set in the settings)
- Name on payment
- City on payment

Cheque

There are no fields mandatory for payments by Cheque.

9.10   Currencies and exchange rates

Currency tables can be maintained via menu Maintenance> Financial> Currency.

The tabpage Currency shows a list of available currencies. When a currency is not available, it can be added by Millogic only. Please contact the Millogic helpdesk.

Rates can be downloaded on daily basis. See the description tabpage settings.
As of version 6B.1 the download DNB option is not longer available. Instead rates are downloaded form the ECB website.

Rates used as default during creating journals:
Per daybook a rate table can be chosen. During creating journals the rate is determined in this rate table.
Mill7 will compute a cross rate for journals in an other currency then the reference currency.

Tabpage Rates
Rates are entered with a reference currency and table number. By changing the reference currency or the table number different rates can be entered.
In the left column the dates are shown for which currency rates exist.
By selecting a date the corresponding rates are shown.

Table no.
In Mill7 several rate tables can be created.
The default table, which also is used for downloading rates, is table 0 (zero).

<Copy table>
With this button a new table is created as an exact copy from an existing table.

<Delete table>
With this button a table can be removed.

<New table>
With this button a new table can be created.

Reference currency
This is the currency on which the shown rates are based.
It is possible to use several reference currencies in one table.
With F4 a list will pop up with currency code, currency name and country. By default only used reference currencies are shown.
A new reference currency can be created by unchecking the box for showing the used currencies, selecting a currency and then adding a date.
When a reference currency is present in table 0 it will automatically be updated when downloading rates provided that the last rate date equals the last rate date of the EUR table.
A reference currency can be removed by deleting all its rate dates.

Display inverted rates
The exchange rates can also be entered inverted (1/rate).

<Download rates>
This button can be used to manually download the rates.
Download rates are always stored in table 0.

When multiple reference currencies are found for table 0, the rates are updated for all reference currencies.

The download uses the settings in tabpage Settings.
Only rates of currencies selected in the column import will be downloaded.

The download function retrieves rates starting from a given initial date. It could be the last date present in the rate table or an earlier date.
An earlier date allows for adding dates that are missing in the rate table, or individual rates of currencies that have not been available previously or had not been activated in Mill7.
Rates of existing dates can be replaced by deleting these dates first and then downloading them again after entering the right initial date.

At the end a report will be presented showing the downloading results of that day.
The report can also be opened using the *Open log file* button at tabpage Settings.
For every currency rate downloaded the source will be mentioned in the rate table.

<Delete date>
With this button a range of dates can be deleted.

<Add date>
A new date can be added to the table. Only currencies which are set active on the currency tab are included.
Rates which are already exists for this date are not changed.
New currencies are added with rate 1,0000. When an old rate is found then that rate will be used.

Tabpage Currency
The tabpage Currency shows a list of available currencies.
When a new date is added only the activated currencies will be copied into the *Rates* tab.
The download will look at currencies selected in the column import to get rates for.

Replaced currency codes
For several currency codes the code is replaced and rates are only given for the new code.
In Mill7 the old code can still be used.
When in the settings the old code is 'active' and the new code is set for 'import' Mill7 will copy the rate of the new code also for the old code during automatic download rates.

This works for:
– RUR which is replaced by RUB
– ROL which is replaced by RON
– TRL which is replaced by TRY
– VEF which is replaced by VES

Adding a currency to a table
Contact the Millogic helpdesk when a currency is not in the list of available currencies.

Tabpage Settings
This tabpage contains the settings for (automatic) downloading rates.

Fixed rate ANG/USD
Enter here the fixed rate for ANG / USD. This is only for users in Curacao.
Note: There must be a reference currency USD when a fixed rate for ANG / USD is used.

Source import rates
There are three options:
– www.ecb.europa.eu (previously DNB)
– www.ecb.europa.eu
– Exchange-rates.org
– ECB completed by Exchange-rates.org

With the last option rates are primarily downloaded at the ECB. Rates for currencies not supported by the ECB will be downloaded at Exchange-rates.org in a second stage. Rates with a date more recent than the last the ECB rate date will not be downloaded at Exchange-rates.org. Rates that are supported by the ECB, but due to circumstances cannot be downloaded, will not be downloaded from Exchange-rates.org afterwards.

Automatic download rates
When this option is set the rates will be downloaded automatically daily when the first user logs in. If the download process was not successful the automatic download will restart when the next user logs in .
The rates will be adjusted from the last date in table 0 until the last date available at the chosen source.
At the end a report will be presented showing the downloading results.

Open log file
With this button the currently available downloading report will be presented. This report shows the results of the last day on which the downloading of rates took place.

Margin differences
There will be a message when after downloading rates, both through the button and automatically, a price difference of more than 10% is found.

9.11 Current account

Current account relations can be entered for intercompany journal entries:

In the *Bookkeeping group* , you can use the right mouse button to add a group. Per group, **bookkeepings** are added. The **general ledger account** of the current account accounts needs to be entered in the same manner in all bookkeepings. The intercompany journal entries are entered in the memo **daybook** you select.

9.12 Daybooks

Daybooks can be entered in menu Maintenance, Financial, Daybooks.
Before a daybook can be created, you need to create a matching (collective) general ledger account first.

Code
The daybook *code* is the abridged name of the daybook. Once the daybook has been created, the code may no longer be changed.
The code of the daybook Opening balance must be BB, whereas the code of daybook Opening balance Corrections must be BC.

Description
Free description of the daybook.

Type
When creating a daybook, it is of great importance to choose the right type of daybook. A choice can be made from the following types:
- Cash/Bank
- Opening Balance

- Opening Balance Corrections.
- Debtors
- Creditors
- Memo
- Revaluation

The daybook of type Opening balance must always have code BB. Only one daybook with this type can exist.
Journal entries in this daybook cannot be created or changed manually.
The functions 'New bookyear' and 'Copy opening balance' fill the daybook BB with journal entries based on the balances of last year.

The daybook of type Opening balance corrections must always have code BC. Only one daybook with this type can exist.

Daybook type revaluation is a daybook of type Memo with specific properties. From every journal entry concerning a debtor or a creditor, an outstanding invoice is created in the bookkeeping currency as well as the debtors currency.
If, because of rate differences, an outstanding invoice closes in foreign currency, but does not close in bookkeeping currency, the difference can be booked to a daybook of type *revaluation* .

Account
Depending on the type of daybook, the collective entry per daybook page is automatically counter-entered in this general ledger account.

Currency
For the Cash/Bank daybooks, a currency can be chosen which deviates from the bookkeeping currency.
Other daybooks are in bookkeeping currencies.

Document number
When a new daybook page is created this document number will be copied and raised automatically.

Bank account / IBAN Number / BIC number
These fields are used for daybooks with daybook type Cash/Bank.
The fields must be filled in when using the Telebanking function .

Exchange Rate Table
In the pro- and trust version, it is possible per daybook to choose from several currency tables with exchange rates. Table (0) is the default choice.

9.13 Debtors

Debtors need to be created before journal entries, time or invoices can be entered.
In the relation module, data of debtors can be maintained.

Creating a debtor
To create a debtor, a company or a person must be selected first in the relation-module. Under the field *Code,* a choice box containing options debtor and creditor is displayed. Only one of those

options can be selected. As the option debtor is selected, a pop up view appears in which necessary information can be entered to create the debtor. The debtor gets the same code as the relation.
By default relation management will be activated for new debtors. You can prevent this by unchecking the option '*Activate relation management*'. Relation management can be activated later if needed.

Deleting a debtor
By selecting a debtor in the debtor screen and pressing Ctrl+D, a debtor can be deleted.
A debtor can only be deleted if no journal entries, time and invoices are made on the concerning debtor.
By **blocking** the debtor it is made impossible use the debtor for booking, invoicing and time writing.
After creating a new bookyear the debtor can be deleted if no outstanding invoices exist.

Search
In the tab pages, in the field where the cursor is, can be searched for certain values.
By pressing *Ctrl+F* , in the appearing screen a value can be entered which must be searched.
After executing the search operation, all debtors will be displayed in the pop up screen where this value is found in the concerning field.
By selecting a debtor and then pressing the *OK* button, the debtor will be selected in the Relation screen.

Tab Page General
- Status
You can only invoice to debtors with the *Active* status.
With settings> Invoicing> miscel. invoicing, you can define which code is used for the Active status (A or ACT, for example).

- Currency
A debtor can use one currency.
If, for example, you wish to enter a debtor in several currencies, you need to create several debtors for that relation.
The currency of the debtor can not be changed once an entry has been made.

- Fixed counter "opposite" account
The fixed counter "opposite" account is used as default counter account for making entries in the debtor daybook.

- VAT
This VAT code is used as default VAT code for this debtor while creating manual journals in the daybook *Debtors*.
When an invoice is created and booked using the invoice module:
– If no VAT is applied for invoicing a debtor, the choosen VAT code shuold have 0 (zero) % VAT.
– When the VAT is not 0 (zero) % the VAT will be calculated based on the VAT code at the article.

- VAT id no.
The VAT id no. can be printed on the invoice.

- Salesman(AM)
A debtor can be assigned to a salesperson or account manager (AM).
Then reports per salesperson (account group) can be produced.
When in the Settings> Trust> General the code of the account manager is entered, the Salesman will be synchronized with the account manager in the relation management file F116.

- Service Company
To be able to book invoices in the trust version, a service company needs to be entered.

- Risk
The risk is a table you have to fill in yourself, where you can indicate to which extent you should treat a debtor carefully.

- No client bookk.
The client bookkeeping that belongs to this debtor. This bookkeeping is used when invoices from the service company are automatically posted to the clients administration. See Transfer to client.

- Type
Like companies and persons a type can be definied to group the debtors.
This field is also used in time writing for extra details about the debtor.

- Free fields
Through settings it is possible to give the free fields other names. These fields can be used according to your own judgement.

- Block journals
If the block journals checkbox is switched on, no journals can be created for this debtor.
Also creating an invoice for this debtor will be impossible.

Tab page Invoicing
In the Invoicing tab, other invoicing data are entered:
- Language
The language of the debtor is used to select the article texts on the invoice.
At the settings the choice is made to invoice in the debtor's language.

- Invoice time/ disbursements
Per debtor can be entered when the time registration will be invoiced.
As default a debtor will always be invoiced indicated with monthly.
When this setting is changed to Annual in February only once a year in February an invoice will be created.

- Free amount per year / Invoiced this year
At settings, you can choose to partly not invoice time amounts. If you make this choice, you need to enter per debtor how much the free amount per year comes to and when the last day for the free amount is. If this day has arrived, the invoiced amount is set to zero when invoicing. When invoicing time, the invoiced amount is increased.
When a change to a new bookkeeping year is made, field *Invoiced this year* is set to zero. Report *Free time per debtor* displays a list of debtors with the *free amount* , *invoiced this year* and the invoices.
NOTE. When there will be invoiced for the upcoming bookyear, calculations will be made with the *Free amount* set for the current year.

- Different time rates
By default the time rates are derived from the user and the activity. If you wish to deviate from this for a debtor, you can choose a different time rate (group).
The different time rat does not go for disbursements.

- Send invoice per

The field Send Invoice Per can be printed on the invoice and can be used, for example, to sort the invoices in an optional order. The same goes for the Payment By field.

- Cost centre
If the cost centre is entered and the opposite account is a cost type general ledger this cost centre will be used during invoicing for the opposite account.
The cost centre will also be used at the opposite account journal when an invoice is booked manually in a daybook of the debtors type.

- Invoice time / date change
If the invoice time checkbox is switched on, written time can be invoiced.
The date field can be used on reports.

- Invoice disbursements
If the invoice disbursements checkbox is switched on, disbursements can be invoiced.

- Print time specification
If the print time specification is switched on, a time specification will be printed for this debtor after booking an invoice.

- Block time writing
If the block time writing checkbox is switched on, registration of time and disbursements will not be possible for this debtor.

- Block invoicing
If the block invoicing checkbox is switched on, invoicing will not be possible for this debtor.

- Block reminders
If the block reminders checkbox is switched on, this debtor will be excluded from the reminders.

- Case time registration required
Forces a case to be entered when time is registered for this debtor.

- Different layout
The report layout of invoices, the cover letter and the time specification are chosen at the settings. A different layout can be entered per debtor. This different layout needs to be created with Crystal and saved in the Mill7\reports\custom folder.

Tab page Addresses
The invoice address and the cover letter address can be entered.
The invoice address is the address which is printed on the invoice. The name of the debtor is used in the address by default.
If the checkbox ***Name company instead of debtor*** is checked, the name of the company that goes with address will be used.
The cover letter is the address where the invoice, time specification and reminders are send to.

When also a person is selected the *Attn.* of the person is includes in the Address. When this is not filled the *Name* of the person will be used.

Tab page Outstanding invoices
Outstanding invoices for the debtor will be shown here. Activating *All invoices* allows for showing all paid invoices as well.

The table shows all kind of information related to the invoices. The number of reminders that have been made are mentioned at the extreme right.

The button <*Edit note*> give access to notes attached to the outstanding invoices for creating, editing, viewing and deleting.

With the button <*Display invoice*> the originating invoice can be viewed.

Tab page journals
Here all journals related to the debtor will be shown. They can reveal how outstanding amounts have been built up.

Tab page Periodical Invoices
In the Periodical invoices tab, fixed fees can be entered if you do not have the relation management module.

These periodical invoices can be entered in screen Invoicing time, disbursements and fixed fees.

Tab page Collection

Diff paymentcondition
The term for the expiry dates of outstanding invoices for this debtor can be entered here. This term is used to determine the due date when creating the debtors journal entry. When nothing is entered the default term in the settings is used.

In the Collection tab, data can be entered for Clieop03 and SEPA collection.

In 2014 Clieop03 has been replaced by SEPA.

The following fields are obligated for SEPA Direct Debit collection:
- Bank account
- Collection name
- Collection city
- Collection from
- IBAN
- BIC

Mandaat ID
This field is used at automatic payments for payment type SEPA to determine the Mandaat ID.

First collection
When a debtor is collected for the first time this option has to be set.
After being collected the option is automatically set off.

9.14 Diagrams

The definitions of the sub bookkeepings are laid down in diagrams. (Menu maintenance -> financial).

The ranges of numbers used for genereal ledger accounts, debtors and creditors are entered in this window. Debtors and creditors use account numbers like general ledger accounts.
When creating a debtor or creditor this number is automatically assigned.

In order to be able to assign the number automatically a range of numbers must be entered in wich the debtors and creditors are created.

For example: range of debtors 10000 - 49999.

Diagrams can be made when creating a new bookkeeping.

The diagram can be enlarged, provided it does not infringe upon the numbering of an already existing diagram.

If you want to make a distinction on general ledger level (e.g. balance National Debtors and Foreign Debtors), several debtor diagrams can be made, each diagram having its own daybook with the collective account.

Type

When creating a diagram, you need to indicate to which type of sub bookkeeping the numbering belongs.

If there are already journal entries in the bookkeeping, it goes without saying that no changes may be made in the sub bookkeeping type.

Increment

Mill7 offers the possibility of automatically assigning a sub number when creating a debtor and creditor. In this field, you indicate with which figure the highest existing number should be increased when creating a new account.

Daybook

When creating a diagram, you need to indicate to which daybook the sub bookkeeping belongs. If journal entries have already been made in the bookkeeping, it goes without saying that no changes may be made in the daybook code.

The **terms** are used for the [reminders](#).

When the number of positions, in future, may be insufficient, the diagram can be increased by using function [increase chart of accounts](#).

9.15 General ledger

The maintenance of general ledgers is started by menu *Maintenance> Financial> General ledger*.

The chart of accounts determines the length of the general ledger number (see [diagrams](#)).

Number

Every general ledger is identified by a unique number.

The general ledger numbers cannot be changed in this window.

When a journal is booked on this number, the record cannot be deleted either.

Search code

The code is copied by default from the number, but can be changed.

Balance code with positive balance

[Balance code](#) with positive balance is the balance code used to condense in the balance.

If the field *balance code with negative balance* has not been entered, this code is used regardless of the balance, otherwise only if the balance of the account is positive.

The balance code must exist in the balance code table entered at *Settings> Book>General> 'Table balance codes'.*
Instead of entering a balance code at general ledger a range of general ledgers can be entered at the balance code table.
The balance code must exist in the balance code table entered in the settings.

Balance code with negative balance
The balance code used to condense in the balance if the balance of the account is negative. The balance code must exist in the balance code table entered at *Settings> Book>General> 'Table balance codes'.*
Instead of entering a balance code at general ledger a range of general ledgers can be entered at the balance code table.
The balance code must exist in the balance code table entered in the settings.

Cost type
By entering a cost type at a general ledger account, the account becomes a cost type account. Subsequently, it is obligatory to enter a cost centre when making entries.

Changes of this field are not applied to existing journals.
To do this, use one of the following functions:
– *Supervisor> Book> Fill default cost centre in journals*
– *Administration> Financial> Change general ledger> Transfer journals*

Year amount budget
The Year amount budget is used for budgeting. Enter the budget for the entire year.
For costs it should be entered positive, for revenues negative.

Table budget distribution formula
The budget distributive formula table refers to the table with the division of the budget per period.

Acc. no. forwarded payment
The field account number forwarded Payment is used in the trust version for receipt of payments in the bank book of invoiced returns in the general ledger account; they are transferred to the *Forwarded Payment Account* .

Default VAT code
This field is used to determine the VAT preference when bankbooks entries are made.
Costs accounts need to be set to 'on purchase at VAT' codes, profits accounts to 'on sales'.

Default Debit/Credit
Used to determine the preference column in the bankbooks.
Costs accounts need to be set to Debit, profits accounts to Credit.

Block
With the checkbox block , accounts can be blocked, to prevent manual booking on the account.

Change in all service companies
By checking this option changes made on the screen will be applied to all other service companies aswell.

Revaluate
This option must be set in order to revaluate the general ledger account.

Account revaluation

When the result of the revaluation must be booked on a different account number as entered in the revaluation, this field must be entered.

Account consolidation

This field can be used to book the journals of the bookkeeping on a different account number in a consolidation.

When the account number does not exist in the consolidation, it will be created.

9.16 Periodical invoices

Periodical invoices of fixed fees can be entered at two places depending on the modules of Mill7 present.

Relation management

If the relation management module for Trust is used, fixed fees are entered in Relation management Select the concerning relation (in this case AACP). In file Services and Fees periodical invoices can be entered.

Debtors

If this module is not used, fixed fees can be entered in the debtor screen, tabpage *Periodical invoices.*

By double clicking on one of the columns a screen appears where periodical invoices can be entered and changed.

The invoice text is chosen from the article file and determines the text and how the fee is transferred.

Furthermore, the number of invoices per year needs to be entered (e.g. 2 means every 6 months).

The fields next month and next year determine when the fee is invoiced.

The month and the year are automatically raised during invoicing if the checkbox *only once* has not been checked.

Once the checkbox is on, the month and the year are not automatically raised during invoicing.

The other fields are optional and do not necessarily have to be entered.

9.17 Rates

Rates can be entered in menu *Maintenance> Time and invoicing> Rates*.

A rate code applies to a range of activities written per hour or per activity and a specified amount.

Per rate code several ranges of activities can exist.

A rate code can be entered at:

– user
– debtor
– case

During time writing the rate is determined by the rate code entered at the user.
If an adjusted time rate is entered at the debtor than that time rate is leading.
When time is written on a case and an adjusted time rate is entered for this case than that time rate prevails.

Create/change rate codes
With F4 or the prompt button a pop up screen will be displayed with the existing rate codes.
This table can be maintained by using the *Maintain* button.
New rate codes can be added. A rate code must be unique.
Rate codes cannot be changed, only the descriptions can be changed.

The rate code ALL is reserved as a default rate code and will be used when no other rate code can be found.

It is not possible to delete rate codes.

Entering a rate
From activity - Until activity
Different ranges of activities can be entered at a rate code.
Per range is indicated whether the rate is per hour or per activity.
A range of activities cannot overlap another range of activities entered at the same rate code.

It is important to set a rate for all activities.
When time is written on an activity and no rate can be found according to the settings in the user, debtor or case, Mill7 will look for rate code ALL.
If code ALL is not found, the rate will be zero and '*per activity*'.

An example with 2 rate codes:

Rate code	From activity	Until activity	Amount	Per activity
HIGH	A	D	95	☐
HIGH	E	U	90	☐
HIGH	V	V	80	☑
HIGH	W	Z	70	☐
LOW	A	D	50	☐
LOW	E	U	40	☐
LOW	V	V	30	☑
LOW	W	Z	20	☐

Currency
A rate can be entered in different currencies.
Depending on the currencies entered in the S*ettings> Invoicing> Language/currency* different currencies can be entered here. There is a maximum of five different currencies.

Per activity
An activity can be charged per hour or per time on the activity is written.
Disbursements often are charged per activity, in that case the amount of time has no influence on the amount.
In the example above a range of activities, V until V, is set as charged per activity.

Settings

Two options can be set in *Settings> Time* for using rates.

1. *Use adjusted time rates for disbursements*
   Mill7 uses the '*Adjusted time rate*' entered at the debtor by default only for activities regarding time.
   By checking this option, the adjusted time rate will be used for activities regarding disbursements as well.

2. *Always check time rate user*
   When the adjusted time rate is entered at the debtor or case, the rate will be determined by this code in combination with the activity code. If no rate is found Mill7 will look for the time rate ALL (default) in combination with the activity.
   By checking this option, the rate will be determined by the user rate before looking at the code ALL , in case the rate entered at the debtor or case is not found.

Adjusted time rate with rate per user

An adjusted time rate can be entered per debtor or case.
This rate can be fixed. In that case it is defined like the example before and the rate will be the same for all users
It can also vary per group of users. This can be done by selecting the option '*Adjusted time rate with rate per user*' . An extra column 'Rate code user' will appear.

In the example shown before, a range of activities were entered at a rate code.
The range of activities should not contain any overlapping.

With the option '*Adjusted time rate with rate per user*' activated an extra dimension is added to the table, allowing each activity range to be defined multiple times in combination with different user rate codes.

Rate code	From activity	Until activity	Amount	Per activity	Rate code user
ADJUST	A	D	95	☐	HIGH
ADJUST	A	D	75	☐	LOW
ADJUST	A	D	85	☐	
ADJUST	E	U	90	☐	HIGH
ADJUST	E	U	70	☐	LOW
ADJUST	E	U	90	☐	
ADJUST	V	Y	80	☑	HIGH
ADJUST	V	Y	70	☑	LOW
ADJUST	V	Y	75	☑	
ADJUST	Z	Z	100	☐	HIGH
ADJUST	Z	Z	90	☐	LOW
ADJUST	Z	Z	95	☐	

In the example above a Time rate ADJUST is created with the option '*Adjusted time rate with rate per user*' on. The time rate ADJUST has to be entered as '*Adjusted time rate*' at the debtor or the case. The time rates HIGH and LOW already exist and are entered at the user.

For the time rate ADJUST different rates can be created for each range of activities.

In the example above, all ranges are entered three times. One with the rate code HIGH, another one with the rate code LOW and a third one with the user rate code left blank.

When time is registered for a debtor with the adjusted time rate ADJUST, first the activity is determined during time writing.
Let us assume that the activity is code C, which means the rate is determined by one of the first three lines in our example. The next step is to determine the rate code that is entered in the maintenance of the user.
If the code LOW is entered at the user, the second line will contain the rate that is charged. If the code HIGH is entered, it means that the rate on the first line will be applied.

When the rate code entered at the user is not found in the rates, for example because the user has the rate code SECR, the third line, with the blank user rate code will be used.

Default Rate
When no combination of rates and activities can be found by using the user rate code, debtor or case, Mill7 will look for rate code ALL.
This code can be used as a default rate. For example:

Rate code	From activity	Until activity	Amount	Per hour
ALL	A	D	95	☑
ALL	E	U	90	☑
ALL	V	Y	80	☐
ALL	Z	Z	70	☑

If the rate code ALL cannot be found, the rate will be zero and the activity will be charged **per activity** based on the rate entered manually in the timeline.

9.18   Service companies

In the trust version, files such as debtors are shared by several service companies, e.g. to be able to register time.
One of the service companies is also the main bookkeeping.

Service companies are internal business units for whom invoices are made and for which an own bookkeeping is conducted.

In companies the service company must have <*Type*> SRV.
During creating a bookkeeping the option <service company> must be chosen.

Subsequently, the code of a Service Company can be entered at debtors tabpage Genaral.
By entering a service company at a debtor, this debtor will be invoiced by this Service Company and the journals will be booked in this Service Company.

A Service Company is actually a bookkeeping and can be recognized as a bookkeeping by entering the code of the Service Company at the corresponding bookkeeping.
This can be done in menu *Maintenance> Financial> Service companies*.

In case of Invoicing upcoming bookyear for each service company a new series of invoice numbers can be initiated to be used at invoices with an invoice date in the next year.
When no number is entered at <*Invoiceno. new bookyear*> the invoice number is determined from the settings.
Otherwise the number in <*Invoiceno. new bookyear*> is seen as the last used invoice number.
The number is increased by one for each new invoice.

During prolongation bookyear the last used number is save in the settings.

9.19   Settings

Before starting Mill7, settings need to be gone through. The settings are placed in the tabs:

- General
- Book
- Invoicing
- Relations
- Trust
- Time
- Portfolio
- E-mail

Tabpage General
- General
- Field names

General-General

The settings in the input block *'System'* applies to all bookkeepings and can only be modified by a user with supervisor rights.

Use old help system
As of version 7.6C.2, the Mill7 help information opened in the default web browser of the user. Using

the setting '*Use old help system*' the help will be opened as chm instead of in the web browser.
See also the help topics Installation of Mill7 and Paths and network installation.

Duration error
The number of seconds the yellow error messages are on the screen. By default, these messages
are on the screen for five seconds.

Password valid (days)
Mill7 forces the user to change the password after the number of days. If the number of days equals
0 (zero), the password does not have to be changed.

Use phrases for passwords
With this setting it is possible to use a sentence as password. The maximum length is 64
characters.

Password is required
This forces the user to set a password.
When a password is required the password must meet the following requirements.
For normal (short) passwords:
– A minimum of 5 and maximum of 10 characters.
– At least 3 letters and at least 2 characters of another type like numbers, symbols or punctuation
  marks.
For phrases (long passwords):
– A minimum of 11 and maximum of 64 characters.

Adopt OS-user
The user code in the start up screen is default set to the same user as in the OS session.

Extended rights system (trust)
With this option different user groups can set for General and Access rights and for Client
bookkeepings and Service companies.
After (de-)activating this option Mill7 need to be restart.
When the option has been activated the users groups for each user can be set in Menu Supervisor>
Users> Maintenance.

Hide bookkeepings without rights
The list of bookkeepings only shows bookkeepings where rights for.

The settings in the input block '*Bookkeeping*' applies only to the open bookkeeping.

Company mask
The code of a company is automatically created with this mask. X represents alphanumeric (letters),
0 numeric (numbers). The letters are the beginning of the name, the number is a sequence number.
The sequence number is raised if the letters are already part of a code.
The code is completed with zeros if the name is shorter than the alphanumeric part of the mask.
Example 1: Mask = XXX00, the first company with name Millogic software will get code Mil01
Example 2: Mask = XXX00, the first company with name Ve will get code VE001

Person mask
The code of a person is automatically created with this mask.

Allocate draft invoices (Trust)

Drafts invoices, based on time, disbursements and fees that are not booked, are deleted after they have been printed or filed.
By setting this option, drafts will not be deleted but can be viewed and approved in Mill7.
Time and fees included in the draft are allocated and cannot be changed unless the draft invoice is deleted.
Draft invoices must be approved before they can be booked.
In the Invoicing settings can be chosen for the option '*Approve drafts by two users'* .
See also the help topic Invoicing.

With the option '*Approve drafts by two users'* two users have to approve a draft before it can be invoiced.

Period duration
You can choose one of the following periods: Year / Quarter / Month / 4 weeks / Week. Based on this setting, Mill7may suggest to enter in a particular period. For example, on August 25, Mill7 will with a Month period suggest to enter in period 8 when you create a new daybook page.
As soon as journals have been made, the period duration can no longer be changed.

bookyear from/until
Begin date and ending of the fiscal year.
As soon as journals have been made, the bookyear period can only be changed via the function Recalculate periods.

Bookkeeping currency
The (bookkeeping) currency in which a bookkeeping is done. As soon as journals have been made, the currency can no longer be changed.

Consolidation
When this checkbox is checked, this bookkeeping can only be used to consolidate other bookkeepings in.

General - Field names
At Relations, companies and persons, and at debtors and creditors and at users, there are a number of free fields. The label of these fields on the screen can be changed here.

This can also be done for the extra address lines and the field Street/no.
These labels are the same for companies and for persons.

Tabpage Book
- General
- Other

Book - General
General ledger no. first P/L-account
The first profit and loss general ledger account.
Lower accounts are considered balance sheet accounts, higher accounts profit and loss accounts.

Balance Code first P/L-account
With version 7.6C.1 this setting is removed. See the help topic *Maintenance> Balance codes*.

General ledger no. result P/L
In the opening balance of the new bookyear the result profit and loss will be entered at this General ledger account.

Gene. ledger no. payment discount creditors:
If in the proposal at automatic payments the amount to be paid is changed, the difference is entered into the payment discount creditors account.

General ledger no. daybook differences
The balance of all changes together on daybook pages of debtor and creditor daybooks should be zero. Differences due to a page not being finished are entered into this account.

General ledger no. payment differences
When an outstanding invoice is partially paid and booked, you're requested to book the other part on this account, so that the outstanding invoice is fulfilled.

General ledger no. automatic batch payments
After creating an [automatic payment](#) file, the proposed invoices will be booked in a memorial daybook with an opposite journal entry on this account. The daybook can be set during the automatic payment process and the opposite account as well. When the opposite account is changed in the payment process it will also be change here.
This general ledger no. also acts as a default opposite account for the automatic collection of outstanding debtor invoices when no special account is set for that process. When it is changed during the collection process it will be saved separately and without affecting this general setting.

Daybook memo credit invoice debtor
On creating a credit invoice, in this daybook the memorial journal entry is made to book the original invoice and credit invoice away to each other.

Table balance codes
This is the default [balance code table](#) for this bookkeeping.
When mapping a general ledger to a balance code the balance code can only be selected from this table.

First balance code liabilities
Starting from version 7.6C.1 this setting is no longer available.

Log journal changes
If this checkbox is on all changes in journal entries are logged. Logged are changes of date, account, document number and amount. Also, it is logged who made the changes and when.

Book - Other
Do not allow foreign currency in bank
If this checkbox is activated, in the bank daybook no direct journal entries, concerning foreign currency debtors or creditors, can be made.
Also Ctrl+K for different currencies cannot be used for daybooks of type bank.

Do not allow booking outside period or bookyear
If this checkbox is activated, no journal entries can be made outside the bookyear or the period. If the checkbox is not activated a warning message will appear if journal entries will be made outside the bookyear.

Disable balance code in general ledger
When this option is selected, it's not possible to add balance codes when creating a new general ledger.

Authorize invoices creditors before payment
With this option enabled, outstanding invoices of creditors must first be authorized before they are added to the payment proposal.
The user will need the rights to be able to authorize an outstanding invoice in screen Creditors - Outstanding invoices

Table account recognition (only available in the Pro and Trust version)
Per bookkeeping a table number can be set for recognizing descriptions in reading bank transactions and reading UBL-invoices.
The default for each bookkeeping is 0. The tables can be added or maintained in maintenance account recognition.

Default Rate table daybook creation (only available in the Pro and Trust version)
The default rate table for a new daybook can be entered here.

The following options in tabpage Book - Other are only available in the Trust version:
Book invoices in upcoming bookyear.
It is possible to create invoices in Mill7 for the upcoming bookyear. This way the profits can be booked in the correct year for fees.
When this option is enables and the book date of the invoice is later then the end of the bookyear, the invoice will not be booked in the current year.

Calculate cost and income in currency invoice (Ctrl+K info)
When activated, the cost and income will be calculated in the currency of the invoice when creating invoices in daybook Debtors and Creditors.
To calculate older journals in the bookkeeping after activating please execute Recalculate bookkeeping totals.

Show Luxemburg XML codes
This option will display two extra columns in the setup of the balance codes. These two columns can be used in Luxemburg for the XML declaration.
For Luxemburg clients a special eCDF module is developed to create XML files for the eCDF in Luxemburg.
When you are interested in this module please contact info@Millogic.nl.

Show CoC XBRL labels
This option will display two extra columns in the setup of the balance codes. These two columns be filled in for depositing an XBRL file to the Chamber of Commerce.
When you are interested in this option please contact info@Millogic.nl.

VAT currency
When the bookkeeping currency is not in Euro but the VAT declaration must be filed in Euro, this field can be set to Euro.
All VAT journals will be calculated in Euro by using the daily rates. The information is saved in the CTRL+K fields of the journal.
To calculate older journals in the bookkeeping after activating please execute Recalculate bookkeeping totals.
The option VAT Declarations NL can be used to file the VAT declaration.

Default Folder XML audit files
The default folder for XML audit files can be entered here.
The audit file can be created via Bookkeeping> Financial> Create XML auditfile.
When the default folder is set, the location will be shown as [DEFAULT]\Bfolder.xaf.

The real location will not be visible. Users can enter an other location.

MT940:bank accounts 16 numbers
With this option it is possible to read in MT940 and MT940 structured files in which the bank account number is 16 positions long instead of 10.

Tabpage Invoicing
- Layout
- Language/curr.
- Surcharge/Free time
- Miscel. Invoicing
- Letter margins
- E-mail

Invoicing - Layout
Latest invoice
The invoice number used last time. This number is automatically raised when new invoices are booked using the invoice module.

Latest allocated draft (only in the Trust version)
The number for draft invoices allocating time and fees used last time. This is automatically raised during invoicing.
The number range is used for all service companies.

Different No./Daybook for credit invoices
With this option Credit invoices will be numbered with an own range and in a separate Daybook.
The setting is for all Service companies.
Number and Daybook have to be set per service company.

Latest no./daybook (only in the trust version)
The invoice number for credit invoices used last time. This is automatically raised during invoicing.
When no Number is filled the number *latest invoice* is used.
This number is not used when Invoices are booked in the upcoming bookyear.

The daybook used to book credit invoices.
When no daybook is filled the Daybook of the Debtor will be used.

Disbursements text from/until
The group of articles which are displayed as disbursements on periodical invoices. Activities, those articles are related to, will be considered as disbursements in the time screen.
The invoice status of disbursements in which also a case is entered is determined by the activity and not by the case.

Leading text
The periodical invoices display groups of articles for fixed fees, time and disbursements. These three groups can be preceded by an introductory text. This text also needs to be entered as an article.

Invoice sort
Invoices can, after they have been booked, be printed in an optional order you are free to choose. The optional order can be set here. On creating an invoice this order is saved in the invoice. If this order changes, this change can be forwarded by pressing the *Sort invoices* button.

These fields can also be used for naming invoices when they be saved as a file.

Report Layout
Enter here the names of the reports which are used during invoicing.
When no report layout is set the Mill7 default layout will be used.
These are:
– Invoice: factuur.rpt
– Cover letter: begeleidend schrijven.rpt
– Time specification: urenspecificatie.rpt
– Reminders: aanmaningen.rpt

The default layouts are included with every Mill7 update and are located in the Mill7\reports folder.

When a custom report layout is set the regarding file must be saved in the Mill7\reports\custom folder.

Invoicing - Language/curr.
Invoice Language
You can choose to have all invoices printed in a fixed language, or to let the invoice language be determined by the language set at the debtor.

Currency, Minimum Amount time/disbursement and Rate
Invoices can be entered in several currencies, rates can be calculated by daily rates or by fixed rates.
To use daily rates the rate table can be entered here. Otherwise per currency a fixed rate can be entered.

Per currency a minimum amount can be set. If the amount to be invoiced on time, inclusive disbursements and VAT, is lower than the minimum amount, the invoice is not created.
On invoices with fixed fees and time and / or disbursements the minimum amount is not applicable.

In order to be able to enter Time rates in different currencies, those currencies must be added here.

Invoicing - Surcharge/Free time
Use Surcharge
Here can be set if surcharges are used. The surcharges are entered in menu Maintenance -> Time & invoicing -> Surcharges and reductions.

Free time
At Free time is entered which articles are free of charge. Also can be entered if the free time must be shown on the invoice or not.

Invoicing - Miscel. Invoicing
Print Period fees and time
The choice if and how a period is printed on a time invoice.

Date Format
The invoice date can be printed as text or as a date.

Adm. manual invoices
When an invoice is made manually (not by using the stopwatch), this setting can be used to book the invoice in an other bookkeeping than the bookkeeping of the service company of the debtor.
This way all manual invoices are booked in the same bookkeeping.
This functionality is only available in the trust version.

Approve drafts by two users
In the General settings can be chosen for 'Allocate draft invoices'.
Draft invoices must be approve by one user.
With the option '*Approve drafts by two users'* two users have to approve a draft before it can be booked.

Different Service Company per fixed fee
It is possible to book several fixed fees of one debtor in different bookkeepings. The checkbox must be activated. This functionality is only available in the Trust version.

Do NOT delete non-recurrent fees
This setting concerns the Services and fees tab within Relation Management.
When a non-recurrent fee has been invoiced, you can keep it in the list to reschedule or to keep a history of fees*.*
All information regarding the invoice frequency is set to zero.

Only invoice approved time by supervisor
When this option is selected, only time that has been approved by the supervisor will be invoiced.

Always invoice disbursements until today
By default the disbursements selection in the invoicing will use the selection *time/disbursements until*.
With this setting selected, all disbursements until today will be selected.
For more information, see Invoicing time, disbursements and fixed fees.

Article selection for invoicing fees
When this option is on it is possible to select on used articles during the invoicing of fixed fees. This way it is possible to invoice only a specific fee instead of all.

Use invoice text in journal entry
With this option the description in the journal will be filled with the article text when booking an invoice the invoice module.

Amount with leading time text
Usually, an amount is displayed behind every invoice text. With this option a total amount is put behind the introductory text. As this option does not work together with other options such as surcharges, free time and commission, using it is discouraged.

Add amounts
With this option, invoice texts can be split up if the rate is not always the same within an invoice text.

Only invoice time/disb if fixed fees are invoiced
If this option is activated, time and disbursements are only invoiced if a fixed fee is also invoiced.

Status active entity from/until
The status can be entered at e.g. the debtor.
All companies within the entered range here, will be considered active and can be invoiced.

Invoicing - Letter margins
Window
The address is displayed at the left or right on reports like invoices and reminders.

Upper Margin and Left Margin
Margins on reports like invoices and reminders.

Print delay
Here you can set the number of seconds between the print jobs for multiple invoices. Some older printers or print servers might require this when printing bulk quantities.

Invoicing - E-mail
The settings at this tabpage are equal for all service companies.
They have to be set separately per client bookkeeping.

Use win2pdf driver to create invoices in PDF format
If the results of the conversion of the invoice to pdf is not satisfactory, an alternative driver can be used, win2pdf.
This is a commercial external driver which is not provided by Millogic Software.
The Win2pdf printer must be selected as the default printer for the user to be able to work with this option.

Address to send invoice by e-mail
When invoices and reminders are sent via e-mail the addressee of the e-mail is determined by these settings:
– Person in cover letter address debtor;
– Person in cover letter address dentor, with a copy of the e-mail to the debtors account manager;
– Only to the debtors account manager.
– To persons in the relation management file Other relations (file F115) where for the field 'Invoice by e-mail' (field 9) is yes.

UBL settings
UBL is an international file format for invoices.
– *Create UBL attachments for invoice e-mails*
  Default invoices are sent by e-mail as PDF file. With this option the invoice is also sent as an UBL file.
– *Embed pdf into UBL files*
  With this option the PDF file is attached to the e-mail and also embedded in the UBL file.

Data other than the invoice details which can be used in the UBL are:
– Name, post address, telephone number, fax number, E-mail address, VAT number and CoC number form the company data
– Name and e-mail address of the accountmanager
– telephone number and fax number of the accountmanagers employer

Tabpage Relations
Change relation code
If the checkbox is activated and a new relation (firm/person) is created, the user can enter the code of firms and persons himself.
If this code is let empty, Mill7 creates a code. If this checkbox is not activated, Mill7 always creates a code.

Log changes relation management
If the checkbox is activated, all changes in relation management and in companies, persons, debtors and creditors will be logged.
This functionality is only available in the Trust version.

11-test account
If this option is activated, the bank accounts of debtors and creditors are checked with the Eleven test.
This setting can only be used for Dutch bank accounts.
For SEPA this setting is not necessary.

Do not delete events during prolongation
With this option completed events will be prolonged to the new bookyear.
Default events with a date completed will not be copied to the new bookyear.

Show documents per person (restart required)
Select this option if you want the ability to attach documents to persons.
Setting this option will make the tabpaged Documents visible under persons in Relations.

Show tabpage free fields persons (restart required)
Ticking the box will activate an extra tabpage within the Persons tab.
The tabpage can be filled with different fields, via the *Supervisor* menu, *Relations*, *Free fields persons*.

Expiry term debtors
The default term expiry date outstanding invoices. This term is used to determinate the due date when creating the journal entry debtors.
When the value is 0 (zero) the default is 30 days.
When the expiry date must equal the invoice date a value -1 must be entered.
A different expiry term can be set at the debtor by filling in the field *Different payment term* on tabpage *Collection*.

The default expiry term for creditors is 30 days. The payment condition can also be set per creditor by entering the field *Payment condition* at tabpage *Aut. payments*.

Default VAT code
The default VAT code when creating a new debtor or creditor. When a debtor or creditor is created, the VAT code will be copied.

Address sequence
In this option can be set how an address must be built up. Person or firm first.

Number of address lines
The number of address lines displayed at the tabpages Companies>addresses Persons>Addresses.

Type e-maildocument
In Mill7 e-mails can be made which can be send with an attachment. If a report is attached to an e-mail the format can be set here. If format PDF or RTF is selected, button 'Register export drivers' must be executed.

Export letter
Here can be set if a letter must be displayed as a Word document or if this letter must be exported to export files.

Export path
The location where the export letter is filed.

Default folder of query files
The location where querys are saved.

Status prospect
Indicates the status used for prospects.
Users without the right '*Change clients regardless of status'* can only change clients with the status prospect.

Colors required fields Relation Management
When a required field is not filled it can be signalled by giving it a color.

Tabpage Trust
- General
- Documents
- Common Law
- Forwarded Payments
- Compliance

Trust - General

Default settings debtors
The default settings apply to the creation of a new debtor.
The debtor will be created with settings entered below.

Default Serv. Company
The most important service company, often de service company of the main bookkeeping. This is entered as default with new debtors.

Default language
When at Debtor no language is selected the invoice will be in the default language.

Default currency
When at Debtor no currency is selected the invoice will be in the default currency.

Default time specifications
When at Debtor Invoicing or in the settings Invoicing no Time specification layout is selected the default time specification will be used.

Default case time registration required
When activated the setting case time registration will be activated at the new debtor.
During time registration on this debtor a case must be entered.

Account manager
The code used in relation management to fill account manager must be entered here.

Trust employee 2 until trust employee 5
These will be used in certain reports.

Synchronize cost centre with Relation management
At Debtor a cost centre can be entered for invoicing.
This option synchronizes the value with Relation management file 111 (General), field 30 (Team).

Always overwrite company when changing person

In Relation management sometimes the person field is preceded by a company field.
When this option is activated the company will always be overwritten by the employer of the person when the person is changed.

Color relation red when code of risk equals
A code of risk can be entered here.
If a relation has the same type of risk it will color red in the Relation Management module.

Interval autocomplete
The interval of the autocomplete option used in Time and Book can be set to finetune performance. Default is 300 milliseconds. By entering a high number like 99999999, this option acts as being deactivated.

Encrypt adress information relations
This option makes it possible to enter data of certain relations encrypted
Also the user must have rights to see and enter this data.

Trust - Document
Default path documents
Browsing for documents will start at this location.

external DMS
The CRM module can be linked to an external DMS. A custom made program is needed to establish the link.

Trust - Common Law
Settings concerning calculations of penalties can be entered here, as well as settings to create fees for wizards.

Trust - Forwarded Payments
Automatic forwarded payment
A percentage concerning forwarded payments can be entered. If a partial payment of an invoice is larger than this percentage, the screen make forwarded payment appears when a payment is booked.

Also can be set if, in case of partial payment, the amount will be paid forward totally or pro-rata.
To pay forward the VAT, it is common that the amounts will be paid forward pro-rata.
Government fees will be paid forward totally, at the moment the client has paid a certain percentage of the invoice.

Daybook forwarded payments
By using report forwarding payments the amounts to be forwarded can be booked. The journal entries are created in the daybook which is set here.

Acc. no. forwarded payments
When journal entries concerning amounts to be forwarded are made, the general ledger account set in this field will be used as opposite account.

Commission invoice text
Enter the text that is applicable to the commission.
To use the commission enter a fixed fee with a negative amount. Use the text entered in this setting and this fee will not be displayed on the invoice.

The commission is deducted from the first profits entry and a counter entry is made in the account entered in the commission invoice text.
The currency of the commission invoice text and the first profits account should be in the bookkeeping currency. No VAT is applied to this journal entry.

Trust - Compliance
Check
Here can be entered what documents should exist for the clients, shareholders and ultimate beneficial owners.
See also compliance

Use Relian check
This activates a new tabpage at persons and companies to check relation in the Relian database. Restart is required.

User - e-mail
The username for Relian (usually an e-mail address).

Password
The password for Relian

To be able to transfer Passport information to Relian, the field Passport, in the '*Check UBO and shareholders (persons)'* container, must be entered with the correct code used for these documents. The transfer of a second passport is supported as well, however, the code for a second passport can be maintained in the Mill7 Relian module only, on the tabpage *Reports and settings*).

Tabpage Time
Round time
You can choose to not round off time, to round off time or to round up time.

Round time with
You can choose to round off entered time at six minutes or a quarter of an hour.

Fields on screen
On the Write time screen the following fields are optional.

Use Column case
This option displays the column *Case*. This can be used at a debtor to specify a case/project.

Extra column description in list
This option displays the column 'Extra description' on the following screens:*Time per date, Time per debtor* and on the approve draft invoices screen '*Edit time*'. This description can also be used on the time specification instead of the internal description.

Time description mandatory
This forces the user to enter the time description during writing time.

Description in stopwatch
If this checkbox is activated it is possible to enter descriptions by using the stopwatch.

Hide column Rate and amount
This hides the column with the rate when a user has no rights to change the rate.

Activity
For report purposes enter ranges of activities used for holidays and sickness.

Check writing time
Only register direct time to clients
Prohibits writing time for a client on a activity with a default invoice status N.
The invoice status can be changed to N by users with the right 'Change time status'.
It is also possible to write time on a case with a default Invoice status N.

Only register indirect time to service companies
Prohibits writing chargeable time, invoice status J, on a service company.

Enter time chronological
Prohibits writing time on a date when the previous day is not completed. Users with the option '*Approve time per week total*' should write the hours of the previous week first.

Enter activities user per activity
1. Default procedure
In the activities field of user maintenance, the first letters are entered for the activities for which a user may register time. Suppose the legal activity codes begin with an L and the administrative codes with an A: If you enter LA in this field, the user can only register time for legal and administrative activities.

2. Alternative procedure
By setting the option "Enter activity users per activity" a promptlist becomes available in the user maintenance screen.
The activities applicable to the user can be selected here or entered in the field seperated by "/".
If for instance only activity "MAN" is selected, the user can only write time on the activity "MAN".

Max.time/day
Prohibits writing more time on a day then entered here.
When empty no checks are made (default)

Interval reminding time approving
Checks if all time is approved until the end of the previous week and sets the interval of the reminder that will appear on the screen.
If value is 0 (default) nothing will be checked. Other values are in minutes.

Other
Do not merge time with same activity in stopwatch
Time written for the same debtor on the same date with the same activity are merged. This can be avoided by activating the checkbox.

Use adjusted time rates for disbursements
The default rate for time writing is entered per user.
A different time rate can be entered per debtor and per case.
This rate is only applicable to time and **not** to disbursements.
With this option the different time rate per debtor and case is also applied to disbursements.

Always check time rate user.
When a different time rate is entered at the debtor or at a case, the rate of an activity will be determined by this code.

If no rate is found the system will look for the [default time rate ALL](#).
If this option is set and no activity rate is found at the adjusted time rate the activity rate will be determined by the user time rate before looking at the time rate ALL.

Ignore rate 0 during time writing
While writing time a message will appear at entries that should be billed but for which no rate is found.
By enabling this option, the message will not be shown.

Tabpage Portfolio
Cost price method
The method of cost accounting.

Rate table shares
The rate table concerning shares used in the portfolio bookkeeping.

Do not book unrealised gains
When this option is set unrealised gain will not be calculated during revaluation.

Stock
This is the general ledger account of sub administration stock

Stock to be reconciliated
If journal entries are entered in the bank daybooks on the basis of daily statements, journal entries concerning portfolio can be entered to this general ledger. On reconciliation portfolio transactions, all present journal entries with this general ledger will be verified.

Transaction costs
If costs are entered in the transaction, the journal will be booked on this account.

Unrealised result
Contra-account the unrealised result is booked to

Realised result currency gain
The general ledger account, the positive realised result of currency is booked to.

Realised result currency loss
The general ledger account, the negative realised result of currency is booked to.

Realised result stock gain
The general ledger account, the positive realised result of stock is booked to.

Realised result stock loss
The general ledger account, the negative realised result of stock is booked to.

Unrealised result currency
The general ledger account, the unrealised result of currency is booked to.

Unrealised result stock
The general ledger account, the unrealised result of stock is booked to.

Interest
The general ledger account, the interest of bonds is booked to.

Other bank transactions
The general ledger account port folio transactions type "other banktransactions" are booked to.

Daybook memorial result
Journal entries concerning results of portfolio are booked in this daybook.

Tabpage E-mail
Mill7 offers the option to sent invoices and reminders through e-mail.
This could be done per individual invoice or reminder, using the local e-mail client like Outlook express or Outlook.

A batch of Invoices could also be sent at the background by use of a SMTP server (in the network) or the local e-mail client.

SMTP settings
These settings apply to all service companies.
For client bookkeepings they should be set per bookkeeping.

To be able to use SMTP, the server must recognize Mill7 as a user.

Use SMTP server
Check this box to use SMTP to send invoices and reminders via E-mail.
This option is applicable only for sending invoices and reminders. Other functions that allow sending e-mails will never use SMTP (like E-mail Excel).

Exceptions are
– the report scheduler. This function always uses the SMTP server. The SMTP information must be filled in in the main bookkeeping.
– relation mailings. In this function it is possible to choose for sending e-mails via the SMTP server.
 For both functions there is no need to tick the option *'Use SMTP server'*. However, the data from the SMTP server must be filled in.

SMTP Server
Enter the IP address of the SMTP server.

SMTP User
Enter in the Windows user name of a user with access rights to the SMTP server.
This option cannot be used as driver Ansmtp.dll is used.

SMTP Password
Enter the password of the user listed above.
This option cannot be used as driver Ansmtp.dll is used.

SMTP e-mail address sender
Enter the e-mail address which will be used as the senders address (reply address) of the invoice e-mails which are sent.

SMTP e-mail address errors
If an error occurs while sending or receiving invoices or reminders, an error message will be directed to this address.

SMTP e-mail CC Address

When invoices of reminders are sent through the SMTP server a CC e-mail will be sent to the e-mail address entered here. This option is applicable only sending invoices and reminders.

Test SMTP
A test e-mail will be sent using the SMTP server to the address mentioned at *SMTP e-mail address errors*.

When E-mails cannot be sent please check the above settings, but also have a look at restrictions made through rights and policies of Windows, firewalls or virus scanners.

Outlook settings
These settings apply to all bookkeepings.

When SMTP is not selected E-mails will be sent using your local client (default mail account).

For each e-mail sent, Outlook will give a security warning which have to be confirmed by the user. By checking the option '*Disable security warning outlook (restart required)*' e-mails will be send directly in the background without user intervention.

In order to use this option the drivers for Outlook must be loaded. If the driver is loaded it will be indicated on the screen. When the driver is not loaded press '*Register drivers*'. After this Mill7 will need to be restarted.

9.20   Surcharges and reductions

Surcharges and reductions are used for ranges of articles.
This works with invoicing time, disbursements and fixed fees.

This functionality has to be switched on in the settings on tabpage Invoicing > Surcharge/Free time.

Surcharges and reductions can be maintained by menu Maintenance -> Time and invoicing.
A surcharge contains a range of articles that have the same percentage of surcharge when invoiced.
When it is a reduction, the percentage must be entered as a negative number.

Code
A surcharge is identified by a code. This code is not unique and can be entered several times with a different range of articles.
The range of articles entered at a code is not to overlap another range entered at the same code.

The code can be freely chosen, however by using the code ALL a default surcharge is created.

An example:

Code	From articlel	Until article	Percentage
ALL	A	D	15,0
ALL	E	U	10,0
ALL	V	Y	8,0
ALL	Z	Z	7,0

DEB	A	D	5,0
DEB	E	U	7,5
DEB	V	Y	10,0

By entering a default surcharge (or reduction) all invoices will use that surcharge.
For example when an article within the range A - D is invoiced, a surcharge of 15% is calculated.

Different codes can also be entered like DEB. These codes can be used to enter at the debtor as an adjusted surcharge code.
In the example above a surcharge of 5% will be charged to debtors with an adjusted surcharge code set to DEB.

First Mill7 will look if an adjusted surcharge code is entered at the debtor.
When no code is entered or no surcharge is found, Mill7 will try to find a surcharge for code ALL.

Visible

A surcharge can be added visible to an invoice with a text.
The text and amount will be printed below the group of articles for which the surcharge is calculated.

Minimum and Maximum

A minimum and maximum amount can be set for a surcharge.
This is not possible with a combined surcharge.
It is not possible to work with only a minimum amount or only a maximum amount.

When, for example, a surcharge of 5% is applicable, but the surcharge calculated does not meet the minimum, the surcharge is set to the minimum amount.
When the maximum amount is exceeded, the amount is set to the maximum amount.

These amounts can be shown visible or invisible. When shown invisible on the invoice, it can be difficult to understand the amounts that appear on the invoice.
If for instance the surcharge is applicable to three invoiced articles, and the minimum has not been reached, the difference with the minimum amount is added to the last line of the three articles.
The same when the maximum amount has been exceeded, the difference with the maximum amount will be deducted from the last line or lines when the difference exceeds the amount of the last line.
The report *'Invoice details'* shows the amounts per invoice line. To do so the fields 'Surcharge' and 'Frree' should be added to the print fields.
The field Free contains the amount of free time in the invoice, the total free time can be set at the debtor.

Combined

When the option visible is checked, this option can be used.
A combination of surcharge and reduction will be made.

A text has to be entered at the surcharge and at the reduction.
On the invoice first the reduction is calculated, followed by the surcharge.
Both are presented visible on the invoice.

9.21   User Texts

In menu Maintenance User texts can be entered and saved as standard texts to be used in Reminders, Cover letters and for e-mailing for instance from invoices and mailings to relations.

Textst can be entered in three languages.
A text has two parts: a leading text and a closing text.

In some functions Mill7 uses default text numbers.
In these functions the user can choose a different text number at time of use.

Default textnumbers are:
1 till 9 are used in Reminders
10 and 11 are used in Cover letters
15 is used in E-mail invoices

9.22   VAT

VAT codes are maintained via *Maintenance > Financial > VAT*.
VAT codes can be assigned to general ledger accounts, debtors, creditors and articles.

General ledger account
When a journal entry containing a VAT code with a percentage is stored, automatic journal entries are created as well (901 entries).
The amounts in these automatic journals will be booked at the general ledger account of the VAT code.

Percentage
The VAT percentage is used to calculate the VAT amounts.
The VAT amount for an invoice line will be determined by the percentage of the VAT code used.
However when a zero percentage VAT code is assigned to the debtor, VAT will be excluded for all invoice lines.

On purchases, on sales
A distinction is made between VAT code to be demanded (on purchases) or to be transferred (on sales) with the Type field.

Text
This text can be used on the invoice.
To display this text on an invoice the invoice layout needs to accommodate this item.
Adjustment of an invoice layout may be necessary to support it.

Conditions for the Dutch VAT Declaration
– To use the VAT declaration in Mill7 each VAT code must be linked to a different general ledger account.
– When a VAT amount is booked directly on a general ledger account, this account must be assigned to a VAT code.
– VAT codes of the types *VAT shifted* or *delivery/service inside or outside EU* can only be used in creditors daybooks.

– The bookkeeping currency or the VAT currency set at *Maintenance > Settings > Book > Other* must be Euro.

Type of VAT

The following types of VAT are available.
– VAT default
– No VAT
– VAT shifted
– Delivery/service inside EU
– Delivery/service outside EU
– Other VAT
– Private use

With VAT type "VAT default" turnover and VAT amounts are presented on the declaration in section 1.
The other VAT types will be used for the other sections or to prevent the turnover from appearing on the VAT declaration form.

VAT default

With VAT type "VAT default" turnover and VAT amounts are presented on the declaration in section 1.
Depending on the VAT percentage amounts will be added to section 1a (21%), 1b (9%) or 1e (0%).
Turnover with 0% VAT can only be applied to section 1e when sales haven been booked in a debtors daybook.

No VAT

This type of VAT can be used when the VAT percentage is 0 and the turnover must be excluded from the VAT declaration.

VAT shifted

VAT can be shifted to a debtor or a creditor can shift VAT to you.
When VAT is shifted to a debtor this should be indicated on the invoice.
No journals concerning VAT have to be created.
The percentage of this type of VAT is always 0.

Creditors
The creditor should indicate on the invoice that VAT is shifted to you.
To indicate that the creditor shifts the VAT to you a VAT code of the type *VAT shifted* should be assigned to the creditor.
When booking the invoice, the VAT amount should be calculated and booked as two separate journals.
Mill7 will generate these journals automatically, but these journals can also be added manually.
The VAT amount must be booked debit and credit and the total of both must be zero.
The journals are booked directly on the general ledger account linked to the *VAT shifted* VAT code.
Turnover and VAT are presented on the VAT declaration in section 2a.

Debtors
VAT can be shifted to a debtor by assigning a VAT code of the type *VAT shifted* to the debtor.
On the invoice a remark stating that the VAT is shifted will appear if the invoice layout used supports this.
Turnover is presented on the declaration in section 1e.

Delivery/service inside EU and outside the EU

Sales can be made inside or outside the EU. From 2010 it is not longer necessary to distinguish between services and deliveries.
Both are intra-Community supplies (ICP).

The amounts will be presented in section 3 or 4 of the VAT declaration.

Creditors
The VAT amount of a purchase must be entered while booking the invoice.
The amount must be booked on the general ledger account linked to the VAT code *Delivery inside EU* or *Delivery outside EU.*
Mill7 will generate these journals automatically, but these journals can also be entered manually.

Debtors
To create correct bookings while invoicing debtors the VAT code concerning *Delivery within EU* or *Delivery outside EU* must be assigned to the debtor.
On the invoice the VAT ID Number of the debtor should mentioned. The VAT ID Number can be filled in at the debtors record.
The invoices for debtors with a VAT code of this type will automatically appear in the ICP declaration.

The percentage of this type of VAT is always 0.

ICP Declaration
The ICP declaration can be send by the option "VAT Netherlands".
To send the specification two settings must be entered at the debtor.

1. The **VAT identification number** must be entered correctly.
Enter this code with the correct country code so this information can be printed on the invoice.

2. **ISO country code** of the debtor.
When the VAT identification number includes the country code of the debtor, it will be used in the declaration.
If the country code is not found, Mill7 will look at the country code of the debtors postal address.
Country codes entered with Monaco (MC) and Isle of Man (IM) will be interpreted as "FR" and "GB".

Other
This type of VAT can be used for percentages that are not common and will appear in section 1c on the VAT declaration form.

Consolidation
A VAT declaration can be made for a group of bookkeepings at once by consolidating these bookkeepings and run the VAT declaration in the consolidated bookkeeping.

VAT in a different currency
When the bookkeeping currency deviates from the currency required for the VAT declaration, the required currency code can be set at *Maintenance > Settings > Book > Other*. The VAT amounts will be calculated to the VAT currency according to the present currency rates.
All VAT journals will be calculated to this currency. The VAT amounts can be revaluated as well.
When the VAT currency is Euro, the VAT declaration Netherlands can be used to submit the declaration electronically.

10 Reports

The reports use MS Word and MS Excel.

Important:
The reports in Excel are created by a driver named rnxlc50.dll which can be found in the Mill7 runtime directory.
The reports in Word are created by a driver named rnwdc50.dll which can be found in the Mill7 runtime directory.
In order to use these drivers they have to be registered on the workstation. This is done automatically.
When registration of the drivers fails the following reports can only be printed to HTML.

When there is no excel installed or Excel 2013 is installed then use the option "Create spreadsheets without excel". This option can be set in Maintenance > Settings > General.

- Reports in Excel
Default reports in earlier versions of Mill7 were made in Crystal Reports.
These reports can now be created with the new reporting tool.
All reports are included in the update and have the same selections as the former reports.
The reporting program offers the possibility of adding fields, selections en sorting options.
It is also possible to save your variation of a report as a custom report.

When using the Relation Management module, queries can be created.
Queries can be created based on all available files in the Relation Management database.
This option can be found in the report program, option Relation management query.

- Word letter and Fax
Letters and Faxes can be created in Mill7 based on a Word template.
The templates can be created in your own house style.

10.1 Mill7 reports

Reports in Mill7 can be started by the reporting tool.

The menu Old reports is removed from Mill7 since version 7.5B.1

To create excel reports it is not necessary to have Microsoft Excel installed.
For viewing the reports any spreadsheet program can be used.

Mill7 is fully compatible with Excel 2013.

All reports can be created in Excel or HTML.
Each report is created by using an excel template. Default the template "Mill7 report.xlt" in the Mill7\reports directory is used.
A HTML report is based upon ReportHeader.Htm in the Mill7\reports directory.

Reports can be created and automatically attached to an e-mail.
To be able to use this option the user need the right 'E-mail reports'.
The e-mail is sent through the local e-mail client of the user.

Remarks:
If you want to create your own template please do not overwrite the template in the Mill7\reports directory. Create your own copy in the Mill7\reports\custom directory. This because every update the file in the Mill7\reports directory will be overwritten.

TIP:
It is possible to create your own custom reports and add them to the custom menu.

TIP:
Some reports are defined as a default report for a specific Mill7 screen. Working in a screen you find these reports in the tool bar near the printer button. Using this button opens the report module with the specific report preselected.

Create a report
Reports can be selected by a treeview. Availability depends on licenses, modules and rights.
The definition of a report is divided in three parts:

1. Selection
2. Print fields
3. Sorting

The following options affect the layout of the report.

- Group and make up report
By unchecking this option the report will not be grouped and not be made up according to the layout profiles.
This makes it possible to create for example pivot tables in Excel.

- English

This option can be used to use the English description per column instead the Dutch descriptions.

- Show selection on report
With this option the selection criteria will be printed on the top of the report.

- Print code table instead of description
This option is only available on Relation management queries.

- Start report in new excel session
This option is only available when the setting <Create spreadsheets without excel> is off.

- Precalculate formulas
This option is only available when the setting <Create spreadsheets without excel> is off and can be used when the spreadsheet program in use is not compatible with excel formulas.

- Year
All years that exist for the current bookkeeping are presented in the field Year.
By switching years the report will be printed for the indicated bookyear.

- Export to sheet
This option makes it possible to print the data on a choosen sheet in the excel file. This will only work in combination with the setting "create spreadsheet without excel".

- Template
By default the template "Mill7 report.xlt" from the Mill7\reports directory is used to create reports.
Per report a template can be entered and saved.

Report description
There is room to enter a description for the report in Dutch and in English.
The standard Mill7 reports come with a description that cannot be changed.

Example
This tabpage gives an example of what the output will look like when a default report definition is used.

Print fields	Sorting	Report description		Example				
Invoiceno	Date	Bookk.	Invo. amount	Outstanding	Term.1	Term.2	Term.3	T
Group on Deb/Cred code and name								
5090	28/01/10	222	EUR -2165.8	1234.99	1234.99	1234.99	1234.99	1
5090	28/01/10	222	EUR -2165.8	1234.99	1234.99	1234.99	1234.99	1
				1234.99	1234.99	1234.99	1234.99	1

Selection

The output can be restricted by using selections.

If desired selections can be added by pressing F4 in the first column. A list of possible fields to choose from will be presented.

There is a maximum of 12 fields that can be used in the selection.

Historical date

When selecting by 'historical date' at both columns 'From' and 'Until' a date need to be entered.

Print fields

Tabpage Fields can be used to define the fields that should be printed in the report.

- Fields

By pressing F4 in the first column a list with possible fields will appear
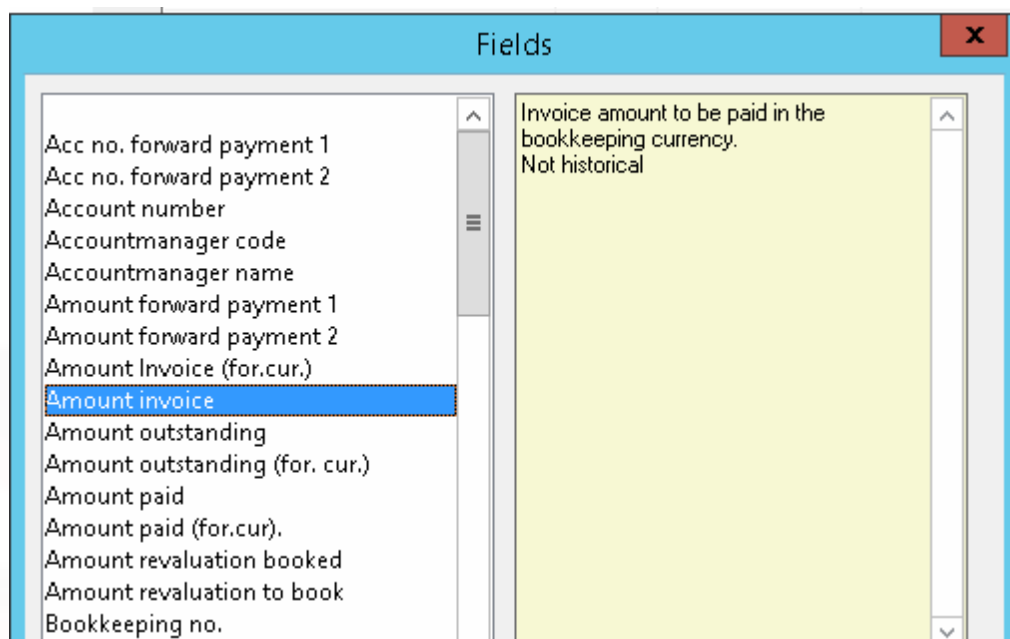
Some fields come directly from the database while others are "programmed". A good example is "Paid Y/N".
This information can only be obtained from the database by combining different fields, in this case the amount outstanding and the amount paid. The result in this case will be a "Y" or a "N".

- Sum
Fields with numbers can be totalized. The sum of the column will appear at the end of the column. If there are groups, the sum will appear per group.

- Description Dutch and English.
A report can be printed in Dutch or English. Therefore both Dutch and English descriptions can be entered here.
This is the description that is shown in the header of a column in the report.

- Width
This is the column width in Excel. By entering a width of 0, Excel will adjust the columns itself by setting it to the longest value in the column.
The widths entered by default will make sure that a page fits on an A4 portrait paper.

- Layout
You can choose different types of layout for a field.
- Date, Number, Integer, Color Number, User1, User2 en User3.
These layout profiles correspond with the layout profiles of Excel.
You can define the profiles User1, User2 and User3 yourself in the Excel template.

Sorting

The output of the report can be sorted and grouped.
In the example above the output is sorted per Relation code.
Groups will be printed with the relation code and the corresponding name.
At the end of every group a group total will be printed for the fields that should be totalized according to the field settings.

The group can be left blank as well. The data will then only be sorted and not grouped.
Also no totals will appear.

The second group has less possibilities. Only the value that is sorted on can be displayed as a group or an empty line.
If you keep the field empty no group will be created.

The third field to order the data on has no grouping option.

Group per sheet
A third possibility to group the data is to use "Group per sheet".
By using this all output will divided on different sheets in the excel workbook.
In the shown example the output could be grouped per sheet by choosing the account manager as a group per sheet.
The data will be grouped per account manager and per account manager a sheet will be created.
Each sheet will be renamed to the value of the group.

Details
This option is only useful for reports that contain totals based on detailed information.
In the shown example "Outstanding invoices debtors" all invoices are reported.
There are no further details because the database contains one record per combination of debtor and invoice number.
Using the option details therefore would sort no effect.

When you create the same report without the second sorting on the invoice number, the data will be grouped only per debtor displaying only the outstanding amount per debtor.
By selecting the option details all invoices will be shown again per debtor.

This option therefore is useful when all groups are used but more details are desired.
A good example is the report Balance sheet.

Pivot table
When the option '*Group and make up report'* is not selected a pivot table can be created.
To create the pivot table the fields *column, row and result pivot table* should be entered.
The excel file contains in the first worksheet the data and in the second worksheet a table based on the fields as mentioned before.
Examples of pivot tables are the default reports *Debtors> Turnover per debtor* and *Financial> Consolidation*.

Custom reports
A custom report can be created very easily. Just add or delete fields, sorting and selections and press Ctrl+S or choose "Save as" from the menu "File". The layout of the report will be saved in the directory Mill7\reports\custom with the filename 'report name'.rap.

The custom file will be visualized in the treeview with reports as well, by creating another level under the original report.
The name of the report will also be used in the heading of the report itself. This name will not be translated so choose the name carefully.

Custom reports can be started from the Custom Menu as well.
Just add an entry to the custom menu like:
Name of the custom report, reportname.rap.

10.1.1 Scheduler

Reports can be scheduled.
This option is only available in the Mill7 Trust version.

Reports can be scheduled via the reporting module. In addition, the report scheduler will be started (for example, on the server) to execute the scheduled reports.

Scheduling a report
Select the report to be scheduled.
Set all selections and print fields and choose <*Schedule*>.
There is no need to save the report because the scheduler will automatically create a copy of the report.
The screen *'Schedule reports'* opens.

A user can only see and delete his own tasks.
The user SUPERV can see and delete all tasks from all users.

Report
The report to be scheduled. To be able to change the report the schedule screen should be closed first and then another report can be chosen in the report module.

Date and Time

The date and time to execute the report have to be set.

Recurrence
Possible options are one-time, daily, weekly and monthly
– A report scheduled for one-time will be deleted from the list after being executed.
– After been executed a report scheduled daily will be re-scheduled automatically for the same time next day.
– After been executed a report scheduled weekly will be re-scheduled automatically for the same time/day next week.
– After been executed a report scheduled monthly will be re-scheduled automatically for the same time/day next month.

Output
There are three output options:
– printed
   The report is printed on the printer which on the server is set as the default printer.
– send by e-mail
   The report is sent to the e-mail address entered at the user who scheduled the report. If no e-mail address is found the report is printed
– saved as an excel file.
   The output folder must be a network folder that is also accessible on the server where the report scheduler is running. For example, if the output folder is M:\reports then that folder must be accessible on the server.

Schedule
With the button <*Schedule*> the report will be scheduled and add to the list.

Delete task
With the button <*Delete task*> a selected report will be deleted from the list.

E-mail
Reports can only be sent by E-mail if a SMTP server is available.
To be able to send a scheduled report the SMTP settings in the main bookkeeping must be set.
These settings are used in both service companies and client bookkeepings.
When the SMTP settings in the main bookkeeping are not correct the report will be sent to the printer.

The report is sent to the e-mail address of the user that scheduled the task.
This e-mail address can be entered in menu *Supervisor> Users> Maintenance*.
When no e-mail address is found the report will be sent to the printer.

Executing reports
To actually execute the scheduled reports, the scheduler must run constantly on a workstation or server.
The scheduler can be started from the command line or with a shortcut: "reports.exe"
This command **reports.exe** must be executed from the Mill7\prog19 directory.

To log in the scheduler, the password of the user SUPERV must be entered.
After logging in the screen *'Batch reports'* pops up.
The scheduler is now active and will execute the scheduled reports on time.

Report scheduler shut down

Users are blocked manually through the Supervisor> user menu or when updating Miil7 and during re-indexing.
Blocking users will also block the report scheduler.
The report scheduler however is not started automatically after the users are released.
This must be done manually.

Log activities by settings button
In the scheduler a log function can be activated.
For this purpose a folder for the storage of log files needs to be appointed as well.

When the logging is activated various activities, events and characteristics involved in the process of creating a report will be registered in a log file. The logging could be activated temporarily to support tracking down errors that occur during the creation of reports.

The name of a log file consists of the scheduled date and time, a report code and the name of the report followed by the ".log" file extension.
With each execution of a report a new log file will be created.
Keep in mind that the number of log files will increase in the course of time.
Log files may be removed when they become redundant.

Reports expired will be executed right away when the scheduler is started.
– Reports planned daily are executed 1 time and re-scheduled for the next day.
– Reports planned weekly are executed 1 time and re-scheduled for 1 week later counted from the execution day.
– Reports planned monthly are executed 1 time and re-scheduled for 1 month later counted from the execution day.

Executing reports in batch
It also possible to start the report tool in batch mode by using the command **reports.exe 0 0 1.**

10.1.2 Relation management queries

Queries can be created in the Mill7 reports program.
This option is only available with the module relation management.

Queries can be started from tree view in the report module but also from the custom menu.
This last option is only possible for queries which are not saved in a sub folder.

Query reports are not supported by the scheduler and cannot be scheduled.

Queries will be saved in the reports\custom folder unless at setting "Default folder of query files" an other path is entered.
These setting can be maintained through menu Maintenance - Settings -> Relations.
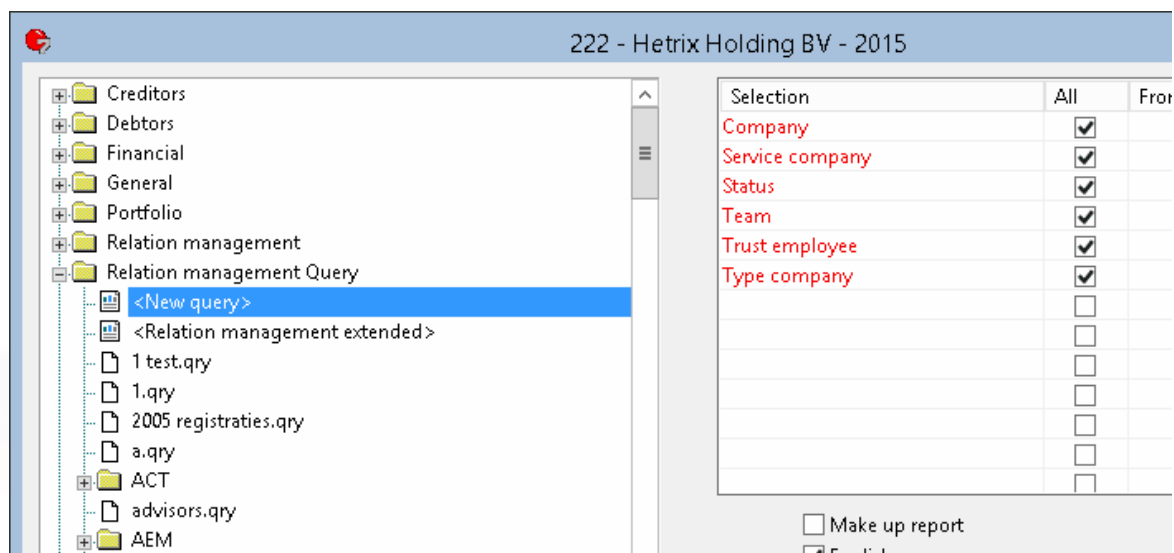
How it works
In all folders displayed under the option Relation management Query, an item <New query> is shown.
This item must be used to create a new item in the concerning folder.
The query will be saved in this location on the harddisk as well.

Alle queries are based upon clients, therefore the fist two fields shown in a query are the client code and name.
The first five (red) selections are pre determined, as shown in the example, and apply to the client selection.

Every field that is added to the query will also appear in the selection list and is colored black.
Creating a selection on these fields only affects the outcome of these fields.

Example:
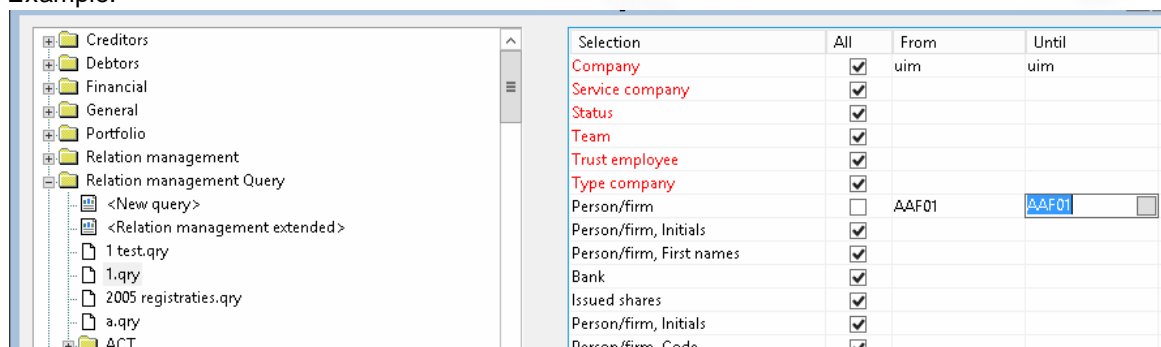
In the query shown in the example above, a selection is made on the person in the file trust employees.
This selection will affect all fields before and after *Person* that come from the same file trust employees: Function and address.

Manager comes from the file Management and therefore will show all results for this file and field.
After manager the fields *Function, Person* and *Address* are repeated again to show that these fields are not affected by the selection.
This is because the fields are interrupted by the field *manager* from another file.

The result:

Code	Name	Function	Person Person, Address	Manager	Function	Person	Person, Address
1	relatie 1						
2	relatie 2				Account managers	Waard, E. van	Prolkade 7
3	relatie 3						
4	relatie 4						
5	relatie 5				Account managers	Waard, E. van	Prolkade 7
6	relatie 6						
7	relatie 7				Account managers	Waard, E. van	Prolkade 7
8	relatie 8						
9	relatie 9						
10	relatie 10						
11	relatie 11	Account managers	Boot, Sprolkade 7		Account managers	Waard, E. van	Prolkade 7
11	relatie 11				Account managers	Boot, S	prolkade 7
12	relatie 12						
13	relatie 13				Account managers	Waard, E. van	Prolkade 7
14	relatie 14	Account managers	Boot, Sprolkade 7		Account managers	Boot, S	prolkade 7
14	relatie 14				Account managers	Waard, E. van	Prolkade 7

Trust employees
All fields come from the fields that are used in the relation management module except for the field Function, <function code>.
These are programmed fields which makes it possible to show the different trust employees in different columns.
If the following codes exist for functions: AM, AAM, RM, the list of fields for the file trust employees will contain the following fields:
- Function AAM, Function AM and Function RM.
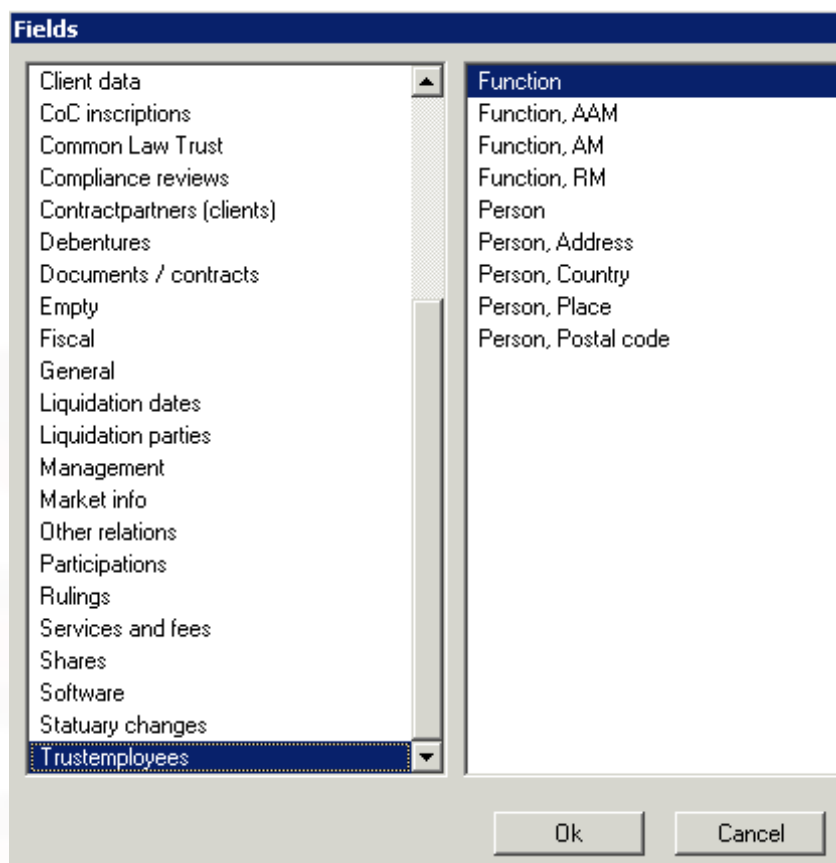
After a Function, <function code> some related fields can be entered like Address, Country etc.
These fields will contain the value that accompany the chosen function.

For example:

Code	Name	Function, AAM	Function, AM	Person, Address	Function, RM	Person, Address
Millogic	Millogic Software BV	SB	EVW	Prolkade 7	VEE03	Prolkade veen 7

If a selection is made on one of the fields, it will affect the outcome of all the fields that are related.
If different functions are entered in the query, the different functions will be treated like they were different files.
This means that if a selection is entered for by example Function AM (or one of the related fields like address), this will not affect the outcome for Function RM.

Repeating unique data for a client.
Different files can be combined in a query, with a different number of records for a client.

When file Bookyear status is combined with Share holders, the output for a client can have 5 records for Bookyear status and 3 for Shareholders.
In line 4 and 5 of the output for this client, the data in the columns regarding Share holders will be empty.

When data is printed that only occurs once at a client, this data will be repeated every line.

If in the previous example the data of file General is combined with Bookyear status, the data of file general will be repeated all 5 lines.
This only works when this data is printed after the data of Bookyear status.

So always place data of a file that will only generate 1 record at the end of the query!!!
This also works if the result of a selection will only generate one record.

Rights
The rights for the relation management files in Mill7 are integrated in the query tool.
To view datafields in a query, read rights are necessary to display the results.
The read rights for Relation management are set per tabpage which means that all field on the same tabpage have the same rights.

As an extra option, a selection can be made on a specific file, and whether to print empty fields or fields with data.
This report cannot be saved.

Relation management extended: report all fields
In the *Relation management* query, *management extended* can be selected with which all the fields per company can be shown.
Fixed selections are;
- Client;
- Status;
- Account manager;
- Files;
- Show empty fields;
- Show fields with data;
- Only show required fields.

It is not possible to save different versions from this report.

Be careful
If all clients are selected, the output can be become too large for Excel.

10.2 ISI form DNB

ISI stands for Instelling Specifieke Informatie which translates to Institution Specific Information. For the implementation of its supervisory role DNB needs information of trust offices. For example the number and types of target entities and the nature of the services supplied by the trust offices. The information should be addressed to DNB by means of the ISI form report. The original ISI form and the disclosure (in Dutch) can be downloaded from [DNB website](#).

To enable the ISI form function an item must be added to the [custom menu](#):
maatwerk.exe /ISIFORM.

Program

Initially details can be entered for directing the output and for general information of the trust office for which the ISI form is being made. Mill7 will remember these details for the next time.

Template and settings
Select the Excel file in which all data needs to be stored. Also provide the data location within the file by entering the numbers for sheet, column and row. When using the standard template provided with Mill7 the settings for *Data sheet, Data sheet column* and *Data sheet first row* must be set to 2, 4, 4 respectively. Further below the template is explained more detailed.

Contact Person
This is the contact person for DNB. Name, function, telephone numbers and e-mail address of this person will be placed in the form.

Trust Office
Enter the company code of the trust office for which the form is made. This should be a service company.

Head Office
Enter the company code of the head office of the trust office mentioned above. If applicable.

Group
Fill in the company codes of all trust offices belonging to the same group license as the trust office. The codes must be separated by commas or semicolons.

Template
The original Excel file provided by DNB is protected in such a way that it cannot be filled in by Mill7. Therefore Mill7 uses a file provided with Mill7 that can be found in the Mill7\Reports folder: ISI_form.xls. This template consists of two sheets.

The first sheet contains a form that resembles very much the original DNB form and can be used for presentation.
It can be printed for instance.
The first sheet contains references to data in the second sheet.
The data, for a greater part extracted from the bookkeeping, will be placed in the fourth column by default.
Customized templates should be saved in the Mill7\Reports\Custom folder.

Copying the collected data from the first sheet to the original form provided by DNB is an option, but it is not required to submit the original DNB file.
Instead it is allowed to submit the Mill7 form. The file may contain the second sheet, but you can also choose to copy all cells from the first sheet and paste the values to the same cells. All references to the second sheet will expire. The second sheet can be consequently be deleted.

In all cases be aware that the form being submitted to DNB is free from errors and omissions.

Parameter file
Another file being used for filling in the ISI form is ISI_form_parameters.xls. This file is provided Reports folder, but when a (customized) version exists in the Reports\Custom folder than that one will be used. The file can be opened for viewing or editing by using the *Edit parameter file* button. Remember to save a customized parameter file in the Reports\Custom folder.

The files contains dozens of parameters to manage which data from Relation Management can be applied to which question. In some cases file and field numbers can be chosen and also a set of

codes to be used for selection. In other instances file and filed number are prescribed and only a set of codes can be given. Some questions can be answered directly via parameters.

The first column in the file is for information only. Anything can be noted here.
The second column contains the parameter codes.
The third column and beyond contains the parameters needed for the selection of data.

For many parameter codes a limited number of parameters can be given, in most cases not more than one, but for the code_list parameters in most cases sets of up to twenty codes for selection can be entered. Exceptions to this are RISK_CODE_LIST and OTHER_SERVICES_CODE_LIST for which three and six parameters have to be given respectively. The examples below make this clearer.

For the paragraphs 1.5.4 t/m 1.5.7 related to risk categories file 111 (General) and field 22 (Risk) are appointed. In this example the risk level low, medium and high are indicated with the codes 2, 3 and 4. These three codes are filled in right after the parameter code RISK_CODE_LIST. Otherwise the assumption is made that the classification for low, medium and high does not exist and paragraph 1.5.4 will be answered with "Nee".

1.5.4 - 1.5.7	RISK_FILE	111					
1.5.4 - 1.5.7	RISK_FIELD	22					
1.5.4 - 1.5.7	RISK_CODE_LIST	2	3	4			

The following example relates to paragraph 1.5.8. Here up to twenty codes can be listed for legal forms of companies to be considered as private. File (111) and veld (24) are prescribed and cannot be influenced by parameters.

1.5.8	PRIVATE_FIRM_CODE_LIST	BV	GMBH	LTD	SARL	

The last example concerns a direct answer for paragraph 4.8. The answer cannot not be derived from the bookkeeping.

4.8	HOLLAND_QUESTOR_MEMBER	ja				

For some parameter codes special rules apply that have been built into Mill7. These are explained below.

```
2.1.1            DOM_SERVICES_CODE_LIST
2.1.1, 2.1.2     MAN_SERVICES_CODE_LIST
2.1.1, 2.1.3     TRUST_SERVICES_CODE_LIST
2.1.1, 2.1.4     TRUSTEE_SERVICES_CODE_LIST
2.1.1, 2.1.5     INT_SERVICES_CODE_LIST
2.1.1, 2.1.6     DIRNOADM_SERVICES_CODE_LIST
2.1.1, 2.1.6     ADM_SERVICES_CODE_LIST
```

In the ISI form services are divided into categories. They can overlap each other.

There is a distinction between domicile sec and domicile plus too. Codes of services listed after DOM_SERVICES_CODE_LIST are considered domicile services. If domicile services are found for a target entity and also services listed in one of the other categories than the total package is considered as being domicile plus and the entity will be counted in paragraph 2.1.3. When besides the domicile services no services exist from one of the other categories than the entity will be counted in paragraph 2.1.1 (domicile sec).

For paragraph 2.1.6 (Management without administrative services) target entities are counted that receive a service listed after DIRNOADM_SERVICES_CODE_LIST or a service listed after MAN_SERVICES_CODE_LIST and not after ADM_SERVICES_CODE_LIST.

For some paragraphs no provisions have been made in Mill7. These answers must be obtained in some other ways. For example by means of reports created in the Mill7 Report tool or in other systems. This concerns the paragraphs 1.2.8, 1.2.9, 1.3.2, 1.4.1, 1.5.3, 1.5.10, 1.5.11, 2.1.7, 2.3 and 5.

Explanation for filling in the ISI form
Based on the fore-mentioned selections data from Mill7 will be stored in the selected template.
How data in Mill7 should be found can be configured in the ISI_form_parameters.xls file.
A example file is provided that can be used to describe the examples below.

CAUTION: The numbers shown do not represent all clients in the database. Instead only active clients of the selected service company are included.
If the service company itself is present in Relation management with data, than that data will be excluded.

Two paragraphs differ from this behaviour:
The account managers of several service companies can be counted. The service companies codes involved are entered in the *Group* field.
The directors counted are the ones found at the service company in Relation management.

For country recognition the two characters ISO 3166-1 country code is expected.

The dark grey sections cannot be determined by Mill7 and will have to be filled in manually.

1. Trust office data

General data
General data is determined by the relation codes given in the main ISI form screen for the trust office and the contact person.
All values needed for the form will be retrieved from the companies and the person identified by the given codes.

The selection of clients is determined by the trust office code. This code needs to be present in the field F111.SERV_COMP of the client company. Furthermore only active clients are included. This means that the field F111.STATUS must be included in the ranges of active status codes as it is entered at *Maintenance > Settings > Invoicing > Misc. invoicing*.

Directors / Account managers
The trust office code is entered in the start-up screen.
Up to six persons entered in the *Management* file (F110) of Relation management for this trust office will be added to the report with name, business telephone number and e-mail address. The function (in F110) of these persons needs to correspond with the function codes entered behind the MANAGEMENT_CODE_LIST parameter in the parameter file (DIR and DIRA for instance).

The counting of account managers is based on the number of unique account managers in the file Trust employees (F116) with the Account manager function (the code is set in the settings of Mill7) and a blank resignation date. The client they work for must be active and the service company must be set to one of the codes mentioned in the [Group](#).

Trust office structure

With the aid of the parameter file it is determined which companies are being used to provided services for clients of the trust office.

The AFFILIATES_CODE_LIST parameter allows to define the types of these companies.

By default all companies entered in the *Advisors* section corresponding with the ACC and TAX types are counted.

Each company that meets the criteria will be counted only once.

Target entities

Determining whether target entities are settled inside or outside The Netherlands is done in General - Statutory seat (file F111, field 42). This is not adjustable.

the country is determined by the ISO code for The Netherlands, NL. If no country is mentioned the entity will be regarded as Dutch.

Risk

When three risk codes are defined in the parameter file, the answer to the question whether risk codes are being used will be confirmatory.

Furthermore the determination of how many entities will be counted for each risk level is based on these codes.

The location in Mill7 where the risks are maintained is also defined in the parameter file.

By default file 111, field 22 is entered, but file 140, Compliance DNB, also is widely used for storing risk information.

Private and SFI

Whether an entity should be considered to be private is defined in *General - Legal form* (file F111, field 24). This cannot be adjusted.

SFI (Special Financial Institution) is found by settings in the parameter file. By default *Administrative - SFI Y/N* (file F125, field 19) is used*.*

1.5.12. Clients with several target entities.

Target entities of one client can be linked to each other with the group field (field 7) of file F111. The field number can be changed in the parameter file, but not the file number.

Other services

The codes for these services are entered in the parameter file, accompanied by the file and field numbers.

They are only used to find the services descriptions.

2. Service providing

Domicile sec and other trust services

Services are entered in *Services and fees* (file F117, field 7). This cannot be adjusted.

Define which codes relate to which services in the parameter file.

When only the domicile services are provided and no services like the ones mentioned at the other trust services, then these services are considered as domicile sec services.

When additional trust services, like administration, are being provided, then these will be considered as domicile plus services.

Subdivision for activity type of target entity

With the aid of the parameter file location and code for activity is determined.

Codes not found for activities will be regarded ad other.

Services for Limited partnerships (CV), **Structures with Cooperatives / Cooperative associations**, **Structures including a trust** and **Structures including a Foundation**

For all of these questions the fields 24 (company type) and 42 (country of establishment) in F111 are used. The company type is compared with the code list for each question in the parameter file. The country of establishment serves for the distinction between Dutch and foreign establishments. The country codes "NL" and blank are considered Dutch.

For the distinction between the types of services the same parameters as for Domicile sec and other trust services will be used.

Target Entities

Managers not employed by the trust office and authorized to act independently

The POWERS_INDEP_AUTH_LIST parameter is used to indicate which powers apply. The MANAGEMENT_CODE_LIST parameter is used to determine which function codes are used for managers. The managers found in F110 who are in office, but not for the trust office for which the ISI-form is being made, are counted.

Target entities acting as manager for another Dutch or foreign taget entities

Target entities acting as managers are searched for in F110. Manager are defined by the MANAGEMENT_CODE_LIST parameter. Target entities found must be in offce, but no for themselves or for the trust office for which the ISI-form is being made.

Target entities directly related to real estate

Determination of values is achieved entirely by using the parameter file.

Operational target entities by activity

Determination of values is achieved entirely by using the parameter file.

3. UBOs / Deelnemingen / Branches / PEP's

UBOs and PEPs

For UBOs no parameters are being used and for PEPs just one (PEP_DOC_CODE_LIST).

To let a person or firm qualify as a UBO he or it must be mentioned in file 136 (UBOs) and field 10 must be filled with the codes "Y" or "J".

If Person and Company field are entered, the code for the person is used to determine the country.

To let a person qualify as a PEP he needs to be a UBO for which a record exists in file 144 (Documents) with a document type listed after PEP_DOC_CODE_LIST and in which above that field 18 has been assigned the value 1 (Yes).

To be able to determine the country of a relation the country code must be entered in the address of the person or company.

If not provided the relation will be considered Dutch.

Other fixed classes

Participations (paragraph 3.5) are registered in file 126 and feeders (paragraph 3.7) in file 132.

Feeders can be persons and firms. If the country of one of them is mentioned in paragraphs 3.71 to 3.7.12 than the counter for that country will be raised with one. Field 6 of file 132 is not linked with the company table and therefore not suited for determining the country. For that reason field 25 should be used for defining the feeder company. Field 8 is suitable for persons. Country codes should comply to the two characters ISO-3166-1 norm.

4. Compliance

All answers come out of the parameter file directly.

10.3 Dashboard

Mill7 Dashboard

The Dashboard presents Graphical Management Information. Think about cash flow, historical P&L, chargeability, work in progress, compliance and in- and outflow.
All graphs are user defined. The data is provided by Mill7. If you need more types of data please contact the Millogic helpdesk.

The Dashboard is part of the Mill7 trust version. It comes with all Mill7 modules.

Using the Dashboard

The Dashboard is started from the Reports menu.
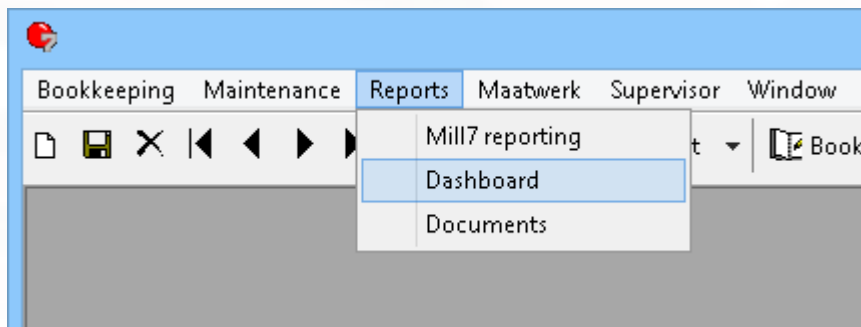
The Dashboard screen provides 5 category buttons and an Update button.

Dashboard

The Dashboard provides graphical management information in the Mill7 trust version.

All graphs are user defined. The data is provided by Mill7.

This page provides category buttons and an Update button.

Each category button opens an Excel file providing data, graphs and other reports based on settings made in the update section and in the templates. To update templates, graphs or data click the Update button.

Before using the dashboard it needs to be set up in the Update screen.

Documentation can be found in the help files (by using the F1 key).

Each category button opens an Excel file providing data, graphs and other reports based on settings made in the update section and in the templates.
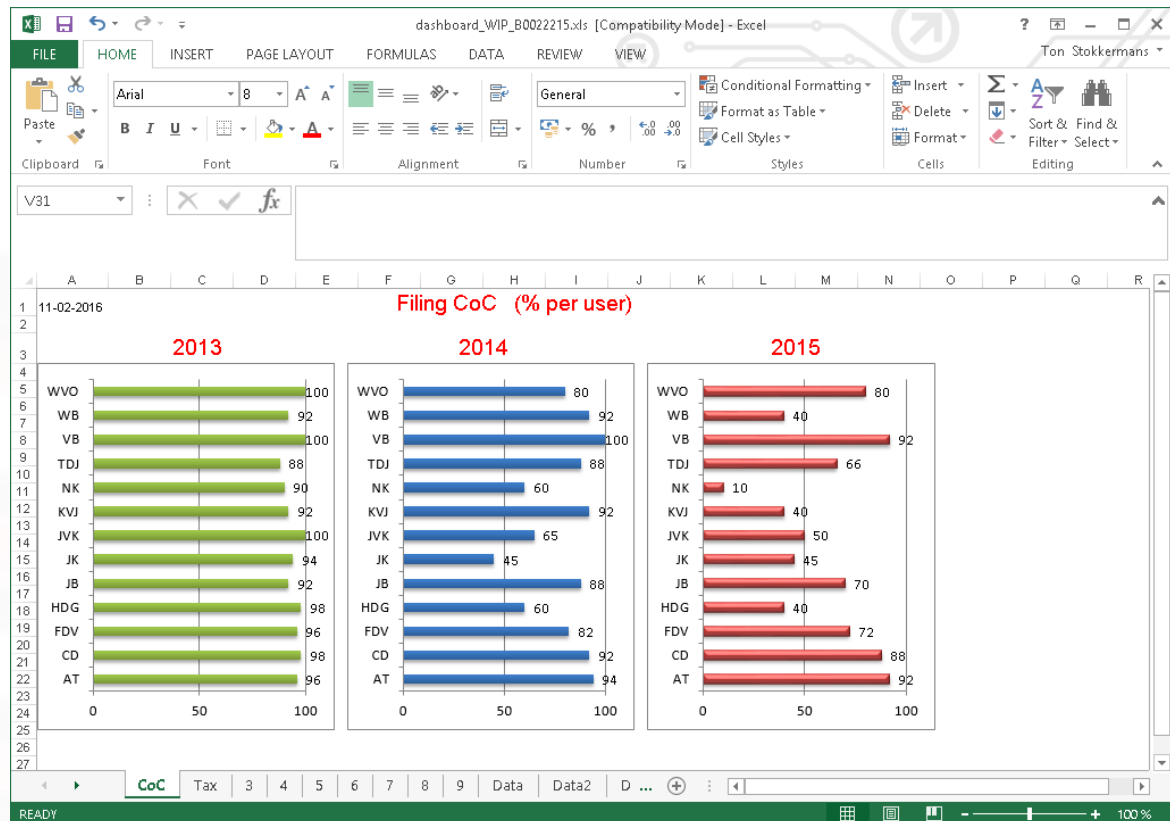
Other reports in the same category are viewed by switching tabs at the bottom. The first nine tabs can be customized to support your information needs.

Some of these tabs are already predefined by Mill7 and can be changed. The Data tabs provide the necessary data to fill the first nine tabs.

Setting the rights

To enable users to open the Dashboard, please set the right for Dashboard reports to the appropriate user groups.

10.3.1 General

Setting up the Dashboard
Before using the dashboard it needs to be set up in the Update screen.

To edit templates, maintain settings and refresh the data in the excel sheets click the *Update* button at the Dashboard screen.

The Update screen contain tabs for each category and a general tab. All tabs contain buttons for editing templates, creating demo files, closing the Update screen and an Update button to refresh data.
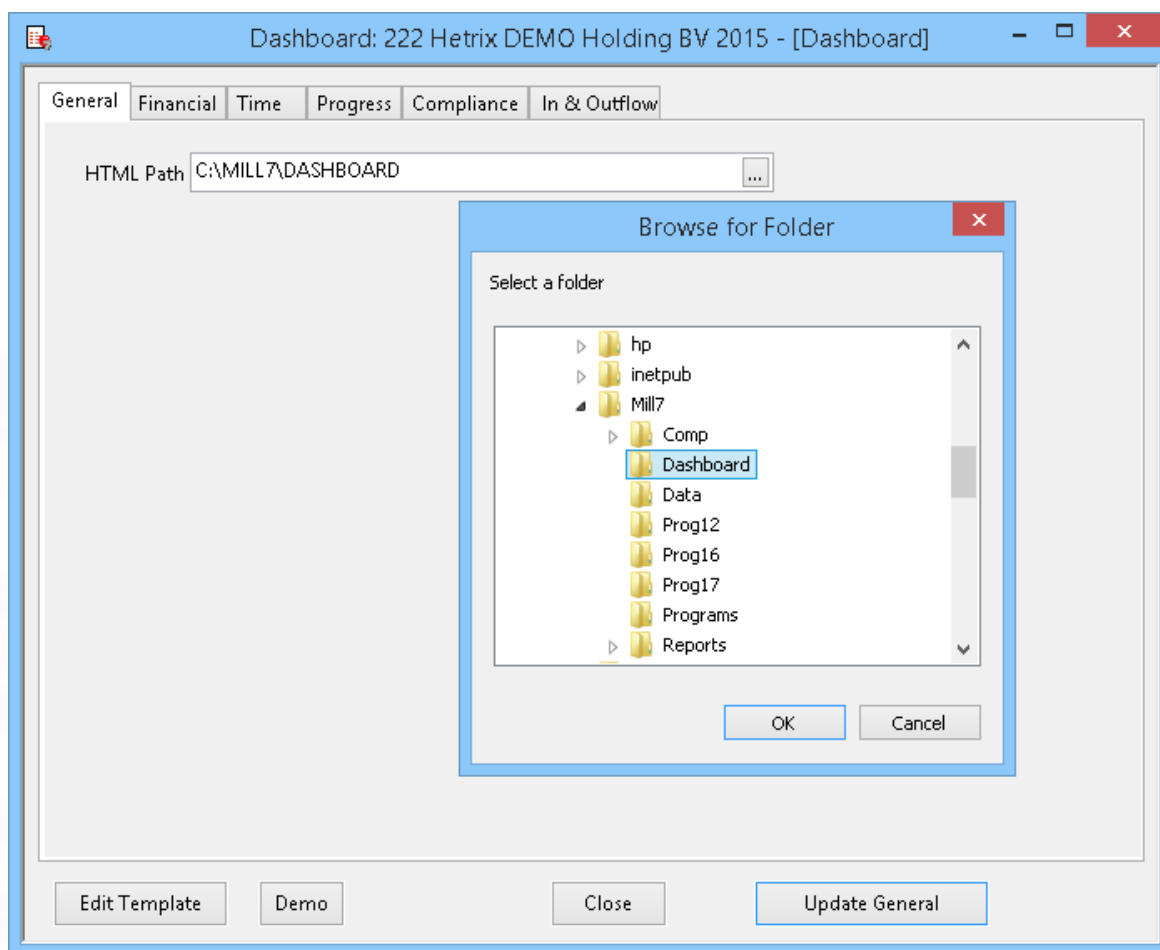
Users can configure the data to be used. This will be explained per category in the next sections.

Note
Please be aware of the fact that the configuration is shared with all users.

Edit templates
The dashboard is based on Excel templates. Mill7 fills data in the background sheets (called Data1, Data2, etc) of the template.
The user can edit the first nine sheets in the Excel template for presentations of the data.
How this is works is described in the last topic of this section.

General tab

In the General tab a path is set to a folder in which the Excel files will be stored.

To update all graphs from all categories in one go, click the *Update general* button on the General tab.

To update a specific category of graphs, choose the *update* button on the tab of that specific category.
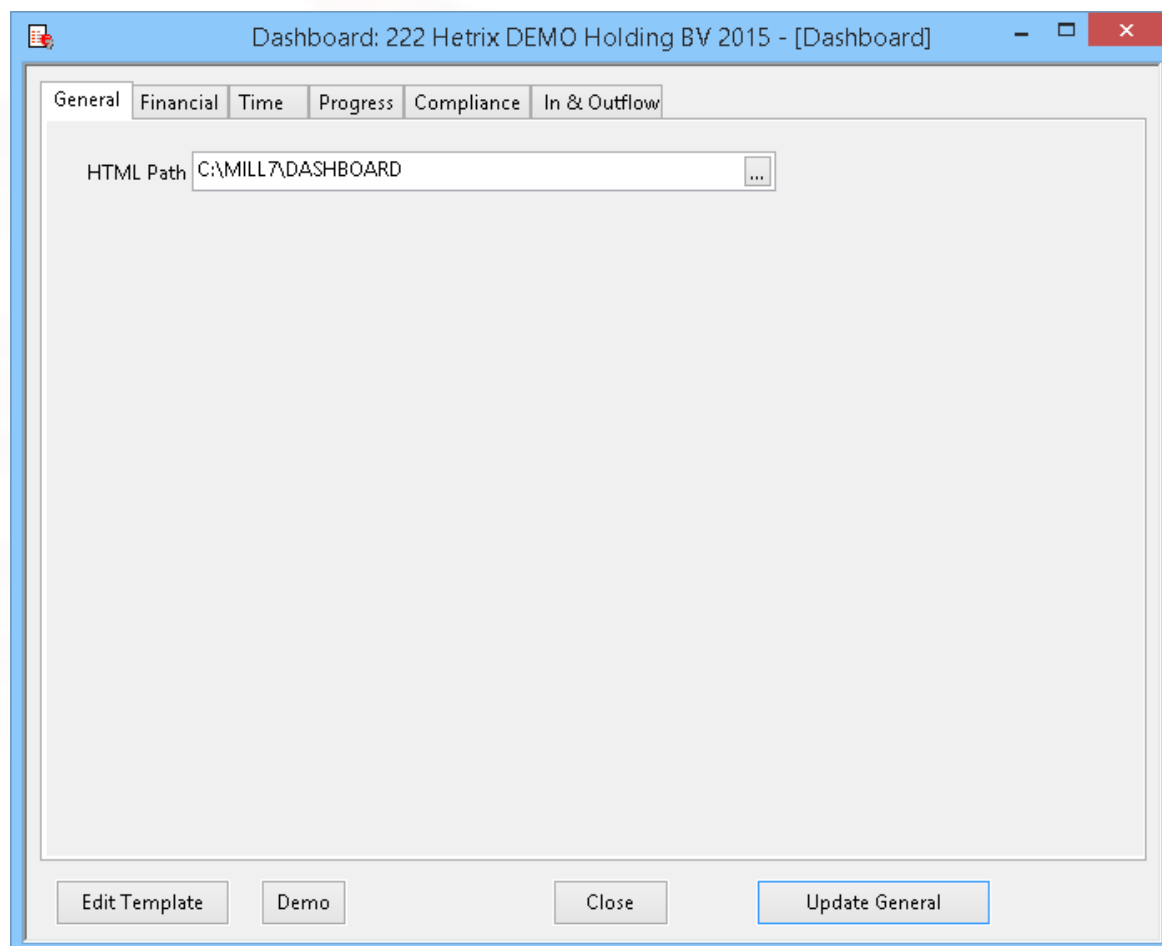
10.3.2 Financial

Up to nine formulas can be entered. Each formula has several parameters.

- The name of the formula, to be printed in the chart.
- The formula itself. This can be a range of general ledger accounts, like 4000,7999.
  The formula can contain operators like + - / * ()
  E.g.: -(8000,8999)+(5000,5999)/3200
- The years to be calculated range from 1 to 5 years, counting back from the year of the opened bookkeeping.
- The range of periods can start with 0 to include the opening balance.
- If the Incremental checkbox is ticked then the periodical totals will be incremented

After choosing the button *Update Financial* the data is extracted from Mill7 and Excel will open using the Financial template to show the data.

Graphs based on the data sheets are presented in the first nine tabs.

10.3.3 Time

To report time two years can be selected. For each year a Data tab will be updated.

For the dividing of time between chargeable and non-chargeable time a choice must be made between the default status of the activity and the status of the actual the time written. Chargeable time is time written on activities with invoice status set to "J" or time written with invoice status "J" or "F", based on the setting for the calculation of direct time.

Chargeable time can be restricted by selecting a range of debtor types.

After choosing the button *Update Time* the data is extracted from Mill7 and Excel will open using the Time template to show the data.

Non-chargeable time includes the time for Sickness and Free as set at Maintenance> Settings> Time.

10.3.4 Progress

Up to five date fields can be selected from the relation management file Bookyear Status (F135) to be updated for the last five bookyears.

The field number of a field can be found in the Relation management field properties. The function of the trust employee can be selected to do the job.

After choosing the button *Update Progress* the data is extracted from Mill7 and Excel will open using the Progress template to show the data.

When a date is filled in, the job is considered to be done.
Per trust employee a percentage is calculated. The percentage compares the number of jobs done to the number of companies where the trust employee has this function.

Example of a Progress management report.

10.3.5 Compliance

The document data is based on the Compliance Wizard. If more wizards are used combine these to one new wizard, only to be used here.
All documents used in the wizard are counted. If the number of the document includes the text N/A then the document is not applicable and not counted.

Several selections can be made. Each selection compares with a field in relation management.

Status client	File 111 field 15
Spec. agreement	File 111 field 20
UBO country	File 136 field 15
Management is not	File 110 field 5
and has powers	File 110 field 16
Bank country is not	Company country of File 112 field 5
Service	File 117 field 7
Selected service, fee from until	File 117 field 13
UBO risk	File 140 field 16
Objects	File 142 field 10

After choosing the button *Update compliance* the data is extracted from Mill7 and Excel will open using the Compliance template to show the data.
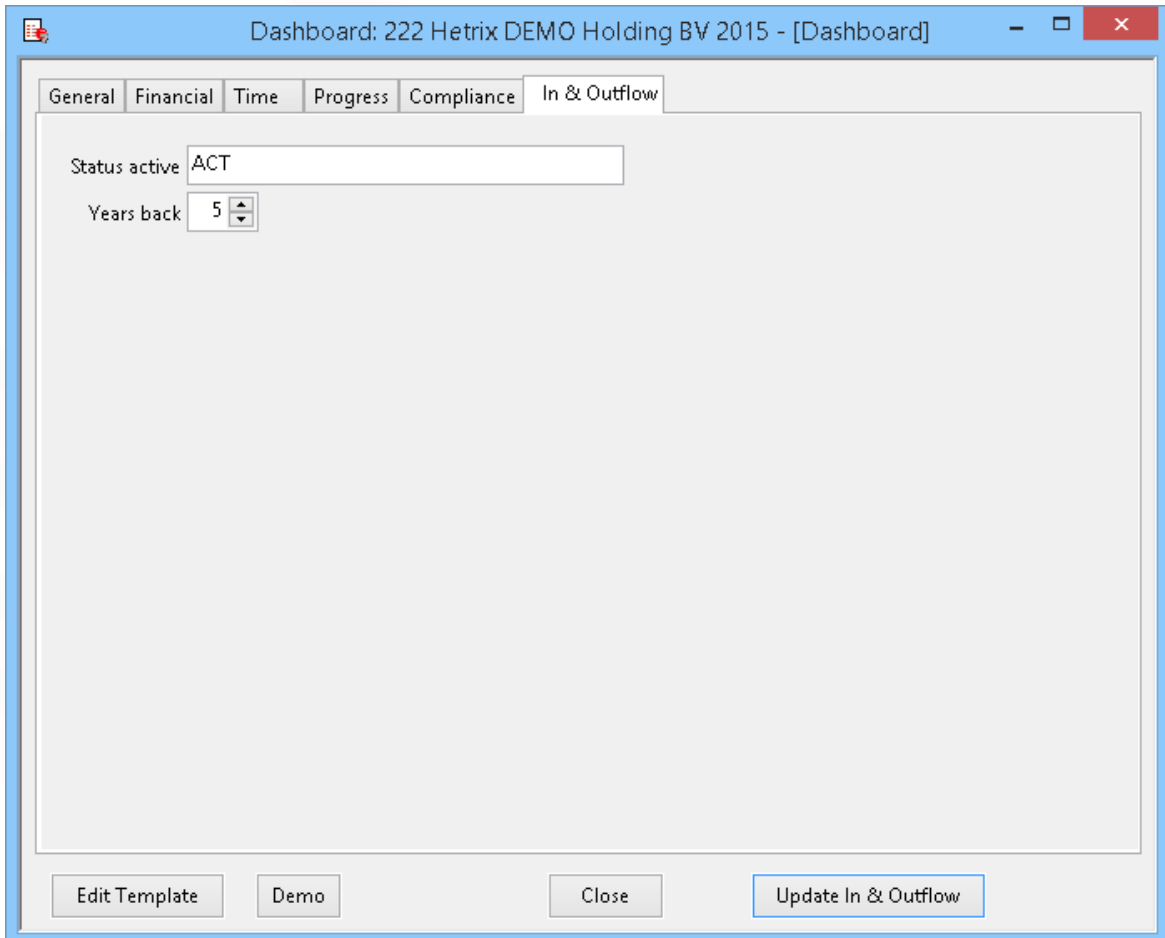
The report shows per entity for all documents an indication if the document is received or not.

10.3.6 In & Outflow

For the current year and up to four previous years the in and outflow is counted from the Relation Management file 146 (default name *Status history*).
The start date and the end date of the active status trigger the counting. Enter the code of the active status in the selection. More codes are allowed, e.g. ACT1, ACT2.

After choosing the button *Update In & Outflow* the data is extracted from Mill7 and Excel will open using the In & Outflow template to show the data.

The data sheet consists of three tables. The first one shows for each year per month the totals of clients arrived and clients left.
The table below shows the in and out flow per client per year. The small table on the right show the aggregate of clients in and out for each year.

10.3.7 Templates

The dashboard is based on Excel templates. Mill7 fills data in the background sheets (called Data1, Data2, etc) of the template.
The user can edit the first nine sheets in the Excel template for presentations of the data.

Each category has its one template. To edit a template, select the category by activating the appropriate tab, then click the *Edit Template* button.

To edit the graphs, first create a graph in one of the Data tabs, link the graph to the data.
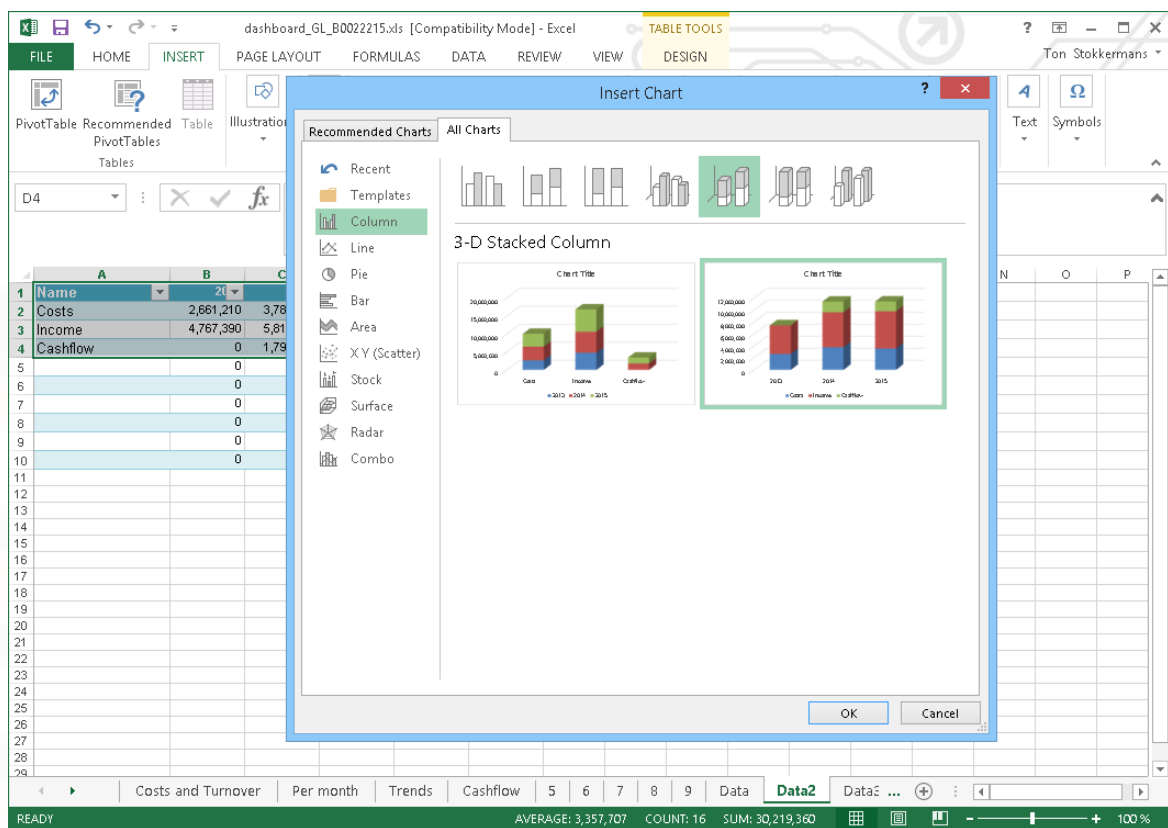
The graph will pop up as an object on the sheet.
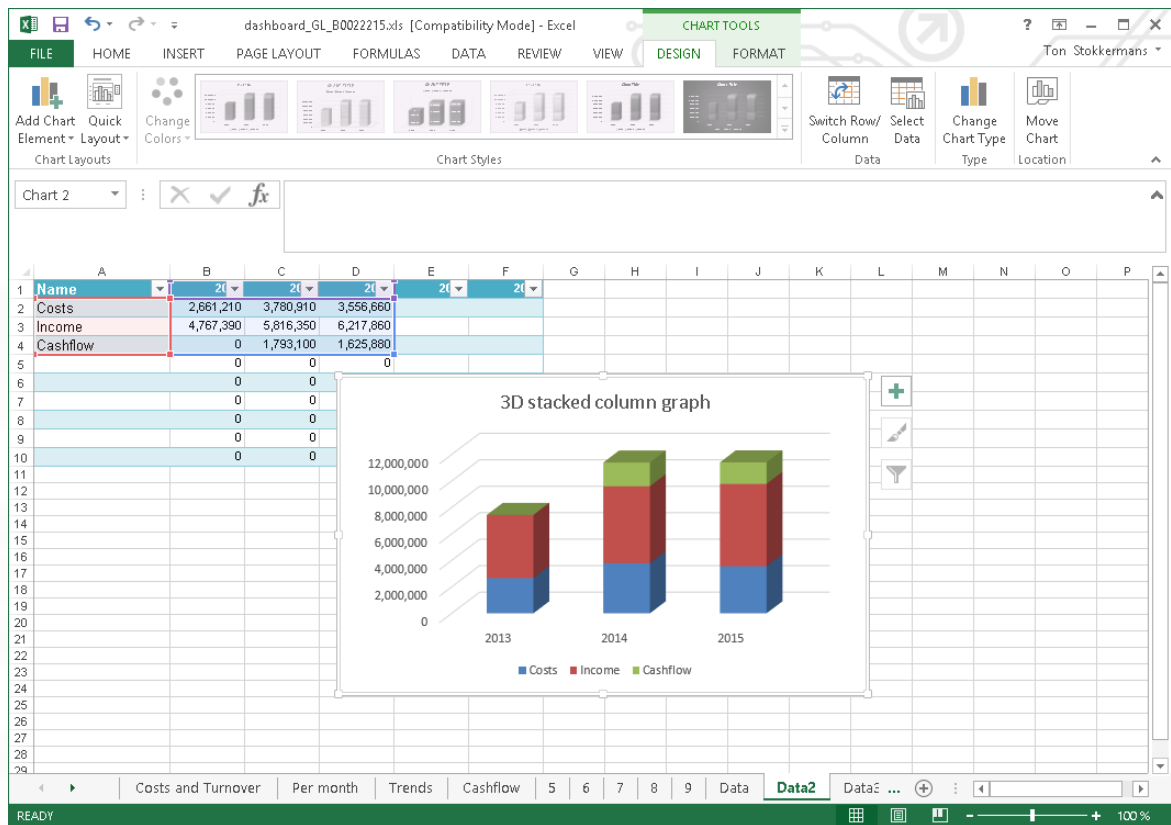
Then move the graph to one of the first nine tab pages and rename the tab page.
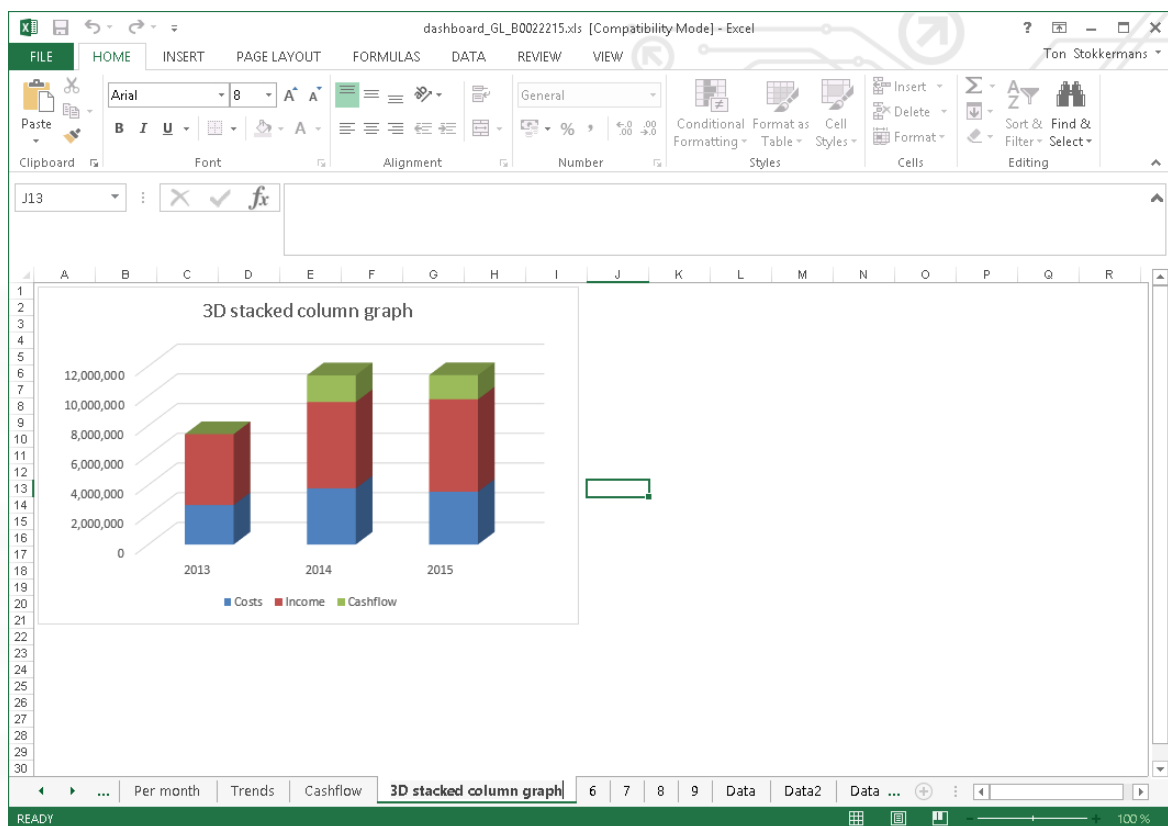
Save the Excel file as an Excel 97-2003 template (*.xlt) in the Mill7\Reports\Custom folder. File names for the template are prescribed as follows.

Financial	Dashboard_GL.xlt
Time	Dashboard_Time.xlt
Progress	Dashboard_WIP.xlt
Compliance	Dashboard_Compliance.xlt
In & Outflow	Dashboard_Flow.xlt

10.4   Letters and faxes by Word

In the Pro or Trust version, it is possible to automatically create an MS-word letter or fax from the list *persons details* or through the *Reports*-menu.

Creating Letters or faxes in Word

Mill7 uses Word templates. These templates have an extensions .dot or .dotx.
There are different ways to show Mill7 data in a Word template:

- Mill7 Insertfields

- [Bookmarks and Properties](#)

Mill7 uses a list of reserved fields which can be found in the [field list](#).
Mill7 will fill these fields when they are used in a Word template as Property, Bookmark or Mill7 Insertfield.

These fields can be used to show information of the recipient, sender and selected client.

Mill7 Insertfields
To able to use Mill7 Insertfields in a Word template, the fields from the list must be entered in a predefined way in the template.
By using the field names from the list and putting braces around it, data will be placed in the Word template by Mill7.
For example: the field ToPerson should be included in the template as {ToPerson}. Mill7 will automatically replace this field with the person selected as Recipient.

The Word template only exists of text, no properties or bookmarks are necessary. The fields that must be filled by Mill7 are put between braces.
Mill7 will only recognize fields from the field list, or variable fields from Relation Management as described below. These fields must be placed between {Repeat} {End}

Data Relation Management
In the Relation Management Module there are many Files and Fields. The names in Mill7 can be changed by the user, making these field names variable.
Therefore addressing these fields in Word is variable too.

To print the field Firm/pers on tab General of Shares you should include the field {Shares.Firm/pers} in the Word template.
Maintenance of File and field names in Mill7 can be in Dutch and English. Both can be used in the template regardless of your default language.

To be able to print a field you need read rights in Mill7. Mill7 will show an empty value when a field has no value or when there are no rights to read / print.

For example: The field Firm/pers of Shares has no value or there are no read rights. The sentence "The shares of {Shares.Firm/pers} has no voting rights" will be translated as "The shares of has no voting rights".

Important: Dots are used to connect files and fields. Avoid using dots in Mill7 file and field names, for they will cause the Insertfields not to be found in Word.

Repeating data

A more complicated example is shown below. In this situation there is more then one shareholder.

To print all data of all shareholders several parts of the text should be repeated.
This is indicated with (Repeat:Shares} at the beginning of the text and by {End} at the end of the text.

In this example the text could be:
{Repeat:Shares}Shareholder {Shares.Firm/pers} has (Shares.Number} shares of the type {Shares.Type share}.{end}
As a result 2 lines will be printed.
See also the Demo template Shares.*dot*.

Important: Relation Management fields should always be used in with a {Repeat} {End} construction.

Address information of persons and companies in Relation Management

The address information of all persons and companies used in Relation Management and linked to clients can be printed.
The name of the insert field will be part variable due to the naming of the files and fields in Mill7.
The variable name must be completed with a fixed name like:

- Address
- Place
- Postalcode
- Country
- Address_Employer
- Place_Employer
- Postalcode_Employer
- Country_Employer

Some additional fields can be printed for persons:
- Nationality
- Opening
- Attn
- Employer

An example for addressing the address of a shareholder is: {Shares:Firma/pers.Place_employer} and can be found in Shares.dot.

Important issues
- When a user has no read rights for a Mill7 field, the Insertfield will be replaced by an empty value.
- When no data is found, the Insertfield will be replaced by an empty value.
- When a field is addressed incorrect, the Insertfield will not be replaced and will appear in the document.
- An Insertfield can only be used in a header or footer when the field is also used in the body of the document.
- The fields in the supplied templates are based upon the data in our demo bookkeeping, the user must customize the template and save the changes to the Reports\Custom folder.
- When a groupname like {Repeat:Shares} is used twice in one document, only the first found group is repeated. The second group will show only one line.
- The names of the Insertfields are not case sensitive.
- When field or file names in the installation has been changed, you will have to change the templates as well.

The selection screen

Template
Choose a template for you word document.
Mill7 will analyze this documents for {Repeats} and will show them under "Repeat group on a new page".

Repeat group on a new page
When [Repeat}-sections are found, they will be visualized in this list of options.
Bij selection a group, every record found in this group will be printed on a new page.
This can be very useful for sending documents to shareholders or management of a company because a group can also be used as address in the template.

An example is:
{Repeat:Shares}
{Shares.Firma/pers.Employer}
{Shares.Firma/pers.Attn}
{Shares.Firma/pers.Address_Employer}
{Shares.Firma/pers.Postalcode_Employer} {Shares.Firma/pers.Place_employer}
{Shares.Firma/pers.Country_Employer}

{end}

Shares2.dot is an example of this. After selecting the template choose to divide the group "Shares" to be divided per page.

One document per
The documents can be generated in various numbers. In this version only one document can be generated.This will be extended in future developments.
- One complete Word document
- One document per selected group. This refers to the setting made in *"Repeat group per page"*.
- The other options speak for themselves.

Recipient
The recipient can be entered here as a fixed address for one letter.
When generating more letters the recipient can be made variable by choosing the Cover letter address or the Invoice address of the Client.
Another option is addressing Relation Management fields in the recipient address. An example can be found in Shares2.dot.

Sender
When generating more letters the sender can be made variable by choosing *Account manager with Client address* or *Account manager with Service company address*.
The sender can also be entered as a fixed value composed from a person and a firm chosen below.
The address can of course be entered as a fixed text in the template as well.

10.4.1   Field list

List of programmed fields with a fixed name.
These fields can be used to show information of the recipient, sender and selected client.

FromCompany   Information about sender (company)
FromCompanyFree1
FromCompanyFree2
FromCompanyFree3
FromCompanyFree4
FromAddress1
FromAddress2
FromAddress3
FromAddress4
FromPlace
FromPostalcode
FromVisAddress1
FromVisAddress2
FromVisAddress3
FromVisAddress4
FromVisPlace
FromVisPostalcode
FromEmail

FromFax
FromTel

FromBankName   Relation management information about sender (company)
FromBankNo
FromBankPlace
FromCocNo
FromCocPlace

FromDebCoc   Debtor information about sender (company)
FromDebFree1
FromDebFree2
FromDebFree3
FromDebFree4
FromDebFree5
FromDebFree6
FromDebFree7
FromDebVat
FromVatNo

FromPerson   Information about sender (person)
FromPersonCode
FromPersonFree1
FromPersonFree2
FromPersonFree3
FromPersonFree4

CompanyID   Information about chosen subject (client)
Subject
SubjectCompanyFree1
SubjectCompanyFree2
SubjectCompanyFree3
SubjectCompanyFree4
SubjectDebCoc
SubjectDebFree1
SubjectDebFree2
SubjectDebFree3
SubjectDebFree4
SubjectDebFree5
SubjectDebFree6
SubjectDebFree7
SubjectDebVat
TRUSTEMPLOYEE1   According to settings (trust employees 1-5)
TRUSTEMPLOYEE2
TRUSTEMPLOYEE3
TRUSTEMPLOYEE4
TRUSTEMPLOYEE5

ToCompany   Information about addressee (company)
ToAddress1

ToAddress2	Addresses 2 to 5 are filled with secondary address lines, postal code, place and country
ToAddress3	
ToAddress4	
ToAddress5	
ToCompanyFax	
ToCompanyFaxDirect	
ToCompanyFree1	
ToCompanyFree2	
ToCompanyFree3	
ToCompanyFree4	
ToDebCoc	
ToDebFree1	
ToDebFree2	
ToDebFree3	
ToDebFree4	
ToDebFree5	
ToDebFree6	
ToDebFree7	
ToDebVat	
ToPerson	Information about addressee (person)
ToPersonFree1	
ToPersonFree2	
ToPersonFree3	
ToPersonFree4	
ToVatNo	
Opening	

10.4.2 Bookmarks and properties

Bookmarks:
The template works with bookmarks. These bookmarks are replaced with data from Mill7 based on the entered selections
In the file *Letter explanation.dot* all bookmarks that can be used have been entered.
If a bookmark is to be used twice, a new bookmark must be created with the same name followed by a number which makes the total name unique.
<Fromperson> becomes <Fromperson2>.
A bookmark can only be used twice, so <Fromperson3> will not work.

Important
- A piece of text is selected and a referral to a bookmark is made in Word.
In order to fill a Word file from Mill7, the name of the bookmark is important not the selected text.

To use this driver rnwdc50.dll needs to be registered by command REGSVR32 on the workstation. This driver can be found in the root. Mill7 will try to register this automatically. Due to rights this may fail.

Word properties:
Another method is using custom document properties.
This has two advantages:
- A property can be used more than once in a document
- It is faster then using bookmarks
- MS word 2003 is required.

To use this driver dsofile.dll needs to be registered by command REGSVR32 on the workstation.
This driver can be found in the root. Mill7 will try to register this automatically. Due to rights this may fail.

Names that can be used.
All methods can be used at the same time in one template.
An example of a template can be found in the Mill7\reports directory, letter.dot.
If you want to use properties you will need to use the same names as in the field list.

Names that can be used:
The program will fill both dutch and english names, the dutch names can be found in the dutch help.
This makes it possible to use bookmarks as well as properties in one template in both dutch and english names.

10.5   Mailing

Mailings to persons can be created and started through *Bookkeeping> Relations> Mailing.*
Persons can be activated here for various mailings.

Every mailing has a number and a description.
Numbers can be added and descriptions can be changed by right clicking the number field (labeled *No.*) and selecting the option *Maintenance list.* The number of mailings that can be added is unlimited.

Persons can also be activated for mailing lists in the maintenance screen of persons and companies, tab page *Mailing*.

Reset mailing
A mailing list can be reset by clicking the button *Reset mailing*.
As a result the mailing list becomes empty. This operation cannot be reversed.

Adding persons
Persons can be added simply by marking the field in the last column or by clicking the *Add* button.
A group of persons can be added based on country or type.
Both fields are entered in the maintenance screen of persons.

Copy
The selected mailing list will be copied to a new mailing list after entering a list number and a description.
Existing mailing lists cannot be overwritten.

Selection on Service Company
The Service Company of which a person is client can be entered in the *Persons* screen, tab page *Other*.
Selection on Service Company can be used, making it possible to split a mailing into different mailings per Service Company.
This can be handy if mailings differ per Service Company. Also labels can be sorted by Service Company this way.

Send mailings
Labels, letters and e-mails can be created based on a mailing.

Labels
Five different are label formats included for A4 and Letter sized paper.
The font type and font size can be changed which can be useful for long addresses or small labels.

To test if the labels are correct first print one page on normal white paper.
Check if the text is printed correct by placing the example on top of a label sheet.
Look into the light to see if the text is printed within the labels.
If you can not see it clearly, mark the lines of the labels on a sheet with a pen.

Mailing
Letters can be created as well.
The text in such a mailing is based on a user text. The language can be set by selecting the option English.
The address of the person and the selected text will be printed in the mailing.

The margins of the mailing can be set to define the location of the address.
This can be handy when using windowed envelopes.

A mailing is based on a Crystal report. This report is distributed with Mill7 and can be found in the folder Mill7\Reports.
When a customized version of this report is present, the option *Use custom report* can be selected.
This custom version can be found in the Reports\Custom folder.

Customized versions can be created using Crystal Reports 8 or 8.5, is to be named "mailing.rpt" and must be saved in the Reports\custom folder. If you prefer Millogic can make a custom report for you.

E-mail
For more information on the format of the attachment read the E-mail topic.

In your E-mail client always switch off the option to send messages immediately.
E-mails will be placed in your outbox making it possible to check, adjust or delete them if necessary.
This makes it possible to restart a mailing without the worry of sending the message more than once unintentionally.

- Send E-mail per address
E-mails can be sent to each person individually, making it possible to add a personal opening.
The *opening* entered in the maintenance of the person will be used to address the person in the e-mail message.

The following three methods of sending e-mails are available:

1. SMTP (an SMTP server is required, see <u>SMTP settings</u>)
   E-mails will be sent directly without interference by the user. A message will be presented with the option to cancel the process.
2. Use local E-mail client
   Each E-mail will be shown on the screen en must be send by the user himself.
3. Use local E-mail client and send immediately
   E-mails will be sent directly without interference by the user. A message will be presented with the option to cancel the process. A security message from Outlook probably forces the user to confirm every E-mail. This security message can be disabled in the <u>settings</u>.

- Send E-mail using local client (BCC)
All persons can be added to the BCC of an E-mail. A personal opening will not be possible this way. It reduces the number of E-mails that has to be sent dramatically. Recipients will not see the other receivers of the E-mail (BCC).
In order to be able to send e-mails your E-mailing environment may require an E-mail address to be entered in the TO-field of each e-mail message. For that purpose you can fill in the field *E-mail address To* and *E-mail name To*.
E-mails made with the BCC option activated will always be sent via the E-mail client, not via SMTP.

With mass mailing the number of addresses in one message can be maximized (up to 99). When the number of addresses that a selection produces exceeds the maximum more messages will be made, each with the number of addresses that corresponds with the maximum, until no more addresses remain. With 36 addresses and a maximum set to 10 four messages will be made, three with 10 addresses and one with 6 addresses.

- Contents
Other options are attaching a file to the e-mail, entering a subject and choosing a user text which will be used in the body of the e-mail.

TIP
When the attachment is in HTML format and no user text is selected, the attachment will be displayed in the body of the e-mail.
This will not work with all e-mail clients because it is not officially supported in e-mail clients but merely a side effect when using HTML.

10.6   File list

Files Accounting	Name	Nr	Folder
Assets	Activa	244	comp
Balance codes	Balcd	20	data
Budget keys	Bud	9	comp
Changes log	Mutlog	17	comp
Payment proposal	Clieop03	35	comp
Consolidated bookkeepings	Consadm	7	comp
Consolidated saldi	Conssald	8	comp
Cost centre totals	Kpltot	39	(Main) comp
Cost centres	Kpl	37	(Main) comp
Cost types	Kst	38	(Main) comp

Creditors	Cre	4	(Main) comp
Currency	Val	22	data
Currency rates	Valkoers	23	data
Daybook totals	Dagbtot	13	comp
Daybooks	Dagb	10	comp
Debtors	Deb	2	(Main) comp
Diagrams	Schemas	98	(Main) comp
General ledger accounts	Grb	11	comp
Intercompany relations	Rekcour	6	data
Journals	Mut	12	comp
Mutdef	Mutdef	14	comp
Outstanding invoices	Op	15	(Main) comp
Payment conditions	Betcon	28	(Main) comp
Reconsil	Reconsil	18	data
Reconset	Reconset	19	data
Totals accounts	Rektot	16	comp
User texts	Gebtekst	34	comp
VAT	Btw	3	comp

Files General	**Name**	**Nr**	**Folder**
Agenda	Agenda	243	data
Bookkeeping information	Adm	1	comp
Documents	Doc	242	(main) comp
Events	Actie	32	(Main) comp
Events details	Actieoms	33	(Main) comp
Firms	Firmas	92	(Main) comp
Logging	Log	205	data
Persons	Personen	91	(Main) comp
Tables	Codetype	253	(Main) comp
Tables codes	Codemast	254	(Main) comp
Tables central	Codecent	206	data

Files Time & Billing	**Name**	**Nr**	**Folder**
Activities	Bewerk	73	(Main) comp
Articles	F30	30	(Main) comp
Articles texts	F31	31	(Main) comp
Cases / projects	Zaken	70	(Main) comp
Client disc./standard fees	Feedef	55	(Main) comp
Invoices	F53	53	(Main) comp
Invoices lines	F54	54	(Main) comp
Rates	Tarief	72	(Main) comp
Time	F71	71	(Main) comp
Time totals	F77	77	(Main) comp

Files Relation Management	**Name**	**Nr**	**Folder**
Activities	F124	124	(Main) comp
Administrative	F125	125	(Main) comp
Advisors	F114	114	(Main) comp
Archive	F145	145	(Main) comp
Assesments	F123	123	(Main) comp
Bank accounts	F112	112	(Main) comp
Bank Qualifications	F113	113	(Main) comp
Capital and shares	F120	120	(Main) comp

Cash	F119	119	(Main) comp
Changes relation management	Relmut	42	(Main) comp
CoC inscriptions	F128	128	(Main) comp
Common law trust	F118	118	(Main) comp
Compliance	F140	140	(Main) comp
Compliance reviews	F141	141	(Main) comp
Company general	F111	111	(Main) comp
Contract partners (clients)	F136	136	(Main) comp
Debentures	F133	133	(Main) comp
Documents/contracts	F144	144	(Main) comp
Documents per persons	F95	95	(Main) comp
Empty	F137	137	(Main) comp
Firms and Persons	F90	90	(Main) comp
Fiscal	F127	127	(Main) comp
Liquidate data	F129	129	(Main) comp
Liquidations	F130	130	(Main) comp
Loans	F131	131	(Main) comp
Mailing	Mailing	239	(Main) comp
Management	F110	110	(Main) comp
Market information	F132	132	(Main) comp
Meetings	F122	122	(Main) comp
Memos	Memo	240	(Main) comp
More addresses	F93	93	(Main) comp
More persons	F94	94	(Main) comp
Non compliance documents	F147	147	(Main) comp
Other relations	F115	115	(Main) comp
Participations	F126	126	(Main) comp
Relation management settings fields	Layout	26	(Main) comp
Relation management settings files	Bestand	27	(Main) comp
RelCopy	Relcopy	43	(Main) comp
Rulings	F143	143	(Main) comp
Services & Fees	F117	117	(Main) comp
Shareholders	F121	121	(Main) comp
Statuary changes	F142	142	(Main) comp
Status fiscal years	F135	135	(Main) comp
Status history	F146	146	(Main) comp
Trust employees	F116	116	(Main) comp

Files porfolio	**Name**	**Nr**	**Folder**
Prices of stock	Effkoers	303	data
Stock	Efftype	305	data
Stock conversion codes	Effconv	306	data
Stock coupon data	Effcoup	307	data
Stock in posession	Effvoorr	304	data
Transactions	Effmut	301	comp
Transactions details	Effregel	302	comp

Files Supervisor	**Name**	**Nr**	**Folder**
List of bookkeepings	Admlist	63	data
Report definitions	Rapport	97	data
Rights	Rechten	62	data
System	Systeem	99	data
Translations	Teksten	103	Mill7

Users	Gebruik	60	data

10.7 Custom made reports

If you have Crystal 8, you can make custom-made reports or edit existing reports.

Caution: when new versions appear, your custom-made reports may no longer work, you need to revise the reports yourself.

To be able to make custom-made reports, you are strongly recommended to follow a follow-up course. Not only do you need to become acquainted with Crystal 8, you also need to get to know the used files and their interrelation. You can of course pick this up from the default reports. With the browse function, you can view the contents of the field.

Millogic files its standard reports in the Reports directory. During updates, these are overwritten. To prevent your custom-made changes being lost, you need to place your changed version in the .. \Reports\Custom directory. If a standard report is found in the custom directory, it is used.

As in a custom-made report the location of the files usually refers to the data directory, the print preview will probably not display any records. Therefore, start up the report via Mill7, the files are then opened in the correct (bookkeeping) directory.

Custom-made reports can be started up from the Custom-Made menus or from the Wizards.

If you make reports per firm, per person, per user, per debtor or per creditor, the custom-made reports are speeded up considerably. Suppose you want to report documents per firm: sort on firm.Code and call the report "Documents per firm". Without delay, the report appears for the firm last used in Mill7. If you incorporate "per person" (or "per debtor" or "per creditor" or "per user") in the title, a selection is made on person (or debtor, or creditor).

To allow the user to enter selections when the report is started up, a parameter field needs to be incorporated. Place the parameter field in the Selection Formula.

10.8 E-mail

E-mail is integrated in several ways.

- Sending e-mails using the *local e-mail client*.
- Sending e-mails by *SMTP*.

SMTP and Outlook settings are maintained at *Maintenance > Settings > E-mail*.

E-mail can be used in procedures like invoicing, reminders and mailing, with the option of using the SMTP protocol.
SMTP allows for E-mails to be sent automatically to the recipients without intervention of the E-mail software installed on the workstation.

For invoices and reminders the *Use SMTP server* option must be activated. For mailing SMTP can be activated at the mailing screen itself.

Invoices as attachment
Invoices can be as attachment in the e-mail.
In the settings, invoicing - e-mail, you have the possibilities to send the e-mail to:
1. E-mail address of the person mentioned in the cover letter address of the debtor.
2. To the person in the cover letter address and the account manager.
3. Only to the account manager.
4. Persons in RM file: Other relations. This option is only available in the Trust Version with the Relation Management module.

1. Sending e-mail by a local client
There are several e-mail programs that can be used to send e-mails.
These programs will all check if another program is trying to send e-mails with their software.

Microsoft Outlook will generate a question which has to be answered by the user before the e-mail will be send.
The security option can be deactivated at *Maintenance > Settings > E-mail*.

Microsoft Outlook Express will check this also by default but the check can be deactivated in the Outlook express menu Tools> Options> Security.

It is also recommended to deactivate the option "Send messages immediately".
The e-mails generated in Mill7 will be placed in the Outbox of Outlook express.
Only after pressing Send/Receive in Outlook express the e-mails will be send.
This makes it possible to check the e-mails afterwards and if necessary to delete them.

2. Sending e-mail by SMTP
Invoices can be sent by SMTP.
This can be activated in the settings where the SMTP specifics can be entered like the SMTP server.
The E-mail will be sent directly, Undeliverable E-mails will be sent to the e-mail address in the settings.

When the SMTP server address is kept empty, the e-mail will be send by automatic DNS lookup.
However adding more recipients to one mail with different domain names like George@Hotmail.com and Dina@Gmail.com is impossible.

The simplest way is to install SMTP services that come with IIS on windows server.
The server address must be entered in the settings with the user and password if applicable.
By default port 25 will be used.

The server itself must be setup so that workstations are allowed to use the SMTP server.
For example to add a list of IP addresses to SMTP server that have access.

E-mail attachments

Export format attachment

The default type of e-mail document that will be attached to the e-mail, can be set in the settings on tabpage relations.
Different export formats can be selected: DOC (Word), RTF (RichTextFormat) en PDF (Adobe Portable Document).

The required drivers for using the RTF and PDF format have to be registered in the registry of the workstation.
This can be done by pressing the button *Register export drivers* in the settings -> *Relations.*

Should errors occur check if the following files exist in the Mill7 installation folder:
- Exportmodeller
- Crtslv.dll

If these files are not there a zip file is available at our internet site with all required drivers.
Unzip this file to the Mill7 installation folder. Check if the above-mentioned files do exist after this.

When the files are installed press the button *Register export drivers* in the settings -> *Relations* again.
If registration still fails some OS-drivers needed for this functionality are out of date or missing.
This can only be solved by installing Crystal Reports.

All this is only necessary to export to RTF or PDF and must be performed on every workstation that requires this functionality.

Using Win2pdf for invoicing
Invoice attachments can also be created by using a Win2pdf printer driver.
Win2pdf can be a solution when the standard export to PDF does not export your company logo in the desired quality.

How to use
The driver must be installed on the workstation and be set to "Default printer".
This export can not be used during the actual invoice process, so the e-mails have to be sent afterwards.
By setting the number of copies to zero during invoicing, only the invoices and journals are created.
Afterwards the invoices can be printed to file. Printing to file gives the option "Print to Win2pdf and e-mail".

11   Supervisor utilities

In this chapter the functions form the Supervisor menu are described.

11.1 Book

11.1.1 Recalculate bookkeeping totals

This function can be used to check the integrity of the bookkeeping totals.
By starting up this screen Mill7 will check the totals saved in the system by comparing them to the original journal entries made by the user.

The function can be started via menu Supervisor> Book> Recalculate bookkeeping totals or by using the button at the Trial balance screen.

First some tests are done and the totals will be shown on the screen.
During this test issues that cause a difference will be solved and reported immediately.
When after this test the totals match, a message appears: "*Totals OK*".
If a difference exist, the message *"Execute recalc bookkeeping totals"* appears on the screen.

See also the help topic *Accounting> Check bookkeeping*.

Revaluation deb. and cred.
When an amount appears in the fields revaluation deb. or cred. it means that invoices are found paid in foreign currency but with a balance in the bookkeeping currency due to rate differences.
It is important to book this revaluation because during prolongation all invoices paid will not be transferred to the opening balance.
Revaluations existing in paid invoices will be transferred from the general ledger debtors or creditors to the general ledger account for retained earnings entered in the settings.

<Recalculate totals>
Based on the journals entries made by the users, all totals, automatic journals and outstanding invoices will be rebuild.

Depending on the size of the bookkeeping, this function may take some time.

<Integrity check>
This function will check the settings in the bookkeeping and will report errors in these settings like general ledger accounts without a balance code or incorrect balance code.
Errors made in the settings can lead to differences in the balance sheet.
This button can be user for a quick scan through the database.

11.1.2   Increase chart of accounts

The size of the chart of account is entered in diagrams.
The diagram of the general ledger determines the current number of positions of the chart of account. If the diagram of the general ledger is set from 1 until 9999 then the current number of positions is four (4).

In the *Supervisor* menu, submenu *Book* the chart of account can be increased.

The current number of positions is indicated automatically. At field **New number of positions** the size of the new chart of account can be entered. The maximum number of positions is seven (7). Depending on the new number of positions an extra zero is placed behind the account number.

For example:
- The current number of positions is 4
- The new number of positions is 6

Account number 1201 becomes 120100
Debtor number 10001 becomes 1000100
Creditor number 50001 becomes 5000100

11.1.3   Fill default cost centre in journals

The function *Fill default cost centre in journals* can be started from the *Supervisor menu> Accounting*.

In journals with a general ledger where the cost type is set, the cost centre will be filled with the default cost centre set for the cost type.

In debtor and creditor daybooks the cost centres in the journals for the opposite accounts will be filled, according to the default cost centre set at the debtors and creditors concerned, provided that the opposite account is a cost type account.

Extra options:
Overwrite current cost centre
Cost centres that are present in the journals will not be overwritten unless this option is checked.

Remove cost centre for GL accounts with no cost type
Cost centres that are present in the journals will be removed if the general ledger account has no cost type assigned to it.

WARNING: Please beware of the fact that this function does not take into account the specific cost centre settings of assets. These cost centres will be overwritten by the defaults set for the general ledger, the debtor or the creditor. Asset specific cost centres will be lost.

11.1.4 Change bookkeeping currency

The currency of a bookkeeping can be changed to another currency.
Be advised to first create a new empty bookkeeping.

Copy data
Using the option copy data you are able to copy all the data from an existing bookkeeping if you have sufficient rights.
The current data in the bookkeeping is overwritten.

New Currency
By filling in a new currency for the bookkeeping the currency of the bookkeeping can be changed.
This can be done against daily rates or a single rate.

If the currency of the bookkeeping has been changed daybook differences will occur because the rates can differ on different data.
These differences are being booked on the general ledger that is linked to the daybook.

In case the currency of a bank daybook is equal to the new currency, then the bookkeeping values are not calculated again but are copied directly from the bank as bookkeeping value.
This also counts for foreign currency that is filled in using the CTRL-K function (Different currency). In case the user has filled in a value there in the currency that is equal to the new currency, then this value is being used as bookkeeping value and is not recalculated.

Revaluations are removed when the bookkeeping currency is changed.

11.1.5 Recalculate Periods

The function '*Recalculate periods*' checks and corrects the periods in the daybooks and journals.

The function can be started by menu *Supervisor> Book> Recalculate periods.*

By entering a different bookyear from and until the bookyear period will be adjusted.
The actual bookyear period is saved in the settings.

<Recalculate> opens a pop up screen.
With <Yes> the bookyear period in the settings is adjusted and the period in daybook pages and journals are checked and corrected where necessary.

With <No> only the bookyear period is adjusted.

11.1.6 Rename VAT codes

This function can be started from menu Supervisor> Book> Rename VAT codes.

The function can be used to rename a VAT code that is used in general ledgers, debtors, creditors and articles.

In case it is started from a service company then the new VAT code must be present in all service companies.

11.1.7 Change payment method creditors

With this function one payment method can changed into an other one for all creditors with a specific payment method. For example when Clieop03 is changed to SEPA, all creditors with the payment method Cieop03 are set to SEPA.

11.2 Custom-made menu

The custom made menu can be used to run custom made programs, reports and wizards.
This menu can be edited using the menu *Supervisor > Adjust custom menu*.
Changes to the menu will take effect immediately when the file is saved.

An example of the content:

```
Trust
Submenu1,Wizards
        Make prospect,Make prospect.wzr
end_submenu1
submenu2,Synchronization
        Edit this menu,Notepad.exe Menu
        submenu3,Custom-made reports,#2#3#
            Acceptation report,Accept.rpt
        end_submenu3
end_submenu2
Submenu4,Reports and queries
        Outstanding invoices reminder,Outstanding invoices reminder.rap
        Advisors,Advisors.qry
end_submenu4
```

Submenu
By using a submenu users can categorize custom items (custom made programs, reports and wizards). These can be defined as often as needed and can also be defined within another submenu.
To define a submenu start with the word "Submenu", followed by a comma and the name of the menu. The line "End_submenu" is used to define the closure of a menu.

Extra notes regarding this chapter:

– Adding a number to the word submenu isn't mandatory but can be useful for the overview of the menu.
– For each submenu it is also possible to define the group(s) that have permission to that menu, for more information see the "Rights" chapter.

Menu item

To define a menu item start with the name, followed by a comma and the filename (and where appropriate the parameter).
A name must be unique. When a name exists more than once in the menu file than the first occurrence will be executed, even if another object with that name is selected.

The location of the different file types:
– Reports (.rap files) are found in the **Reports\custom** folder.
– Queries (.qry files) are found in the **Reports\custom** folder. Queries saved in a subfolder cannot be started from the custom menu. The path to the query reports can be set in the settings.
– Custom programs of Millogic (.exe files) are found in the **Prog12, Prog16, Prog17 or Prog19** folder.
– Wizards (.wzr files) are listed in the **Data** folder.

Rights

Access to the first 10 items (submenu and custom items) in the Custom menu can be set per group using: *Supervisor > Users > Rights > type : Menu access.*

When defining a submenu you can also allocate the groups that should have access to that menu.
If no groups are defined the menu is accessible to all.
To allocate groups to a submenu add a comma after the name of the submenu followed by the group number between hashes.

In case you allocate groups to a submenu that is one of the first 10 items in the custom menu the rights in the regular right system will overrule the rights in the menu script.

Standard options for the Custom menu:

– Dashboard Relian

To be able to start the dashboard for Relian, a line must be entered to the custom menu: Transfer to Relian, maatwerk.exe /RELIAN.
User and password for Relian must be set in the settings in order to work with the dashboard and must be set per bookkeeping or group of Service companies.
When Relian is activated in Mill7 it is possible to transfer all relations to Relian.

In case of data transfer from Client bookkeepings add the following option to the custom menu:
Transfer Client data to Relian, Maatwerk.exe /RELIAN_CLIENT.

– Create status bookyear

It is possible to generate records for the file Bookyear status for every client in the main bookkeeping.To start this software use Maatwerk.exe /B

– Mill7 functionalities

Some Mill7 screens can be started from the custom menu as well. This is added to be able to take away the rights for a complete Mill7 menu like the Supervisor menu but grant access to one or more screens by the custom menu.
Options are:

– TIMESTATUS.PRC to change the time status.
– DELETEBOOK.PRC to delete a bookkeeping.
– SETBOOKDATE.PRC to change the start end ending date of a bookkeeping
– RECALCBOOK.PRC to recalculate bookkeeping totals
– CONVCURBOOK.PRC to convert the bookkeeping currency.
– BALCDOLD.PRC to start the old maintenance screen of balance codes.

– **Mill7 reports and queries**
Mill7 reports and queries created in the Report tool can be accessed by the custom menu as well.
There are some restrictions to this.
A report (.rap) must be a custom report based on a standard report and the notation must be the name of the report followed by .rap. Standard reports in the Tool supplied by Millogic can not be started through the custom menu.
For a query only the queries found in the main folder of the queries can be started. The name of the query including the extension .qry must be entered in the custom menu. Queries in sub folders are not supported.

11.3   Deleting a bookkeeping

This function can be started by the *Supervisor menu> Delete bookkeeping.*

With this function, a bookkeeping can be deleted. To do so sufficient rights are needed.

Deleting a bookkeeping is definitive and cannot be reversed unless a backup is present.

A bookkeeping can not be deleted when:
– Users are active in this bookkeeping, Mill7 will show a message with usernames active in the bookkeeping.
– Sub folders exist in the B-folder of the bookkeeping, Mill7 will show the message 'Bookkeeping is not deleted'.
– The message 'Bookkeeping is not deleted' will appear when one or more files are in use by any process or program.
Mill7 cannot detect this process but will be unable to delete the file.

11.4   Extend licence

Mill7 installations works with a License Name and Code.
This code determines which Mill7 modules you are able to use and for how many users

License Code
The first time when you are installing Mill7 you will get a license code from the Millogic helpdesk or administrator.
During the installation procedure Mill7 will ask you to fill in this code.

Every year before March you will have to renew your license code.
The license code can be refreshed 3 - 4 workdays after we have received the annual payment.

You can renew your license from the *supervisor menu > Extend License > Online registration > Refresh your license information*. No code needs to be entered because the system will automatically refresh the code.

Extend User licenses
Only available in the Trust version of Mill7.

Through the menu *Supervisor> Extend License> Online registration> Change the number of user licenses* it is possible to increase the number of users per module.
For example when you already have 15 users for Time and Invoicing and you want to increase this with 2, set the number to 17.
After choosing <*Register*> the new user licenses can be used instantly. Mill7 will send an e-mail to the MillogicAdministrator so the extension can be invoiced. You will receive an invoice within 3 workdays.

This function cannot be used
- to decrease user numbers
- to achieve new modules
- to end the use of a module / Mill7

For unsubscribing Mill7 or decreasing the number of users you will have to send an e-mail to info@Millogic.nl at least 3 months before the end of the calendar year.

To extend Mill7 modules you can send your request by e-mail to info@Millogic.nl.

Update license name
Please contact Millogic if you want your license name to be changed.

11.5   Logging

Mill7 has several loggings:

- System logging
- General logging
- Relation management logging
- Journal logging

System logging
System errors like errors in database files or locking are written in the Mill7\Programs folder to file error.log

General logging
This logging is opened through menu Supervisor> Logging and can be printed by the Mill7 reporting tool using the report General> Logging.

Different type of activities and errors are logged in Mill7:

- 900: Update database
- 901: Re-indexing
- 902: Recalculating a bookkeeping
- 903: Recalculating portfolio
- 904: Renumbering general ledgers
- 905: Creating new bookkeepings / new bookyear
- 906: Changing the currency of the bookkeeping
- 907: Copying opening balance
- 908: Recalculate daybook accounts
- 909: Consolidate
- 910: Deleting bookkeepings
- 911: Re-indexing errors
- 920: Changing time status debtor
- 921: Changing the date of approval of a user
- 922: Time reset
- 923: Setting for journal logging changed
- 924: Setting for relation management logging changed
- 925: Transfer data to Relian
- 926: New user added
- 927: Rights group of user changed
- 928: General right changed
- 929: Access right bookkeeping changed
- 930: User log on
- 931: Version logging
- 932: Reading bank statements
- 940: Currency rate confirmed (obsolete)
- 941: Cleanup relations
- 950: Report scheduler, log file folder setting not found
- 951: Report scheduler, log file folder not found
- 952: Report scheduler, log file could not be written
- 999: General errors occurring in Mill7

The error or procedure, the user, date and time, bookkeeping and bookyear are mentioned in the survey.

Code
All procedures and errors have a number. By entering the number in this field, only records with this number will be shown.

Cleanup logging
This logfile can grow to a large number of records.
The reindex procedure will decrease the logfile to smaller proportions when the number of records in the logfile exceeds 200.000 records.
A dump will be made to a file in the Mill7\data folder with the name "log_exp" followed by the date and extension CSV.
The last 10.000 records will remain in the file.

Relation management logging
All changes in Relation management, Firms, Persons, Debtors and Creditors can be logged.
For this the setting "*Log changes in Relation management*" must be activated.
All changes can be viewed by the report "*Relation management changes*" in the Mill7 reporting tool section Relation management.

Changes can also be viewed per field on the screen by pressing the right mouse button and choose History.

Journal logging
Changes to journals can be logged per bookkeeping by activating the setting "Log journal changes".
All changes can be viewed in the Financial report "Journal log" in the Mill7 reporting tool.

11.6 Relation management settings

Enter topic text here.

11.6.1 Relation management, files

The module Relation management is integrated in the Relations screen.
In the '*Relation management*' tab a custom made database can be maintained with 35 files.
The default report *General> Relation management fields* gives an overview of all existing files and fields.
The use of the files and fields and the layout of the tabpages can be set to your preferences.

For each file tabpage rights for reading, writing and deleting can be granted to a user group.
Files and tabpages for which no rights have been granted are not shown on the screen.

By using the function *Supervisor> Relation management settings> Files* labels of files and tabpages can be changed.

Per tab two columns with fields can be displayed.
The position and the length of the columns can be set here.

1 Unique record per relation
When this option is checked only one record per relation for this file can be created.

Sort descending / Sorting
A file can have one or more key fields. These are displayed in the information box *Sorting.*
If the option '*Sort descending*' is checked the records will be shown in descending order by the key fields in the screen.

Report changes
Mill7 can keep the change status of relation management fields. This may be useful for reporting of changed clients to the Dutch National Bank (DNB).
The status field in which the change status is checked is F90.wijz_cont (0 = not changed, 1 = changed).
This field can be used for custom made reports like Changed clients.

Reset file and fields
This button restores the settings of the file and the fields to the Mill7 defaults.

11.6.2 Relation management, fields

The module Relation management is integrated in the Relations screen.
In the '*Relation management*' tab a custom made database can be maintained with 35 files.
The default report *General> Relation management fields* gives an overview of all existing files and fields.
The use of the files and fields and the layout of the tabpages can be set to your preferences.

Settings of the fields in the list and entry fields can be changed with the function *Supervisor> Relation management> Fields.*

At the *Relation* screen fields can be shown in the record list as well at a tabpage.

List
To show a field in the record list, the order, titles and length of the fields have to be set here.

Tabpage
Here the titles of the field at the tabpage can be entered.
A field can be connected to a table. In that case a default value can be set.
When a new record has been created the field will automatically be filled with this default value.

Other tab
Read Only
When this is option is checked the field cannot be changed.

Required
With the option '*Colors required fields relation management*' in *Settings*> *Relations* a color can be set to signal if a required field is entered or not.

Report changes
Mill7 can keep the change status of relation management fields. This may be useful for reporting of changed clients to the Dutch National Bank (DNB).
The status field in which the change status is checked is F90.wijz_cont (0 = not changed, 1 = changed).
The change status cannot be set for fields which are not entered by using relation management.
(Also because, for example, the name and address of an advisor is related to many clients).
This field can be used for custom made reports like Changed clients.

Maintain table without rights
There is a right to restrict users from adding table entries. However some fields can be excluded from that right by selecting this option.
This option will exclude those fields from the right and allow users to add new table entries.

Tabpage / Column / Line
By these fields the position of the field on a tabpage is defined.
When one of the fields is not filled the field will not be shown on the screen.

Selection on Search lists

When the value of a field can be searched through a search list here is specified whether and how the field is shown in the search list.
When the option 'Fixed type' is chosen a fixed value can be entered which will be used as default filter by showing the search list.

Description NL / Description ENG
A description of the field can be entered here.
At the screen *Relations* this information will shown after clicking the right mouse button > *Commentary.*

11.6.3 Country risks

With the function *Supervisor> Relation management settings> Country risks*, a risk profile can be maintained for each country.
This profile is saved in the country table 108.

With the *Print* button a list of countries and their risk profiles will be presented in an Excel report.

Risks factors
For *CPI* and *Basel* values can be entered.
For *FATF* and *Sanction list* check marks can be added.

Use of the risk factors
Mill7 screens
When selecting a country in a Mill7 country field, linked to table 108, the country risk profile will be shown.

Mill7 reports
The risk fields can be printed in the report module on
– reports in Relation management
– queries made in Relation management Query
– the Relations reports *Companies* and *Persons*

Relian
The risk factors are shown on the following Relian reports.
– Report all relations
– Report client
These reports are available in the Relian dashboard at the *Reports and settings* tab.

11.7   Relations

11.7.1   Clean up relations

With this function it is possible to delete companies and persons.
This function is available in the Mill7 Trust CRM module.

The function can be started via menu *Supervisor> Relations> Clean up relations.*

Rights
Only users with the Financial right *'Create/delete companies and persons'* are authorized to run this function.

Important: Before executing this function, make a back up first!
Deleting relations cannot be undone.

Default selection criteria
According to a series of criteria a list with relations which possible can be deleted is shown.

A company can be deleted if it meets all of the criteria listed below.
The company
1. is not a debtor
2. does not exist in an invoice address or cover letter address of another debtor
3. is not a creditor
4. is not a relation in relation management
5. is not related to any other relation in relation management
6. is not involved in an event
    this criterion can be turned off by using the option 'Event'
7. is not connected as a service company to a bookkeeping
8. is not used as default service company for creating a new debtor
9. is not a person's employer

A person can be deleted if he meets all of the criteria listed below.
The person
1. is not a debtor
2. does not exist in an invoice address or cover letter address of another debtor
3. is not a creditor
4. is not a relation in relation management
5. is not related to any other relation in relation management
6. is not on a mailing list
    this criterion can be turned off by using the option 'Mailing'
7. is not involved in an event
    this criterion can be turned off by using the option 'Event'
8. is not an employee at a company which cannot be deleted
    a company cannot be deleted if it does not meet one or more of the criteria for companies,
    criterion 9 is hereby excluded.

Screen fields
Category
Choose persons or companies.

Include relations present in Mailing
By default, relations who are on a mailing list cannot be deleted.

By ticking this option the criterion that a person is not on a mailing list is turned off.
When this option is altered the list should be rebuild using the <*Refresh*> button.

Include relations present in Events
By default, relations involved in an event cannot be deleted.
By ticking this option the criterion that a person or company is not involved in an event is turned off.
When this option is altered the list should be rebuild using the <*Refresh*> button.
When the relation is deleted the connection with the event is also deleted. If the event has no connections with other relations the event itself is deleted as well.

Exclude relations with type(s)
By default, all relations regardless their Type can be deleted.
It is possible to exclude relations to be deleted based on their type.
By using F4 or the list button a pop up screen appears in which relation types can be ticked.
Relations with one of these types are not selected in the list.
Depending on the chosen category this concerns the type entered at
– Persons> General> Type (table 51)
– Companies> General> Type (table 50)
When this option is altered the list should be rebuild using the <*Refresh*> button.

<Fill> / <Refresh>
The <*Fill*> button will build up the list for the first time.
After the list is build up it is possible to make changes in relations and relation management without closing the clean up function.
The <*Refresh*> button builds up a new list using the actual data in relations and relation management and using the actual settings of the selection criteria.

<Select all> / <Deselect all>
Only relations ticked "OK" will be deleted.
With the <*Select all*> all relations are checked "OK".
With <*Deselect all*> the "OK" box is un-ticked for all relations.

<Report>
With this button the list is presented in an excel file.

<Delete>
With this button all relations ticked "OK" are going to be deleted.
When the option '*Include relations present in Events*' is ticked relations will deleted from the event. If no other relations are involved in the event the event itself is also going to be deleted.

Relations which are not meet the selection criteria at the time the process is executed are not going to be deleted. A message is shown and the relation will stay in the list.

11.7.2 Free fields persons

The tabpage free fields is only available in the Trust version with the Relation Management module.
The tabpage is activated by ticking the box in the Settings screen, under Relations at Show tabpage free fields persons.
When at least one field is set to appear on the tabpage, the tabpage will become visible under Persons.

All fields of which the column- and row number are set will become visible on the tab page.
There are 4 types of fields:

- text field
- number field
- date field
- choice field

OF all field types, a maximum of 6 can be placed on the tab page.
Depending on the chosen language with the user, the English or Dutch name will appear to the field.
The fields can also be chosen in the reports of the type persons and appear under the field name given in the settings.

There are 2 rights which determine whether you can view and edit the free fields:

- Read tabpage free fields persons
- Change tabpage free fields persons

If a user has the rights to view the information in these fields, the user can also report these fields by using the Mill7 reporting tool.
All reports regarding persons also contains these free fields.

11.7.3 Recover functions

Recover functions are all related to the relation management files, F90 (containing personen and firmas),personen and firmas.
These functions can be started from the Supervisor menu, option Recover functions.

In the appearing screen five different functions can be activated and will be described below:

1. Recover table numbers
2. Recover F90
3. Delete empty table codes
4. Delete empty relation codes
5. Delete floating records

All functions can be activated together by activating the check box.

Important: Before executing one or more functions, make a back up first!

1. Recover table numbers
This functions checks all table numbers in existing files of relation management. If necessary these table numbers will be recovered on the basis of table numbers in the file layout.

2. Recover F90
All entered persons and companies are saved in file F90. This file is built up on the basis of files "Personen" and "Firmas". This function compares the values in F90 with the Personen- and Firmas

file. If values of F90 appear in these two files the values of these two files will be set to F90. If the values of F90 do not appear in the Personen- and Firmas-files, values will be set in these two files. Next, the Personen- and firmas-file will be checked on code and compared with the code in F90. If codes do exist in Personen or Firmas and do not exist in F90 a new record will be created in F90.

3. Delete empty table codes
In relation management tables can be maintained by the user. For example, in file "Contract partners" the type can be maintained in a list. The entered code and description will be saved. On top of that the table number and the description of this type will be saved.
If this function is executed, Mill7 checks if records exist with no table number. If such a record exists it will be deleted.

4. Delete empty relation codes
With this function the files Personen and Firmas will be checked on field "code". If no code exists in a record, the record will be deleted.
All relation management files will be checked. If a record exists from which field "firma" (containing the code) is empty the record will be deleted.

For each record in relation management files a field (named creation) exists, often used in reports to link to Notes.
This code must be unique, and will be made unique if duplicates are found. The creation code in the Note linked to the relation management record will also be changed.

5. Delete floating records
This function checks all records of relation management files (F110 until F145), mailing, notes and documents.
If records exists in these files with no existing relation code in file F90 this record is a floating record.
By executing this function these floating record will be deleted. The function "Recover F90" will be activated automatically.

11.7.4 Recover relation code

These functions can be started from the Supervisor menu> Relations> Recover relation code.

All persons and companies are saved in file F90. This file is built up on the basis of files "Personen" and "Firmas".

This function searches for the entered value in F90.

When no F90 record is found a F90 record will be created.
Next, the Personen- and firmas-file will be checked on code and the values will be set to F90.

When no record is found in the Personen- and firmas-file a record is created using the values of F90.

11.8   Rename

Enter topic text here.

11.8.1   Rename firm or person code

With the option *'Rename firm or person'* in the *Supervisor menu> Rename*, codes of a firm or person can be renamed.It is also possible to change a firm into a person (or vice versa).

When a code is changed, the complete database needs to be updated which may take some time.

Changing a firm into a person or vice versa
To change a firm into a person or vice versa the firm/person to be changed should be entered at *Old code*. At *Alter type* the new type can be chosen. The new code is always the same as the old code.

Rename code or merging codes
Both the old code and the new code must be entered.
If the new code already exists the system asks whether the two codes should be merged. If the new code does not already exist it will be created.

The old code will be deleted from the system.
All database records with the old code are changed to the new code.

It is not possible to merge codes when the old code is used as a debtor or a creditor. However, the code can be renamed to a new not existing code. When a code is renamed all journals, invoices and time registration will be renamed to the new code.
These changes only apply to the current bookyear. The codes of the debtors and creditors are not changed in previous years. During Copy opening balance it can happen that the old code is created again.

When codes are merged and the old and/or new code also exist in Relation management the following shall apply:
– Records at the new code will not be deleted, changed or complemented.
– Records at the old code who does not exist at the new code will be moved to the new code.

Execute rename function in batch
The rename function can also be started up from a **batch** file with:
Maatwerk.exe /Rename *Bookkeeping_directory   Old_code   New_code* [/X]
If the new code already exists, merging takes place.

Use parameter /X to change a company into a person (or vice versa). In which case the new code remains identical to the old code.

Batch example:
F:
CD \Mill7\prog19
.\Maatwerk.exe /Rename B0003201 "0Old01" "New01"
.\Maatwerk.exe /Rename B0003201 "Old02" "New02"
.\Maatwerk.exe /Rename B0003201 "Old02" "Old02 /X"

A file RenameLog.txt will be created in the data directory. Check this file for possible error messages.

There are a few restrictions.For example, a firm used in relation management cannot be changed into a person.

Important: Always make a backup before executing a batch, and check the data before they are released.

11.8.2   Rename table codes

With this option in the *Maintenance* menu, table codes can be renamed.

The table and code are chosen from a list. Then enter the new code.
If the new code already exists, the system asks if the two codes should be merged. The old code is deleted from the system.
When a code is changed or deleted, the whole database needs to be gone through. This may take some time.

Please note! This function does not apply to encrypted data.

Process in batch
The rename-function can also be started from a batch file with:
Mill7 Maatwerk /Rename_Tab {administration directory} {table number} {old code} {new code} [{new description}]
If the new code already exists, codes will be merged. The last parameter is optional.

Example batch:

F:
CD \Mill7\Prog19
.\Maatwerk.exe /Rename_Tab B0003201 108 ENG GB
.\Maatwerk.exe /Rename_Tab B0003201 108 NED NL Netherlands

Country code ENG will be changed, everywhere in the database, to GB.

Renaming codes in batch has two extra possibilities:
1. Optional is to change the description. The description for the new table code will be changed to the value entered.
2. If the old and the new code are simular and do not exist, the code will be created with the given description:
3. \Maatwerk.exe /Rename_Tab B0003201 108 NL NL Netherlands*

The file Rename_Tablog.txt is created in the data directory. Check this file for errors that may have occurred.

Important: Always make a backup first before executing this batch file. Also check the data before releasing it.

11.8.3 Change account manager

With the option *'Account manager'* in the *Supervisor menu> Rename all debtors from one account manager* can be assigned to another account manager.

Enter the code of the current account manager and the code of the new account manager.

At all debtors where Salesman(AM) = *'current account manager code'* the salesman (AM) will be changed to *'new account manager code'*.

If in *Maintenance> Settings> Trust> General* at the field Account manager a function code is entered, field 7 (account manager) in the Relation management file F116 (Trust employees) is also altered to the *'new account manager code'*.
This only done in records with
– function code (field 6) = function code account manager in the settings and
– account manager code (field 7) = *'current account manager code'*.

11.8.4 Change article code

Enter topic text here.

11.8.5 Rename activity time

Enter topic text here.

11.8.6 Change document paths

Enter topic text here.

11.8.7 Copy client

The function '*Copy client'* can be started in menu Supervisor> *Rename*

With this function a client can be copied to a new code.
The information will also still be available by the old code.

The following data is copied:
– Company
– Relation management

The following data is not copied:
– relations in relation management
– relations with employees
– mailing
– events
– debtor

11.9   Reindexing

If records cannot be retrieved, please check the index files. With the re-indexing function, the index files are built up again.

Before re-indexing contact the Millogic helpdesk.

The re-index function can be started from menu *Supervisor> Re-index.*
Starting the re-index function will automatically close Mill7.
If Mill7 cannot be started up, re-indexing can be started up from outside the program with:
Mill7.exe .\programs\Maatwerk /Index.

The standard procedure of re-indexing is as follows:
1. Select the bookkeeping(s) that should be re-indexed in the column Reindex. Only bookkeepings in the same bookyear can be re-indexed simultaneously.
2. First execute the button *<Test index files>* to test if the database needs to be re-indexed.
3. Errors are reported in a pop-up screen. The report will indicate if re-indexing is necessary. In case of doubt please contact the Millogic helpdesk.
4. If errors occur in the database, it needs to be re-indexed. To be able to execute the re-index procedure, all users will have to be logged off. Press the button *<Block login users>* to do so.
5. To start re-indexing press the *<Reindex>* button.
6. After finishing re-indexing press the button *<Test indexfiles>* once more to check if all errors are solved.
7. Release the users by pressing *<Release users>*

When the above procedure does not resolve all index errors try using the Repair button.
1. In the popup window select the bookkeeping that should be repaired.
2. Confirm the selection of the bookkeeping by clicking the Repair button in the popup window.
3. Confirm the execution of the repairing process.
4. All index files of the bookkeeping will be deleted and rebuild from scratch.
5. After rebuilding the index files they will be tested automatically.

If errors persist please contact the Millogic helpdesk.

Batch
Re-indexing can be scheduled as well.
Errors during the re-index procedure are logged in the logging of Mill7.

Example:
C:
cd\
cd Mill7\prog19
maatwerk.exe /Index_batch 222 2005 1
maatwerk.exe /Index_batch 223 2005 0

After parameter /index_batch enter the parameters for: bookkeeping number, bookkeeping year and re-index data directory (0=No, 1=Yes).

Make sure that the Mill7 directory is the current directory. Otherwise an error "Error in shortcut" will appear.

With the button <*Create batch file*> a batch file will be created to re-index all the selected bookkeepings.
The file will be opened in Notepad en must be saved with the extension *.bat*.
The file will be executed after double clicking the left mouse button. Also the file can be scheduled as a Windows task.

Report scheduler
Blocking users will also block the report scheduler.
The report scheduler however is not started automatically after the users are released.
This must be done manually.

11.10 Send data to millogic

It is possible to send a bookkeeping to the Millogic helpdesk.
This is only done in consultation with the Millogic helpdesk.

The function is started by menu *Supervisor> Send data to Millogic*.

The Millogic helpdesk will give the settings for sending the data.
A set of CSV files is created which can be sent to the Millogic helpdesk by e-mail.

11.11 Time and Invoicing (Supervisor)

In the Supervisor menu, submenu Time and Invoicing a different kind of recover functions can be started concerning the Time- and Invoice module.

An explanation for each recover function will follow next.

Note: Before executing one of these recover functions make a back up first.

Recalc time totals
This function needs to be executed if mutations took place concerning users working hours. These hours can be entered in the Supervisor menu, submenu Users, tabpage time.
If the hours have been changed this function must be executed. After executing this function the new hours will be applied when tme is being approved. This function affects all users and the whole bookyear.
Before executing this function make a back up first.

Recover time texts
This function can be executed if the article code has been changed for one or more activities.
When time is written the article code is saved to the time record. Through maintenance at activity an other article can be added. Existing time entries are not affected by these changes. With the '*Recover time texts*' function the current article code will be applied to existing time entries. Time entries that have been invoiced, however, will be left untouched.

Change cost price per hour

This function needs to be executed if one or more cost prices of users have to be changed. A date selection can be entered just like a selection of user.
If a cost price is already entered for a user but it must be changed (in supervisor menu, users, tabpage time) the check box "Overwrite existing cost price" must be activated.
Before executing this function make a back up first.

Recalc time rates

This functions needs to be executed if rates of certain activities have to be adjusted.
There are three options:
- Overwrite time rate: Only affects the time written that has not been invoiced.
- Overwrite time status; Only affects the time written that has not been invoiced.
- Overwrite default time status; Affects all records and can be used to fill the default time status in a time record. This field is used to report manual adjustments in the time rate.

A selection can be entered for date, activity, debtor and user.
Before executing this function make a back up first.
The function does not take into account the setting *'block time writing'*.

Change user in registration

By using this function time registrations by user X can be moved to user Y. In the screen the code of the old user and new user must be entered.
Before executing this function make a back up first.

Change time status

With this function the time status (in the time module) can be adjusted. For example an adjustment from not to be invoiced (N) to to be invoiced (Y). This function can be done per debtor. On top of that a selection can be entered for date, user and status.
Before executing this function make a back up first.
The function does not take into account the setting *'block time writing'*.

Set invoice date fees

With this function the invoice date of fixed fees can be set. In the appearing screen the desired month and year of invoicing can be set. The original settings will be overwritten.
Before executing this function make a back up first.

11.12 Update Mill7

When you have a paid Mill7 support subscription you can download the latest version of Mill7 from our website www.millogic.nl.

On the website the date and version of the latest update is mentioned.
You can compare this with your own version via menu *Help> Version info*.
The newest version of Mill7 can be installed even when versions are skipped.

On the website you can also find a link to the Release Notes in which the most important changes are mentioned.

Checking for a new version and downloading the updatie can also be done just by starting the update function at *Supervisor> Update Mill7*.

When an update is available a message and a *Download* button will appear.

Every year in April and October a release will be issued.
The version of the software will receive a new letter followed by 1 for first release like 7.6D.1 (April 2019).
In a period of three months after that release, Millogic may issue one or two updates with new functionalities and bug fixes.
Those updates will receive a higher number with the same letter, like 7.6D.2 and 7.6D.3.
The version of October 2019 will have number 7.6E.1.

Twice a year, in April and in October, new fields are added to the database.
Changing the database has to take place in all bookkeepings in the system.
When installing an update with a different letter in the version than the currently installed version the conversion of the database is executed automatically.
Depending on the amount of bookkeepings in the installation the procedure can take up minutes (20 bookkeepings) up to several hours (2000 bookkeepings).

During installing the update and converting the databases users cannot work in Mill7. Therefore it is advisable to run these procedures in the evening or in the weekend.

Report Scheduler
Blocking users will also block the Report Scheduler.
The Report Scheduler however is not started automatically after the users are released.
This must be done manually.

Important : Always make a complete backup of the programs and data before executing the update.

Tips:
– Reboot the server or computer before installing the update.
– Please check if the Reports Scheduler was shut down. If it's still running, please stop it manually.
– When Mill7 Mobile is running, please stop the Mill7 Mobile web service.

Downloading and installing the update (automatically)
Start the update procedure from within Mill7 via the menu *Supervisor> Update Mill7*.
Immediately a check is done to see if a new version is available.
If that is the case a message and de Download button will appear.
After that click the *Update* button to execute the installation program.
At first some checks will be performed and in the end the installation program will start.
Just follow the installation script step by step to complete the process.
In this stage the software will be updated, not the data.
A message is given when the installation is ready.

Downloading and installing the update (manually)
The latest version of Mill7 can be downloaded from our site www.Millogic.nl.
Save the installation program and note the location where it is stored.
Start the update procedure from within Mill7 via the menu *Supervisor> Update Mill7*.
Click the selection button (with the three dots) to browse to the folder where the installation program is located.
After that click the *Update* button to execute the installation program.
At first some checks will be performed and in the end the installation program will start.
Just follow the installation script step by step to complete the process.
In this stage the software will be updated, not the data.

A message is given when the installation is ready.

Tips
When the update cannot be executed orderly please try it again by starting Mill7 with a right mouse click on the Mill7 short cut and choose for the *'Run as administrator"* option*.*

Test databases
Before updating Mill7 you can perform a test of the complete database with this button. For all years of all bookkeepings the files will be checked. By doing so you will reduce the chance of errors occurring during the update process.

Database conversion
After the update opening a bookkeeping Mill7 will check for Database changes. When files have to be converted Mill7 will ask if the conversion can be executed. Conversion will take place for all bookkeepings and may take some time.
If possible execute the update and the procedure "Updating database" on the server where the database and the software are installed.
This will decrease the amount of time needed to complete the update.

Depending on the amount of bookkeepings in the installation the procedure can take up minutes (20 bookkeepings) up to several hours (2000 bookkeepings).
During installing the update and converting the databases users cannot work in Mill7. Therefore it is advisable
to run these procedures in the evening or in the weekend.

After the administrations are updated Mill7 can be restarted and the operation of the software can be controlled.

Release users
In a multi user environment the update function will log off and block all other users.
After installing and checking the update you will have to release the users yourself via menu *Supervisor> Users> Release*.

Logging and errors
The conversion of files executed by the update are logged in Mill7, see menu *Supervisor> Logging (code 900)*.
When bookkeepings are not updated this will be mentioned in the logging.
In the Mill7\Program directory there is a file error.log which also contains error messages.
We advise to run a test index and if necessary a reindex for bookkeepings who are not updated.
Please contact the Millogic helpdesk f after that the conversion still fails.

When you experience trouble installing the update please consult the FAQ section on our website or contact our helpdesk.

11.13 Users

11.13.1 Maintenance

The users of Mill7 should be entered through the menu Supervisor> Users

The user SUPERV is the default administrator and has all general rights.
This cannot be changed.
Therefore it is advisable to give the user SUPERV a password.

After a user has been created, you need to check the licence for the user via menu Supervisor>Users>licences.

Tabpage General

Code
Every user must have a unique code.
With this code the user can log in into Mill7.
The code of the user is usually made up of his or her initials. The initials are also legible on reports such as e.g. time specifications.

Resign/End
Users cannot be deleted. If a user no longer uses the software, enter the date *Resign* .
The license will be set inactive for the user, and users who have resigned cannot login anymore.

Language
In the Pro version and Trust version, the language of the user interface can be Dutch or English.

E-mail address
When the user chooses "I forgot my password" on the login screen a password will send to this e-mail address.

Team
Users can be assigned to a team. These teams can be used for selections of reports.
The name of a team can be renamed in the menu Supervisor> Users> Teams.

Group
All users are assigned to a group which contains user rights.
User group 0 is the user group of the Superv administrator, and has all general rights (the rights of group 0 cannot be changed).
User groups 1 through 9 are standard user groups.
New groups can be added and the name of a group can be renamed in menu Supervisor> Users> Groups.

General rights and Access rights
Mill7 Trust has an option for an extended right system.
See the description under Extended Right system.

Tabpage Time
Rate code
The rate code field determines the rate for time registration.

Writes for users

In the field Writes for users all user codes are entered, for whom the user may register time.
These codes are entered with a forward slash, e.g.: "/EVW/JB/SD/VL/".
If the code ALL has been entered here, time can be registered for all users.
The codes can also be chosen from a list by pressing F4.
In the list also teams can be selected. That way the user may write time for all users in that team.

When the field is left empty, the user can only register time for him/herself.

Activities
Default procedure
In the activities field, the first letters are entered for the activities for which a user may register time.
Suppose the legal activity codes begin with an L and the administrative codes with an A: If you enter LA in this fields, the user can only register time for legal and administrative activities.

Alternative procedure
By setting the option "Enter activity users per activity" in the settings a promptlist becomes available.
The activities applicable to the user can be selected here or entered in the field seperated by "/".
If for instance only activity "MAN" is selected, the user can only write time on the activity "MAN"

Cost price time
The cost price of all registered time can be calculated by entering a cost price per hour.
The cost price is saved with the time registration by which a history of cost prices will become available.

Billable per year
The number of billable hours per year. This can be used in several reports.

Approve time as supervisor
When this option is checked the user can approve time from other users as supervisor.
A supervisor is allowed to approve time for all users for whom time may be registered.

Approve time per weektotal
When this option is checked the user must approve his time weekly.

Workable hours
The number of hours worked per day can be entered to check whether a whole day has been accounted for. In the time calendar, an entirely registered day is displayed green.

Tabpage Approve Time
Here the date can be set until when the user or supervisor has approved the time.

These date are automatically set when the user and supervisor are approving time by the system.
The user can approve his time through Time>Approve time.
The supervisor can approve time through the menu Bookkeeping>Time>Approve time supervisor

Tabpage Reports
The free user fields can be used at several user reports. Via *Settings> General* it is possible to give this fields a different name.

11.13.2 User rights

The available functions in Mill7 are determined by the installed modules, the version, the user license and the **user rights**.
The Mill7 Basis version is a single user version, therefore user rights are not applicable to the Basis version.

The Pro version and the Trust version are multi-user installations for which user licenses and user rights can be set.
In the Trust version it is also possible to choose for a more complex rights system, the extended right system.

User license
Mill7 comes in different modules and in the Pro version and Trust version a user must be granted a license per module. This can be done by menu Supervisor> Users> Licenses.

User groups
Rights are entered per user group, making it possible to enter the rights once and link this group to a number of users.
To give a user certain rights, a user group can be assigned to a user in menu Supervisor> Users> Maintenance.
A Group can be created via menu Supervisor> Users> Groups.

Type of rights
Granting rights to a Group can be done via menu Supervisor> Users> Rights.
Mill7 has several rights:

General rights

1. General
- Financial
- General
- Import
- Invoicing
- Menu access
- Relations
- Reports
- Time

***2.* Relation management (in combination with the Relation Management module)**
- Files
- Relations service company

Access rights to Bookkeepings

3. Client bookkeepings
When using Mill7 Trust it is possible to create a bookkeeping as a client bookkeeping or a (internal) service company bookkeeping.
In the pro version all bookkeepings are considered client bookkeepings.

4. Service companies
In Mill7 Trust a bookkeeping can be created as a Service company bookkeeping.
These are listed apart from the client bookkeepings.

The user *SUPERV* always exists and has user group 0 (zero) with all rights.
Therefore the general rights for this user group cannot be changed.

When a user creates a new bookkeeping, he automatically receives the rights to open and change that bookkeeping.
Because rights are set per group, all users in that group will also receive these rights.
Users in other groups will not have these rights until granted to them.

When a new tabpage is activated in relation management all users will receive all rights for this tabpage.

When a user creates a new bookkeeping for a service company, he automatically receives the rights to open and change that bookkeeping.
Because rights are set per group, all users in that group will also receive these rights.
Users in other groups will not have these rights until granted to them.
However, all user groups will receive the rights to read and write at relations of this service company in relation management.

After creating a new bookyear for a service company or a client bookkeeping the rights for the new bookyear will be the same as for the previous bookyear.

The user *SUPERV* is able to open all bookkeepings. This user account can only enter the supervisor menu.

When starting Mill7 a screen to select a bookkeeping is presented.
By pressing F4 a list of available bookkeepings appear.
Whether a user is allowed to enter a bookkeeping is mentioned in the column Rights.

Extended right system
The Mill7 Trust version has an option for an extended right system.
The setting *Extended right system* in menu Maintenance> Settings tabpage General must be set.
The extended right system is activated after restarting Mill7.
More user groups can now be entered per user in menu Supervisor> Users> Maintenance.

The extended right system sets two types of rights:

1. General rights
- General
- Relation Management / Relations of service companies

2. Access rights
- Bookkeepings clients
- Bookkeepings service companies

Both groups are divided in rights for service companies and rights for client bookkeepings.
The choice which group is used depends on the type of bookkeeping that is opened.

All client bookkeepings / Service companies
An additional settings can be made in the user maintenance concerning access rights.
The field **All** can be used to give a user access to all client bookkeepings and/or all service companies.

Client bookkeepings can be excluded from this right. Via menu Supervisor> Users> Rights tabpage Client bookkeepings they can be excluded with the button "Exclude bookkeepings".
A range of bookkeepings can be entered here.
When a user is allowed to open all client bookkeepings he can open all bookkeepings except for this range.
The normal right system will be used for this range of bookkeepings, which means that the access rights must be entered per user group.

This range of bookkeepings is applicable to all users

11.13.2.1 Setting up rights

It is import to set up the rights when you start working with Mill7 with more people.

Supervisor user
Mill7 always comes with a free user SUPERV. Be sure to set a password for this user.
This user will always have all rights but will not be able to access the screens where data like journals or time registration are processed.
In the *maintenance menu - settings* the password can be set to required, forcing all users to use a password.
By entering their e-mail address at the user information, they can always retrieve their password, which will be sent to their e-mail address.

Rights
The general rights apply to functionalities and menu options you can execute in Mill7.
Some rights speak for themselves others need explaining.
When you start setting up the rights first create a new rights group, for example number 1, you cannot change group 0.
IMPORTANT: Only the user SUPERV should be set to rights group 0!!

If group 1 already exists you can reset this group by the button reset, all general rights will be activated and set to true.
Be careful, all access rights for bookkeepings are set false.
By first activating all rights in this group you can start working from there.

From this point on start with the most important rights like mentioned underneath.
The idea is to create a group for users with the most rights first. Once this group is finished, the group can be copied to a new group where you can take away the rights for the users with less rights, and so on.

Supervisor rights
First take away the rights to change anything in the Supervisor settings that apply to the complete installation like users, rights, installation path and password settings.
There are different levels:

Access system options.
This will deactivate all system options in Mill7 for the users of this group. This is a general right.
The system options in the supervisor menu will be inaccessible and the system options in the settings will also be inaccessible.

This means no access to the options in the Supervisor menu:
- Users
- Delete bookkeeping
- Program location
- Extend license
- Adjust custom menu
- Update Mill7
- Reindex Mill7
- Send data to Millogic.

In the settings all options for General - System will be inaccessible.

Access supervisor menu
By deactivating this right, a user will not have access to this menu anymore. The user will have access to the system settings.

Access Maintenance settings
If you do not want users to have access to the settings, this option will prevent access to the settings of Mill7 found in menu Maintenance.

Individual system options
When a user should have a little more control, there are individual system rights as well:
- Change rights
- Create and change users

The best options is set the **Access system options** right to false for all but the application manager.

One special right, financial access to the Internal accounting.
When you use Mill7 for internal accounting as well as client accounting, you do not want users that process financial data for client bookkeepings to be able to look at the financial data of the internal bookkeeping.
They do need open these bookkeepings though to write time and lookup client data so taking away access rights to this bookkeeping all together will limit them too much.

Therefore there is one special and very important right **Book in main bookkeeping and service companies**.

This will take away the ability to view or change the financial data of the internal bookkeeping(s) except for viewing outstanding invoices of clients.
All other functionalities like time writing, invoices, relations will still be available.

In the Mill7 pro version, this can only be one bookkeeping, set in menu *Supervisor - Program location*.
For Mill7 Trust, this will apply to all bookkeepings recognized as a service company. This indication is set when a new bookkeeping is created.

Create new bookkeepings
If you do not want users to be able to create a new bookkeeping there are different possibilities:
- Create bookkeeping (menu) : The complete option to create a bookkeeping will be inaccessible, also creating a new bookyear is not possible.

You can also set individual options like:
- Create a consolidation bookkeeping

- Create a client bookkeeping
- Create a bookkeeping for a service company
- Create an exact copy
- Create an empty bookkeeping (this can be useful when you want to force users to start a bookkeeping by copying a template bookkeeping).
- Create a new bookyear

Import data

Apart from entering data by using the data entry screens from Mill7, you can import data through the menu option Import in menu *Bookkeeping*.
Be very careful to grant rights to import data, because importing an incorrect Excel sheet with lots of data can be hard to remove.
It is possible to take away the rights for the complete option:

- Access import menu can be found under type *Menu access.*

It is possible to specify the rights and grant one or more import options found by type *Import*.
All options to import are listed there.

Access custom menu

This menu contains custom made programs and reports made by Millogic specific for our clients.
It is possible to create your own custom menu with up to 10 submenu's.
Through the rights all submenu's can be granted rights, this can be found by type *menu access.*

More detailed rights

From here on the rights become more detailed and often the name of the right pretty much explains their purpose.
Rights are divided to:
- Financial
- Time
- Invoicing
- Relations.

For Mill7 Trust these rights apply mostly to the rights you will have within the Service companies.

Time

For daily users who write time, the right *Change time registration per debtor* can be set to false.
The user will not be able to enter the screen *Time per debtor* and *Time totals*. Also *Approve draft invoices* will be inaccessible.

It is possible to restrict the user to alter the rate and invoice status of the time written by:
- Change invoice status time
- Change time rates (per activity)
- Change time rates (per hour)
- Change case time

The other rights are used when time approving is executed in Mill7.
A user can be granted the right to change approved time or even undo the approval.

11.13.3 Maintenance Groups

All users are assigned to a group with user rights.

User group 0 is the user group of the Superv administrator, and has all general rights (the rights of group 0 cannot be changed).
User groups 1 through 9 are standard user groups.

New groups can be added and the name of a group can be changed in menu Supervisor> Users> Groups.

To assign a group to a user go to menu Supervisor> Users> General.

11.13.4 Maintenance Teams

Users can be assigned to a team. These teams can be used for selections in reports.
The name of a team can be changed in the menu Supervisor> Users> Teams.

To assign a team to a user go to menu Supervisor> Users> General.

11.13.5 User Licenses

The user licences can be assigned via the menu Supervisor> Users>Licenses
Licenses for each module are assigned per user. To activate the licenses, you check the check boxes.
The *maximum no. of licenses* cannot be exceeded. If a user no longer uses the software, the resignation date can be entered at that user, excluding the user from the license count.

Extending licence:
To extend the number of licenses, you need an installation code.
Contact helpdesk@Millogic.nl or +31 (00)172 408172.

The new code can then be entered in the menu Supervisor > Extend License (manual registration).

In the Trust version, extension of the license can be done online through the menu Supervisor > Extend License (online registration).

11.13.6 Users Block/Release

Some Mill7 functions can only be executed when no users are logged in.
For example Re-index and Update Mill7.
Before processing this functions will give a warning that users should be logged out or they will log out all users by themselves.

It is possible to log out all users manually via menu Supervisor>Users>Block.

Releasing Users always have to be done manually by menu Supervisor>Users>Release.
This can only be done by the Supervisor or the user who blocked all users.

Report scheduler
Blocking users will also block the report scheduler.
The report scheduler however is not started automatically after the users are released.
This must be done manually.

12   White papers

White papers are documented in this section.
For now some of them are only available on our website http://www.Millogic.nl/support/white-papers.

12.1   CAF Report and wizard

Mill7 provides a default CAF report.

The default CAF report is based on data entered at Firms, Persons and Relation management.

To enter the data a CAF wizard has been developed as well. The wizard shows all screens and fields necessary to enter the data needed to build up the CAF report.

Relationmanagement files and fields used on the report and the wizard should be activated in your own environment. You can activate files and fields through the supervisor menu.
See also the general help topic relation management.
The caf report and wizard can be adjusted to custom use when other files or fields are needed.

The default CAF report and CAF wizard are based on a default Relation management database.
Because the Mill7 Relation management database can be set to your preferences, it may be that relevant data in your database is not being reported or shown on a wizard screen.
This can be the case for differences in File names, field names and table codes.
You can create your own report and wizard by using the default as an example.

Adjust default report an wizard
With a license for crystal reports you can change the report yourself.
To do so you need crystal reports version 8.5.
The custom CAF report must be stored in the Mill7\reports\custom folder.
For support, please contact the Millogic helpdesk.

The wizard can easily adjusted with for example the Windows Notepad program.

The custom wizard must be stored in the Mill7\data folder.
For support, please contact the Millogic helpdesk.

CAF report
To be able to use the CAF report the following line must be added to the custom menu: *CAF report, Client acceptance form.rpt.*
You can do this through the Supervisor menu> Adjust custom menu.

The report can be executed by the custom menu and shows the CAF for the company selected in Relation management. The report can also be executed as part of the wizard. In that case in the wizard the variable report_xx must be used.

CAF wizard
To be able to use the wizard the following line must be added to the custom menu: *CAF wizard, CAF wizard.wzr.*
The wizard can be executed by the custom menu.

General procedure wizard
After the startup screen a firm must be selected first as entity.
It is possible to create a new entity. Mill7 will then activate Relation management and create a debtor.

Any previously entered data will be shown on the following screens. Through the wizard screens the data can be supplemented and changed.
Data entered through the wizard is saved immediately in the database and does not need to be confirmed.

The wizard screen exists of 3 parts:
– entering data
– help information
– navigation panel

Use the <next> and <previous> buttons to browse through the screens.
By using the navigation panel it is possible to go directly to a section.

Note can be entered by using the <note> button

At the document screens for entity, UBO and UPC a yellow folder button can be used to store a document link.

Default settings and codes
Names of screens, files and fields can be different from those in your own environment. In that case check the listed reference to file and field numbers.
Where necessary you have to adjust your relation management settings or the CAF report and CAF wizard.
The following default variables, files, fields and table encodings are used:

Used variables
See the help topic wizards for all possibilities.

User_groups=0,1,2
Only users with rights for group 0, 1 en 2 can use the wizard.

Select_status_entity=PROS
Only entities with status=PROS (field 15 in file F111) can be maintained through to wizard.

Status_default=PROS
New entities will receive default the Status PROS. (field 15 in file F111).
Other variables that can be used to set a default value are: *Default_currency_invoicing,
Default_entity_type, Default_service_company_code en Default_VAT_code_client_invoice.*

Documents_entity_xx=XXXX
List of common document types for the entity. xx indicates a sequence number and XXXX is a
document code from table 145 of field 8 in file F144.
The wizard uses the following documentcodes: VERM, DOEL, STRUCT, MANAGR, COMP,
INTERNET

Document_list=UBO and Documents_entity_optional_from=xx
Documents listed till xx are required for the entity and will be created automatically. Other
documents can be added through the add document button.

Documents_firms_xx=XXXX
List of common document types for a UPC. xx indicates a sequence number and XXXX is a
document code from table 145 of field 8 in file F144.
The wizard uses the following documentcodes: STRUCT, PROOFOWNER, PROOFREP,
PROOFEXIST, COC, COMP, INTERNET

Document_list=UBO en Documents_firms_optional_from=xx
Documents listed till xx are required for the UPC and will be created automatically. Other documents
can be added through the add document button.

Documents_persons_xx=XXXX
List of common document types for a UBO. xx indicates a sequence number and XXXX is a
document code from table 145 of field 8 in file F144.
The wizard uses the following documentcodes: PASS, WCH, LOR, ORG, INTRO, CV

Document_list=UBO en Documents_persons_optional_from=xx
Documents listed till xx are required for the UBO and will be created automatically. Other documents
can be added through the add document button

Doc_synch=1
Document data entered at the entity, UPC and UBO will be synchronized with al other existing
records (file F144) for that person/company (field 12) for that type of document (field 8).

Used files and fields
Screen 2 General: file 111, fields 7,36,46
Screen 3 Activities: file 24,   fields 6,8
Screen 4 Services and fees: file 117, fields 7,13,20,19,21,16,22
Screen 5 Trust employees: file 116, fields 6, 7
Screen 6 Shares: file 121, fields 5,11,12,13,35,14
Screen 7 Management: file 110, fields 5,7,16
Screen 8 Participations: file 126, fields 5, 33
Screen 9 Market info: file 132, fields 6,8,11
Screen 10 UBOs: file 136, fields 7,8,10,15,25
Screen 11 Document entity: file 144, fields 12,5,6,8,9,15,10.
Screen 12 Document firms: file 144, fields 12,5,6,8,9,15,10.

Screen 13 Document persons: file 144, fields 12,5,6,8,9,15,10.
Screen 14 Compliance Documents: file 144, fields 12,5,6,8,9,15,10.
Screen 15 Administrative: file 125, fields 42,43,44
Screen 16 Compliance DNB: file 140, fields 13,14,16,17

Report
In a wizard the variable Report_xx can be used to include one or more reports.
In the CAF wizard the following reports is included on screen 17:

Screen_17=Report_01
Report_01=Client Acceptance Form.rpt, Client Acceptance Form

12.2 SBR Communicator

In Mill7 it is possible to create a XBRL file for the Dutch VAT Declaration.
This file can be used as input in special VAT declaration software.

Users of the SBR Communicator of Accept Automatisering can import the XBRL files automatically in the SBT+R Communicator.

To do so create a file in the directory Accept\Bin with the extension: .acs (for example Millogic.acs).
This file can be created and maintained with Notepad.

The file should include the following parameters

/L1=   enter here the name of your license
/G0=   enter here your username
/A0=   enter here the name of the administration to be opened. This is the administration you
          entered in the SBR communicator at Beheer>Administratie (This is the Dutch menu path in
          the SBR communicator)
/PD=   location where to find the files to be imported. This can be the same location you have used
          in Mill7during creating the XBRL file. (last character must be "\")
/PF=   selection of files to be imported, we advise to use : *.*
/PV=   option for showing messages, default 1, no messages
/PK=   the COC number of the administration for which the declaration is made, only needed when
          you use a PKI service certificate from your SBR software supplier
/F0=   function number of the import software, default 437

Example:

/L1=Millogic
/G0=Millogic
/A0=Millogic
/PD=d:\test\
/PF=*.xbrl
/PV=1
/PK=12345678
/F0=437

Automatic import
By double clicking on the created .acs the SBR communicator will be started and the login screen will be presented.
The files on location /PD will be imported after successful login.

After that the declarations can be viewed and sent.

The SBR communicator will create a subfolder with the (Dutch) name "*Verwerkt*" in the /PD directory.
Files who already are imported will moved automatically to this subfolder.

12.3 Procedure to store and protect UBO information

It is possible in Mill7 to store and protect confidential contact information of contract partners.
All contacts are created as company or person and the relation to a client company is stored in Relation Management.

General contact information can be encrypted in Mill7 making it impossible to report data other then the relation code.
In addition, confidential relationships can be protected with user rights.

Encryption of data
In the Trust version it is possible to encrypt the information of a person or company.
The encryption will scramble the data in the database making it impossible to extract readable data without an encryption key or the help of Millogic Software.

To use this function set the option *Trust> General: 'Encrypt address information relations'* .

When the option is set, a button 🔒 appears in tabpage General of Companies and Persons.
The button is green when information is not encrypted and red when information is encrypted.

By pressing the 🔒 button the screen '*Encrypted information*' will appear.
The information will be encrypted and saved, after saving the data will only be visible on this screen.
The address fields on tabpage Addresses at companies and persons will become greyed out and empty.

The fields *Name* and *Search name* of companies and persons are not greyed out.
When a relation also must be unrecognizable by name to users who do not have access, the name of the relation can be encrypted as well.
`This can be done by changing` *Name* `and` *Search name* `to the code of the relation.`
`The real name of the relation will only be visible in the screen '`*Encrypted information*`'`

We advise not to use a Company Type or Person Type like UBO with these codes but to create a relation to the client company in Relation Management.

Users must have the right '*Access to encrypted address information*' to use the button and to have access to the information.

Once data is encrypted, it can only be accessed on this screen.
The encrypted fields are not supported by any other functionality in Mill7 except (with sufficient rights):
– The search function (CTRL+F) in field *Name* and *Search name* will show names of encrypted relations instead of codes.
– Reports '*EU scan companies*' and '*EU scan persons*' will show the name only

Where to store a contract partner

The module Relation management is incorporated in Relations.
Users can define files and fields names by menu *Supervisor menu> Relation management settings*.

The Relation Management file 136 is used to link contract partners like a UBO or UPC.
Due to local settings the name can differ but the file number will stay the same.
Field 10 in file 136 is used to indicate a relation as UBO.

The screen below shows an example of file 136. In this example field 10 of file 136 has the label UBO.

User rights Relation management
To be sure only authorized users are able to view and change this information it is possible to grant access to specific user groups.
Users with insufficient rights to view the data in file 136, are not able to view data in the Relation management screen, in Mill7 reports or on the tabpage Relations at Companies and Persons.

Read	Write	Delete	File	Description
☑	☑	☑	127-TAB2	Fiscal Tabpag.2
☑	☑	☑	128-TAB1	CoC inscriptions Tabpag.1
☑	☑	☑	129-TAB1	Liquidation dates Tabpag.1
☐	☐	☐	130-TAB1	Liquidation parties Tabpag.1
☑	☑	☑	131-TAB1	Charges Tabpag.1
☑	☑	☑	132-TAB1	Market info Tabpag.1
☐	☐	☐	133-TAB1	Debentures Tabpag.1
☑	☑	☑	135-TAB1	Bookyear status Tabpag.1
☑	☑	☑	135-TAB2	Bookyear status Tabpag.2
☑	☑	☑	135-TAB3	Bookyear status Tabpag.3
☑	☑	☑	135-TAB4	Bookyear status Tabpag.4
☑	☑	☑	136-TAB1	UBOs Tabpag.1