

Millogic 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

> > © 2016 Millogic Software

Creating your Annual Reports with Mill7 is powerful and easy.

This topic describes in three steps how to create the Annual Report in Mill7 using an Excel file with your own Annual Report format.

The three steps are:

- 1. Preparing an Excel file to be able to use as a template for the Annual Report in Mill7
- 2. Creating the Annual Report with the figures in the Mill7 accounting module
- 3. Adjust changes in figures to an existing Annual Report

Step1. Preparing an Excel file to be used as a template for the Annual Report

The Excel annual report template may consist of as many as sheets as you need. The first sheet, however, is reserved for Mill7.

At this first sheet the following columns must be defined:

- A. General ledger number
- B. Balance amount current year
- C. Balance amount previous year
- D. Description general ledger (optional)

The columns B and C will be filled by Mill7 taking into account the general ledger number in column A.

The column A must contain the chart of accounts.

To do so initially the following default Mill7 report can be used: *Financial* > *Chart of accounts*. We advise to check off the option '*Group and make up report*'.

This report creates an temporary Excel file with on the first sheet two columns: Account no. and Description.

After reporting to excel move the column description to column D so that Mill7 in step 2 and 3 will work correctly with the sheet .

📄 Financial		^	Selecti	n	All	From	Until
Account recognition		Accourt	Account of			onui	
🗈 🔛 Assets			Block V	/N	v 	N	N
🖶 🔛 Balancecodes			biock I				
🖶 🛄 Bankstatement							
- 💾 Budgets							
Chart of accounts							
Cost centers							
Daybook journals							
Export balance							
General ledger per bookvear	,						
🕀 🛄 General ledger totals per per	iod						
🖭 Journal log				Group and make up	report	Start re	eport in new Excel session
📲 Opening balance				English		Precale	culate formulas
🛄 Rates				Show selection on r	eport	Millog	ic only: Excel oud
				Print code table ins	tead of descri	ption	
- 😬 Revaluation		~					
😬 Revaluation ⊕ 🖽 Trial balance							
₩ Revaluation		>	Templat	2			
Revaluation 교 @ Trial balance		>	Templat	e			
Heraluation	ription E	ample	Templat	•			
Hevaluation	ription E	> ample	Templat				
Int fields Sorting Report desc	ription E	ample Description Dutch	Templat	Description Engli	sh	Width	Layout
ield	tription Ex	> ample Description Dutch	Templat	E Description Engli	sh	Width	Layout 8 Integer

If you like you can add extra rows and columns to the sheet. In the example below we added extra rows and formulas for checking the balance totals of Balance accounts and Profit and Loss accounts.

B	2 🔻	$X \checkmark f_x$	=SUM(B7:B165	5)		
	А	В	С	D	E	F
1	check	current year	previous year			
2	balance	<u> </u>				
3	p&I	-				
4						
5	Chart of account					
6	No.			Descr.		
7	100			Goodwill		
8	101			Depreciation goo	dwill	
9	110			Start-up expens	es	
10	111			Depreciation Sta	art-up exp.	
11	200			Buildings		
12	201			Depreciation bui	ldings	
13	202			Freehold land		
14	210			Renovations		
15	211			Depreciation ren	ovations	

To finish the template you can set up the layout of your Annual Report in sheets 2 and further.

The first sheet, we called it GL, which is reserved for Mill7, will contain data to feed the actual annual report in the other sheets.

Þ	GL	Balance	Profit and Loss	Taxes	Capital	Assets	÷

Where necessary you can define formulas to use the amounts of column B and C on the first sheet and place them in the other sheets of your template.

Create a cell style named *Changed*

Mill7 will use this cell style to highlight changed cells in columns B and C of the first sheet with red as a background color.

Finally, save your template in an Excel 2007 (or later) format like .xlsx or .xltx.

Step2. Create the annual report

In the accounting module go to the *Balance*, *P*&*L* tab and click on the Print button *Balance sheet* on the menu bar.

The pop up screen *Print Balancesheet* will be shown. On this screen check the radio button for *Template,* then select your Annual Report template and choose *OK.*



Mill7 will create a new temporary Excel file with the actual balance amounts of each general ledger in the first sheet at columns B and C.

Also all formulas used in one of the template sheets will be executed.

в	3	\cdot : $\times \checkmark f_x$								<i>fx</i> =SUM(B166:B343)												
	А	A		B	1				С			D		E			F			G		Н
1	check			current year previous year																		
2	balance		<u> </u>		4.85	8,55			69.	380,16												
3	p&l 💧		·		-4.85	8,55			-69.	380,16												
4		1																				
5	Chart of acco	unt																				
6	I	No.									Descr											
7	100										Good	will										
8	1	01									Depreciation goodwill											
9	1	10									Start-up expenses											
10	111										Depreciation Start-up exp.											
11	2	200									Buildings											
12	2	201									Depreciation buildings											
13	2	202									Freeh	old land										
14	2	210									Renov	ations										
15	2	211									Depre	ciation r	reno	vatio	ons							
16	2	20									Plant r	nachine	ry a	nd e	quip	men	t.					
17	2	21									Depreciation plant maschinery and equipment											
18	2	230			9	4300				94400	Invent	ory										
19	2	231			-5	4050				-54050	Depre	ciation i	nve	ntorie	es							
20	2	240			3	2000				32000	Compi	uters										
21	2	241			-1	2600				-11800	Depre	ciation o	com	puter	rs							
22	2	250			4	5000				45000	Cars											
23	2	251			-1	/100				-1/100	Depre	clation o	cars									
24		000			1	0000				10000	Partici	pation H	iolla	nd E	xpor	τ Β.\	/.					
25	3	301									Partici	pation E	5.V.	в								

Your annual report is now ready to be saved or printed.

Step 3. Adjust changes

Changes in the bookkeeping can be implemented in the Annual Report by re-doing step 2. New general ledger accounts should be added manually to the first sheet before re-doing step 2. Otherwise these general ledger accounts will be added at the end of the chart of accounts.

Use the earlier created annual report as template and Mill7 will highlight the amounts that have changed.

_																
X		5-0	- 🗳 =						M	lillter	np10.	XLSX	- Exc			
F	FILE	HOME	INSERT	PAGE LA	AYOUT FORMULAS DATA					REVIE	VIEW					
A	1	• :	\times	f _x	check											
	А		в		с		D		E		F		G			
1	check		current	vear	previo	us vear	_		-				-			
2	balance		4.8	58.55	69	.380.16										
3	p&I		-4.8	58,55	-69	.380,16										
4	ľ.															
5	Chart of a	ccount														
6	1	No.					Descr.									
7		100					Goodwill									
8		101					Depreciation goodwill									
9		110					Start-up e	expenses	3							
10		111					Depreciat	ion Star	t-up ex	up exp.						
11		200					Buildings									
12		201					Depreciation buildings									
13		202					Freehold	land								
14		210					Renovatio	ons								
15		211					Depreciat	ion reno	vations							
16		220					Plant mac	hinery a	nd equi	ipmen	t					
17		221					Depreciat	ion plant	masch	inery	and e	equipn	nent			
18		230	9	4200		94400	Inventory									
19		231	-5	4050		-54050	Depreciat	ion inver	ntories							
20		240	3	2000		32000	Computer	S								
21		241	-1	2600		-11800	Depreciat	ion comp	outers							
22		250	4	5000		45000	Cars									
23	1	251	_1	7100		_17100	Depreciat	ion cars								