



Millogic Documentation

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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)

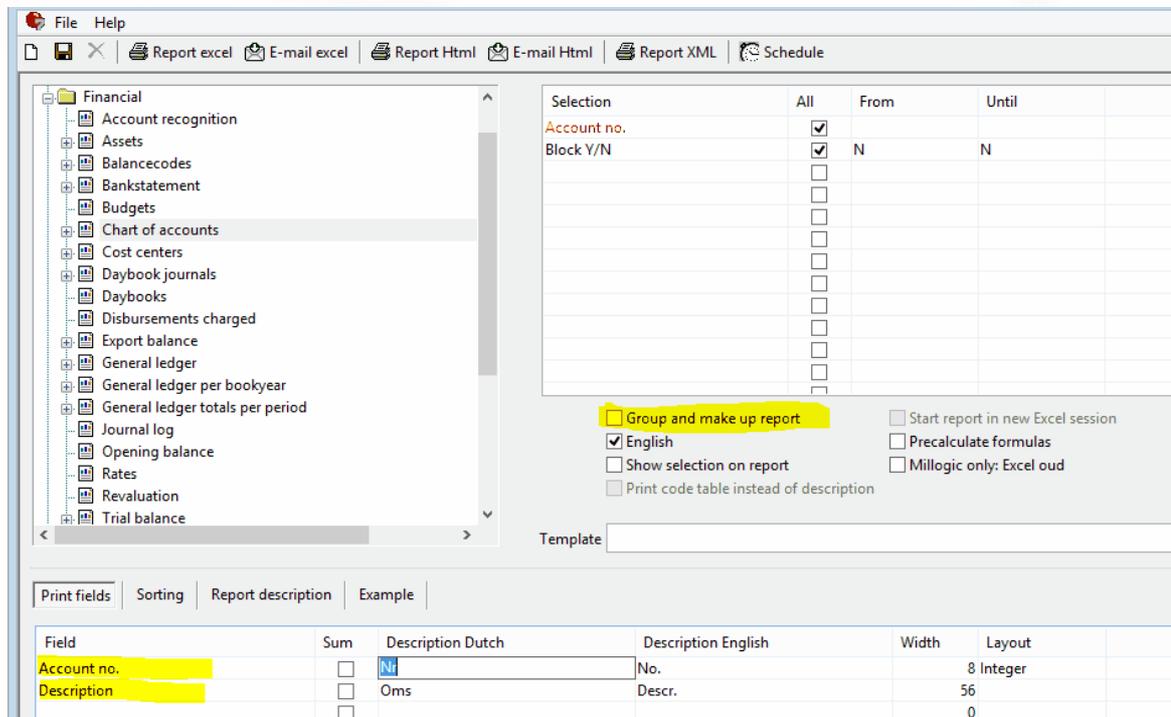
The columns B and C will be filled by Mill7 taking into account the general ledger number in column A.

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 .



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.

The screenshot shows an Excel spreadsheet with the following structure:

	A	B	C	D	E	F
1	check	current year	previous year			
2	balance					
3	p&l					
4						
5	Chart of account					
6		No.				Descr.
7		100				Goodwill
8		101				Depreciation goodwill
9		110				Start-up expenses
10		111				Depreciation Start-up exp.
11		200				Buildings
12		201				Depreciation buildings
13		202				Freehold land
14		210				Renovations
15		211				Depreciation renovations

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.

The screenshot shows the following worksheet tabs:

▶	GL	Balance	Profit and Loss	Taxes	Capital	Assets	+
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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*.

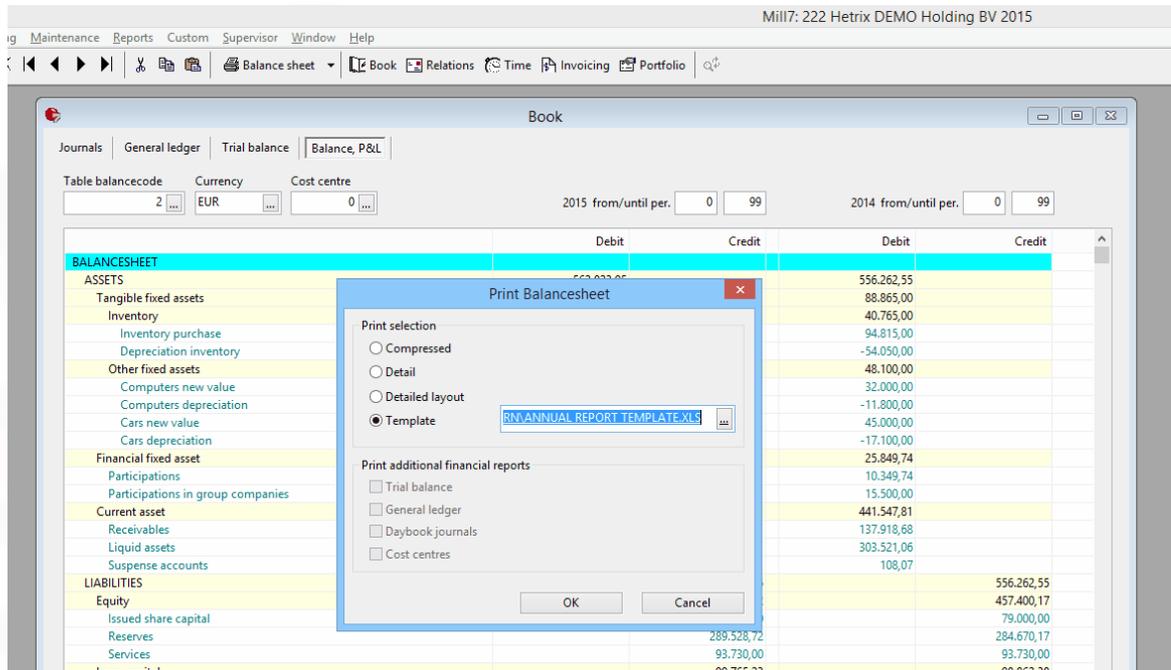
Mill7 will use this cell style to highlight changed cells in columns B and C of the first sheet with red as a background color.

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.

		A	B	C	D	E	F	G	H
1	check		current year	previous year					
2	balance		4.858,55	69.380,16					
3	p&l		-4.858,55	-69.380,16					
4									
5	Chart of account								
6		No.			Descr.				
7		100			Goodwill				
8		101			Depreciation goodwill				
9		110			Start-up expenses				
10		111			Depreciation Start-up exp.				
11		200			Buildings				
12		201			Depreciation buildings				
13		202			Freehold land				
14		210			Renovations				
15		211			Depreciation renovations				
16		220			Plant machinery and equipment				
17		221			Depreciation plant machinery and equipment				
18		230	94300	94400	Inventory				
19		231	-54050	-54050	Depreciation inventories				
20		240	32000	32000	Computers				
21		241	-12600	-11800	Depreciation computers				
22		250	45000	45000	Cars				
23		251	-17100	-17100	Depreciation cars				
24		300	10000	10000	Participation Holland Export B.V.				
25		301			Participation B.V. B				

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.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	check	current year	previous year				
2	balance	4.858,55	69.380,16				
3	p&l	-4.858,55	-69.380,16				
4							
5	Chart of account						
6	No.						Descr.
7	100						Goodwill
8	101						Depreciation goodwill
9	110						Start-up expenses
10	111						Depreciation Start-up exp.
11	200						Buildings
12	201						Depreciation buildings
13	202						Freehold land
14	210						Renovations
15	211						Depreciation renovations
16	220						Plant machinery and equipment
17	221						Depreciation plant machinery and equipment
18	230	94200					94400 Inventory
19	231	-54050					-54050 Depreciation inventories
20	240	32000					32000 Computers
21	241	-12600					-11800 Depreciation computers
22	250	45000					45000 Cars
23	251	-17100					-17100 Depreciation cars