Millogic Documentation

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1 Dashboard

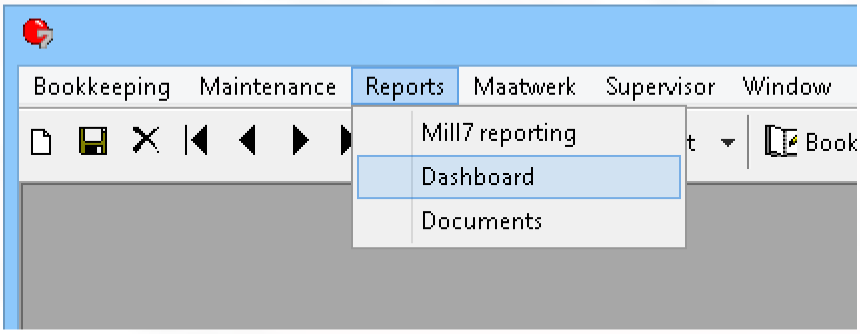
Mill7 Dashboard

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.

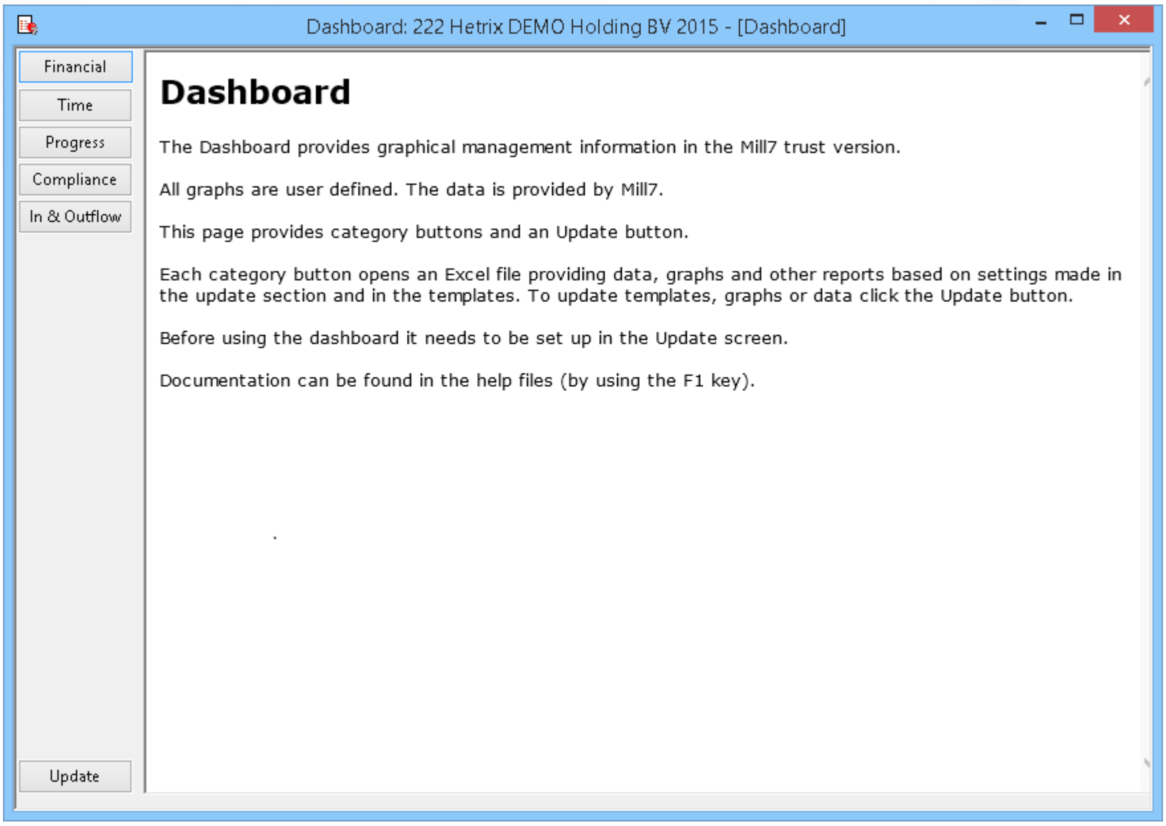
The Dashboard is part of the Mill7 trust version. It comes with all Mill7 modules.

Using the Dashboard

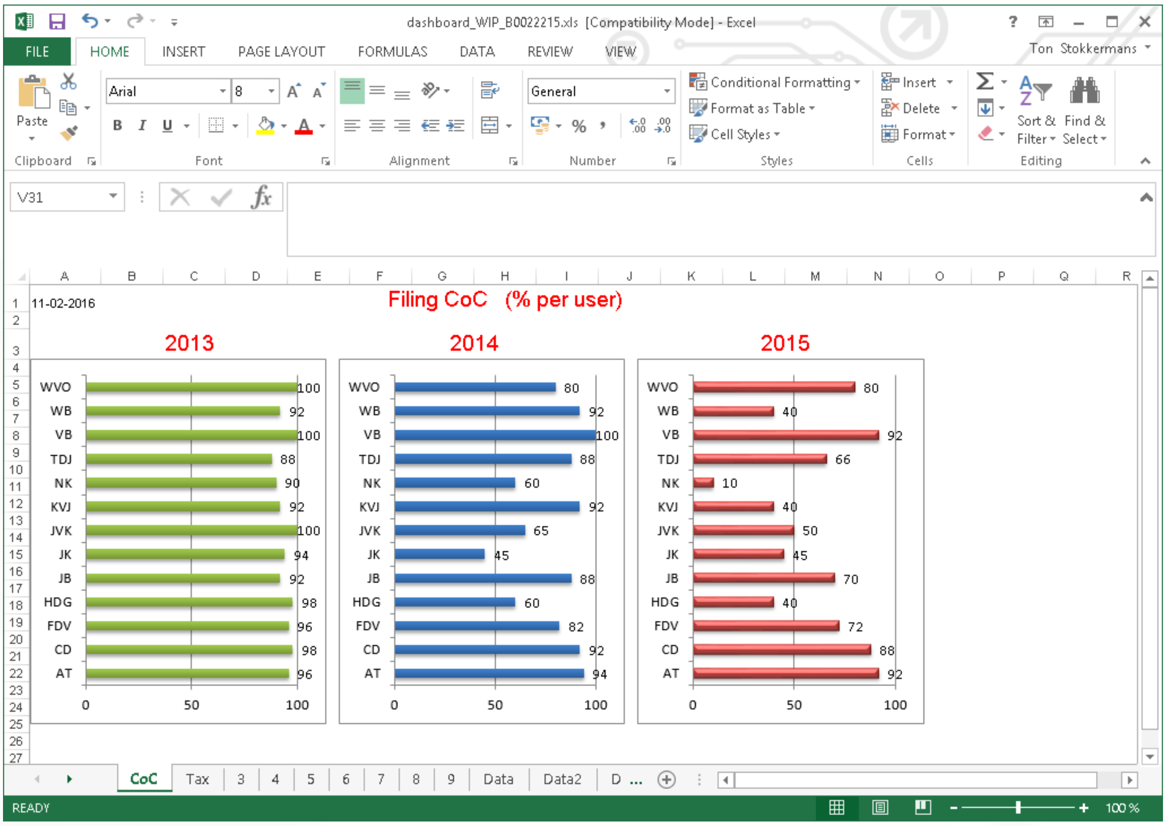
The Dashboard is started from the Reports menu.



The Dashboard screen provides 5 category buttons and an Update button.



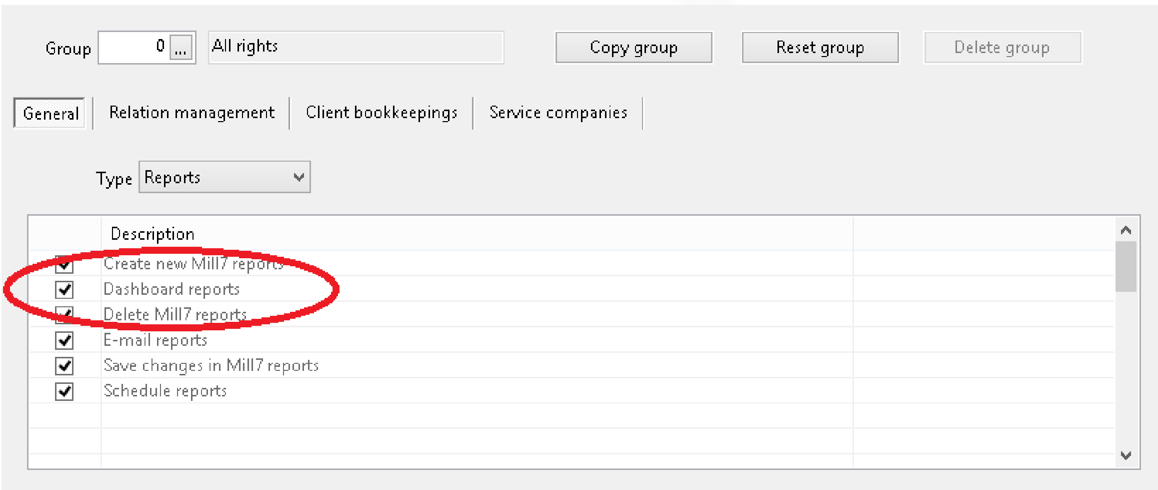
Each category button opens an Excel file providing data, graphs and other reports based on settings made in the update section and in the templates.



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.

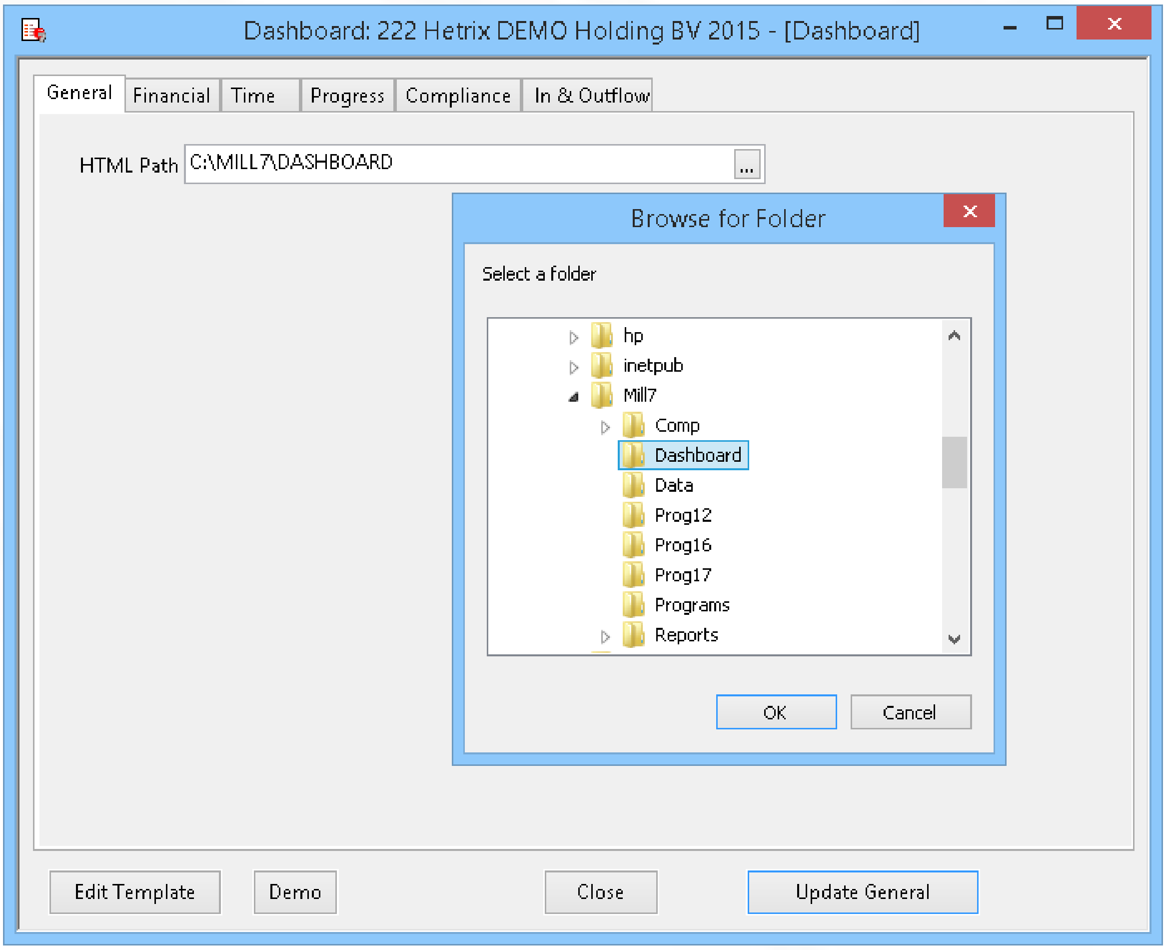


1.1 General

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.



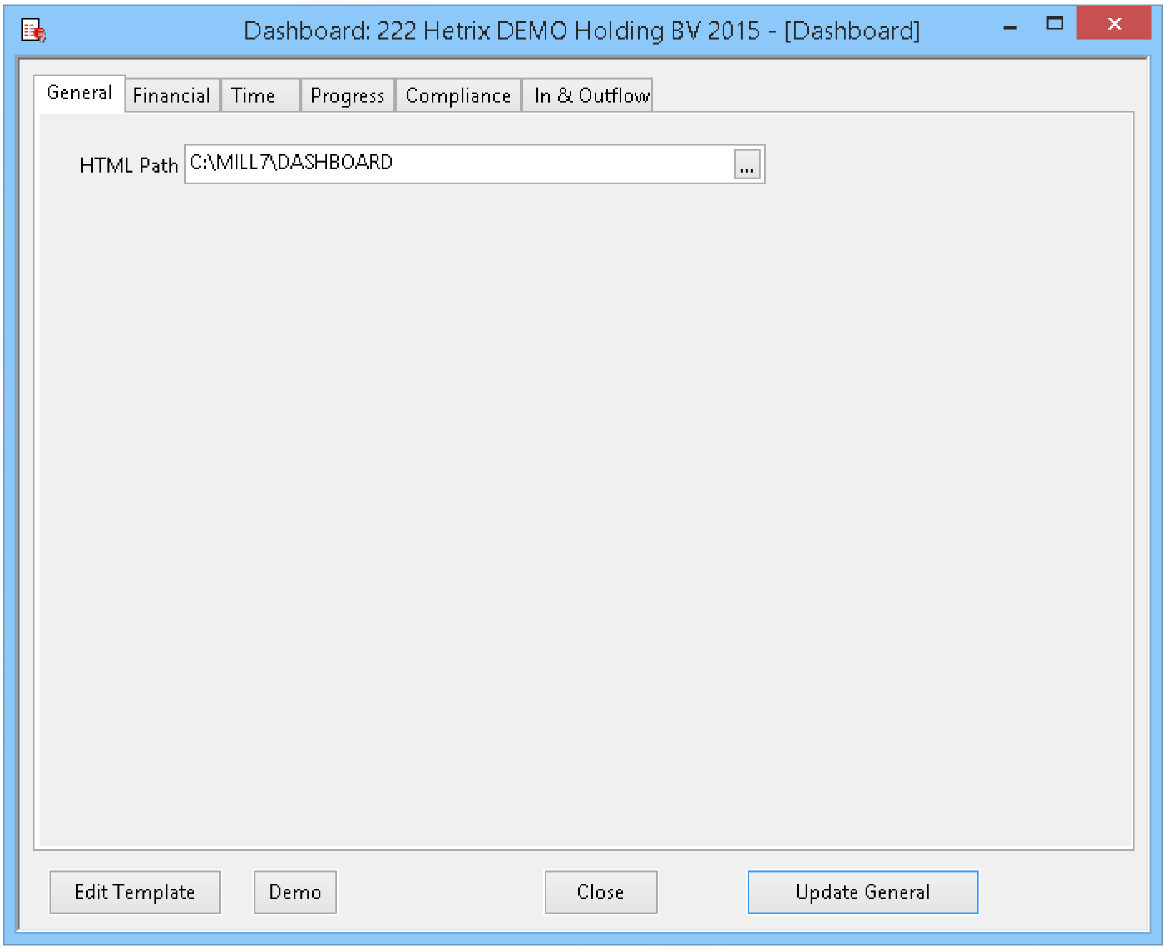
Users can configure the data to be used. This will be explained per category in the next sections.

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.

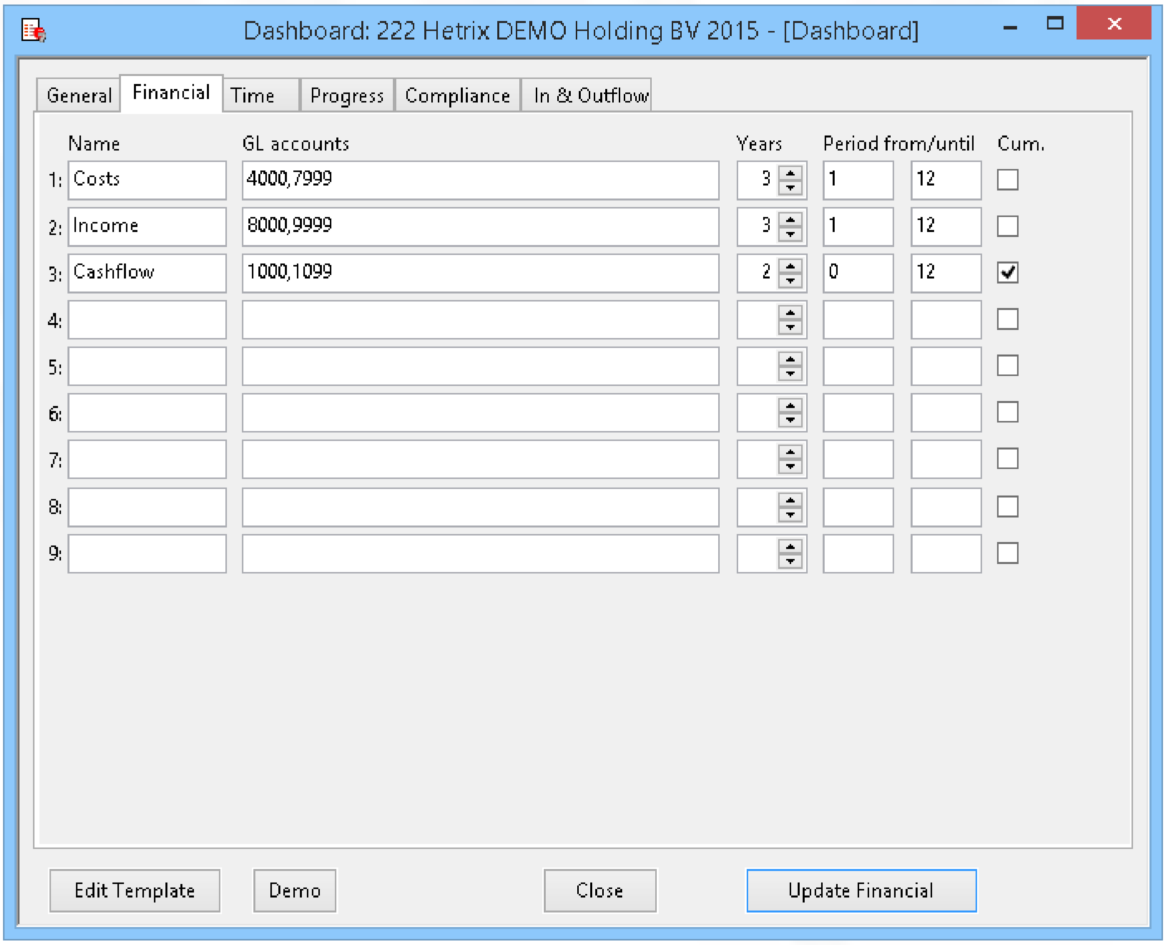
To update all graphs from all categories in one go, click the *Update general* button on the General tab.
To update a specific category of graphs, choose the *update* button on the tab of that specific category.



1.2 Financial

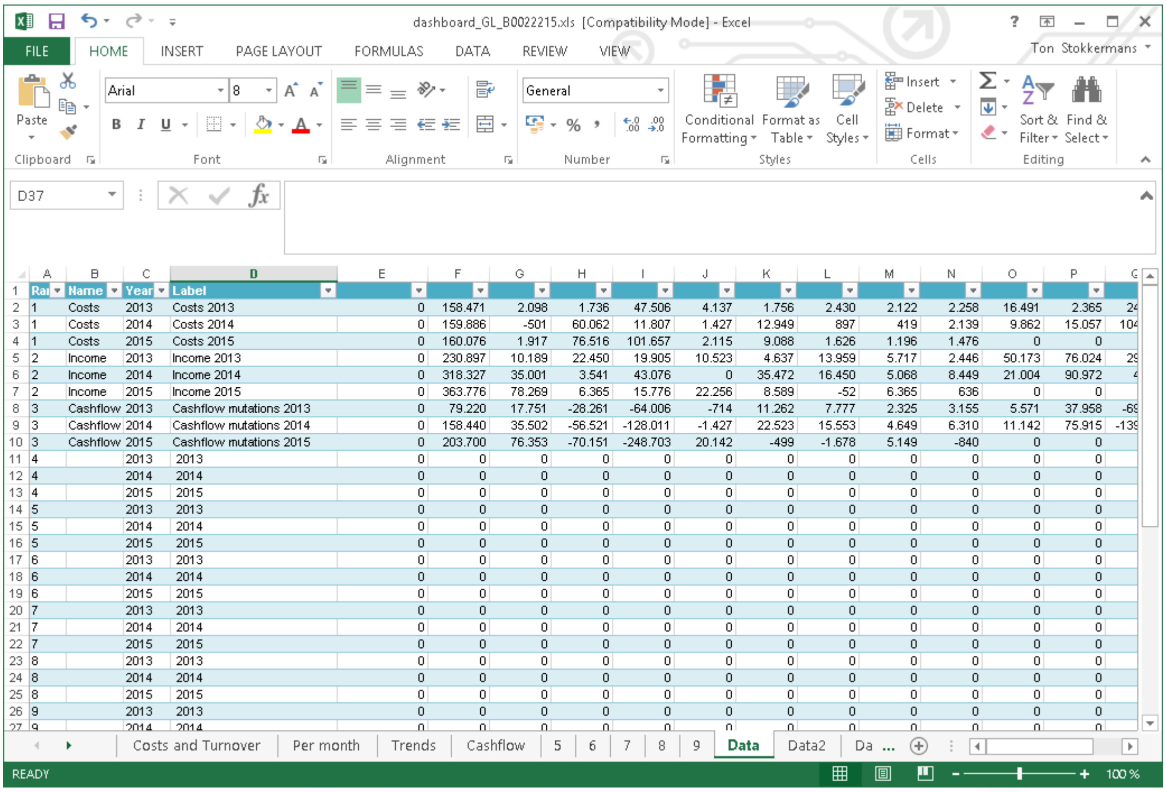
Up to nine formulas can be entered. Each formula has several parameters.

- 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

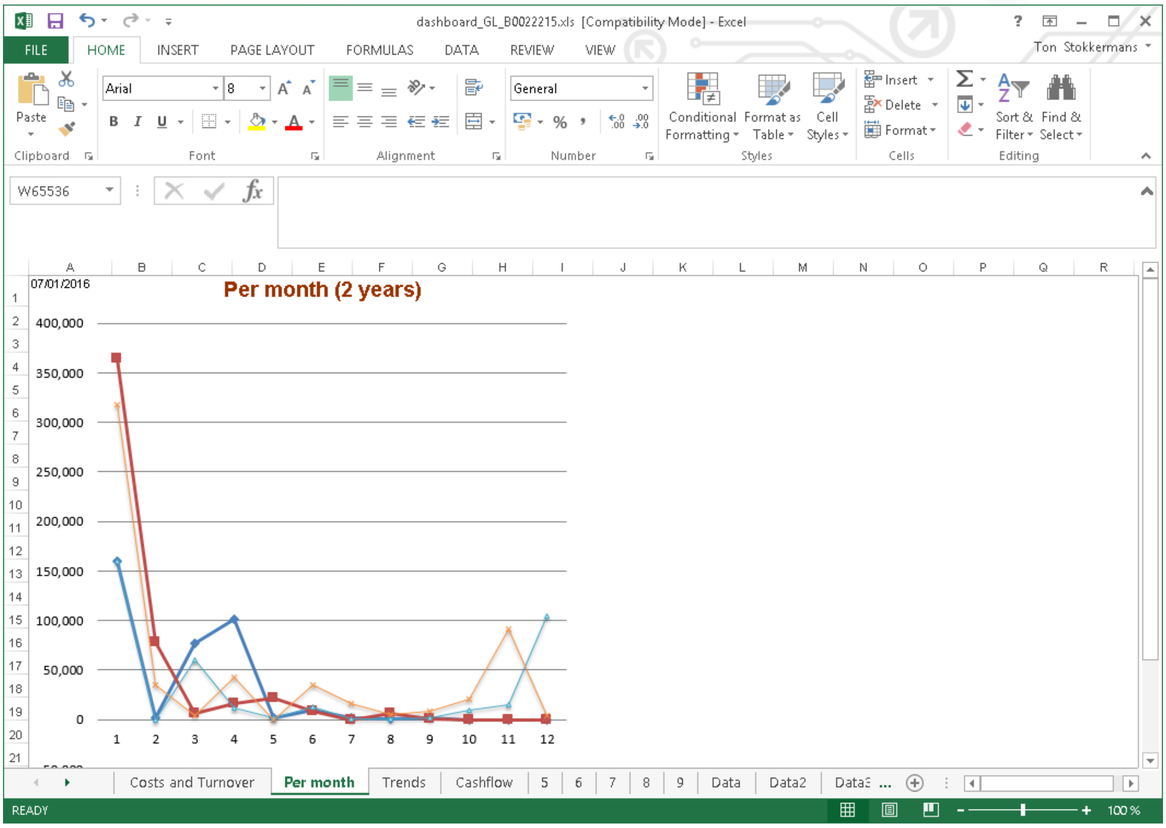


After choosing the button *Update Financial* the data is extracted from Mill7 and Excel will open using the Financial template to show the data.

Graphs based on the data sheets are presented in the first nine tabs.



	A (Rank)	B (Name)	C (Year)	D (Label)	E	F	G	H	I	J	K	L	M	N	O	P
2	1	Costs	2013	Costs 2013	0	158.471	2.098	1.736	47.506	4.137	1.756	2.430	2.122	2.258	16.491	2.365
3	1	Costs	2014	Costs 2014	0	159.886	-501	60.062	11.807	1.427	12.949	897	419	2.139	9.862	15.057
4	1	Costs	2015	Costs 2015	0	160.076	1.917	76.516	101.657	2.115	9.088	1.626	1.196	1.476	0	0
5	2	Income	2013	Income 2013	0	230.897	10.189	22.450	19.905	10.523	4.637	13.959	5.717	2.446	50.173	76.024
6	2	Income	2014	Income 2014	0	318.327	35.001	3.541	43.076	0	35.472	16.450	5.068	8.449	21.004	90.972
7	2	Income	2015	Income 2015	0	363.776	78.269	6.365	15.776	22.256	8.589	-52	6.365	636	0	0
8	3	Cashflow	2013	Cashflow mutations 2013	0	79.220	17.751	-28.261	-64.006	-714	11.262	7.777	2.325	3.155	5.571	37.958
9	3	Cashflow	2014	Cashflow mutations 2014	0	158.440	35.502	-56.521	-128.011	-1.427	22.523	15.553	4.649	6.310	11.142	75.915
10	3	Cashflow	2015	Cashflow mutations 2015	0	203.700	76.353	-70.151	-248.703	20.142	-499	-1.678	5.149	-840	0	0
11	4		2013	2013	0	0	0	0	0	0	0	0	0	0	0	0
12	4		2014	2014	0	0	0	0	0	0	0	0	0	0	0	0
13	4		2015	2015	0	0	0	0	0	0	0	0	0	0	0	0
14	5		2013	2013	0	0	0	0	0	0	0	0	0	0	0	0
15	5		2014	2014	0	0	0	0	0	0	0	0	0	0	0	0
16	5		2015	2015	0	0	0	0	0	0	0	0	0	0	0	0
17	6		2013	2013	0	0	0	0	0	0	0	0	0	0	0	0
18	6		2014	2014	0	0	0	0	0	0	0	0	0	0	0	0
19	6		2015	2015	0	0	0	0	0	0	0	0	0	0	0	0
20	7		2013	2013	0	0	0	0	0	0	0	0	0	0	0	0
21	7		2014	2014	0	0	0	0	0	0	0	0	0	0	0	0
22	7		2015	2015	0	0	0	0	0	0	0	0	0	0	0	0
23	8		2013	2013	0	0	0	0	0	0	0	0	0	0	0	0
24	8		2014	2014	0	0	0	0	0	0	0	0	0	0	0	0
25	8		2015	2015	0	0	0	0	0	0	0	0	0	0	0	0
26	9		2013	2013	0	0	0	0	0	0	0	0	0	0	0	0
27	9		2014	2014	0	0	0	0	0	0	0	0	0	0	0	0

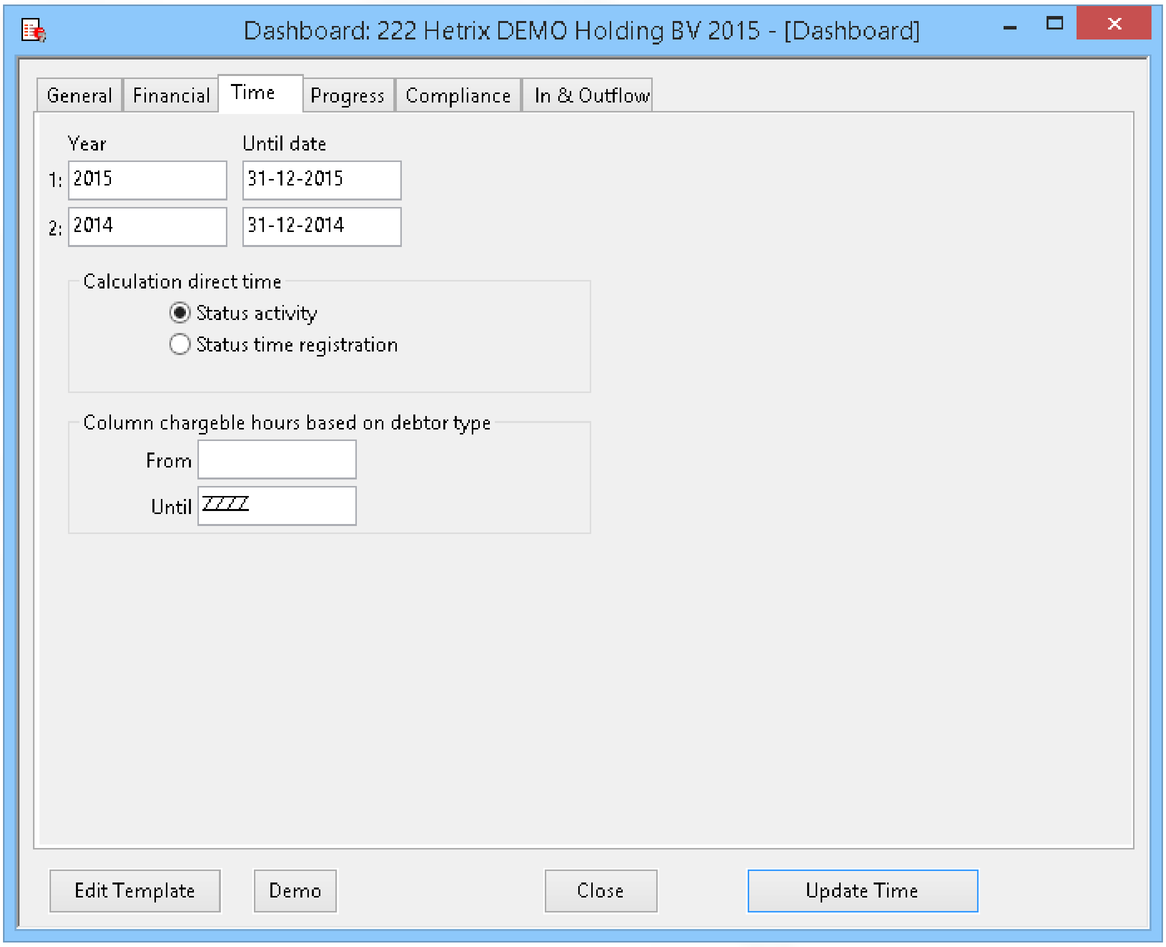


1.3 Time

To report time two years can be selected. For each year a Data tab will be updated.

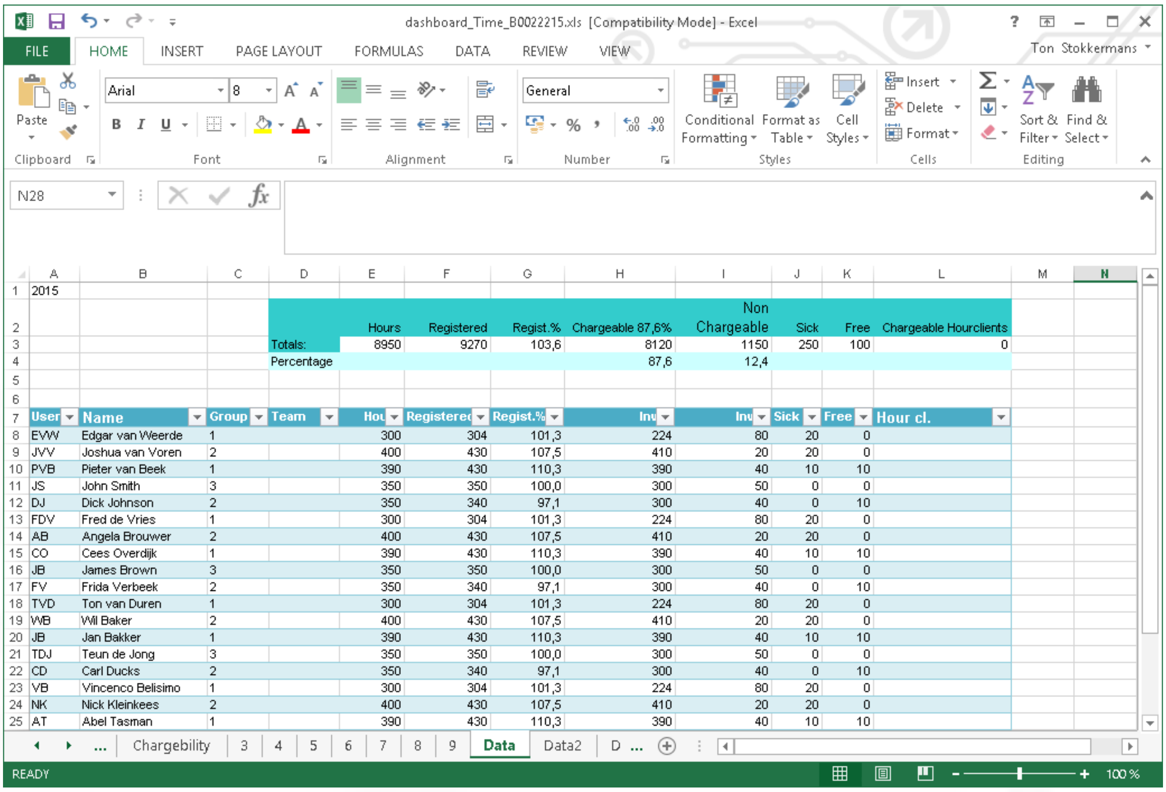
For the dividing of time between chargeable and non-chargeable time a choice must be made between the default status of the activity and the status of the actual the time written. Chargeable time is time written on activities with invoice status set to "J" or time written with invoice status "J" or "F", 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 openusing the Time template to show the data.

Non-chargeable time includes the time for Sickness and Free as set at Maintenance> Settings> Time.

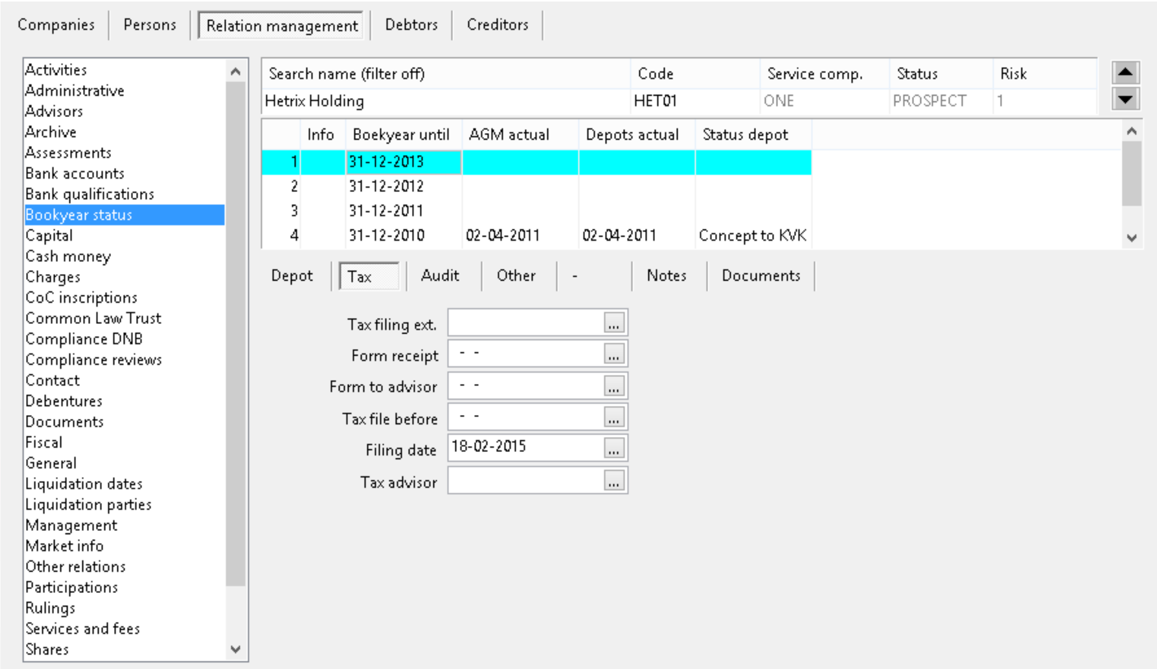


2015										
			Hours	Registered	Regist.%	Chargeable 87,6%	Non Chargeable	Sick	Free	Chargeable Hourclients
		Totals:	8950	9270	103,6	8120	1150	250	100	0
		Percentage				87,6	12,4			

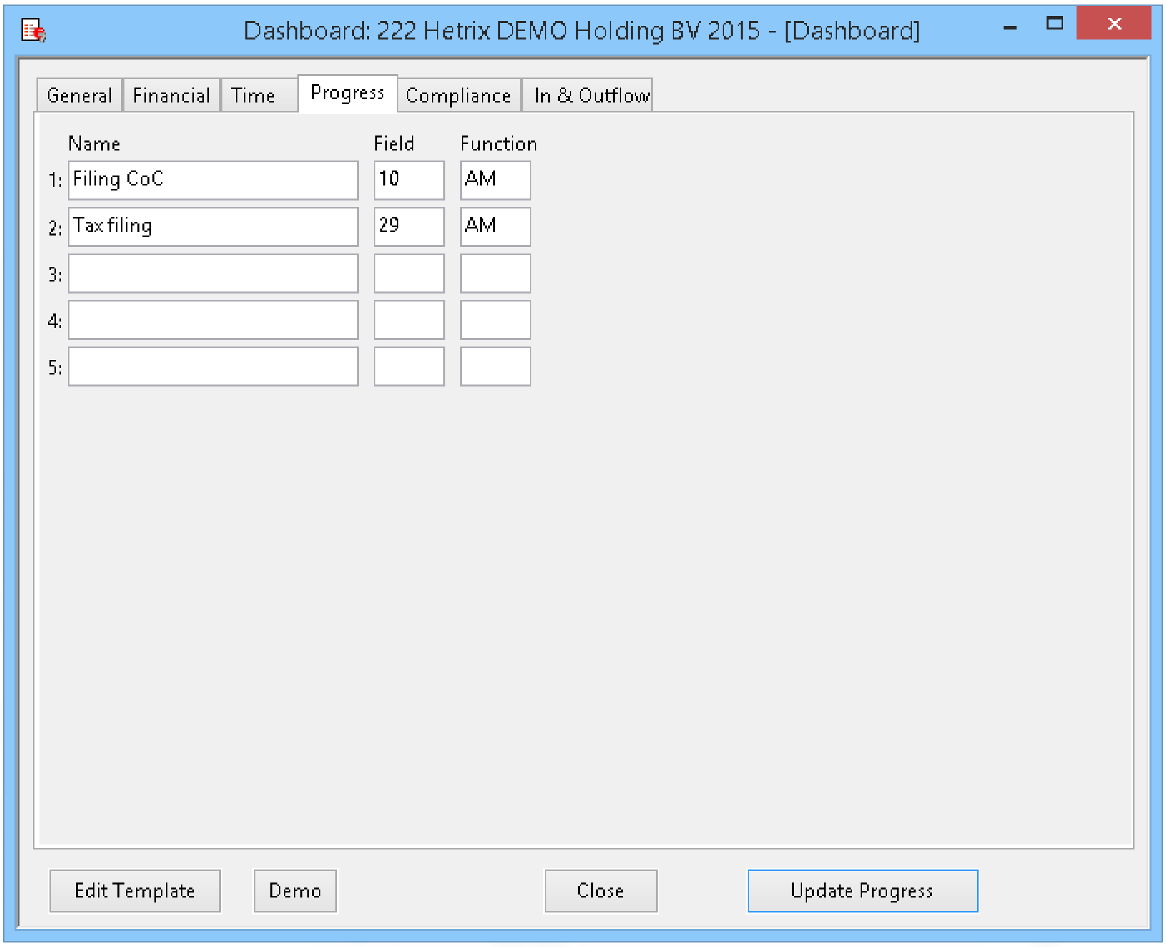
User	Name	Group	Team	Hou	Registered	Regist.%	Inv	Inv	Sick	Free	Hour cl.
EVW	Edgar van Weerde	1		300	304	101,3	224	80	20	0	
JVV	Joshua van Voren	2		400	430	107,5	410	20	20	0	
PVB	Pieter van Beek	1		390	430	110,3	390	40	10	10	
JS	John Smith	3		350	350	100,0	300	50	0	0	
DJ	Dick Johnson	2		350	340	97,1	300	40	0	10	
FDV	Fred de Vries	1		300	304	101,3	224	80	20	0	
AB	Angela Brouwer	2		400	430	107,5	410	20	20	0	
CO	Cees Overdijk	1		390	430	110,3	390	40	10	10	
JB	James Brown	3		350	350	100,0	300	50	0	0	
FV	Frida Verbeek	2		350	340	97,1	300	40	0	10	
TVD	Ton van Duren	1		300	304	101,3	224	80	20	0	
WB	Wil Baker	2		400	430	107,5	410	20	20	0	
JB	Jan Bakker	1		390	430	110,3	390	40	10	10	
TDJ	Teun de Jong	3		350	350	100,0	300	50	0	0	
CD	Carl Ducks	2		350	340	97,1	300	40	0	10	
VB	Vincenco Belisimo	1		300	304	101,3	224	80	20	0	
NK	Nick Kleinkees	2		400	430	107,5	410	20	20	0	
AT	Abel Tasman	1		390	430	110,3	390	40	10	10	

1.4 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.



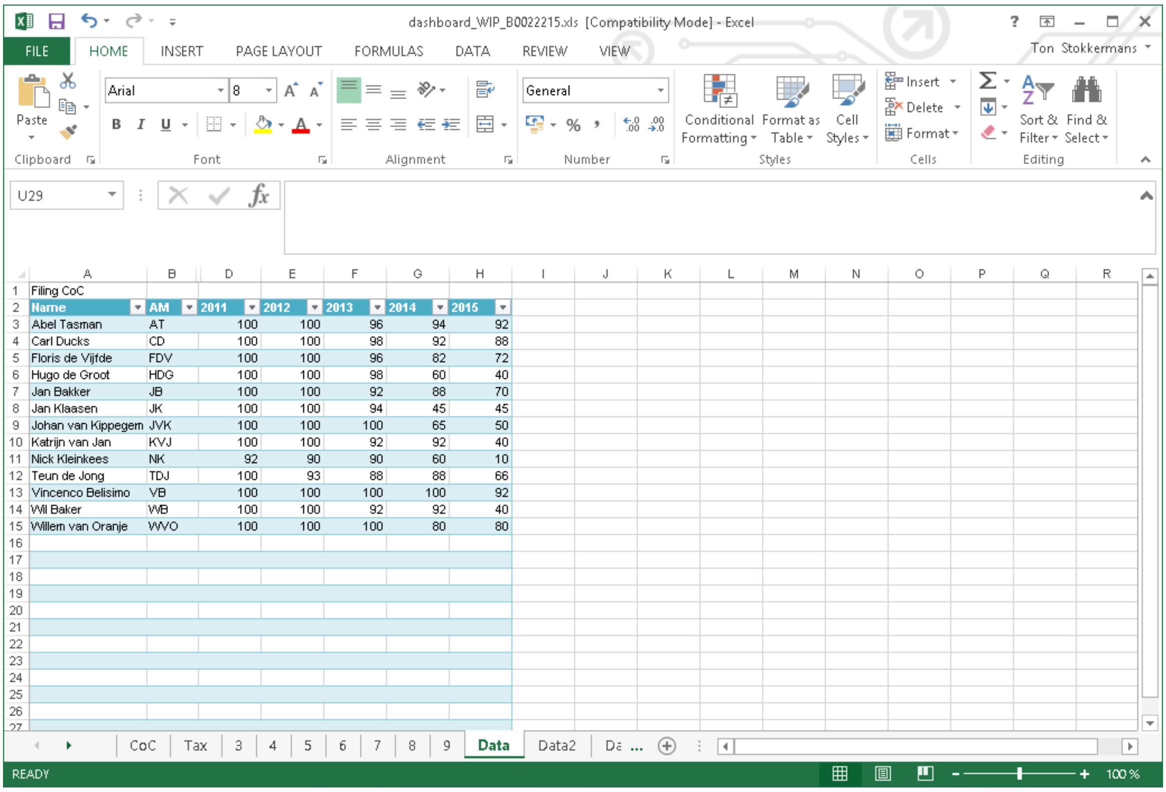
The field number of a field can be found in the Relation management field properties. The function of the trust employee can be selected to do the job.



After choosing the button *Update Progress* the data is extracted from Mill7 and Excel will open using the Progress template to show the data.

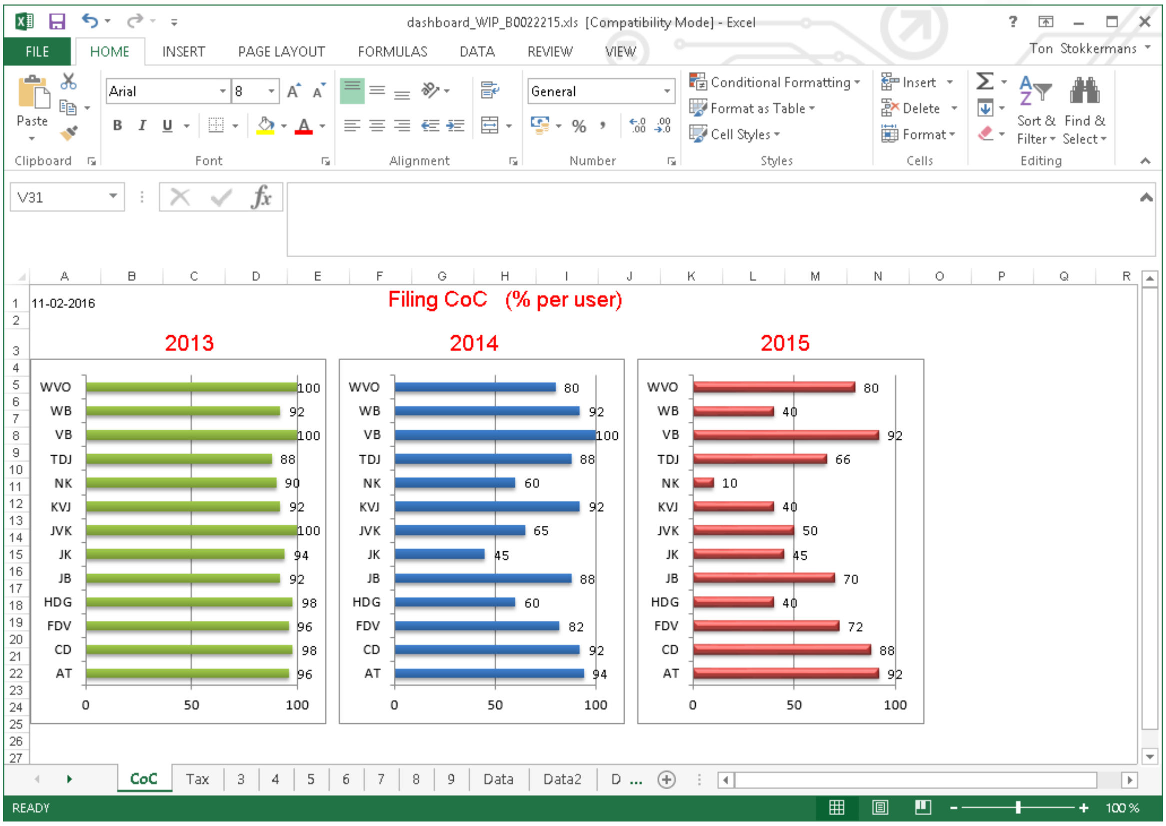
When a date is filled in, the job is considered to be done.
Per trust employee a percentage is calculated. The percentage compares the number of jobs done to the number of companies where the trust employee has this function.

Example of a Progress management report.



Filing CoC

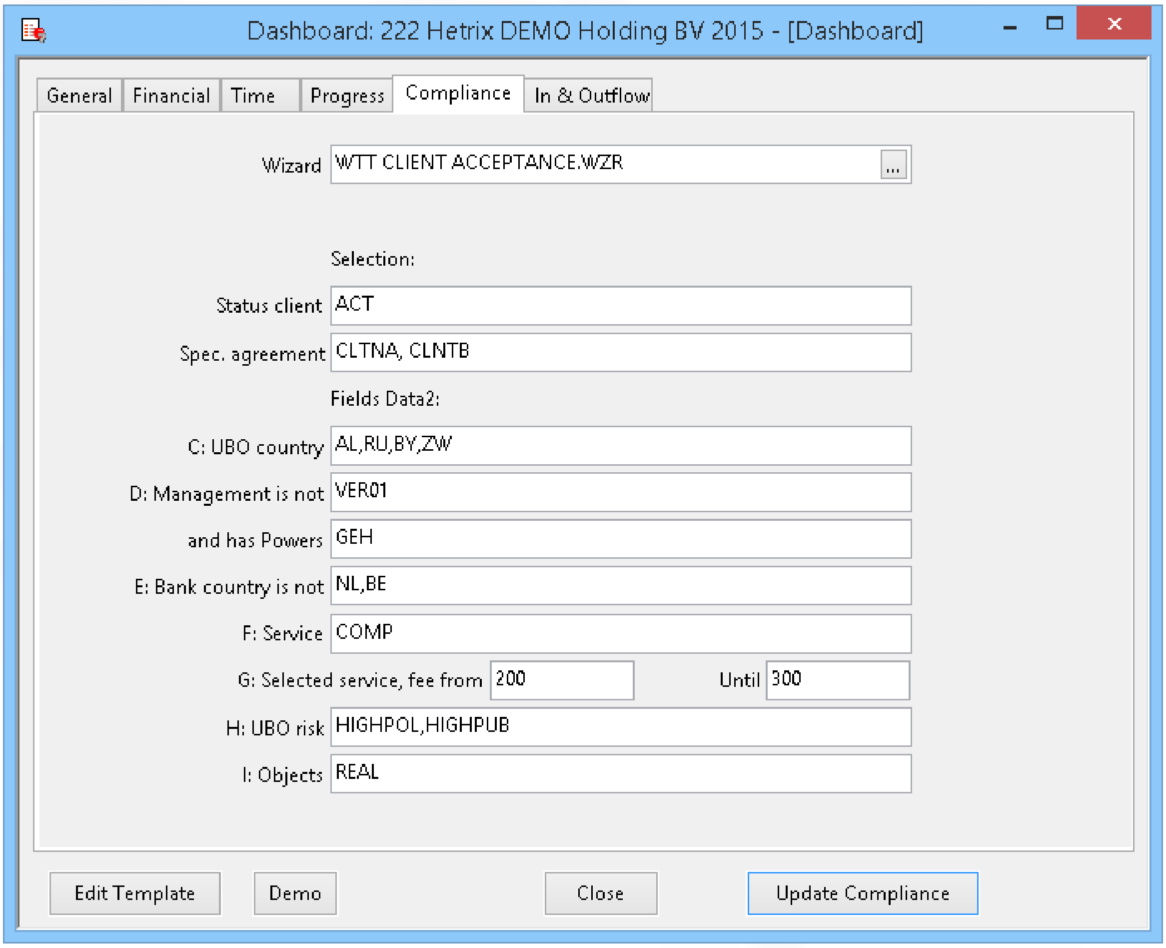
Name	AM	2011	2012	2013	2014	2015
Abel Tasman	AT	100	100	96	94	92
Carl Ducks	CD	100	100	98	92	88
Floris de Vijfde	FDV	100	100	96	82	72
Hugo de Groot	HDG	100	100	98	60	40
Jan Bakker	JB	100	100	92	88	70
Jan Klaasen	JK	100	100	94	45	45
Johan van Kippegem	JVK	100	100	100	65	50
Katrijn van Jan	KVJ	100	100	92	92	40
Nick Kleinkees	NK	92	90	90	60	10
Teun de Jong	TDJ	100	93	88	88	66
Vincenco Belisimo	VB	100	100	100	100	92
Wil Baker	WB	100	100	92	92	40
Willem van Oranje	WVO	100	100	100	80	80



1.5 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.

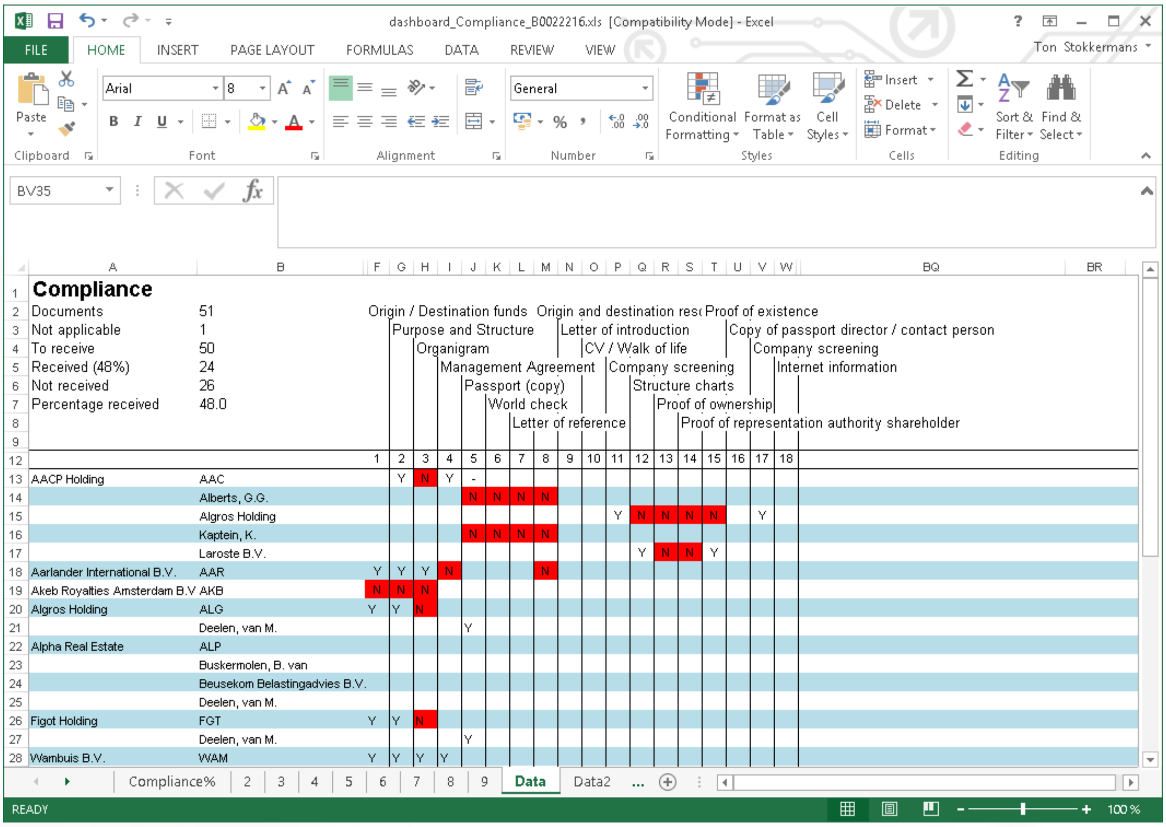
Several selections can be made. Each selection compares with a field in relation management.



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

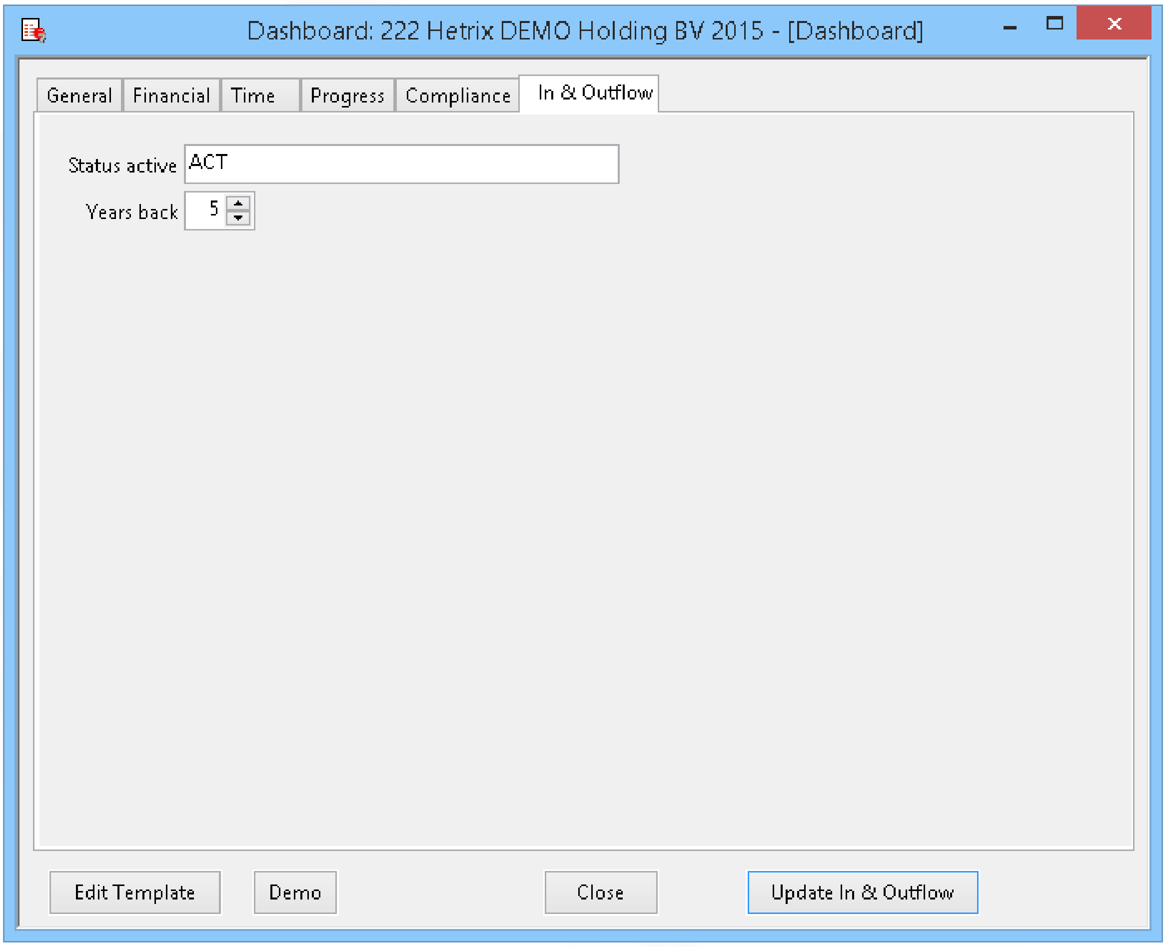
After choosing the button *Update compliance* the data is extracted from Mill7 and Excel will open using the Compliance template to show the data.

The report shows per entity for all documents an indication if the document is received or not.



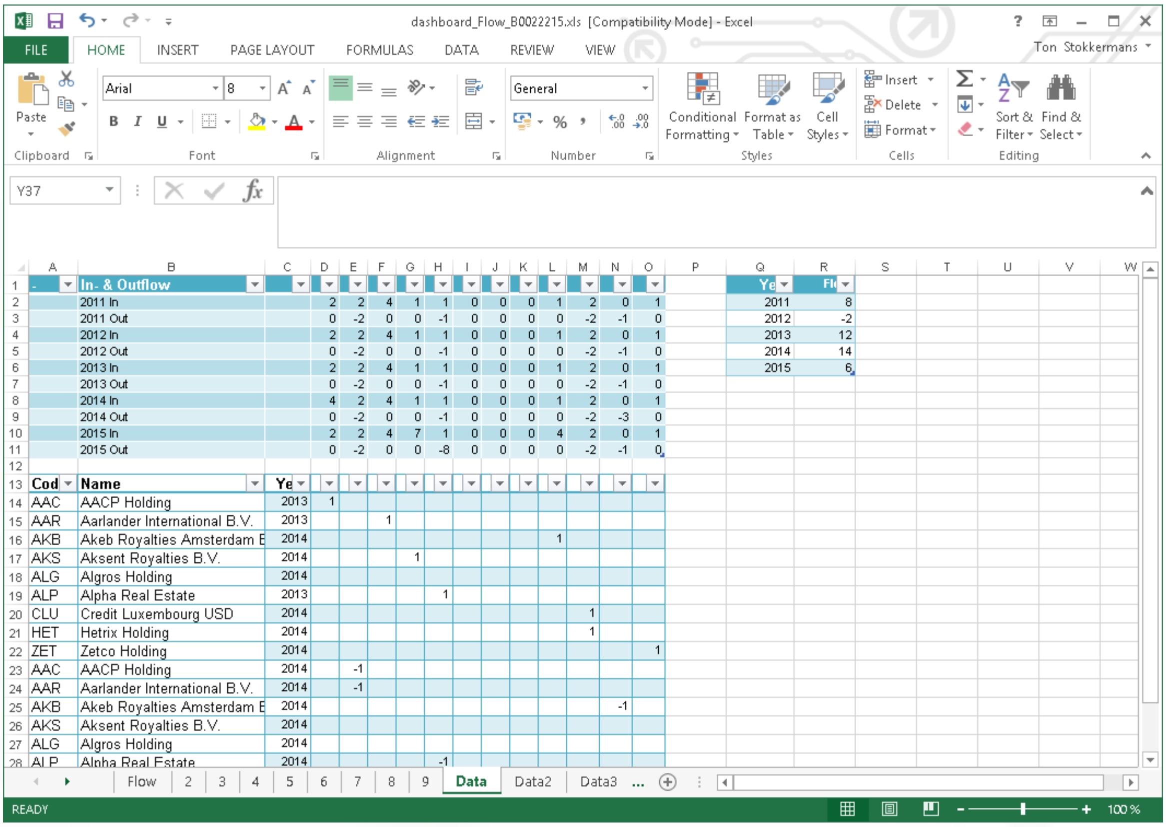
1.6 In & Outflow

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.

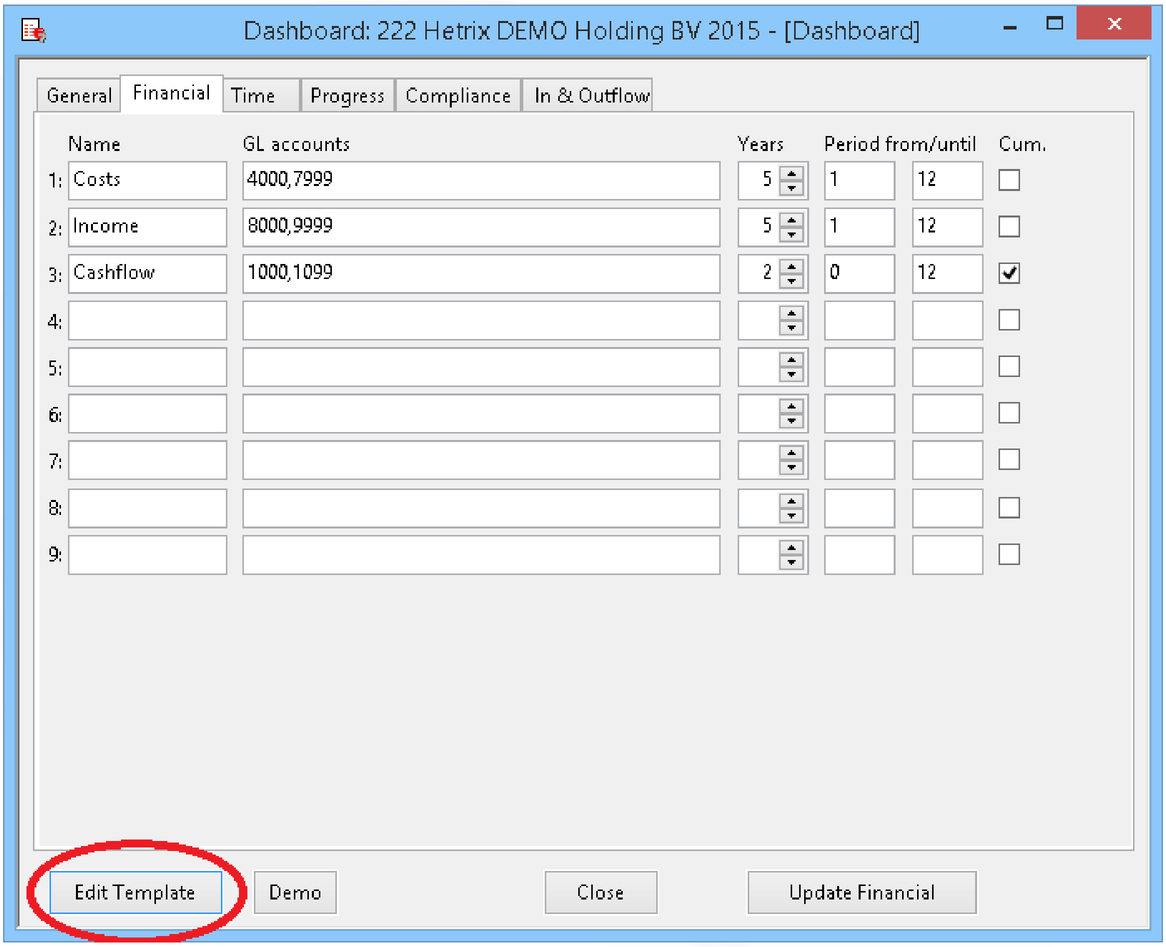
The data sheet consists of three tables. The first one shows for each year per month the totals of clients arrived and clients left.
The table below shows the in and out flow per client per year. The small table on the right show the aggregate of clients in and out for each year.



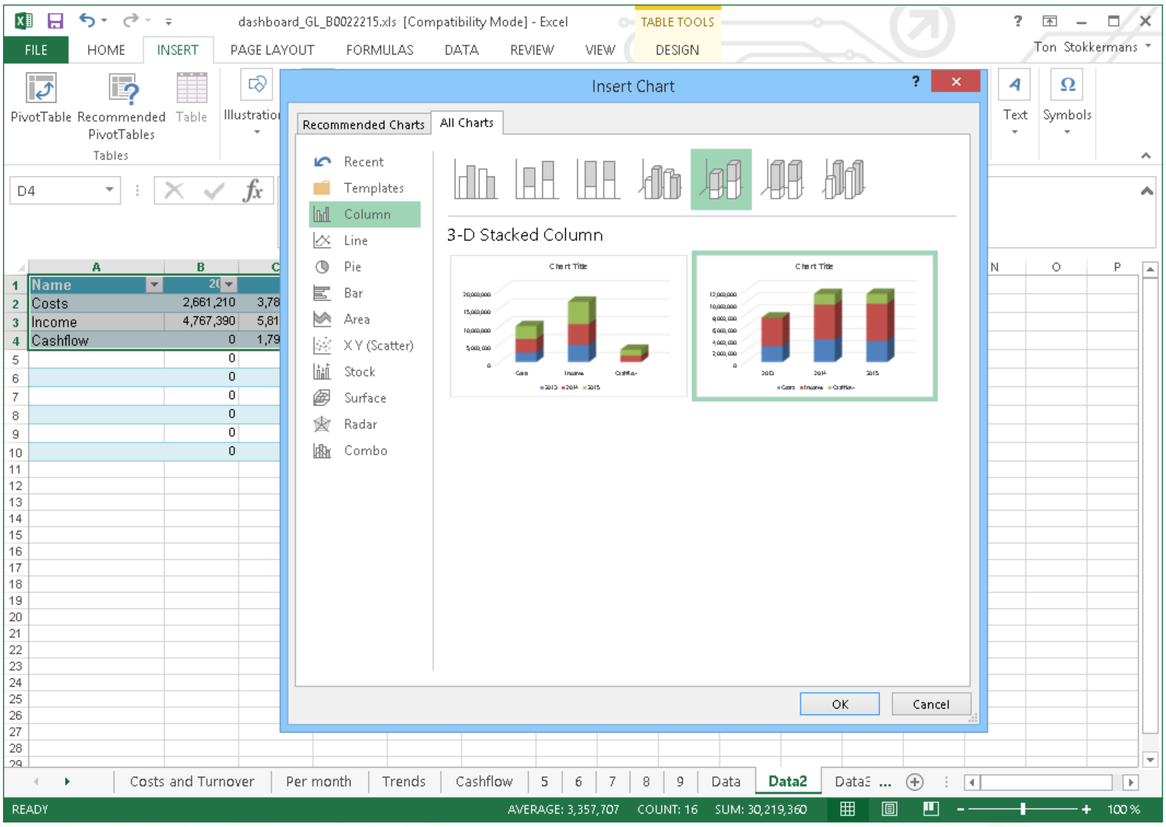
1.7 Templates

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.

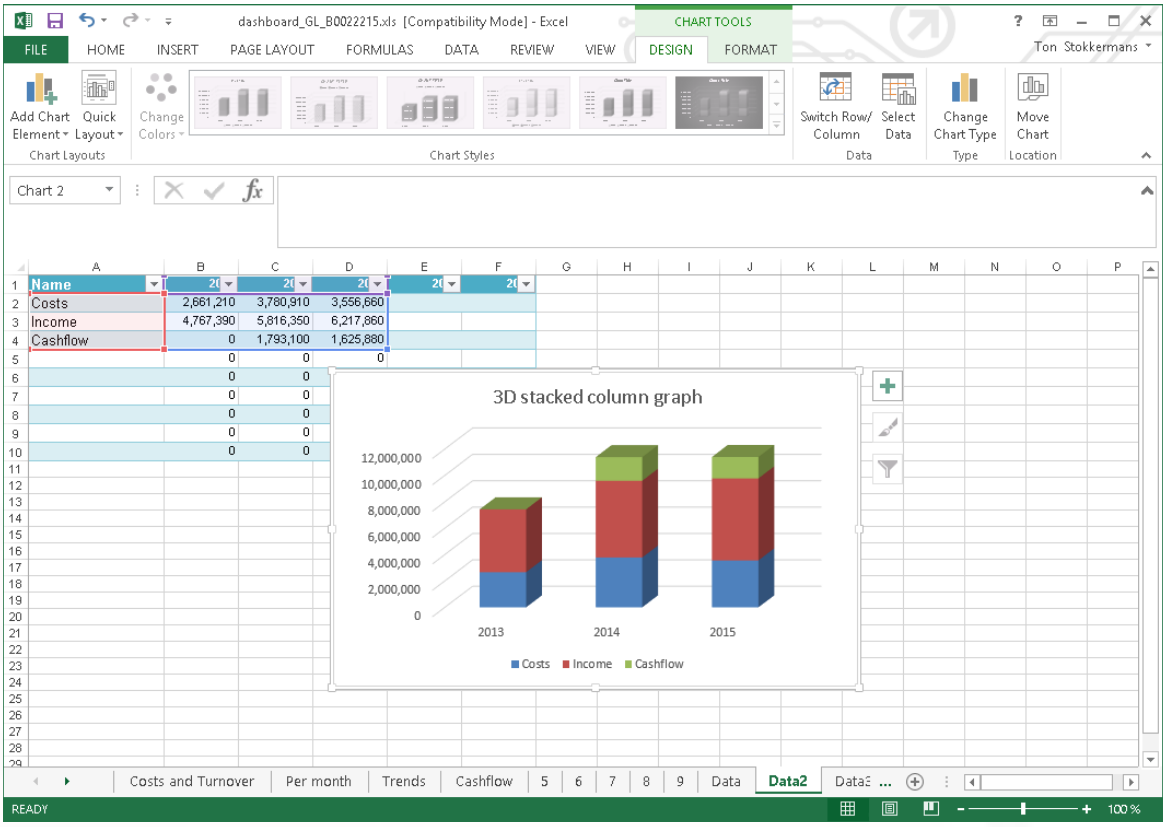
Each category has its one template. To edit a template, select the category by activating the appropriate tab, then click the *Edit Template* button.



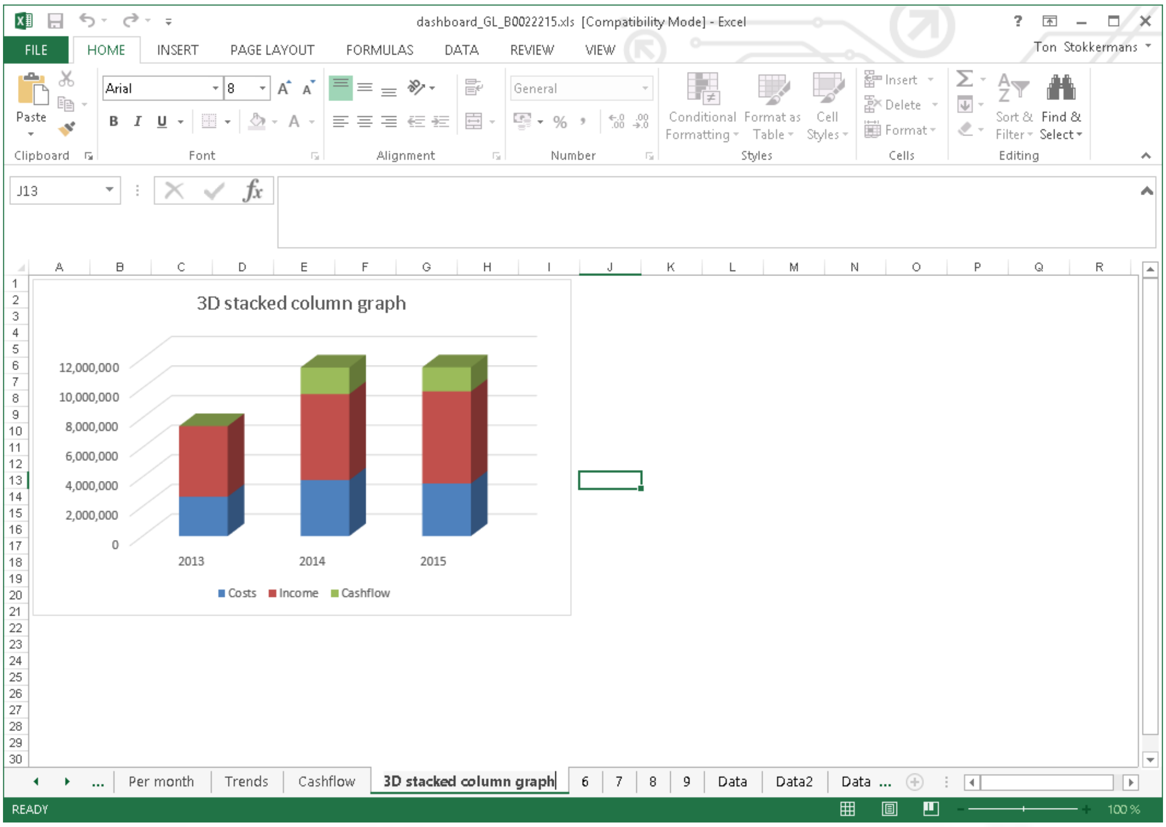
To edit the graphs, first create a graph in one of the Data tabs, link the graph to the data.



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