

Millogic Documentation

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Dashboard

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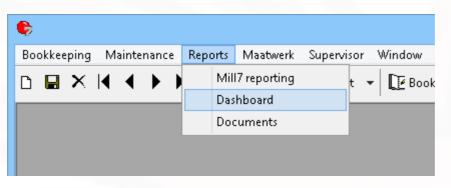
Mill7 Dashboard

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

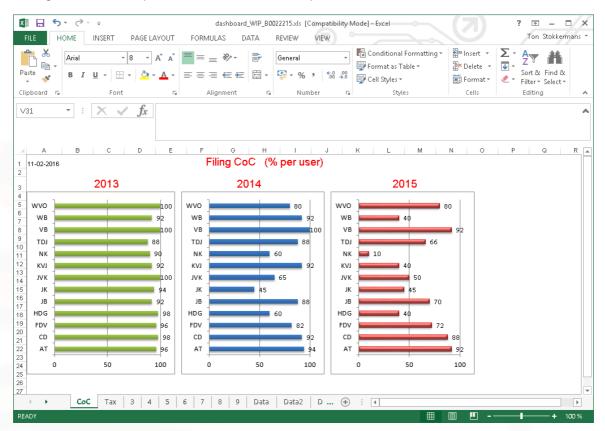
The Dashboard is started from the Reports menu.



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

E ,	Dashboard: 222 Hetrix DEMO Holding BV 2015 - [Dashboard] – 🗖 🗙
Financial	Dashboard
Time Progress Compliance In & Outflow	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).
Update	

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.

Group	0 All rights Copy group Reset group	Delete group	
General	Relation management Client bookkeepings Service companies		
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	Description		^
	Create new Mill7 reports		
	Dashboard reports		
	Delete Mill7 reports		
✓	E-mail reports		
✓	Save changes in Mill7 reports		
✓	Schedule reports		
			*

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.

🖪 🛛 Dashboard: 222 Het	trix DEMO Holding BV 2015 - [Dashboard] 🛛 🗕 🗖 🗙
	trix DEMO Holding BV 2015 - [Dashboard] - X Iiance In & Outflow Browse for Folder Select a folder b hp b inetpub d Mill7
	Comp Dashboard Data Prog12 Prog16 Prog17 Programs Reports
Edit Template Demo	Close Update General

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 <u>topic</u> 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.

🗈 Dashboard: 222 Hetrix DEMO Holding BV 2015 - [Dashboard] – 🗖 🗙
General Financial Time Progress Compliance In & Outflow
HTML Path C:\MILL7\DASHBOARD
Edit Template Demo Close Update General

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

Dashboard: 222 Hetrix DEMO Holding BV a	2015 - [D	ashboard]	- 🗆 🗙
General Financial Time Progress Compliance In & Outflow			
Name GL accounts	Years	Period from/u	until Cum.
1: Costs 4000,7999	3 🌲	1 12	
2: Income 8000,9999	3 🌩	1 12	
3: Cashflow 1000,1099	2 📮	0 12	✓
4:	*		
5:	•		
6:	×		
7:			
8:			
9:	•		
Edit Template Demo Close	Up	idate Financial	

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.

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1 Costs 201 2 Income 201		0	160.076 230.897	1.917 10.189	76.516 22.450	101.657 19.905	2.115 10.523	9.088 4.637	1.626 13.959	1.196 5.717	1.476 2.446	0 50.173	0 76.024	-
2 Income 201-		0	318.327	35.001	3.541	43.076	0	35.472	16.450	5.068	2.440	21.004	90.972	2
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3 Cashflow 201		0	203.700	76.353		248.703	20.142	-499	-1.678	5.149	-840	0	0	
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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.

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General Financial Time Progress Compliance In & Outflow
General Financial Time Progress Compliance In & Outflow Year Until date 1: 2015 31-12-2015 2: 2: 2014 31-12-2014
Edit Template Demo Close Update Time

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.

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2 3 4 5 6 7	JS DJ FDV AB CO JB FV	John Smith Dick Johnson Fred de Vries Angela Brouwer Cees Overdijk James Brown Frida Verbeek	3 2 1 2 1 3 2		350 350 300 400 390 350 350	350 340 304 430 430 350 340	100,0 97,1 101,3 107,5 110,3 100,0 97,1	300 300 224 410 390 300 300	5 4 8 2 4 5 4	0 0 0 0 0 20 0 20 0 20 0 10 0 0 0 0	0 10 0 10 10 0 10					
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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.

Companies Persons Rel	ation managem	ient Debtors	Creditors						
Activities	 Search na 	me (filter off)		Code	Service	comp.	Status	Risk	
Administrative	Hetrix Hol	dina		HET01	ONE		PROSPECT	1	-
Advisors									
Archive	Info	Boekyear until	AGM actual	Depots actual	Status depot				^
Assessments Bank accounts	1	31-12-2013							
Bank qualifications	2	31-12-2012							
Bookyear status	3	31-12-2011							
Capital	4	31-12-2010	02-04-2011	02-04-2011	Concept to KVK				
Cash money		51 12 2010			ooncept to hon				*
Charges	Depot	Tax Audi	t Other	- Notes	Documents				
CoC inscriptions		· · · · · ·	1 1	1	1				
Common Law Trust		Tax filing ext.							
Compliance DNB									
Compliance reviews		Form receipt							
Contact	F	orm to advisor							
Debentures									
Documents		Tax file before							
Fiscal		Filing date	18-02-2015						
General		Tax advisor							
Liquidation dates		Tax advisor							
Liquidation parties Management									
Market info									
Other relations									
Participations									
Rulings									
Services and fees									
Shares	¥								

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.

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General Financial Time Progr	ress Compliance In & Outflow	
Name	Field Function	
1: Filing CoC	10 AM	
2: Tax filing	29 AM	
3:		
4:		
5:		
Edit Template Demo	Close Update Progress	

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.

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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.

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	General Financial Time Pr	ogress Compliance In & Outflow
	Wizard	WTT CLIENT ACCEPTANCE.WZR
		Selection:
	Status client	
	Spec. agreement	CLTNA, CLNTB
		Fields Data2:
	C: UBO country	AL,RU,BY,ZW
	D: Management is not	VER01
	and has Powers	GEH
	E: Bank country is not	NL,BE
	F: Service	COMP
	G: Selected	d service, fee from 200 Until 300
	H: UBO risk	HIGHPOL,HIGHPUB
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	Edit Template Demo	Close Update Compliance
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After choosing the button *Update compliance* the data is extracted from Mill7 and Excel will open using the Compliance template to show the data.

File 140 field 16

File 142 field 10

UBO risk

Objects

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

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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.

B Dashboard: 222 Hetrix DEMO Holding BV 2015 - [Dashboard]	-	×
General Financial Time Progress Compliance In & Outflow		
Status active ACT Years back 5 -		
Edit Template Demo Close Update In & Outflow		

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.

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	2014 Out		0	-2	0	0	-1	0	0	0	0	-2	-3	0									
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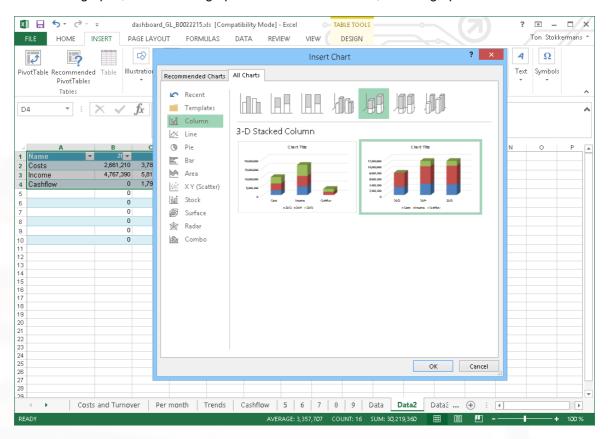
1.7 Templates

The dashboard is based on Excel templates. Mill7 fills data in the background sheets (called Data1, Data2, etc) of the template.

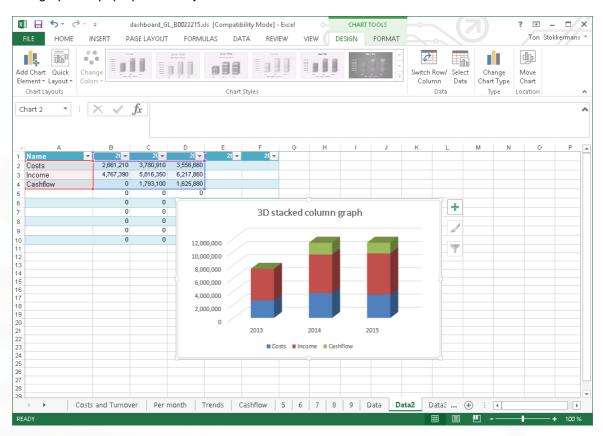
The user can edit the first nine sheets in the Excel template for presentations of the data.

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

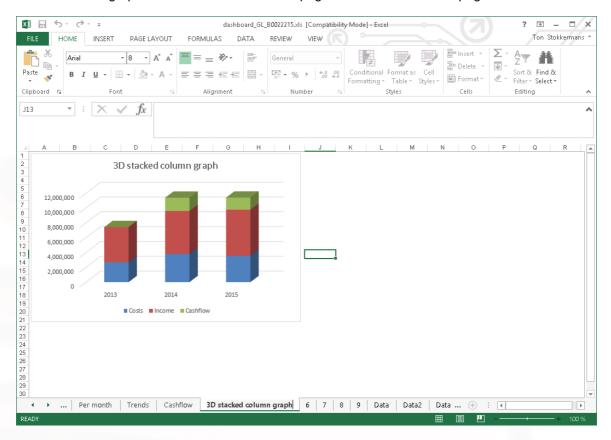
Dashboard: 222 Hetrix DEMO Holding BV 2	2015 - [Dashboard] 🛛 🗕 🗖 🗙
General Financial Time Progress Compliance In & Outflow	
General Financial Time Progress Compliance In & Outflow Name GL accounts 1 Costs 4000,7999 2 Income 8000,9999 3 Cashflow 1000,1099 4 5	Years Period from/until Cum. 5 ★ 1 12
9: Edit Template Demo Close	Update Financial



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.

FinancialDashboard_GL.xltTimeDashboard_Time.xltProgressDashboard_WIP.xltComplianceDashboard_Compliance.xltIn & OutflowDashboard_Flow.xlt