



Millogic Documentation

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1 Dashboard

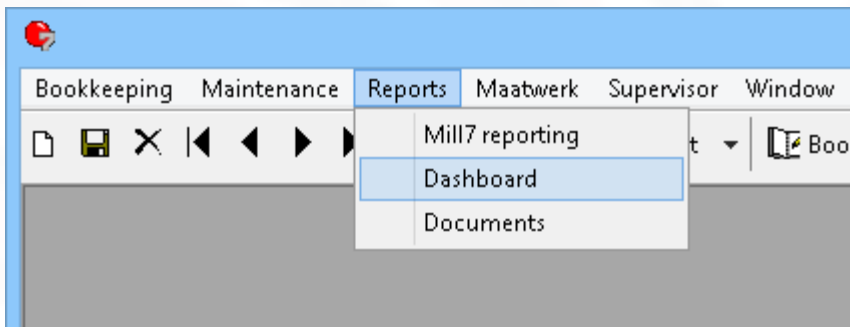
Mill7 Dashboard

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.

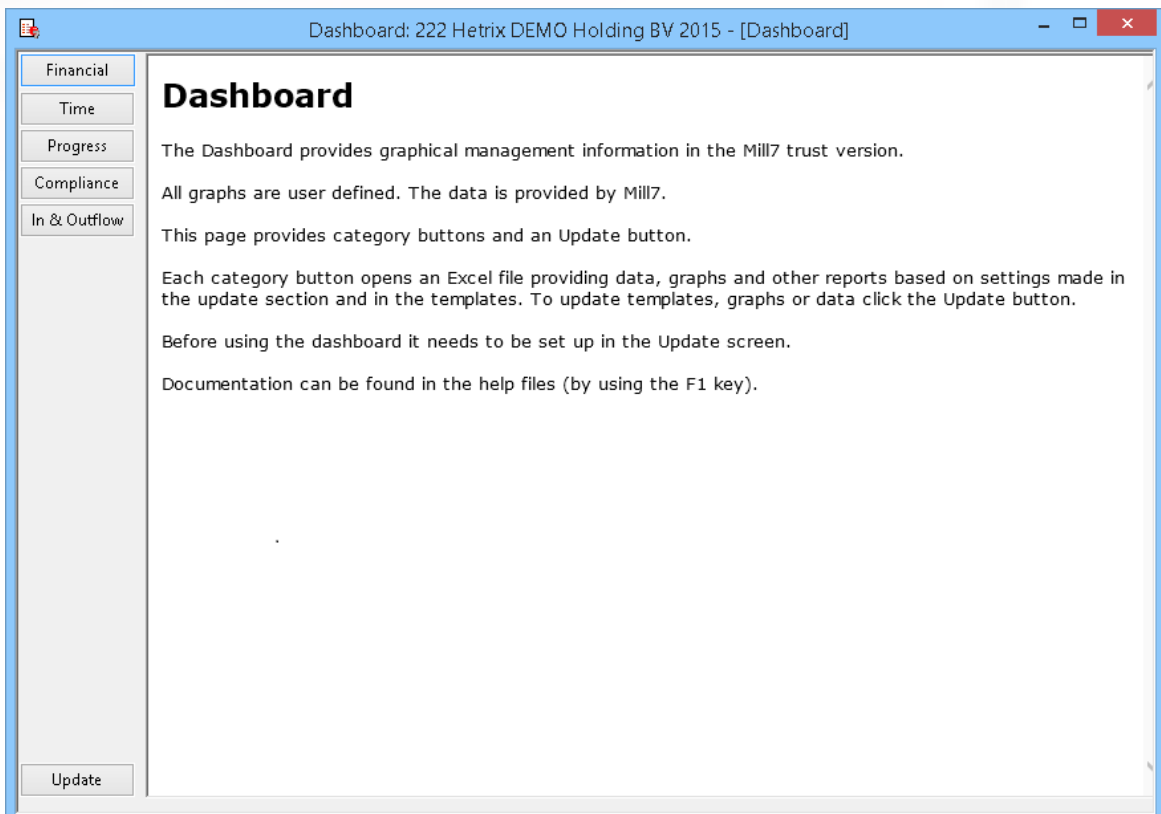
The Dashboard is part of the Mill7 trust version. It comes with all Mill7 modules.

Using the Dashboard

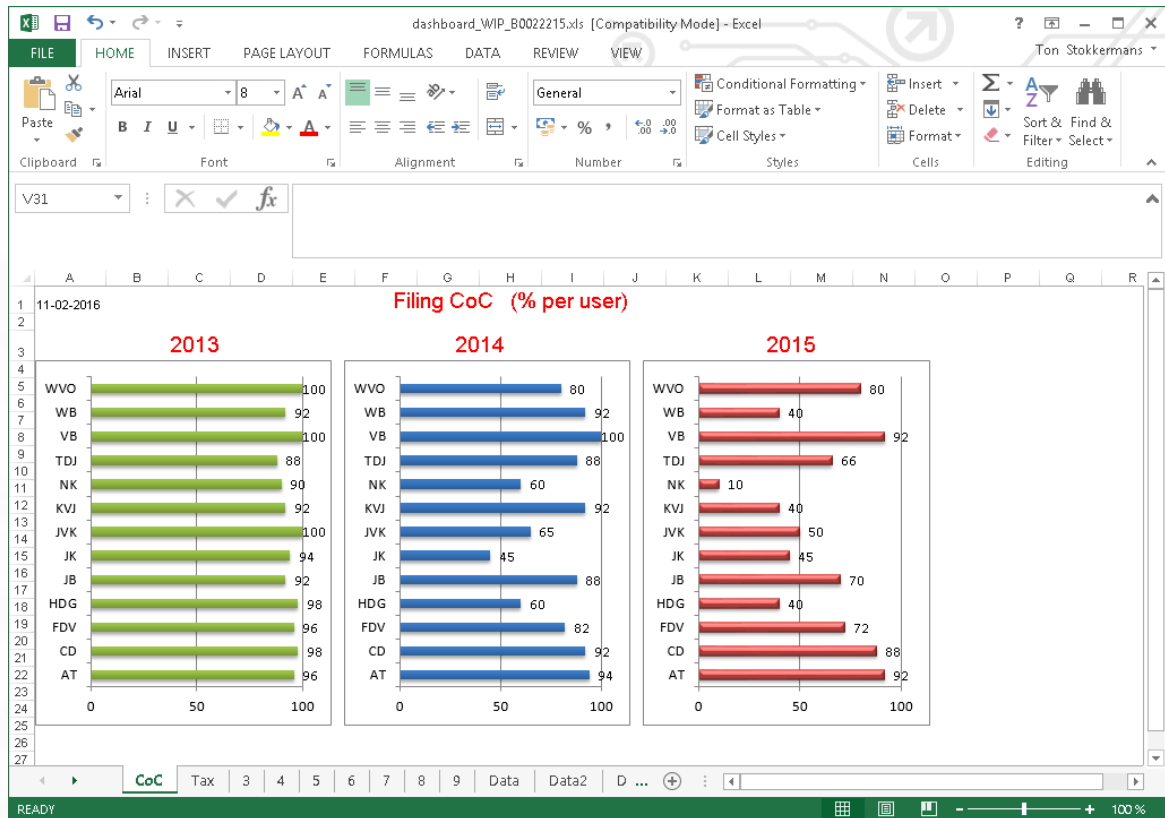
The Dashboard is started from the Reports menu.



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.

Description	Checked
Create new Mill7 reports	<input checked="" type="checkbox"/>
Dashboard reports	<input checked="" type="checkbox"/>
Delete Mill7 reports	<input checked="" type="checkbox"/>
E-mail reports	<input checked="" type="checkbox"/>
Save changes in Mill7 reports	<input checked="" type="checkbox"/>
Schedule reports	<input checked="" type="checkbox"/>

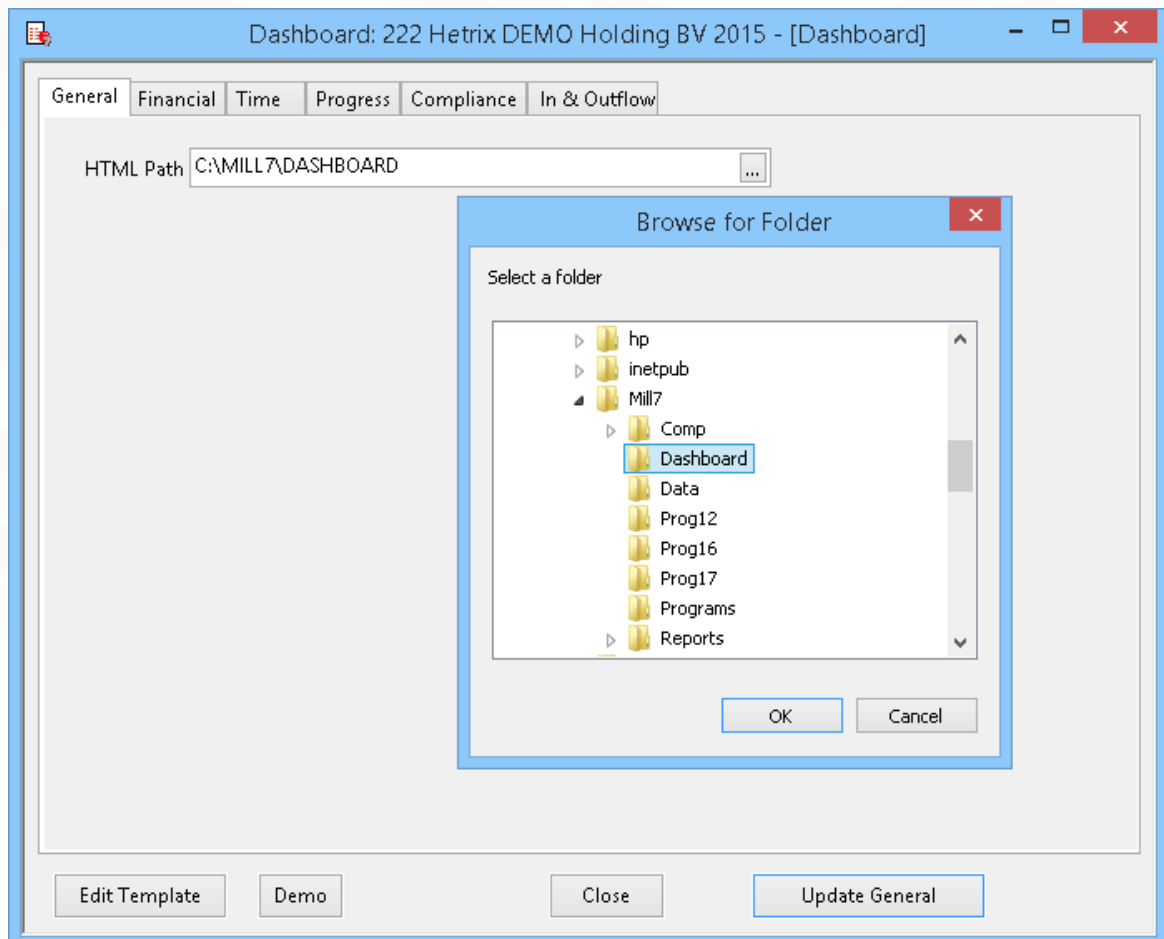
1.1 General

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.

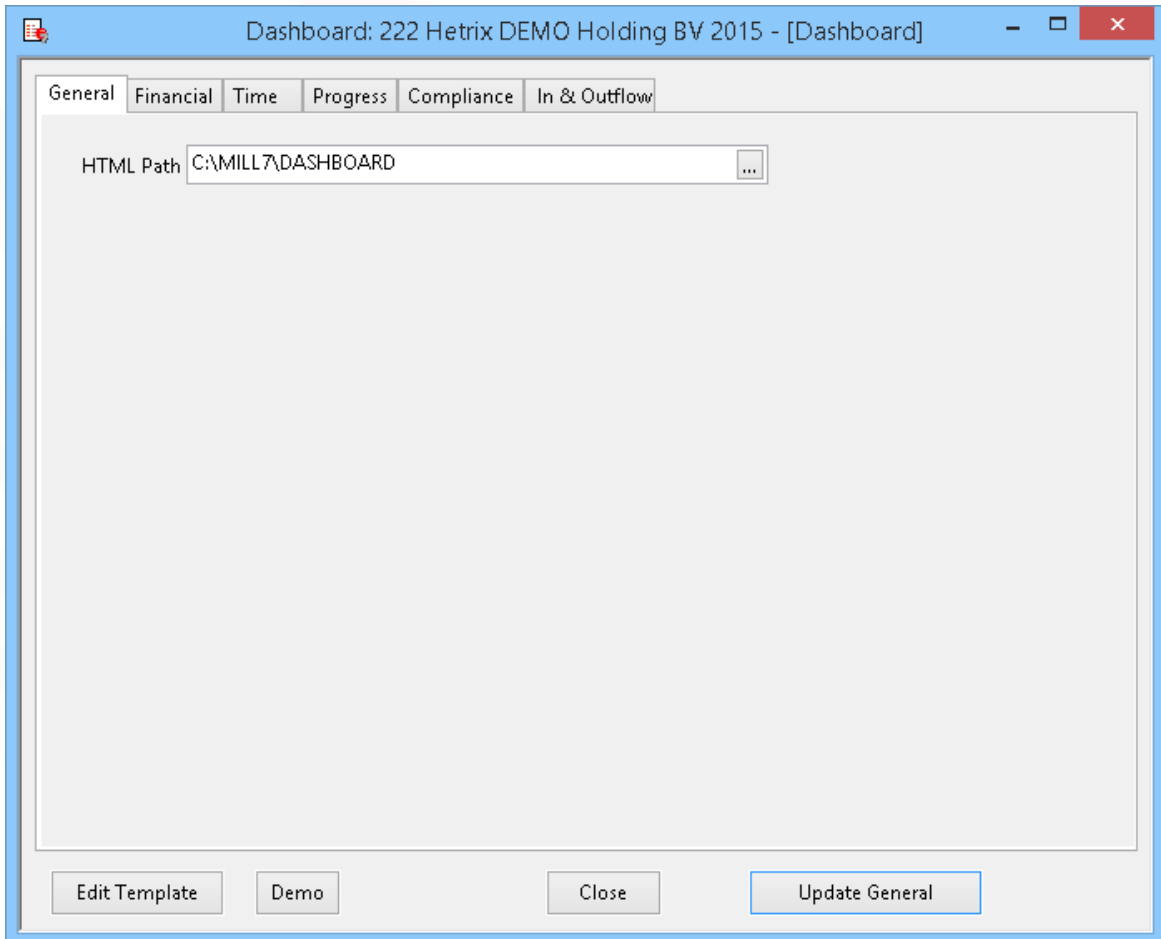
How this is works is described in the last [topic](#) of this section.

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.

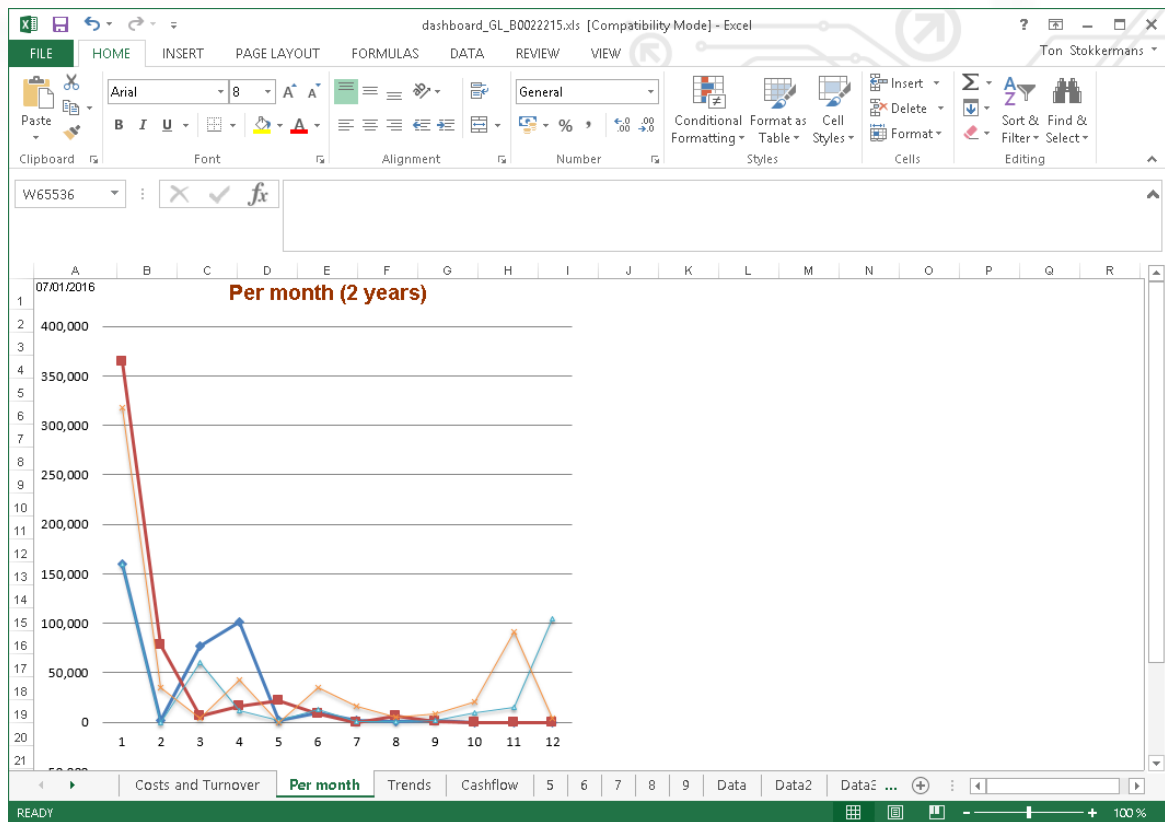
- The name of the formula, to be printed in the chart.
- The formula itself. This can be a range of general ledger accounts, like 4000,7999.
The formula can contain operators like + - / * ()
E.g.: $-(8000,8999)+(5000,5999)/3200$
- The years to be calculated range from 1 to 5 years, counting back from 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

Name	GL accounts	Years	Period from/until	Cum.
1: Costs	4000,7999	3	1 12	<input type="checkbox"/>
2: Income	8000,9999	3	1 12	<input type="checkbox"/>
3: Cashflow	1000,1099	2	0 12	<input checked="" type="checkbox"/>
4:				<input type="checkbox"/>
5:				<input type="checkbox"/>
6:				<input type="checkbox"/>
7:				<input type="checkbox"/>
8:				<input type="checkbox"/>
9:				<input type="checkbox"/>

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.

Rank	Name	Year	Label	E	F	G	H	I	J	K	L	M	N	O	P	Q
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	24
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	104
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	0
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	26
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	4
2	Income	2015	Income 2015	0	363.776	78.269	6.365	15.776	22.256	8.589	-52	6.365	636	0	0	0
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	-66
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	-136
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	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.

Dashboard: 222 Hetrix DEMO Holding BV 2015 - [Dashboard]

General Financial **Time** Progress Compliance In & Outflow

Year Until date

1: 2015 31-12-2015

2: 2014 31-12-2014

Calculation direct time

Status activity

Status time registration

Column chargeable hours based on debtor type

From

Until

Edit Template Demo Close Update Time

After choosing the button *Update Time* the data is extracted from Mill7 and Excel will opening the Time template to show the data.

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

The screenshot shows an Excel spreadsheet titled 'dashboard_Time_B0022215.xls'. The data is organized into two main sections: a summary table and a detailed user data table.

Summary Table (Rows 2-4):

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

User Data Table (Rows 7-25):

User	Name	Group	Team	Hou	Registered	Regist. %	Inu	Inu	Sick	Free	Hour cl.
EWW	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	
TYD	Ton van Duren	1		300	304	101,3	224	80	20	0	
WVB	Wim 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	Vincenzo 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.

Companies | Persons | **Relation management** | Debtors | Creditors

Search name (filter off) Code Service comp. Status Risk
 Hetrix Holding HET01 ONE PROSPECT 1

	Info	Boekyear until	AGM actual	Depots actual	Status depot
1		31-12-2013			
2		31-12-2012			
3		31-12-2011			
4		31-12-2010	02-04-2011	02-04-2011	Concept to KVK

Depot | Tax | Audit | Other | - | Notes | Documents

Tax filing ext.

Form receipt

Form to advisor

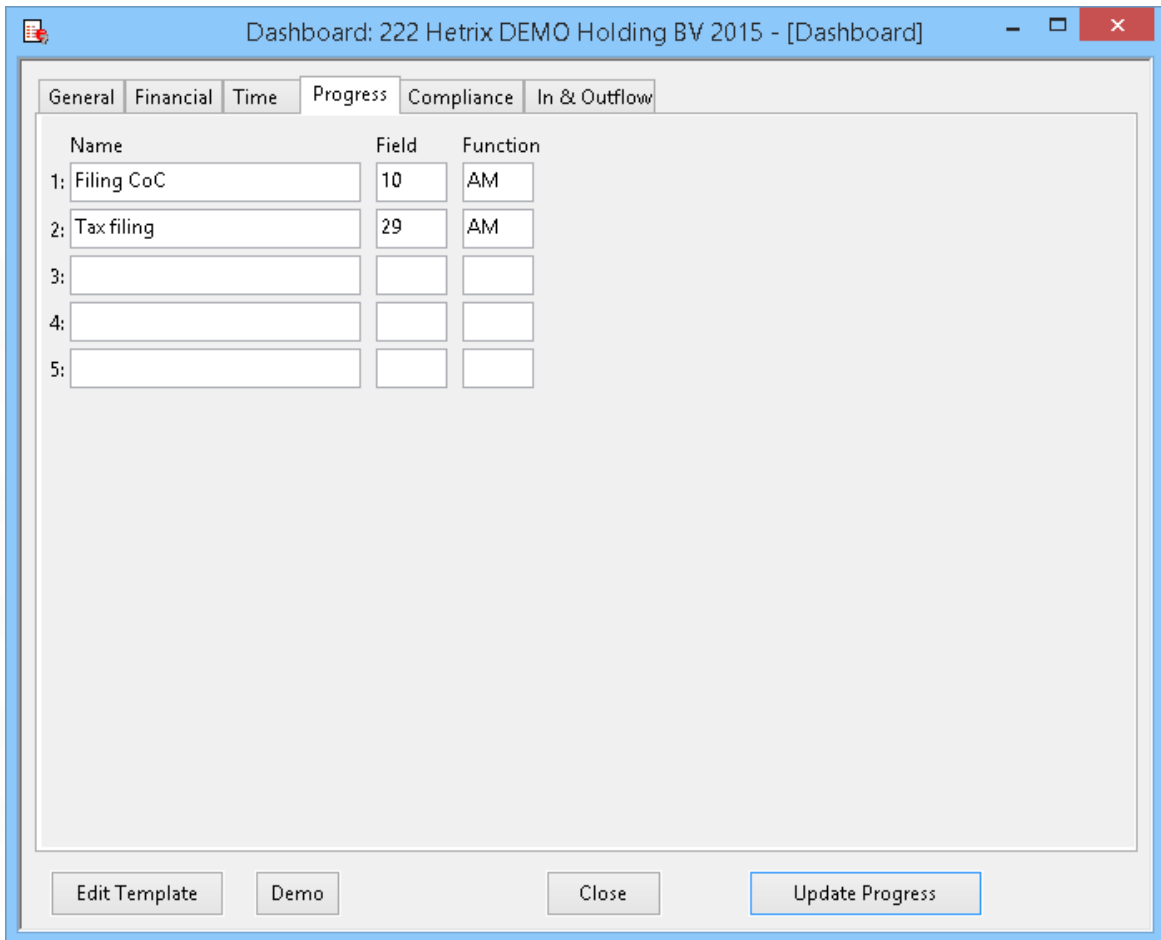
Tax file before

Filing date

Tax advisor

- Activities
- Administrative
- Advisors
- Archive
- Assessments
- Bank accounts
- Bank qualifications
- Bookyear status**
- Capital
- Cash money
- Charges
- CoC inscriptions
- Common Law Trust
- Compliance DNB
- Compliance reviews
- Contact
- Debentures
- Documents
- Fiscal
- General
- Liquidation dates
- 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.

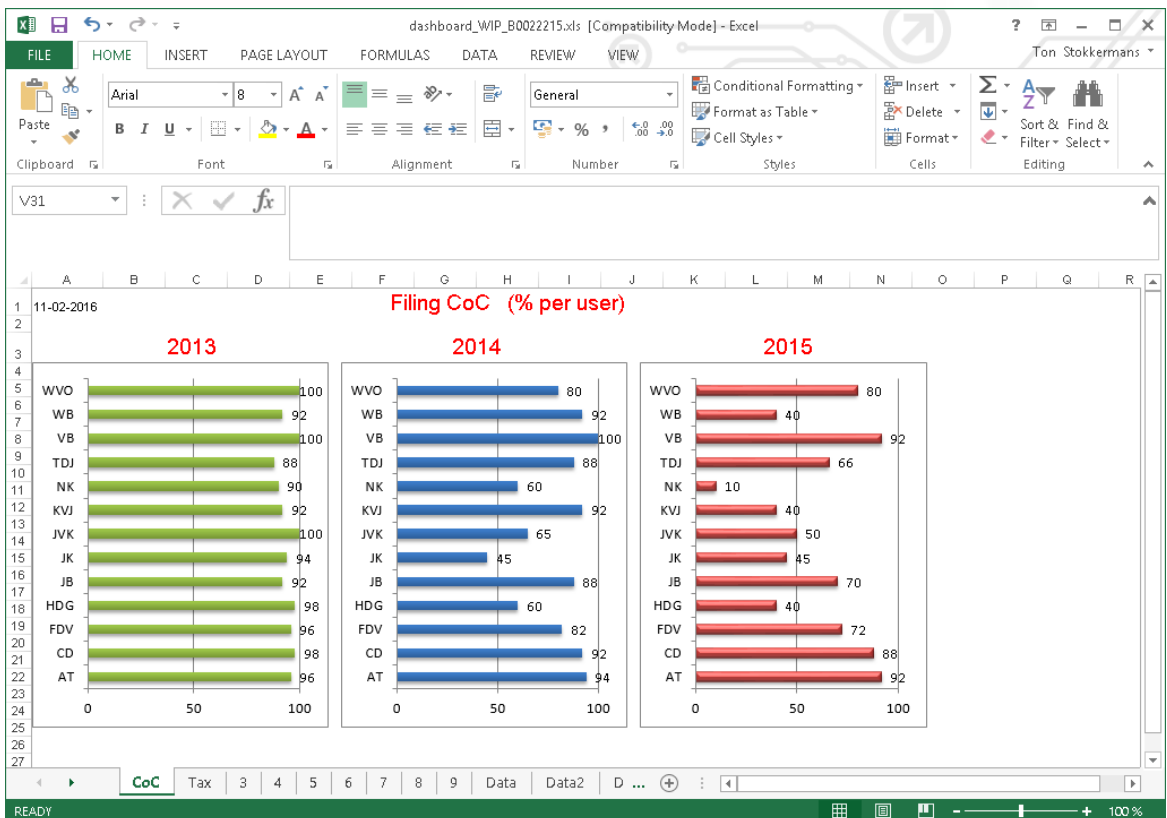


After choosing the button *Update Progress* the data is extracted from Mill7 and Excel will open using the Progress template to show the data.

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.

1	Filing CoC						
2	Name	AM	2011	2012	2013	2014	2015
3	Abel Tasman	AT	100	100	96	94	92
4	Carl Ducks	CD	100	100	98	92	88
5	Floris de Vijfde	FDV	100	100	96	82	72
6	Hugo de Groot	HDG	100	100	98	60	40
7	Jan Bakker	JB	100	100	92	88	70
8	Jan Klaasen	JK	100	100	94	45	45
9	Johan van Kippegem	JVK	100	100	100	85	50
10	Katrijn van Jan	KVJ	100	100	92	92	40
11	Nick Kleinkees	NK	92	90	90	60	10
12	Teun de Jong	TDJ	100	93	88	88	66
13	Vincenzo Belisimo	VB	100	100	100	100	92
14	Wil Baker	WB	100	100	92	92	40
15	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 and has powers	File 110 field 5
Bank country is not	File 110 field 16
Service	Company country of File 112 field 5
Selected service, fee from until	File 117 field 7
UBO risk	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.

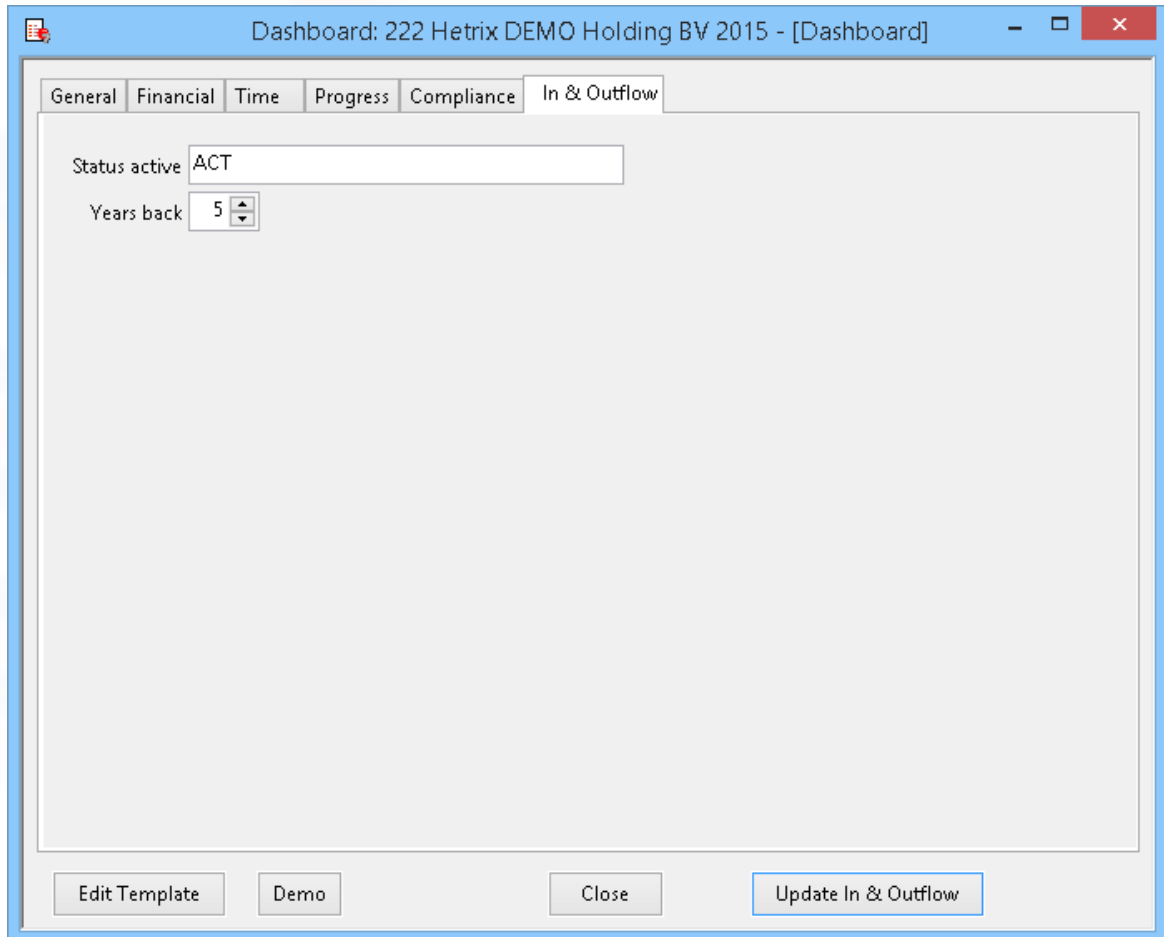
The report shows per entity for all documents an indication if the document is received or not.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Compliance																		
2	Documents	51																	
3	Not applicable	1																	
4	To receive	50																	
5	Received (48%)	24																	
6	Not received	26																	
7	Percentage received	48.0																	
13	AACP Holding	AAC		Y	N	Y	-												
14	Albers, G.G.					N	N	N	N										
15	Algnos Holding					N	N	N	N			Y	N	N	N	N			Y
16	Kaptein, K.					N	N	N	N										
17	Laroste B.V.												Y	N	N	Y			
18	Aarlander International B.V.	AAR		Y	Y	Y	N				N								
19	Akeb Royalties Amsterdam B.V	AKB		N	N	N	N												
20	Algnos Holding	ALG		Y	Y	N													
21	Deelen, van M.							Y											
22	Alpha Real Estate	ALP																	
23	Buskermolen, B. van																		
24	Beusekom Belastingadvies B.V.																		
25	Deelen, van M.																		
26	Figot Holding	FOT		Y	Y	N													
27	Deelen, van M.							Y											
28	Wambuis B.V.	WAM		Y	Y	Y	Y												

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.



The screenshot shows a web application window titled "Dashboard: 222 Hetrix DEMO Holding BV 2015 - [Dashboard]". The window has a tabbed interface with the following tabs: General, Financial, Time, Progress, Compliance, and In & Outflow. The "In & Outflow" tab is active. Inside the tab, there is a form with two input fields: "Status active" with the value "ACT" and "Years back" with the value "5". At the bottom of the window, there are four buttons: "Edit Template", "Demo", "Close", and "Update In & Outflow". The "Update In & Outflow" button is highlighted with a blue border.

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.

The screenshot shows an Excel spreadsheet with the following data tables:

	2011	2012	2013	2014	2015
2011 In	2	2	4	1	1
2011 Out	0	-2	0	0	-1
2012 In	2	2	4	1	1
2012 Out	0	-2	0	0	-1
2013 In	2	2	4	1	1
2013 Out	0	-2	0	0	-1
2014 In	4	2	4	1	1
2014 Out	0	-2	0	0	-1
2015 In	2	2	4	7	1
2015 Out	0	-2	0	0	-8

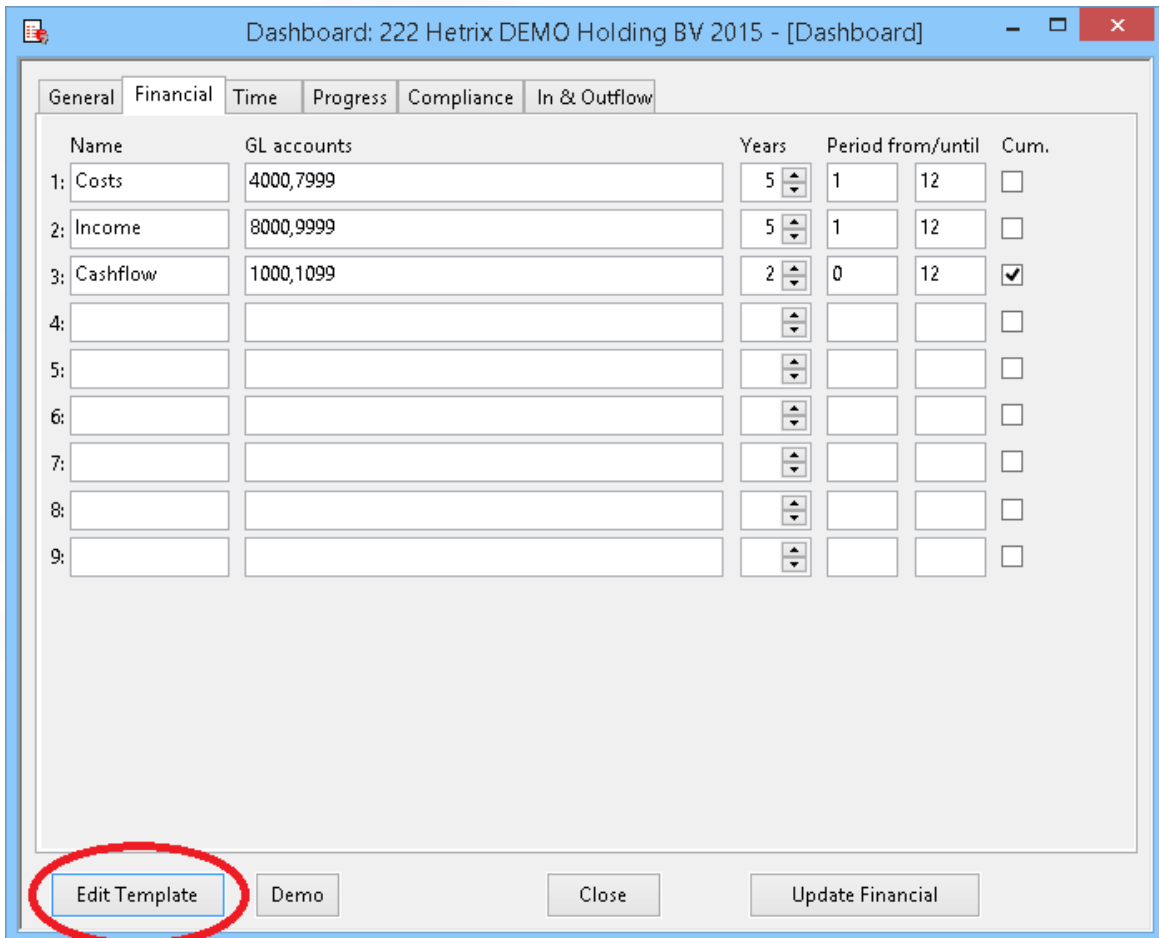
Cod	Name	Ye																	
AAC	AACP Holding	2013	1																
AAR	Aarlander International B.V.	2013		1															
AKB	Akeb Royalties Amsterdam E	2014								1									
AKS	Aksent Royalties B.V.	2014			1														
ALG	Algros Holding	2014																	
ALP	Alpha Real Estate	2013				1													
CLU	Credit Luxembourg USD	2014									1								
HET	Hetrix Holding	2014									1								
ZET	Zetco Holding	2014																	1
AAC	AACP Holding	2014			-1														
AAR	Aarlander International B.V.	2014			-1														
AKB	Akeb Royalties Amsterdam E	2014																	-1
AKS	Aksent Royalties B.V.	2014																	
ALG	Algros Holding	2014																	
ALP	Alpha Real Estate	2014																	-1

1.7 Templates

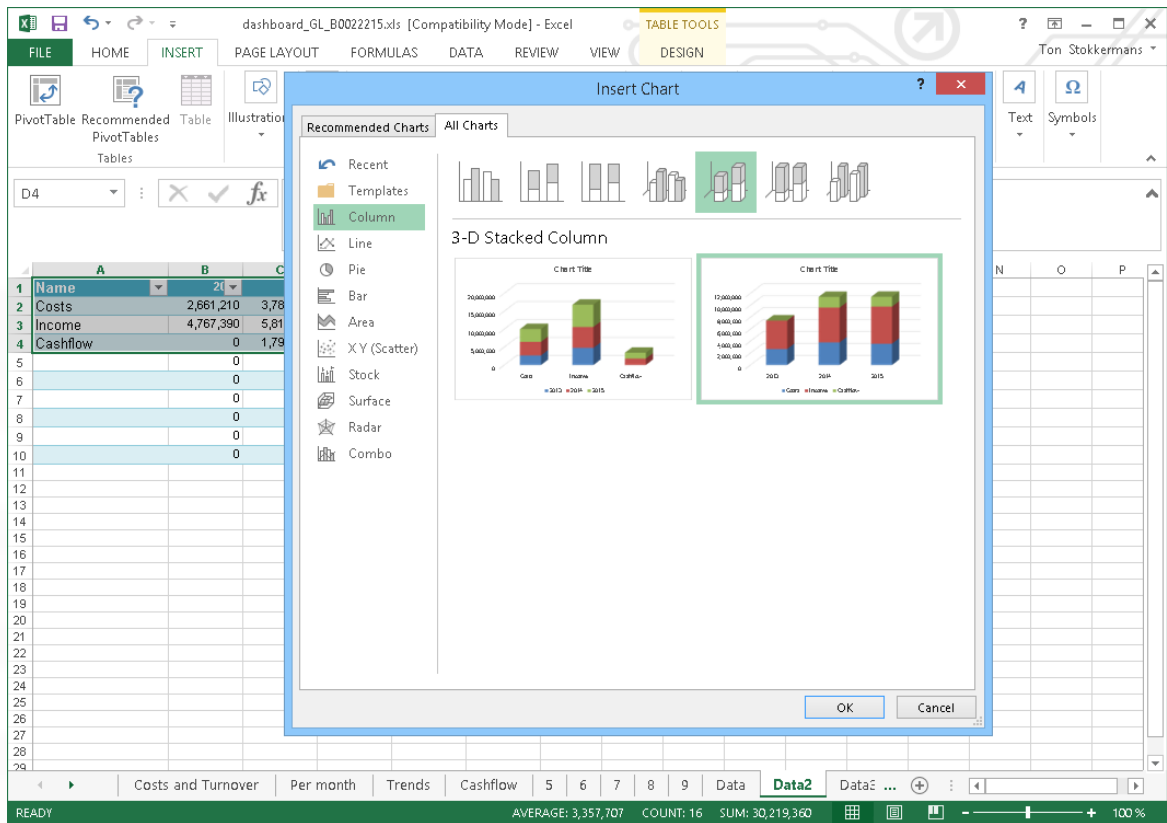
The dashboard is based on Excel templates. Mill7 fills data in the background sheets (called Data1, Data2, etc) of the template.

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

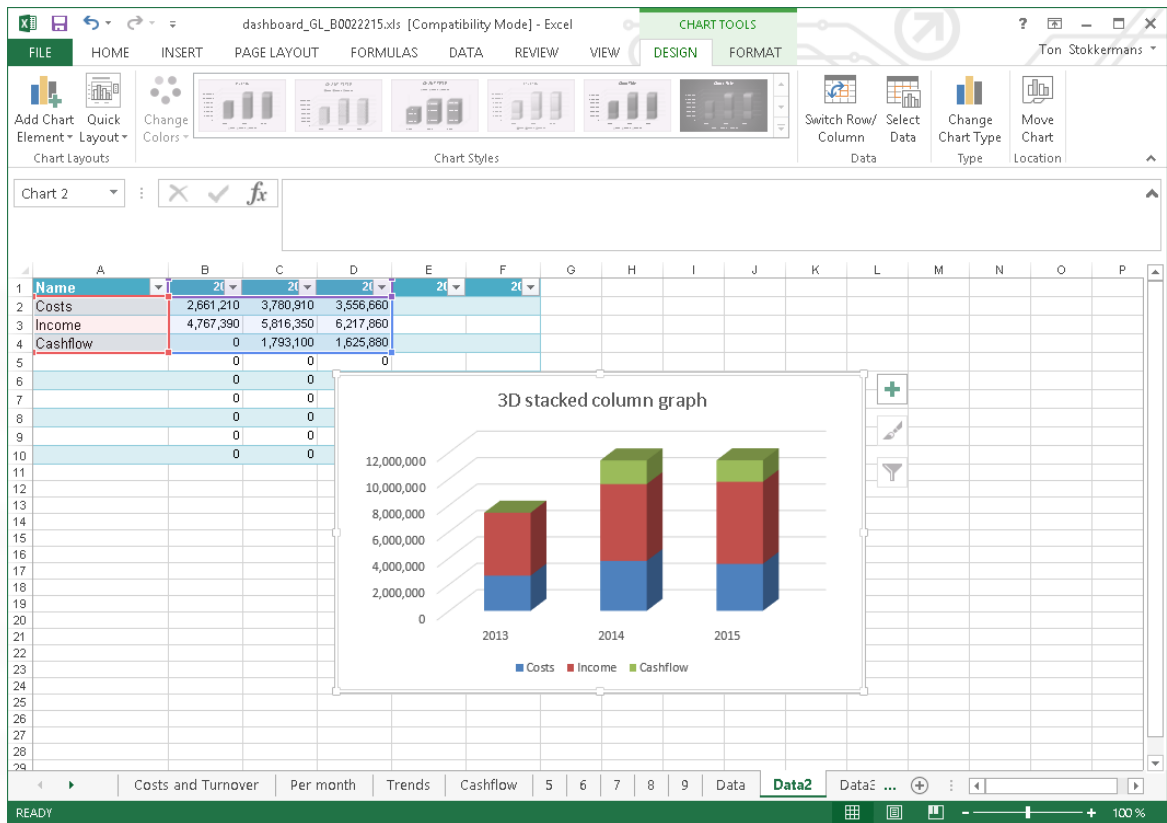
Each category has its one template. To edit a template, select the category by activating the appropriate tab, then click the *Edit Template* button.



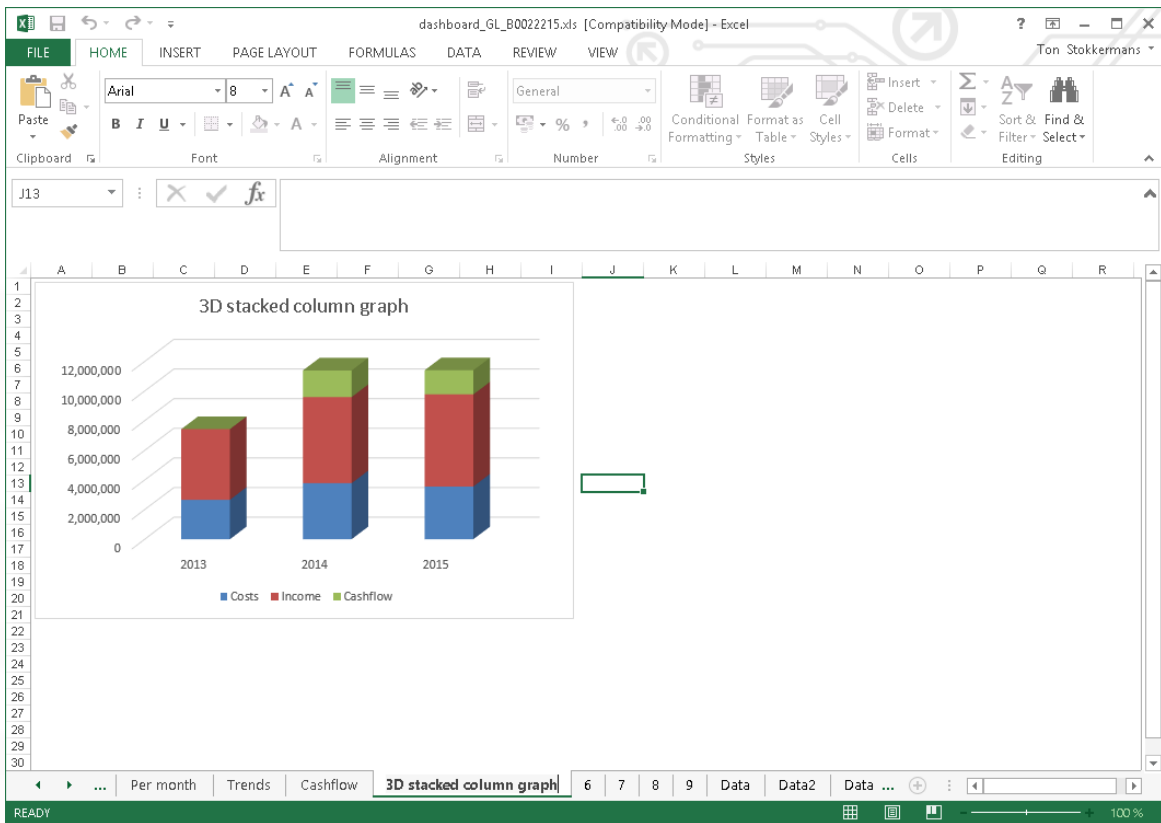
To edit the graphs, first create a graph in one of the Data tabs, link the graph to the data.



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 |