

QUICK GUIDE · FOR THE QS TEAM

CVR Transactions Converter

Turn a cost export from Eque2 or Sage into a ready-to-paste CVR in under a minute. Everything happens on your own computer.

What this tool does. You drop in a cost export from either Eque2 or Sage. The tool works out which system it came from, flattens the figures, checks every total adds up, and hands you a clean file to drop into the weekly CVR. Nothing is uploaded anywhere. Your file never leaves your machine.

1 Open the tool

1. Open cvrdatatool.svella.ai in your web browser.
2. That is the whole install. There is nothing to download or set up.

2 Convert the report

1. Export your cost report as normal: from **Eque2** the Detail Report by Contract, or from **Sage** the Nominal Activity report with the project reference.
2. Drag that file onto the first drop box (or click to browse for it).
3. The tool spots which system it came from, reads it instantly, and shows a results panel with the figures grouped by section.
4. **Optional:** type the week-ending date in the small date box. This only labels the file, it does not change or filter any figures.

3 Build the CVR

1. Drag your blank **weekly CVR template** onto the second drop box.
2. If an Eque2 report has more than one contract, pick the contract you want from the list.
3. Press the **green button** to build it.
4. The finished CVR downloads automatically, named to match the contract or project and the week, for example *CVR - 00000JC551 - w-e 2026-05-29.xlsx*.

4 What the green ticks mean

Before it lets anything through, the tool checks its own working against the totals on the source report. Each line shows you a result:

✓ Green	That section or category adds up exactly to the source report total. Safe to use.
! Amber	No printed total to check against (rare). The figures are still listed, just have a quick eyeball.
✗ Red	The numbers do not match. Do not use this file. This is the tool protecting you, not breaking. See below.

Rule of thumb. All green means the converted figures tie back to the source penny for penny. That is your green light to paste into the CVR.

Sage sales show as positive. Sage exports sales invoices as negative figures. The tool flips those sales to positive so they read correctly in the CVR. Costs are left exactly as Sage exports them. Eque2 figures are never altered.

IF SOMETHING LOOKS WRONG

- **Start over.** Click **Start over** (top right) to clear everything and try again with a fresh file.
- **Red mismatch.** Re-export the report and try once more. If it still shows red, send the source file to Chris, do not hand-edit the CVR.
- **Nothing happens on drop.** Check the file is the right cost report (Eque2 Detail Report or Sage Nominal Activity), not a different report or a PDF.
- **Wrong contract.** On a multi-contract Eque2 report, make sure you picked the right contract from the list before building.

The CVR template never changes. The tool fills the figures in and leaves every formula, tab and layout exactly as it found them, so it stays the standard CVR across the business.