



TemplaCMS Newsletter

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COMMERCIAL STATEMENT

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INTRODUCTION

This document details changes made to TemplaCMS and features added this month as an update release following the formal release of version 6.1.0.

All menu paths provided are based on the standard UK menu structure, as such certain options may be found in different locations where the menu navigator has been altered by the client.

Training

Note: Where new functionality has been introduced, it is imperative that a full understanding of the implications for set-up and use are resolved by the client.

In some instances, where the new functionality is minimal, the TEAM Software Customer Success Manager can cover this with the client. However, where the functionality is not minimal or has implications elsewhere in the system, training must be provided by the TEAM Software implementation team to the client, a note to this effect will be added to the relevant sections.

WORKFLOW MANAGER SECURITY

Background

The workflow manager was designed to let system administrators review and reassign workflow items between users as required. However, the functionality to review the workflow manager without being able to reassign items may be granted to users. To better suit this second use, function and restricted/analysis checks are now applied to the workflow manager.

Functions

There are 22 item types within TemplaCMS that can be processed through workflow. For each of these, there is now a specific function that a user must have in order to see the items within Workflow Manager.

St	Code	Description
		Workflow Manager -
	WorkflowManagerItem.ActionRequest	Workflow manager - View action request
	WorkflowManagerItem.AdhocJob	Workflow manager - View adhoc job
	WorkflowManagerItem.CashbookEntry	Workflow manager - View cashbook entry
	WorkflowManagerItem.Contract	Workflow manager - View contract
	WorkflowManagerItem.DataForm	Workflow manager - View data form
	WorkflowManagerItem.EPChange	Workflow manager - View EP change
	WorkflowManagerItem.EPRequest	Workflow manager - View EP request
	WorkflowManagerItem.EPRequestSite	Workflow manager - View EP request site
	WorkflowManagerItem.EquipmentAudit	Workflow manager - View equipment audit
	WorkflowManagerItem.JournalEntry	Workflow manager - View journal entry
	WorkflowManagerItem.MultiSiteStoresOrder	Workflow manager - View multi site stores order
	WorkflowManagerItem.ProcessSheet	Workflow manager - View process sheet
	WorkflowManagerItem.ProductCostChange	Workflow manager - View product cost change
	WorkflowManagerItem.ProductPriceReviewBatch	Workflow manager - View product price review batch
	WorkflowManagerItem.Project	Workflow manager - View project
	WorkflowManagerItem.PurchaseInvoice	Workflow manager - View purchase invoice
	WorkflowManagerItem.QA	Workflow manager - View QA
	WorkflowManagerItem.StoresOrder	Workflow manager - View stores order
	WorkflowManagerItem.StoresOrderRequest	Workflow manager - View stores order request
	WorkflowManagerItem.Timesheet	Workflow manager - View timesheet
	WorkflowManagerItem.TrainingForm	Workflow manager - View training form
	WorkflowManagerItem.Workbill	Workflow manager - View workbill

At installation time these functions will be automatically assigned to any existing function groups containing the existing *WorkflowManagerItem.List* function (i.e., so existing users of Workflow Manager will be unaffected). It is an administrator's responsibility to determine which function groups require these functions.

Workflow Manager

When viewing Workflow Manager (System Admin > Workflow Admin > Workflow Manager), two tree views are built containing a list of users with assigned workflow items, and a list of tracking users, with a count of items assigned to each. The most relevant tree node, normally the list of items assigned to the current user, is then auto selected and the main workflow item list built. When a tree node is selected which is not for your current user, two new types of security are applied:

1. The functions assigned to your user for each workflow manager area are checked and applied, so a user with the function *WorkflowManagerItem.Timesheet* only would not see workflow manager items of any other type.
2. The analysis code, datasource or branch filtering that is applied when normally loading a list of that item is now applied so a user will not be able to see Workflow Manager items that they would not normally be able to see via the relevant item list.

Note that both restrictions are only applied when seeing the item list for a different user. Thus:

- Both the users built and the counts on each user within the trees are unchanged – i.e., a user may see that another user has 100 items in the tree, but upon loading, their list will only see some of these items based on the current user's security.
- The restrictions do not apply when viewing your own assigned items – i.e., if a user has been assigned a workflow item for an item which they may not normally have permission to see, they will still appear within the workflow manager item list.

CURRENT STAFF REPORT DISTANCE FILTER

Background

The Current Staff Report has been extended to allow distance filtering.

Current Staff Report

Where a mapping API key is in use and the Current staff report has been set to Show distance, a new “Include distance” option can be selected with options for:

- All
- Greater than (where a distance can be entered)
- Less than (where a distance can be entered)

The screenshot shows the 'Current Staff Report' application window. The 'General' tab is active, displaying various filters and controls. The 'Include distance' section is highlighted with a red box, showing the following configuration:

- Show distance to site as: Miles
- Include distance: Greater than Miles

The 'Analysis' section is also visible, showing a table with columns for Business analysis and Marketing analysis. The Business analysis column includes: Region, Ops Mgr, Contract Mgr, Area Mgr, Client contract, Internal, and TimeGate branch. The Marketing analysis column includes: Source, Sector, and Contract Admin.

When the report runs, if an “Include distance” type is selected, only rows where a distance has been calculated that matches the required “Include” condition will show.

Note: This distance functionality is only available to TemplaCMS clients who have the Google API license key installed (System Admin > System control > System Setup > License > Mapping API Key); this is a nominally free-of-charge API key. Full details on how to obtain an API key are provided via the below link:

<https://success-templa.teamsoftware.com/PDFs/TemplaCMS/Technical/TemplaCMS-Google-API-Keys.pdf>

JOURNAL COPY

Background

The ability to copy a journal has been added, but with restrictions on copying journal items.

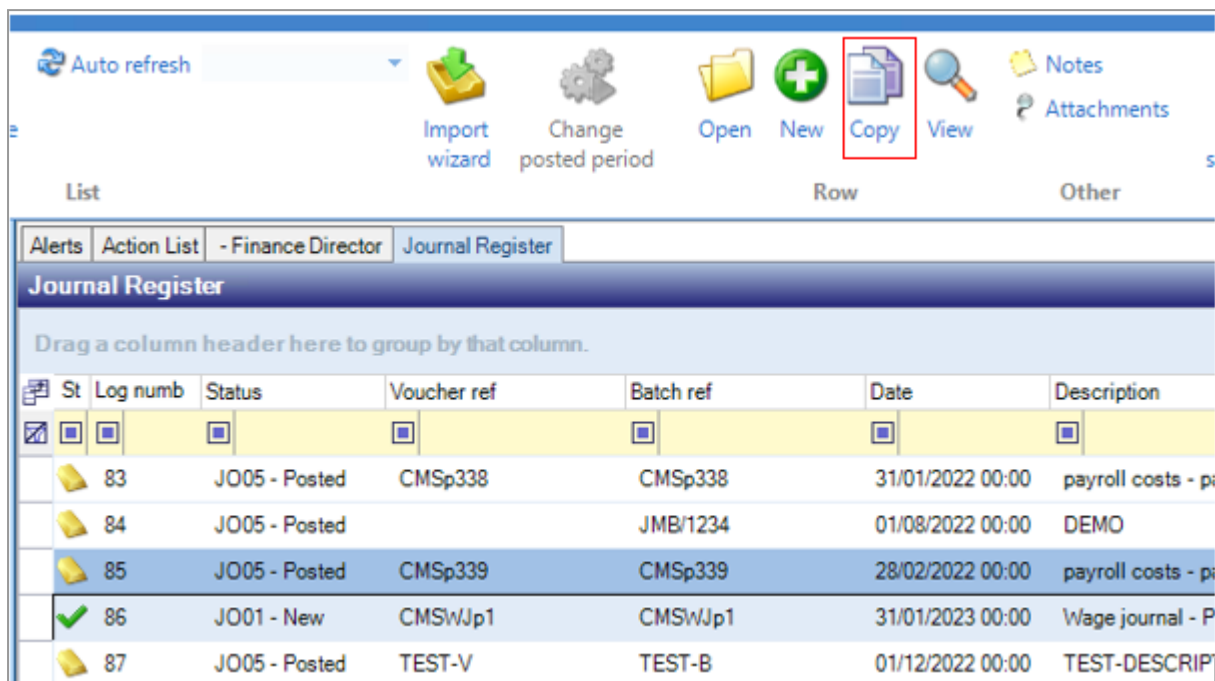
Functions

A new *JournalEntry.Copy* function has been added. At installation time, this function will not be assigned to any function groups. It is the responsibility of an administrator to assign the function as required.

Journal List

A new Copy taskbar button has been added to the journal list (Transaction register > Journals) for suitably authorised users. Upon copying a journal, a new journal is created based with relevant header and item information brought over.

Note that when an item was matched to anything other than a site or client, the match type will be changed to site and the matched item (e.g., workbill number) removed.



EMPLOYEE INDEFINITE LEAVE TO REMAIN

Background

The ability to mark employees as having Indefinite leave to remain is now available.

Employees

On the Employee Right to work tab, a new option has been added:

The screenshot shows a software window titled "Employee Detail - Mr Kip Angel Slice". The "General" tab is active, and the "Right to work" sub-tab is selected. The form contains the following fields and options:

- Visa required?
- Visa reference:
- Issued date: (not set) ▼
- Expiry date: (not set) ▼
- Indefinite leave to remain? (highlighted with a red box)
- Nationality:
- Grant status: None ▼
- Candidate Id:
- Date of Review: (not set) ▼

At the bottom of the window, the text "EmployeeDetail" is on the left and "© 2024 Innovise Software Limited" is on the right.

Note: Indefinite leave to remain can only be specified where no visa expiry date has been entered.

This new checkbox has also been added to the employee list and filter.

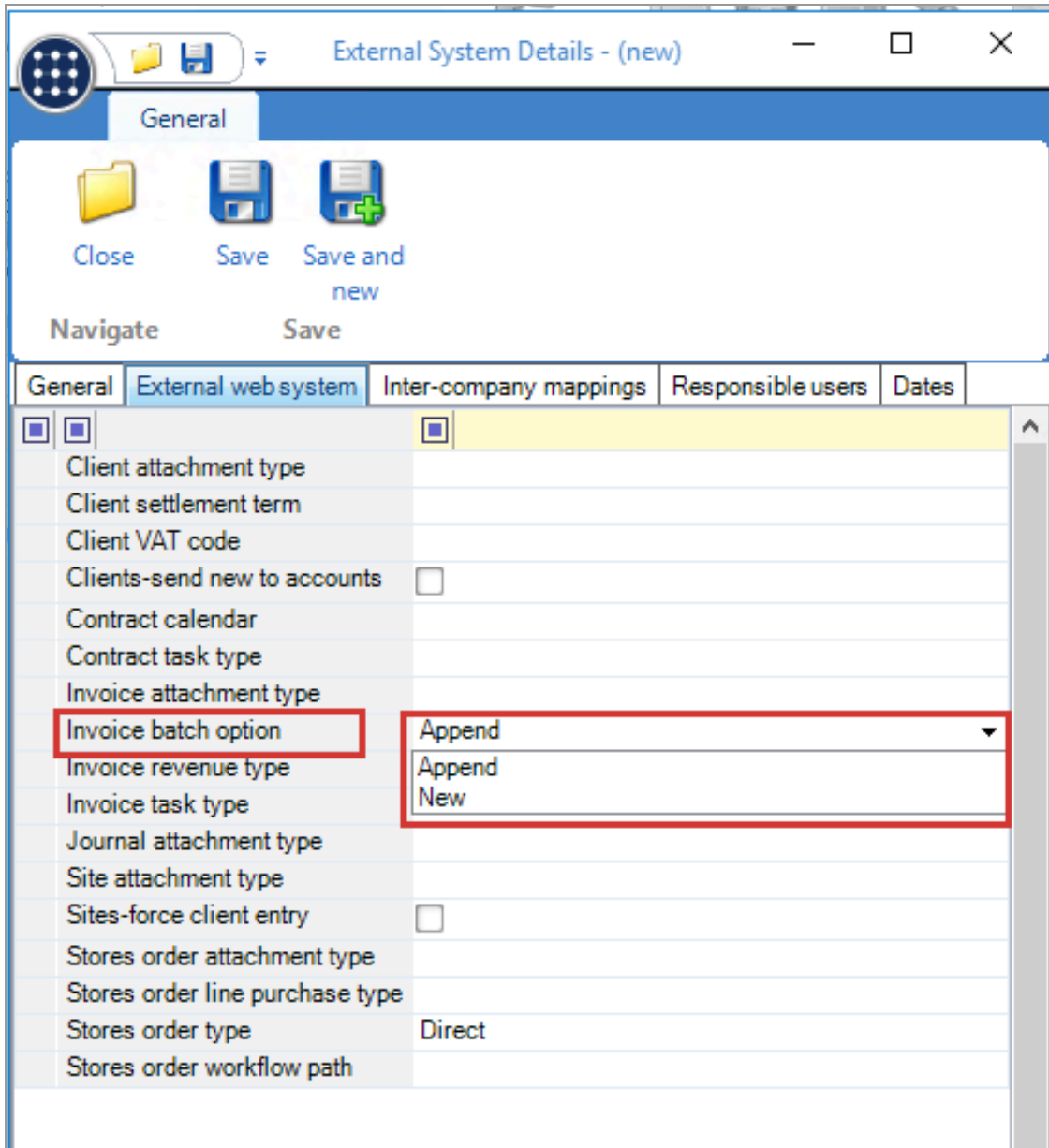
The screenshot shows a software window titled "Employee Filter Detail - default filter for JC". The window has a "General" tab and a toolbar with icons for Close, Save, Default criteria, Select filter, Publish, and Select format. Below the toolbar are labels for "Navigate", "Save", and "Filter". The main area is divided into two tabs: "Employee filtering criteria" (selected) and "Employee properties filtering criteria". The "Employee filtering criteria" tab contains the following fields:

- Site: [Text input]
- Pay scale: [Text input]
- Pay rate between: [Text input: £0.00] [Text input: £0.00]
- Bank account no.: [Text input]
- Account type: [Dropdown: (all)]
- Supplier: [Text input]
- Date of birth: [Dropdown: (not set)] [Dropdown: (not set)]
- Age between: [Text input: 0] [Text input: 0]
- Visa required?: No Yes Ignore
- Visa expired?: No Yes Ignore
- Visa issued between: [Dropdown: (not set)] [Dropdown: (not set)]
- Visa expired between: [Dropdown: (not set)] [Dropdown: (not set)]
- Indefinite leave to remain?: No Yes Ignore
- Datasource: [Text input]
- Grant status: [Dropdown: (all)]

The "Indefinite leave to remain?" field is highlighted with a red rectangular box. The bottom of the window features a blue footer with the text "EmployeeFilterDetail" on the left and "© 2024 Innovise Software Limited" on the right.

EXTERNAL WEB SYSTEM INVOICE BATCH OPTION

When using an external system that sends sales invoices to TemplaCMS via the webAPI, it is now possible to configure whether each call to the invoice endpoint appends invoices to an existing, or creates a new sales invoice batch. This is controlled by a setting on the external system definition.



At installation time this setting will be set to Append on any existing external system defined (preserving existing functionality).

LINK SAFE

Background

TemplaCMS has been modified to integrate with Link Safe for integration of time and attendance information.

If you wish to consider implementation of this, please contact your account manager for further information.

OUT OF OFFICE CONFIGURATIONS

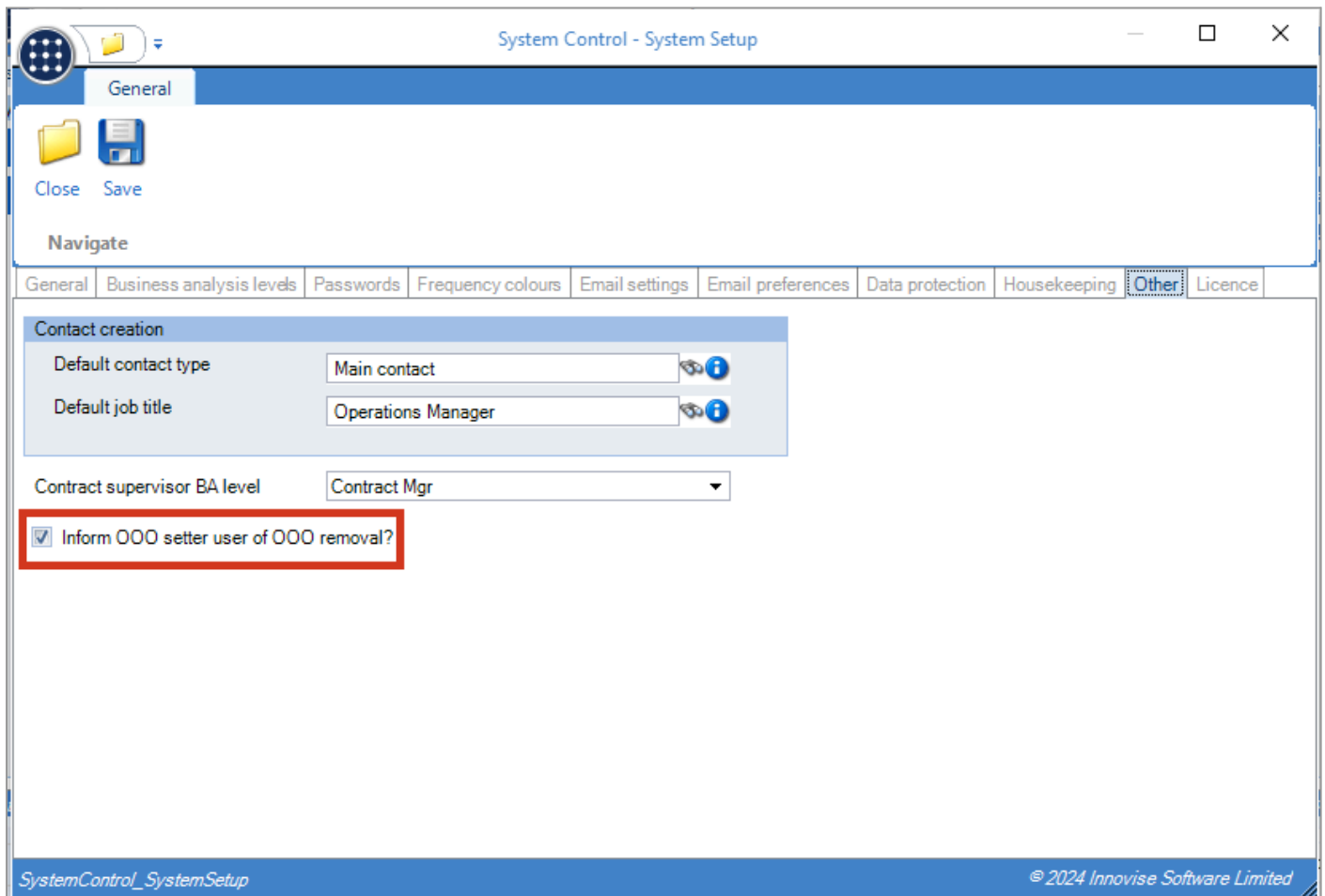
Background

The out of office process within TemplaCMS allows workflow to manage the assignment of items for approval to nominated stand-in users during an out of office period.

TemplaCMS has now been modified to control the relationship between users that can be used as stand-in and to inform an administrator when the stand-in is changed or removed.

System Control

A new option has been added to System Control > System set up > Other:



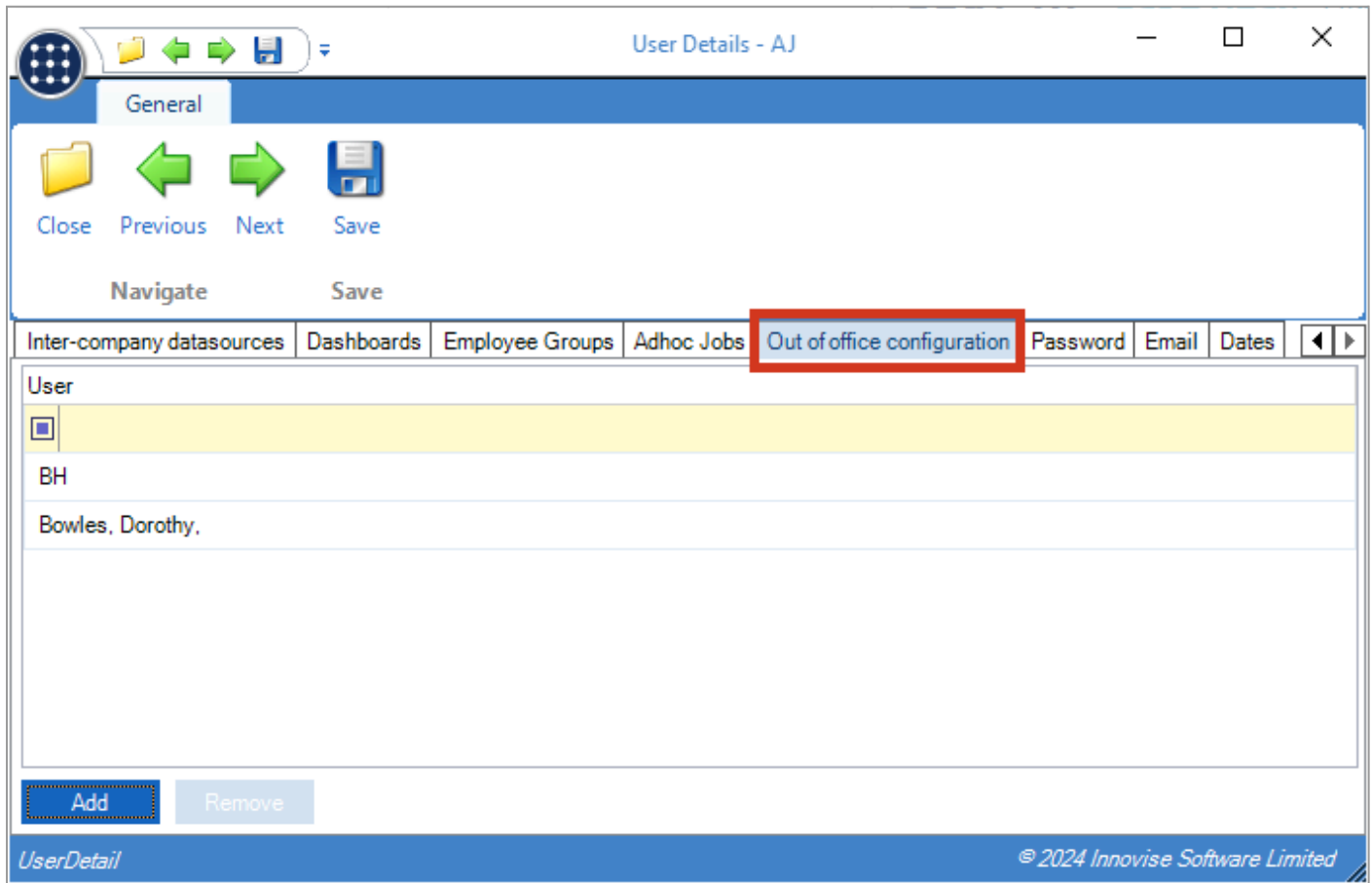
Where the above option is set, the OOO setter recorded on an OOO profile will be sent a TemplaCMS and/or email alert (depending on the alerting options defined on their user record) if another user removes or changes the OOO stand-in user or is no longer OOO.

If the user changing the OOO stand-in user is the same as the OOO setter, then no alert will be generated.

NB: To receive an emailed alert, an email address must be defined on the user record of the OOO setter.

Users

A new Out of office configuration has been included on the user detail window to allow a list of possible OOO stand-in users to be added.



NB: if there are no users defined on the Out of office configuration tab, there is no restriction on selectable users when setting an out of office profile (i.e., it is possible to select any user).

Out of Office Profiles

Currently, there are two ways to set an OOO stand-in user:

1. A user can set their own out of office profile by pressing the “T” icon (top left) > Tools > Out of office options.
2. A suitably authorised user can set either their own or other users OOO stand-in user via Session Admin > Out of office profiles.

Regardless of which of the above methods is used to set the OOO stand-in user, if users are defined on the OOO configuration tab of the user, then it will only be possible to select users from this list of authorised OOO users.

The screenshot shows a 'Users' dialog box with a table of users. The table has two columns: 'Code' and 'Description'. The row with Code 'b' and Description 'BH' is selected. Below the table, there is a 'Stand-in user' dropdown menu with 'BH' selected. The dialog also includes navigation buttons like 'Close', 'Previous', 'Next', and 'Filter'.

Code	Description
DB	Bowles, Dorothy,
b	BH

Stand-in user: BH

INVOICE RUN TYPES – INVOICE TYPE

Background

Invoice batch generation is based on the selection of an invoice run for the batch, which then determines which contracts are examined in the generation process. For stores order recharge, workbill and ad-hoc job billing it is common practice to have a billing line for each of these on every contract, normally with a single SO recharge, workbill and ad-hoc billing run being used across all of the contracts. As such, these batch generations can be time consuming as all contracts will need to be processed.

The invoice batch generation process has now been enhanced to allow invoice runs to identify that they are for a specific purpose. Thus, when generating an invoice batch, the process can now focus on those contracts that not only have the invoice run in use but have un-invoiced details of the relevant invoice type in existence.

Invoice Run > Invoice Types

A new option has been added to the invoice run type definition:

The screenshot shows a software window titled "Invoice Run Type Details - Workbill". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a navigation bar with icons for "Close", "Previous", "Next", and "Save", with labels "Navigate" and "Save" below them. The main content area has two tabs: "General" (selected) and "Dates". Under the "General" tab, there are several fields: "Code" with the value "Workbill", "Description" with the value "Workbill", a checked checkbox labeled "Allow selection of workbill type?", and "Invoice type" with a dropdown menu showing "Workbill". The "Invoice type" field is highlighted with a red rectangular border. At the bottom of the window, there is a footer with the text "InvoiceRunTypeDetail" on the left and "© 2024 Innovise Software Limited" on the right.

This allows the invoice run type to be linked to a specific type of invoicing. Validation has been added to ensure that users can only select an invoice type which has only been used on contract billing lines of a matching type (i.e., users will not be able to set an invoice type of Workbill where the invoice run type has been used on contract billing lines defined as anything other than Workbill).

Contract Configuration Report

The billing contract configuration report has been modified to include this “Run invoice type” as a new column. Using this report, a user can then group by run, run invoice type and billing type to identify any billing lines which have caused the invoice run type validation failure.

Total value	Weekly rebate value	4 weekly rebate value	Monthly rebate value	Annual rebate value	Run	Run invoice type	Billing type	VAT
£0.00	£0.00	£0.00	£0.00	£0.00	Workbill	Workbill	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	Workbill	Workbill	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	Stores re-charge	Recharge	Recharge	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	Stores re-charge	Recharge	Recharge	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	Stores re-charge	Recharge	Recharge	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	Stores re-charge	Recharge	Recharge	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£0.00	£0.00	£0.00	£0.00	£0.00	TL101719	Any	Workbill	20 Percent
£334,501.71	-£4.91	-£19.64	-£21.26	-£255.12				

Contract Billing Lines

A new validation check has been added to the contract billing line set up to ensure that users can only select an invoice run type which matches the billing line type selected.

Invoice Batch Generation

The invoice batch generation process has been modified to detect if the invoice run selected is for a specific invoice run type. Where this is the case, TemplaCMS will now focus the invoice batch generation purely on contracts with un-invoiced items of the relevant type. For example, where an invoice batch is generated for an invoice run type exclusively for Workbills, TemplaCMS will then only review contracts with un-invoiced Workbills.

ACCRUALS AND PREPAYMENTS FOR CONTRACTED WORKBILL REVENUE

Background

Where contracted workbills are scheduled to occur (for example) every three months, it is often normal to invoice the client monthly to keep a consistent invoice value month on month. This does, however, result in an imbalance between cost and revenue, with all the cost being in the period the work is performed and the revenue in every period.

New processes have been put in place to identify the relationship between the contracted workbill and its billing, making it possible to generate accruals and prepayments that move the revenue to the period of the cost.

Contract Billing

A new field has been added to the contract billing line definition:

Contract Billing Line - Update Test Limited - (new)

General

Close Accept Accept and new Save

Billing line

Effective 01/01/2024 to (not set) Type Standard Suppress in non working periods?

Inv text
3 monthly window clean, billed monthly in advance

Use daily rate?

Quantity 1 Unit price £250.00 Price £250.00
Weekly £57.53 Monthly £250.00 Annual £3,000.00
Basis Advance Frequency 1 Months

Task 1 -- Daily Office Cleaning -- Daily Office Cleaning

Revenue type Contracted: In-House Periodic Cleaning Rebate %

VAT Standard Rate
Invoice run Monthly Billing
Client PO ref
Our ref
Inv to WB x-ref 3m-windows

Groupings
Consolidation
Consolidation seq 0
Summary invoice
Sub total

Document delivery
Address to Client
ATKINTRU description

Suspend
 Suspended?
Auto re-instate (not set)

Dates
Last invoice (not set)
Next invoice 01/01/2024

By entering this cross reference on a billing line, the user is defining that this billing line relates to a workbill (that may be on a different frequency). This cross reference is free text, and no validation is performed on it.

In this example, the billing line is defined as occurring monthly in advance.

Contract Workbill

A corresponding field has been added to the contract workbill definition:

The screenshot displays the 'Contract Workbill - Update Test Limited - (new)' window. The 'General' tab is active, showing the following fields:

- Workbill number:** 13
- Effective:** 01/01/2024
- to:** (not set)
- Suppress in non working periods?
- Title:** Windows
- Workbill type:** Standard
- Task:** 1 -- Daily Office Cleaning -- Daily Office Cleaning
- Work instruction:** Customer specific work instruction
- Window cleaning every 3 months**
- Basis:** Scheduled
- Frequency:** 3
- Months:** Months
- 17th**
- Run:** Standard
- Assign to:** Team
- Team:** Alpha Team
- Extra type:** Contracted Services: In-House Cleaning
- Invoice details:** Invoice on confirmation? Invoice line to workbill cross reference: 3m-windows

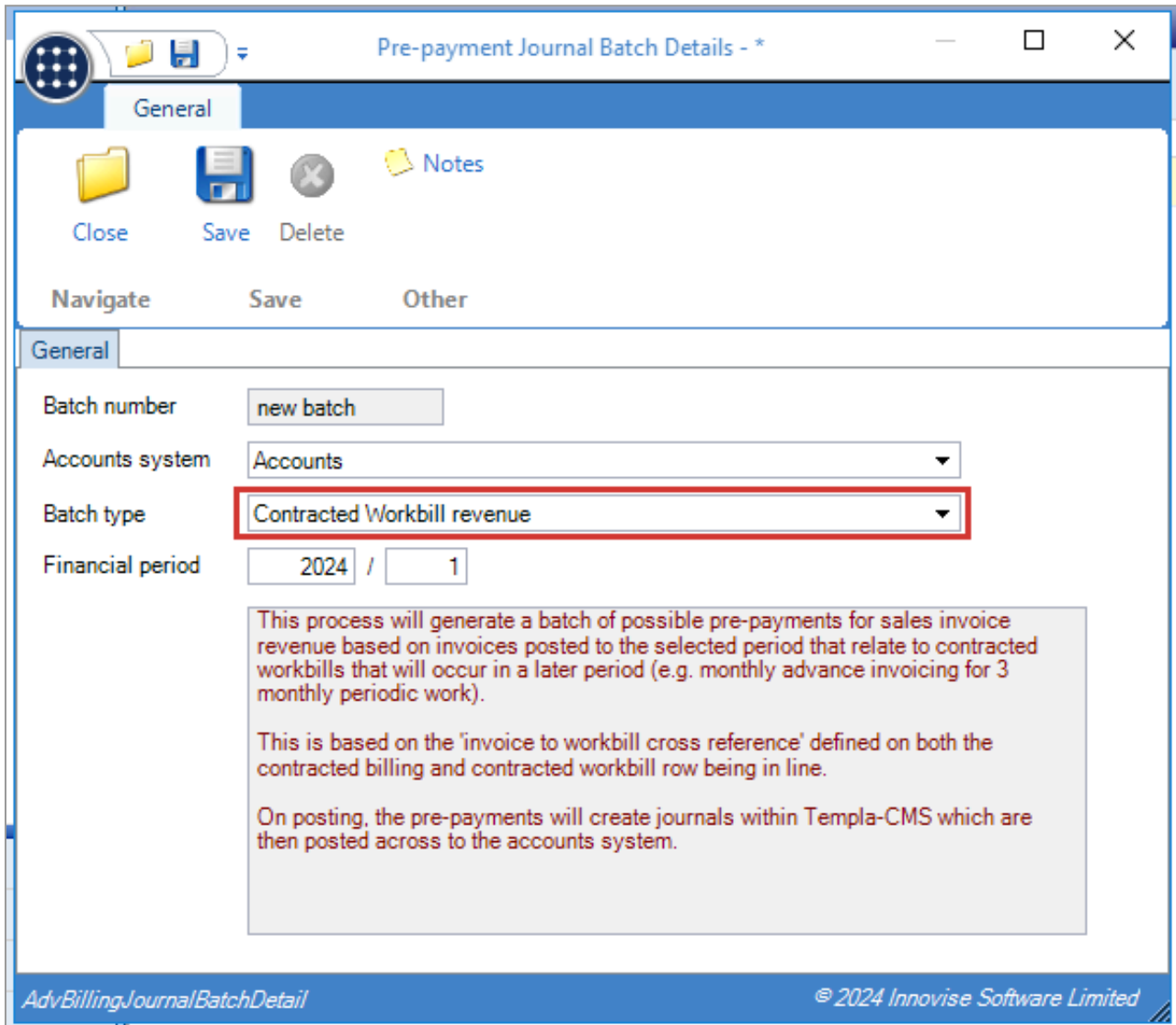
Note that this can only be defined when the workbill is not marked as “Invoice on confirmation”.

By entering this cross reference on a workbill, the user is defining that this workbill relates to a billing (that may be on a different frequency). This cross reference is free text, and no validation is performed on it.

In this example, the workbill is defined as occurring 3-monthly, and by entering a reference matching that on the monthly billing, the user has created a relationship.

Prepayment Batches

A new Batch type option has been added to the prepayment batch process:



The screenshot shows a software window titled "Pre-payment Journal Batch Details - *". The window has a "General" tab selected. At the top, there are icons for "Close", "Save", and "Delete", along with a "Notes" icon. Below these are "Navigate", "Save", and "Other" buttons. The main form area contains the following fields:

- Batch number:
- Accounts system:
- Batch type:
- Financial period: /

Below the form fields is a text box containing the following information:

This process will generate a batch of possible pre-payments for sales invoice revenue based on invoices posted to the selected period that relate to contracted workbills that will occur in a later period (e.g. monthly advance invoicing for 3 monthly periodic work).

This is based on the 'invoice to workbill cross reference' defined on both the contracted billing and contracted workbill row being in line.

On posting, the pre-payments will create journals within Templa-CMS which are then posted across to the accounts system.

At the bottom of the window, the text "AdvBillingJournalBatchDetail" is on the left and "© 2024 Innovise Software Limited" is on the right.

As per the help text, a batch of this type will generate prepayments for advance invoices linked to contracted workbills using the new cross reference.

Note: Any invoice with a cross reference defined will be automatically excluded from the pre-existing Revenue accrual batch type.

Accrual Batches

A new Batch type option has been added to the accrual batch process:

The screenshot shows a software window titled "Accrual Batch Details - *". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a "General" tab. The main area contains several fields:

- Batch number:** A text input field containing "new batch".
- Accounts system:** A dropdown menu currently showing "Accounts".
- Batch type:** A dropdown menu currently showing "Contracted Workbill Revenue", which is highlighted with a red rectangular border.
- Financial period:** Two input fields, the first containing "2024" and the second containing "1", separated by a slash.

Below these fields is a large text area containing the following help text:

This process will generate a batch of possible accruals for sales invoice revenue based on contracted workbills in the period whose billing is spread across later periods (e.g. monthly arrears invoicing for 3 monthly periodic work).

This is based on the 'invoice to workbill cross reference' defined on both the contracted billing and contracted workbill row being in line.

On posting, the accruals will create reversing journals within Templa-CMS which are then posted across to the accounts system as a recurring journal.

At the bottom of the window, there is a footer with "AccrualBatchDetail" on the left and "© 2024 Innovise Software Limited" on the right.

As per the help text, a batch of this type will generate accruals for arrears invoices linked to contracted workbills using the new cross reference.

Note: Any invoice with a cross reference defined will be automatically excluded from the pre-existing Revenue accrual batch type.

PEOPLE XD

Background

TemplaCMS has been modified to integrate with People XD (HR system).

If you wish to consider implementation of this, please contact your account manager for further information.

GATEWAY SERVICE

Background

The TemplaCMS Gateway Service has always been run as a 32-bit service as it was linked to a CSV driver that requires this.

However, in some situations (when importing large datasets), this can cause failures due to the memory limitations placed on 32-bit applications.

It is now possible to run Gateway as a 64-bit service, thus preventing this problem. To use this, you will need a 64-bit CSV driver.

Should you need to convert to the 64-bit version of Gateway, please contact support for advice on whether this is relevant and how it can be achieved.

LOG NUMBERS

This enhancement update contains the following log numbers:

WI3716

WI3722

WI3760

WI3764

WI3766

WI3769

WI3770

WI3775

WI3782

WI3786

WI3884



TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.