



TemplaCMS Newsletter

V6.1.0 | Update 2024.05 | May 2024

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.

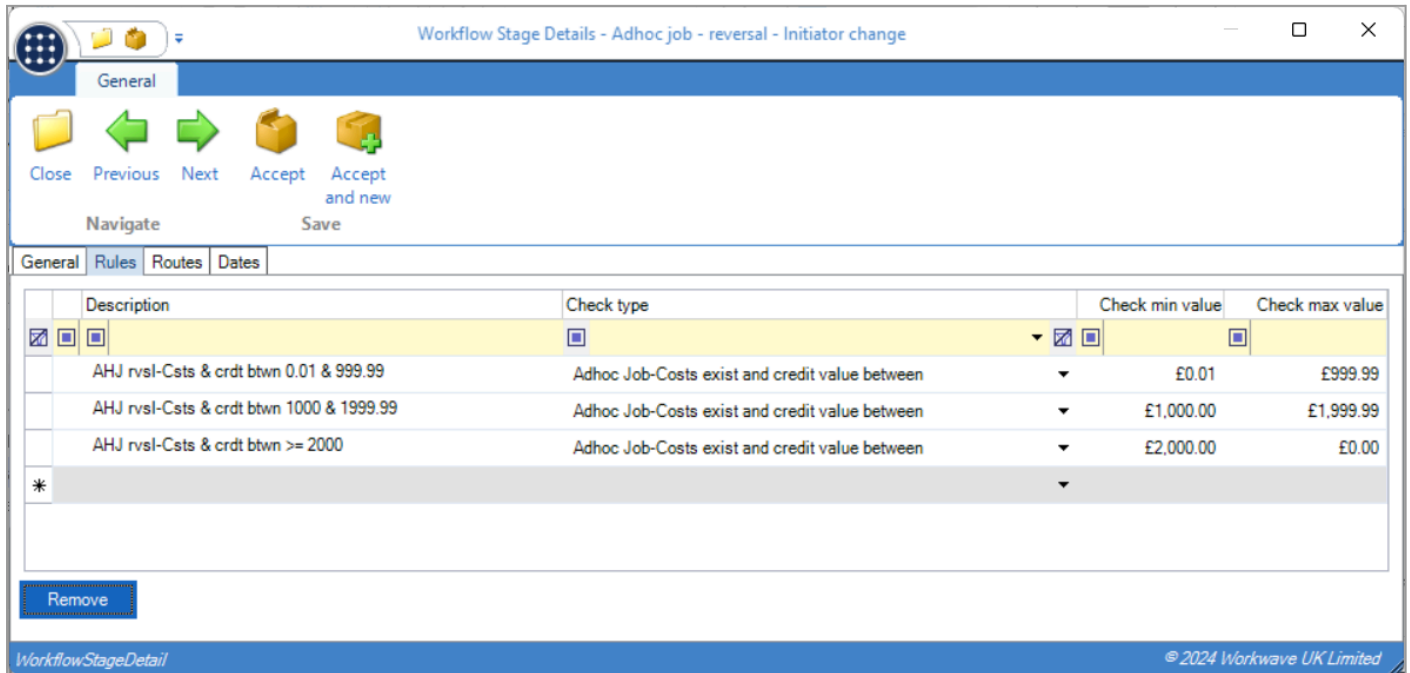
ADHOC JOB REVERSAL WORKFLOW

Background

A new workflow rule has been added for adhoc job reversal approval to allow routing of jobs where costs will be incurred, and a credit is being raised.

Workflow Paths

On workflow paths of type Adhoc job reversal, a new rule type of “Adhoc Job-Cost exists and credit value between” is available where a min, max, or valid range must be entered.



A min or max value is optional, allowing rules to be set up to check any job where costs exist and with credit value up to or above a specified value.

Adhoc Job Reversal Approval

When an adhoc job is sent for reversal approval and one the new rules exists on a workflow path's stage, the job is checked to see if costs exist, and the credit value matches the rule value check. If so, the adhoc job will be routed to the appropriate authorising user.

P&L REPORT YTD-1

Background

The ability to look at the year to date and last year to date up to the previous period is now available on the P&L report. While primarily of use on a rolling period basis, this is also available for fixed years.

P&L Templates

New fields to show current year and last year YTD-1, along with a sequence and decimal places are now available on P&L templates.

The screenshot displays the configuration interface for a P&L template. The main configuration area includes the following details:

- Code:** ROLLM12
- Description:** Rolling P&L (12 months, current month)
- Options:**
 - Default P&L template?
 - Default revenue template?
 - P&L based on site's analysis
 - P&L based on site's current analysis
 - P&L based on site's analysis 'as at' a specific date
 - Allow use as revenue report?
 - Use current month for relative periods?
 - Show working days in period headings?
 - Include period 13?
- Range headings:** Period (dropdown), Year basis: Rolling (dropdown), Number of periods: 12
- Currency method:** Use converted values (dropdown)

The configuration is divided into four main sections for line items:

Current year			Last year			Year on year		Budgets		
Show?	Sequence	dp	Show?	Sequence	dp	Show?	dp	Show?	dp	
<input checked="" type="checkbox"/>	Total	5 0	<input checked="" type="checkbox"/>	Total	1 2	<input type="checkbox"/>	Variance	<input type="checkbox"/>	Value	0
<input checked="" type="checkbox"/>	YTD	6 0	<input checked="" type="checkbox"/>	YTD	2 2	<input type="checkbox"/>	Variance %	<input type="checkbox"/>	Variance	0
<input checked="" type="checkbox"/>	YTD -1	7 0	<input checked="" type="checkbox"/>	YTD -1	3 0			<input type="checkbox"/>	Variance %	0
<input checked="" type="checkbox"/>	Detail	8 0	<input type="checkbox"/>	Detail	0 0					

At the bottom of the window, there is a 'Comments' text area and a footer with 'PLTemplateDetail' and '© 2024 Workwave UK Limited'.

P&L Report

When the YTD-1 column for current year or last year is set to be included, new columns are now visible on the P&L report, with the values dependent on the year basis as such:

- Fixed – if YTD is 2024-01 to 2024-06, then YTD-1 is 2024-01 to 2024-05
- Rolling – if YTD is 2023-07 to 2024-06, then YTD-1 is 2023-06 to 2024-05

Rolling P&L (12 months, current month) for Period 2019-01 to 2019-12 : all P&L based on site's analysis Use converted values
 Criteria -- Client: Viking Funerals Site: Viking Funerals -Aalborg Datasource: Demo accounts

Description	2018-01 to 2018-12		2017-12 to 2018-11		2019-01 to 2019-12		2019-01 to 2019-12		2019-01 to 2019-12		2019-01 to 2019-12		2019-01 to 2019-12		2019-01 to 2019-12		2019-01 to 2019-12	
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act
Sales																		
Periodics revenue	-78.00	-78.00	-66	-1,279	-1,279	-1,192	-101	-102	-103	-104	-105	-106	-107					
	100.00%	100.00%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%					
Sales	-78.00	-78.00	-66	-1,279	-1,279	-1,192	-101	-102	-103	-104	-105	-106	-107					
Gross profit	78.00	78.00	66	1,279	1,279	1,192	101	102	103	104	105	106	107					
	100.00%	100.00%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%					
Net profit	78.00	78.00	66	1,279	1,279	1,192	101	102	103	104	105	106	107					
	100.00%	100.00%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%					

TIMESHEET COVER EMPLOYEE DISTANCE TO SITE EXCEPTION

Background

Controls have been added to monitor the use of cover employees based on their distance to site.

System Control – Payroll

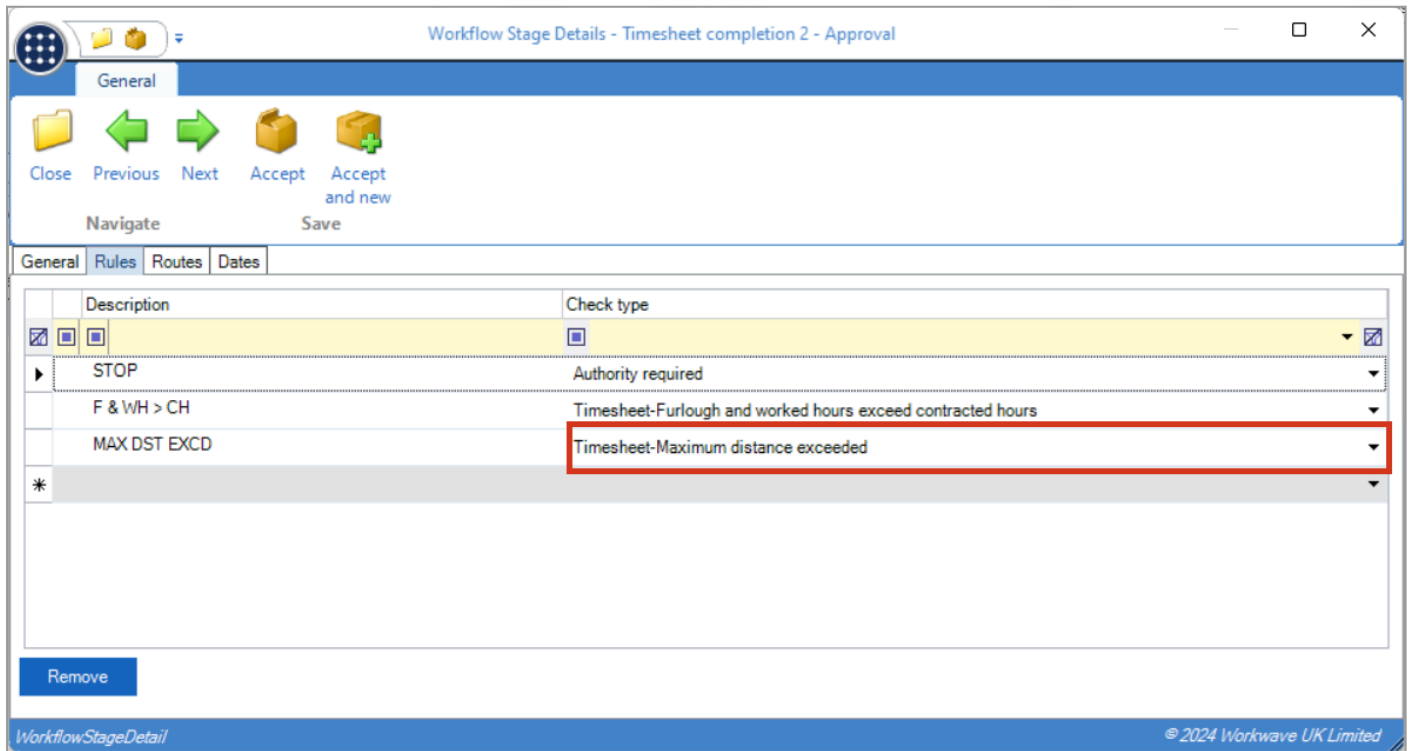
New options have been added to the Timesheets tab of System Control – Payroll for a Max cover distance and unit of measure, being either Miles or Kilometres. In addition, a new timesheet exception of Maximum distance exceeded.

The screenshot displays the 'System Control - Payroll' application window. The 'Timesheets' tab is active, showing various configuration options. The 'Max cover distance' field is highlighted with a red box, showing a value of 15.62 and a unit of 'Miles'. The 'Exception' table on the right lists various exceptions, with 'Maximum distance exceeded' highlighted in red. The 'Auto approve' column for this exception is checked. The 'Absence details' section at the bottom shows 'Default absence reason' as 'AWOL' and 'Default authorised absence reason' as 'Authorised absence', both with 'Requires signoff?' checked.

Exception	Auto approve	Force comment	Report?
Wage budget value exceeded	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wage budget hours exceeded	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Value below wage budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Under budget value tolerance exce...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Under budget hours tolerance exc...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rate overridden	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Probable leaver	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Periodic pro-rata budget value exc...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Periodic on non-periodic date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Periodic budget value exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Periodic adjustment added outside...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over budget value tolerance excee...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over budget hours tolerance exce...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non SSP sick pay may apply	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
No workbill pay value entered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
No rate entered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
No Project pay value entered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maximum hours exceeded	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maximum distance exceeded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manual workbill pay value entered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Project pay value entered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leaver has contracted extras	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hours but no pay	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hours below wage budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday pro-rata exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Workflow Paths

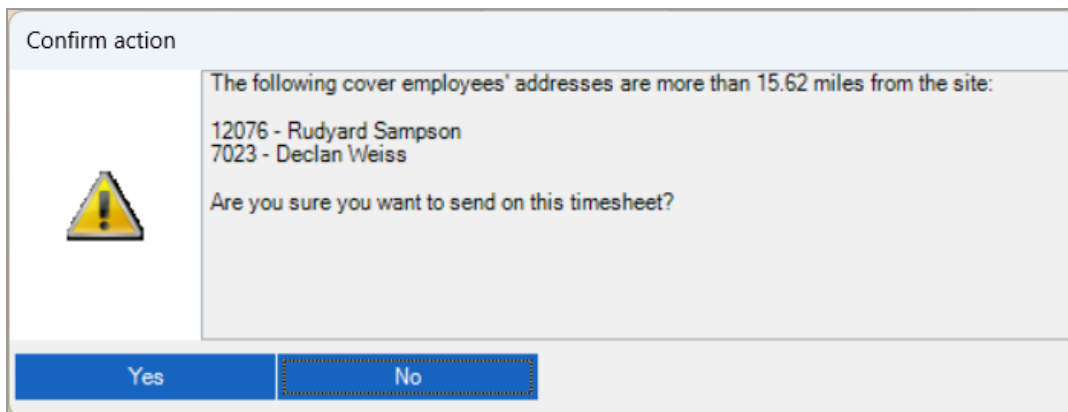
On workflow paths of type Timesheet completion, a new rule type of “Timesheet-Maximum distance exceeded” has been added.



Note: This new check type only applies to single period joiners.

Timesheets

When a user attempts to “send on” a timesheet, where the distance between one or more temporary joiners' home postcode(s) is greater than the number of miles or kilometres defined on system control > payroll > timesheets away from the site postcode, TemplaCMS now displays an alert to identify the relevant employees to the timesheet completer.



Normal exception rule checks as configured are then put in place e.g., Force comment, prevent send on etc.

PURCHASE INVOICES – WORKBILL WORK INSTRUCTION

Background

Changes have been made to allow a workbill's work instruction to be more easily visible on a purchase invoice.

Purchase Invoice Header

A new optional column has been added to the purchase invoice items grid:

The screenshot displays the 'Purchase Invoice Details' window for an invoice dated 31/01/2020. The interface includes a top navigation bar with icons for Close, Previous, Next, Save, Save and new, Delete, Notes, Attachments, Process sheets, Workflow, and Memos. The 'Purchase Invoice header' section contains fields for Batch (Demo accounts batch dated 31/01/2020), Log number (6269), Supplier (Irish supplier), Supplier ref (231202.1102), Tax point (31/01/2020), Due date (31/01/2020), and Description (231202.1102). A 'Check totals' table is also present, showing Net, VAT, and Gross amounts for Invoice, Cumulative, and Variance.

	Net	VAT	Gross
Invoice	£0.00	£0.00	£0.00
Cumulative	£15.00	£2.63	£17.63
Variance	-£15.00	-£2.63	-£17.63

The 'Items grid' below the header has a new column titled 'Workbill - Work instruction'. The grid contains three rows of items:

Quantity	Net unit cost	Text	Net	VAT	Gross	Project element no.	Workbill - Work instruction
1	£0.000	Sup IRE001 VAT 5% (12)	£0.00	£0.00	£0.00	0	Sup ALD001 VAT 5% (12) Line Line 2
1	£0.000	Sup IRE001 VAT default	£0.00	£0.00	£0.00	0	Sup ALD001 VAT default
1	£5.000	This is the workbill title	£5.00	£0.88	£5.88	0	Line1 Line 2 Line 3 Line 4 Line 5 Line 6

The 'Workbill - Work instruction' column is highlighted with a red border in the screenshot. The interface also includes buttons for 'Add', 'Remove', 'Details', and 'Build from posted', along with a dropdown menu set to '(none)' and a 'Match' button.

Purchase Invoice Items

When viewing a purchase invoice item matched to either a workbill completion or an incomplete workbill, a new option allows selection of viewing either the workbill title or work instruction, defaulting to the title.

Invoice Item Details - Invoice: Irish supplier on 31/01/2020 due 31/01/2020

General

Close Previous Next Accept Accept and new

Navigate Save

Invoice item

Invoice details

This is the workbill title

Qty	Unit cost	Net value	VAT value	Gross value	VAT code
1	£5.000	£5.00	£0.88	£5.88	Acquisitions of Goods

Matching type

- Un-matched
- Site
- Stores order
- Goods receipt
- Workbill
- Self billing inv
- Project eleme
- Multi site GRN
- Multi site SO
- BIS budget
- Adhoc job
- Incomp Workb

Matching details

Client: Viking Funerals

Site: Viking Funerals - Cremation Wing

Task type: COMPEQ

Cost type: Other Purchase Costs

Workbill

Match workbill

Workbill no.: 61790

Work done date: 01/01/2020

Cost: £5.00

Title

Instruction

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Accounts details

BULK WORKBILL CLIENT BOOKING/SCHEDULE AMEND

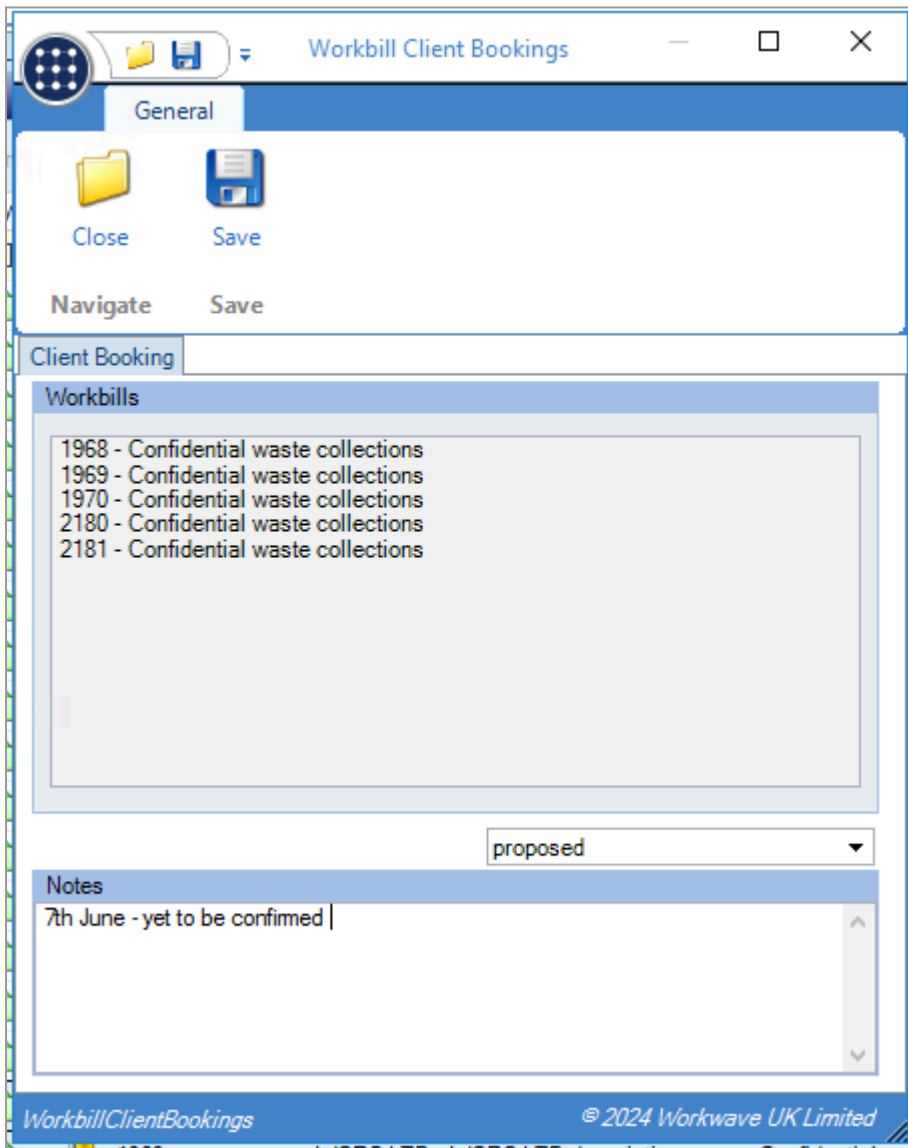
Background

It is now possible to modify the client bookings or schedules of multiple workbills from the list.

Workbill Client Bookings

While it was possible to amend a single workbill's client booking from the workbill list, workbill client bookings can now be amended in bulk. Upon selection of the Workbill list's Client booking option for multiple workbills, a check is made that each workbill can be locked with those already locked, weeded out.

A new Workbill Client Bookings screen then provides the ability to amend the booking status and booking notes of all workbills. If the booking status and notes are currently consistent for all workbills selected, these details will. Otherwise, they will be blank.



Upon saving, each workbill's booking status and notes are saved and the locks removed.

Workbill Schedule

A new taskbar button on the workbill list has been added for Schedule, following the same function security as amending the workbill directly. Upon selection of the Workbill list Schedule option, a check is made to see if a single workbill or multiple have been selected.

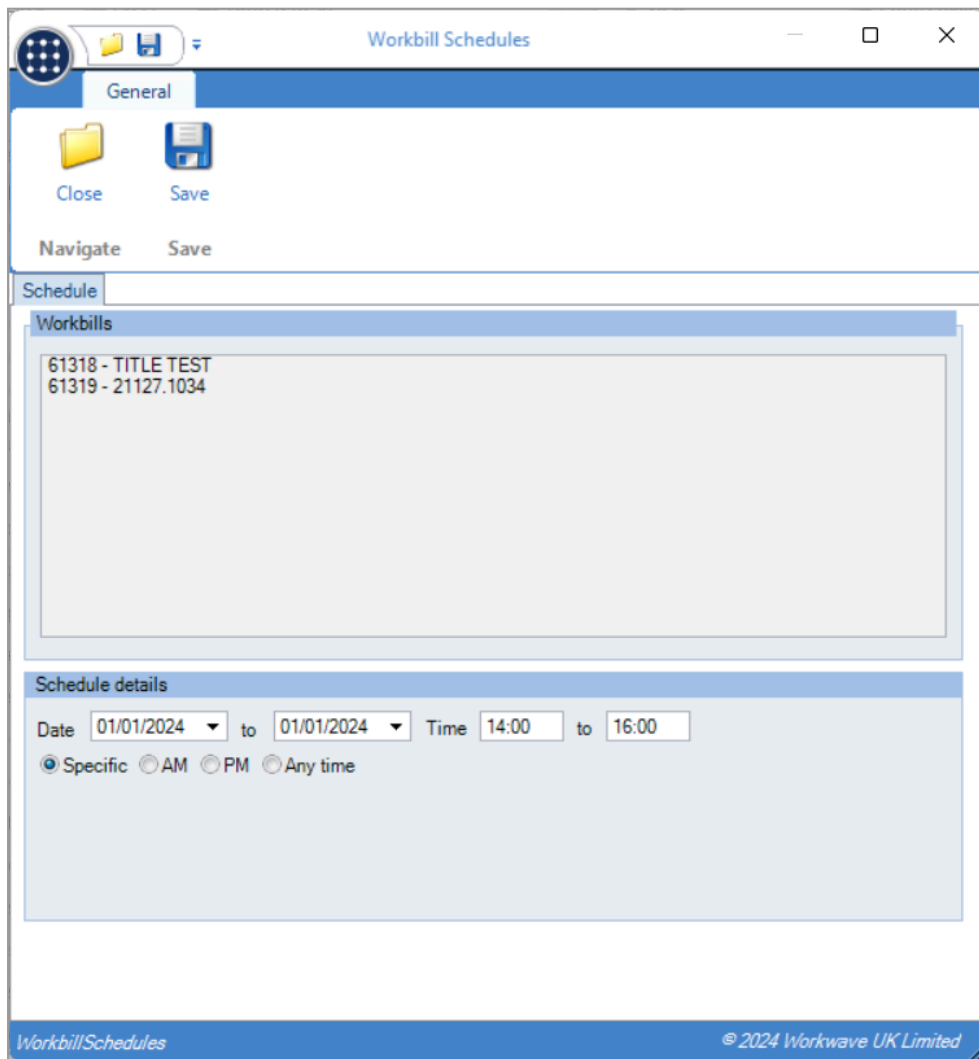
If a single workbill was selected, a new Workbill Schedule screen provides access to the workbill's details, along with the ability to view or amend the schedule details based on the workbill's status.

The screenshot displays a web application window titled "Workbill Schedule - 21/12/20 A for Viking Funerals -- dated 21/12/2020". The interface is divided into several sections:

- General Tab:** Contains "Close" and "Save" buttons.
- Schedule Tab:** The active tab, showing:
 - Workbill:** 59763
 - Site:** Viking Funerals
 - Scheduled:** A box containing "Monday 21/12/2020" and "15:00 - 21:00".
 - Schedule details:** Includes date and time pickers (Date: 21/12/2020 to 21/12/2020, Time: 15:00 to 21:00) and radio buttons for "Specific" (selected), "AM", "PM", and "Any time".

The footer of the window shows "WorkbillSchedule" on the left and "© 2024 Workwave UK Limited" on the right.

If multiple workbills are selected, weeding is performed to check whether each workbill can be locked and that amendment of the workbill is possible based on its status and the user's functions. Once weeding has taken place, if a single workbill remains the previous new Workbill Schedule screen is shown. Where multiple workbills remain, the user is taken to a new Workbill Schedules screen that provides the ability to amend the schedule details of all the workbills. If the schedule details are currently consistent for all workbills selected, the schedule details will be shown. Otherwise, they will be blank.



Upon saving, each workbill is validated to ensure the schedule dates can be applied with the user informed of the validation success. Each valid workbill is then saved with the new schedule details applied.

Note: Amending schedule details in this way is not possible for workbills where discrete day planning is in use on the workbill.

EP DATA FORM RESULTS

Background

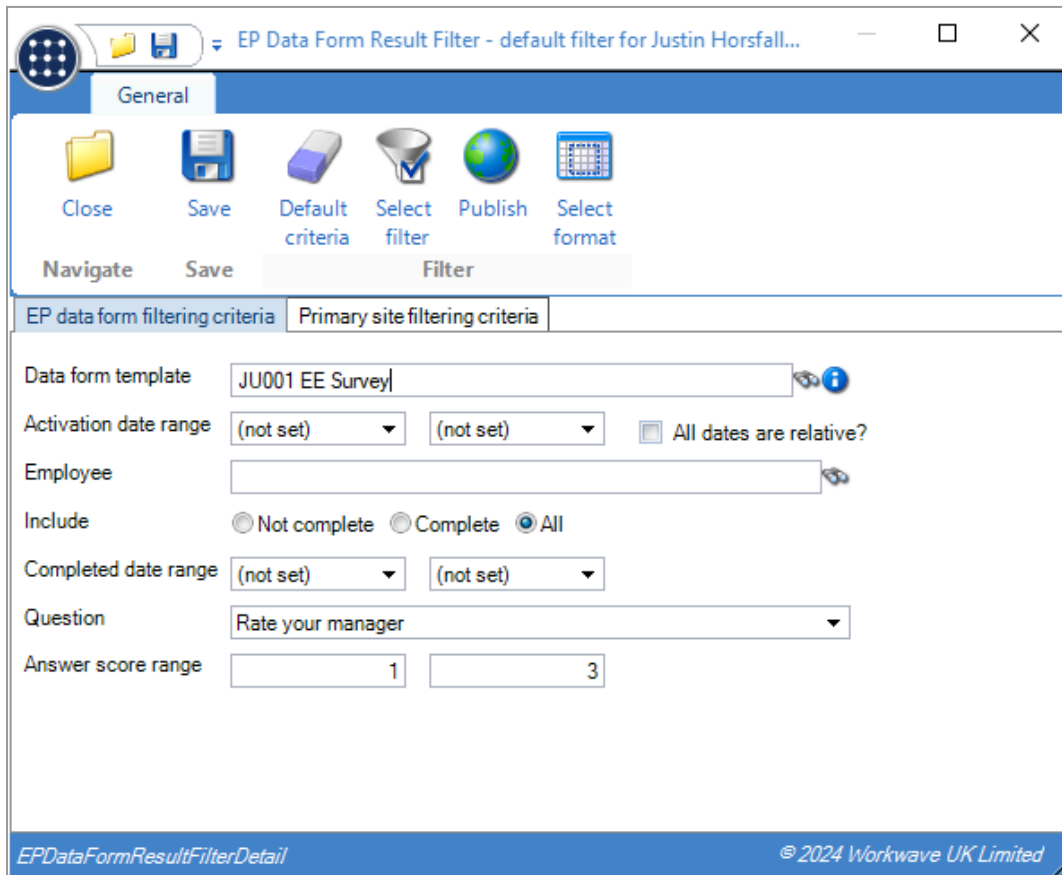
The ability to create Employee Portal data forms was recently added for customers licensed for both Advanced Forms and Employee Portal. This allows information gathering from employees via the Employee Portal – for example, the completion of an employee survey.

A new EP Data Form Results List now provides the ability to report on these EP data forms.

EP Data Form Results

A new option of EP Data Form Results can be found on the navigator under Service Point > Data Forms.

This filterable list provides access to the below criteria:



Filtering by Data form template is mandatory, and the Question selector will present the defined list data items from the template (i.e., questions with a defined list of possible answers).

Note: The answer score range is not validated against the selected question, as the template may have been changed since use.

When applied, the list populates the EP Data Form Results with the following columns:

- Data form template
- Completed date (or blank if not yet completed)
- Employee
- Primary site
- Data form question (if filtering by question)
- Data form answer (if filtering by question and the form is completed)
- Primary site business analysis columns

The screenshot displays the TemplaCMS interface for the 'EP Data Form Result List'. The table contains the following data:

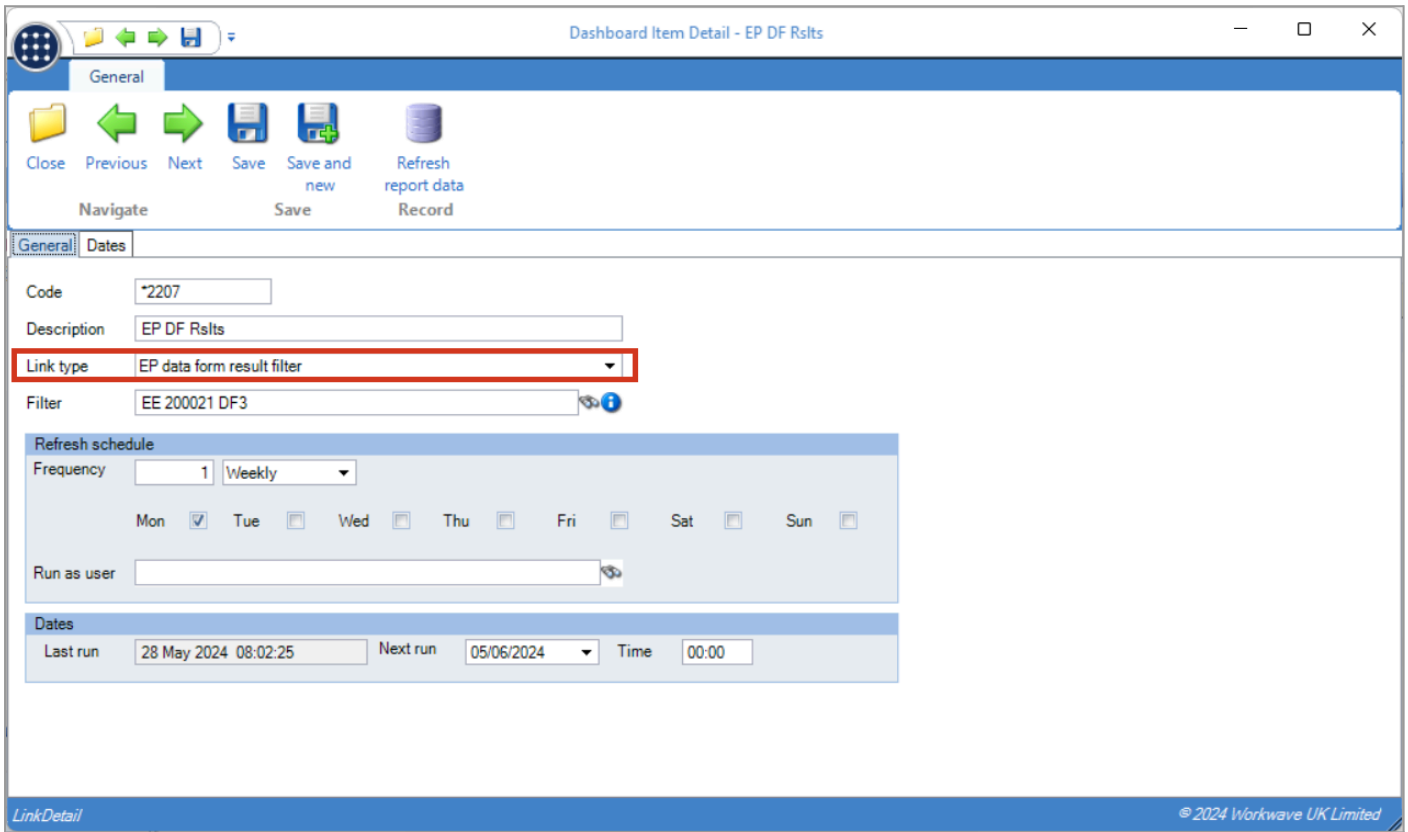
St	Completed	Data form template	Data form template code	Data form template description	Employee	Primary site	Question	Answer	Ops M
	12/02/2024 13:36	*1393 - JU001 EE Survey	*1393	JU001 EE Survey	200021 - Mr Kip Rolls	TL91044/01	Rate your mana	3	EC1

The interface includes a sidebar with navigation options such as Service Point, Contract Admin, Payroll, Workbills, Billing, Transaction Register, Stores, Reports, Period/Year End, Maintenance, Hygiene Services, Projects, System Admin, Session Admin, Dashboards, and Search. The top toolbar contains various actions like Close, Refresh, Print, Excel, Expand, Collapse, View, Filter selected, Un-filter selected, Immediate filter, Apply last filter, Change filter, Select filter, Publish format, and Select format. The status bar at the bottom shows 'EPDataFormResultList 1 rows' and the user 'Justin Horsfall Turner'.

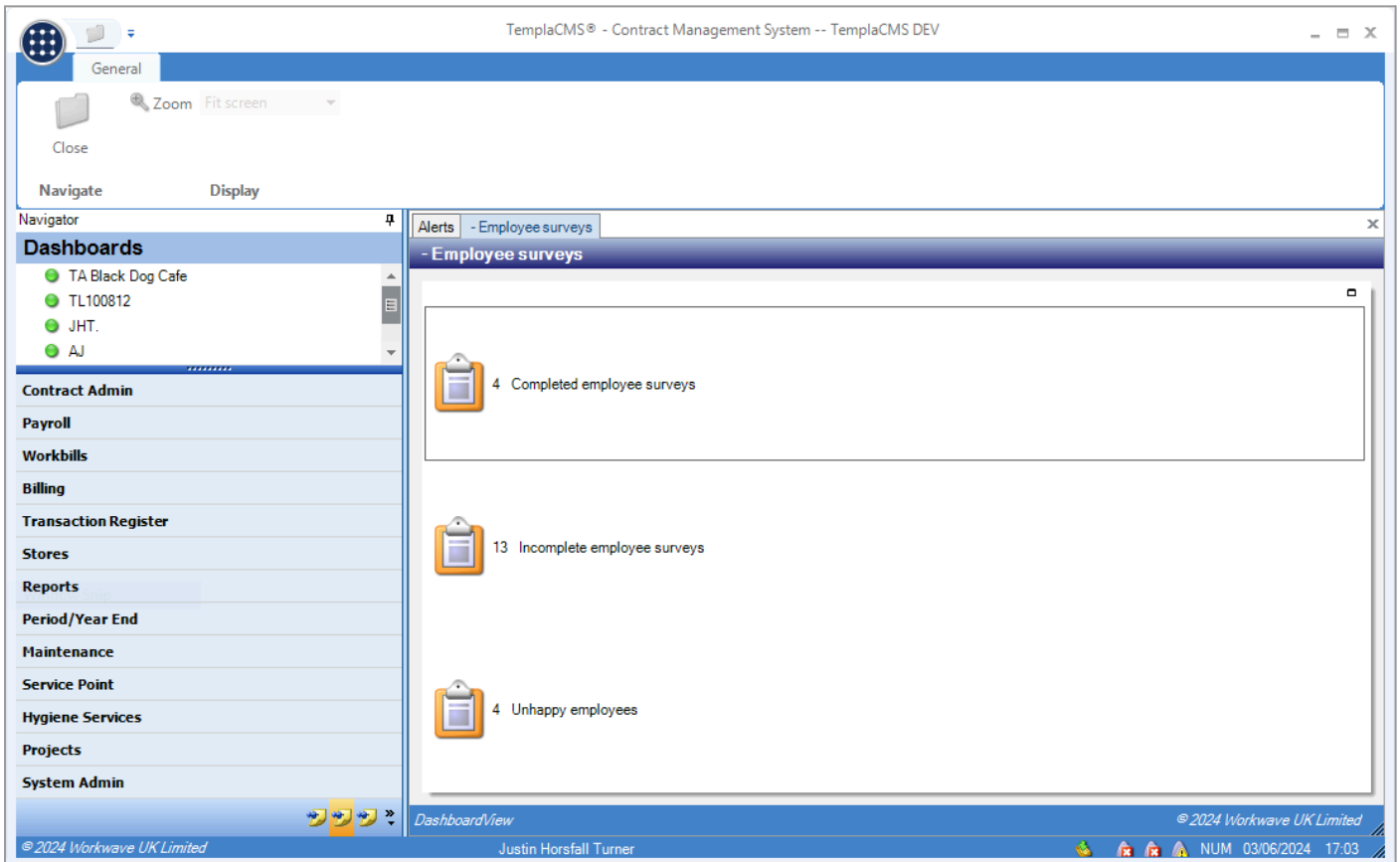
Note: Business analysis restrictions based on the employee's primary site and datasource checks to the employee's datasource are made for restricted users.

Dashboards

Where licensed for Dashboards, a dashboard item link type of EP data form result filter is now available:



As such, published filters for EP Data Form Results can be shown on the dashboard with the ability to drill into the EP data form results list. In this way, managers could, for example, have dashboard items showing their employee’s progress through completing a survey, and those that have answered in a certain way.



CONTRACT BILLING/WORKBILL ACCRUAL CROSS-REFERENCE

Background

The entry of a contract billing or workbill's line invoice item cross-reference for use in workbill accruals has been changed to allow easier selection of pre-existing contract cross-references and therefore reduce mistakes made in data entry.

Contract Billing and Workbill Lines

The text editor on contract and workbill billing lines has been replaced with a drop down containing all existing cross-references on the contract but allowing user entry or new cross-references as required.

Contract Billing Line - The Sprout Club

General

Close Previous Next Accept Accept and new Save

Billing line

Effective 01/06/2022 to (not set) Type Standard Suppress in non working periods? Hours billing?

Inv text
AJ WeeklyTest

Use daily rate?

Quantity 1 Unit price £0.00 Price £0.00
Weekly £0.00 Monthly £0.00 Annual £0.00
Basis Arrears Frequency 1 Weeks

Task 1 -- Daily office cleaning - No EEs -- Daily office cleaning

Revenue type DOC Contract Revenue Rebate % % Charge

VAT 20 Percent

Invoice run [dropdown]

Client PO ref [dropdown] Client PO line 0 Bill to Id 0

Our ref [dropdown]

Inv to WB x-ref [dropdown menu open with options: A1, A2, A3, A4, a5, A1]

Groupings
Consolidation [dropdown]
Consolidation seq 0
Summary invoice [dropdown]
Sub total [dropdown]

Document delivery
Address to Client
Yellowpatter Ltd 2abc

Suspend
 Suspended?
Auto re-instate (not set)

Dates
Last invoice 30/04/2024
Next invoice 07/05/2024

ContractBilling © 2024 Workwave UK Limited

PAYROLL BUDGET COSTS ACCRUAL

Background

Payroll accrual generation allows for the budget value to be accrued if no hours have been confirmed. This process has been expanded to handle multi-frequency timesheets.

Accrual Generation

During the generation of a payroll costs accrual batch where the “Accrue timesheet budgets when date is zero” option is enabled, if the site is using multi-frequency employees and therefore has related timesheets covering the period, the process will now examine all related timesheets for each date. Only if a site/date has no hours confirmed on any of the related timesheets will the budget be accrued.

T&A LOG LIST: DID NOT LOG IN

A new “Did not log in” status has been added to the T&A log list for where a row has a Log out but not a Log in.

Time and Attendance Logs												
Drag a column header here to group by that column.												
	State	Site	Site location	Employee	Date	Check date	Workbill no.	Hours	Type	Note	In	
	Complete	TL93327		789406 - Mr George Johns	07/04/2021			1.00	Contracted	Time:07/04/2021 12:15	07/04/2021 1	07/04/2021 1
	Complete	TL93327		789406 - Mr George Johns	07/04/2021			1.00	Contracted	Time:07/04/2021 12:15	07/04/2021 1	07/04/2021 1
	Did not log in	TL93327		789406 - Mr George Johns	07/04/2021			0.00	Contracted	Time:07/04/2021 13:15		07/04/2021 0
	Still logged in	TL93327		789406 - Mr George Johns	22/04/2021			0.00	Contracted	Time:22/04/2021 08:00		22/04/2021 0

LOG NUMBERS

This enhancement update contains the following log numbers:

WI3896

WI3970

WI3971

WI4007

WI4008

WI4021

WI4023

WI4025

WI4060



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.