

# TemplaCMS Newsletter

V6.1.0 | Update 2024.06 | June 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.

# **Stores Order Accruals**

#### Background

Accruals are normally summarised to site, cost type, and task type in order to reduce the volume of journal lines that are ultimately posted to the accounts system. A new option has been added to allow Stores Order Accruals to be generated and posted at a detailed level.

## System Control – Accounts

A new option has been added to the Accruals tab of System Control – Accounts for "Uninvoiced stores order cost accrual level" with options for:

- Summarised (the current accrual level)
- Detailed

	Syster	m Control - Accounts				×
General						
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Close Save						
Navigate						
Accounts Accruals	Purchase invoice matching	Default analysis for prospects	Debtor Manager			
Accrue timesheet b	udgets	When date is zero	•	]		
Unused holiday acc	rual task type	Daily office cleaning	<b>6</b>			
Uninvoiced stores of	order cost accrual level	Summarised	•	]		
Workbill cost accru	al %	80.00%		-		
Workbill accrual typ	be	Standard	•	]		
		Accrue un-invoiced workbill	revenue			
		Accrue un-invoiced stores of a store	rder revenue			
SystemControl_Account	nts			© 2024 Works	vave UK l	Limited

# **Accrual Batch Generation**

When generating uninvoiced stores order cost accruals, the system control accrual level is now considered and costs consolidated as below.

#### SUMMARISED

This is the current process where costs are consolidated to an accrual line based on consistency of site, cost type, and task type. Any ad-hoc job costs are split onto their own accrual items.

#### DETAILED

Costs are put onto their own accrual line based on the stores order number. Note that where costs exist from a single stores order or multi-site stores order header, these may consolidate onto a single accrual line or be split to multiple as the consistency of site, cost type, and task type must be maintained. Any ad-hoc job costs are still split onto their own accrual lines.

# **CUSTOMER WIZARD IMPROVEMENTS**

## Background

The new customers list and wizard process was introduced in the 2024.04 update. Improvements have been made to this process.

## **Customer Filter**

When in an environment with branch restrictions enabled, a new option is available on the customer filter for group users to allow filtering to a specific branch.

Customer Filter Detail - default filter for JC							_		×
Gene	eral								
$\square$				0					
Close	Save	Default criteria	Select filter	Publish	Select format				
Navigate	Save		Fil	ter					
Filtering criteria									
Code									
Description									
Address									
Postcode									
Branch	Sout	th East				Ø	0		
	V In	clude client	s?						
	V In	clude sites?	2						
	V In	clude contra	acts?						
	🔳 Li	ive only?							
CustomerFilterD	etail					© 202	24 Workw	ave UKL	imited

#### **Customer Wizard**

Upon finishing entry of a customer on the customer wizard, a new option allows the user to start again at a nominated stage, retaining any entered data up to that point. If choosing to start again at site, for example, any entered contacts or clients will be retained for entry of the next site.

Confirm action	Do you want to enter another customer? You can choose which step to start on:	Contacts Client Site Contract	
		Yes	No

Additionally, the customer wizard is no longer modal, so the user can leave it open while performing another action in TemplaCMS.

Finally, the tab order when entering contracts has been changed so billing and employee entry takes place before budget entry.

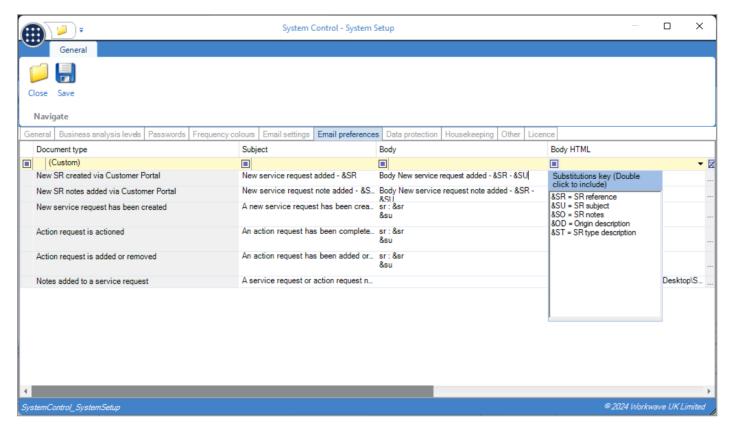
# **OPTIONAL SR NOTES IN EMAIL PREFERENCES**

# Background

When emails are sent for the six SR and AR e-mail areas within TemplaCMS, SR notes were previously included by default within the email. SR notes have now been added as a substitution key via email preferences, so their inclusion is optional.

## System Control – System Setup

A new substitution option has been added to the six SR and AR email preference lists for "&SO = SR notes".



**NOTE:** The substitution will not be added by default as part of the update script. To continue receiving SR notes as part of SR and AR emails a user must review the email preferences and change and body or body HTML as required.

#### **SR/AR Emailing**

When emails are sent for any of the 6 SR and AR email preferences, SR notes will now be included based on the email preference substitutions rather than being included automatically.

# SITE LEVEL RESOLVE HOLIDAY OVERRIDES

# Background

Options to override the System Control resolve holiday options exist on payroll datasources. The same overrides now additionally exist at site level, allowing further granularity of setup.

#### Sites

A new payroll tab has been added to Sites with the existing Timesheet entry style, along with a new Holiday overrides group box containing the following options:

- Resolve holiday to pro-rata entitlement?
- Force timesheet completer to resolve holiday?
- Force payroll user to resolve holiday?

Each option allows selection of Yes, No, or Use default.

	🥬 🍁 🖬		) =			Site	Detail - Vikir	g Funerals					_		×
	General									(11mm					
Close		Next	Save	~	chments cess sheets		Site contracts	Consolidated invoice groups			Geofence	<ul><li>Tran</li><li>Rep</li><li>Site</li></ul>		Sale	/nc - esforce
	Navigate		Save		Oth					ecord	1 -				port
General	Properties	Busines	ss analysis	Marketi	ng analysis	Analysis versions	Payroll Co	ontacts Locations	Time and	attendance	Stores or	dering   E	Equipment it	ems	QA◀►
Timesh	eet entry sty	le	A	djust by e	xception				•						
Holida	y overrides														
Resolu	ve holiday to	pro-rata	entitlement	?	Yes	•									
Force	timesheet co	ompleter t	to resolve h	oliday?	Use defau	lt 🔻									
Force	payroll user	to resolv	e holiday?		No	•									
:															
:															
Memo															
SiteDetai	7											©2	2024 Workwa	ave UK	Limited

As with other tabs on the Site, access is controlled by specific functions Site - view payroll and Site - Amend payroll.

To retain existing access, each new function will be installed by default into any function group containing functions *Site –View general details* and *Site –View general details* accordingly. It is the responsibility of an administrator to review and assign these functions as required.

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# **Timesheet Completion**

During timesheet completion, the holiday resolution process will now refer to the site level settings in preference to those at data source and system level.

# TIMESHEET CHANGES REPORT

#### Background

A new Timesheet Changes Report has been created that allows the review of when charges were made to timesheets, and by whom.

## **Timesheet Changes Report**

A new Timesheet Changes Report has been added to the navigator under Reports > Contracts & Sites > Timesheets.

	Timesheet Changes Report –	×									
General											
Close Refresh Select saved results report											
Selections Details											
Item date range 01/08/2023  to 31/08/2023	•										
Datasource	Ø										
Client	Ø										
Site	<i>a</i>										
Pay batch	<i>ø</i>										
Change user	\$										
Exclude master user?											
Analysis											
Business analysis Region	Marketing analysis Source										
Ops Mgr	Sector										
Contract Mgr	Contract Admin										
Area Mgr											
Client contract											
Internal TimeGate branch											
TimeGate branch © 2024 Workwave UK Limited											

The "Item date range" is mandatory, while all other entries are optional.

"Exclude master user" is selected by default and allows changes made by the system (e.g., timesheet fix-ups) to be excluded from the report (changes as a result of timesheet fix-ups).

When run, the report extracts and changes made to timesheet cost type totals, grouped by site and change date/time, with columns for:

- Change user code and description
- Item date
- Employee code and description
- Site description
- Old and new cost type values with changes highlighted

	т	imesheet Changes Report			_	
General						
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Close Refresh Expand Collapse Print Ex	ccel Changes Non- All zero report	Show analysis Select saved codes results	Save results			
Selections Details						
Timesheet changes report Item date range - 01/08/2023 to 31/08/2023, Change d	ate range - 17/06/2024 to , Exclud	e master user				
Site code Δ						
Change user code + Change user description +		code <table-cell-rows> Employee description</table-cell-rows>		Old Absence Adjustment +		
SE/MURPH01/003				0	0	425.50
28/06/2024 10:53:37				0	0	34.04
28/06/2024 16:28:51				0	0	391.46
☑ VIK001/01				0	-50	490.0806
▷ 17/06/2024 10:19:31				0	0	140
17/06/2024 10:19:52				0	0	140
▶ 17/06/2024 10:20:14				0	0	140
28/06/2024 10:50:30				0	-50	70.0806
j Justin Horsfall Turner	15/08/2023 200033	Ms Keli Andrapolis	Viking Funerals	0	0	35.0403
j Justin Horsfall Turner	17/08/2023 200033	Ms Keli Andrapolis	Viking Funerals	0	-50	35.0403
				0	-50	915.5806
TimesheetChangesReport					© 2024 Islanda	► vave UK Limited

Taskbar buttons allow the normal expand, collapse, print, and export to Excel options along with options to control which columns are included:

- Changes (only old and new value cost type columns where a change has been made this is the default)
- Non-zero (only old and new value cost type columns where either old or new are not zero)
- All (show all old and new value cost type columns)
- Show analysis codes (include site BA columns)

Using the report, single or multiple timesheets can be analysed to see the changes made at specific times. Thus, it can be used to highlight (for example) changes made on the final day of a pay period that impacted dates earlier in the period.

The ability to save and load reports, schedule on batch, and set up scheduled batch reports are also available.

# TIMESHEET ADJUSTMENT AUDIT EXTENSION

The existing Timesheet adjustment audit has been extended to audit changes made to timesheet extras, timesheet workbill payments (including ad hoc jobs) and timesheet project element payments. New columns on the audit show the details of the extra type, workbill, ad hoc job and project element Id.

	Timesheet Adjustment Audit - Site timesheet VIK001/01 : Viking Funerals - Employee timesheet Mr Kip Baps												×
General													
Close													
Navigate													
Audits													
User	Date	Adjustment Id	Audit type	Adjustment type	Item date		Quantity	Rate	Value Extra type	Workbill id	Adhoc job id	Project elemer	nt id
								l					
Master user - DO	17/06/2024 09:57	0	Insert	none	20/08/2023		15.00	£20.0000	£300.0000	0	0	177	
Master user - DO	17/06/2024 10:08	0	Update	none	20/08/2023		24.00	£20.0000	£480.0000	0	0	177	
Master user - DO	17/06/2024 10:13	0	Insert	none	19/08/2023		1.00	£20.0000	£20.0000	0	0	0	
Master user - DO	17/06/2024 10:17	0	Delete	none	19/08/2023		1.00	£20.0000	£20.0000	0	0	0	
JC	17/06/2024 10:19	0	Insert	none	31/08/2023		50.00	£20.0000	£1,000.0000 DEEP - Dee	0	0	0	
JC	17/06/2024 10:19	0	Update	none	31/08/2023		50.00	£15.0000	£750.0000 DEEP - Dee	0	0	0	
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4													•
imesheetEmployeeA	AdjustmentAudit										© 202	24 Workwave UK L	imited

# MAINTENANCE TYPE OBJECTS ENABLED DEFAULTING

A number of maintenance type objects exist within TemplaCMS with flags handling whether they are enabled for mobile, customer portal, or employee portal. These checkboxes now default to true when adding new maintenance types based on licensed modules within the following areas:

- Absence reasons
- Attachment types
- Budget groups
- Data form types
- Property types
- QA cancellation reasons
- QA template types
- SR priorities
- SR types
- Task types
- Training form types
- Training plans
- Workbill types

# **CONTRACT SUBCONTRACT DETAILS**

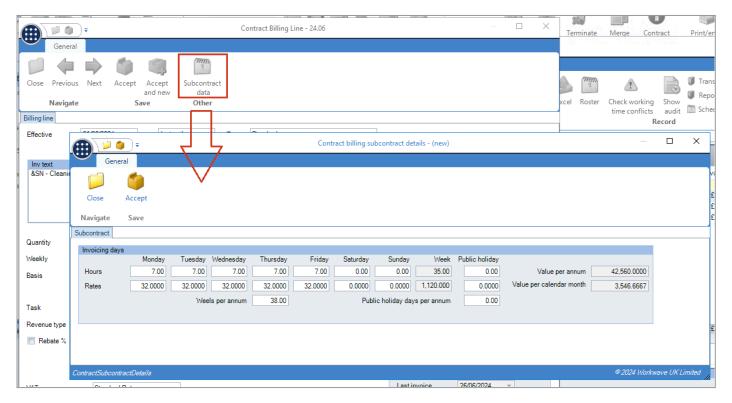
## Background

It is now possible to record subcontract details against contract workbill and contract billing lines. These details are for reference only, will show on the Contract Configuration Report, but have no processing impact within TemplaCMS.

Access to these details is restricted to a new function – *Contract.SubcontractDetails*. At installation time, this function will not be assigned to any function group, so it is an administrator's responsibility to assign as required.

# **Contract Billing**

A new Subcontract Data toolbar button has been added to the Contract Billing screen for authorised users. Clicking this will launch the new Contract Billing Subcontract Details screen to allow viewing or entry of the details.



The total hours and value for the week will be calculated from the Monday to Sunday entries. The annual value is calculated as (Weekly value \* Weeks per annum) + (Public holiday hours \* Public holiday rate \* Public holiday days per annum). The value per calendar month is calculated as (Annual value/12).

### **Contract Workbills**

A new Subcontract Data toolbar button has been added to the Contract Workbill screen for authorised users. Clicking this will launch the new Contract Workbill Subcontract Details screen to allow view or entry of the details.

(		Contract Workbill - 24.06										$\times$		0	P				
	9	General					_										lerge	Contract	Print/en
				5	1	9999999 1													
	Close	Previous	Next A	ccept	Accept	Subcontract data													
		Navigate		Sa	and new <b>ve</b>	Other												-	Trans Repo
e V	Vorkbil	I Workbill d	ocuments														heck work lime confl		
e	Workb	ill number		1	Effective	01/06/2024	▼ to (	not set)			orking periods	?					ime conti	Record	- ocnee
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						Wee	ls per annum	38.00		Pub	lic holiday day	s per annum	0.00						
	Budg																		
1	Price																		
	Labo Supp		t ContractSu	ubcontrac	:tDetails												© 2024 W	orkwave UK I	Limited "
1																			11.

The calculations are the same as for Contract Billing.

#### **Contract Configuration Report**

These additional columns have been added to the report and the column chooser of the Billing and Workbill reports for users authorised to access subcontract details.

# **Migration Wizard**

New columns have been added to the Contract Billing and Contract Workbill import templates for the subcontract details.

# LOG NUMBERS

This enhancement update contains the following log numbers:

WI3684		
WI4051		
WI4052		
WI4053		
WI4054		
WI4092		
WI4103		
WI4137		



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