TEAM Software by WORKWAVE

TemplaCMS Newsletter

V6.1.0 | Update 2024.06 | June 2024

COMMERCIAL STATEMENT

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Table of Contents

Introduction **4**
Training 4
Stores Order Accruals **5**
Background 5
System Control – Accounts 5
Accrual Batch Generation 6
Customer Wizard Improvements **7**
Background 7
Customer Filter 7
Customer Wizard 8
Optional SR Notes in Email Preferences **9**
Background 9
System Control – System Setup 9
SR/AR Emailing 9
Site Level Resolve Holiday Overrides **10**
Background 10
Sites 10
Timesheet Completion 11
Timesheet Changes Report **12**
Background 12
Timesheet Changes Report 12
Timesheet Adjustment Audit Extension **14**
Maintenance Type Objects Enabled Defaulting **15**
Contract Subcontract Details **16**
Background 16
Contract Billing 16
Contract Workbills 17
Contract Configuration Report 17
Migration Wizard 17
Log Numbers **18**

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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.

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Stores Order Accruals

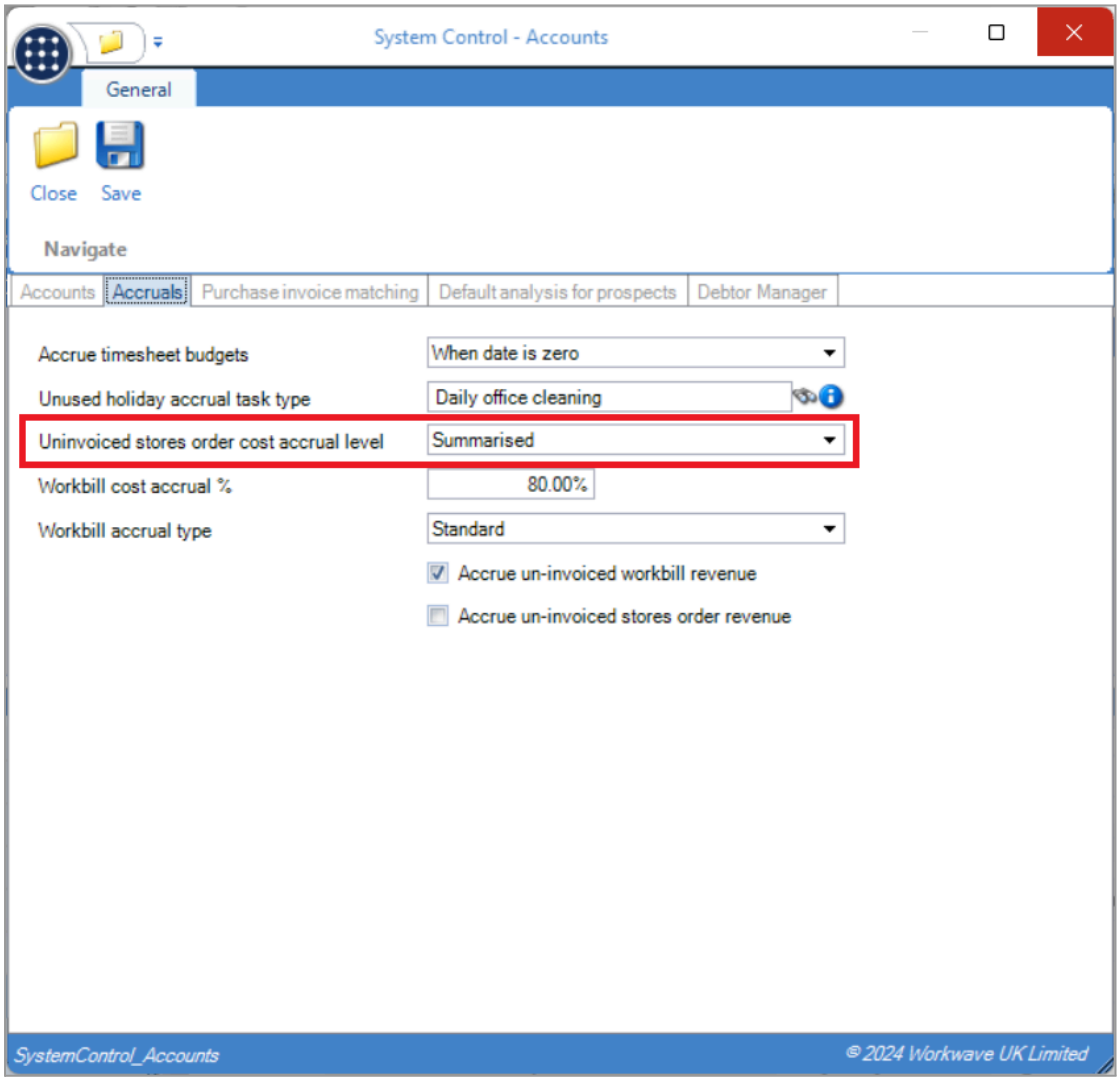
Background

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



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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.

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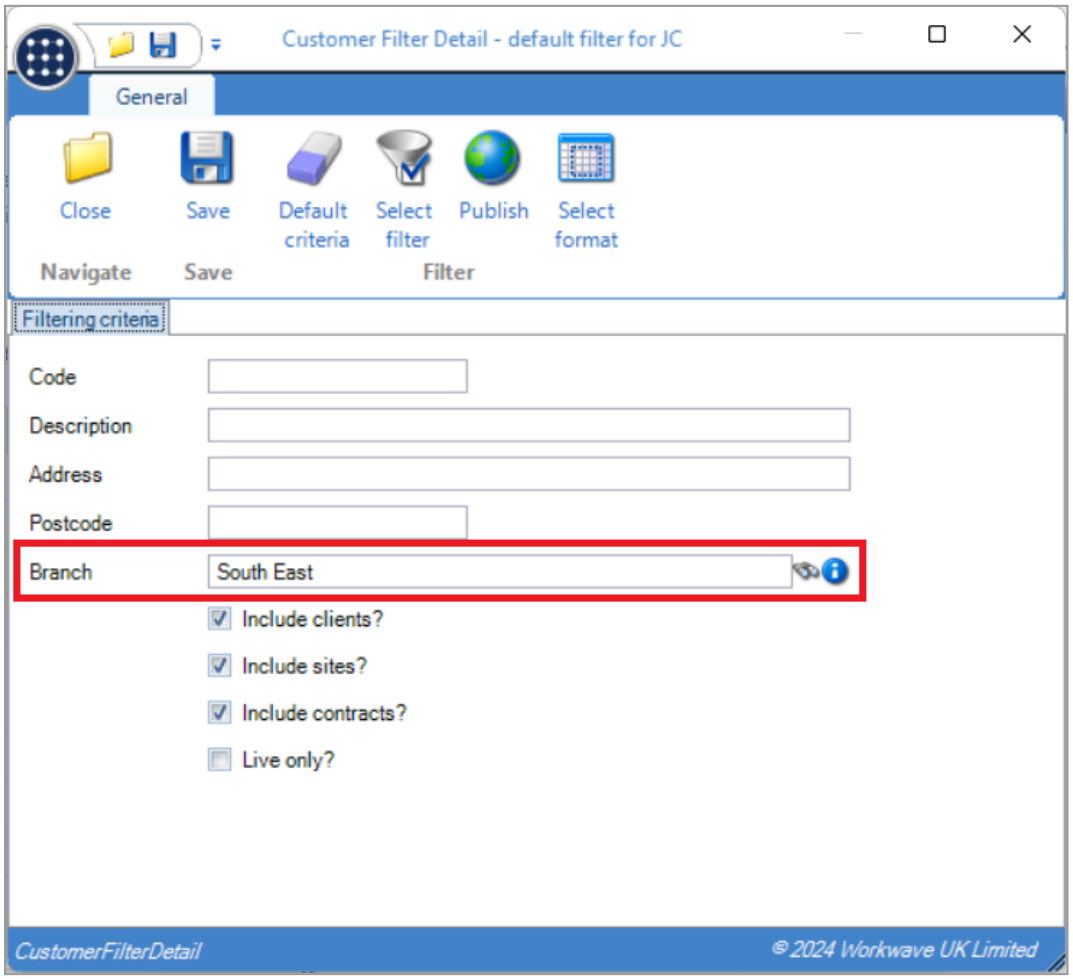
Customer Wizard Improvements

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.



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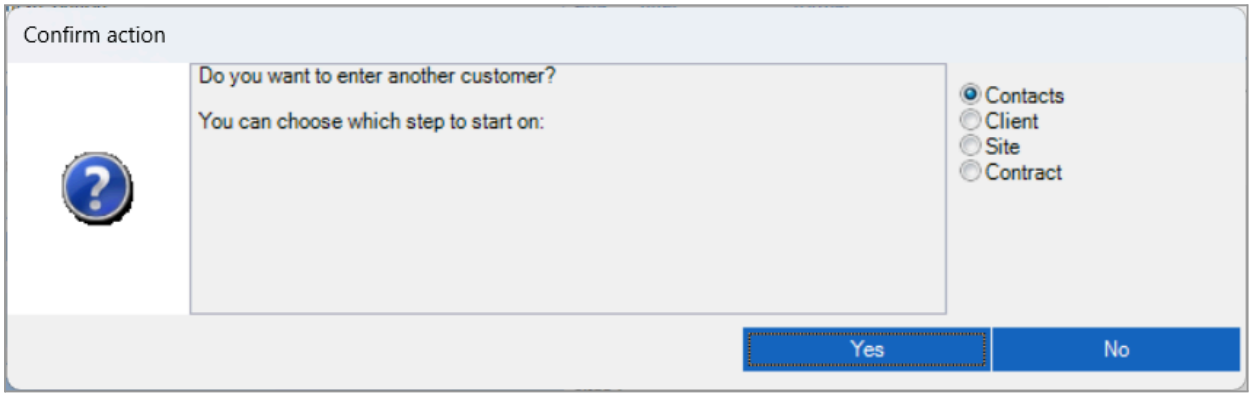
Customer Wizard

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.



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.

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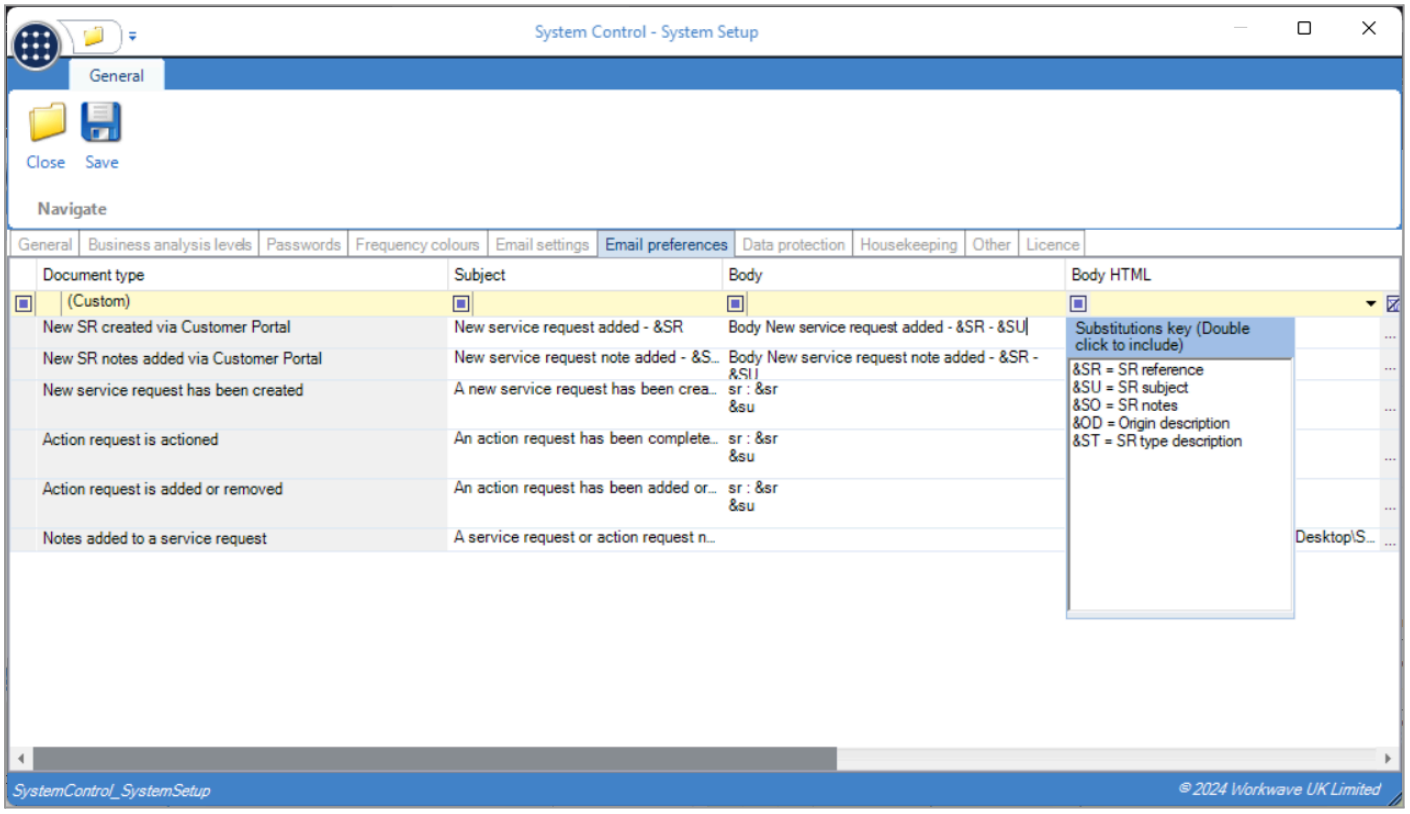
Optional SR Notes in Email Preferences

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.

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Site Level Resolve Holiday Overrides

Background

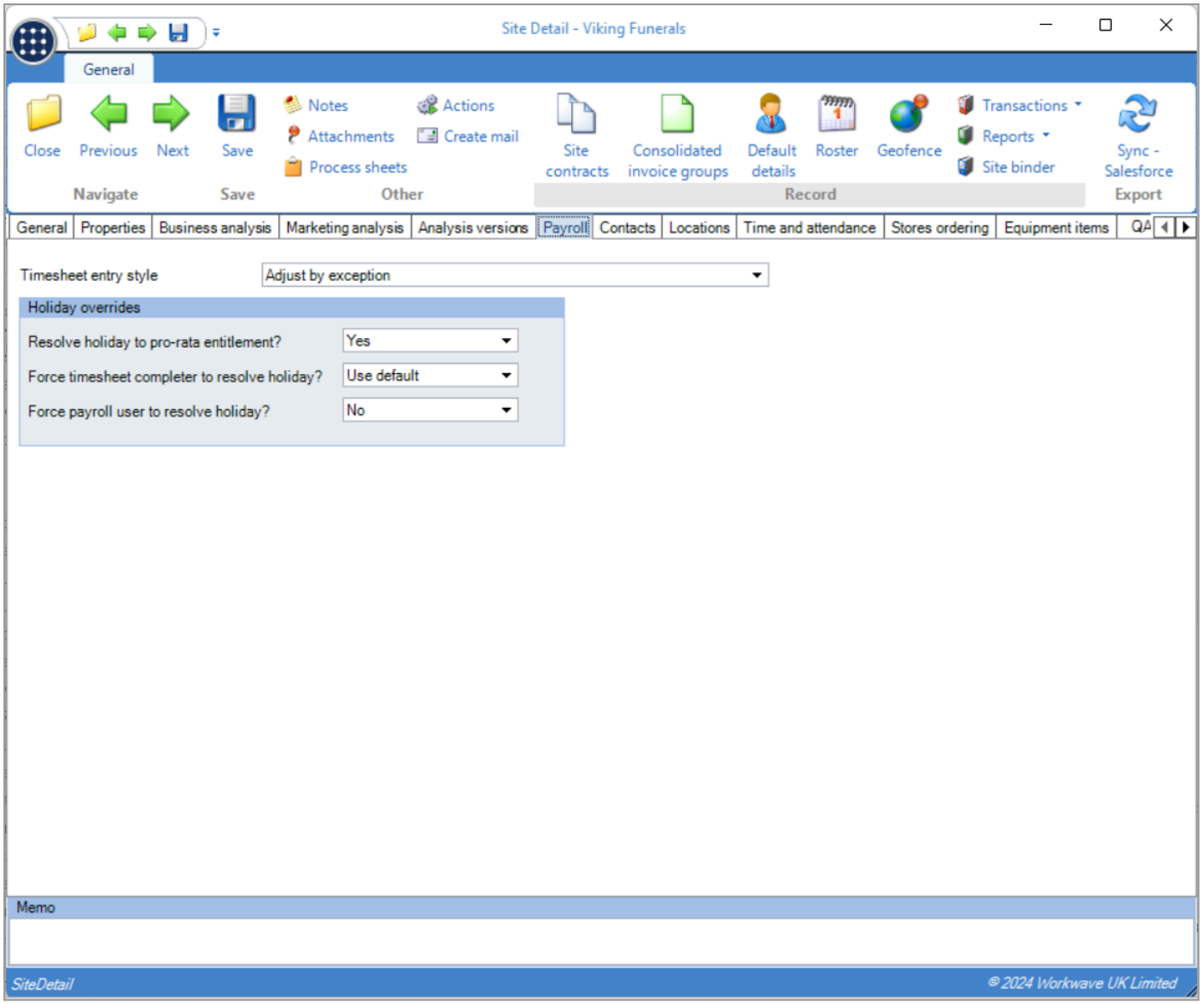
Options to override the System Control resolve holiday options exist on payroll datasources. The same overrides now additionally exist at site level, allowing further granularity of setup.

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.



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.

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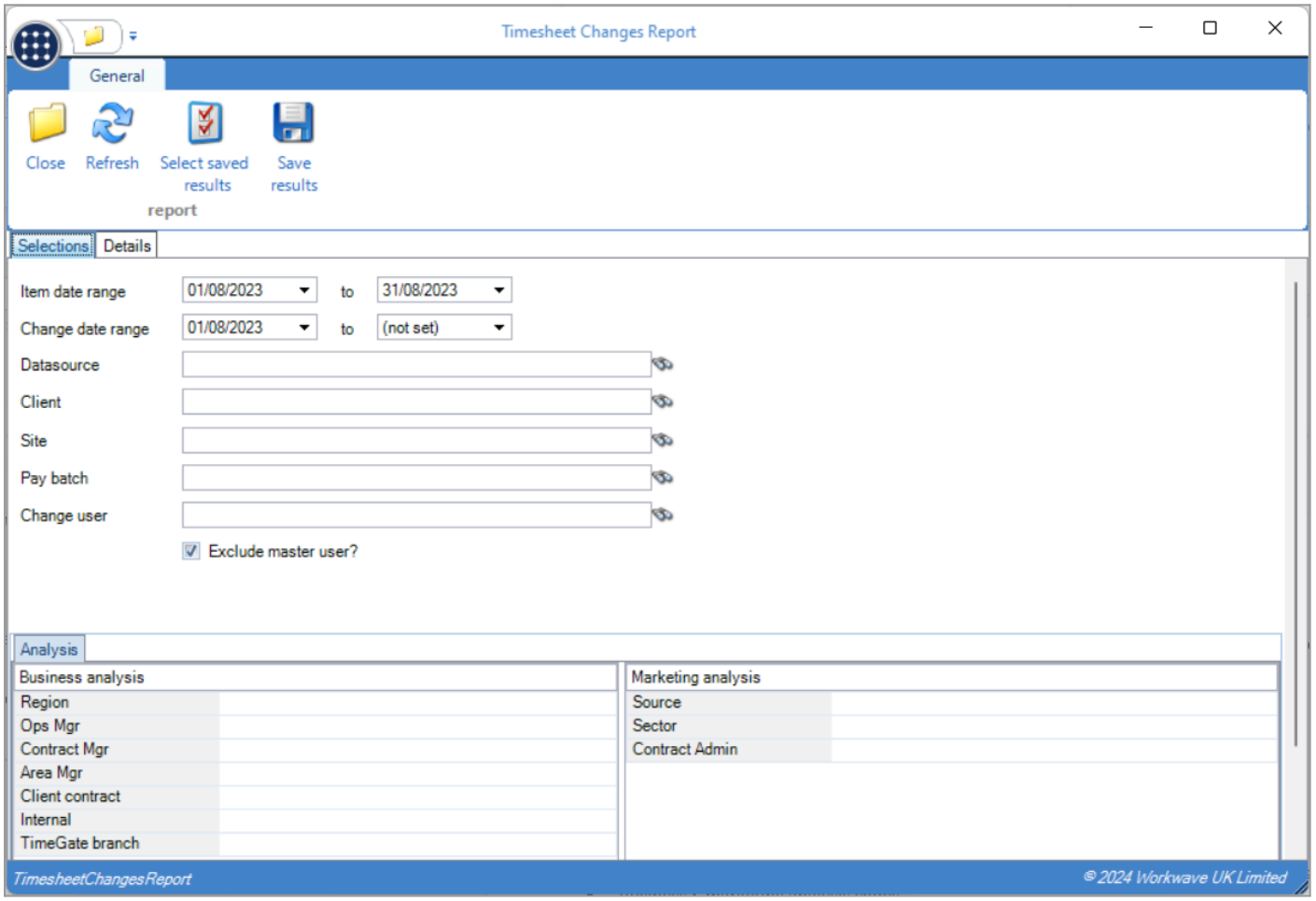
Timesheet Changes Report

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.



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).

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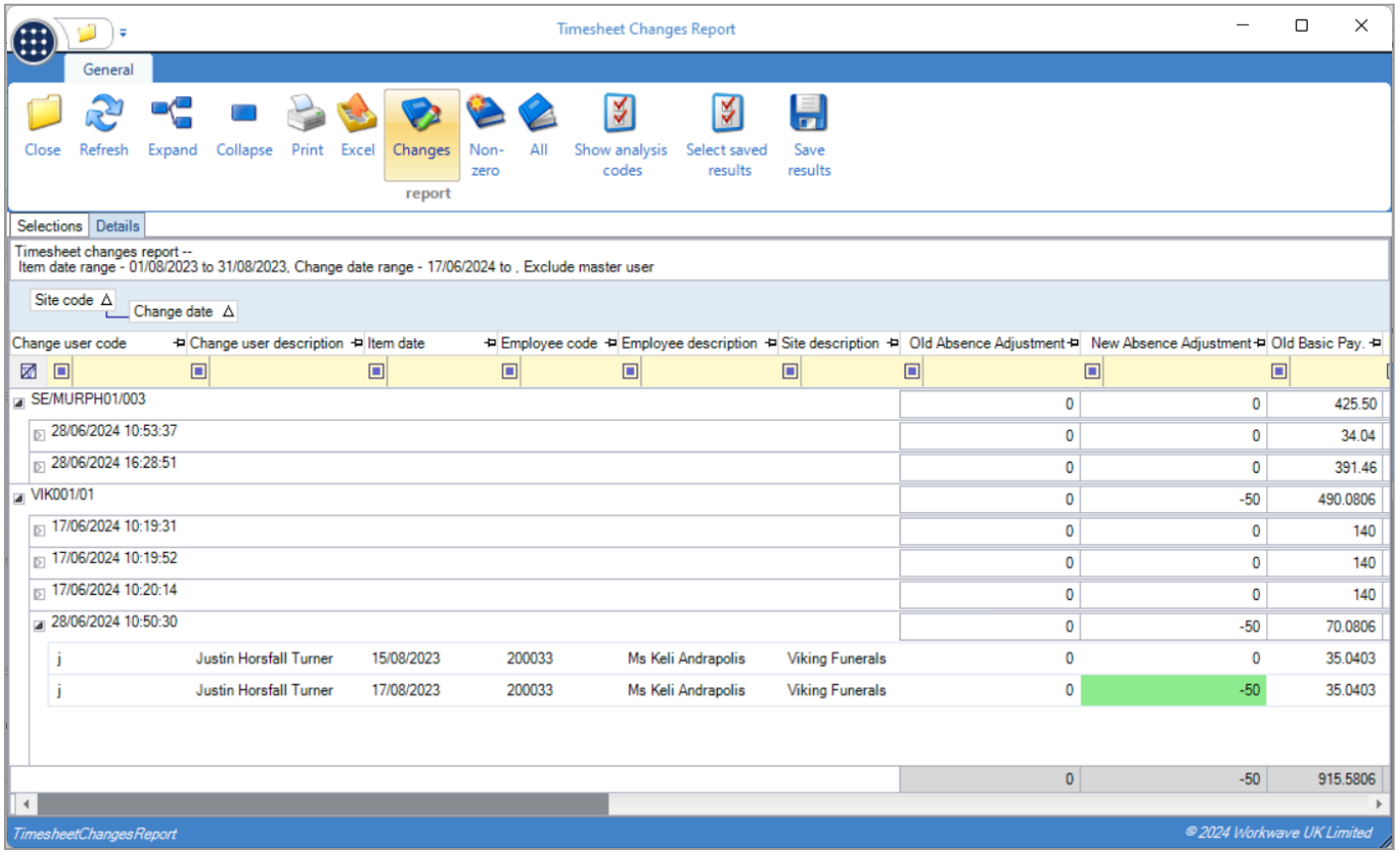
When run, the report extracts and changes made to timesheet cost type totals, grouped by site and change date/time, with columns for:

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



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.

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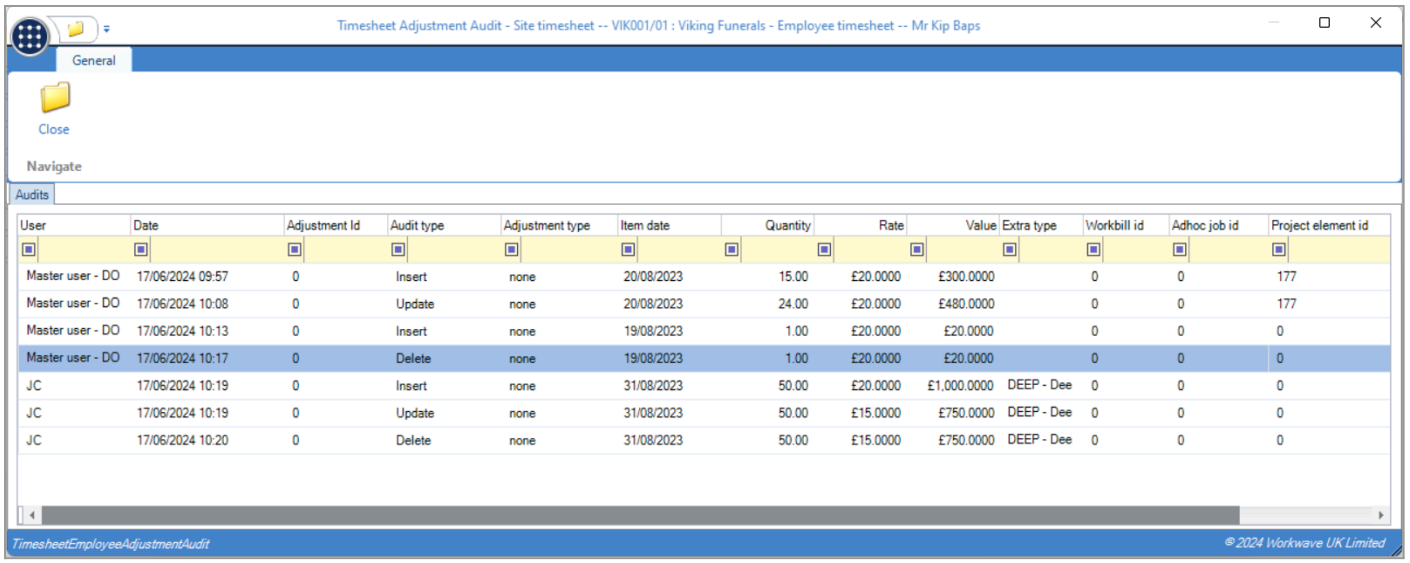
Timesheet Adjustment Audit Extension

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.



User	Date	Adjustment Id	Audit type	Adjustment type	Item date	Quantity	Rate	Value	Extra type	Workbill id	Adhoc job id	Project element id
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
JC	17/06/2024 10:20	0	Delete	none	31/08/2023	50.00	£15.0000	£750.0000	DEEP - Dee	0	0	0

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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

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Contract Subcontract Details

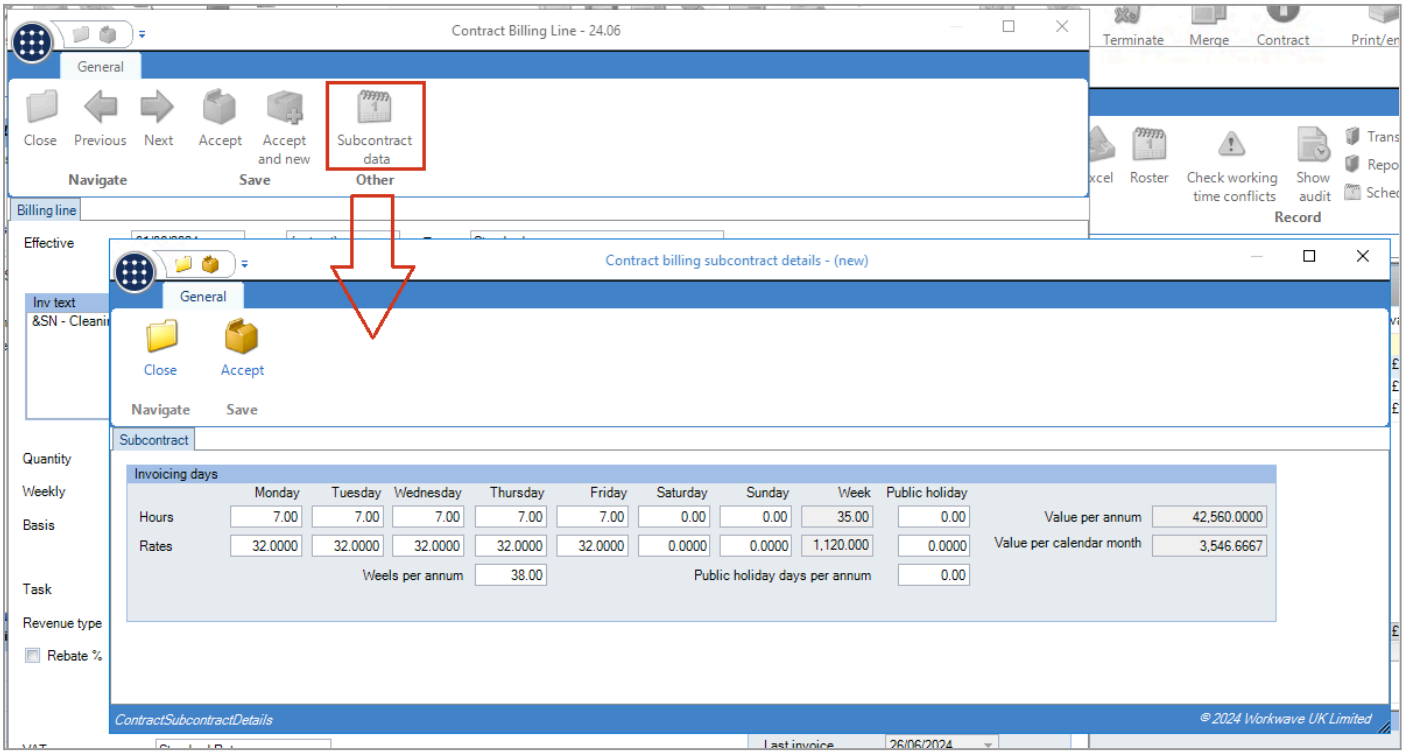
Background

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).

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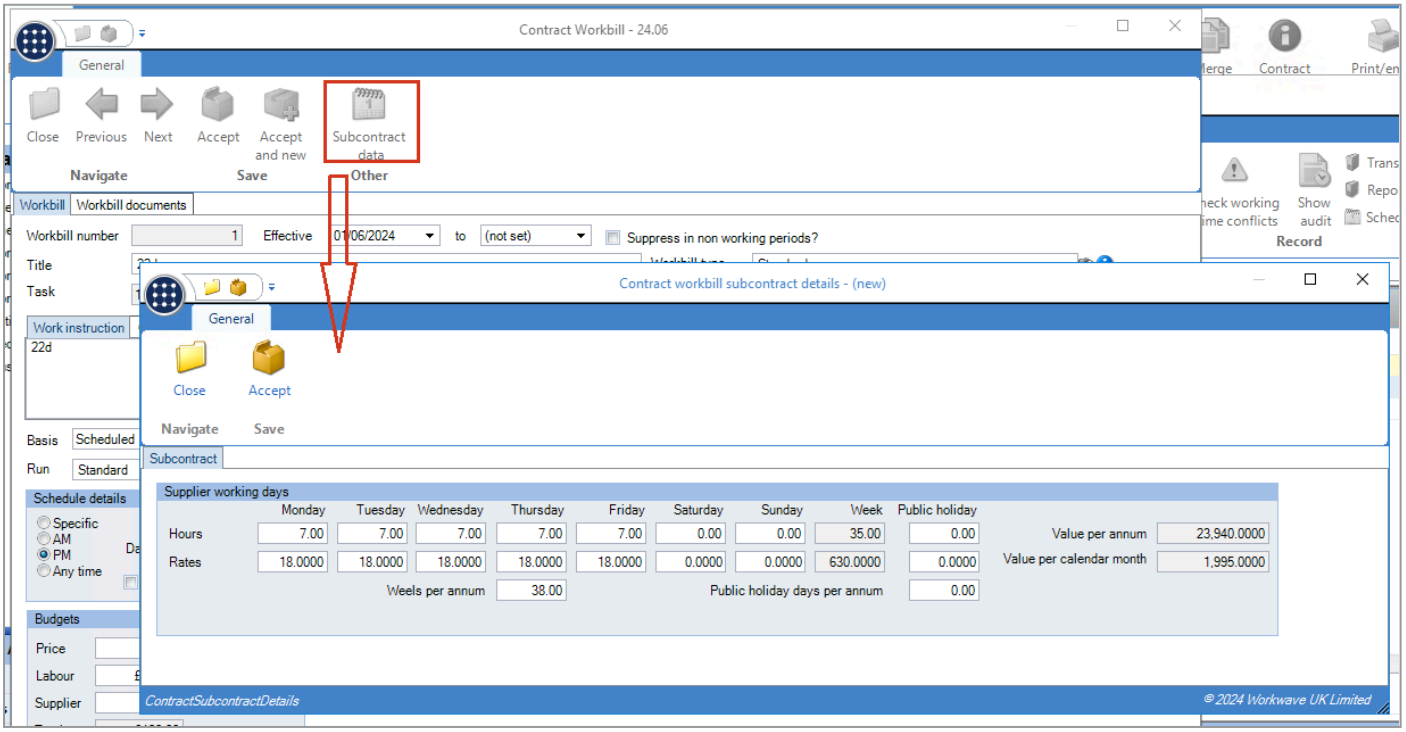
Contract Workbills

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.



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.

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Log Numbers

This enhancement update contains the following log numbers:

WI3684

WI4051

WI4052

WI4053

WI4054

WI4092

WI4103

WI4137

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