TEAM Software
by WORKWAVE

TemplaCMS Newsletter

V6.1.0 | Update 2024.07 | July 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.

CLIENT LEVEL INVOICE COMMENT

Background

The ability to configure an invoice comment on clients is now available when creating invoices from TemplaCMS.

Clients

When producing invoices from TemplaCMS using a standard invoice template a new text box allows a client comment to be entered.

Invoice Production

When generating standard invoices from TemplaCMS, if a client comment is configured, this will print in the header details.
Note: The client comment text is constrained to prevent overlap. Thus, it may not print all the text if a large comment is entered.

Line 1 ltd
Line 2 ltd
TECHNOLOGY HOUSE
MOUNT PLEASANT
HILDENBOROUGH
KENT
TN11 9JG

Company no: REGNO
VAT reg: 907 1431 48
Phone: 01732 832888

New Client Ltd
Ocean Gate
Atlantic Way
Southampton 2
SO14 3QN

INVOICE:	6415
Date:	28/07/2024
Account no:	ABP001
Your Ref:	dffdf

ABP Ports.ss
parkway shopping centre
centre management abc
parkway shopping centre abc
centre management

Note that July cleaning may be covered by different staff due to holidays.

Description	Quantity	Price	Net	VAT	Rate

SC ABP001/1 , SN ABP Ports.ss, SA parkway shopping centre
centre management abc
parkway shopping centre abc
centre management
asd
OFFICE
SO14 3QN, SP SO14 3QN, CC , CN
==
==========================

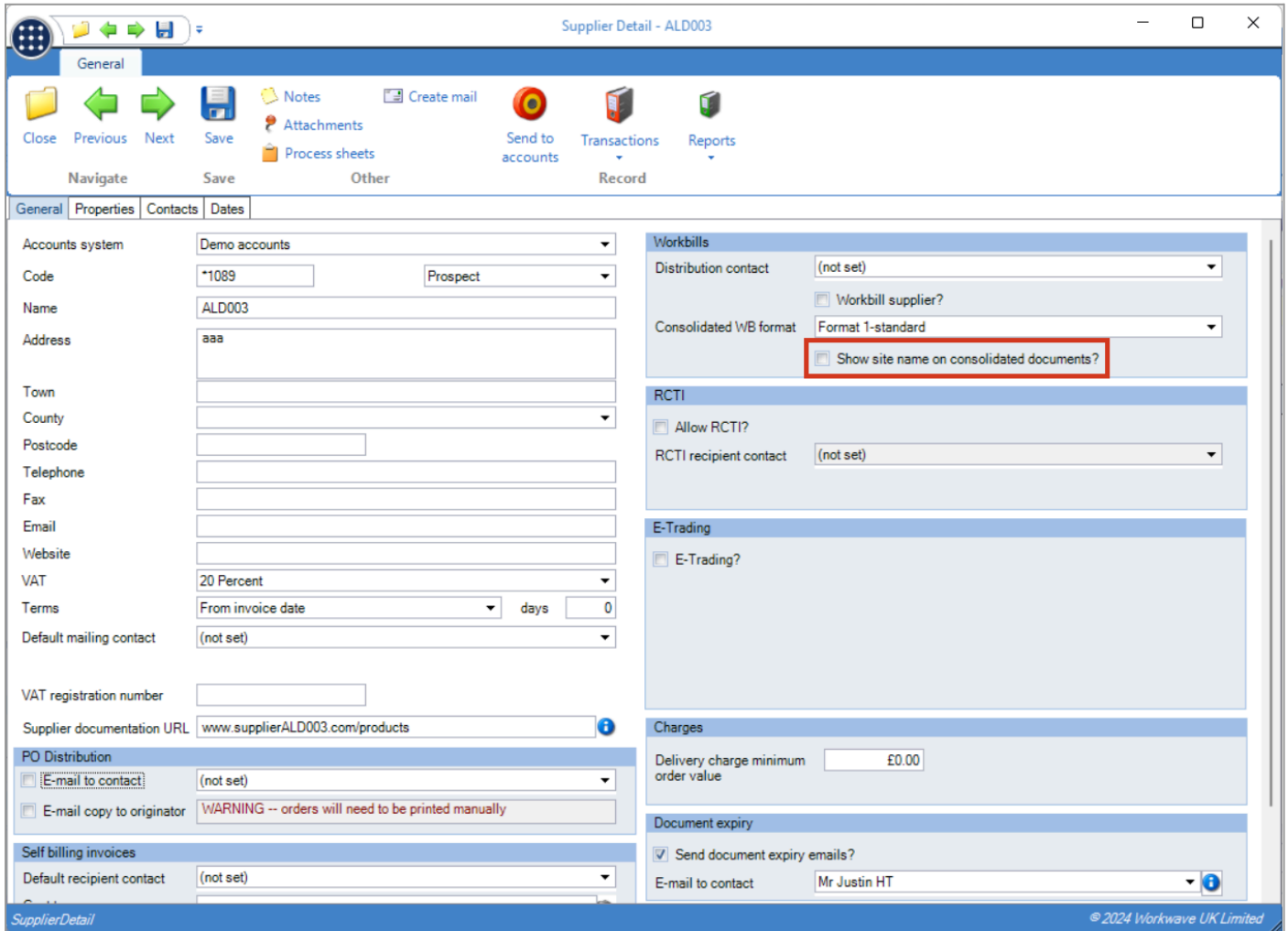| July cleaning	1.00	2,000.00	2,000.00	400.00	1

CONSOLIDATED WORKBILL DOCUMENT

Background

It is now possible to configure whether the site name will print on consolidated workbill documents at supplier level.

Suppliers

A new checkbox has been added to the Workbills tab on suppliers.

Consolidated Workbill Production

When producing consolidated workbills, this new option is taken into account, and the site name is only printed when selected.

Accrual Cost Type Business Analysis Overrides

Background

Accrual generation now takes cost type business analysis overrides into account during the journal generation in batch post.

Accrual Batch Post

When a journal is created during the post of an accrual batch, each accrual control cost type is now evaluated based on the accrual item site and any applicable business analysis cost type overrides applied. As such, the control posting of an accrual batch may now be split over a number of nominal accounts (for example, by region).
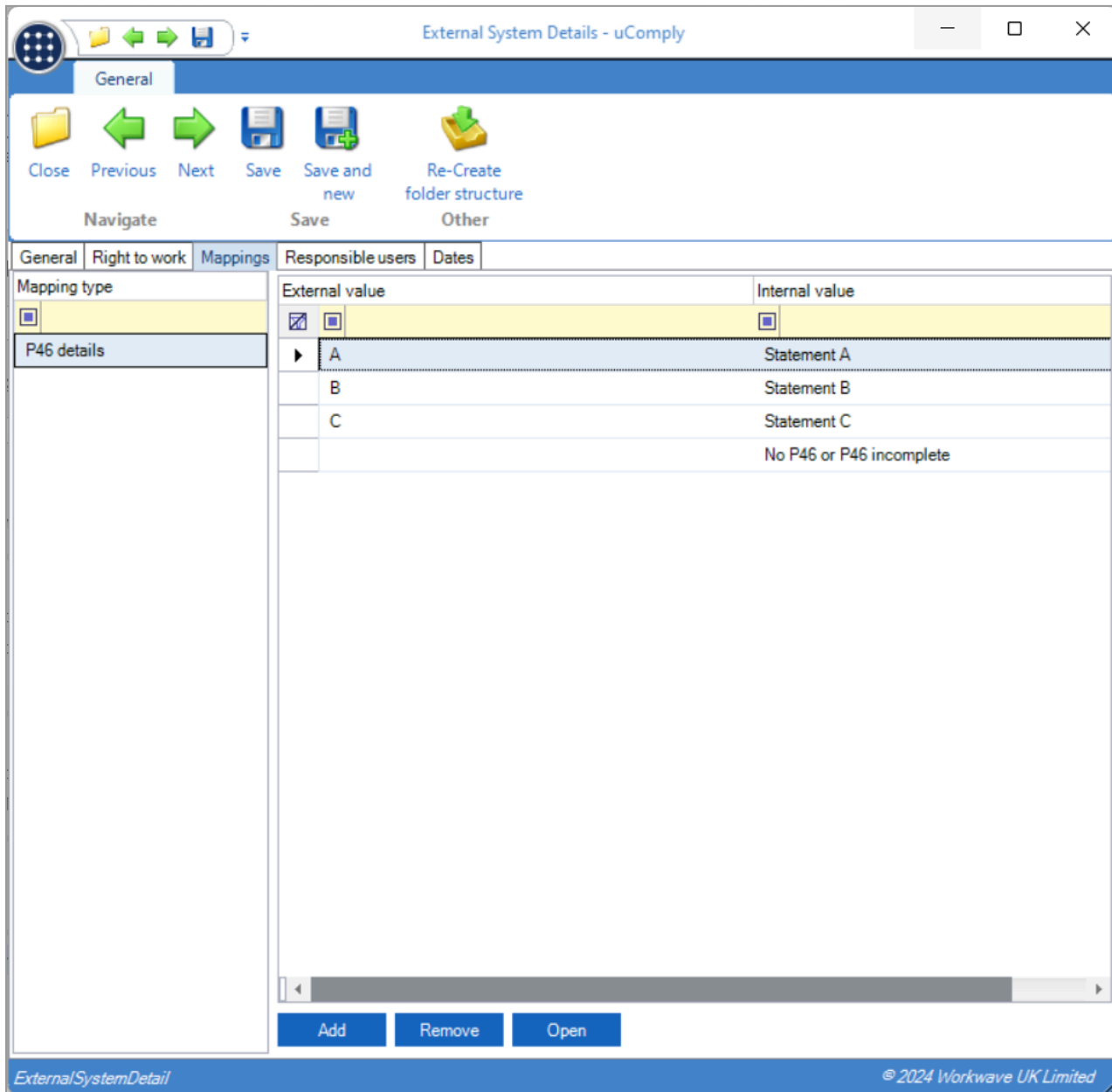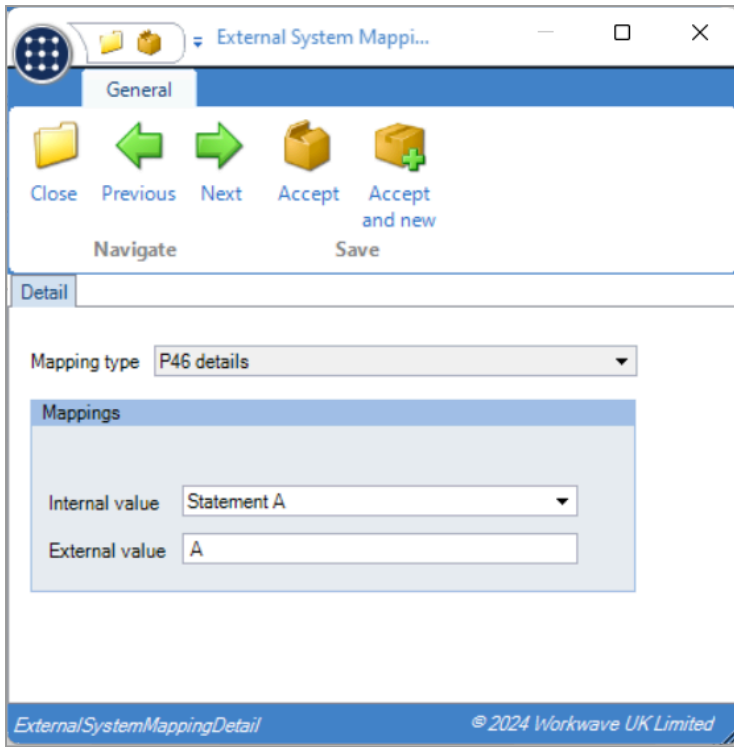
uComply P46 Mapping

Background

uComply onboarding forms contain text based P46 details. This can now be mapped to an appropriate value within TemplaCMS.

External Systems

The uComply external system now allows P46 details mapping to be configured between a CMS internal value and an external value.

Data Form Import

When data forms are imported from uComply with a P46 linked field on it, the mappings are now checked and the internal value mapping to uComply data that matches, or starts with, the external value.
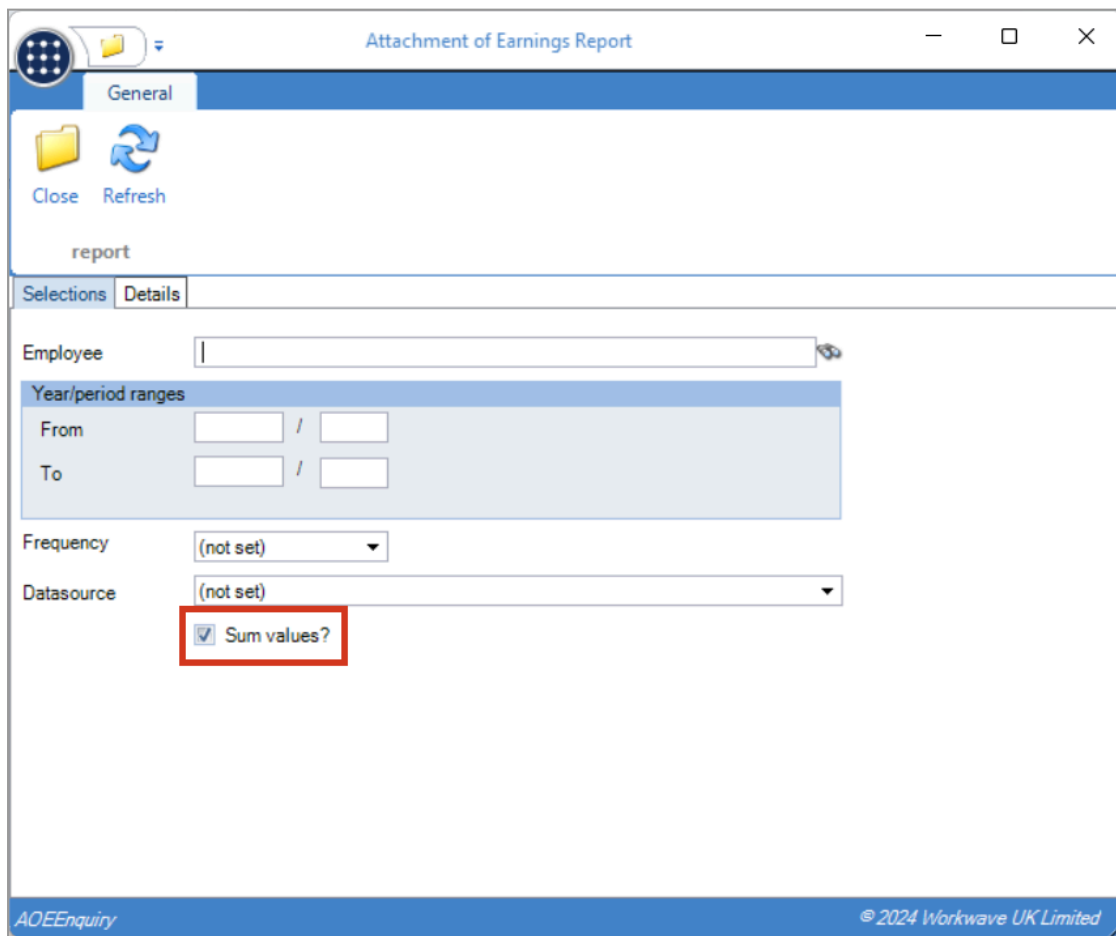
ATTACHMENT OF EARNINGS REPORT

Background

The Attachment of Earnings Report within TemplaCMS has been modified to allow values to summarise data, and additionally to create a BACS export file.

Attachment of Earnings Report

SUM VALUES

A new *Sum values?* checkbox on the Attachment of Earnings Report has been added, defaulting to selected. When selected, totals are summed to attachment level per employee for the entered period range (i.e. multiple payments against a single attachment would show as a single row).

When summing values, the columns Pay period and Pay year are no longer visible.

ADDITIONAL COLUMNS

Additional columns are now extracted from SelectPay for:

- Attachment reference
- Pay method (BACS/Cheque)
- Account number (of the attachment payee)
- Bank account no. (of the attachment payee)
- Bank sort code (of the attachment payee)

BACS Export

For users with the function AOEEnquirer.PayBACS, a new taskbar button allows the export of a BACS file to a nominated folder containing all attachments paid by BACS to the relevant attachment payee. The BACS export file is created using the LloydsLink export format.

Employee Filter: Joined/Left in Last X Days

Two new options have been added to the employee filter to allow filtering by employees who have joined and/or left within the last X days.

EP Documents and Notices: Assign Multiple Employees

Background

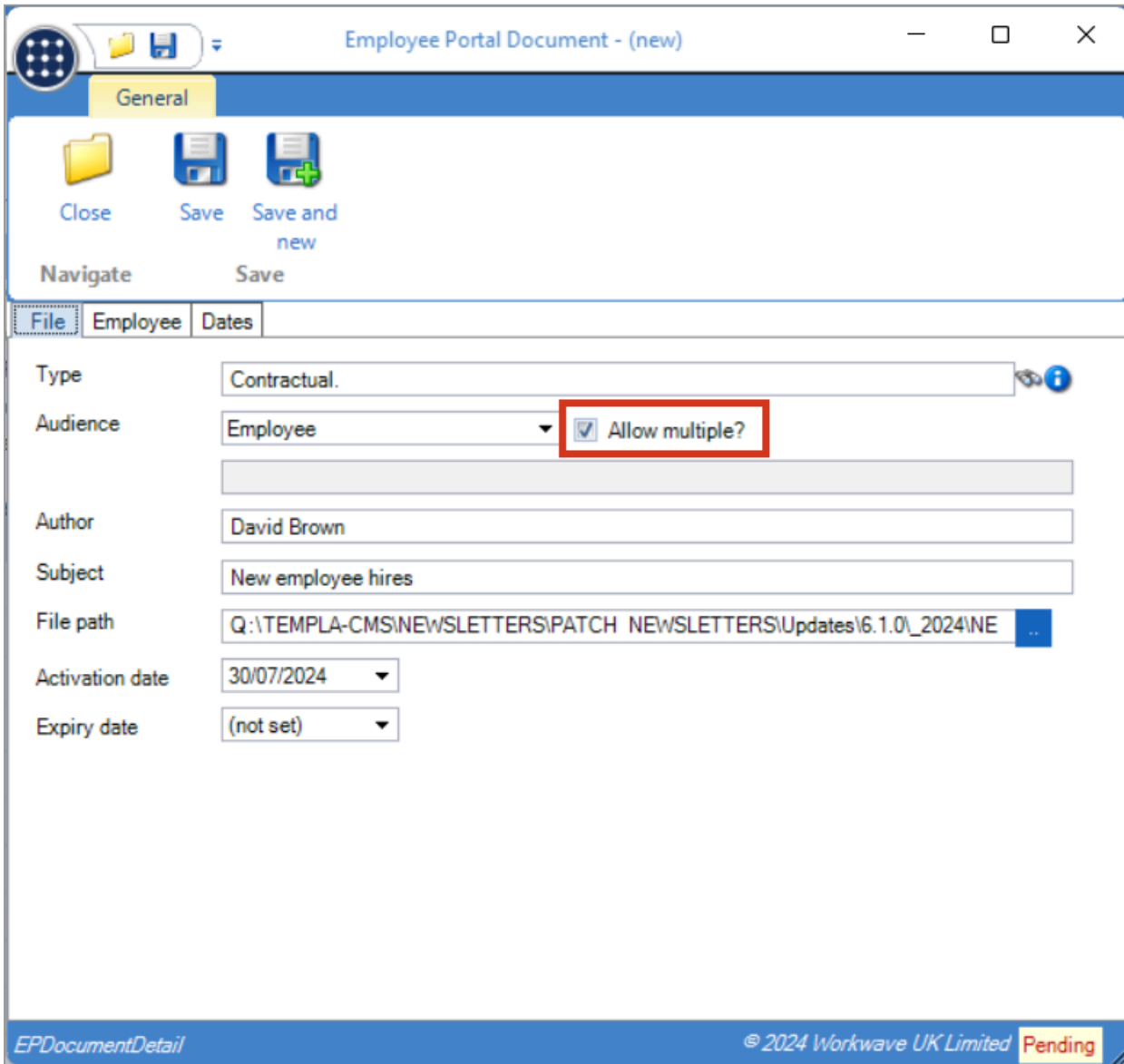Employee Portal documents and notices allow an audience to be specified as one of:

- Analysis code
- Client
- Company wide
- Employee
- Payroll
- Site

When an employee is specified, a single employee is selected, while the other audience types will assign to multiple employees based on each employee's assignments.

The ability to specify multiple specific employees including importing based on a filter is now available on both documents and notices.

EP Documents and Notices

When entering a new EP document or notice with an audience type of Employee, a new *Allow multiple?* checkbox is now available.
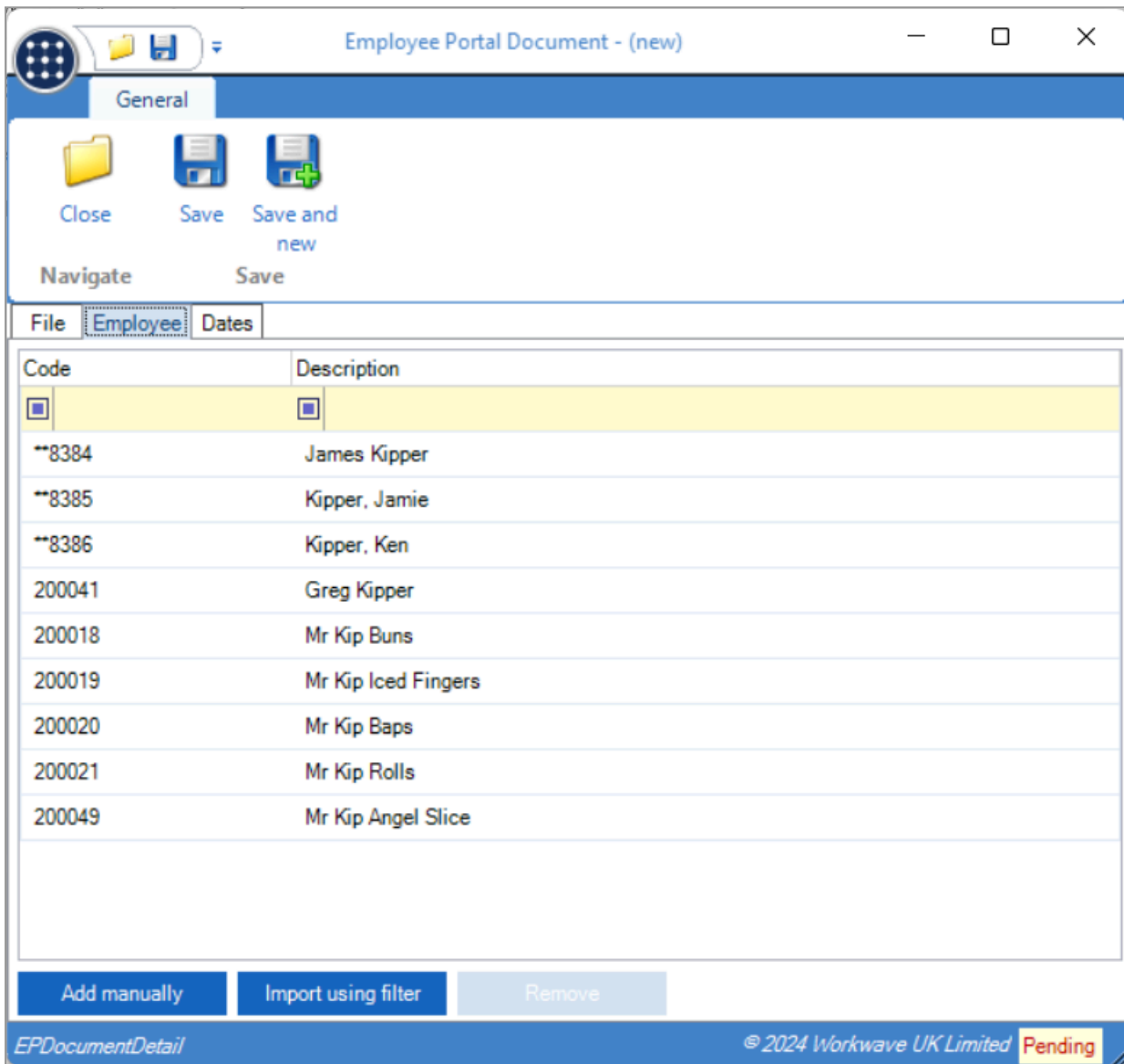
When selected, a new Employee tab becomes available, allowing the user to manually select/remove employees, or to import using an employee filter.

When activated, EP documents and notices now check the new allow multiple option where selected and will assign to the specified employees.

Supplier Product Documentation

Background

Many product suppliers display all their products online which can include health and safety information and COSHH sheets.

TemplaCMS and the Templa Mobile app have been modified to allow users to access this information at the click of a button.

Suppliers

A new *Supplier documentation URL* option for supplier has been added.

If a valid URL has been entered, an Info button will be available. When clicked, the user's default web browser will open and will navigate to the URL that has been entered.

Products

Where the Supplier documentation URL has been defined for the preferred supplier of a product, the Documentation path field is displayed.

Where the Supplier Documentation URL has been defined on the supplier of the product. a new *Documentation URL* field is displayed on the Product Supplier's page.
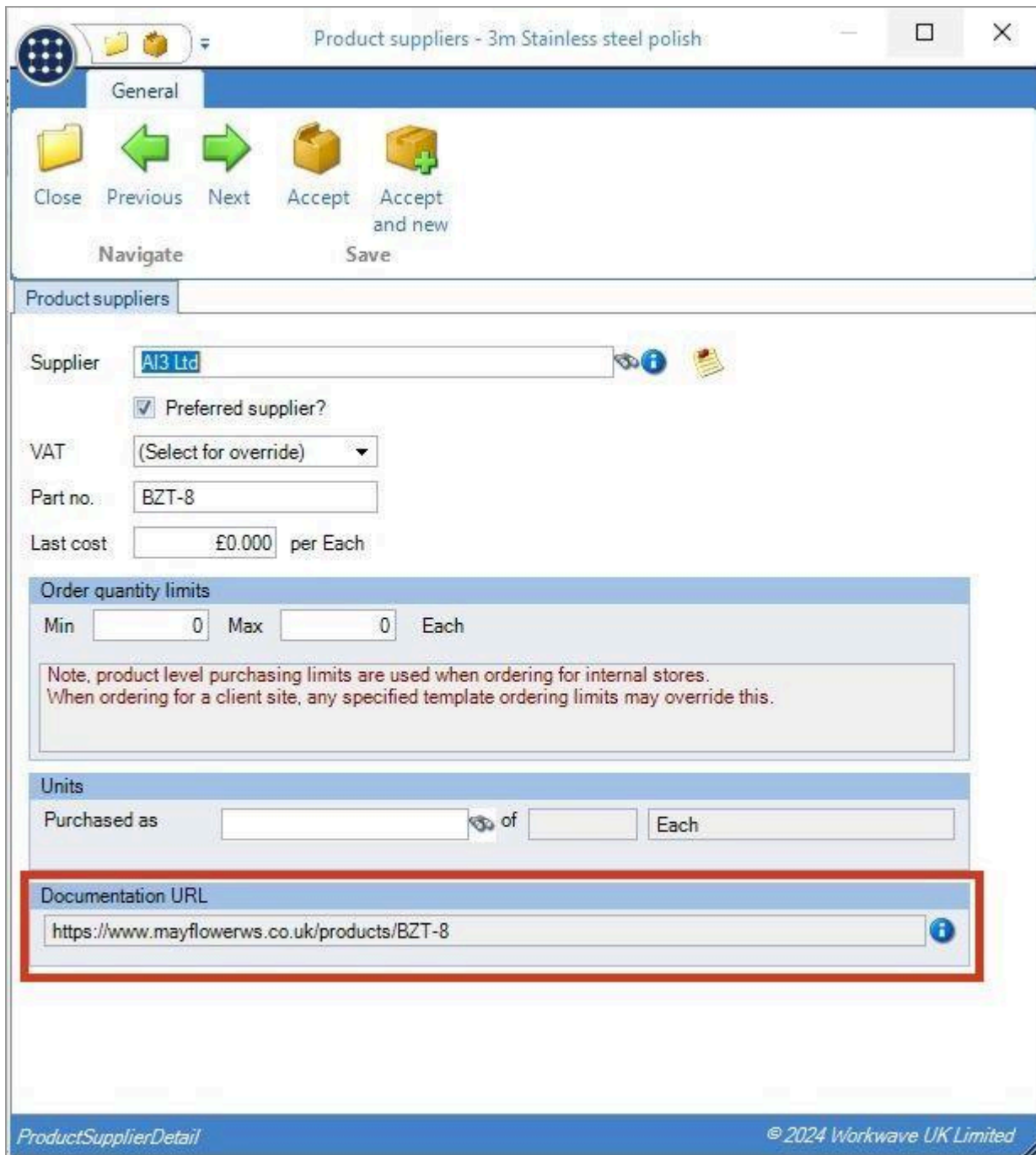
If the Info button is clicked, the URL will launch the relevant product's sub-folder to display the product documentation, where this URL will be suffixed with the "Supplier's part number" (or the "Product code" if a "Supplier part number" is not defined).

Note:

- This product documentation is likely to include a range of documents (i.e. image, specification, COSHH sheet, RAMS document, etc.) with the user able to view, print, and/or download these documents, as necessary. Providing this is the responsibility of the supplier.

- TemplaCMS will not pull back the image into TemplaCMS as there could be multiple image flies (and there could be more than one supplier for a product).

Stores Orders

When a Stores Order is entered, if the product's selected supplier has a Documentation URL defined then a new icon will be displayed, which, when clicked, will request the Windows default browser to navigate to the URL.

Stores Order Requests (Templa Mobile)

When a Stores Order Request is created on the Templa Mobile app, if any the product's preferred supplier has a Documentation URL, then a new icon will be displayed (on both "Product selection" and "Product quantity" screens), which, when tapped, will request the mobile default browser to navigate to the URL.
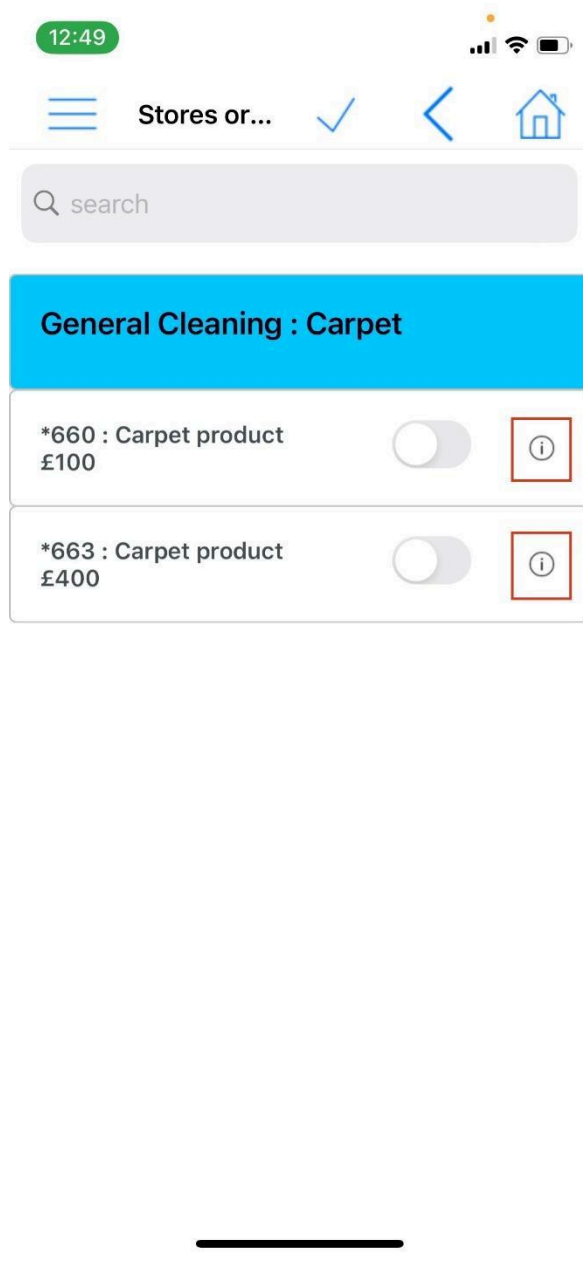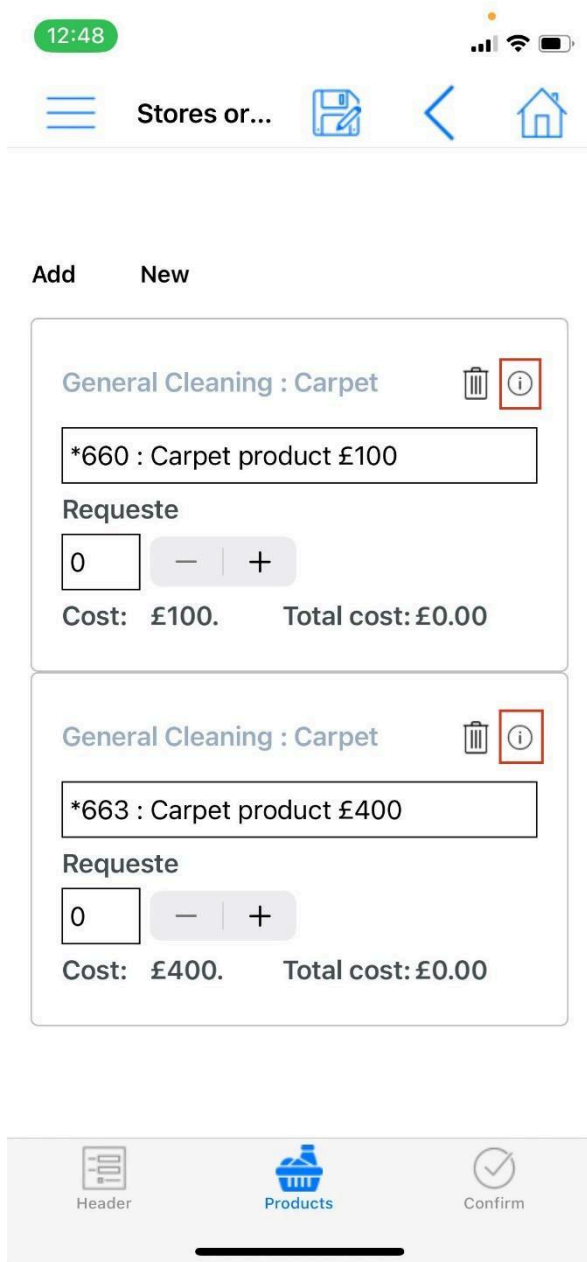
INTERCOMPANY REVERSAL JOURNALS

Background

Journals can now be defined with an intercompany datasource. When such a journal is posted, a reversal of the journal is created and posted to the selected intercompany datasource.

Note that these modifications are only applicable when the Intercompany billing method is set to "PI/SI inter-company process" in System Control.

Journal Details

An optional *Intercompany datasource* dropdown list has been added. If selected, this defines the journal as an Intercompany Reversal Journal, with the reversing journal to be created in the selected Intercompany database.

Note that it is not possible to create Intercompany Reversal Journals for "Accounts only" journals.

Journal Item Details

For Intercompany Reversal Journals, a *Intercompany site* dropdown list has been added to the item details when the item is matched to a site, either directly (Site matched) or indirectly (Stores, Workbill, etc. match).

Where the journal item is matched to a site (directly or indirectly), it is mandatory to select the required Intercompany site. Note that only sites that are pre-defined as having an intercompany relationship with the site to which the journal line relates can be selected. Where the site only has one intercompany relationship defined to another site in the target intercompany datasource, the Intercompany site will be defaulted without user input.

Journal Import

The Journal Import Wizard has been extended to allow entry of Intercompany Reversal Journals.

The Inter-company datasource has been added to the header details and an Inter-company site column has been added to the data grid.   A new template has been provided with this update.

On import, TemplaCMS will perform the current validation checks, and will also validate the new intercompany fields, including the relationship between the Site and Intercompany site codes.

Journal Post

On posting an Intercompany Reversal Journal (the source journal), TemplaCMS will automatically create a journal for the intercompany datasource (the target journal).

The target journal will have the same header details as the source journal, except that the datasource will be set to the intercompany datasource from the source journal, and the intercompany datasource will be blank.

The journal items will be created as follows:

- Where the source journal item is Unmatched, the target journal item will be Unmatched and the value will be reversed (e.g. 100.00 will become -100.00).
- Where the source journal item is matched, the match type in the target will be set to Site matched, and the Site will be set to the Intercompany site from the source item. The Cost type and Task type will be set to the same as the source item, and the Nominal account code will be derived from the Cost type. The value will be reversed.

If there are no errors in the target journal, then it will be posted automatically. Where the posting is performed online, the user will be informed of any errors with the target journal creation and posting.

Notes will be automatically added to both the source journal (with the target journal number and posting status) and to the target journal (with the source journal number).

All intercompany details will be removed from the source journal on post, so that the source and target journal will be completely independent, and un-posting and reposting the source journal will not create a new reversal journal.

On posting of an Intercompany Reversal Journal that is defined as Recurring, the following process will occur:

- A target journal will be created and defined as Recurring, but when this is posted, it will not create further target journals
- A new occurrence of the source journal will be created and will have the intercompany details from the original, so that when it is posted, it will follow this process again.

P&L REPORT

Background

The P&L report was modified earlier this year to automatically include transaction details even where the sum total as would be displayed on the report would be zero. This allowed drill-down on a zero figure to still show the transactions that net to zero. However, this slowed the extraction of the P&L report.

The inclusion of zero values has now been made an option.

P&L Report

A new checkbox has been added to the report criteria, defaulting to not selected.
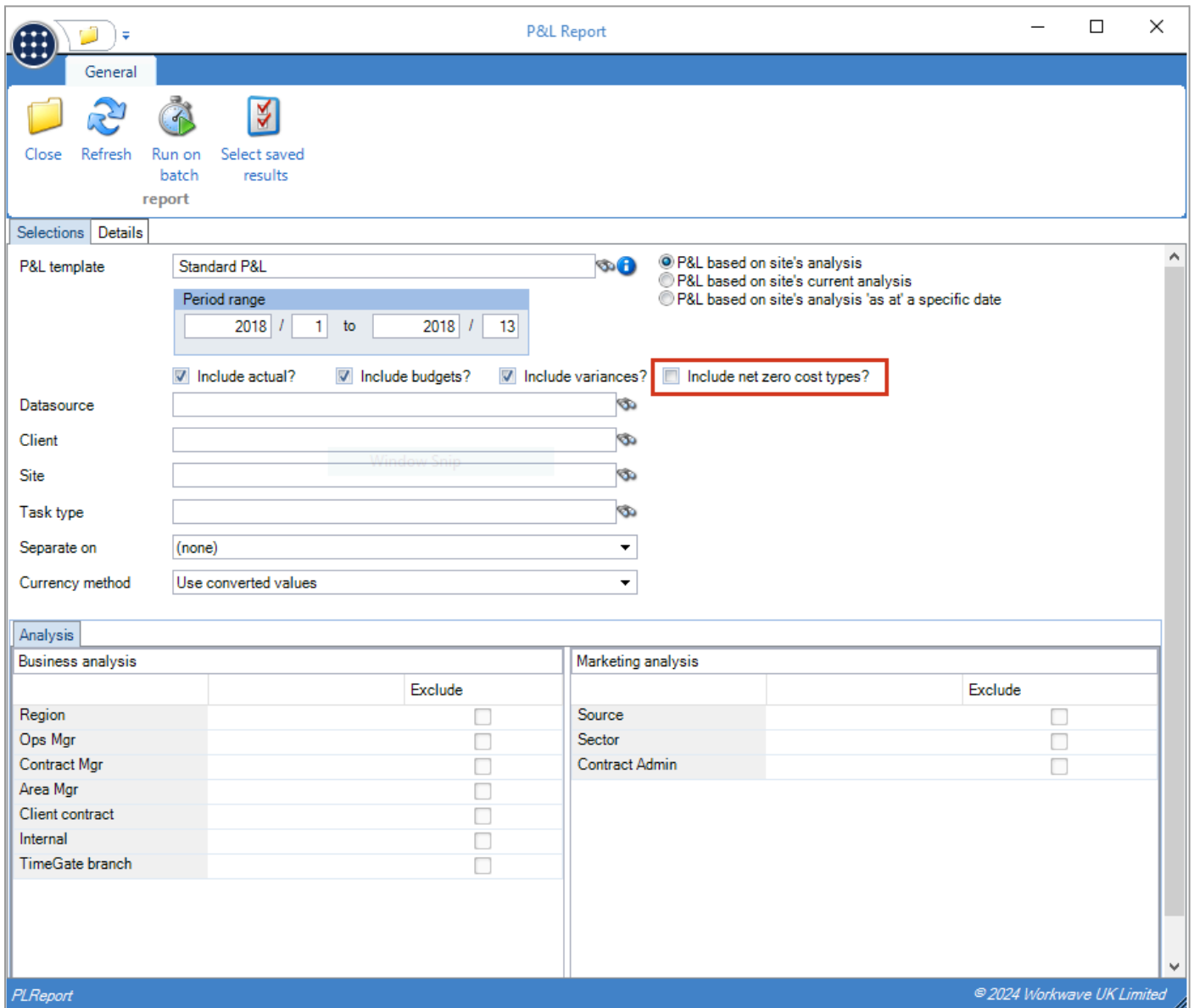
This controls the inclusion of net zero cost types, and as such, when not selected, performance will be improved.

Log Numbers

This enhancement update contains the following log numbers:

WI4068

WI4119

WI4143

WI4144

WI4145

WI4153

WI4158

WI4159

WI4168

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