



# 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.

Client Detail - New Client Ltd

General

Close Previous Next Save Notes Attachments Process sheets Actions Create mail Client sites Summary invoice line groups Consolidated invoice groups Roster Transactions Reports

General PO Ref control Properties Contacts Credit control Invoice distribution Adhoc jobs Dates Reports

Invoice document style override Format5 Attached T&C's path

Include site address on client invoices?  Include site name on client invoices?  Export? External system

Client comment

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

Address to	Record	Email?	Email to client?	Email to contact	Email address
Client		<input checked="" type="checkbox"/>	<input type="checkbox"/>	AJ; Mr John Smith; Paul Planken; Justin HT; Mr Site Add Test...	justin.turner@workwave.com;jc...
Site	ABP Ports.ss	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AJ;	justin.turner@workwave.com
Site	ABP Ports..	<input type="checkbox"/>	<input type="checkbox"/>		
Site	ABP Ports	<input type="checkbox"/>	<input type="checkbox"/>		
Site	ABP Ports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AJ;	justin.turner@workwave.com
Site	ABP Ports..	<input type="checkbox"/>	<input type="checkbox"/>		
Site	ABP Ports.	<input type="checkbox"/>	<input type="checkbox"/>		
Site	ABP Ports	<input type="checkbox"/>	<input type="checkbox"/>		
Site	ABPanels Ltd..	<input type="checkbox"/>	<input type="checkbox"/>		
Site	ABP Ports	<input type="checkbox"/>	<input type="checkbox"/>		
Site	HARBOUR 1	<input type="checkbox"/>	<input type="checkbox"/>		
Site	PORT A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JC;	jc@templa.com;jc@templa.com
Site	Adam Equipment Audit M..	<input type="checkbox"/>	<input type="checkbox"/>		
Site	ABP001/14	<input type="checkbox"/>	<input type="checkbox"/>		
Site	TI 00427/001	<input type="checkbox"/>	<input type="checkbox"/>		

Memo

ClientDetail © 2024 Workwave UK Limited

# 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

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

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

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

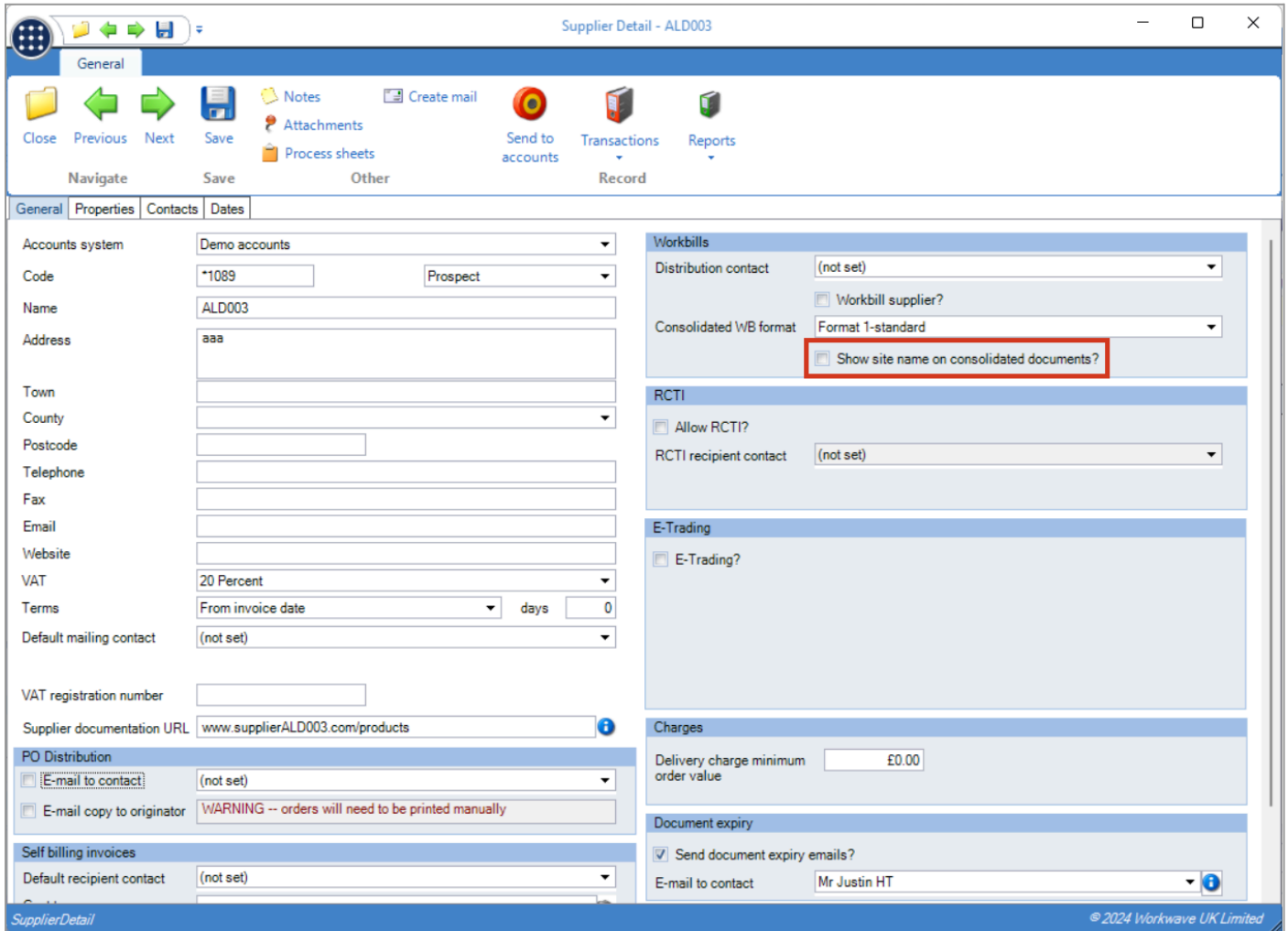
# CONSOLIDATED WORKBILL DOCUMENT

## 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.

# ACCUAL 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).



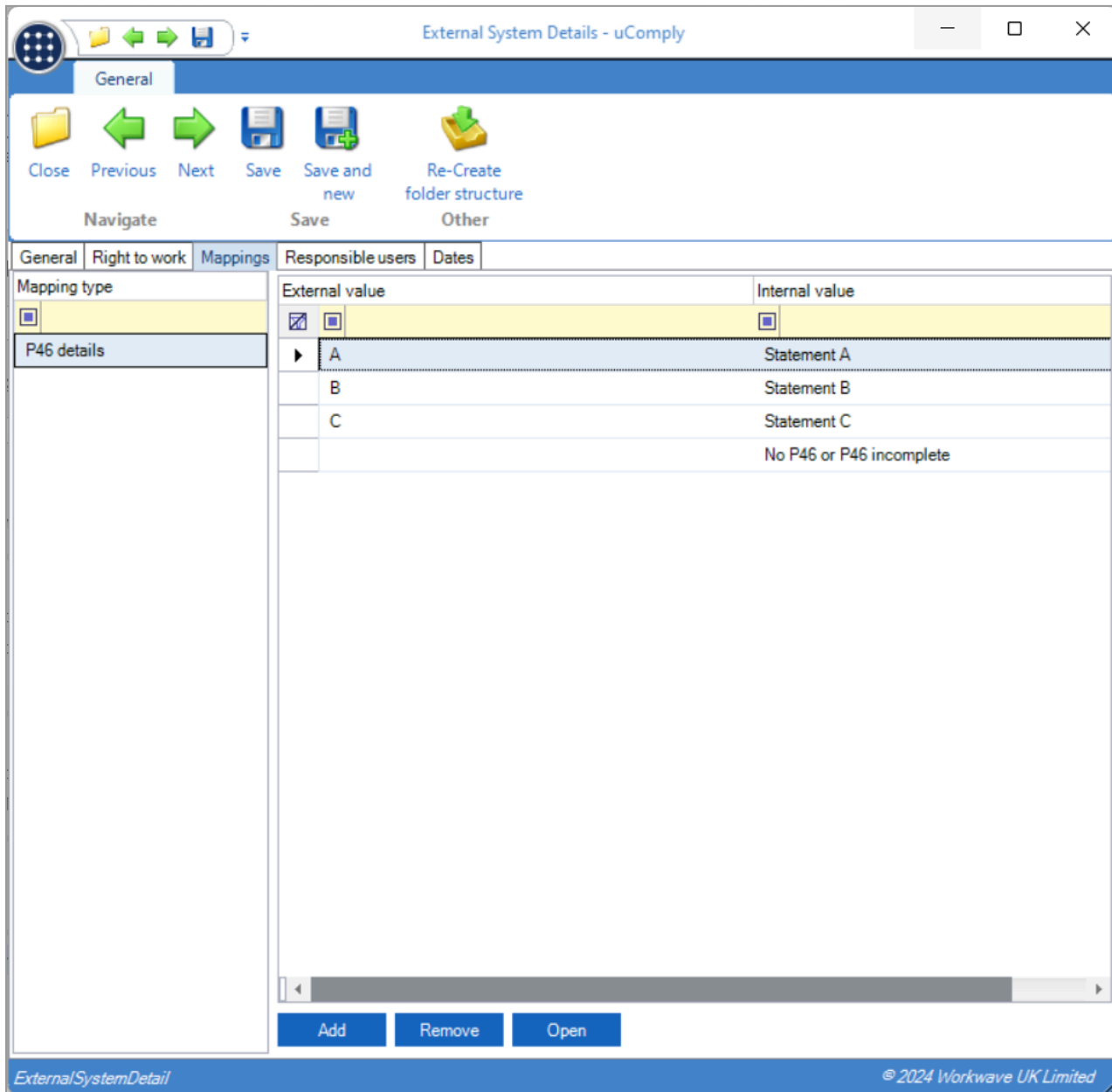
# UComPLY P46 MAPPING

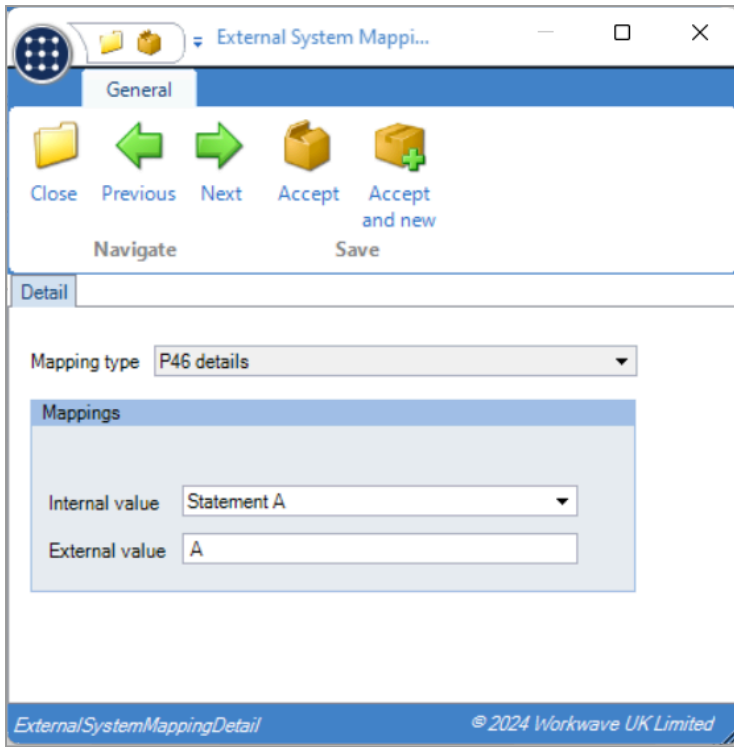
## Background

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

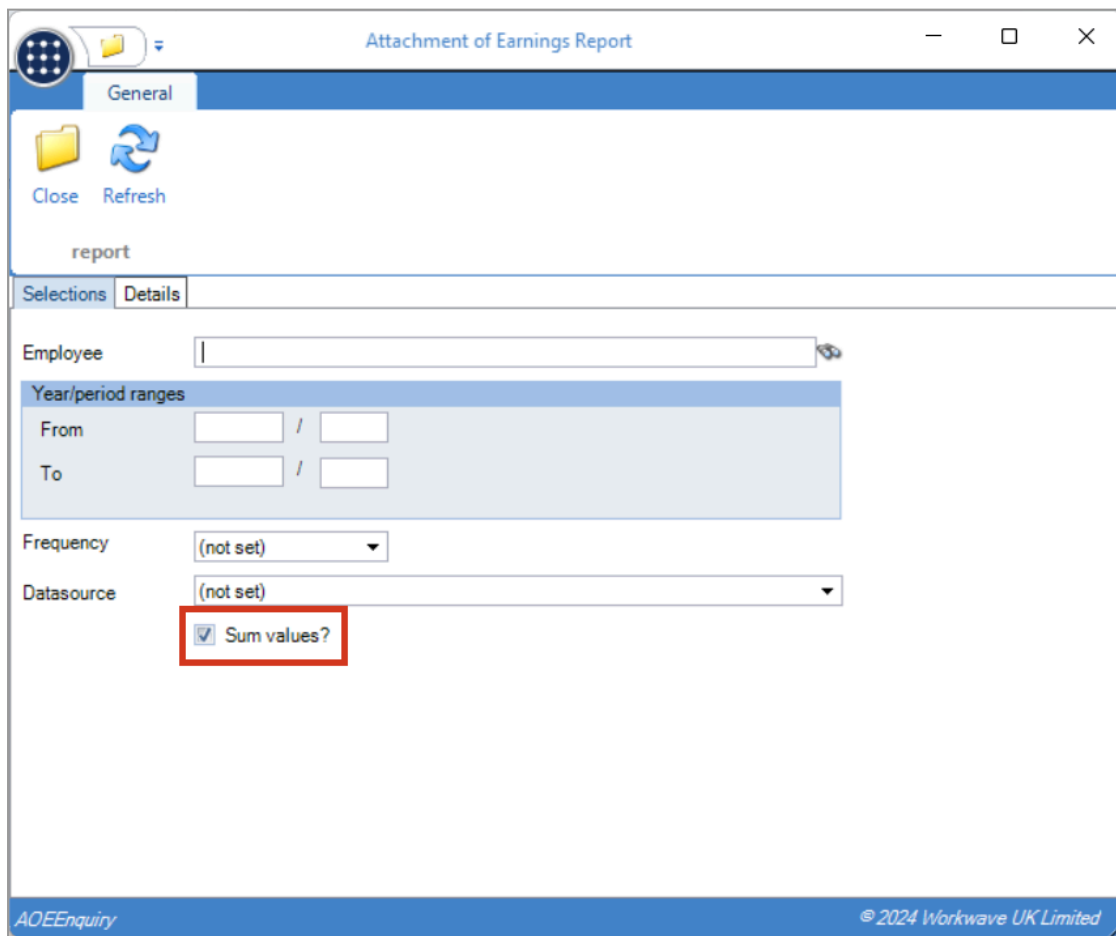
## Background

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).



The screenshot shows a web application window titled "Attachment of Earnings Report". The interface includes a "General" tab, a "report" label, and a "Close Refresh" button. Below this, there are "Selections" and "Details" tabs. The main form area contains several fields: "Employee" (a text input), "Year/period ranges" (with "From" and "To" sub-fields), "Frequency" (a dropdown menu set to "(not set)"), and "Datasource" (a dropdown menu set to "(not set)"). A red box highlights the "Sum values?" checkbox, which is checked. The footer of the window displays "AOEEnquiry" on the left and "© 2024 Workwave UK Limited" on the right.

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 AOEEquirer.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.

The screenshot shows the 'Employee Filter Detail' application window. The title bar reads 'Employee Filter Detail - default filter for JC'. The window has a 'General' tab selected. Below the title bar is a toolbar with icons for 'Close', 'Save', 'Default criteria', 'Select filter', 'Publish', and 'Select format'. Below the toolbar are labels: 'Navigate', 'Save', and 'Filter'. The main area is divided into two tabs: 'Employee filtering criteria' and 'Employee properties filtering criteria'. The 'Employee properties filtering criteria' tab is active. It contains various input fields and dropdown menus for filtering employees. The 'Joined between' and 'Left between' fields are highlighted with a red box, showing 'Last 0 days' for both. Other fields include 'Employee code', 'Employee name' (with value 'kip'), 'Address', 'Postcode', 'Telephone', 'Fax or mobile', 'Email address', 'NIC number', 'Has photo?' (with radio buttons for No, Yes, and Ignore), 'Employee status', 'Approval status', 'Include site assignment details?' (checkbox), 'Client', 'Site', 'Pay scale', 'Pay rate between' (with values £0.00), 'Bank account no.', 'Account type', 'Supplier', and 'Date of birth'. The footer of the window contains 'EmployeeFilterDetail' on the left and '© 2024 Workwave UK Limited' on the right.

# EP DOCUMENTS AND NOTICES: ASSIGN MULTIPLE EMPLOYEES

## Background

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

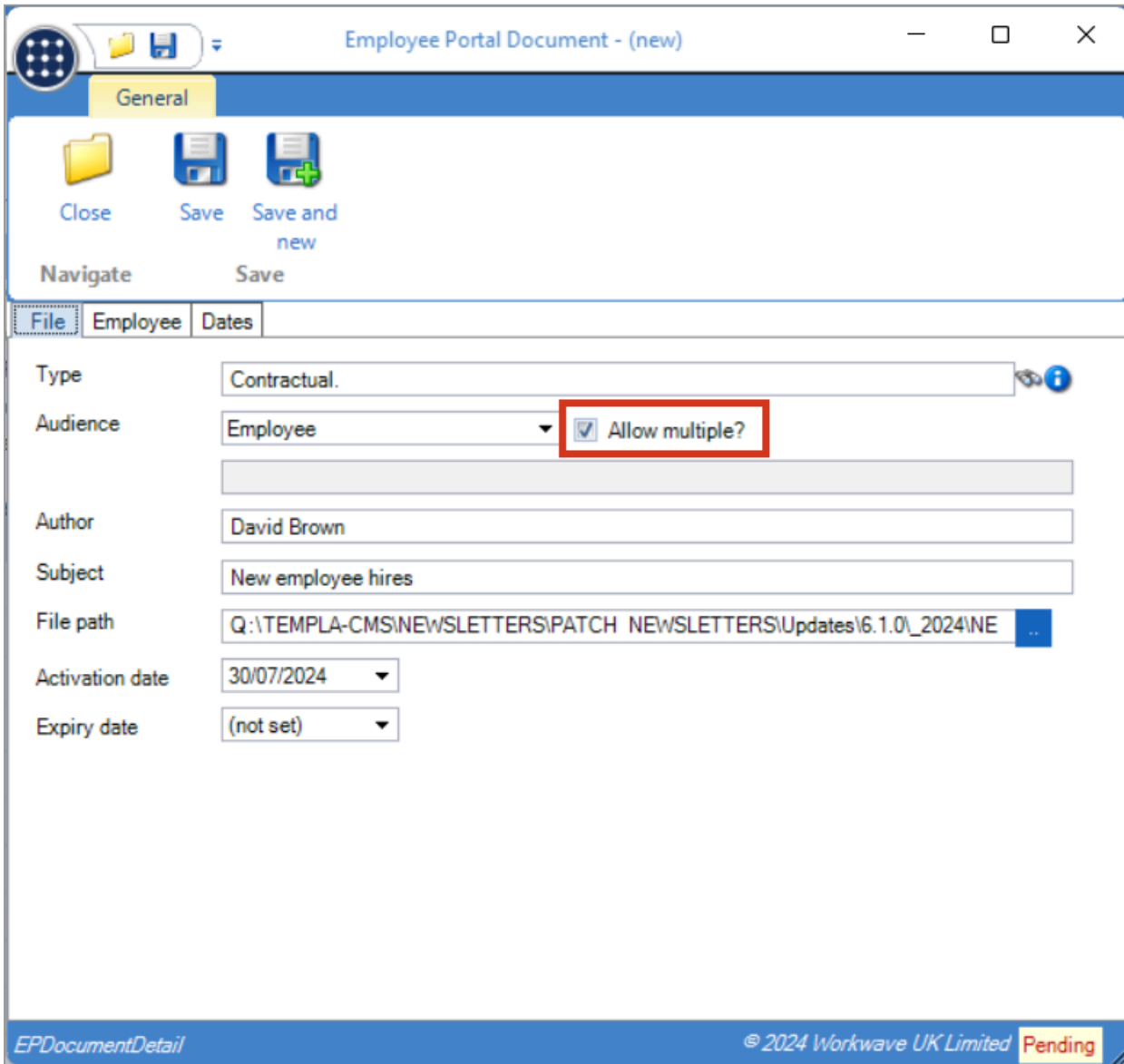
- Analysis code
- Client
- Company wide
- Employee
- Payroll
- Site

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.

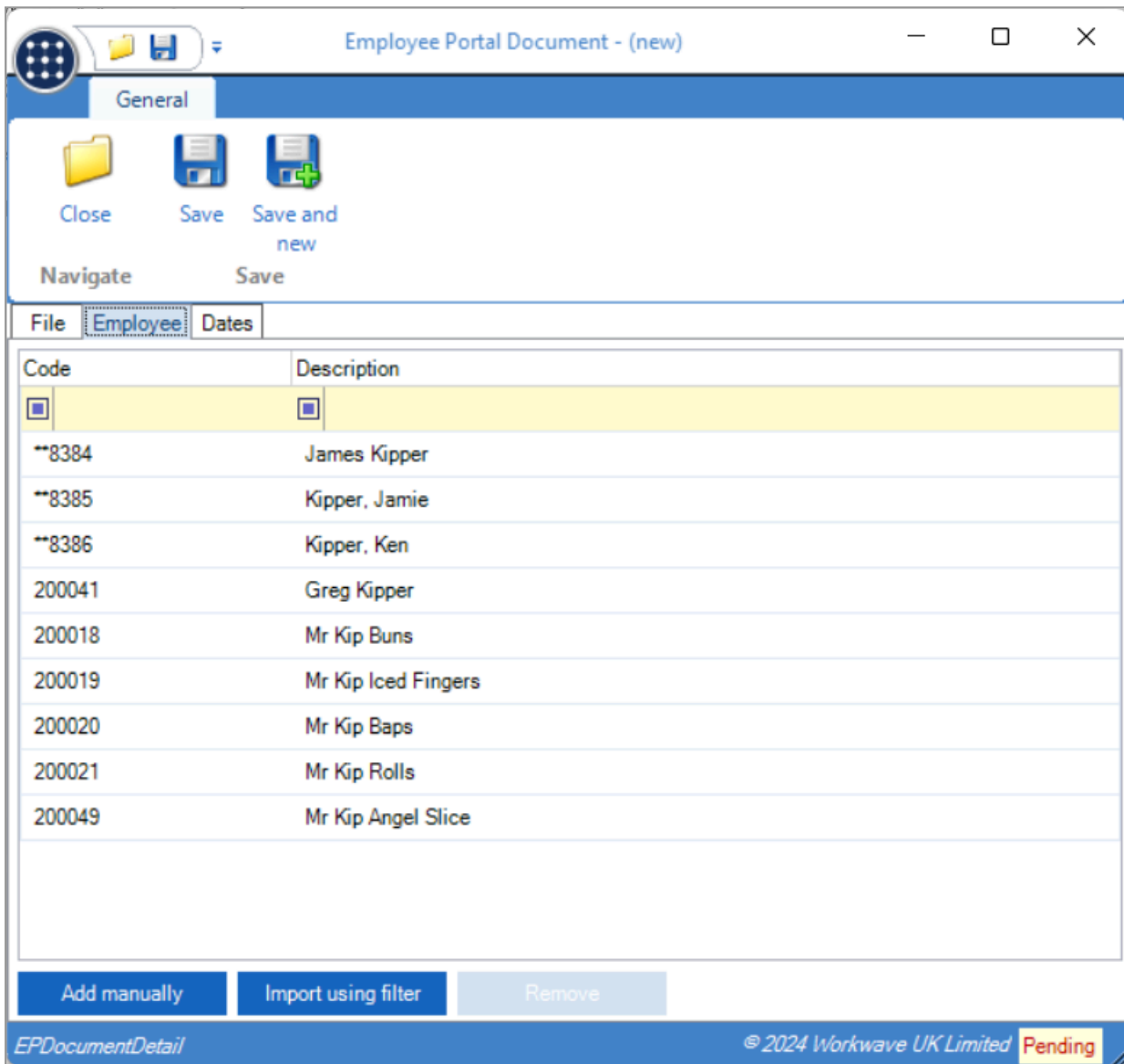


The screenshot shows a web application window titled "Employee Portal Document - (new)". The window has a blue header with a "General" tab. Below the header is a navigation bar with icons for "Close", "Save", and "Save and new", and labels "Navigate" and "Save". The main content area is a form with the following fields:

File	Employee	Dates
Type	Contractual.	
Audience	Employee <input checked="" type="checkbox"/> Allow multiple?	
Author	David Brown	
Subject	New employee hires	
File path	Q:\TEMPLA-CMS\NEWSLETTERS\PATCH NEWSLETTERS\Updates\6.1.0\2024\NE ...	
Activation date	30/07/2024	
Expiry date	(not set)	

The "Allow multiple?" checkbox is highlighted with a red box. The footer of the window contains "EPDocumentDetail" on the left, "© 2024 Workwave UK Limited" in the center, and a "Pending" status indicator on the right.

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.

The screenshot shows a software interface for 'Supplier Detail - AI3 Ltd'. The 'General' tab is active, displaying various fields for the supplier's information. The 'Supplier documentation URL' field is highlighted with a red border and contains the text 'https://www.mayflowerws.co.uk/products'. An information icon (i) is visible to the right of the URL field. Other fields include 'Accounts system' (Demo accounts), 'Code' (ALD001), 'Name' (AI3 Ltd), 'Address' (31 St. Johns Road), 'Town' (Hildenborough), 'County' (KENT), 'Postcode' (KT8 2HW), 'Telephone' (0845 241 7033), 'Fax' (01525 383130), 'Email', 'Website', 'VAT' (20 Percent), 'Terms' (End of following month), 'Default mailing contact' (TEST), 'VAT registration number' (132456789), 'Consolidated WB format' (Format 1-standard), 'PO Distribution' (E-mail to contact: AJ, E-mail copy to originator: WARNING -- orders will need to be printed manually), 'Self billing invoices' (Default recipient contact: (not set), Cost type: Sub-Contractors), 'Workbills' (Distribution contact: JHT), 'RCTI' (Allow RCTI?: checked, RCTI recipient contact: TEST, RCTI split option: Workbill), 'E-Trading' (E-Trading?: unchecked), 'Charges' (Delivery charge minimum order value: £100.00), and 'Document expiry' (Send document expiry emails?: checked, E-mail to contact: AJ). The bottom of the form has a 'Memo' section and a footer with 'SupplierDetail' and '© 2024 Workwave UK Limited'.

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.

The screenshot shows a software window titled "Products - 3m Stainless steel polish". The window has a menu bar with "General", "Price groups", "Suppliers", "Properties", "Audit", "Dates", and "Image". Below the menu bar is a toolbar with icons for "Close", "Previous", "Next", "Save", "Notes", "Attachments", and "Transactions". The main area contains a form with the following fields:

- Code: TM016870-8
- Description: 3m Stainless steel polish
- Product type: Standard
- Product category: Chemicals
- VAT: (Select for override)
- COSHH  Monitored product
- Non stock  Ad hoc
- Activity status: Active
- Sales basis: 1 Unit
- Sales VAT handling: Use contract
- Min stock level: 0

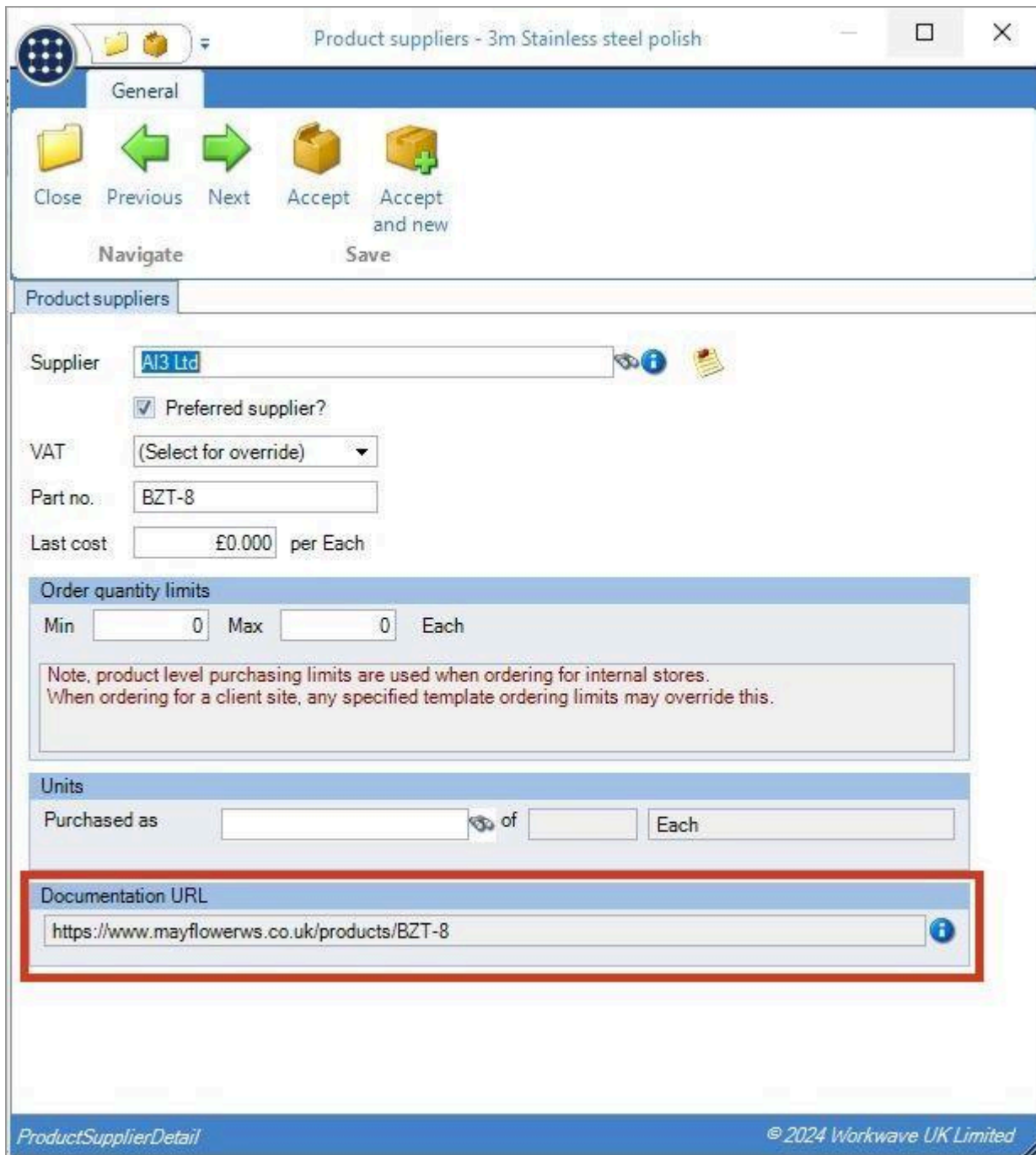
Below the main form is a "Units" section with three rows:

Units				
Purchased as	Each	of	1	Each
Sold as	Each	of	1	Each
Stocked as	Each	of	1	Each

At the bottom of the form is a "Documentation URL" field, which is highlighted with a red box. The URL is: <https://www.mayflowerws.co.uk/products/BZT-8>

ProductDetail © 2024 Workwave UK Limited

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 files (and there could be more than one supplier for a product).

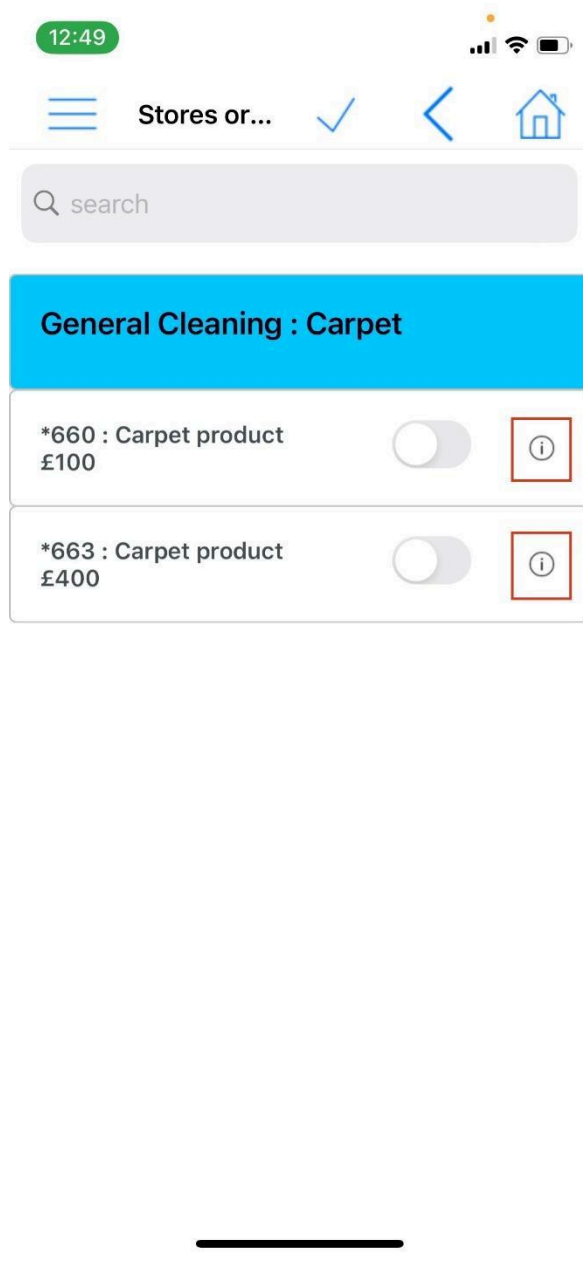
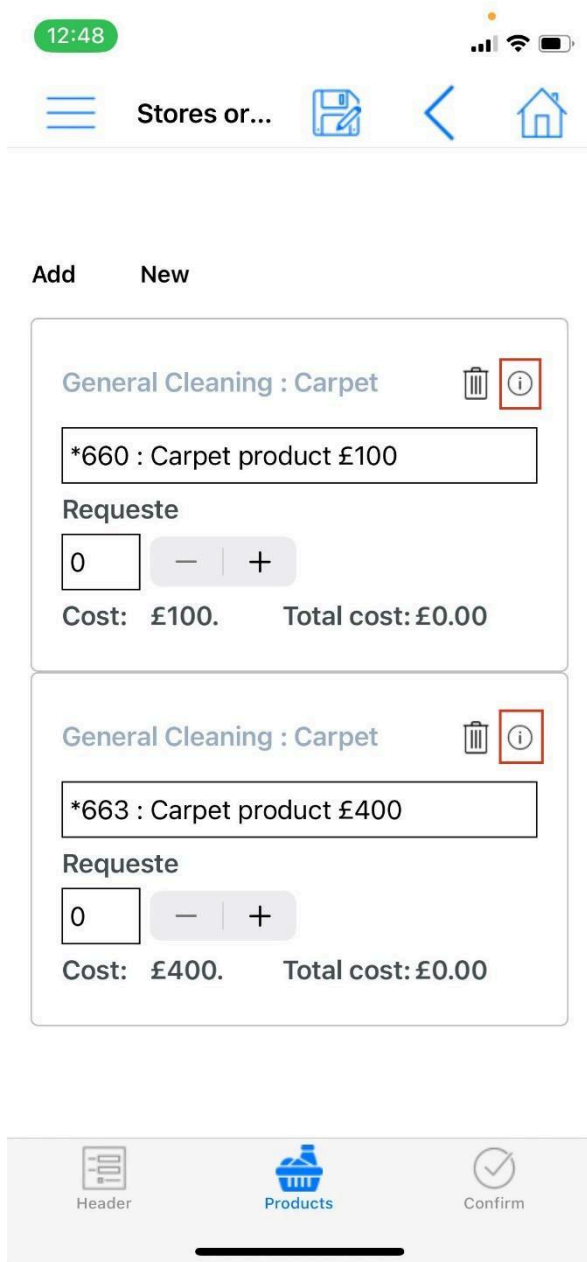
# Stores Orders

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.

The screenshot shows the 'Stores Order Details' window. The top toolbar contains icons for Close, Previous, Next, Save, Save and new, Delete, Notes, Attachments, Process sheets, Request approval, Workflow, Print/email quote, Expand all, Collapse all, and Credit control. The main form area includes fields for Order number (4899), Site (Viking Funerals - Burial Mound), Contract (VIK001/03 - Viking Funerals - Burial Mound), Order date (30/07/2024), and Required date (30/07/2024). A budget table is visible with columns for Group, Budget, Spend, Pending, and This. The product list table below has columns for Template, Category, Group, Product, Supplier, Qty, Unit, Unit cost, Zero cost, Vat code, and Price group. A red box highlights a small icon in the product list table. The bottom of the window shows buttons for 'Build from contract', 'Add from templates', 'Add products', 'Remove selected products', and 'Remove ZERO products'. The footer contains 'StoresOrderDetail' and '© 2024 Workwave UK Limited SO01 - New'.

## 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.

Journal Details - dated 01/01/0001

General

Close Save Save and new Notes Attachments Process sheets Request approval Summary

Navigate Save Other Workflow Record

Details

Journal header

Log number: new

Voucher ref: [ ]

Batch ref: [ ]

Date: (not set)

Accounts system: Demo accounts

Financial period: [ ] / [ ]

Description: [ ]

Type: Standard

Intercompany datasource: (none)

Check totals

	Total
Debits	£0.00
Credits	£0.00
Balance	£0.00

Drag a column header here to group by that column.

Tra	Text	Reference	Value	Debit value	Credit value	Account	Match de
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

£0.00 £0.00 £0.00

Add Remove Details Match project element

JournalDetail © 2024 Workwave UK Limited

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).

The screenshot shows a software window titled "Standard Item Details - NL dated 30/06/2024 - (new)". The window has a "General" tab selected. At the top, there are navigation buttons: "Close", "Accept", and "Accept and new". Below these are "Navigate" and "Save" buttons. The main content area is divided into sections: "Standard item" (containing a text field with "Test"), "Line reference" (with a text field and "Value" set to "£0.00"), and "Match to site". The "Match to site" section has a "Matching type" list on the left with "Site" selected. On the right, there are dropdown fields for "Client", "Site", "Task type", "Cost type", and "Intercompany site". The "Intercompany site" field is highlighted with a red rectangle. Below this is the "Nominal account" section with an "Account" dropdown field. At the bottom, a yellow status bar displays the message "Please enter a valid nominal ledger account".

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.

TemplaCMS Journal	
Header Information	
Accounts system	Accounts
Date	
Type	Standard
Voucher ref	
Batch ref	
Description	
Recurring repeats	
Rekurs every	
Inter-company datasource	
Totals	0.00 0.00
No of errors	0

For inter-company reversal	Errors
Site code	

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

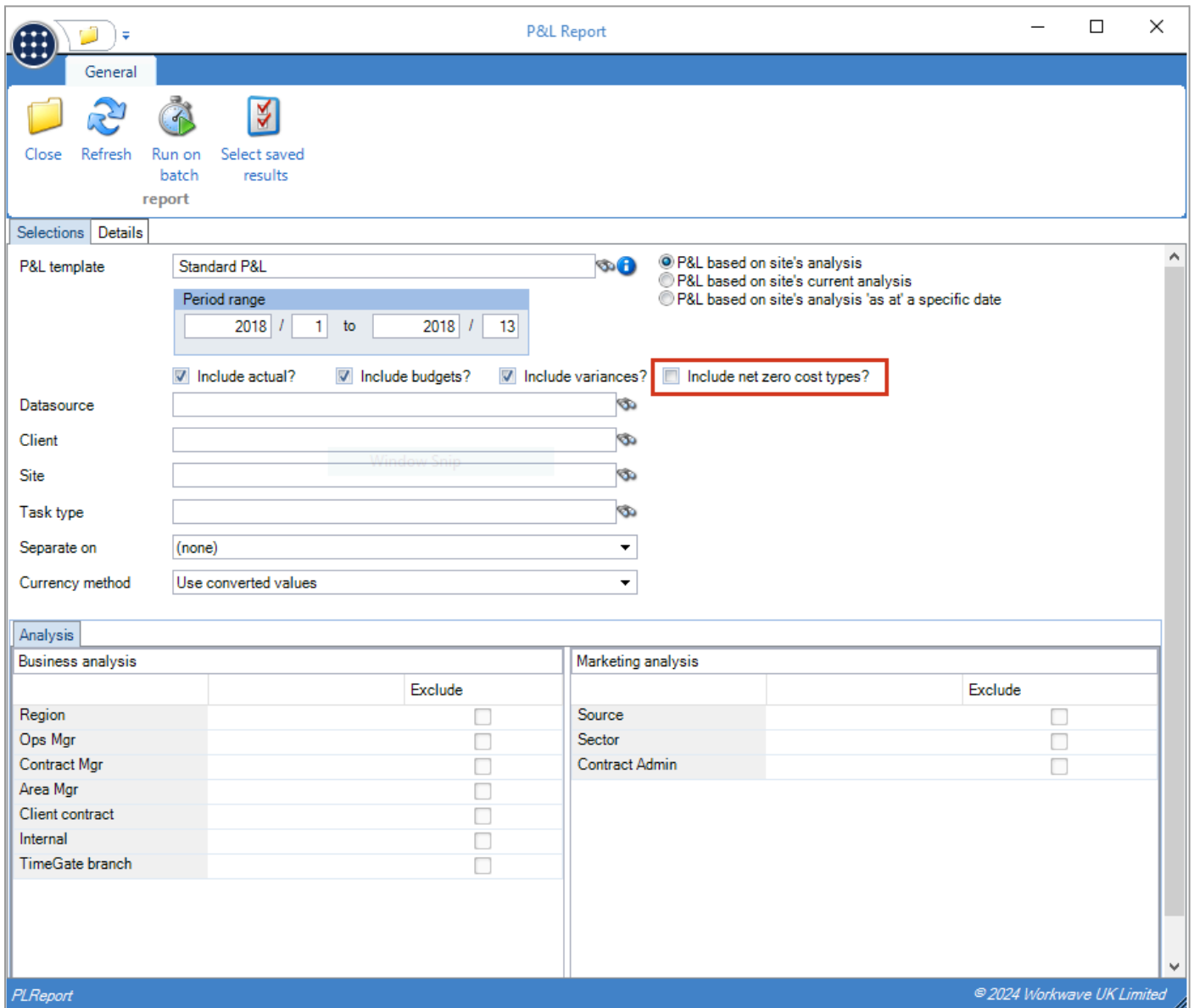
## Background

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**



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](https://teamsoftware.com).