TEAM Software
by WORKWAVE®

TemplaCMS Newsletter

V6.1.0 | Update 2024.04 | April 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.

TUPE Employee Details

Background

The TUPE batch employee details list contains the calendar working weeks per year. Two new columns are now visible for the payable & periodic weeks per year.

TUPE Employee Details

When viewing the TUPE employee details full report or employee details report, two new columns are now visible for Payable weeks and Periodic weeks, determined from the contract employee's relevant calendar. Note these columns will only be filled on batches generated after the update.

Customer Portal – Site Filter

Background

Depending on how Client Portal is configured, a Customer Portal user could see a large number of sites, this can make using the site filter difficult and cumbersome especially as many of those sites could no longer be in use.

System Control

A new site "History weeks" option has been added to System Control > Customer Portal, allowing a sufficiently authorised user to define the number of history weeks. For example, if the site history weeks is set to 3, any site that has its last contract terminated will continue to display in the Customer Portal for 3 weeks, then will no longer display.

Note: If the history weeks is set to 0 (Default), then the site will be displayed in Customer Portal indefinitely.
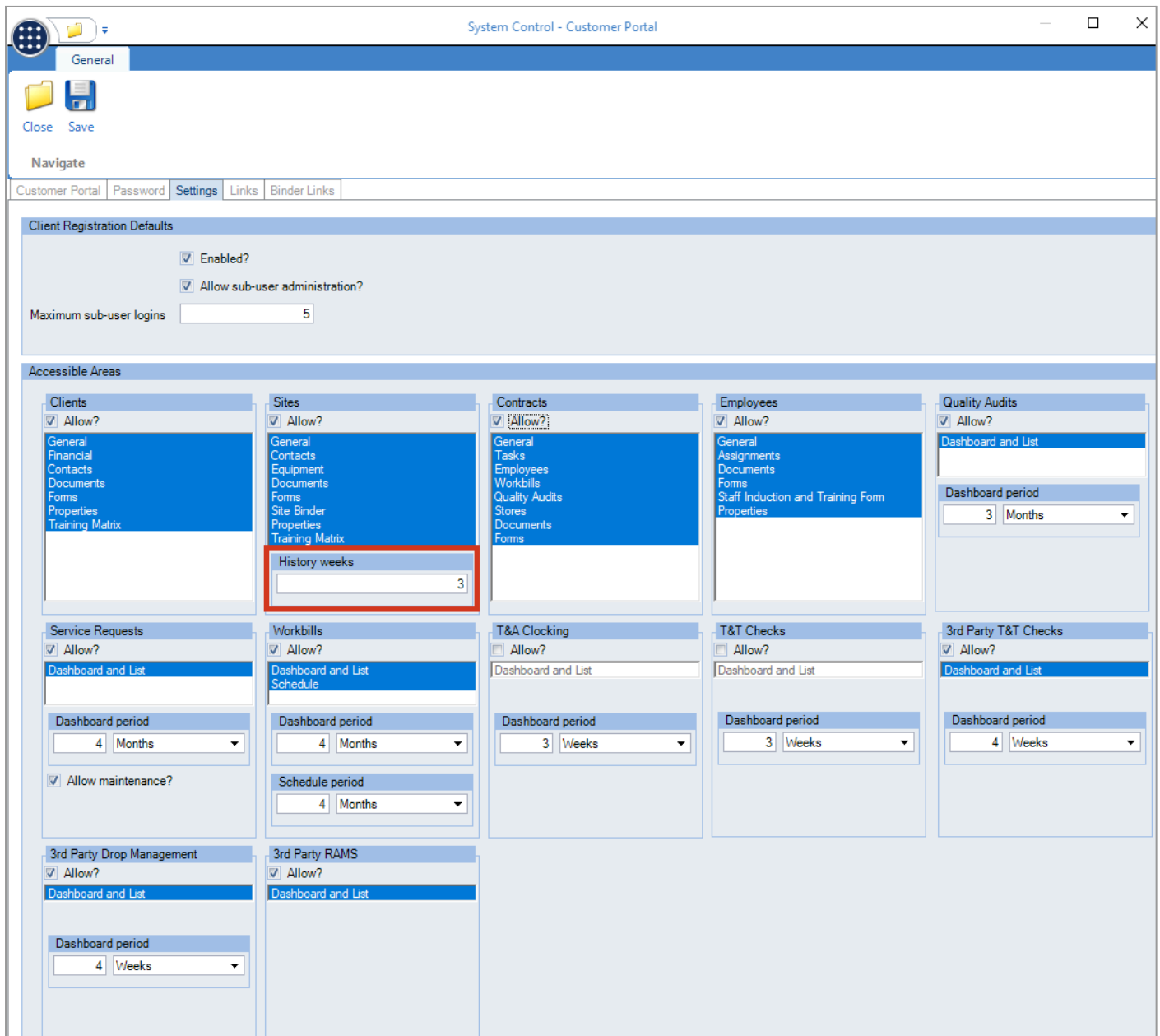
Client Registration

A new site "History weeks" option has been added to Client registrations, allowing a sufficiently authorised user to define the number of history weeks. This allows the system control default to be overridden.

Customer Portal

Once the defined number of site history weeks has elapsed after the termination of the site contract, all data relating to the site (i.e., site, contract, QA etc.) will no longer be visible within the Customer Portal.

Note: where a site has multiple contracts, the history weeks and visibility of site data will be based solely on the termination date of the last contract terminated.

Additionally, the Customer Portal has been modified to identify where a site/contract has never been assigned to a Quality Audit and will automatically exclude such sites within the site (contract) dropdown filter.

PURCHASE INVOICE IMPORT – INTERCOMPANY DETAILS

Background

The Excel Purchase Invoice import process has been extended to allow the import of intercompany details.

Excel Purchase Invoice Import

The Excel purchase invoice format has been extended to include new "Intercompany site code" and "Target cost type code" columns.

	W	X	Y	Z	AA	AB	AC	AD	AE
1	Product code	Workbill number	Self-billing Invoice Number	Project Element number	BIS Contract	BIS Budget Group	Asset number	Intercompany site code	Target cost type code
2									
3									

Within the TemplaCMS update, a folder has been included named Amended import templates. This folder includes the new import template.

Gateway Processing

The Gateway Excel Purchase Invoice import process will validate to ensure that:

- If System Control > Billing > Intercompany billing method is not set to "PI/SI intercompany process," then intercompany details cannot be imported.
- If either of the columns are populated, then both must be populated.
- The site and intercompany site on each row have a valid intercompany relationship.
- Intercompany details can only be imported for the following purchase invoice match types.
    - Site
    - Workbill
    - Stores order
    - GRN
    - Multi-site stores order
    - Multi-site GRN

If any validation checks fail, then details will be added to the Gateway log. The file will not be imported and will be moved to the /Error folder.

If all validation checks pass, then the file will be imported, and the new intercompany details will be set on the purchase invoice lines.

BUDGET AND BILLING REVIEW BATCH SPLIT

Background

The TemplaCMS Budget and Billing Review batch processes have been enhanced to allow users to split out items from an existing batch into a new batch, to allow some contract's changes to be posted while others are still being reviewed.

Billing and Budget Review Batches

A new "Split review item(s)" option has been added to the taskbar of both the billing and budget review item lists.
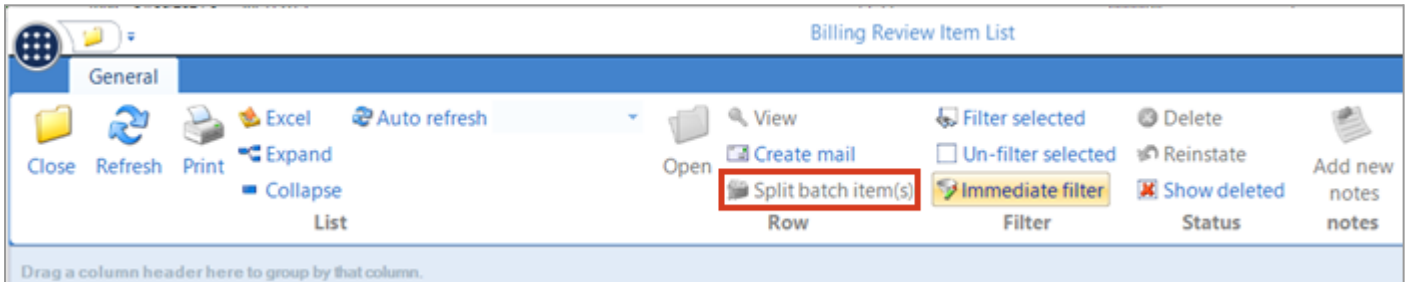
This will allow a user to highlight one or more review items within the grid to move into a new review batch. The newly created review batch will inherit all the "general" and "extraction" details from the original batch, and will reference back to the original batch with a Batch Reference, being a suffixed version of the original batch (e.g., 1363.1 will contain items split from batch 1363). The Batch Reference can be viewed on the batch detail and batch list screens.
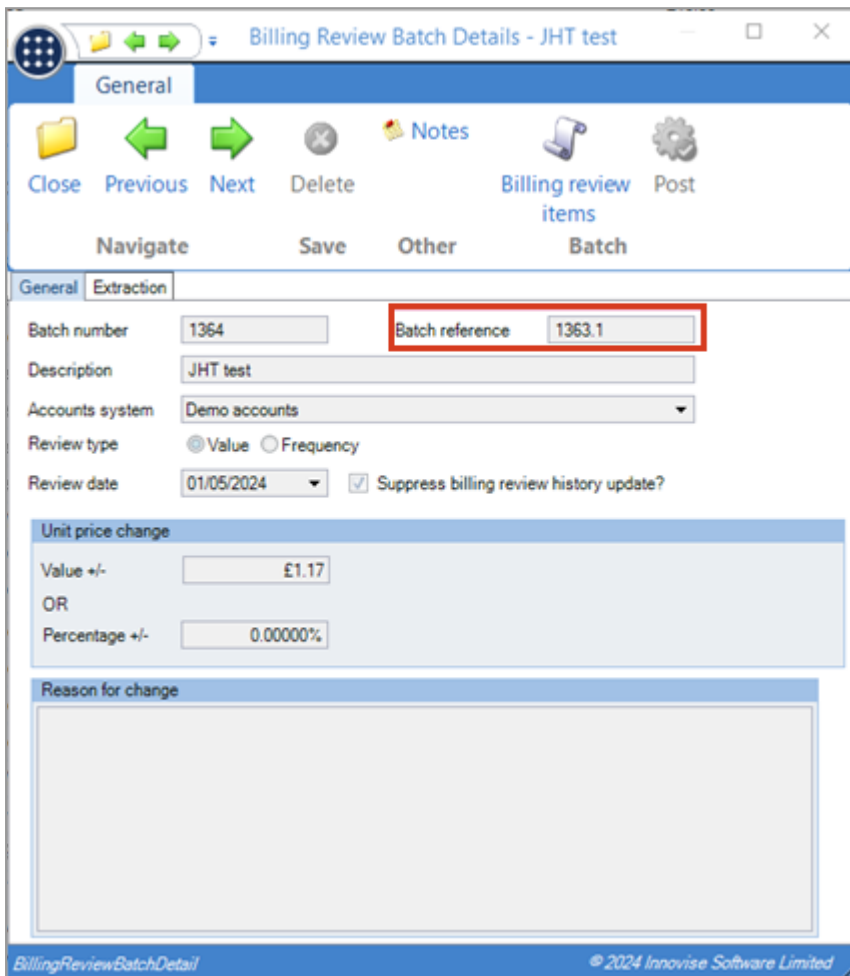
A batch can be split into multiple sub-batches, if required.

When a contract has multiple items within a batch, then it is not possible to split just some of the items from the contract while leaving others – all items for a contract must be moved together.

Billing Review batches allow the extraction criteria to be changed, resulting in a batch regeneration. In the case of billing review batches that have been split, then the extraction criteria can be changed on the original batch, but not on the sub-batches. When the original batch is regenerated, any contracts that have been moved to a sub-batch will not be regenerated.

Billing review batches also prompt the user to regenerate the batch if any contracts on the batch have been changed. In the case of split billing review batches, this process will work on both the original and the sub-batches.
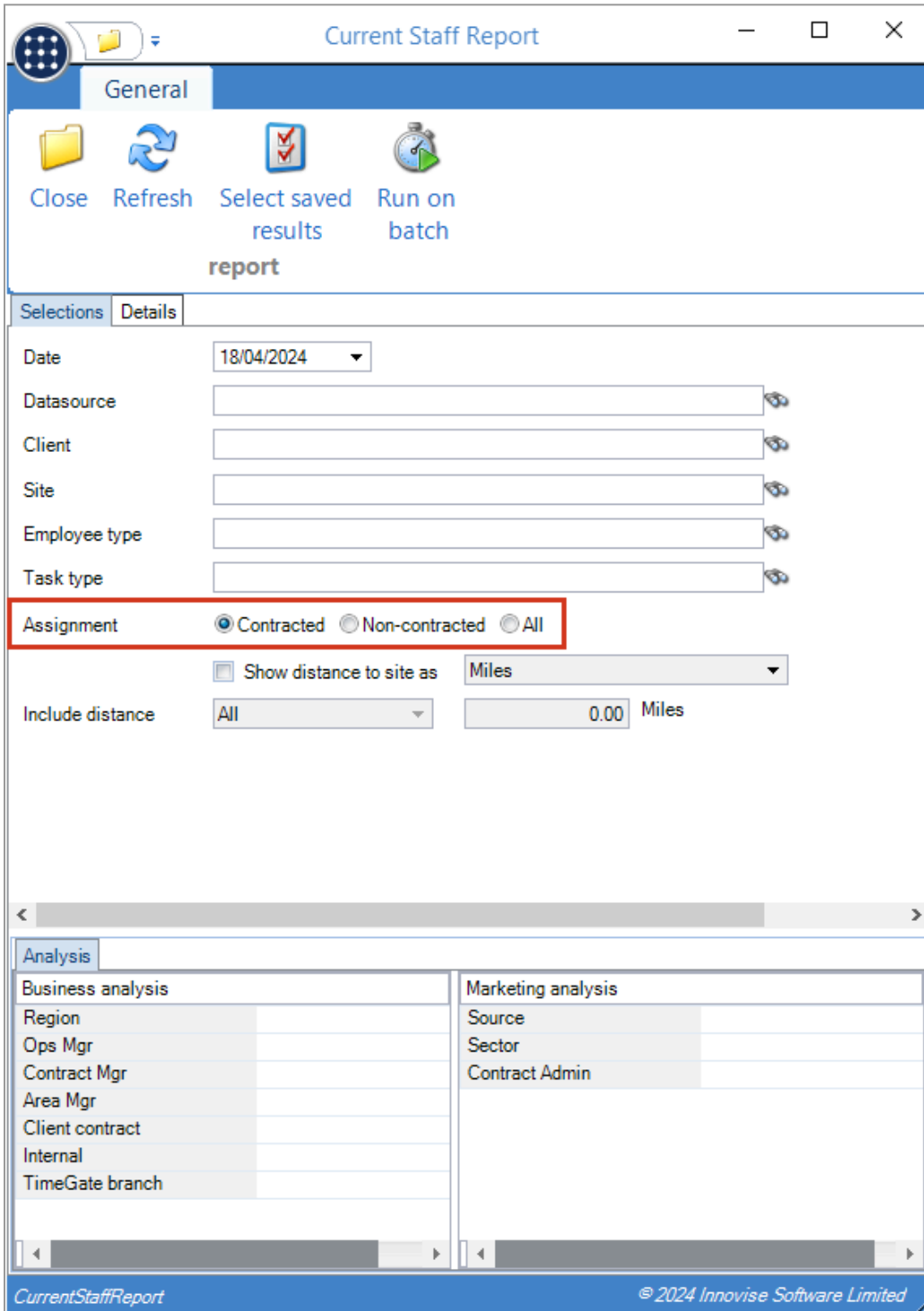
CURRENT STAFF REPORT – TEMPORARY JOINERS

Background

The Current Staff report has been modified to optionally include all contracted and non-contracted staff within the report detail.

Current Staff Report

A new Assignment option has been added to the Selections tab.

The following Assignment options can be selected:

- Contracted - Only employees with contract assignments for a site will be included in the report, i.e., the existing behaviour.
- Non-contracted - Only timesheet single-period joiners to the site will be included in the report.
- All - The report will include both of the above sets of employees.

Where non-contracted employees (i.e., timesheet single-period joiners) are being included in the report detail, the Date will be used to identify pay batches, from which the single-period joiners will be extracted.

Note that non-contracted employees will not show a value for Length of Service on the report.

PAYROLL ACCRUAL – EMPLOYEE VIEW

Background

The Employee view on a payroll cost accrual batch allows a drill-down view of the costs per employee which make up the accrual total. The employee's datasource is now visible on the drill down.

Accrual Batch Employee View

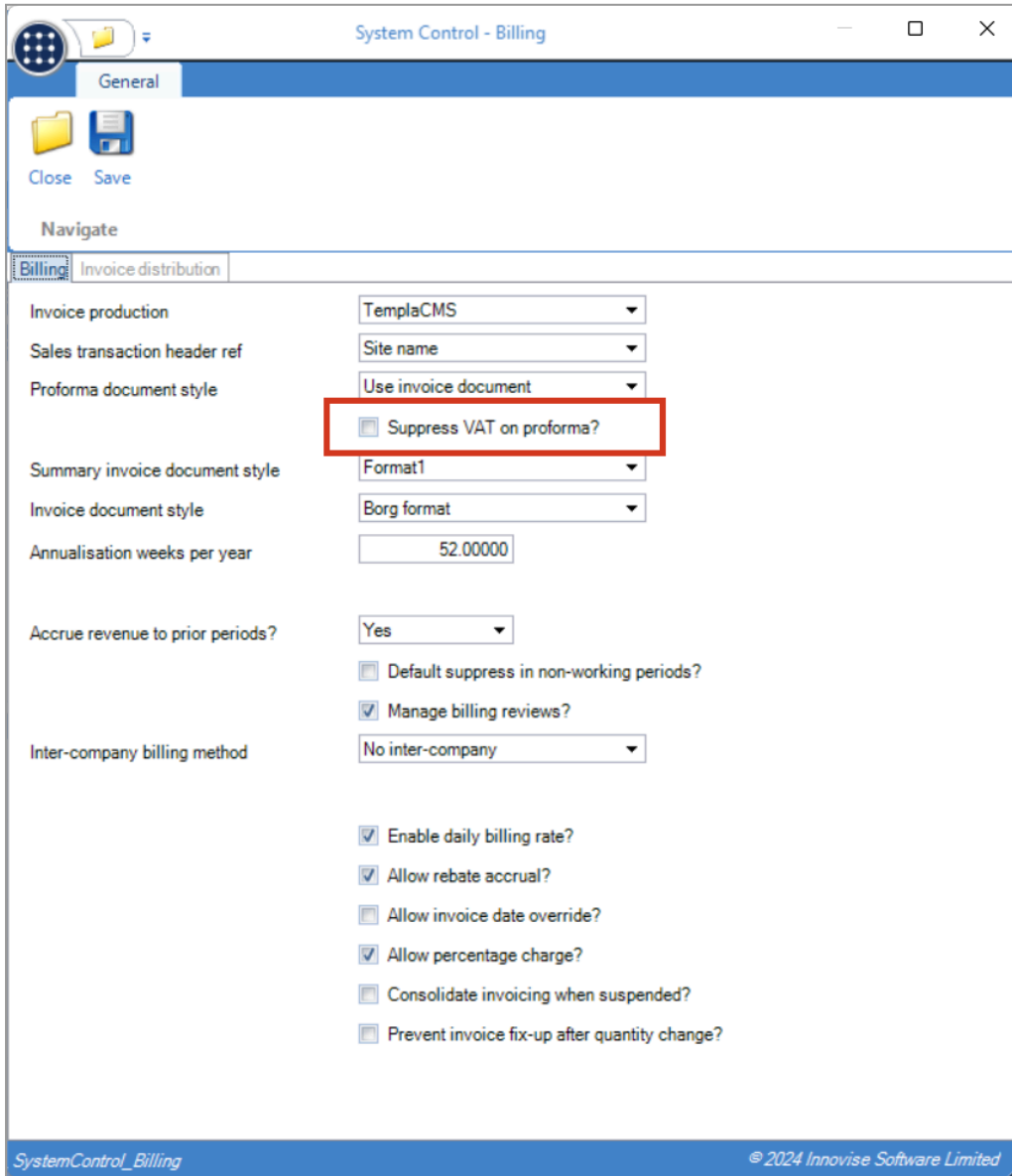On the Employee view of an accrual batch, new datasource columns can be optionally included via the column chooser.
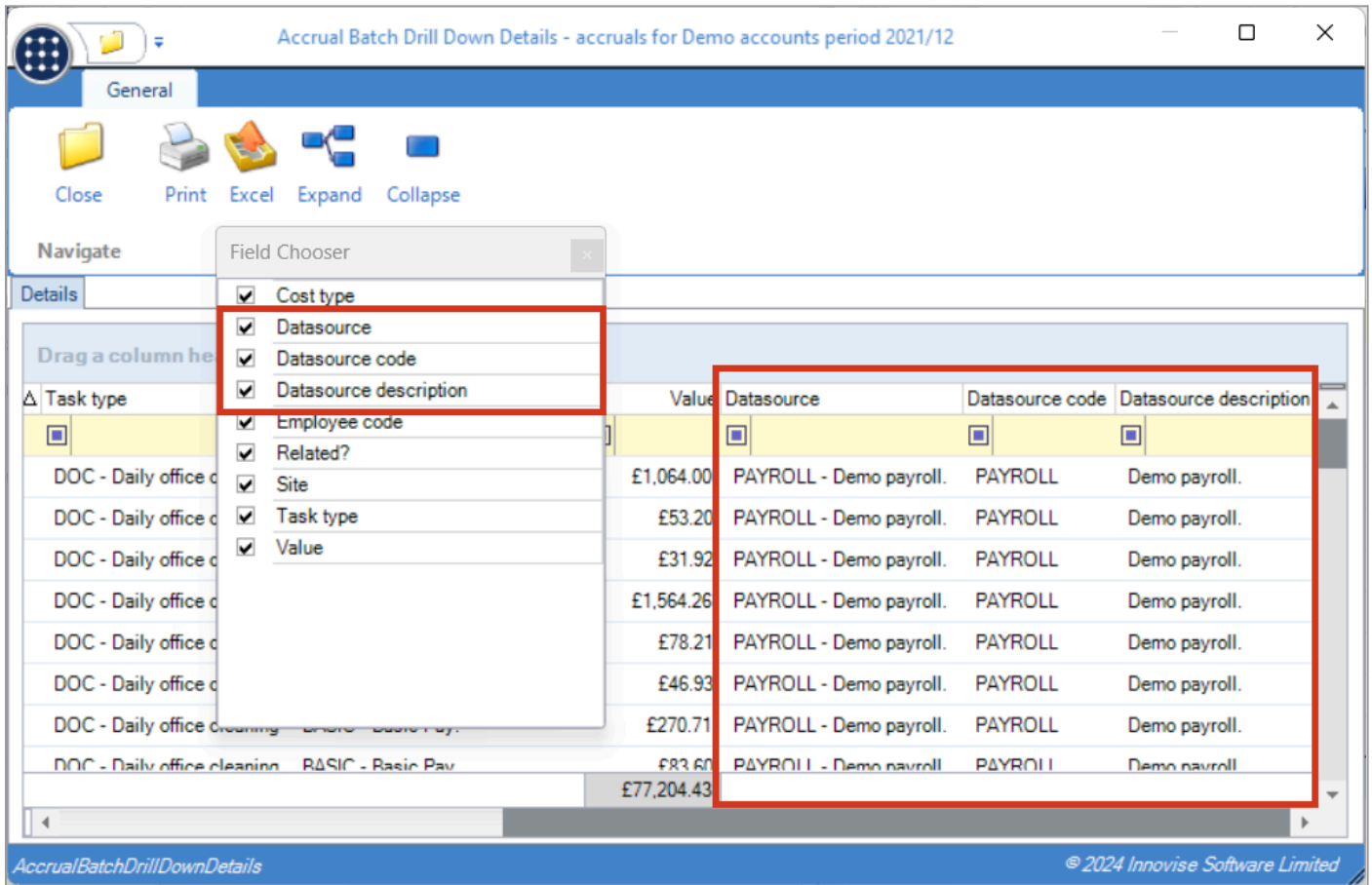
PRO-FORMA INVOICES – SUPPRESS VAT

Background

It is now possible to optionally suppress VAT details on pro-forma invoices.

System Control – Billing

A new "Suppress VAT on proforma?" checkbox has been added to System Control – Billing.

Pro-Forma Invoice Production

When the System control option for "Suppress VAT on proforma" is selected, any VAT details are now suppressed on pro-forma invoices.
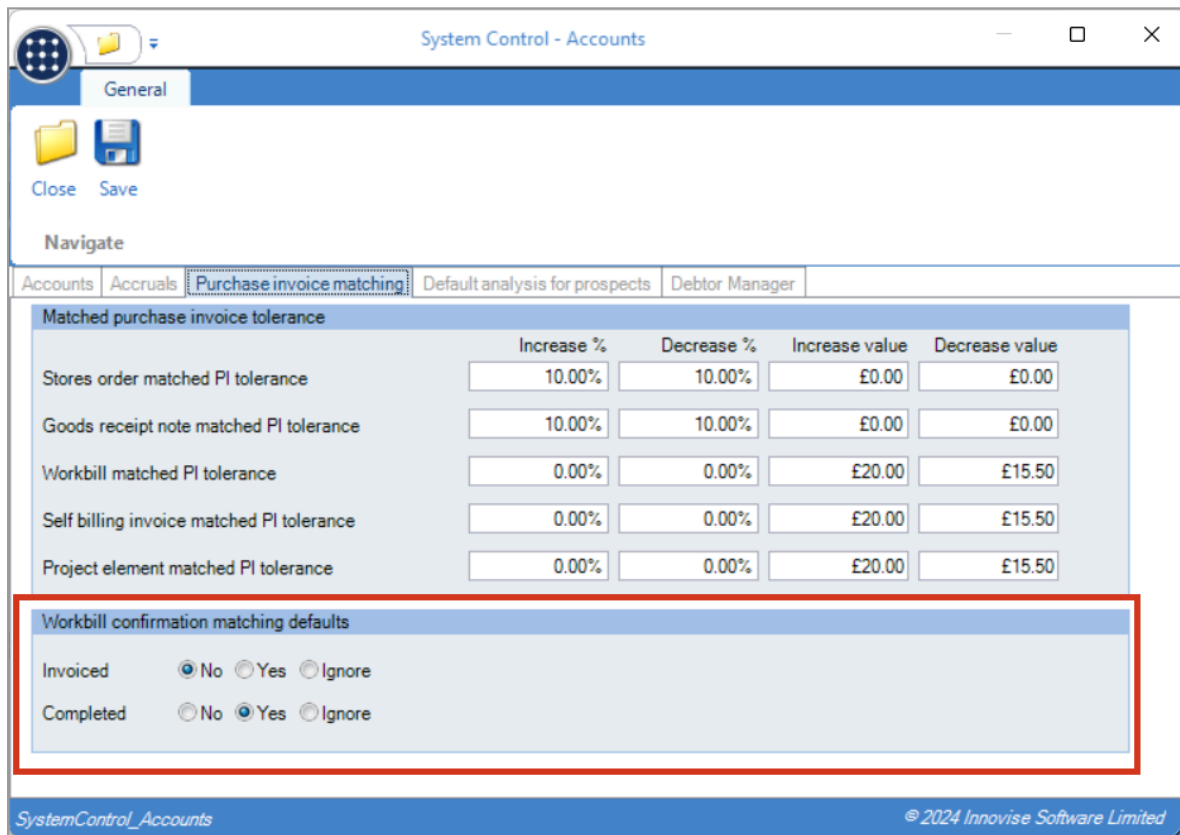
WORKBILL PI MATCHING

Background

The below changes have been made to enhance the ability to filter workbills for PI matching.

System Control – Accounts

On the Purchase invoice matching tab of System Control – Accounts, a new "Workbill confirmation matching defaults" section has been added.

PI Workbill Matching Filtering

When workbill matching to a purchase invoice, the existing Invoiced and Completed options now default to the above configured settings.

In addition, a new Scheduled date range can optionally be entered for additional filtering.
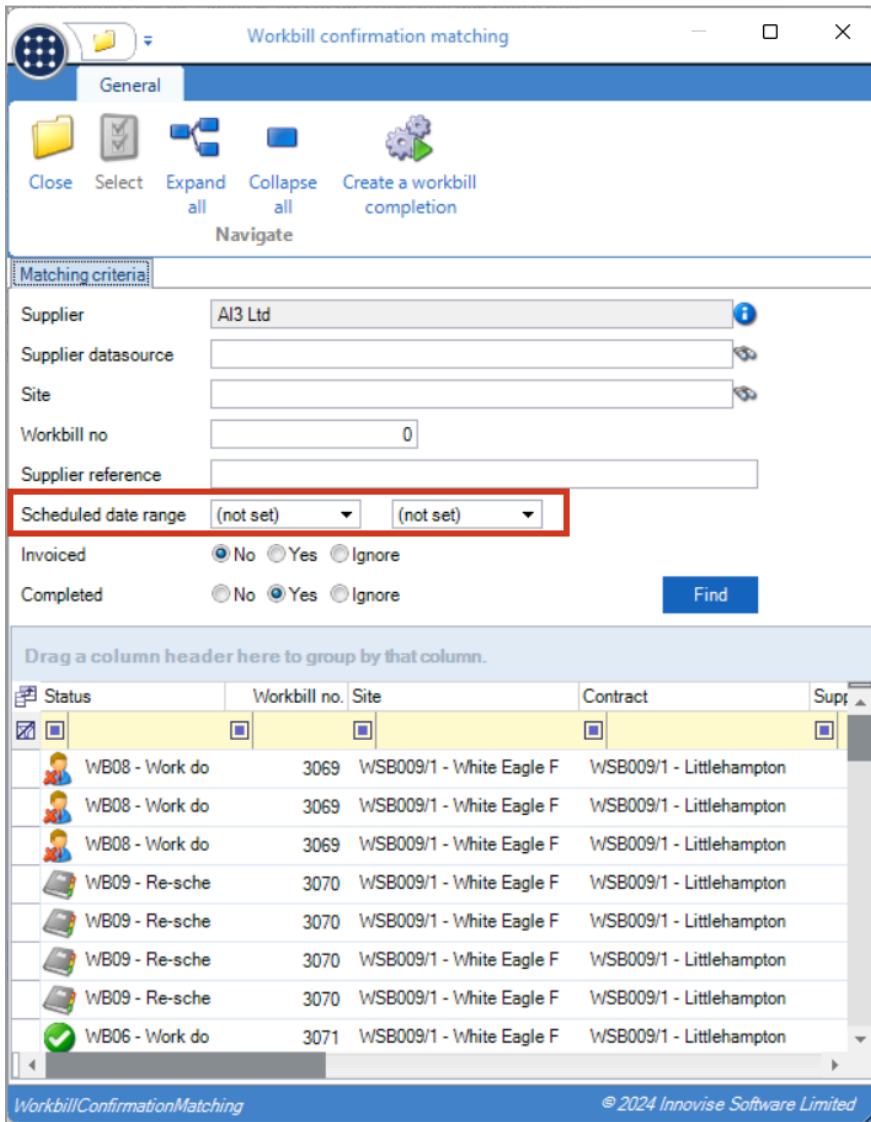
PI Workbill Matching Columns

New columns can be selected from the column chooser for:

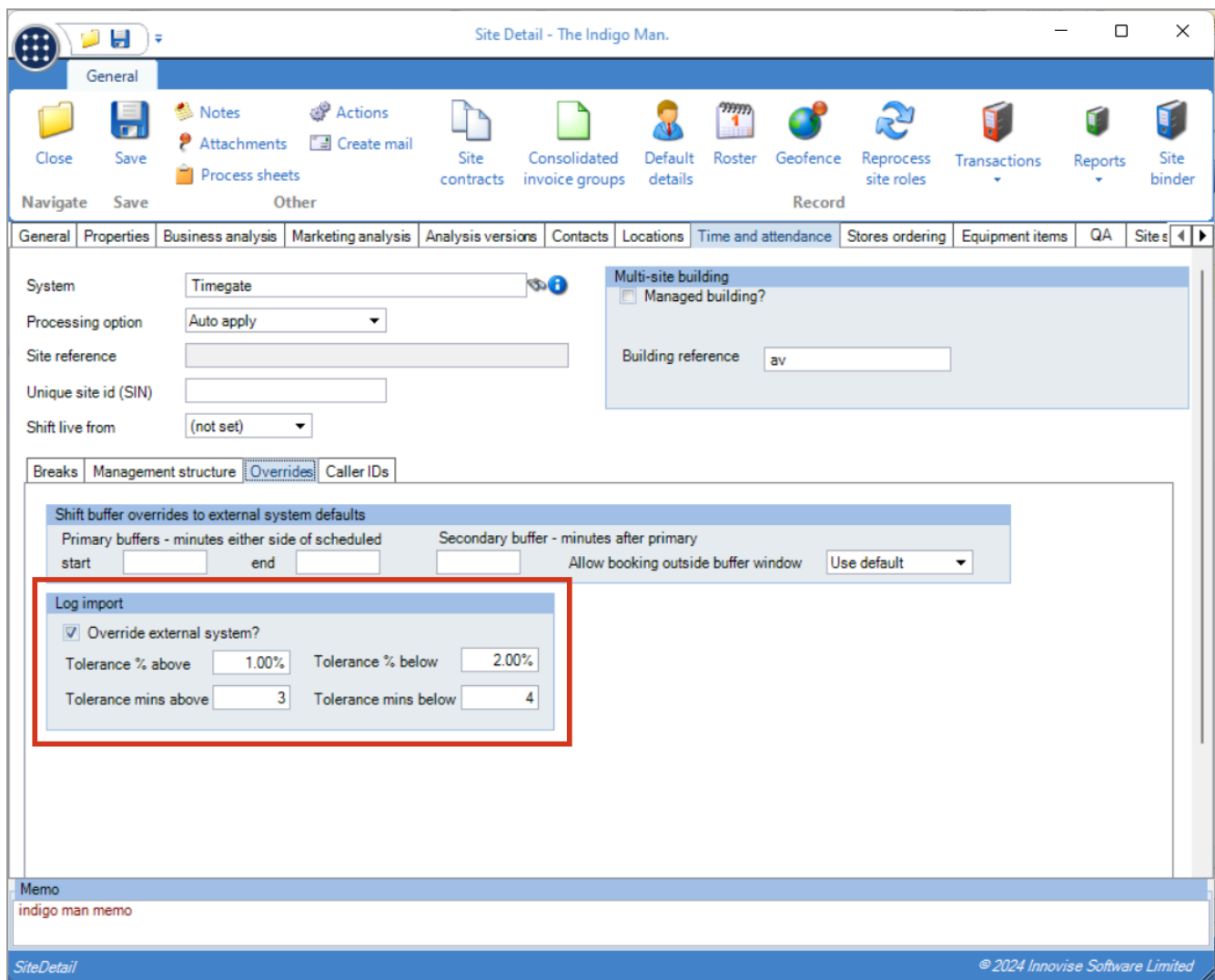- Supplier address
- Supplier postcode
- External reference

Site Level T&A Tolerance Overrides

Background

The ability to override External system T&A tolerance values at site level is now available.

Sites

The Shift buffers tab on the Site > Time and attendance tab has now been renamed to Overrides, with a new "Log import" group box added.

Where "Override external system" is not selected, the specified external system's defaults are visible.

Timesheets & TA Log Integration

When integrating TA logs, if the site is set to override log import defaults, the site-specific settings will be used in preference to the external system defaults.

Supplier Workbill Document

Background

It is now possible to suppress the client order ref on supplier workbill documents.

System Control – Workbills

A new "Show client order ref on supplier workbill doc?" checkbox has been added to System Control – Workbills.
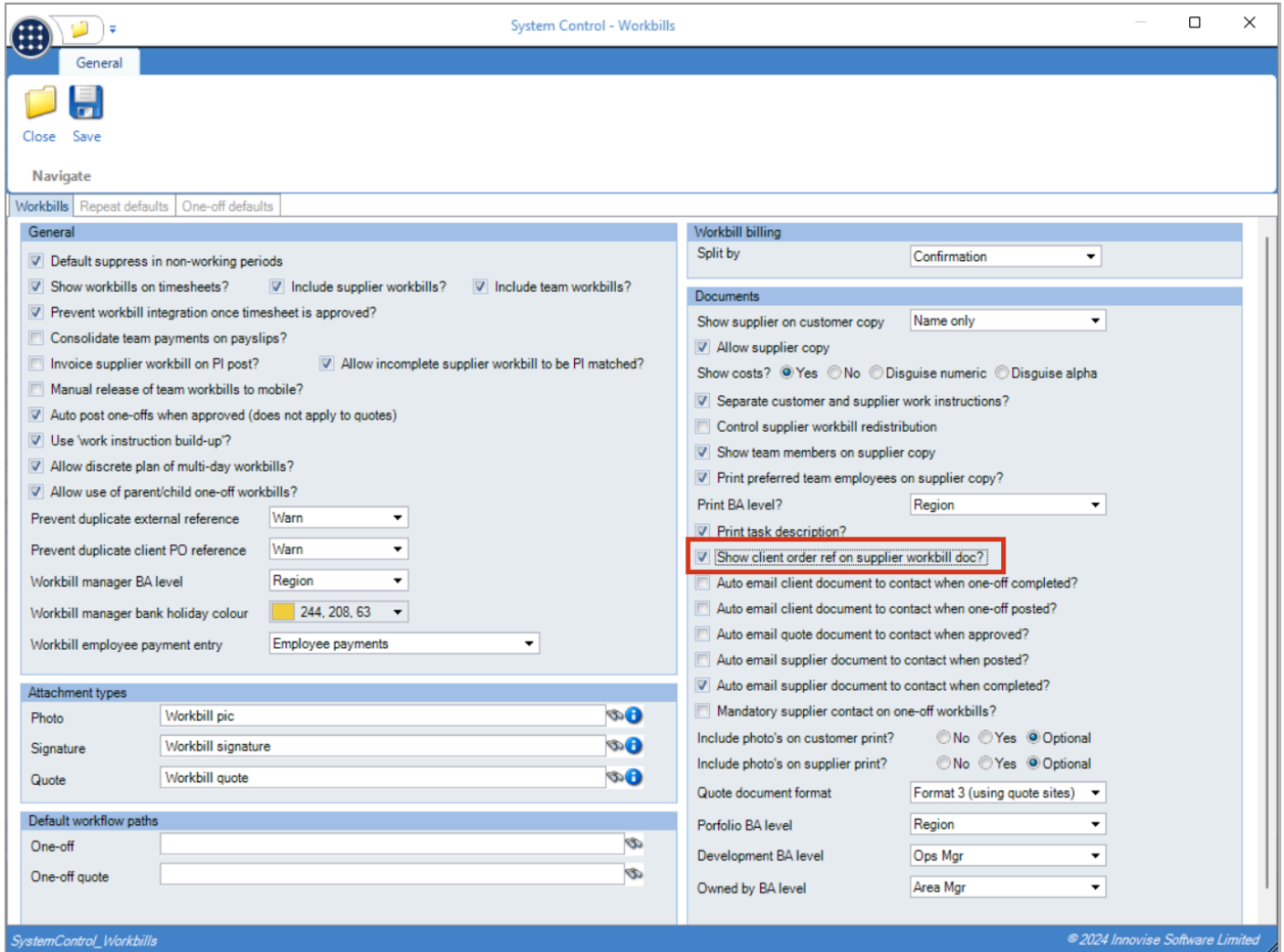
Supplier Workbill Production

When a supplier workbill document is produced, the client order ref will be included or suppressed based on this new setting.

Client VAT Registration Number

Background

It is now possible to maintain VAT registration numbers on clients.

Clients

On clients, a new "VAT registration number" field can now be entered unless on Owned clients where the field will show the Dimensions details. On sending prospect clients to Dimensions, the VAT registration number will now be sent.

Auto-Pass Workflow Based on BA Structure

Background

While the BA structure is not necessarily hierarchical, for the purposes of workflow approval, it is now possible to regard it as such. Thus allowing workflow to auto pass stages where the assigned user is in a lower level of the BA structure than the user requesting workflow approval.

This behaviour was previously the default for Ad-hoc jobs workflow approval paths and has now been extended to be an option for all workflow approval paths.

Workflow paths

On workflow paths where the path type is an approval path a new "Auto-pass based on BA structure?" option is available. This option defaults to true on Adhoc approval paths, thereby maintaining the existing behaviour.

Workflow item approval

When a workflow item on an approval path is assigned to a user and the path is set to Auto-pass based on BA structure, the added user (the user requesting approval) and assigned users are checked to find their relative levels in the BA structure. This is defined as the highest level of analysis across analysis codes where their user is defined. If both users are assigned to an analysis code, and the item's added user is higher than the assigned user, then all workflow rules on the stage will auto-pass.

Note: In the above, "higher" refers to a hierarchy e.g., as below where 1 is higher than 4, for example:

1. Company
2. State
3. Area manager
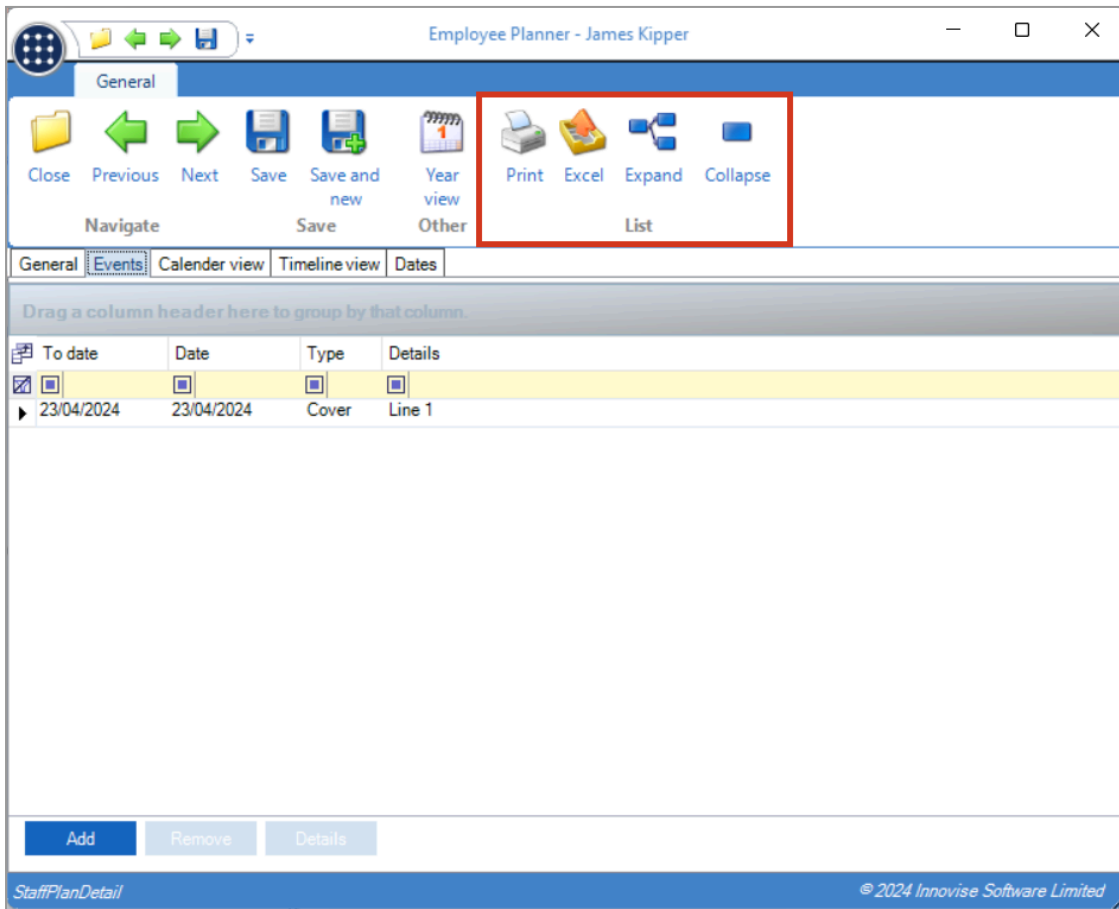4. Contract manager

EMPLOYEE ASSIGNMENT REPORT ENHANCEMENTS

Two new columns have been added to the Employee Assignment Pay Report for the following:

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STAFF PLAN EVENTS

On the Events tab of staff plans, standard taskbar buttons have been added for Expand, Collapse, Print, and Excel.

CUSTOMER WIZARD

Background

A new Customers list and wizard have been added to streamline maintaining and adding new contacts, clients, sites, and contacts.

Customer List

A Customer list showing a compound list of clients, sites & contracts has been added to the navigator under Contract Admin, secured by function Customer.List. A simple filter allows filtering by:

- Code
- Description
- Address
- Postcode
- Include clients?
- Include sites?
- Include contracts?
- Live only? (for clients those with sites, for sites those with a live contract, for contracts live records only)

The resulting list then shows basic details of each client, site, and contract along with site analysis.
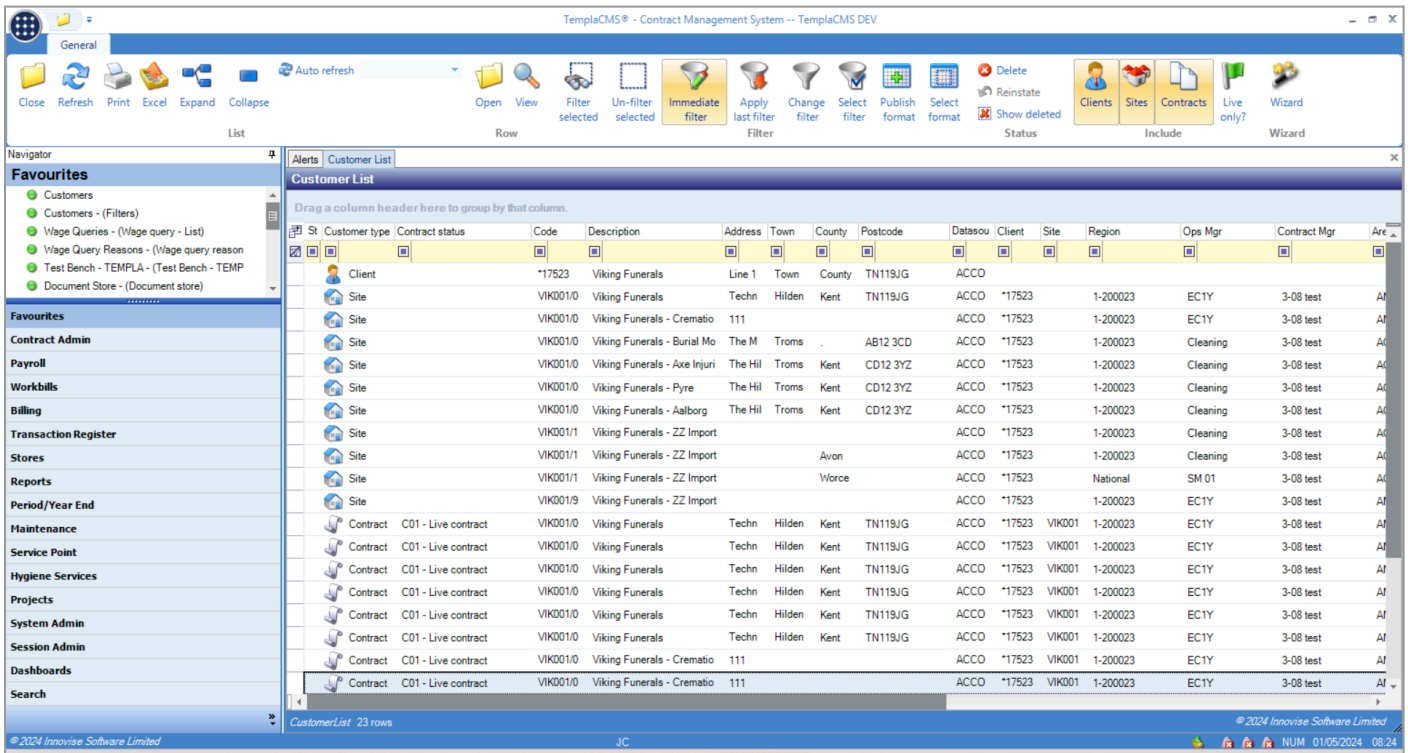
Access to the filterable options of Clients, Sites, Contracts, and Live only are also available from the taskbar. Note that all function checking on the list is done with the existing client/site/contract functions. For users able to add contacts, clients, sites and contracts a further wizard taskbar option is available.

Customer Wizard

The Customer wizard allows the simplified creation of contracts via entry or selection of contacts, client, site, and the contract itself. As each part is entered, the Next button allows the user to progress, while the Previous button will return to the previous step, removing any newly entered information after warning the user. Cancelling the wizard at any stage will also remove any newly entered data.
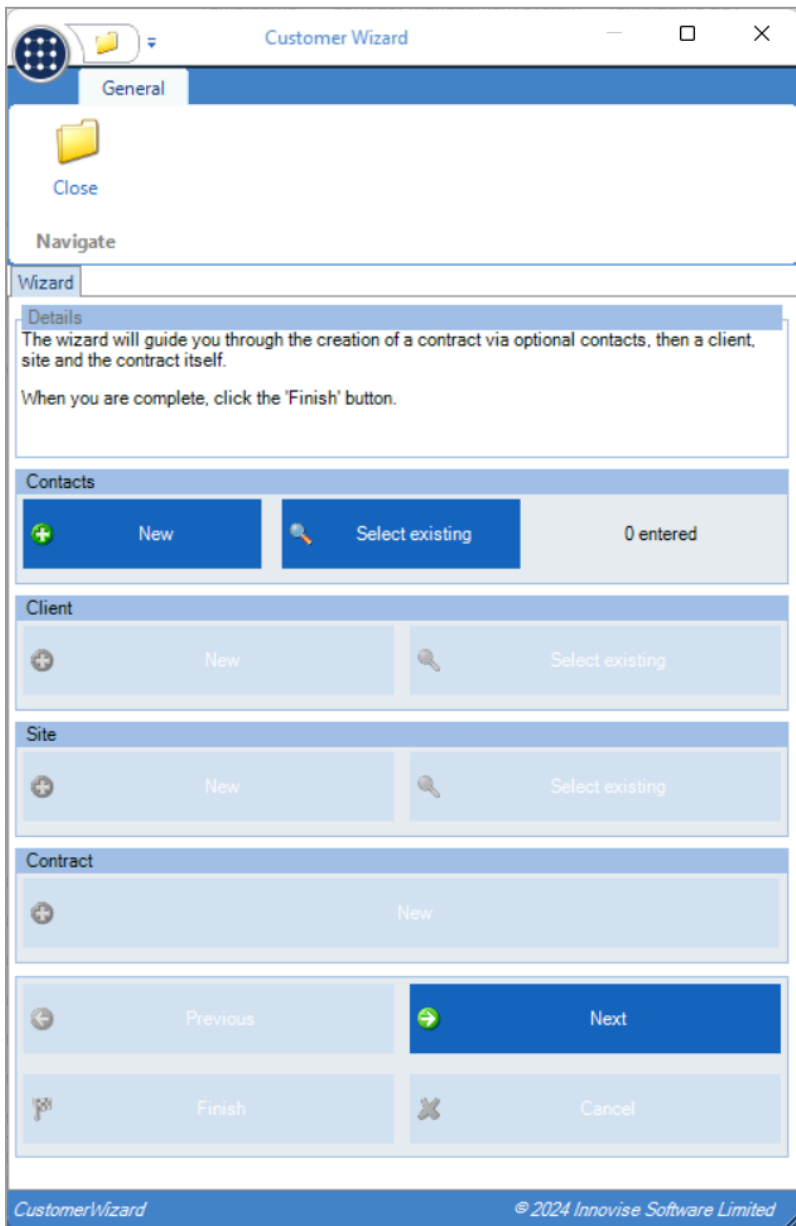
CONTACTS

Entry or selection of contacts is optional. Any number of contacts can be entered or selected, after which a Review button enables the review and removal of any incorrectly added contacts. Any contacts entered from the customer wizard can be edited from this screen.
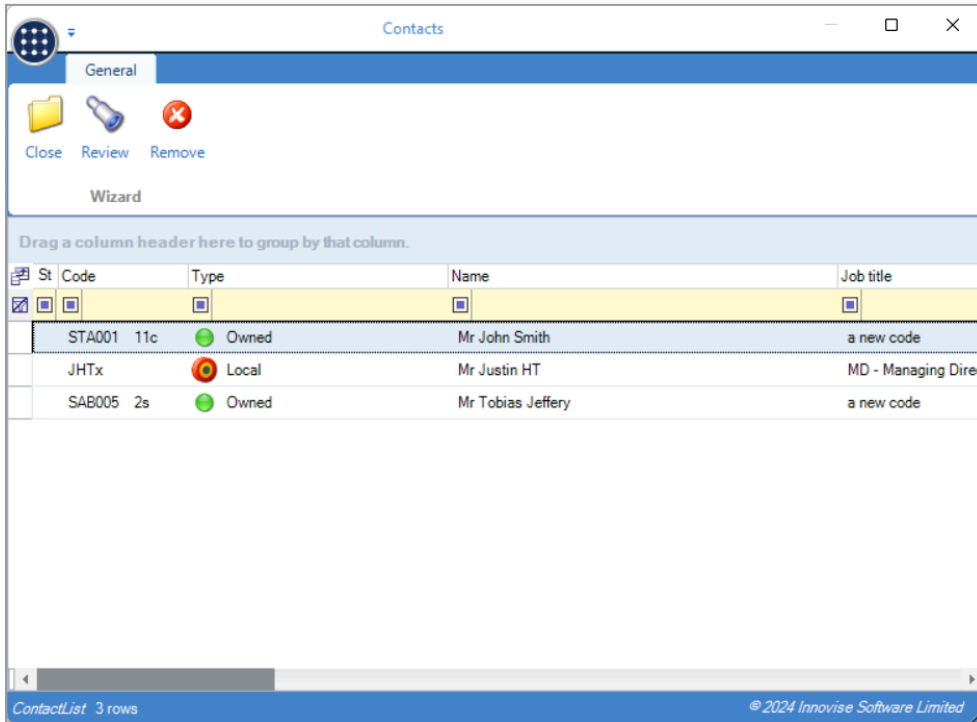
When entering new contacts, the user is now taken to a simplified contact entry screen navigated via taskbar Next/Previous buttons. The controls on each page are validated upon pressing the Next button until the user can Finish the process and save the contact on the final tab. On the final tab, access to Notes & Attachments is available.

Once entered, a review button allows change of any details via the normal contact screen.

CLIENTS

Entry or selection of an existing client is optional unless in a branch environment where clients are required, or where contacts have been entered in which case a new client must be entered. Client entry is also done via a simplified screen.

Any contacts entered via the wizard are automatically added to the new client.

Once entered, a review button allows change of any details via the normal client screen.

SITES

A site must be either entered or selected, where selection is only available if an existing client was selected. The list of sites for selection is pre-filtered by the relevant client or shows only sites without a client if no client was entered. Site entry is also performed via a simplified screen.

Details are automatically defaulted from the client. Any contacts entered via the wizard are automatically added to the new site, but can be removed if required.

Once entered, a review button allows change of any details via the normal site screen.

CONTRACTS

A new contract must be entered with entry also performed via a simplified screen. The site is automatically entered from the wizard and cannot be changed.

Progression through the relevant areas of the contract is controlled by the Next and Previous taskbar buttons. As tasks are added, the user can choose to use the existing Task Wizard process to add related details or complete these on the discrete tabs of the contract.

Once the contract has been entered and reviewed if necessary, pressing Next unlocks the Finish button, prompting to Send for approval and closing the wizard. Should the contract be sent for approval via the Contract review screen, the wizard will automatically close once the contract closes.
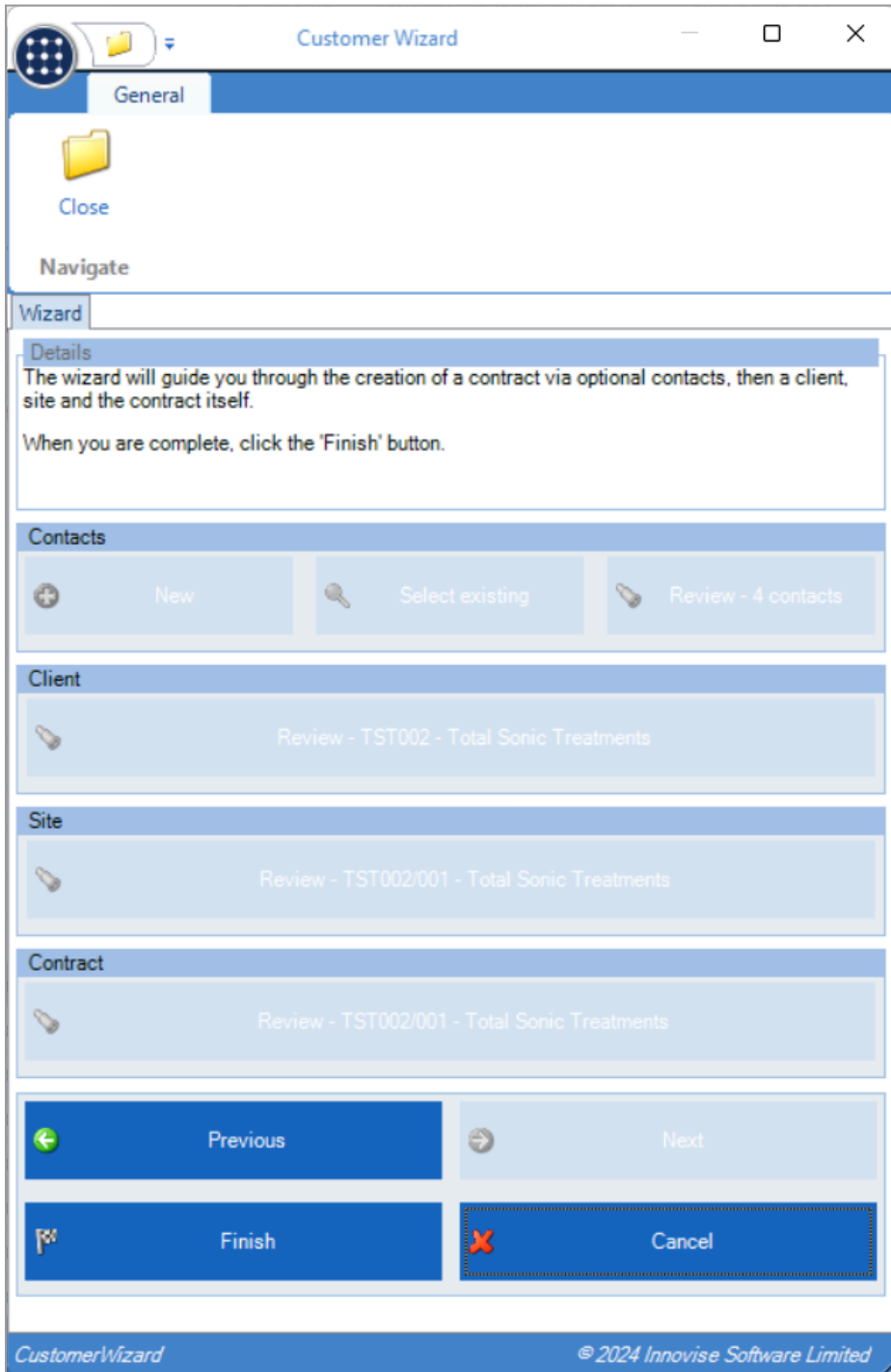
New Sales Invoice Format

Background

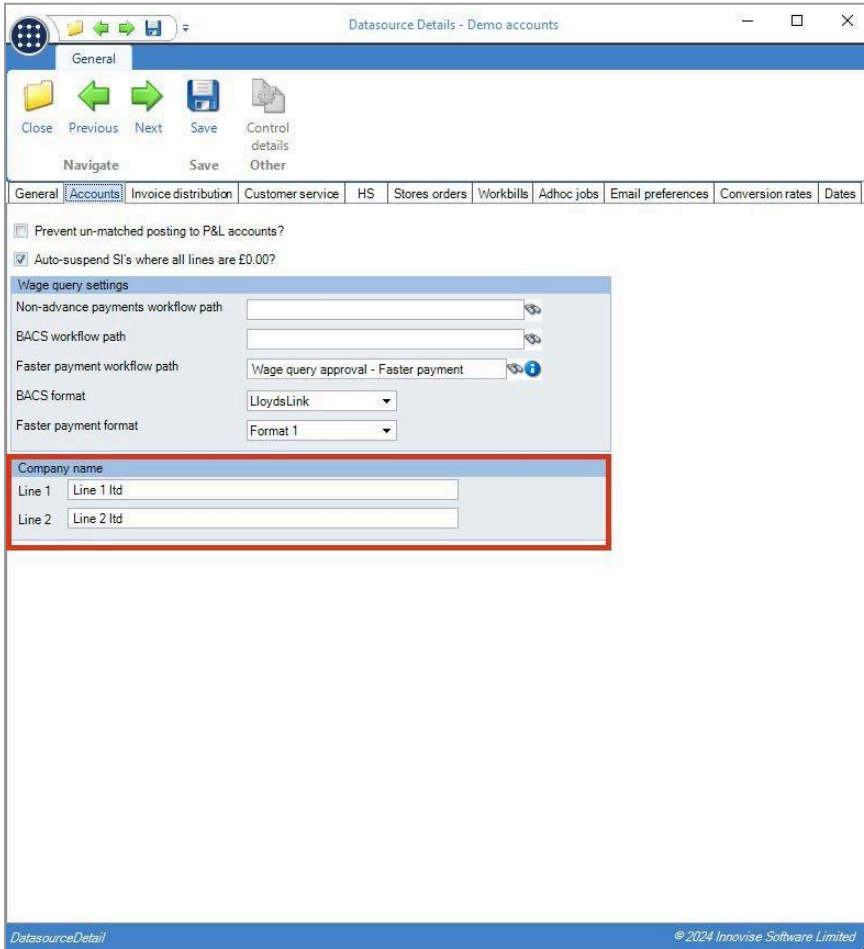Sales invoice Format 7 has been added to TemplaCMS.

System Control

The invoice document style selector now includes Format7.
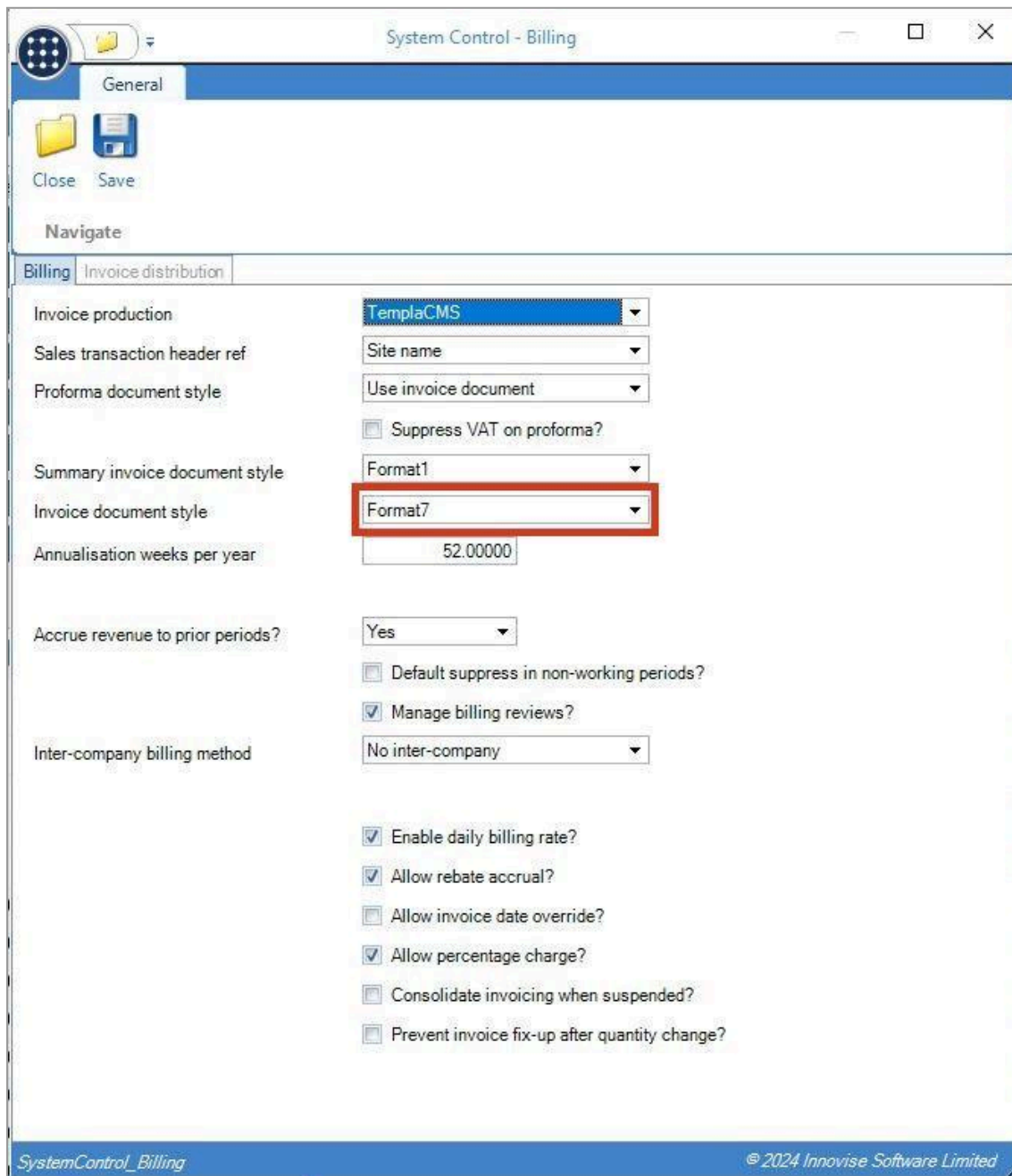
Datasource

The Accounts tab on the Datasource form now allows two lines of company name to be specified. This can be used to override the single line company name specified in Dimensions.

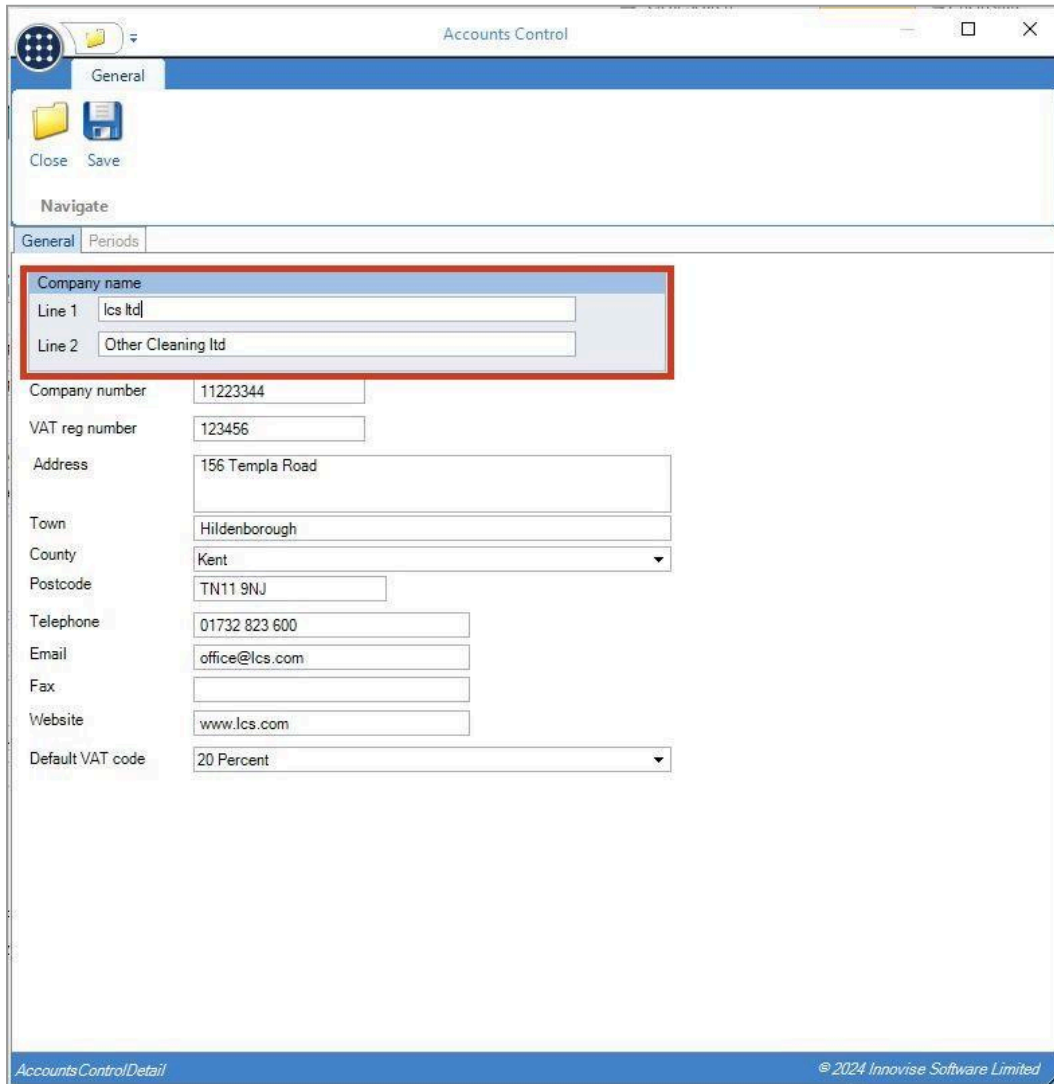

The company name(s) if specified will be used in the new Format7 document.

Datasource – Accounts Control

The Accounts control, which is accessed via the Datasource form if it is not linked to Dimensions, also allows two company names to be specified.

The company name(s), if specified, will be used in the new Format 7 print format. These are not currently used in any other print format.

Fonts

The new print format requires the Roboto font to be installed on any PC or Server that will be used to generate the invoice.

The font can be downloaded from https://fonts.google.com/specimen/Roboto

Fonts

WAGE QUERY PROCESS

Background

A new Wage query process has been added to TemplaCMS. Wage queries are maintained behind a licensed module, and thus will not be accessible as standard. If you wish to implement wage queries, please discuss this with Professional Services.

All functionality described below assumes an appropriately licensed environment.

Wage Query Reasons

A new maintenance type of Wage Query Reasons can be found on the navigator under Maintenance > Payroll.

Each reason allows the definition of the below:

- Code and Description
- Missed holiday? – If set, the reason will automatically be set to being Pay as extra? with the extra type of the System Control Accrued holiday pay/deduction cost type
- Pay as extra? – If set, an extra type must be defined
- Extra type
- User role permissions

Via the permissions tab, it is possible to restrict the user roles that have access to use each query reason. Thus, access to payroll specific reasons can be restricted (for example).

Workflow Paths

A new approval workflow path type of Wage query can now be defined. On such a workflow path, each defined wage query reason is available for selection as a rule type so specific routing can be defined per stage or path based on the entered reason.

In this way, a stage can be defined for payroll sign-off specifically when using a payroll query reason.

System Control – System Setup

A new email preference type of Wage query manual e-mail has been added allowing optional substitutions of:

- &EC = Employee code
- &EN = Employee name
- &DR = Date range

System Control – Payroll

A new Wage query settings group box has been added to the Payrun tab of System Control – Payroll with options for:

- Default advance payment % *(on wage queries where the employee will be paid in advance)*
- Non-advance payments workflow path – The default path for wage queries not paid in advance.
- BACS workflow path – The default path for wage queries paid in advance by BACS.
- Faster Payment workflow path – The default path for wage queries paid in advance by Faster Payment.
- Advance payment deduction pay type – The pay type for pay batch payroll deductions where an employee has been paid in advance.

Accounts Datasources

A new Wage query settings group box has been added to the Accounts tab of accounts datasources with options for:

- Non-advance payments workflow path – Allows override of the system control default at accounts datasource.
- BACS workflow path – Allows override of the system control default at accounts datasource.
- Faster Payment workflow path – Allows override of the system control default at accounts datasource.
- BACS format, with options for None & LloydsLink.
- Faster payment format, with options for None & Format 1.
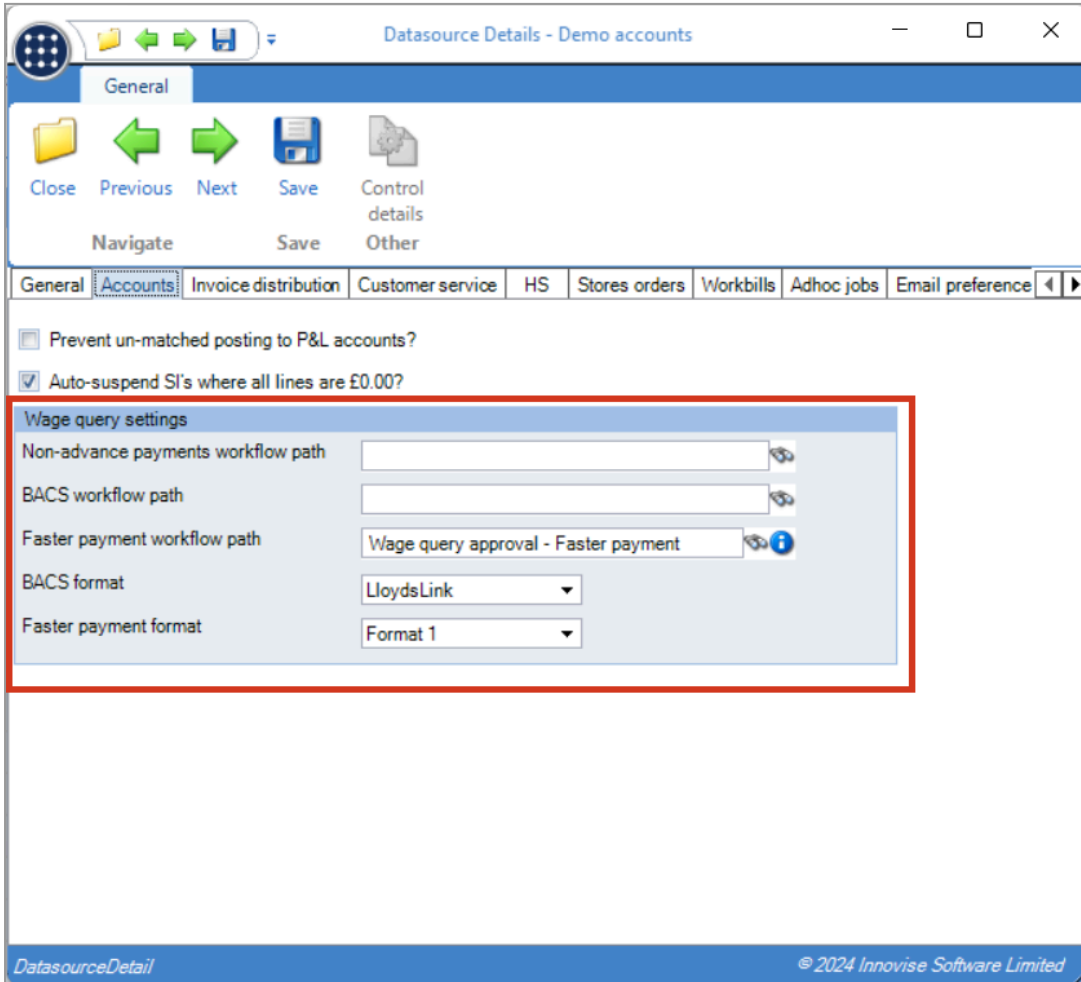
Wage Queries

A new filterable Wage query list has been added to the navigator under TemplaCMS > Payroll. Normal function access is in use for add, amend, delete, and view, along with the Wage Query Reason user roles permissions being taken into account.

Filtering is available based on wage query details along with assigned site details.

On creation of a new wage query, users must enter an employee, wage query reason, and payment nature (along with a percentage if the employee is being paid in advance).

Where the selected reason is not "Pay as extra", a date, site (for workflow approval routing), and total pay claim must be entered.

Where the selected reason is "Pay as extra", any number of extra rows can be added with each requiring entry of a site, date, quantity, and rate. One extra row must be selected as "Use for approval", with this site's analysis being used for workflow routing.
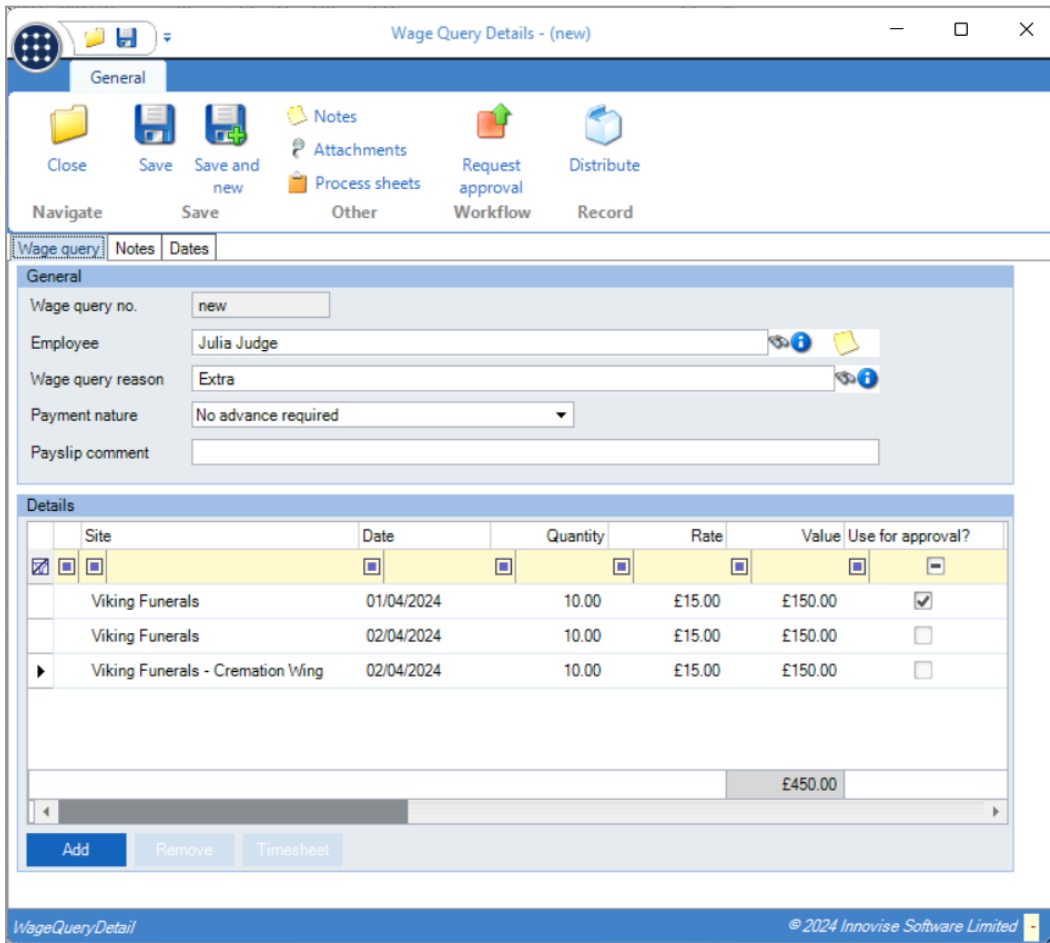
Upon save, additional validation checks that active contracts can be found for the entered details as will be required for timesheet integration.

Where the wage query is set to pay an advance, the default percentage can be overridden by a user with the function WageQuery.ChangePercentage.

A Notes tab allows maintenance of notes directly on the wage query without needing to go through the Notes taskbar button.

Once the wage query has been entered into workflow, no details can be amended without first rejecting workflow approval) other than the payment nature and percentage for users with function WageQuery.Revise and WageQuery.ChangePercentage.

When approved, a wage query will automatically post. At this point a timesheet integration batch job will be submitted. A wage query cannot be unposted.

Wage Query Integration

Wage queries will attempt to integrate to an open pay batch with the below logic:

- Where set to pay as an extra, the wage query will integrate into the first pay batch for the employee's datasource and frequency where the entered wage query date does not exceed the pay batch date. A wage query may integrate to multiple timesheets based on the entered data, and must integrate to each successfully or else no extras will be added. Should the extras integrate successfully, a pay batch manual deduction will also be added for the amount to be paid in advance, should this be relevant.
- Where not set to pay as extra, the wage query will simply add a pay batch manual deduction for the amount to be paid in advance, should this be relevant.

Note that each query detail line will integrate as a discrete extra payment with the date as entered. As such, where the date is in a financial period prior to that of the pay batch, it will be eligible for inclusion in the payroll cost accrual process.

Wage Query Distribution

A user with the function WageQuery.Deliver can produce a print or e-mail of the wage query details, either from a wage query itself or via selection of any number from the list. There is no requirement for a wage query to be approved or posted prior to distribution. The distribution status is maintained on each wage query and is visible from the list. Users are prompted for confirmation upon redistribution of a wage query.

TEMPLA DEMO
TECHNOLOGY HOUSE
MOUNT PLEASANT
HILDENBOROUGH
KENT
TN11 9JG

Wage queries

Wage query 1

Employee	200021 - Mr Kip Rolls
Wage query reason	Holiday query
Payment nature	Paid advance payment via BACS 15.25%

Site	Date	Quantity	Rate	Value
VIK001/01 - Viking Funerals	14/03/2024	4.00	£25.00	£100.00
VIK001/03 - Viking Funerals - Burial Mound	22/03/2024	5.00	£30.00	£150.00
VIK001/01 - Viking Funerals	29/03/2024	2.00	£30.00	£60.00
VIK001/03 - Viking Funerals - Burial Mound	25/03/2024	8.00	£10.00	£80.00
				£390.00

Wage query 2

Employee	200021 - Mr Kip Rolls
Wage query reason	No extra
Payment nature	No advance required
Date	21/03/2024
Total pay claim	£200.00

Wage query 4

Employee	200021 - Mr Kip Rolls
Wage query reason	Holiday query
Payment nature	No advance required

Site	Date	Quantity	Rate	Value
VIK001/01 - Viking Funerals	26/03/2024	15.00	£50.00	£750.00
				£750.00

Wage query 5

Employee	200021 - Mr Kip Rolls
Wage query reason	Holiday query
Payment nature	Paid advance payment via BACS 15.75%

Site	Date	Quantity	Rate	Value
VIK001/01 - Viking Funerals	01/01/2022	2.50	£21.40	£53.50
VIK001/02 - Viking Funerals - Cremation Wing	02/01/2022	3.00	£15.50	£46.50
				£100.00

Wage query 6

Employee	200021 - Mr Kip Rolls
Wage query reason	No extra
Payment nature	No advance required
Date	28/03/2024
Total pay claim	£20.00

Wage query advance payments

A user with the function WageQuery.PayBACS or WageQuery.PayFasterPayments can make a payment on posted wage queries with an advance payment nature, producing files for BACS or Faster Payment natures, respectively.

A taskbar button is available on each wage query for this purpose, along with the ability to produce a file for multiple wage queries at once via the list. In each case, the employee's datasource linked accounts datasource is checked for the appropriate

defined format. Where a format has been entered, a wage query file will be produced split by format and payroll datasource in the nominated export folder. Where a format has not been entered, the wage query will simply be marked as having the advance payment paid with the assumption that it was paid manually.

Wage query advance payment status is maintained on each wage query and is visible from the list. An attempt to repay an already paid wage query will require user confirmation but will not be stopped.

Wage Query Revision

Once posted, a user with the Revise function may still amend the payment nature and advance percentage via a Revise taskbar button. Revision will cause a batch job to be submitted which will remove any integrated deductions and then reintegrate with the new percentage, or non-integrate further if no longer paid in advance.

Wage Query Cancellation

A user with the function WageQuery.Cancel can cancel a posted wage query up until the point that the integrated pay batch is posted. Cancellation will cause a batch job to be submitted which will remove any integrated extras and deductions relevant to the wage query. A wage query cannot be uncancelled.

Wage Query Statuses

As a wage query progresses, it may go through a number of statuses as detailed below:

- New – the default new status
- Pending approval – the status of a wage query during workflow approval
- Rejected – if rejected in workflow approval
- Approved – the end of path status for approval
- Posted – the default status once automatically posted
- Advance processing pending – the posted status for a wage query where an advance is yet to be paid
- Advance processing paid – the posted status for a wage query where an advance has been paid, but the pay batch hasn't been posted
- Advance processed – the posted status for a wage query where an advance has been paid and the pay batch has been posted
- Cancelled – the status of a cancelled wage query

All statuses can be filtered upon.

Pay Batch Deductions

Access to a Payroll deductions taskbar button is now available on pay batches for users with the function PayBatch.PayrollDeductions.
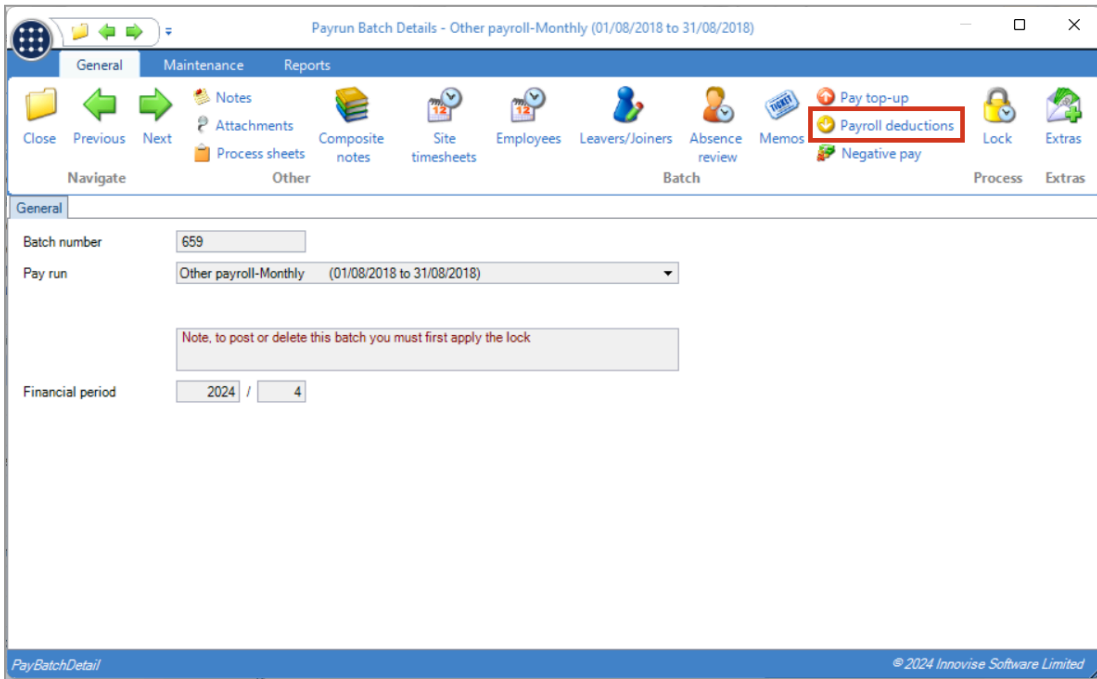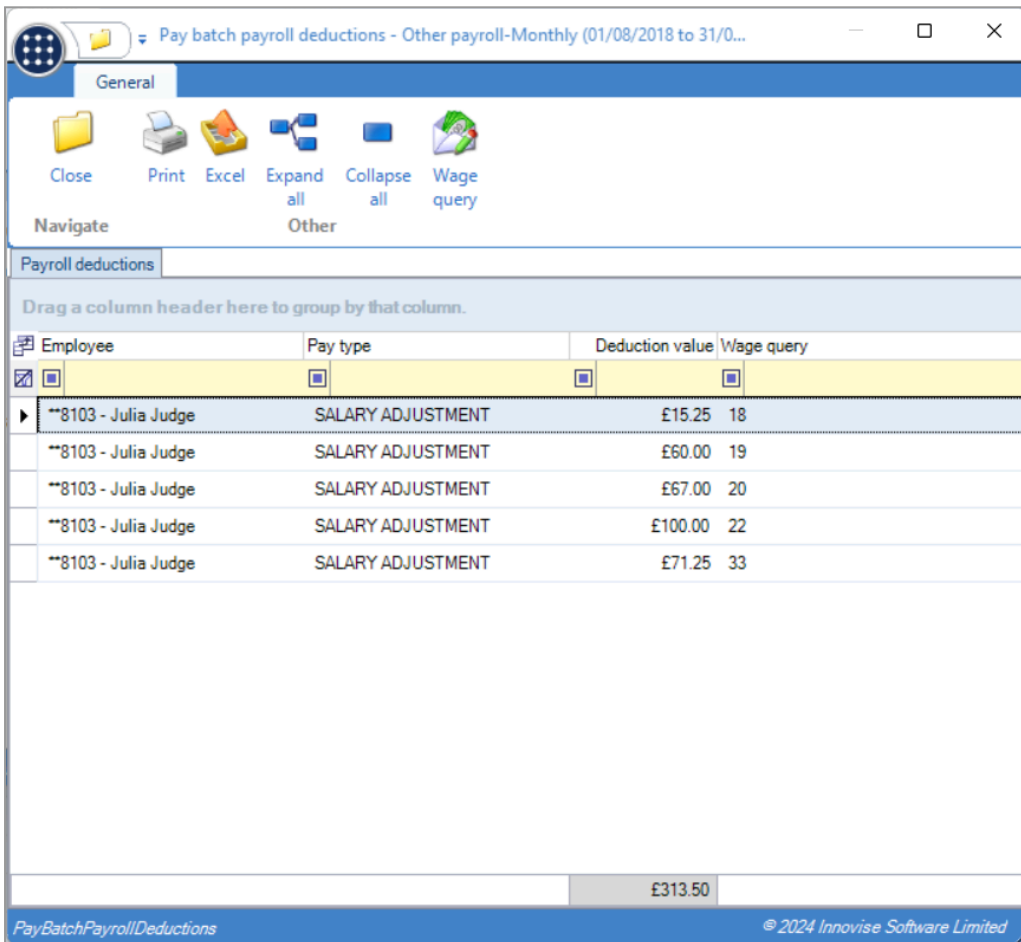

Entry brings up the Pay batch payroll deductions screen showing all deductions in the pay batch, the source wage query, and drilldown back to it.

Pay batch post

Upon pay batch post, any extras are processed as normal within the pay batch export file. If any extra was created from a reason set as "Missed holiday", a holiday transaction is created as per other extras created with the holiday deduction extra type. Any pay batch deductions are then added to the payroll export file.

An employee who for example who had a wage query of £100 with 75% percent paid in advance, set to pay by extras would receive:

- £75 paid manually via the advance payment
- £100 paid via extras in the next pay batch
- £75 deduction via pay batch manual deductions

Log Numbers

This enhancement update contains the following log numbers:

WI3781

WI3783

WI3789

WI3799

WI3840

WI3841

WI3847

WI3855

WI3868

WI3869

WI3913

WI3914

WI3915

WI3916

WI3928

WI3945

WI3947

TEAM Software

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.