

TemplaCMS Newsletter

V6.1.0 | Update 2024.04 | April 2024

COMMERCIAL STATEMENT

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Workflow Paths.System Control – System Setup.System Control – Payroll.Accounts Datasources.Wage Queries.Wage Query Integration.Wage Query Distribution.Wage query advance payments.Wage Query Revision.Wage Query Cancellation.Wage Query Statuses.	

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.

)=			TUPE E	imployee Det	ails - VIK	001/06 - AJ - Test	2					×
Close	General	Collapse	Save	🧆 Notes	Show basic			mployee Expor	t F	Print				
	all Navigate	all e	Save	Other	report	report	Report	s report						
Details														
Drag a			re to group											
								F.	JI R	leport				
e - Contrac	ctual													
	Start date	TUP	E date	Type of emp	loyment	Weekly	hours	Weeks worked		Payable weeks	Periodic weeks	Work days	Rate of pa	ay
	27/09/2018			Permanent			25.00	51.00		52.14		Mo-Tu-We-Th-Fr	Mo-Tu-We	e-Th-f
				Permanent			30.00	20.00		30.00	1.50	Mo-Tu-We-Th-Fr	Mo-Tu-We	e-Th-I
	23/10/2019	9 00:		Permanent			35.00	11.00		39.00	3.00	Mo-Tu-We-Th-Fr	Mo-Tu-We	e-Th-
	23/10/2019	9 00:		Permanent			35.00	11.00		39.00	3.00	Mo-Tu-We-Th-Fr	Mo-Tu-We	e-Th-
	23/10/2019	9 00:		Permanent			35.00	11.00		39.00	3.00	Mo-Tu-We-Th-Fr	Mo-Tu-We	e-Th-
	23/10/2019	9 00:		Permanent			35.00	11.00		39.00	3.00	Mo-Tu-We-Th-Fr	Mo-Tu-We	e-Th-
	23/10/2019	9 00:		Permanent			35.00	11.00		39.00	3.00	Mo-Tu-We-Th-Fr	Mo-Tu-We	e-Th-
4	23/10/2019	9 00:		Permanent			35.00	11.00		39.00	3.00	Mo-Tu-We-Th-Fr	Mo-Tu-We	e-Th-F

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.

A	Sy	stem Control - Customer Portal		– 🗆 X
General				
Close Save				
Navigate				
Customer Portal Password Settings Lin	ks Binder Links			
Client Registration Defaults				
V Enabled	,			
Allow sul	b-user administration?			
Maximum sub-user logins	5			
Accessible Areas				
Clients	Sites	Contracts	Employees	Quality Audits
Allow?	✓ Allow?	✓ Allow?	Allow?	Allow?
General	General	General	General	Dashboard and List
Financial	Contacts	Tasks	Assignments	
Contacts Documents	Equipment Documents	Employees Workbills	Documents Forms	
Forms	Forms	Quality Audits	Staff Induction and Training Form	Dashboard period
Properties Training Matrix	Site Binder	Stores Documents	Properties	3 Months 💌
	Properties Training Matrix	Forms		
	History weeks			
	3			
	3			
Service Requests	- Workbills	T&A Clocking	T&T Checks	3rd Party T&T Checks
Allow?	Allow?	Allow?	Allow?	Allow?
Dashboard and List	Dashboard and List	Dashboard and List	Dashboard and List	Dashboard and List
	Schedule			
Dashboard period	Dashboard period	Dashboard period	Dashboard period	Dashboard period
4 Months -	4 Months -	3 Weeks 🔻	3 Weeks -	4 Weeks 👻
Allow maintenance?	Schedule period			
	4 Months			
3rd Party Drop Management	3rd Party RAMS			
Allow?	Allow?			
Dashboard and List	Dashboard and List			
Dashboard period				
4 Weeks 🔻				

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.

() ((((((((((((((((((Client Registration - HIG004		- 🗆 X
General				
Close Previous Next Save				
General Settings Linked Clients Sites S	ub-users SR types Client properties E	mployee properties Site properties Date	s	
Client Registration Defaults				
Enabled? Allow sub- Maximum sub-user logins	user administration?			
Accessible Areas				
Clients Clients General Financial Contacts Documents Forms Properties Training Matrix	Sites Central Contacts Equipment Documents Forms Site Binder Properties Training Matrix History weeks 3	Contracts Contracts General Tasks Employees Workbills Quality Audits Stores Documents Forms	Employees C Allow? General Assignments Documents Forms Staff Induction and Training Form Properties	Quality Audits Allow? Dashboard and List Dashboard period 3 Months
r Service Requests ♥ Allow? Dashboard and List	Workbills Callow? Dashboard and List Schedule	T&A Clocking Allow? Dashboard and List	T&T Checks Allow? Dashboard and List	3rd Party T&T Checks ✓ Allow? Dashboard and List
Dashboard period	Dashboard period	Dashboard period	Dashboard period	Dashboard period
4 Months -	4 Months	3 Weeks 💌	3 Weeks 🔻	4 Weeks 💌
Allow maintenance?	Schedule period 4 Months			
3rd Party Drop Management Image: Allow? Deshboard and List Dashboard period 4	3rd Party RAMS ☑ Allow? Dashboard and List			

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.

	TEMPLACMS Logged in as te	mnla
Home	Adm	
	All Sites Monthly Average KPI for Feb 2024 to Apr 2024 Quality Audits 1 6 6 0 6 6 0 0 0 0 0 0 <t< th=""><th></th></t<>	
	Summary Report Bale Raport Type: Selected (all) Sites - Monthly Average KPI N Sub-Contract: All Date Bite (Contract): N N Date EVO002/1 - Eurogauge Co Ltd An=2224 HIGOV4/1 - Heas Fencing Systems (UK) Ltd. Ape-2024 0 HIGOV4/1 - Heas Fencing Systems (UK) Ltd. Ape-2024 0 TJS7817#2 - TJS7817#2 - TimeGate Devered by Templo/US - www.templatems.co.uk	

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.

🔺 V	N	x	Y	Z	AA	AB	AC	AD	AE
1 Product	t 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.
 - o Site
 - o Workbill
 - o Stores order
 - o 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.

	;						Billing Review	w Item List		
	General									
Close	Refresh	ا الم	 Excel Expand Collapse List 		¥	Open	 % View Create mail Split batch item(s) Row 	Filter selected Un-filter selected Immediate filter Filter	 Delete Reinstate Show deleted Status 	Add new notes notes
Draga	column hea	derher	e to group by th	at column.						

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.

General Image: Save Other Batch Image: Save Other Batch General Extraction Batch number 1364 Description JHT test Accounts system Demo accounts Review type Image: Value +/- Image: Discrete for the state Value +/- Image: Discrete for the state Resson for change			Review Batch De	tails - JHT test			\times
Close Previous Next Delete Billing review Post items Navigate Save Other Batch General Extraction Batch number 1364 Batch reference 1363.1 Description JHT test Accounts system Demo accounts • Review type © Value O Frequency Review date 01105/2024 • Suppress billing review history update? Unit price change Value +/- £1.17 OR Percentage +/- 0.00000%	General						
Navigate Save Other Batch General Extraction Batch number 1364 Batch reference 1363.1 Description JHT test	🧊 🆕	📄 📦 🌾	3 Notes	J.			
Navigate Save Other Batch General Extraction Batch number 1364 Batch reference 1363.1 Description JHT test	Close Previou	is Next De	elete	-	Post		
General Extraction Batch number 1364 Batch number 1363.1 Description JHT test Accounts system Demo accounts Review type © Value © Value © Frequency Review date 01/05/2024 Unit price change Value +/- £1.17 OR Percentage +/- 0.00000%	Navigat	- S	ave Other				
Description JHT test Accounts system Demo accounts Review type © Value © Value Frequency Review date 01/05/2024 Unit price change Value +/- £1.17 OR Percentage +/- 0.00000%			ave other	baten			
Accounts system Demo accounts Review type Value Frequency Review date 01/05/2024 Value +/- Value +/- CR Percentage +/- 0.00000%	Batch number	1364	Batch refere	nce 1363.1			
Review type Image: Constraint of the second sec	Description	JHT test					
Review date 01/05/2024 ✓ Suppress billing review history update? Unit price change Value +/- £1.17 OR Percentage +/- 0.00000%	Accounts system	Demo accounts			-		
Unit price change Value +/- £1.17 OR Percentage +/- 0.00000%	Review type	◎ Value ○ Freq	uency				
Value +/- £1.17 OR Percentage +/- 0.00000%	Review date	01/05/2024 •	 Suppress billi 	ng review history upda	ite?		
OR Percentage +/- 0.00000%	Unit price change						
Percentage +/- 0.00000%	Value +/-	£1.1	7				
		0.000000					
Reason for change	Percentage +/-	0.00000	(•				
	Reason for change	5					_
BillingReviewBatchDetail © 2024 Innovise Software Limited ,	Dilling Day in Data 1 De	to II		@ 202	Innexian 6	allumen Li	miled

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.

- (1)	Current Staf	f Report	_		×
General					
Close Refresh	Select saved Run on				
	results batch				
	report				
Selections Details					
Date	18/04/2024 👻				
Datasource				¢,	
Client				ŝ,	
Site				¢	
Employee type				¢D	
Task type				S)	
Assignment	Contracted One Non-contraction	cted 🔘 All			
	Show distance to site as	Miles		•	
Include distance	All 👻	0.00	Miles		
<					>
< Analysis					>
Analysis Business analysis		Marketing analysis			>
Analysis Business analysis Region		Source			>
Analysis Business analysis Region Ops Mgr		Source Sector			>
Analysis Business analysis Region Ops Mgr Contract Mgr		Source			>
Analysis Business analysis Region Ops Mgr Contract Mgr Area Mgr		Source Sector			>
Analysis Business analysis Region Ops Mgr Contract Mgr Area Mgr Client contract		Source Sector			>
Analysis Business analysis Region Ops Mgr Contract Mgr Area Mgr Client contract Internal		Source Sector			>
Analysis Business analysis Region Ops Mgr Contract Mgr Area Mgr Client contract		Source Sector			>
Analysis Business analysis Region Ops Mgr Contract Mgr Area Mgr Client contract Internal		Source Sector Contract Admin			>
Analysis Business analysis Region Ops Mgr Contract Mgr Area Mgr Client contract Internal		Source Sector			>

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.

•		Accrual Batch Drill Down Details	accr	uals for Dem	no accounts period 2021/12		— 🗆	\times
General								
📁 🍃	Ŀ							
Close Print	Exce	el Expand Collapse						
Navigate	Field	d Chooser	×					
Details		Cost type						
Description		Datasource						
Drag a column he	✓	Datasource code Datasource description	-		D :	D		
∆ Task type	.✓	Employee code		Value	Datasource		Datasource descriptio	n 🔺
		Related?	-1					
DOC - Daily office of	•	Site		£1,064.00	PAYROLL - Demo payroll.	PAYROLL	Demo payroll.	
DOC - Daily office of	•	Task type		£53.20	PAYROLL - Demo payroll.	PAYROLL	Demo payroll.	
DOC - Daily office of		Value	_	£31.92	PAYROLL - Demo payroll.	PAYROLL	Demo payroll.	
DOC - Daily office of				£1,564.26	PAYROLL - Demo payroll.	PAYROLL	Demo payroll.	
DOC - Daily office of				£78.21	PAYROLL - Demo payroll.	PAYROLL	Demo payroll.	
DOC - Daily office of				£46.93	PAYROLL - Demo payroll.	PAYROLL	Demo payroll.	
DOC - Daily office of		ng bhoro basionay.		£270.71	PAYROLL - Demo payroll.	PAYROLL	Demo payroll.	
DOC - Daily office of	leanir	nn RASIC - Rasic Pav		683 EU	PAYROLL - Demo navroll	PAYROLI	Demo navroll	
				£77,204.43				-
•	_							•

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.

A	System Control - Billing			×
General				
Close Save				
Navigate				
Billing Invoice distribution				
Invoice production	TemplaCMS -			
Sales transaction header ref	Site name			
Proforma document style	Use invoice document -			
	Suppress VAT on proforma?			
Summary invoice document style	Format1			
Invoice document style	Borg format 👻			
Annualisation weeks per year	52.00000			
Accrue revenue to prior periods?	Yes Default suppress in non-working periods? Image billing reviews? No inter-company			
	 Enable daily billing rate? Allow rebate accrual? Allow invoice date override? Allow percentage charge? Consolidate invoicing when suspended? Prevent invoice fix-up after quantity change? 			
SystemControl_Billing		© 2024 Innovise So	oftware Lir	nited

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.

System	m Control - Account	5				×
General						
Close Save						
Navigate						
Accounts Accruals Purchase invoice matching Defau	It analysis for prospec	s Debtor Manag	jer			
Matched purchase invoice tolerance						
	Increase %	Decrease %	Increase value	Decrease value	•	
Stores order matched PI tolerance	10.00%	10.00%	£0.00	£0.00]	
Goods receipt note matched PI tolerance	10.00%	10.00%	£0.00	£0.00]	
Workbill matched PI tolerance	0.00%	0.00%	£20.00	£15.50]	
Self billing invoice matched PI tolerance	0.00%	0.00%	£20.00	£15.50]	
Project element matched PI tolerance	0.00%	0.00%	£20.00	£15.50]	
Workbill confirmation matching defaults						
Invoiced No Yes Ignore						
Completed ONo OYes Olgnore						
rstemControl_Accounts			ø	2024 Innovise So	ftware l	imiter

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.

	Workbill con	firmation matching	— 🗆	×
General				
📁 🛛 🔫		**		
Close Select Expan		Create a workbill		
all	all Navigate	completion		
Matching criteria				
Supplier	AI3 Ltd		6	
Supplier datasource			<i>w</i>	
Site			Ø	
Workbill no		0		
Supplier reference				
Scheduled date range	(not set)	(not set) -		
Invoiced	No ⊘Yes ⊘			
Completed	⊙No @Yes ⊙	-	Find	
Drag a column head	ler here to grou	p by that column.		
🖆 Status	Workbill no.	Site	Contract	Supr 🔺
🔬 WB08 - Work do	3069	WSB009/1 - White Eagle F	WSB009/1 - Littlehampton	
🔬 WB08 - Work do	3069	WSB009/1 - White Eagle F	WSB009/1 - Littlehampton	
🔬 WB08 - Work do	3069	WSB009/1 - White Eagle F	WSB009/1 - Littlehampton	
WB09 - Re-sche	e 3070	WSB009/1 - White Eagle F	WSB009/1 - Littlehampton	
WB09 - Re-sche	e 3070	WSB009/1 - White Eagle F	WSB009/1 - Littlehampton	
/ 1./D00 D 1			NUCDOOD/1 LOUI L	
WB09 - Re-sche	e 3070	WSB009/1 - White Eagle F	WSB009/1 - Littlehampton	
WB09 - Re-sche		WSB009/1 - White Eagle F WSB009/1 - White Eagle F	WSB009/1 - Littlehampton WSB009/1 - Littlehampton	
	3070	-		•
WB09 - Re-sche	e 3070 9 3071	WSB009/1 - White Eagle F	WSB009/1 - Littlehampton	

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.

)	Ŧ		Site Detai	il - The Indig	jo Man.				_		×
	General											
		🧆 Notes	Actions				⁹⁹⁹⁹⁹⁹	°	R		Í	1
Close	Save	Attachments Process sheel	Create mail		onsolidated		Roster	Geofence	Reprocess site roles	Transactions	Reports	Site binder
Navigat	e Save	_	ther	contracts in	voice group	s uctails		Record		•	Ť	binder
General	Properties	Business analysis	Marketing analysis	Analysis versions	Contacts	Locations	Time and a	attendance	Stores ordering	Equipment items	QA	Site s 🖣 🕨
System		Timegate		4		Multi-site bui		,				
Process	ing option	Auto apply	•				a banang.					
Site refe	erence					Building ref	erence	av]		
Unique	site id (SIN)											
Shift live	e from	(not set)	•									
Breaks	Managem	ent structure Overr	ides Caller IDs									
		rides to external sys		0 1 1 "								
Pri		s - minutes either sid end	e of scheduled	Secondary buff		ooking outsi		indow U	se default	•		
Log	import											
	Override e	external system?										
	olerance % a]									
То	olerance mir	above 3	Tolerance mins I	below 4								
												1
Memo indigo ma	an memo											
										e 2024	C-#	1 i it i
SiteDetail										© 2024 Innovi	se Softwa	re Limited

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.

General Close Save	
Close Save	
Navigate	
Workbills Repeat defaults One-off defaults	_
General Workbill billing Image: Default suppress in non-working periods Split by Confirmation	
Show workbills on timesheets? V Include supplier workbills? V Include team workbills? Documents	
Prevent workbill integration once timesheet is approved? Show supplier on customer copy Name only	
Consolidate team payments on payslips?	
Invoice supplier workbill on PI post? Allow incomplete supplier workbill to be PI matched? Show costs? Yes No Disguise numeric Disguise alpha	
Manual release of early workbins to income? Separate customer and supplier work instructions? Auto post one-offs when approved (does not apply to quotes)	
Control supplier workbill redistribution	
V Allow discrete plan of multi-day workbills?	
Image: With the second seco	
Prevent duplicate external reference Warn Print BA level? Region Region	
Prevent duplicate client PO reference Warn V Show client order ref on supplier workbill doc?	
Workbill manager BA level Region - Auto email client document to contact when one-off completed?	
Workbill manager bank holiday colour 244, 208, 63 👻	
Workbill employee payment entry Employee payments	
Auto email supplier document to contact when posted? Auto email supplier document to contact when posted?	
Attachment types Attachment types Photo Workbill pic Mandatory supplier contact when completed? Mandatory supplier contact on one-off workbills?	
Findio Tronkom po	
Signature Workbill signature Include photo's on supplier print? No Yes @ Optional	
Quote Workbill quote State Quote document format 3 (using quote sites)	
Default workflow paths Porfolio BA level Region -	
One-off Development BA level Ops Mgr 👻	
One-off quote Owned by BA level Area Mgr	
SystemControl Workbills @ 2024 Innovise St	ftware Limited

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.

	Çlient Detail - Pink balloons	- 0	×
General			
Close Previous Next	Image: Save Image: Notes Image: Actions Image: Save Image: Actions Image: Actions Image: Actions<	 Roster Transactions * Reports * 	
General PO Ref control	Properties Contacts Credit control Invoice distribution Adhoc jobs Dates		
Accounts system	Demo accounts		
Code	*17644 v		
Name	Pink balloons		
Address	1 The Street		
Town	Hildenborough		
County	Kent 👻		
Postcode	TN119JG		
VAT	20 Percent v		
Telephone			
Fax			
Email			
Website			
Settlement term	Standard		
	5 From invoice date		
Payee bank account	\$		
Default mailing contact	(not set)		
VAT registration number	987 6543 21		
Elapsed hour method	Default -		
TA client reference	0		
ClientDetail	\$ 202	24 Innovise Software Lin	nited 🏒

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 Path Details - Adhoc job - pay approval	_	×
General			
📁 수 📫	· 📄 🔒		
Close Previous Nex	t Save Substitute user		
Navigate	Save Record		
General Stages Dates			
Code	AHPA		
Description	Adhoc job - pay approval		
Path type	Adhoc job pay approval 👻		
	Auto-pass based on BA structure?		
Transaction type			
End of path status			
Completed	(select one)		
Rejected	(select one)		
Tracking alert options			
Assigned user change	Default 👻		
Completion	Default		
Rejection	Default 👻		
,			

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:

)•					Emp	loyee A	signment	Pay Repo	rt					_		×
	Gen	eral																
Ĺ) 🔍	- 1		ł	<u>حک</u>	¥.		¥									
Clos	e Refr	esh Exp	and Co	llapse	Print	Excel	Show analys	sis Sel	ect saved	Save								
							codes		results	results								
					rep	port												
		etails																
nplo atas	oyee assi source -	gnment pay Pay Frequ	/ report ency - Cli	01/01/20 ient - Sit	020 te - ANN	IUL/1 Emp	oloyee type -	Task ty	pe -									
		mn head	-	to around	n har tha			-	<u> </u>									
											-			-				
	n rate Þ	Sun hou	urs +⊐ Sun ■	shift tim	ies 🕫	Mon ra	ate 🕈 Mon	hours +	Mon shift		Tue rate +	Tue hours		Tue shift times ⊣ ■	Pay method		Annual :	sala
1	•.7.77		3.75		L		7.77	2 75	06:00-09		<u>ال</u> 7,7,77				Actual			
				00 17.00			7.12				£17.12			09:00-17:00			050	000
-	£17.12		8.00 09:	.00-17:00	,				09:00-17						Annualised sa		£50	
	£0.00		0.00				3.97	8.00			£23.97			09:00-17:00	Annualised sa		£50	
	£0.00		0.00			£2	8.77	8.00	09:00-17	:00	£28.77	8.	00	09:00-17:00	Annualised sa	alary	£60	,000

STAFF PLAN EVENTS

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

)=	Emplo	yee Planr	ner - Jam	ies Kipper				-		×
General											
📁 🔶 📦		27777777 1		6	-						
Close Previous Next	Save Save and new	Year view	Print	Excel	Expand	Collapse					
Navigate	Save	Other			List						
General Events Calender	r view Timeline view	Dates									
Drag a column header	here to aroup by t	hat column.									
To date Date	Туре	Details									
	Туре										
> 23/04/2024 23/04/2		Line 1									
Add Remov	e Details										
StaffPlanDetail							ć	<i>≥2024 Inr</i>	novise S	oftware L	imited

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.

A 😕 =		TemplaCMS® - Contract Manage	ement System TemplaCMS	DEV		_ = X
General						
Close Refresh Print Excel Expand Collapse	ar Auto refresh 🔹 💋 🔍 Open View	Filter Un-filter selected selected	last filter filter filt	er format format 🕌 Show deleted	Clients Sites Contracts Live only?	🌮 Wizard
List	Row		Filter	Status	Include	Wizard
Navigator P	Alerts Customer List					2
G Customers	Customer List					
Customers - (Filters)	Drag a column header here to group by that c	olumn.				
Wage Queries - (Wage query - List)	St Customer type Contract status	Code Description	Address Town County	Postcode Datasou Client Site	Region Ops Mgr	Contract Mgr Are
Wage Query Reasons - (Wage query reason	-					
Test Bench - TEMPLA - (Test Bench - TEMP	2 Client	*17523 Viking Funerals	Line 1 Town County	TN119JG ACCO		
Document Store - (Document store)	Site	VIK001/0 Viking Funerals	Techn Hilden Kent	TN119JG ACCO *17523	1-200023 EC1Y	3-08 test Al
Favourites		VIK001/0 Viking Funerals - Crematio	111	ACCO *17523	1-200023 EC1Y	3-08 test Al
Contract Admin		VIK001/0 Viking Funerals - Burial Mo	The M Troms	AB12 3CD ACCO *17523	1-200023 Cleaning	3-08 test AC
Payroll		VIK001/0 Viking Funerals - Axe Injuri	The Hil Troms Kent	CD12 3YZ ACCO *17523	1-200023 Cleaning	3-08 test A0
Norkbills		VIK001/0 Viking Funerals - Pyre	The Hil Troms Kent	CD12 3YZ ACCO *17523	1-200023 Cleaning	3-08 test AC
Billing		VIK001/0 Viking Funerals - Aalborg	The Hil Troms Kent	CD12 3YZ ACCO *17523	1-200023 Cleaning	3-08 test A(
- Fransaction Register		VIK001/1 Viking Funerals - ZZ Import		ACCO *17523	1-200023 Cleaning	3-08 test AC
Stores	Site	VIK001/1 Viking Funerals - ZZ Import	Avon	ACCO *17523	1-200023 Cleaning	3-08 test AC
Reports	Site	VIK001/1 Viking Funerals - ZZ Import	Worce	ACCO *17523	National SM 01	3-08 test A0
Period/Year End		VIK001/9 Viking Funerals - ZZ Import		ACCO *17523	1-200023 EC1Y	3-08 test Al
Maintenance		VIK001/0 Viking Funerals	Techn Hilden Kent	TN119JG ACCO *17523 VIK00	1 1-200023 EC1Y	3-08 test Al
Service Point	Contract C01 - Live contract	VIK001/0 Viking Funerals	Techn Hilden Kent	TN119JG ACCO *17523 VIK00	1 1-200023 EC1Y	3-08 test Af
Hygiene Services	Contract C01 - Live contract	VIK001/0 Viking Funerals	Techn Hilden Kent	TN119JG ACCO *17523 VIK00	1 1-200023 EC1Y	3-08 test Al
Projects	Contract C01 - Live contract	VIK001/0 Viking Funerals	Techn Hilden Kent	TN119JG ACCO *17523 VIK00	1 1-200023 EC1Y	3-08 test Al
-	Contract C01 - Live contract	VIK001/0 Viking Funerals	Techn Hilden Kent	TN119JG ACCO *17523 VIK00	1 1-200023 EC1Y	3-08 test Al
System Admin	Contract C01 - Live contract	VIK001/0 Viking Funerals	Techn Hilden Kent	TN119JG ACCO *17523 VIK00	1 1-200023 EC1Y	3-08 test Al
Session Admin	Contract C01 - Live contract	VIK001/0 Viking Funerals - Crematio	111	ACCO *17523 VIK00	1 1-200023 EC1Y	3-08 test Al
Dashboards	Contract C01 - Live contract	VIK001/0 Viking Funerals - Crematio	111	ACCO *17523 VIK00	1 1-200023 EC1Y	3-08 test Al
Search						Þ
*	CustomerList 23 rows					24 Innovise Software Limited
© 2024 Innovise Software Limited		JC			🔬 🙆 🙆	num 01/05/2024 08:24

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.

) -	Customer Wiz	tard	_	
	General				
Close					
Naviga	te				
Wizard					
site and th	d will guide you thr ne contract itself.			optional contacts,	then a client,
When you	are complete, clici	k the 'Finish' butto	on.		
Contacts				_	
•	New	🔍 Se	lect existing	0 en	tered
Client					
¢			٩		g
Site					
O			٩		9
Contract					
Ð					
			_		
Θ			9	Next	
'Bai			ж		
CustomerV	Vizard			© 2024 Innovise S	oftware Limited

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.

⊕_ ⁼		– 🗆 X	
General			
i 🔁 💊 🦸	3		
	nove		
close Review Ren	nove		
Wizard			
Drag a column head	ler here to group by tha	t column.	
🔁 St Code	Туре	Name	Job title
STA001 11c	😑 Owned	Mr John Smith	a new code
JHTx	🙆 Local	Mr Justin HT	MD - Managing Direc
SAB005 2s	Owned	Mr Tobias Jeffery	a new code
4			÷
ContactList 3 rows			© 2024 Innovise Software Limited

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.

•	Contact Details - (new)	_		×
General				
	Image: A start and a start			
Close Previous	Next Finish			
Wiza	rd			
General				
Code				
Name	Mr David Johnson			
Address	Flat 1 100 High Street]		
Town	Hildenborough]		
County	Kent -]		
Postcode				
Job title	Operations Manager 🔊 🔞)		
Telephone]		
Fax]		
Mobile]		
Email]		
cc]		
Contact type	Main contact 500)		
ContactDetail	© 2024 (Innovise Sc	oftware Li	mited

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.

₩ =	Client Detail - (new)	_		×
General				
Close Previous Next	: Finish			
Wizard				
General				
Accounts system	Accounts			
Code	Prospect			
Name				
Address				
_				
Town County				
Postcode				
VAT	(select one)			
Telephone				
Fax				
Email				
Website				
Settlement term	(none)			
	0 From invoice date v			
Default mailing contact VAT registration number	(not set) -			
Elapsed hour method	Default 👻			
Elapson nour monou				
Memo				
ClientDetail		© 2024 Workwa	ave UK Li	imited

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.

•		Site Detail - Total Sonic Treatments	_		×
Gener	al				
	6				
Close Previo	us Next Fi	nish			
w	izard				
General					
Client		Total Sonic Treatments			1
Code		*GEN Current •			
Name		Total Sonic Treatments			
Address					
Town					
County		· · · · · · · · · · · · · · · · · · ·			
Postcode		DBS check required?			
Working/cleanin	g weeks per ye	ar 52.11			
Stores type		Standard Food hygiene certificate required?			
Site type		Standard Exclude from BI reporting?			
Main contact		(not set)			
Default mailing o	ontact	(not set)			- 1
Timesheet entry	style	Default method 🔹			
SIC code					
MyTag ref					- 1
Memo					
Merrio					
SiteDetail		© 2024	Innovise S	ioftware L	imited

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.

•		Contract	- Total S	onic Treatments				_	_		×
General											
											
Close Previous N	Next Finish										
Wizard											
General											
Reference	TST002/001	version 1	type	Standard contract		•	Contract starts	01/01/2024	•		
							Contract ends	(not set)	•		
Client	Total Sonic Treatmen	nts			0	2					
Site	Total Sonic Treatmen	nts			0	\square					
Description	Total Sonic Treatmen	nts									
Calendar	Standard					6					
Working/cleaning weeks per year	52.11										
Min cover rate	0.00	OR pay scale				Ð					
Max cover rate	0.00	OR pay scale				¢					
Default cover rate	0.00	OR pay scale				Ś					
Max timesheet rate	0.00										
ContractDetail								© 2024 Innovise	Softw	are Limi	ited <mark>-</mark>

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.

	Customer Wizar	d			×
General					
Close					
Close					
Navigate					
Wizard					
Details The wizard will quide	you through the creation of	a contract via o	ptional contacts.	then a cli	ent.
site and the contract i	tself.				
When you are comple	te, click the 'Finish' button.				
Contacts	_				
🙃 New	🔍 Selec		📎 Review		cts
Client					
0					
v					
Site					
~					
V					
Contract					
Contrader					
No.					
e	Previous	Ð			
k i	Think .	N	c		
P.	Finish	×	Cancel		
CustomerWizard		Q	∍2024 Innovise S	Software L	imited 🖉

New Sales Invoice Format

Background

Sales invoice Format 7 has been added to TemplaCMS.

System Control

The invoice document style selector now includes Format7.

()	System Control - Billing			×
General				
Close Save Navigate				
Billing Invoice distribution				
Invoice production	TemplaCMS			
Sales transaction header ref	Site name			
Proforma document style	Use invoice document			
Trooma document style	Suppress VAT on proforma?			
Summary invoice document style	Format1			
Invoice document style	Format7			
Annualisation weeks per year	52.00000			
Accrue revenue to prior periods?	Yes Pefault suppress in non-working periods? Manage billing reviews? No inter-company 			
	 Enable daily billing rate? Allow rebate accrual? Allow invoice date override? Allow percentage charge? Consolidate invoicing when suspended? 			
SystemControl_Billing	Prevent invoice fix-up after quantity change?	© 2024 Innovise 5	oftware L	imited

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.

🕦 \ 📁 🔶 📦 🛃 .):	Ŧ	Data	source Details - D	Demo accou	ints		52 <u>-</u>		×
General									
		2							
Close Previous Next	Save Contro detail								
Navigate	Save Other								
eneral Accounts Invoice di	stribution Custom	nerservice HS	Stores orders	Workbills	Adhoc jobs	Email preferences	Conversio	on rates	Dates
Prevent un-matched posting	to PRI pessurta	2							
		8							
Auto-suspend SI's where all	lines are £0.00?								
/age query settings on-advance payments workflo	ow path			3					
ACS workflow path				3	•				
aster payment workflow path	Wage	query approval -	Faster payment	S					
ACS format	Lloyds	sLink							
aster payment format	Forma	at 1	*						
Company name ine 1 Line 1 Itd									
7									
ine 2 Line 2 Itd									

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

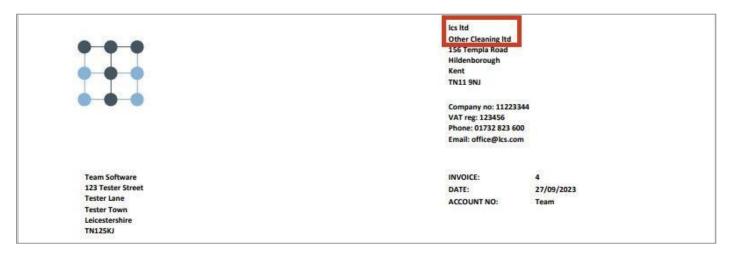
	Ics Itd Other Cleaning Itd	
	156 Templa Road	•
	Hildenborough	
	Kent	
	TN11 9NJ	
	Company no: 1122	1344
	VAT reg: 123456	
	Phone: 01732 823 6	00
	Email: office@lcs.co	m
Team Software	INVOICE:	4
123 Tester Street	DATE:	27/09/2023
Tester Lane	ACCOUNT NO:	Team
Tester Town		
Leicestershire		

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.

General General Close Save Navigate General Periods Company name Line 1 Ics Itd Line 2 Other Cleaning Itd Company number 11223344 VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax Website	
Close Save Navigate General Periods Company name Line 1 [cs ltd] Line 2 Other Cleaning ltd Company number 11223344 VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com	
Close Save Navigate Seneral Periods Company name Line 1 Ics Itd Line 2 Other Cleaning Itd Company number 11223344 VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
Navigate General Periods Company name	
General Periods Company name	
Company name Line 1 Ics Itd Line 2 Other Cleaning Itd Company number 11223344 VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com	
Line 1 Ics Itd Line 2 Other Cleaning Itd Company number 11223344 VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
Line 1 Ics Itd Line 2 Other Cleaning Itd Company number 11223344 VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
Company number 11223344 VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
VAT reg number 123456 Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
Address 156 Templa Road Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
Town Hildenborough County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	▼
County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
County Kent Postcode TN11 9NJ Telephone 01732 823 600 Email office@lcs.com Fax	
Telephone 01732 823 600 Email office@lcs.com	
Email office@lcs.com	
Fax	
Vebsite variant los com	
www.ics.com	
Default VAT code 20 Percent	

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

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

	🖌 🚽 Wage Query Reason Details - Holiday qu	_		×
General				
📁 🔶	🔶 🔒			
Close Previous	Next Save			
Navigate	Save			
General Permission	ns Dates			
Code	HolQry			
Description	Holiday query			
	Missed holiday?			
	Pay as extra?			
Extra type	Leaver holiday pay	0		
WageQueryReasonD	etail e	2024 Innovis	e Software	Limited

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.

A		System Control - Payr	oll		- 0	×
General						
Close Save						
Navigate						
Payrun Timesheets Furlough/JSS Empl	loyee schedule Holiday Cost retrieval Reco	nciliation Gender pay gap Ave	erage earnings Employee checks			_
		Payslip detail settings				
Pay calculation method	Actual 🗸	Payslip detail level Verbose m	vulti-page Page 1 lines	8 Page 2+ lines 21		
Paysheet document style	Format2-With extras	Hide str	andard hours? 📃 Subtract holiday from s	standard? 📃 Subtract absence from standard?		
Employee timesheet print style	Format 2 👻	Include				
Payrun rounding option	Full Period 👻	Hide ho	ours & use contracted rates for annualised en	nployees?		
Payslip note BA level	Area Mgr 👻		Wage query settings			
Annualisation weeks per year	52.52133		Default advance payment %	75.00%		
Site working/cleaning weeks per year	52.11		Non-advance payments workflow path	Wage query approval - no advance payment	⊕ ∂	
Payroll delivery budget group	Wages	∞ ∂	BACS workflow path	Wage query approval - BACS	∞ 0	
Un-approved pay cfwd extra type	Carry Forward - Unapproved	∞ ()	Faster Payment workflow path	Wage query approval - Faster payment	6 1	
Un-approved pay bfwd extra type	Brought Forward - Unapproved	\$	Advance payment deduction pay type	SALARY ADJUSTMENT	6 1	
Negative pay cfwd extra type	Carry Forward - Negative	\$				
Negative pay bfwd extra type	Brought Forward - Negative	% ()				
Contract employee - default effective date	None -					
Minimum weekly permanent hours	3.00					
Minimum weekly full-time hours	34.00					
Generate RTI data review	During pay batch post -	Post RTI batch during pay b	batch post? Vpdate SSP qualify	ing days in RTI batch?		
	Suppress carry forward unapproved pay	Allow contract employee w		-		
	Allow task level pay	Prevent use of visa expire	d employees? Expired visa absence r	eason Expired Visa	1	
	Force contract cover rate entry?	_				
	Allow use of sub-contracted employees?	Allow annualised date?				
Roster document attachment type	15-Training	\$				_

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.

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General				
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Close Previous Next Save	Control details			
Navigate Save	Other			
General Accounts Invoice distribution	Customer service HS Stores orders Workbills Adhoc jobs	Email	preference	◄►
Prevent un-matched posting to P&L a	ccounts?			
V Auto-suspend SI's where all lines are	£0.00?			
Wage query settings				
Non-advance payments workflow path	<i><i>w</i></i>			
BACS workflow path				
Faster payment workflow path	Wage query approval - Faster payment 🚳 🕚			
BACS format	LloydsLink 🔻			
Faster payment format	Format 1 👻			
DatasourceDetail	© 2024 Inn	ovise S	oftware Lin	vited

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.

• ·			Te	emplaCMS® - Cont	ract Management	System TemplaCN	IS DEV					_ = ×
General												
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 Cher 												
🥥 Рау Ву Рау Туре		WQ01 - New	200021 - Mr Kip	NE - No extra		Viking Funerals	01/01/2022			Paid advance pa	£30.50	
Wage Queries		WQ09 - Cancelle	200021 - Mr Kip	HolQry - Holiday		Viking Funerals,	01/01/2022 - 01/	AHOL - Leaver h	£800.00	No advance requ	£0.00	Not applicable
Favourites	ٹ 🎽 🚺	WQ09 - Cancelle	**8103 - Julia Ju	HolQry - Holiday	PS CMNT	Viking Funerals,	30/07/2018 - 31/	AHOL - Leaver h	£700.00	Paid advance pa	£175.00	Not applicable
Contract Admin	11 🎽 💭	WQ09 - Cancelle	**8103 - Julia Ju	HolQry - Holiday	PC CMT	Viking Funerals,	01/01/2022 - 02/	AHOL - Leaver h	£700.00	Paid advance pa	£175.00	Not applicable
Payroll	12 🚫 🚫	WQ05 - Posted	**8103 - Julia Ju	HolQry - Holiday	PCS CMT	Cyan Man, Eurog	30/07/2018 - 31/	AHOL - Leaver h	£700.00	Paid advance pa	£175.00	Yes
Workbills	5 🗶 14	WQ09 - Cancelle	**8103 - Julia Ju	HolQry - Holiday		Cyan Man, Eurog	30/07/2018 - 31/	AHOL - Leaver h	£275.00	No advance requ	£0.00	Not applicable
Billing	15 🔌 了	WQ08 - Advance	**8103 - Julia Ju	HolQry - Holiday	pcs	Cyan Man, Eurog	15/07/2018 - 16/	AHOL - Leaver h	£20.00	Paid advance pa	£19.00	Yes
Transaction Register	16 💢 🍏	WQ09 - Cancelle	**8103 - Julia Ju	HolQry - Holiday		Cyan Man	01/08/2018	AHOL - Leaver h	£100.00	Paid advance pa	£15.25	Not applicable
Stores	18 🌭 🌔	WQ08 - Advance	**8103 - Julia Ju	HolQry - Holiday		Cyan Man	01/08/2018	AHOL - Leaver h	£100.00	Paid advance pa	£15.25	Yes
Reports	5 💊 19	WQ08 - Advance	**8103 - Julia Ju	HolQry - Holiday		Cyan Man	01/08/2018	AHOL - Leaver h	£300.00	Paid advance pa	£60.00	Yes
Period/Year End	20	WQ06 - Advance	**8103 - Julia Ju	EX - Extra		Cyan Man	01/08/2018	EXTRA - Extra	£100.00	Paid advance pa	£67.00	Yes
Maintenance	5 🌭 21	WQ05 - Posted	**8103 - Julia Ju	EX - Extra		Cyan Man	01/01/2018	EXTRA - Extra	£100.00	No advance requ	£0.00	Yes
Service Point	5 🌭 22	WQ08 - Advance	**8103 - Julia Ju	NE - No extra		Cyan Man	01/01/2017		£100.00	Paid advance pa	£100.00	Yes
Hygiene Services	23	WQ05 - Posted	**8103 - Julia Ju	NE - No extra		Cyan Man	01/01/2018		£100.00			Not applicable
Projects	📑 🌭 24	WQ06 - Advance	200021 - Mr Kip	NE - No extra		Viking Funerals	17/04/2024			Paid advance pa	£15.25	
System Admin	28	WQ01 - New	**8103 - Julia Ju	View_only - View		Viking Funerals	17/04/2024			No advance requ		Not applicable
Session Admin	29	WQ01 - New	**8103 - Julia Ju	Amend_Only - A		Viking Funerals	17/04/2024		£1.00			Not applicable
Dashboards	2 🌭 33	WQ07 - Advance	**8103 - Julia Ju	EX - Extra		Cyan Man, Eurog	01/01/2018 - 02/	EXTRA - Extra		Paid advance pa	£71.25	Yes
Search									£6,737.00		£1,183.66	
	WageQueryList 24										© 2024 Innovise	Software Limited
© 2024 Innovise Software Limited				JC						<u></u>	A A A NUM	26/04/2024 08:51

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

	₩age Query Filter - default filter for JC	- 0 X
General		
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Wage query filtering o	riteria Site filtering criteria	
Query no. range	0 0	Include statuses
Date range	(not set) (not set)	Advance payment paid
Employee	Ø	Advance processed Advance processing pending
Wage query reason	Ø	Approved Cancelled
Payment nature	(all) 🔻	New Pending approval
Payment status	(all) 🔻	Posted Rejected
Integration status	(all) 🔻	
Added user	Ø	
Assigned user	Ø	
Approved user	Ø	
WageQueryFilterDeta	<i>ii</i>	© 2024 Innovise Software Limited

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.

	W			- 0	×		
	Save and new Save Julia Judge No extra No advance required	Request	Costribute Record	<u>\$</u>	()		
Details Date Site Total pay claim	26/04/2024 ▼ Pink Pig Cafes £100.00			\$	4	Timesheet	 F [
WageQueryDetail				© 20.	24 Innovis	e Software Limit	ed <mark>-</mark>

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.

•		Wage O	Query Details	· (new)			- 0	;
	Save and new Save	otes tachments ocess sheets Other	Request approval Workflow	Distribute Record				
<u>age query</u> Notes Da General Wage query no. Employee	new Julia Judge					\$6		
Wage query reason Payment nature Payslip comment	Extra No advance required	1		•		\$ 3		
etails Site		Date		Quantity	Rate	Value Use	for approval?	
Viking Funera	als	01/04/2024		10.00	£15.00	£150.00		
Viking Funera	als	02/04/2024		10.00	£15.00	£150.00		
Viking Funera	als - Cremation Wing	02/04/2024		10.00	£15.00	£150.00		
						£450.00		•
4								
	nove Timesheet							

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 XENT					
N11 9JG			•••		
	Wage querie	s]
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
VIK001/01 - Viking Funerals - Buria	l 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 - Buria	l 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 - Crem	ation 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				
	28/03/2024				
Date					

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.

Payrun Batch Details - Other payroll-Monthly (01/08/2018 to 31/08/2018)												×
General Close Previou Navigate	s Next	laintenance Notes P Attachm Process	Co	omposite notes	Site timesheets	Employees	Leavers/Joiners Ba	Absence review	Memos	 Pay top-up Payroll deduction Negative pay 	s Lock Process	Extras Extras
Batch number Pay run Financial period		659 Other payroll-N Note, to post o 2024 /	-		to 31/08/2018) hust first apply 1	the lock	•					
PayBatchDetail										© 2024 in	novise Softwar	e Limited

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.

	12	⊋ Pay	batch pa	yroll dedu	uctions - Ot	her payrol	I-Monthl	y (01/08/2018 to 31	/0	_	- C		×
	Gene	ral											
			\$	-		2							
Clo		Print	Excel	Expand all	Collapse all	Wage query							
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Drag	a colun	nn hea	derher	e to group	by that co	lumn.							
🗗 Emp	oloyee			Pay	type			Deduction value	Wage	query			
• **8	103 - Jul	ia Judge		SA	LARY ADJU	ISTMENT		£15.25	18				
8	103 - Jul	ia Judge		SA	LARY ADJU	ISTMENT		£60.00	19				
8	103 - Jul	ia Judge		SA	LARY ADJU	ISTMENT		£67.00	20				
**8	103 - Jul	ia Judge		SA	LARY ADJU	ISTMENT		£100.00	22				
**8	103 - Jul	ia Judge		SA	LARY ADJU	STMENT		£71.25	33				
								£313.50					
PayBato	hPayroli	Deductio	ons							© 2024 Innovi	ise Softw	are Lin	nited

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



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