



TemplaCMS Newsletter

V6.1.0 | Update 2025.05 | May 2025

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.

ACCRUALS AND PREPAYMENTS

Background

Two distinct enhancements have been applied to the Accruals and Prepayments processes.

- Revenue accruals for Workbills and Stores orders – Additional control options.
- Contracted Workbill revenue - Enhanced to handle multiple workbills with potentially varying frequencies linked to a single billing line.

Revenue Accruals

SYSTEM CONTROL – ACCOUNTS

New options have been added to the System Control > Accounts > Accruals tab:

The screenshot shows the 'System Control - Accounts' window with the 'Accruals' tab selected. The 'Navigate' bar includes 'Accounts', 'Accruals', 'Purchase invoice matching', 'Default analysis for prospects', and 'Debtor Manager'. The 'Accruals' tab contains the following settings:

- Accrue timesheet budgets: When date is zero (dropdown)
- Unused holiday accrual task type: Daily office cleaning (dropdown)
- Uninvoiced stores order cost accrual level: Summarised (dropdown)
- Workbill cost accrual %: 80.00% (text input)
- Workbill accrual type: Standard (dropdown)
- Workbill budget accrual type: Supplier (dropdown)
- ☒ Accrue un-invoiced workbill revenue
- ☒ Accrue un-invoiced stores order revenue
- ☒ Only accrue workbill invoices completed in the period
- ☒ Only accrue purchase invoice matched stores orders

The last two checkboxes are highlighted with a red box. The footer of the window shows 'SystemControl_Accounts' and '© 2025 Workwave UK Limited'.

See the batch generation below for details of these options.

REVENUE ACCRUAL BATCH GENERATION

Only accrue workbill invoices completed in the period – When selected, revenue for invoice on confirmation workbills are excluded from the batch if the workbill was not completed in the period of the accruals batch. When not selected, the revenue is included as normal. This option applies to both invoiced and un-invoiced workbills, if the latter is selected in System Control.

Only accrue purchase invoice matched stores orders – When selected, revenue for stores orders or multi-site stores orders are excluded from the batch if the order has not been matched to a purchase invoice. When not selected, revenue is included as normal. This option applies to both invoiced and un-invoiced stores orders, if the latter is selected in System Control.

Contracted Workbill Revenue Accruals and Prepayments

The process for accruals and prepayments relating to contracted workbill revenue where periodic (e.g. 3 monthly) workbills are invoiced 1/12th every month was released on the 2024.02 update, and is fully described in that newsletter.

The existing process relies on the one-to-one cross referencing between a contracted workbill and a billing line. However, this is not always how contracts are set up.

The accrual and prepayment batch generation routines have now been modified to handle many workbills at different frequencies cross-referenced to a single billing line. This relies on the use of the informational sales price on the contract workbill:

- When there is a one-to-one relationship and the contract workbill line **does not** have an informational sales price, then the accrual or prepayment value is the full billing line value (existing behaviour).
- When there is a one-to-one relationship and the contract workbill line **does** have an informational sales price, then the accrual or prepayment value is a proportion of the informational sales price (see below).
- When there is more than one contract workbill line linked to a contract billing line, then the accrual or prepayment value for each workbill line is a proportion of the informational sales price (see below). Note that the informational sales price could be zero.

The proportion will be calculated by converting the frequency of the workbill line into the frequency of the billing line.

For example, when running accruals for period 2025-01:

- A 2-monthly workbill in period 2025-01 for £100 linked to a monthly billing line will accrue £50 (one-half of the workbill value) into period 2025-01.
- A 3-monthly workbill in period 2025-01 for £300 linked to a monthly billing line will accrue £200 (one-third of the workbill value, for two months) into period 2025-01.

For example, when running prepayments for period 2025-01:

- A 2-monthly workbill in period 2025-02 for £100 linked to a monthly billing line will move £50 (one-half of the workbill value) from 2025-01 to 2025-02.
- A 3-monthly workbill in period 2025-03 for £300 linked to a monthly billing line will move £100 (one-third of the workbill value, for one month) into 3/25. On running prepayments for period 2025-02, another third (£100) will be moved into period 2025-03.

Background

Workbill Details

Workbill Detail - Daily office cleaning for Bili's greenhouse 9 (CLEAN!) -- dated 01/12/2024

General

Close Previous Next Notes Attachments Client booking Print/email workbill Re-schedule workbill Amend Actual costs Stores orders Sales invoices Workflow

Navigate Other Record Workflow

Workbill Dates Daily office cleaning

Contacts

Completion

Acknowledgement

Supplier

☐ Allow material usage?

Work instruction	Customer specific work instruction	Assignment	Scheduling	Cost and price	Completion(s)	Satisfaction notes	Purchase inv?	Sales inv?
Added by	Work done	Completion notes	Sat note received?	Satisfied/not satisfied				
<input checked="" type="checkbox"/> BH	<input checked="" type="checkbox"/> 01/12/2024 00:...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> -	<input checked="" type="checkbox"/> Not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Add Delete Detail Signature

☒ Fully complete

☐ Suppress further sales invoices?

WorkbillDetail © 2025 Workwave UK Limited WB06 - Work done - pending sat note

This option is only available for fully completed, invoice on confirmation workbills, for users with authority to the new Workbill.SuppressFurtherSalesInvoices function. At upgrade time, this function is not assigned to any function groups, so it is an administrator's responsibility to assign as required.

SALES INVOICE IMPORT (ONESERVE)

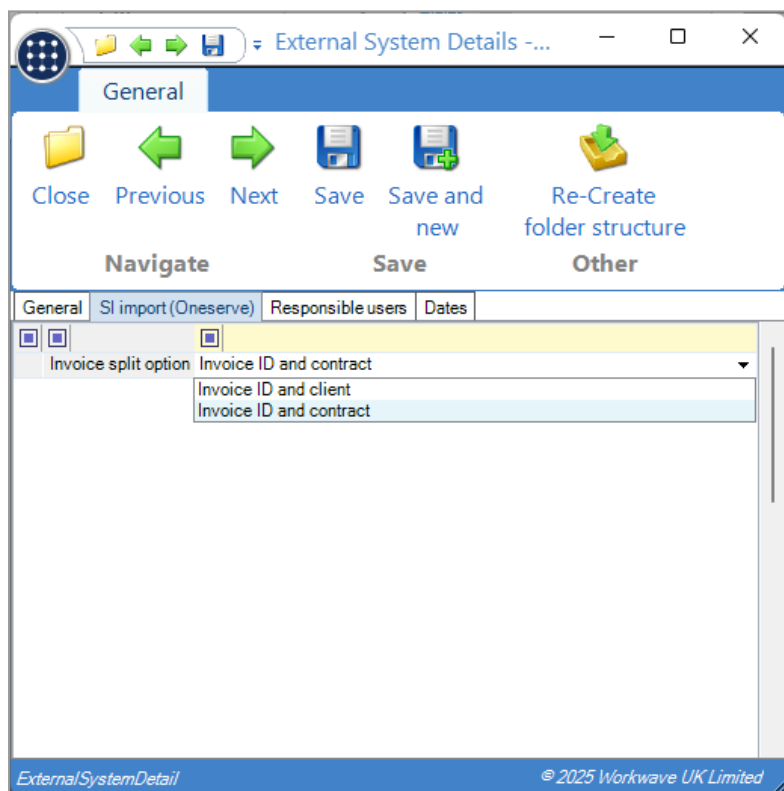
Background

The existing SI Import (Oneserve) process splits the imported data into separate invoices based on a combination of Invoice Unique Ref and Contract/Site Code.

A new option has been added to allow invoices to be created as a consolidated invoice across different sites that have the same client code.

External Systems

On an external system with a Target application of SI import (Oneserve), a new tab has been added, with a single setting:



The “Invoice split option” allows the user to configure how invoice lines are grouped on import.

- Invoice ID and client - Invoice lines for the same client (this is not in the import file, but is derived from the Contract code) with the same Invoice Unique Ref are grouped into a single invoice.
- Invoice ID and contract - Invoice lines with the same Contract/site code and Invoice Unique Ref are grouped into a single invoice. This is the current and default behaviour.

DETACHED ACCOUNTS YEAR HANDLING

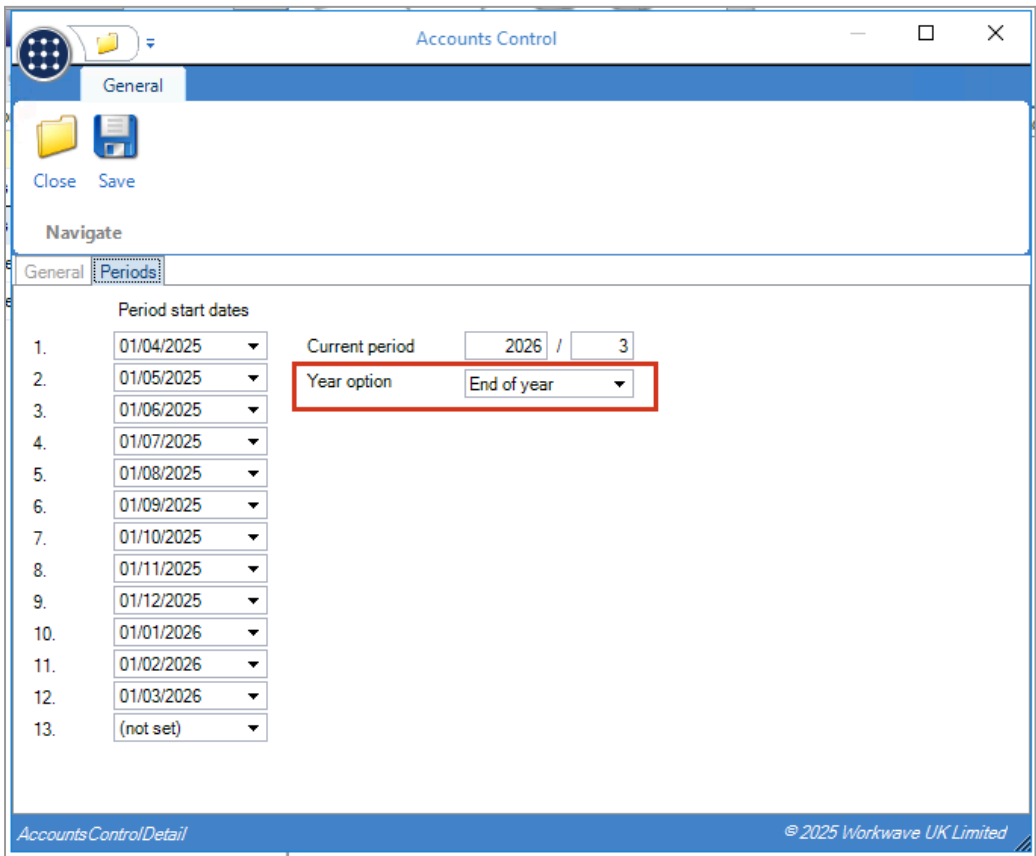
Background

With TemplaCMS connected to Access Dimensions as the accounts system, the year end option is picked up from Dimensions. Thus a year running from September’25 to August’26 could be regarded as either 2025 or 2026.

This ability has now been added to local accounts datasources in TemplaCMS, thus paving the way for use with Open Finance.

Accounts Control

A new option has been added to the Account Control details accessible for a local accounts datasource:



This setting determines the year portion of any financial year and period derived from a date.

LOG NUMBERS

This enhancement update contains the following log numbers:

WI4694

WI5546

WI5638

WI5676



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.