

# Billing and Invoice Distribution Manual

## TEMPLACMS

Version: V6.1.0 2018 11A



# COMMERCIAL STATEMENT

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# TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>4</b>
<b>INVOICE DISTRIBUTION FROM TEMPLACMS.....</b>	<b>4</b>
<b>SYSTEM ADMIN .....</b>	<b>4</b>
System Control.....	4
Email preferences.....	6
Datasource set-up.....	7
<b>MAINTENANCE.....</b>	<b>8</b>
Bank Accounts.....	8
Invoice Run Types .....	9
<b>CLIENTS.....</b>	<b>9</b>
Contacts.....	9
Invoice distribution client setup.....	10
<b>CONTRACTS .....</b>	<b>10</b>
Standard billing lines .....	11
Daily rate billing lines:.....	13
Store Order billing lines .....	14
Workbill billing lines.....	15
<b>BILLING REVIEW .....</b>	<b>16</b>
<b>INVOICE RUN .....</b>	<b>17</b>
Batch generation.....	17
Override calculated VAT value on Sales Invoices.....	22
Ad-hoc Invoices and credit notes .....	22
Invoice distribution .....	24
Posting.....	26
Un-posting a batch or individual invoices.....	28
Accounts interface - Access Dimensions .....	29
<b>AMEND CLIENT ORDER REFERENCE ON POSTED INVOICES .....</b>	<b>29</b>
<b>AGED DEBTORS.....</b>	<b>30</b>
Credit Control.....	30
Aged debtors list.....	31
<b>TRACEABILITY .....</b>	<b>34</b>
Transaction matching – audit number creation .....	34
Transaction reconciliation enquiry .....	35
Invoice Transactions List .....	37
<b>APPENDIX A – INVOICE LAYOUTS.....</b>	<b>38</b>
Invoice layout 1 .....	38
Invoice layout 2 .....	39
Invoice layout 3 .....	40
Invoice layout 4 .....	41

# INTRODUCTION

These training session notes have been created to provide background information and useful hands-on experience of using Billing and Processing modules from **TemplaCMS** through to Access Dimensions. They are designed to complement the training and assist when away from the training environment.

## INVOICE DISTRIBUTION FROM TEMPLACMS

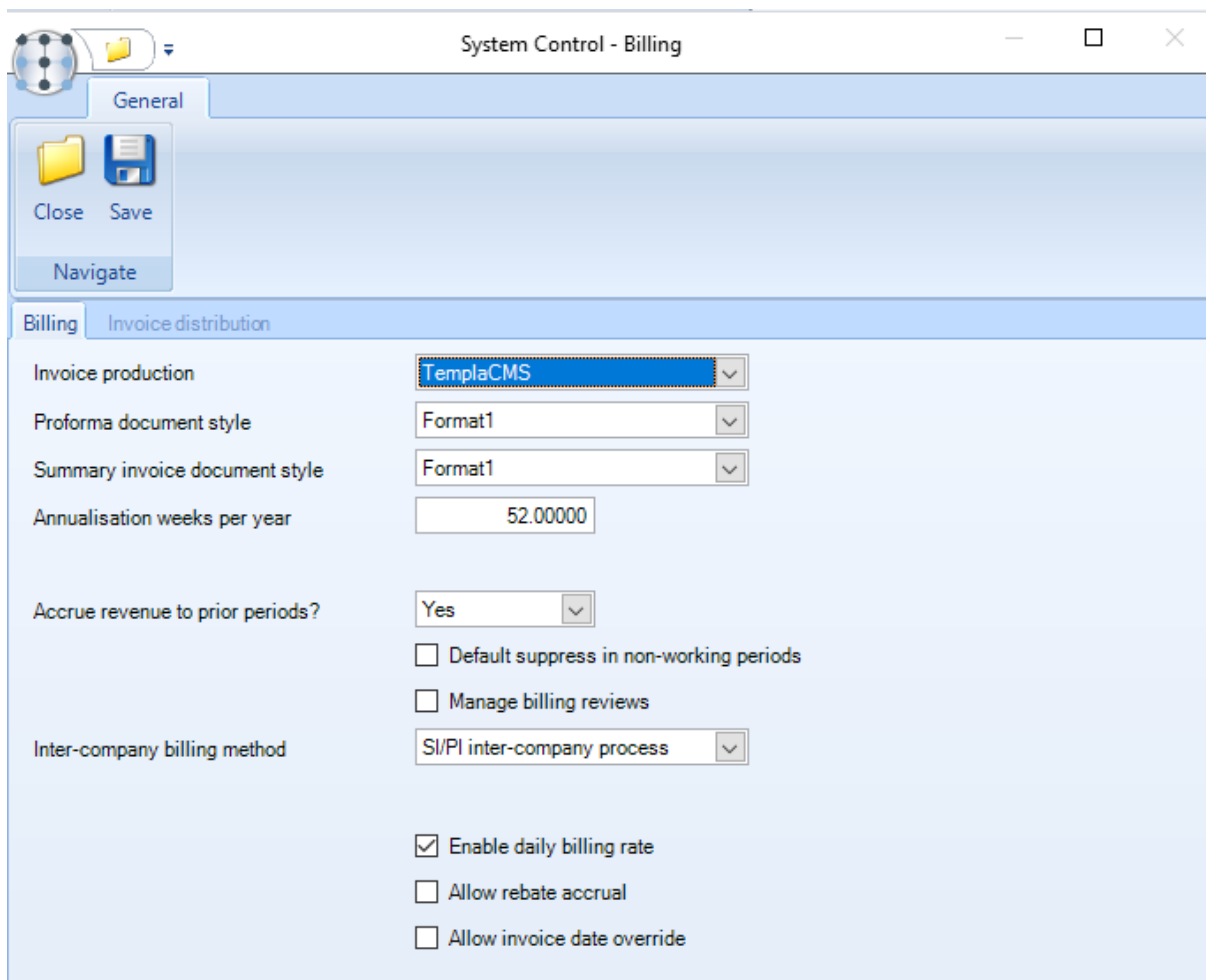
**TemplaCMS** is generally implemented alongside the *Access Dimensions* accounts package. Whilst **TemplaCMS** prepares the invoices, these are ultimately sent to the Dimensions order processing module for distribution via email or print.

The functionality described in this document allows for the distribution of invoices directly from within **TemplaCMS**, and therefore bypasses the Dimensions order processing module, posting the transactions directly into the sales ledger.

## SYSTEM ADMIN

### System Control

From the *Billing* option on the *System Control* menu the *Invoice production* option should be set to **TemplaCMS**.



*Billing tab*

*Invoice production* – the option should be set to **TemplaCMS**.

*Proforma document style* - 2 document styles are available for proforma invoices.

*Summary invoice document style* - 2 document styles is available for summary invoices

*Annualisation weeks per year* - number of weeks per year to be used for annualisation calculations.

*Send summary invoices to accounts* - contract invoices can be summarised based on the billing line configuration details on the contract. If this option is enabled summarised invoices will also be sent to Access Dimensions .

*Accrue revenue to prior periods?* – the options are *Yes*, *No* and *Optional*. If set to *Yes* where the initial invoice generation for a billing line has revenue that relates to a prior period and the nominal ledger is still open for that period, a reversing journal will be created and sent to workflow for approval.

*Default suppress in non-working periods* - this will suppress the generation of invoices where there are non-working periods defined on relevant site calendars.

*Manage billing reviews* - when checked, the scheduled review features on the contract and billing review batches will be activated.

*Inter-company active?* – if checked inter-company billing is enabled and an additional mandatory field for *inter-company business analysis level* will appear. The nominated BA level is required to show at which level the client level inter-company overrides are defined (see later).

*Enable daily billing rate* – when checked the contract billing line will display a new ‘Use Daily Rate’ checkbox on the standard billing lines (not stores or work bill billing lines).

*Allow rebate accrual* – when checked enables the rebate accrual logic

*Allow invoice date override* - this new option is only visible if the ‘Invoice production’ option is set to **TemplaCMS**. When checked the invoice batch will display a new optional date field named ‘Invoice date’. Note that this will not be visible if the invoice batch is ‘Ad-hoc’, as this already allows each invoice to be individually dated by the user.

#### Invoice distribution tab

The screenshot shows a software window titled "System Control - Billing" with a sub-tab "Invoice distribution". The window contains several configuration options:

- Two unchecked checkboxes: "Maintain invoice numbers at datasource level?" and "Number invoices and credit notes separately?".
- A text input field labeled "Last invoice/credit note number" with the value "0".
- A dropdown menu for "Invoice document style" set to "Format1".
- A text input field for "Maximum invoices per email" with the value "0".
- A dropdown menu for "Default VAT code" set to "(none)".
- A dropdown menu for "Default settlement term" set to "(none)".
- A text input field for "Default payee bank account" with a small icon to its right.

*Maintain invoice numbers at datasource level?* – if ticked the *datasource invoice distribution options* grid becomes enabled from where the user can indicate whether *separate invoices/credits* are required as well as specifically the number ranges for each accounts datasource.

*Number invoices and credit notes separately?* – if ticked this enables the user to enter different number ranges for credit notes and invoices. This is a system-wide setting that can be overwritten at data source level.

*Last invoice number* – entering the last invoice number will ensure the next sequential number will be used for the next invoice.

*Last credit note number* – entering a last credit note number will ensure the next sequential number will be used for the next credit note.

*Invoice document style* – four different invoice formats exists, for examples of each please see Appendix A at the end of this document.

*Maximum invoices per email* – there may be a limit to the number of invoices (attached as a .pdf) that can be sent in one e-mail, the maximum number can be set here.

*Default VAT code* – a default system wide VAT code can be set, this can be overridden at *datasource* or *client level* if needed.

*Default settlement term* – a default system wide settlement term can be set, this can be overridden at *datasource* or *client level* if needed.

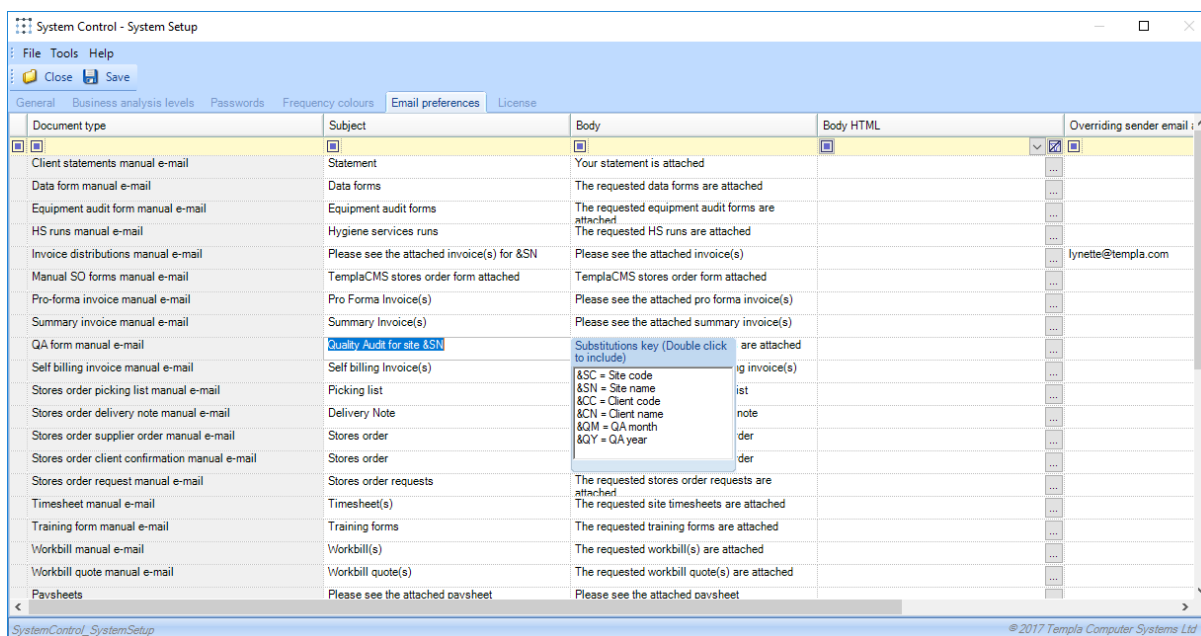
*Default payee bank account* - the default payee bank account can be set, this can be overridden at *datasource* or *client level* if needed.

## Email preferences

From the *System Setup* option on the *System control* menu *email preferences* can be set up.

Each of the email types is listed allowing an administrator to set the subject and body text, including the use of substitutions appropriate to each email. Where a more branded layout is required this can be created outside of **TemplaCMS** as a HTML file (again, including substitutions) and then referenced against the document type.

Furthermore, it is also possible to override the ‘*sender email address*’ and request a ‘*read receipt*’ for each document type. Note, that these options will depend on the capabilities and *permissions defined within the customer email server* – **TEAM Software is not responsible for this.**



The substitutions available for the *Invoice distributions manual e-mail* allows the *invoice number*, *Site code*, *Site name*, *Client code* and *Client name* to be included in the subject and body.

When e-mailing out sales invoices from *TemplaCMS* where the *invoice number* substitution has been defined in the subject or body, the sales invoice number is substituted into the text. Note that where multiple invoices are sent in a single e-mail, the invoice numbers as a whole are substituted, e.g. as 444/445/446.

## Datasource set-up

Some options related to billing / invoicing is available on the accounts datasource accessible from the *System Admin > Gateway admin > Datasources menu*.

### GENERAL

The screenshot shows the 'General' tab of the 'Datasource Details - Accounts' window. The fields are as follows:

Code	ACCOUNTS
Description	Accounts
Datasource type	Accounts <input checked="" type="checkbox"/> Master for type?
Connection type	Dimensions
Connection string	data source = TEMPLA-SQL2\PROJ2008R2; initial catalog = TCMSDEMO_Accounts_NEW; Connect Timeout=10; Max Pool Size=200; user=#stduser; password=#stdpassword;
Product version	2.50J
Interface user	CMS
	<input checked="" type="checkbox"/> Allow VAT value override on invoices?
Region	

The option 'Allow VAT override on invoices?' will when selected allow a user to override the calculated VAT values on a sales invoice. The overridden VAT will not be recalculated unless the quantity, price or VAT code are changed on the invoice.

### INVOICE DISTRIBUTION

Header and footer text as well as defaults for VAT, Settlement terms and Payee bank account for printing on the invoices can be defined on each accounts *Datasource*. This can be done from the *System Admin > Gateway admin > Datasources menu*.

Double click the relevant **datasource** and click on the *Invoice distribution* tab to display the following screen:

The screenshot shows the 'Invoice distribution' tab of the 'Datasource Details - Accounts' window. The fields are as follows:

Sales invoice footer text	
Settlement discount message	
VAT code	Standard Rate
Settlement term	30 Days from date of invoice
Payee bank account	HSBC current account
Attached T&C's path	
Bcc email address	

*Sales Invoice footer text* – enter text to be printed at the bottom of the invoice here. A number of *substitution keys* that can be used exist.

*Settlement discount message* – enter a settlement discount message if needed. A number of *substitution keys* that can be used exist.

*Vat code* – specify a default *VAT code* for the *datasource* if it differs to what has been setup on *System Control*. This can be overridden at *client level*.

*Settlement term* – specify a default *Settlement term* for the *datasource* if it differs to what has been setup on *System Control*. This can be overridden at *client level*.

*Payee bank account* – specify a default *Payee bank account* for the *datasource* if it differs to what has been setup on *System Control*. This can be overridden at *client level*.

**Please note details like *Vat Registration number, Company Registration number etc. are picked up from Access Dimensions directly and is not defined in TemplaCMS. It is only the ‘Payee bank account’ that can be defined in TemplaCMS.***

## MAINTENANCE

### Bank Accounts

Different bank accounts used for the *Payee bank account* details described above can be set up from the *Maintenance -> Accounts menu* via selecting *Bank accounts* and clicking on *New*.

The screenshot shows a software window titled "Bank Account Detail - HSBC current account". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a navigation bar with icons for "Close", "Previous", "Next", and "Save". The main content area is divided into two tabs: "General" and "Dates". The "General" tab is selected and contains the following fields:

Code	HSBC
Description	HSBC current account
Bank account code	12345678
Bank sort code	11-22-33
Bank account description	HSBC current account

*Code* – enter a code for the bank account.

*Description* – this should be an internal description for the bank account.

*Bank account code* – enter the *Bank account code*, this can be used to print on the invoices.

*Bank sort code* – enter the *Bank sort code*, this can be used to print on the invoices.

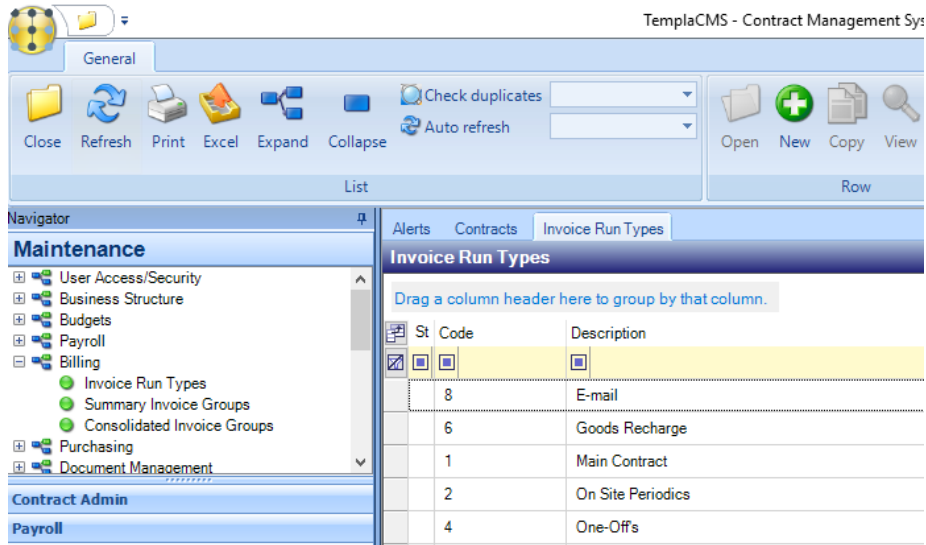
*Bank account description* – enter a, this can be used to print on the invoices.



# Invoice Run Types

Invoice run types can be defined from the Maintenance > Billing menu.

This controls how invoices are batched / grouped together during the invoice process.

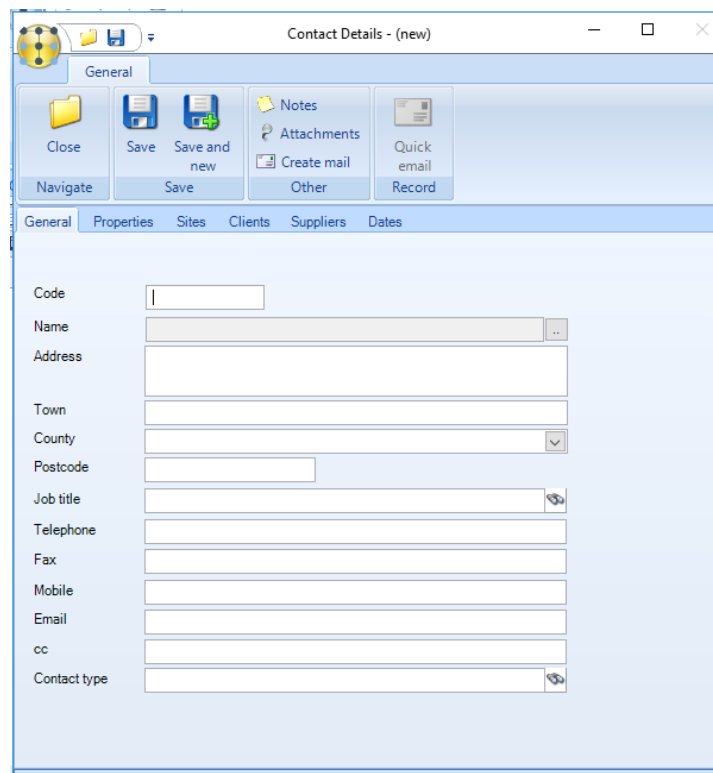


# CLIENTS

## Contacts

For Invoice distribution via e-mail a client contact must be set-up. This can be done from the main *Contacts* list or on the fly from the *Contact* tab on the client screen.

Alternatively, if the Invoicing contact already exist in Access Dimensions this contact will be available in CMS. Please note any details on contacts from Access Dimensions can't be changed within **TemplaCMS**, it will need to be changed in Access Dimensions. On adding a new *contact* the following screen will be displayed:



**Code** – a code for the contact can be entered. If left blank the system will automatically generate a code.

**Name** – click on the ‘...’ to enter the contact name.

**Address** – enter the contact address, if addressing the invoice to a ‘Contact’ this is the address that will be used as opposed to the main *Client* or *Site* address.

**Town** – enter the contacts town if needed.

**County** – enter the contacts county if needed.

**Postcode** – enter the contacts post code if needed.

**Job title** – select an existing ‘Job title’ via the binoculars. We recommend that a job title such as ‘Invoicing contact’ be used so that it will be easy to distinguish these from other contacts in **TemplaCMS**. A new job title can be created on the fly or from the maintenance menu.

**Telephone** – enter the contact telephone number if needed.

**Fax** – enter the contact fax number if needed.

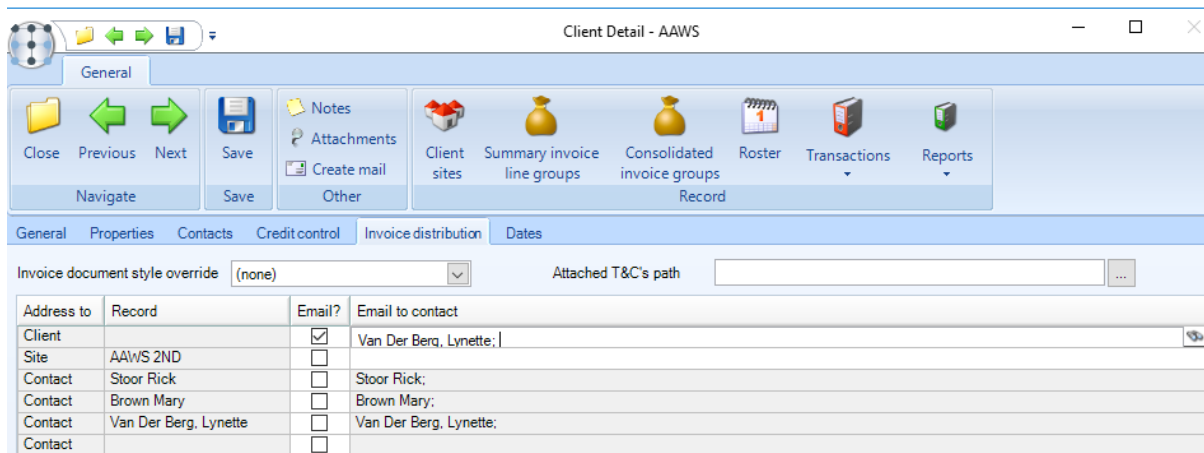
**Mobile** – enter the contact mobile number if needed.

**Email** – a valid e-mail address must be entered if invoices are to be e-mailed to the contact.

If the contact was created from the main *Contact* list it will now need to be added to the *Contact tab* on the relevant client:

## Invoice distribution client setup

Invoicing details for each client can be set up at client, site or contact level (if contacts exist) and are accessible from the *Client* > *Invoice distribution* tab.



The Invoice document style override option allows the *System Control* default document format to be overridden by client.

The *Invoice distribution* grid lists the *Client*, all its associated *Sites* and any *Client* or *Site* *contacts*, as any of these could be selected on *contract billing lines* to address the invoice or credit note document to.

When invoicing at *Client* level the *Client* row can be selected for distribution via ticking the *Email* box and selecting the e-mail contact from the existing client or site contacts. Similarly, if invoicing at site level.

When choosing to email and again during invoice distribution all *Email to contact* records will be checked to determine if the email addresses are valid.

## CONTRACTS

Billing can be performed at any frequency desired, and can be done in arrears or in advance. It is associated with a Task and Revenue Type, and details are entered on to the contract via the billing tab

TemplaCMS provide a number of different options for adding billing lines to contracts.

## Standard billing lines

**Effective** – the date that the billing line will come into effect and the day it ceases (if known) can be set here. This date will be used in conjunction with the Next invoice date to determine when it will be included in an invoice batch and whether a pro-rata calculation could apply.

**Use for stores order-recharge** – **when ticked these lines are used for invoicing stores orders. Please see ‘Stores billing lines’ notes later in this section for more information.**

**Use for workbill?** – **when ticked these lines are used for invoicing workbills. Please see ‘Workbill billing lines’ notes later in this section for more information.**

**Suppress in non-working periods?** – when ticked and non-working periods exist on an associated site or task calendar the invoicing for this line will be automatically suppressed during these periods.

**Hours billing** – some companies using **TemplaCMS** also deal with security where billing is directly based on actual hours worked. This option allows a template billing line to be defined on a contract where the actual details are substituted in order to create the invoices on import of the hours worked. Please contact Templa for more information on this process if it is of interest.

**Inv text** – this will determine what will appear on the invoice/billing lines and can be set using substitutions to insert the site and period details etc. Click in the Invoice text box to see a list of substitutions available:

Substitutions key	
&SC	= Site code
&SN	= Site name
&CC	= Contract code
&CN	= Contract name
&DF	= Date from
&DT	= Date to
&CR	= Client reference

*Price* – the weekly, monthly and annual equivalent valuation of the values are displayed on the billing line and billing list panels. These values are calculated accordingly based on the billing frequency and value.

*Basis* – the basis for billing must be specified i.e. arrears, advanced, or arrears and advance.

The 'arrears and advance' option allows the line to be billed a number of periods in arrears and advance as required. The number of weeks/months/years forward or back is calculated based on the next invoice date.

*Frequency* – how often billing will occur for example once a month, every 4 weeks, once a year etc.

*Task type* – a task must be selected. This is used for reporting and to link a budget group to the revenue stream.

*Revenue type* - these are the cost/revenue codes that have been defined with a nature of 'Revenue', and control the link to the Nominal Ledger in the accounts system.

*VAT* - The *VAT details* are picked up from the accounts system if linked to Access Dimensions.

*Invoice run* - this controls how invoices are batched together; only one batch per invoice run can be un-posted at any point in time. *Invoice run types* can be defined on the *Maintenance* menu.

*Client PO ref* – when entered it can be used in conjunction with the &CR substitution invoice text substitution key to print on the relevant invoice lines.

*Consolidation* – option is used to merge multiple billing lines from one or more contracts on to a single invoice for the client. The site code on the consolidation invoice group is optional, but if defined will result in this consolidation group only being available to the specified site; conversely if left blank the consolidated invoice group will be available to all sites for this client. Consolidated Invoice Groups can be set up from the Maintenance -> Billing menu, or created “on-the-fly” when entering billing lines.

Consolidated Invoice Group Details - AAWS 2ND

General

Close Save Save and new

Navigate Save

General Dates

Client AAWS

Site AAWS 2ND

Code

Description AAWS 2ND

First line text Cleaning for the month of the invoice for the following sites:

Where this is specified, the text will be used for the first (text only) line of an invoice generated for the consolidation group. In this way, it can be used to provide a header for the following invoice detail lines derived from the site contracts.

*Consolidation seq* – Contract billing lines allow a consolidation sequence to be entered as a number when a consolidated invoice group is selected.

the *Sequence* button is available on contract billing and contract hygiene service lines where a consolidated invoice group has been entered. From the resulting sequence window, the position of the new line in relation to existing lines can be resolved, along with the resequencing of billing lines on other contracts.

*invoice* – this option is used to create an additional memorandum or a single line tax invoice. Only one summary invoice can be created per client for any given invoice run – so if a client needs two summary invoices then these billing lines must be on different invoice runs. Thus, a summary invoice can, for example, be used in situations where Head office needs a summary of the site invoices where they will often want to see totals by task type rather than site; the sites will still receive their own individual invoices that need to be paid. Each Summary Invoice Group will result in a **single** line on the corresponding summary invoice so there would often be one summary invoice group per task type, e.g. Daily Office Cleaning, Window Cleaning, etc.

Summary Invoice Groups can also be set up from the Maintenance > Billing menu or created “on-the fly” when entering billing lines.

Where a **single line summary tax invoice** is required in the accounts system (Dimensions), the 'Send summary invoices to accounts' flag needs to be ticked in System Control and the correct invoice template needs to be used in Dimensions. Please check with *Templa* if planning to use this functionality.

*Address to* – Invoices can be addressed to the Client, the Site or a Contact in CMS. When addressed to ‘Contact’ the contact’s address will then print on the resulting invoice.

*Suspended?* – if an invoice line is flagged for suspension it will not be included in the next invoice run batch from thereon.

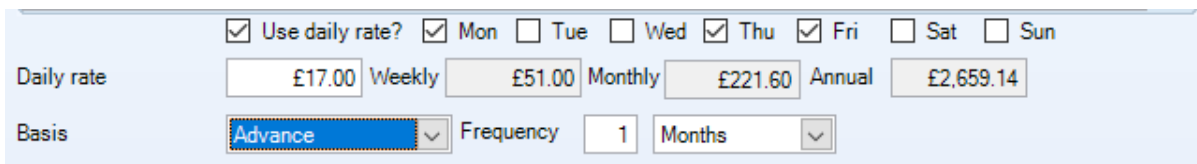
*Auto re-instate* – with the date entered is reached the billing line will automatically beun-suspended and included in the invoice batch.

*Last invoice* – the system will automatically increment this date on posting of the relevant invoice batch.

*Next invoice* – the system will automatically increment this date based on the billing line frequency and posting of the relevant invoice batch. When a new billing line is added to the contract the user will need to specify when the first invoice is due, thereafter the system will automatically update this date as described above.

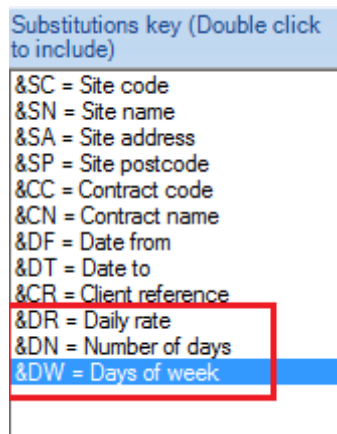
## Daily rate billing lines:

When the ‘Enable Daily Billing Rate’ option is enabled on System Control, users get the option to tick the ‘Use daily rate’ checkbox on the contract billing line:



Ticking the ‘Use daily rate’ option enables checkboxes for each day of the week to be checked, along with the daily billing rate. Based on the entries made, weekly, monthly and annual billing values can then be extrapolated.

Additional ‘Invoice Text substitutions’ are also available:



## Invoice Generation

During the invoice batch generation process, for contract billing lines where ‘Use Daily Rate’ is active, the system will calculate for each checked day of the week, the number of days that occur within the billing line’s start/end billing period dates. The total quantity of all days will be multiplied by the daily rate to calculate the total invoice value.

Note, the ‘Suppress in non-working periods’ option will be applied at the day level, so when checked and a non-working period is defined on the relevant calendar, the system will ignore any non-working days in this calculation.

Once generated, the user is free to override the number of each day of the week to be billed, and thus change the overall value of a daily rate invoice if required.

## Store Order billing lines

On ticking the option for 'Use for stores order re-charge?' these 'template' billing lines will be used to generate the invoices for any stores order re-charges.

The options described below are available on 'Stores order re-charge' billing lines.

### Split by

Where a specific purchase order reference is provided for every stores order that is processed, the client may require one invoice per purchase order reference or alternatively where no purchase order reference is provided for a stores order, the client may require a separate invoice for each delivery against a stores order. The options are Month, Client PO reference, Delivery and a combination of Month and Client PO reference.

During invoice batch generation, the expanded 'split by' option is applied, thus providing invoices to the client at the level they desire.

If there is a client PO reference, it will be automatically included in the billing line text, so that the first billing line is still used to locate it and the 'Your Ref' field populated. The need to have the &CR substitution defined in the billing line text will disappear, so the printed invoice lines will no longer need to repeat the same client PO reference.

### Invoice site heading

Where a stores order billing line is addressed to the client rather than the site, there is a requirement that the site delivery address is shown on the invoice, with the recharges listed below each site delivery address. This is achieved via the Invoice site heading box available on stores order re-charge billing lines.

The following substitutions to be used:

- &SC – site code
- &SN – site name
- &SA – site address
- &SP – site post code

During invoice batch generation, stores order re-charge lines will be included. On change of site, an additional text only line will be inserted to the invoice, using the defined invoice site heading format (if defined). As a result, a client level invoice that contains re-charge lines for multiple sites will show these grouped by site, with an appropriate heading before each group.

## Workbill billing lines

On ticking the option for 'Use for workbill?' these 'template' billing lines will be used to generate the invoices for any workbills where the confirmation of work done is tied to invoicing.

The options described below are available on 'Workbill' billing lines.

### Split by

Where a specific purchase order reference is provided for workbill that is processed, the client may require one invoice per purchase order reference or where no purchase order reference is provided for a workbill, the client may require a separate invoice for each completed workbill. The options are Month, Client PO reference, Delivery and a combination of Month and Client PO reference.

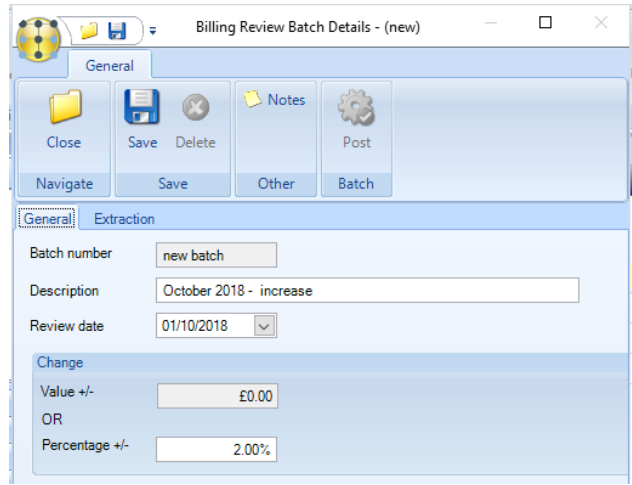
During invoice batch generation, the expanded 'split by' option is applied, thus providing invoices to the client at the level they desire.

If there is a client PO reference, it will be automatically included in the billing line text, so that the first billing line is still used to locate it and the 'Your Ref' field populated. The need to have the &CR substitution defined in the billing line text will disappear, so the printed invoice lines will no longer need to repeat the same client PO reference.

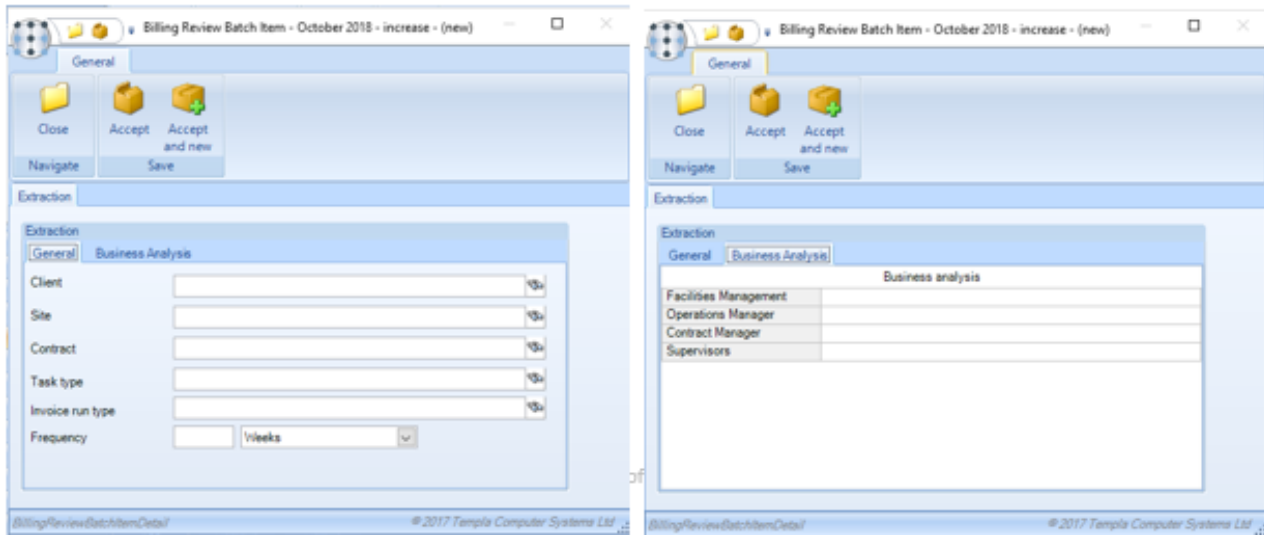
# BILLING REVIEW

The billing uplift facility can be used to apply a global change across multiple contracts. These are managed through batches so that a historical record is available.

A billing review batch can be created from the Billing Review option available on the Billing menu. In order to create a new Billing Review batch, click on new and enter a description, review date and Value or Percentage increase (+) or decrease (-).



Extraction criteria include: client, site contract, business analysis heading(s) and codes, as well as task type and/or billing frequency and invoice run type.



On acceptance of the selection criteria, the system will retrieve all the live contracts affected by the selection and display them in site sequence with the before and after billing position. Contracts currently at a status of 'work in progress' are retrieved and highlighted but will not be processed when the billing review batch is posted.



# INVOICE RUN

## Batch generation

A billing run is controlled by a group or 'batch' of Invoices for a specific invoice frequency.

A new batch can be created from the Billing > Invoice Batches menu by clicking on New and completing the Invoice Batch Details screen. Once completed click on Save to generate the batch.

The screenshot shows the 'Invoice Batch Details' window with the following fields and options:

- Batch number:** new batch
- Invoice run type:** Six Weekly
- Accounts system:** Accounts
- Batch date:** 22/08/2018
- Financial period:** 2018 / 5
- Standard text:** (Empty text area)
- Notes:** (Empty text area)

A red warning message is displayed: "Note, to post or delete this batch you must first apply the lock".

*Batch number* – this will be automatically generated by the system.

*Invoice run type* – **select the relevant Invoice run.**

*Accounts system* – where TemplaCMS is linked to only one accounts datasource this will default, alternatively the user will be able to select the relevant accounts datasource.

*Batch date* – this is date up to which the invoices for the batch will be generated i.e. all billing lines for the invoice run with a next invoice date before and up to this date will be included.

*Financial period* – where the accounts datasource is linked to *Access Dimensions* this will default to the current open Sales Ledger period in *Access Dimensions*.

*Standard text* –when invoice documents are distributed, this text will be used as the first line(s) of the document, i.e. before printing billing lines. This text will also be used when producing pro-forma and summary invoices.

*Notes* – additional notes relevant to the invoice batch can be entered here.

The batch will contain all invoices created by the system for this run:

St	Pa	Ze	Ze	C	O	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Net suspense	Vat suspense	G
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£41.98	£8.40	£50.38	£0.00	£0.00	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£44.56	£8.91	£53.47	£0.00	£0.00	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£0.00	£0.00	£0.00	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/11/2015 0	£0.00	£0.00	£0.00	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/11/2015 0	£830.09	£166.02	£996.11	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/11/2015 0	£4.59	£0.92	£5.51	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/11/2015 0	£189.28	£37.86	£227.14	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/11/2015 0	£48.66	£9.73	£58.39	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/11/2015 0	£18.89	£3.78	£22.67	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/01/2016 0	£48.66	£9.73	£58.39	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/01/2016 0	£18.89	£3.78	£22.67	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/01/2016 0	£551.07	£110.21	£661.28	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/01/2016 0	£267.98	£53.60	£321.58	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/01/2016 0	£321.53	£64.31	£385.84	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/01/2016 0	£7.80	£1.56	£9.36	£0.00	£0.00	
✓						CBCS - CBCS (29112)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/12/2015 0	£321.53	£64.31	£385.84	£0.00	£0.00	
✓						CBCS - CBCS (29112)	CBCS	CBCS	CBCS/01	CBCS LONDON	Invoice	01/12/2015 0	£7.80	£1.56	£9.36	£0.00	£0.00	
													£498,702.83	£99,740.63	£598,443.46	£867.51	£173.49	

If billing lines relating to an outstanding invoice batch are altered within the contract, the behind-the-scenes ‘fix-up’ process will update the relevant details within the invoice batch as long as the batch have not been Posted.

The generated billing lines that will be invoiced can be accessed directly from the batch or from the Billing > Invoices menu option. This list can be filtered using the ‘Change Filter’ option and selecting the relevant criteria.

### PRO-RATA INVOICES

Where a new billing line is not effective for the entire billing period, for example on a *monthly* billing frequency where the ‘effective from date’ on the contract billing line is 10/12/2015 and the ‘next invoice date’ is 01/01/2016, the system will determine that this is a *pro-rata* invoice when the invoice batch is generated.

Any *pro-rata* invoices in the batch will be flagged to the user via the pro-rata icon:

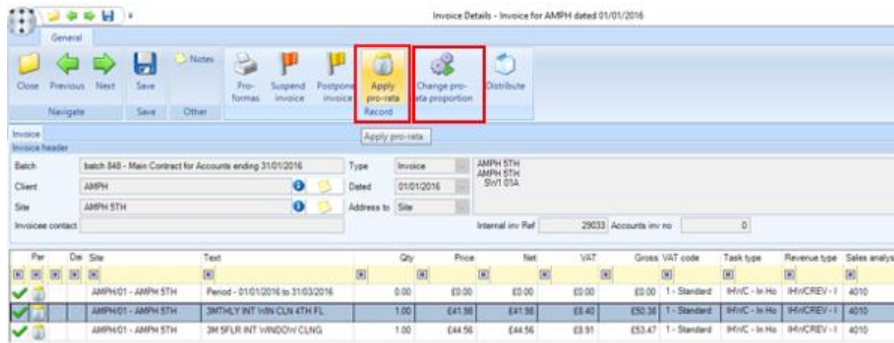
The invoice will be generated with the full value for the full month irrespective of the fact that the new rate only took effect from the 10/12/2015.

St	Pa	Ze	Ze	C	O	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Net s
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£41.98	£8.40	£50.38	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£44.56	£8.91	£53.47	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£0.00	£0.00	£0.00	

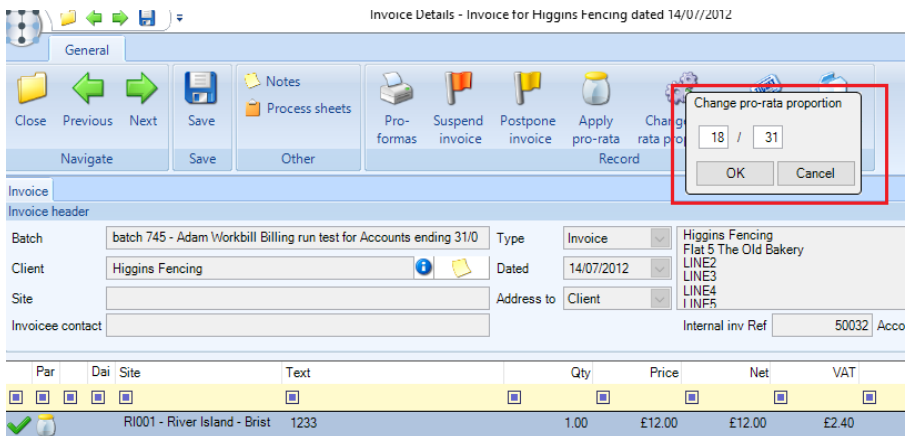
Hovering over the *pro-rata* icon will indicate how many days the system has calculated the invoice should be for, this will default to the full period value e.g. 22/31 days:

St	Pa	Ze	Ze	C	O	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Net
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£41.98	£8.40	£50.38	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£44.56	£8.91	£53.47	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH/0	AMPH 5TH	Invoice	01/01/2016 0	£0.00	£0.00	£0.00	

Double-clicking on the line with the *pro-rata* icon next to it and then on the relevant invoice line will give the option to apply the *pro-rata* rate or change the *pro-rata* proportion:

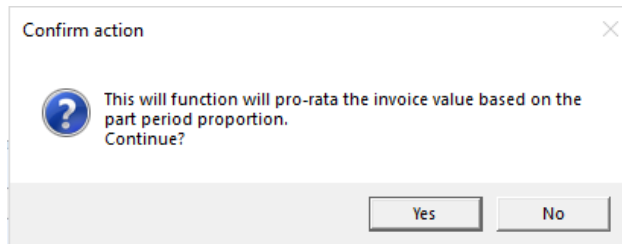


On clicking the *Change pro-rata proportion* button, a popup will appear which allows the user to change the *pro-rata* proportion:

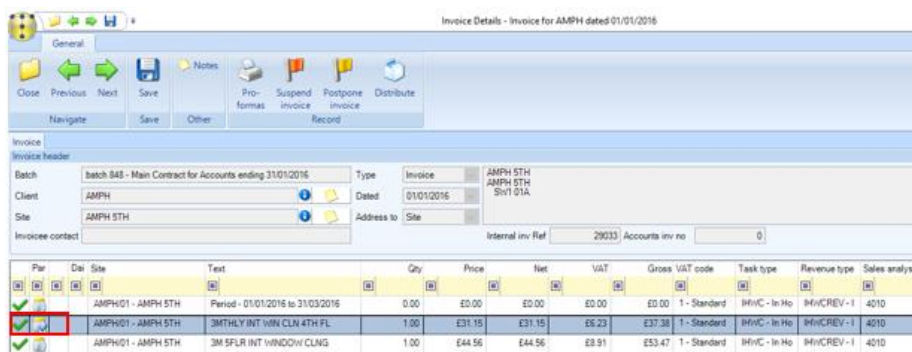


The *Change pro-rata proportion* button is only visible when a single invoice line is selected.

On clicking the *Apply pro-rata* button the system will calculate the number of days that should be invoiced and the following message will appear:



Click on *Yes* to continue – this will update the invoice value and the *pro-rata* icon will now appear with a 'blue tick':

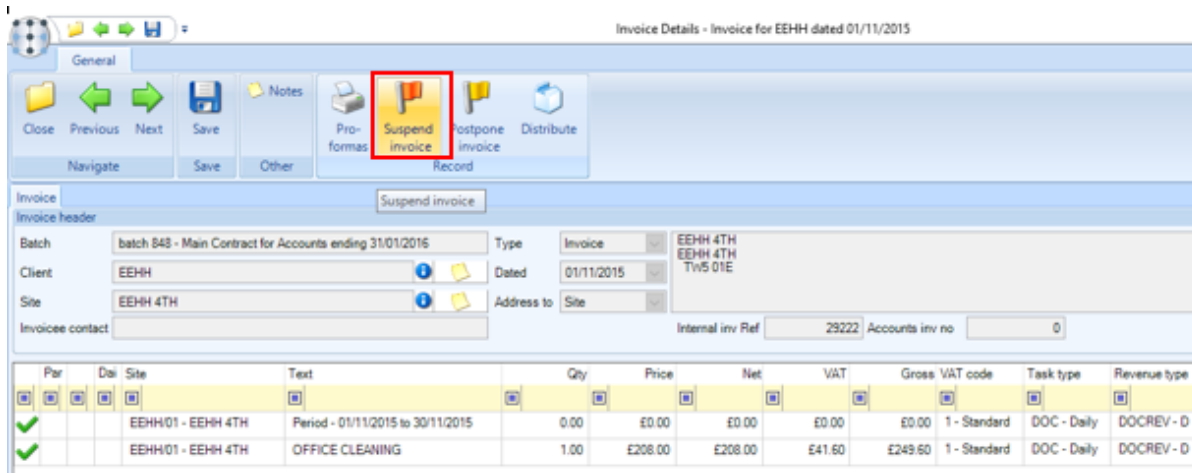


The calculated value it can be overridden by double clicking on the line and manually entering the required value.

## SUSPEND/RELEASE

Contract billing lines can be marked as *suspended* in which case the batch generation process will still include the invoice line but automatically flag it as *suspended*.

A user can 'release' a suspended invoice line, and equally manually suspend or release other invoice lines in the batch. It is possible to release either one or multiple invoices from the invoice list rather than having to drill into the invoice detail.



The ability to *suspend* and *release* is only applicable to invoice lines generated from standard contract billing lines. As such a user cannot suspend:

- Manually entered invoice lines
- Stores recharge invoice lines
- Workbill invoice lines

On posting a batch containing suspended invoice lines, the contract billing line 'next invoice date' will be advanced based on the defined frequency and therefore the same invoice line will NOT be generated in a subsequent batch. However, the original invoice lines will remain in the invoice batch, clearly identified as suspended, thus providing full traceability of suspended invoices lines.

St	Pa	Za	Zc	O	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Net suspende	Vat suspende	Gross suspen
✓					AMPI - AMPI (29035)	AMPI	AMPI	AMPI01	AMPI 1ST	Invoice	01/01/2016 0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
✓					EEHH - EEHH (29222)	EEHH	EEHH	EEHH01	EEHH 4TH	Invoice	01/11/2015 0	£0.00	£0.00	£0.00	£208.00	£41.60	£249.60
✓					EEHH - EEHH (29222)	EEHH	EEHH	EEHH01	EEHH 4TH	Invoice	01/11/2015 0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
✓					EEHH - EEHH (29223)	EEHH	EEHH	EEHH01	EEHH 4TH	Invoice	01/12/2015 0	£208.00	£41.60	£249.60	£0.00	£0.00	£0.00
✓					EEHH - EEHH (29223)	EEHH	EEHH	EEHH01	EEHH 4TH	Invoice	01/12/2015 0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

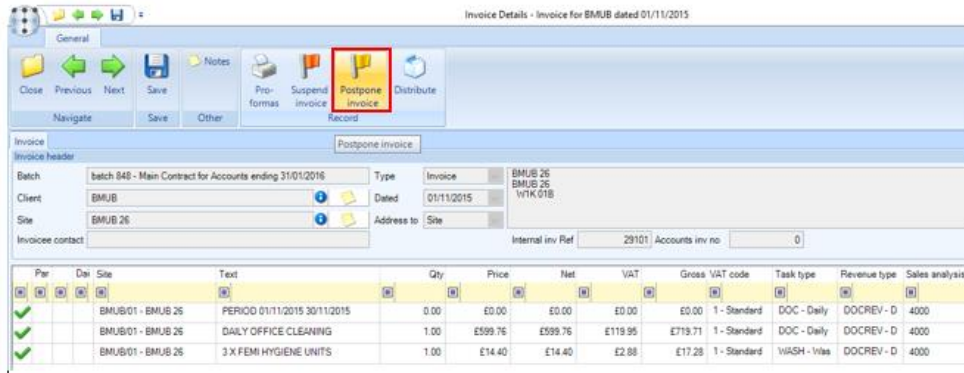
It is not possible to perform any further action on a posted suspended invoice line.

## POSTPONE/RELEASE

The ability to *postpone* and *release* is only applicable to invoice lines generated from standard contract billing lines. As such a user cannot suspend:

- Manually entered invoice lines
- Stores recharge invoice lines
- Workbill invoice lines

On posting a batch containing postponed invoice lines, the contract billing line 'next invoice date' will NOT be advanced and therefore **the same invoice line WILL be generated in a subsequent batch**. As with suspend, the original invoice lines will now remain in the invoice batch, clearly identified as postponed, thus providing full traceability of postponed invoices lines.



It is not possible to perform any further action on a posted postponed invoice line.

It is possible to postpone/suspend either one or multiple invoices from within the invoice list rather than having to drill into the invoice detail.

## CANCEL/RELEASE

*Cancel* is only applicable to workbill and stores recharge invoice lines, and as such a user cannot cancel:

- Manually entered invoice lines
- Standard contract billing invoice lines

When cancelling an invoice line, the user will be required to provide notes to justify the cancellation, which will be stored on the workbill or stores order. Before posting a batch, a cancelled invoice line can be *released* if it has been cancelled in error.

On posting a batch containing cancelled invoices lines, the associated workbill or GRN will be updated to identify it as 'invoice cancelled', and the contract item will be advanced as if the invoice had been processed. The cancelled invoice will remain in the batch clearly identified as cancelled, thus providing full traceability of cancelled invoices.

It is not possible to perform any further action on a posted cancelled invoice line.

## DELETE

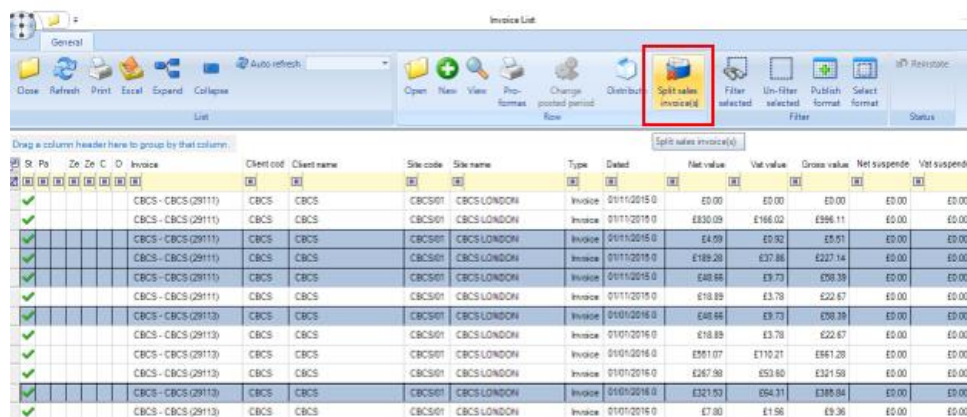
The ability to *delete* either a line from an invoice or an entire invoice is only available on manually entered lines and invoices.

Once a manual line or invoice is deleted, no trace of it will remain within the batch.

## INVOICE BATCH SPLIT

**TemplaCMS** invoice batches may contain many invoices, either generated or manually entered/amended. On occasion, there may be a need to post most, but not all of the invoices in a batch (for example if there are delays in obtaining PO numbers for some invoices in a large batch).

The *Split sales invoice(s)* button allows the user to deal with this situation. Note, this button is only visible if the batch have been *Locked* first.



Highlight the invoices that can't be posted at the moment and click on the *Split sales invoice(s)* button.

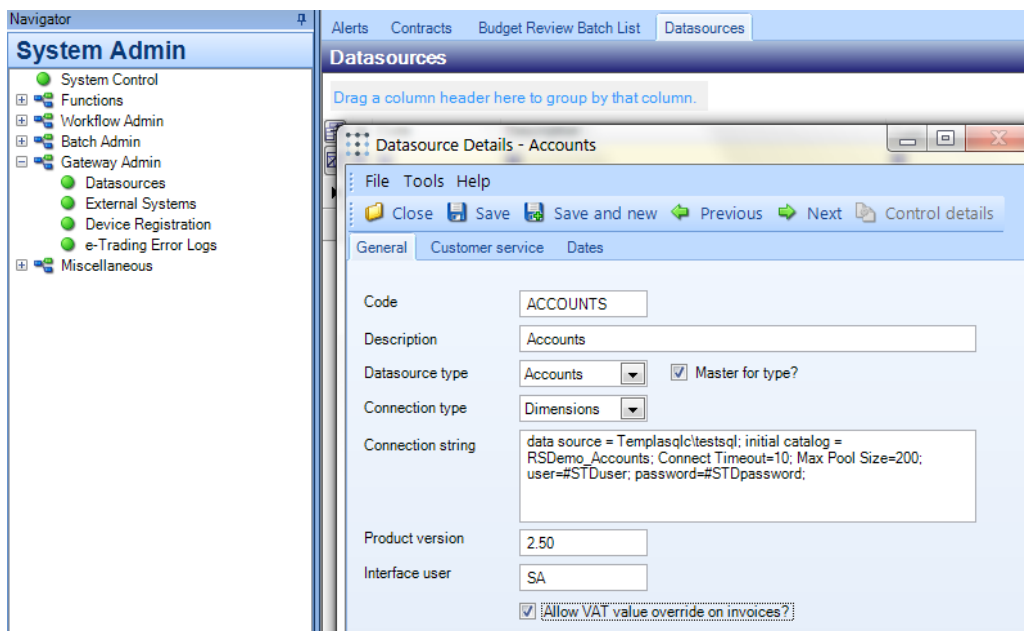
This will move the selected invoices to a new invoice batch identified with the same run and date details, and referenced back to the owning batch with a new 'batch reference' being a suffixed version of the original batch (e.g. 118.1 will contain invoices split from batch 118).

Any batch can be split into multiple sub-batches if required.

## Override calculated VAT value on Sales Invoices

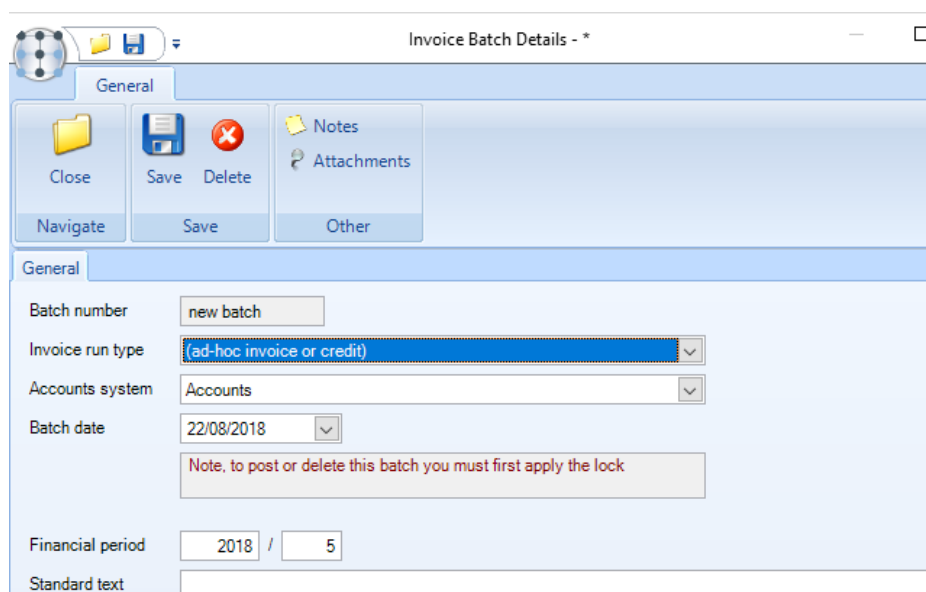
The option *Allow VAT override on invoices?* on accounts datasources will when selected allow the calculated VAT values on a sales invoice to be overridden.

The overridden VAT will not be recalculated unless the quantity, price or VAT code are changed on the invoice.

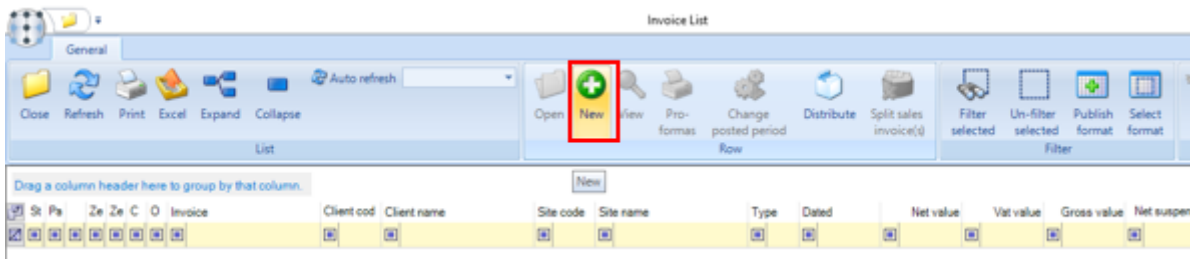


## Ad-hoc Invoices and credit notes

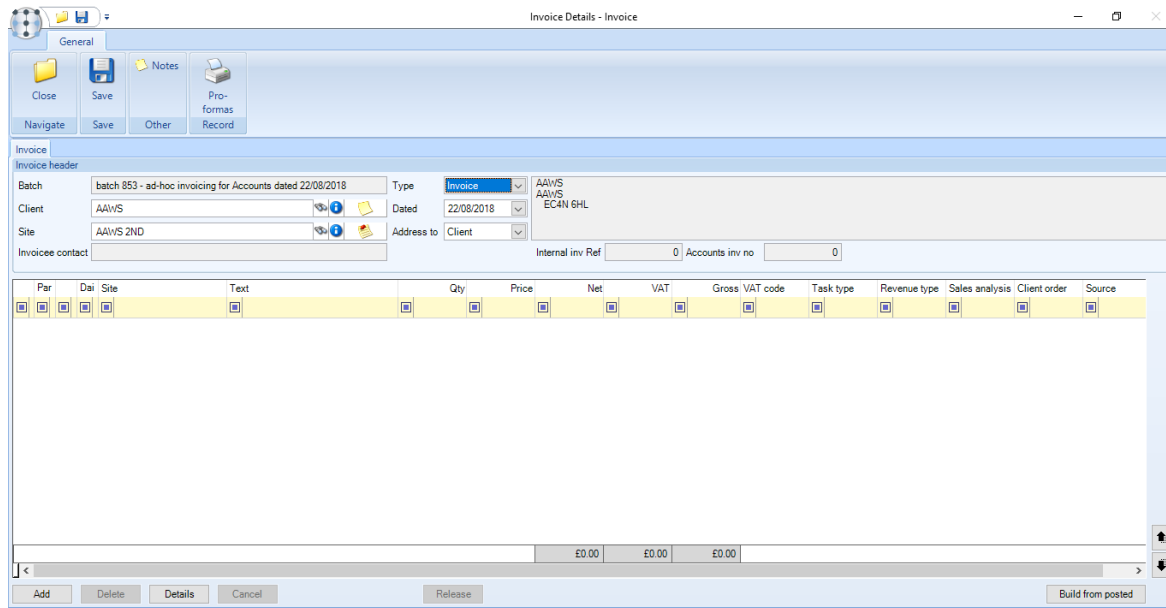
Ad-hoc invoices or credit notes can be created by creating an invoice batch with the *Invoice run-type* set to an *ad-hoc invoice* or *credit*.



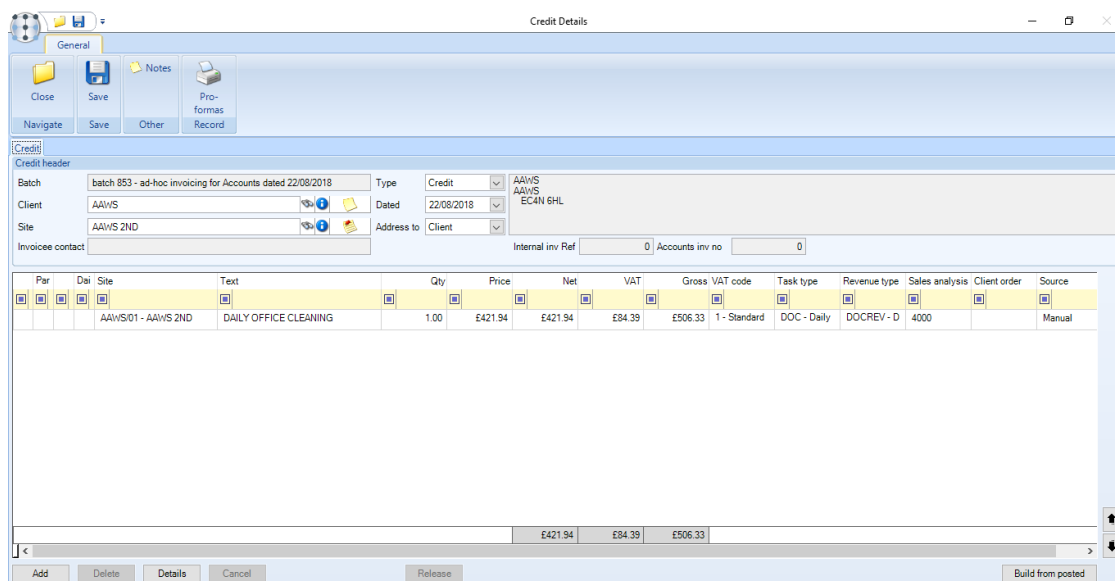
Once the batch has been created click on *Lock* and then on *Invoices*. On the invoice list screen click on *New* to start entering the ad-hoc invoice or credit note:



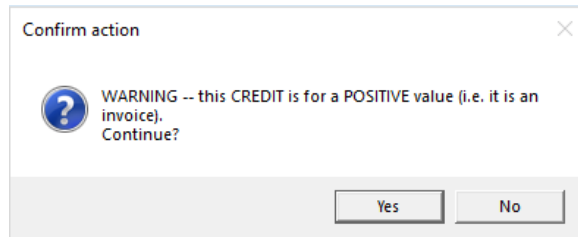
Select the *Client* and *Site* and whether this is an *Invoice* or *Credit*:



Click on *Add* to enter the line details manually. Alternatively, instead of manually adding the line details the *Build from posted* option can be used to retrieve the details from previously posted transactions. This is especially useful for crediting an existing invoice as this would allow the user to pull in all the details from the invoice that is to be credited.



Where the invoice type of the selected line(s) differs from the invoice type being edited the user is prompted with the option to reverse the sign of the invoices.



Invoices and credit notes can be mixed in the same batch.

A credit note can also be created directly from a posted invoice. When viewing a posted invoice, the *Create credit note* button appears. When pressed a new *ad-hoc sales invoice batch* is automatically created into which a single credit note is constructed as an exact reversal of the original invoice. Having confirmed the creation of the credit note the user is then prompted to open the new credit note from where they are free to amend the credit as required.

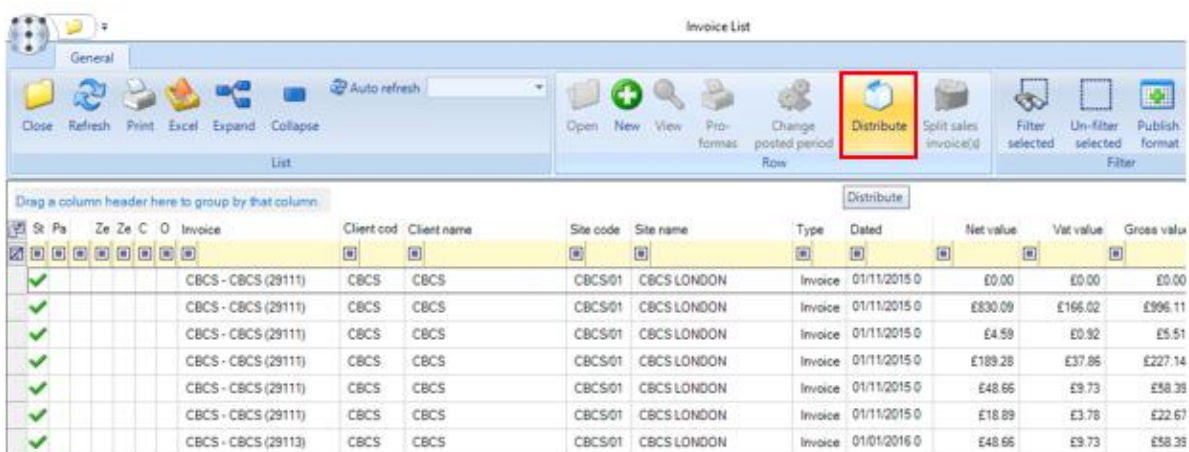


A note is added to both the invoice and credit note to maintain an audit of the credit note's creation.

## Invoice distribution

The invoice list can be accessed directly from the Billing > Invoices menu allowing the use of filters, or from within a posted or un-posted invoice batch. This grid shows the addressee of each invoice.

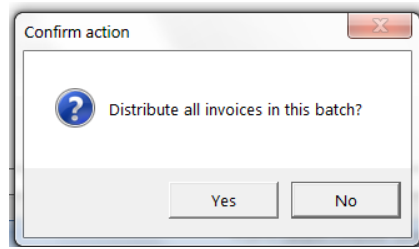
Regardless of how the invoice list is accessed a *Distribute* button appears on the toolbar.



A user could select multiple invoice rows, or grouped rows prior to pressing the *Distribute* button.

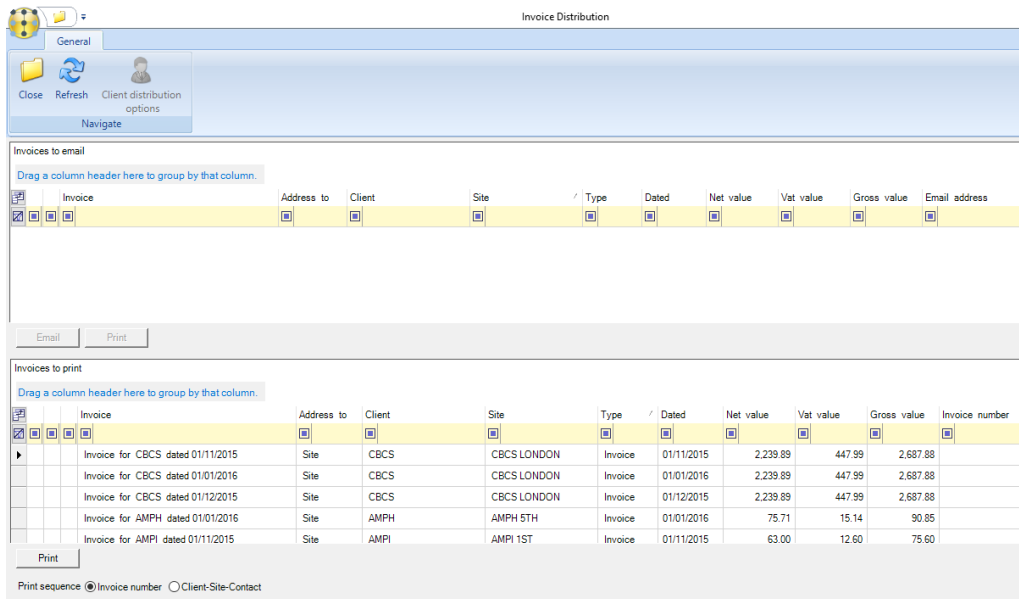


When accessed from the invoice batch (not from the invoice list option on the menu), if the Distribute button is pressed with no rows selected the user will be prompted with:

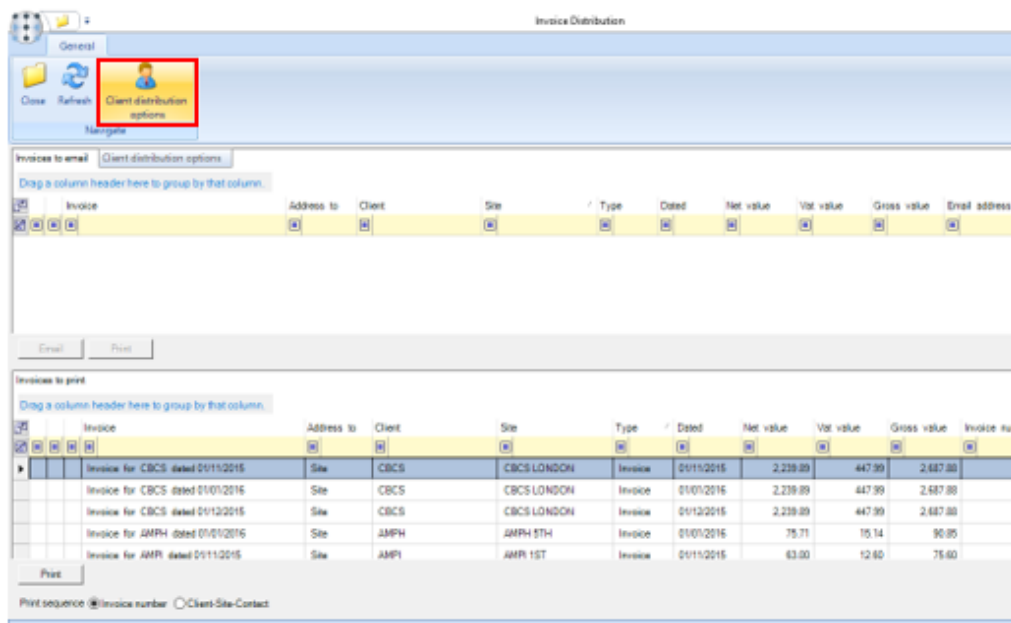


On initiation of the distribution process, the selected invoices will be split into two grids based on the relevant distribution method for the Address to field as defined on the Client.

Where it is determined that an invoice should be e-mailed, but the contact does not have a valid e-mail address, it will be automatically moved to the 'print' grid, and highlighted to inform the user.

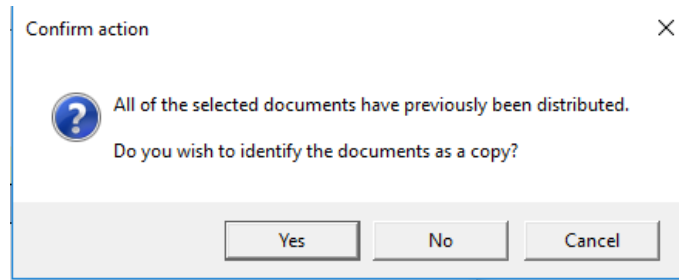


In addition to this the user will be able to access the Client distribution options from here allowing on the fly changes to be applied.



Note that where **Summary invoices** are in use, these will appear in the distribution list no differently to normal invoices.

The action of distributing an invoice will assign it an invoice number, and mark it as distributed. Any attempt to re-distribute an invoice will ask the user if it should be identified as a **'Copy'**.



Please note it will not be able to distribute an invoice to a client flagged as *on stop* in the accounts system (Access Dimensions).

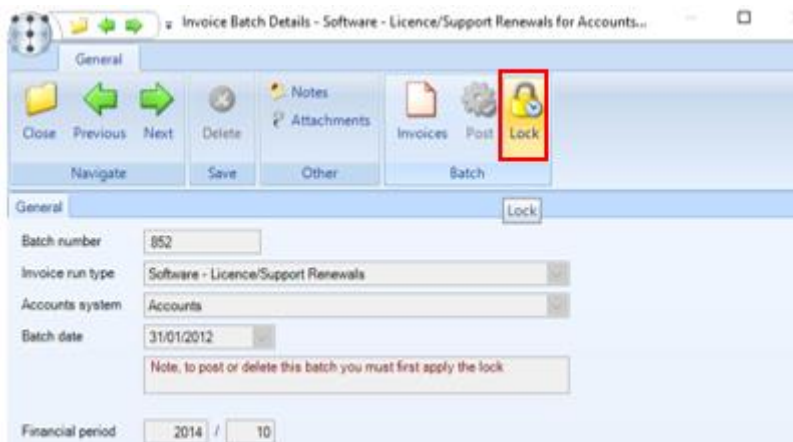
As an invoice batch cannot be posted until all invoices are distributed, it will therefore not be possible to post the invoice batch until the client is no longer on stop, or the invoices have been removed/split from the batch.

## Posting

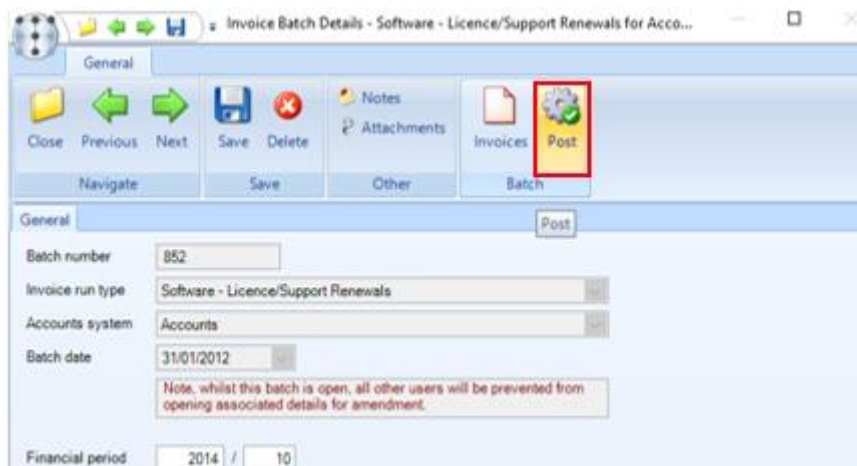
Where TemplaCMS has been set up to distribute invoices, it is not possible to post the batch until all invoices have been distributed.

### POSTING AN INVOICE BATCH

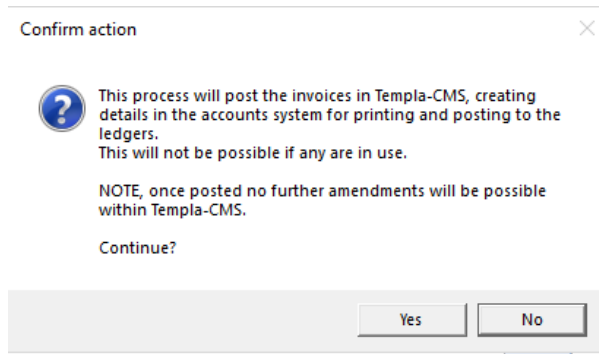
Once the batch has been locked and invoices distributed, the Post button will become enabled on the Invoice Batch Details screen:



Once the batch has been locked, the Post button will become enabled:



On clicking on *Post* the user will be prompted with the following screen:



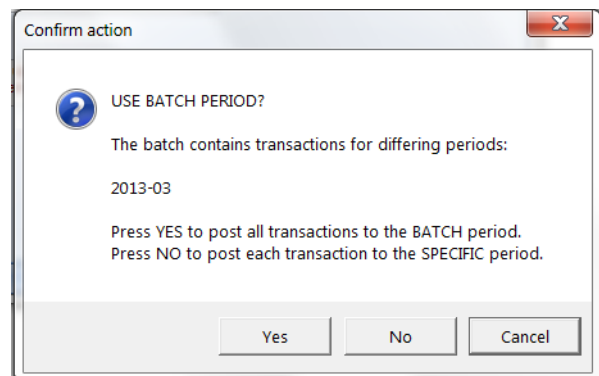
Click on *Yes* to continue. On posting the batch the invoices will appear in Access Dimensions (see section on processing in Access Dimensions in this document).

### BATCH PERIOD CONTROL

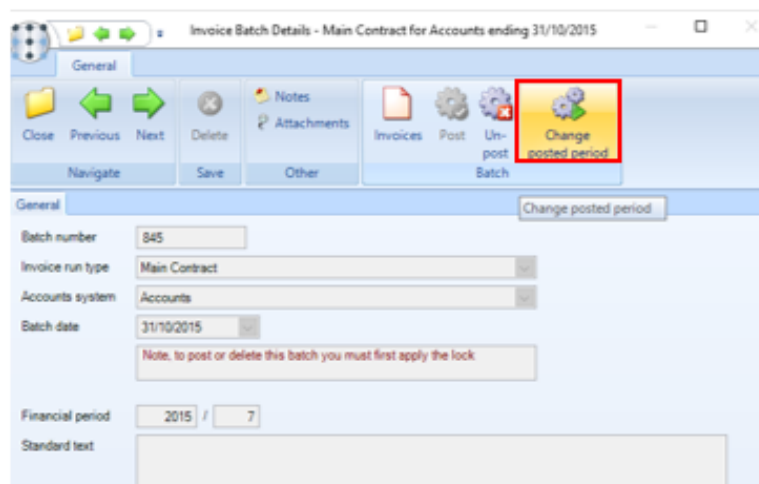
As sales invoice batches are created, the sales ledger year and period are automatically retrieved based on the selected batch end date where the period is not already closed, or the current period if it is.

Invoice batches may contain invoices with a mixture of invoice dates that could be posted into separate periods within Dimensions. At posting time, the possible period of each invoice is determined, and where more than one period may be targeted and is open, the user will be warned of this and presented with the following options:

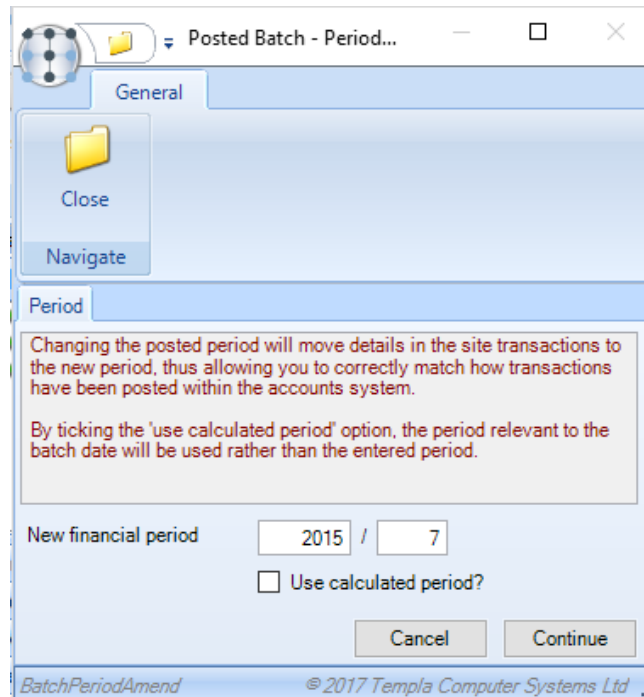
- Apply the batch period to **all** invoices – *Yes* on the confirm action screen
- Apply the determined period to **each** invoice – *No* on the confirm action screen



A user with the '**InvoiceBatch.PeriodAmend**' function will be able to amend the year and period of an already posted invoice batch via the *Change posted period* button if needed.

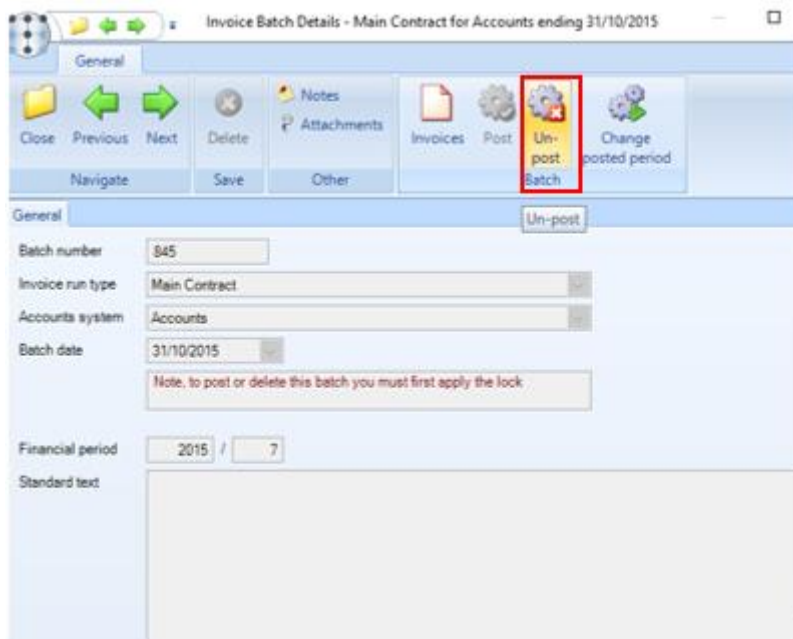


The below *Posted Batch – Period amend* screen explaining the procedure and allowing the calculated period to be used will appear. On selecting *Continue* this will update all invoices in the batch:

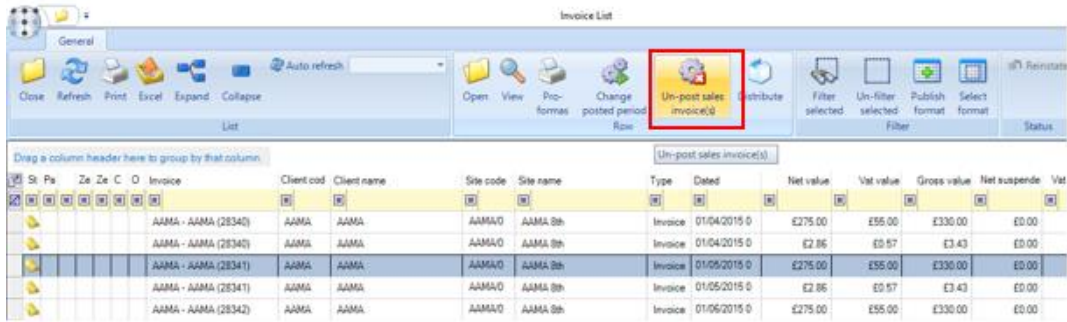


## Un-posting a batch or individual invoices

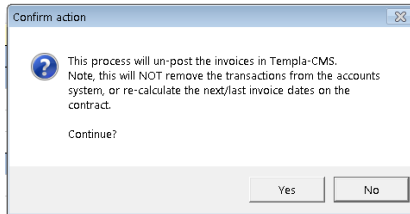
Authorised users can un-post an invoice batch from within TemplaCMS via the Un-post button:



For an authorised user, individual invoices within a single posted sales invoice batch can be un-posted without un-posting the entire batch of invoices. This can be done double-clicking on the posted batch and then clicking on *Invoices*. On the invoice list screen select the individual invoices that need to be un-posted and click on *Un-post sales invoice(s)*.



The following warning message will appear:



**This will only un-post the invoices in Templa-CMS and will not remove them from the accounts system and thus any invoices would need to be manually credited in the accounts.**

On clicking Yes, the following will happen:

- A new ‘ad-hoc’ invoice batch will be created
- The selected invoices will be moved to the ‘ad-hoc’ batch, and marked as un-posted
- The original (now smaller) batch will be re-summarised to ‘site transactions’ (i.e. the value of the un-posted invoices will be removed from the reporting database)
- The state of any affected stores orders (or indeed work-bills) will be re-assessed, and therefore set back to ‘not invoiced’

Following the un-post, and based on whether further rollback is required (e.g. of GRNs), the user may then decide to delete the ad-hoc invoice batch and its invoices.

## Accounts interface - Access Dimensions

With **TemplaCMS** responsible for distribution, posting an invoice batch interfaces directly to the *Access Dimensions Sales Ledger*. This means that no further processing or posting is required in *Access Dimensions* and the transactions will appear on the clients account immediately.

## AMEND CLIENT ORDER REFERENCE ON POSTED INVOICES

Once an invoice has been posted and distributed nothing further can be changed but in certain circumstances the client order reference may not have been given until the invoice had been posted and distributed.

Users authorised to the **Invoice.AmendPostedCustomerOrderReference** function will be able to amend the *Client Order reference* and *Invoice line text* on any discrete posted invoice line.

**Please note:** where the contract’s billing line’s invoice text contained the **&CR** substitution, this substitution will have been actioned when the invoice batch was generated, therefore if the user has changed the client order ref and it is shown in the invoice text the user will need to manually update this.

Any change to the posted invoice text or client order ref will be recorded in the invoice header notes and the invoice batch notes:

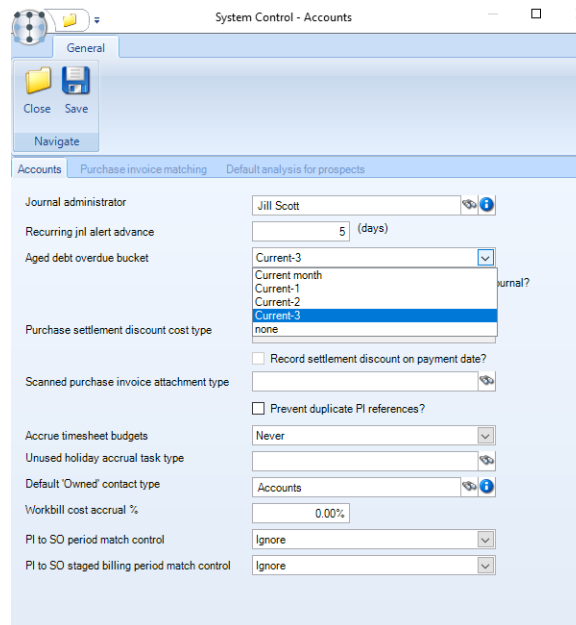
1 - System	AJ	24/09/2018	15:05:47	Client order ref changed from: ABC002 to: ABC003
1 - System	AJ	24/09/2018	15:05:44	Invoice text changed from: Monthly Billing Client order ref: ABC002 to: Monthly Billing Client order ref: ABC003

# AGED DEBTORS

## Credit Control

The accounts system (Access Dimensions) – owns the client debt information, including credit limits, on-stop flag and aged debt values. This information can be used within **TemplaCMS** in order to provide for better credit control in a number of areas, such as stores order entry, stores order approval, one-off workbills and one-off workbill approval.

Aged debt overdue buckets are available on the *System Control > Accounts* menu, where the options are ‘Current month’, ‘Current – 1’, ‘Current – 2’ and ‘Current – 3’



When applied to a client, any debt in the nominated bucket or an older one will be regarded as overdue.

## WORKFLOW PATHS

Workflow rule ‘check types’ exists for:

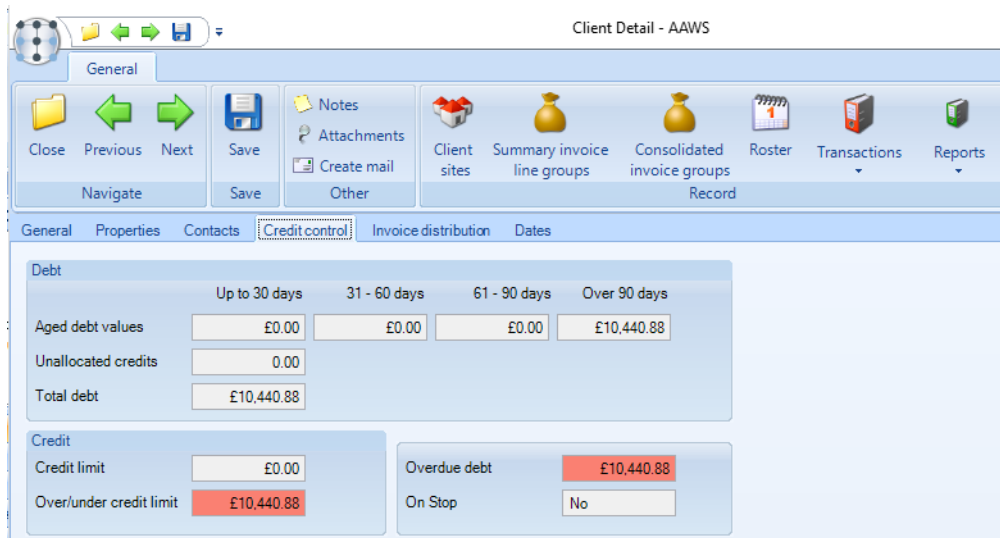
- Client credit limit exceeded
- Client on stop
- Client debt overdue

It is therefore possible to define a ‘credit control’ stage on the workflow paths used for stores order and workflow approval. This stage includes the above check types, and have routes defined that would pass responsibility to a credit control user should any one of the rules be failed.

## CLIENT DETAILS

The *Credit control* tab available on the *client* details window, shows the following details:

- Aged debt values
- Total debt
- Credit limit
- Over/under credit limit value
- Overdue debt total
- On stop status



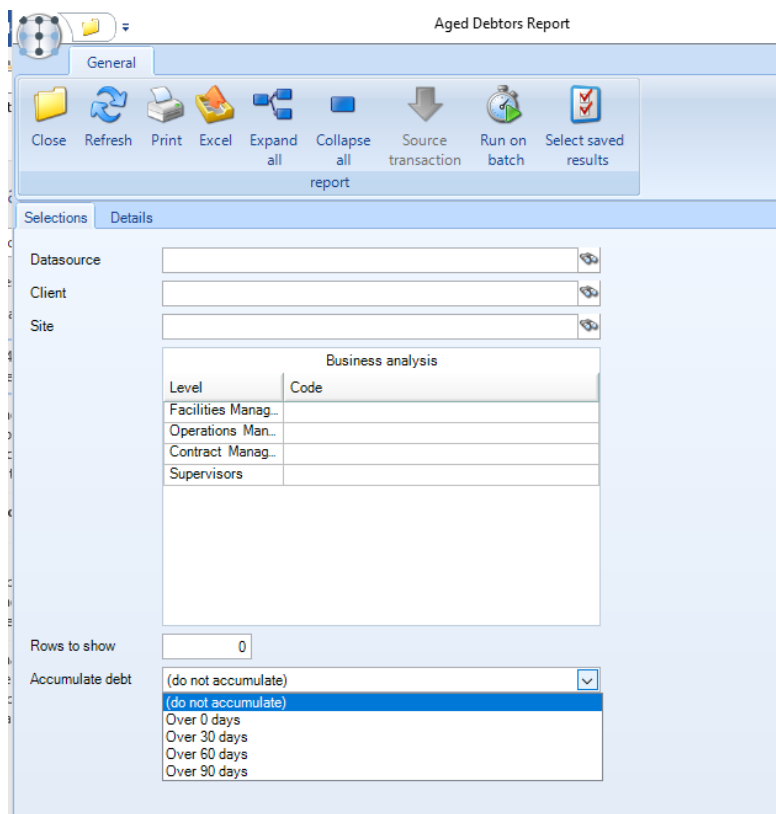
When accessed, a re-calculation of the aged debt figures within Dimensions is automatically triggered to ensure the details are up to date.

## Aged debtors list

Whilst Access Dimensions does provide aged debtor reporting, this can only be at client level, and is unable to be sorted and sub-totalled based on the business analysis structure in **TemplaCMS**.

A more flexible debtors report by site (and therefore business analysis level) has been provided within **TemplaCMS** and can be accessed from the Reports > Contracts & Sites menu.

When selected the report presents the following selection criteria with options to select the accounts datasource, client, site and business analysis codes:



**Rows to show** – when entered, for example 10, the 10 customers with the most debt overdue will be displayed. Leave this field blank if a report with all customers are required.

*Accumulate debt* – this dropdown is built from the ageing buckets as defined in Dimensions, so may show months or days. When selected, the debtors report will extract all data, and then filter out any transactions that are younger than the selected ‘accumulate’ option. In doing so, a single value column will be shown (e.g. for debt ‘Over 60 days’) rather than the individual debt ageing buckets.

Once the criteria have been selected, clicking on the *Details* tab will build the ‘aged debtors list’.

*Please note*, that if all selections are left blank, a full aged debtor will be built, although any user relevant restrictions on accounts data sources and BA codes will always be applied.

In building the ‘aged debtors list’, the process identifies all relevant sites based on the selection criteria, and extract outstanding transactions as at the current date associated with each site.

Each transaction will then be aged using the ageing method defined within Dimensions (months or days). The results will be displayed in a grid, as below:

Site description	Contract Manager	Over 90 days
ALGS 7TH	DAN CARTER	£53,976.22
BAFH FITZWILLIAM 01	DAN CARTER	£64,530.04
BAFH FITZWILLIAM 02	DAN CARTER	£137,890.20
BLPC LVR	DAN CARTER	£152,902.74
CBSC LONDON	DAN CARTER	£78,048.23
CFCH C/O	DAN CARTER	£23,744.76
CWMH ILFORD	DAN CARTER	£80,708.54
DBSP PATERNOSTER	DAN CARTER	£23,748.00
DCTM DCPCU	DAN CARTER	£22,648.80
ESGS 77	DAN CARTER	£27,177.82
		£665,375.15

Standard grid functions to sort, group (and therefore sub-total), print, and export to MS/Excel is available.

Clicking on ‘Expand All’ and ‘Collapse all’ toggle the list displayed between summary (as above) and detail mode.

When expanded, each outstanding transaction is shown, with the following additional columns:

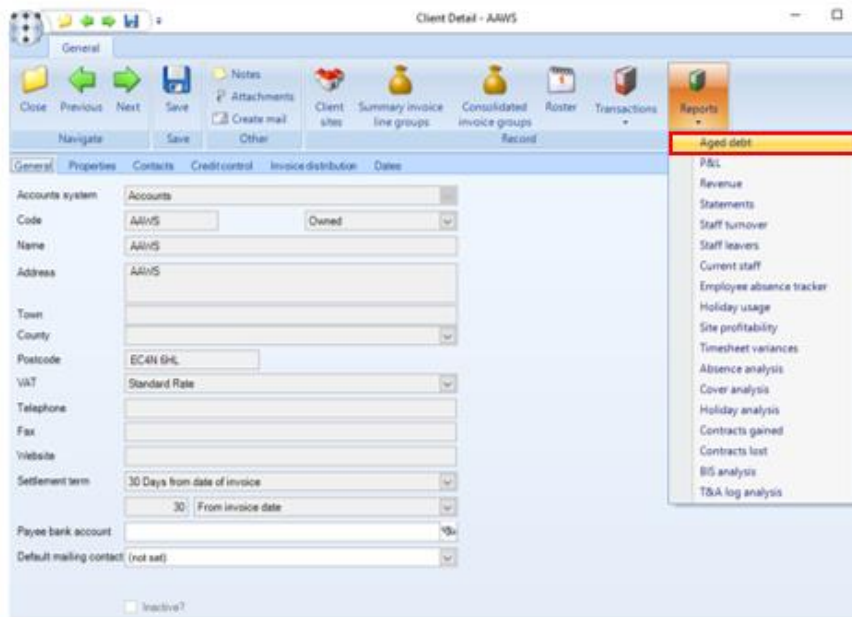
- Transaction date
- Transaction type
- References, including CMS invoice batch reference
- Due date
- Audit number
- Processed by

Client code	Site description	Contract Manager	Over 90 days	Transaction date	Transaction type	Internal invoice number	Dimensions invoice number	Due date
ALGS	ALGS 7TH	DAN CARTER	£53,976.22					
ALGS	ALGS 7TH		£230.85	31/05/2013	INV	21637	94431	30/06/20
ALGS	ALGS 7TH		£1,969.73	05/06/2013	INV	21856	94522	05/07/20
ALGS	ALGS 7TH		£1,881.53	31/07/2013	INV	24248	95065	30/09/20
ALGS	ALGS 7TH		£1,692.53	31/08/2013	INV	24344	95158	30/09/20
ALGS	ALGS 7TH		£1,969.73	30/09/2013	INV	24437	95253	30/10/20
ALGS	ALGS 7TH		£1,881.53	31/10/2013	INV	24535	95348	30/11/20
ALGS	ALGS 7TH		£1,692.53	30/11/2013	INV	24629	95441	30/12/20
ALGS	ALGS 7TH		£1,969.73	31/12/2013	INV	24723	95535	30/01/20
ALGS	ALGS 7TH		£1,881.53	09/09/2014	INV	25560	95608	09/10/20
ALGS	ALGS 7TH		£1,692.53	09/09/2014	INV	25561	95609	09/10/20
ALGS	ALGS 7TH		£1,969.73	09/09/2014	INV	25562	95610	09/10/20
ALGS	ALGS 7TH		£1,881.53	09/09/2014	INV	25563	95611	09/10/20
ALGS	ALGS 7TH		£1,692.53	09/09/2014	INV	25564	95612	09/10/20
			£665,375.15					



## CLIENT DETAILS

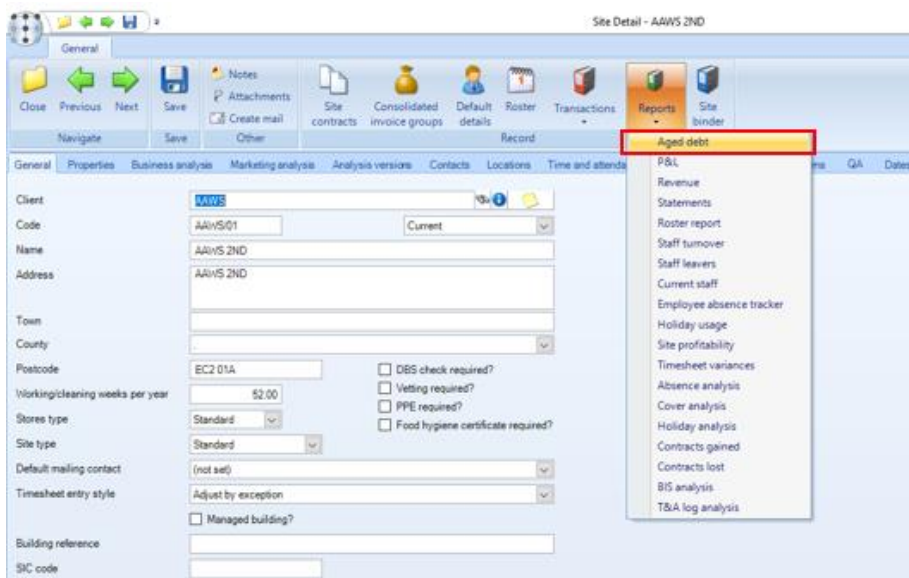
*Aged debt* option also exists on the *Reports* menu accessible from the *client details* screen. When selected, it provides direct access to the debtors list, pre-filtered to the current client.



As the 'aged debtors list' is a securable function, only authorised users will be able to access this via the navigator, site or client.

## SITE DETAILS

*Aged debt* option also exists on the *Reports* menu accessible from the *site details* screen. When selected, it provides direct access to the debtors list, pre-filtered to the current site.



# TRACEABILITY

**TemplaCMS** determines a link between **TemplaCMS** source transactions, and their *Access Dimensions* nominal ledger posting. A number of tools have been provided within **TemplaCMS** to reconcile between the applications.

## Transaction matching – audit number creation

Prior to posting transactions from **TemplaCMS** to *Access Dimensions*, a **TemplaCMS** audit number is stamped on the source transaction, for example Sales invoice items.

TemplaCMS - Contract Management System -- TemplaCMS V6.1.0

General | Auto refresh | Close Refresh Print Excel Expand Collapse | Open View Pro-formas Change posted period Distribute | Filter selected Un-filter selected Apply last filter Change filter Select filter

Navigator | Alerts Clients Sites Invoice List

**Billing**

- Invoice Batches
- Invoices
- Billing Review

Contract Admin

Payroll

Workbills

Hygiene Services

**Billing**

Transaction Register

Stores

Reports

Period/Year End

Maintenance

Service Point

Projects

System Admin

Session Admin

Invoice List

Drag a column header here to group by that column.

Dated	Net value	Vat value	Gross value	Account	Internal invoice reference number	Goods receipt number	Stores order number	Mt
30/04/2013 0	£73.35	£14.67	£88.02	93962	20965	10011	4550	0
30/04/2013 0	£208.04	£41.61	£249.65	93962	20965	10011	4550	0
30/04/2013 0	£185.76	£37.15	£222.91	93962	20965	10012	4140	0
30/04/2013 0	£32.48	£6.50	£38.98	93962	20965	10012	4140	0
30/04/2013 0	£43.42	£8.68	£52.10	93962	20965	10012	4140	0
30/04/2013 0	£208.04	£41.61	£249.65	93962	20965	10076	4550	0
30/04/2013 0	£73.35	£14.67	£88.02	93962	20965	10076	4550	0
30/04/2013 0	£208.04	£41.61	£249.65	93962	20965	10272	4550	0
30/04/2013 0	£73.35	£14.67	£88.02	93962	20965	10272	4550	0
30/04/2013 0	£43.42	£8.68	£52.10	93962	20965	10273	4140	0
30/04/2013 0	£32.48	£6.50	£38.98	93962	20965	10273	4140	0
30/04/2013 0	£185.76	£37.15	£222.91	93962	20965	10273	4140	0
30/04/2013 1	£-208.00	£-41.60	£-249.60	2381	20969	0	0	0
30/04/2013 1	£0.00	£0.00	£0.00	0	20970	0	0	0
Total	£9,358,808...	£1,871,785...	£11,230,593...					

**TemplaCMS** will attempt for any posted batches to retrieve the corresponding document number from *Access Dimensions*.

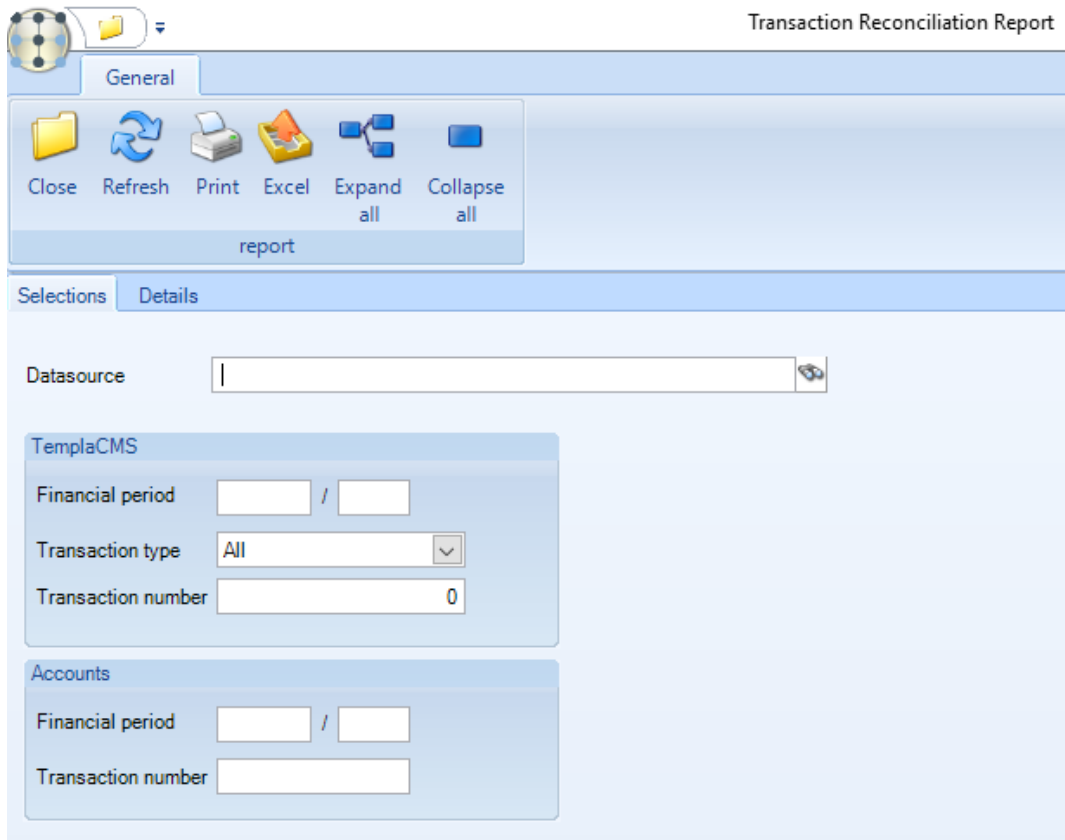
**TemplaCMS** has no control over the posting process in *Dimensions*, so will not know if and when the transactions have been posted. For this reason, the match retrieval process runs as a background task once per day (usually at night).

This task will attempt to find the associated posted transaction in *Access Dimensions*, using the assigned **TemplaCMS** audit number.

# Transaction reconciliation enquiry

A *Transaction Reconciliation* report can be accessed from the *Reports > Contracts and Sites* menu:

When selected this will present a selection criteria window allowing the following options:

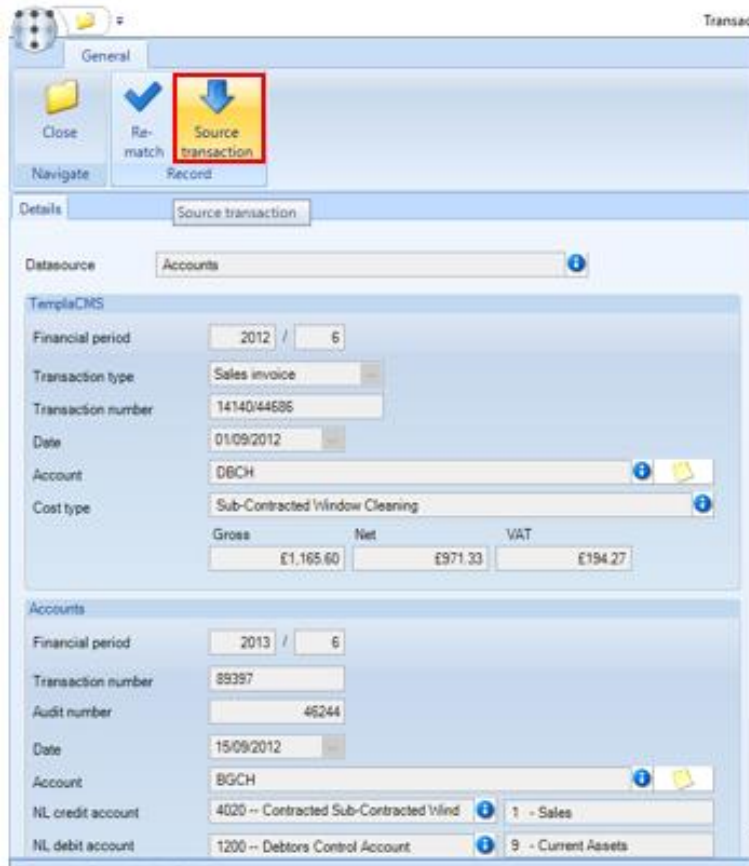


This report can be used for reconciling the company for an entire period, or as a method of locating a single **TemplaCMS** invoice based on the *Access Dimensions* invoice number. Once the relevant selections have been entered clicking on the *Details* tab will retrieve the information and display it as follows:

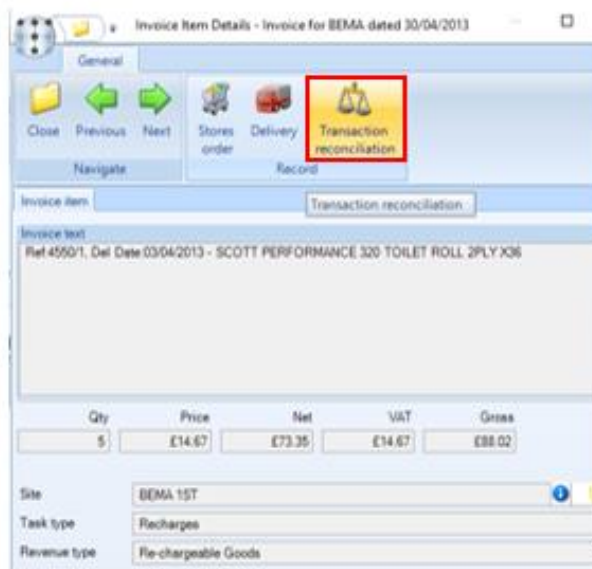
Status	Datasource	Transaction type	Transaction number	Date	Financial year	Financial period	Account	Value	Cost type	Transaction ID
Exceptions	Accounts	Sales invoice	14140/44686	01/09/2012 00:0	2012	6	DBCH	£1,165.60	Sub-Contracted Window Cleaning	89397
Exceptions	Accounts	Sales invoice	14140/44687	01/09/2012 00:0	2012	6	DBCH	£443.46	Washroom Services	89397
Exceptions	Accounts	Sales invoice	14140/44688	01/09/2012 00:0	2012	6	DBCH	£992.00	Sub-Contracted Periodics	89397
Not matched	Accounts	Sales invoice	14140/44689	01/09/2012 00:0	2012	6	DBCH	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14140/44690	01/09/2012 00:0	2012	6	DBCH	£123.43	Washroom Services	89397
Not matched	Accounts	Sales invoice	14141/44691	01/09/2012 00:0	2012	6	CSB/W	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14141/44692	01/09/2012 00:0	2012	6	CSB/W	£624.00	DOC revenue	89696
Exceptions	Accounts	Sales invoice	14141/44693	01/09/2012 00:0	2012	6	CSB/W	£109.20	Waste - All Suppliers	89696
Exceptions	Accounts	Sales invoice	14144/44703	01/09/2012 00:0	2012	6	CEFS	£590.51	DOC revenue	89406
Not matched	Accounts	Sales invoice	14145/44704	01/09/2012 00:0	2012	6	CJRD	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14145/44705	01/09/2012 00:0	2012	6	CJRD	£590.59	DOC revenue	89428
Exceptions	Accounts	Sales invoice	14145/44706	01/09/2012 00:0	2012	6	CJRD	£30.00	In House Periodics	89428

Any discrepancies found between the **TemplaCMS** and *Access Dimensions* details will be highlighted, and the row marked as an exception. The status column allows users to filter on *Exceptions*, *Not matched* and *Matched* transactions.

Standard grid sorting, grouping (and therefore sub-totalling), printing and export to MS/excel options is available. Additionally, double clicking on a selected row will display further details as well as allow drill down to the source transaction:

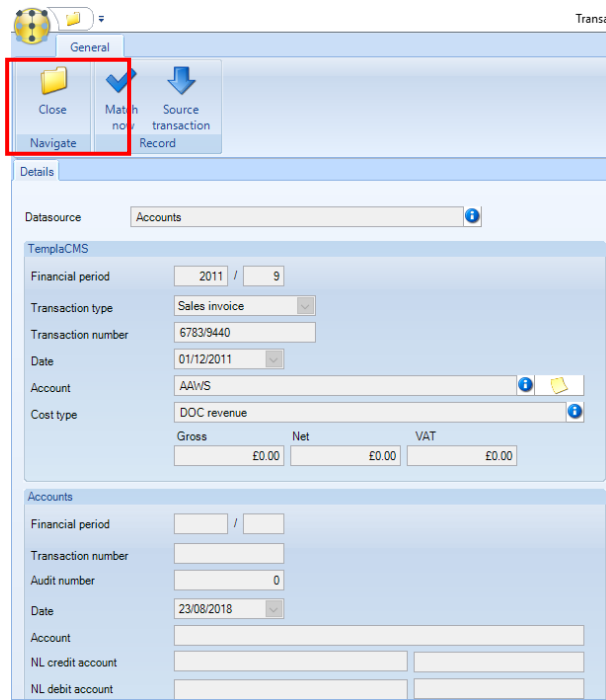


The transaction reconciliation details can also be viewed for a single *TemplaCMS* transaction audit number for example from clicking in the *Transaction reconciliation* button from a posted invoice line:



*Match now* - if the transaction is currently 'not matched' (i.e. the *Access Dimensions* details were not posted the last time a matching took place), the *Match now* button allow the user to process matching for just this transaction.

*Source transaction* - when pressed this allow the user to view the transaction source.

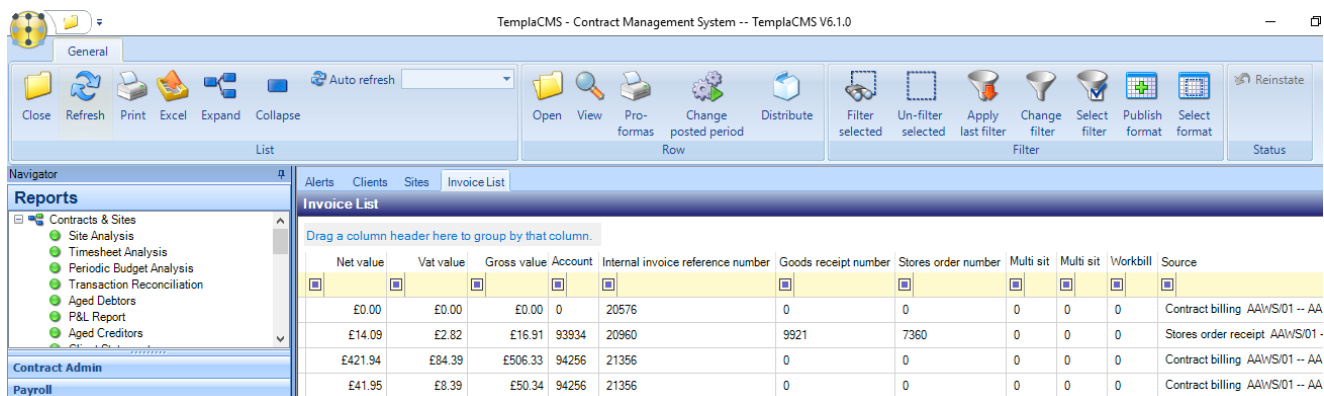


To complete the loop, from any one of these windows (however they were accessed), the *Transaction reconciliation* button allow access to the *Transaction reconciliation details* screen. In this way a user could start with a **TemplaCMS** invoice, and find the associated *Access Dimensions* details, or start with an *Access Dimensions* invoice number, and find the **TemplaCMS** details.

## Invoice Transactions List

The *Billing > Invoices* menu option provides a full invoice transaction list which can be used to display or filter the following fields:

- Stores order number
- Goods receipt (delivery) number
- Workbill number (range)
- Internal invoice reference number
- Accounts invoice number



This allow users to find an invoice transaction from a variety of source data for example if the invoice was for a specific stores order, this screen will show the stores order number that it was generated for.

# APPENDIX A – INVOICE LAYOUTS

## Invoice layout 1



Templa Computer Systems Ltd  
Technology House  
Mount Pleasant  
Hildenborough  
TN11 9JG

Mugg & Bean Ltd  
17 Argyle Road  
Sevenoaks  
Kent  
TN13 3SQ

Invoice: 456885  
Date: 12/05/2015  
Account no: MUG001

Description	Quantity	Price	Net	Vat	Total
Cleaning from 01/05/2015 to 31/05/2015					
Daily Office Cleaning	1	500	500	100	600
Monthly deep clean of Kitchen	1	500	500	100	600

Terms: 30 Days Nett  
Bank Details:  
Bank: HSBC  
Sort Code: 400707  
Account No: 13245678

Net Total: £1,000.00  
VAT Total: £ 200.00  
Invoice Total: £1,200.00

Templa Computer Systems Ltd, Company Reg. No. 12345789 VAT Reg. No. 123456712  
e-mail: [accounts@templa.com](mailto:accounts@templa.com) Tel: 01732832888 Fax: 01732832887 [www.templa.com](http://www.templa.com)

## Invoice layout 2



Mugg & Bean Ltd  
17 Argyle Road  
Sevenoaks  
Kent  
TN13 3SQ

Invoice: 456885  
Date: 12/05/2015  
Account no: MUGG001

Description	Quantity	Price	Net	Vat	Total
Cleaning from 01/05/2015 to 31/05/2015					
Daily Office Cleaning	1	500	500	100	600
Monthly deep clean of Kitchen	1	500	500	100	600

Net Total: £ 1,000.00  
VAT Total: £ 200.00  
Invoice Total: £ 1,200.00

Templa Computer Systems Ltd  
Technology House, Mount Pleasant, Hildenborough, Kent, TN11 9JG  
e-mail: [accounts@templa.com](mailto:accounts@templa.com) Tel: 01732892888 Fax: 01732892887 [www.templa.com](http://www.templa.com)  
Company Reg. No. 12945789 VAT Reg. No. 129456712  
Bank Details: HSBC Account No: 12945678 Sort Code: 400707 Terms: 30 DAYS Net

# Invoice layout 3



Templa Computer Systems Ltd  
Technology House  
Mount Pleasant  
Hildenborough  
Kent  
TN11 9JG

VAT reg. no. GB123465789  
Phone 01732 832 888  
Fax 01732 832 887

Mugg & Bean  
Regent Rd  
Manchester  
Cheshire  
CW12 2NM

INVOICE (copy): 2  
Date: 28/02/2017  
Account no: MUGG001  
Your Ref: PO88987

Description	Quantity	Price	Net	*
Daily Contract Cleaning: 01/02/2017 to 28/02/2017 23 days at £25.00 per day	1.00	575.00	575.00	STD

* VAT Analysis:				Terms:	30 Days	Net Total:		£575.00
Code	Rate	Total	VAT	Bank Details		VAT Total:		£115.00
STD	20.00	575.00	115.00	Bank:	Templa Current Account	Invoice Total:		£690.00
				Sort Code:	11-22-33			
				Account No:	12345678			

Templa Computer Systems Ltd, Company Reg.No. 123456 , VAT Reg No. GB123465789  
email:support@templa.com Tel:01732  
832 888 Fax: 01732 832 887 Website: www.templa.com



# Invoice layout 4



Mugg & Bean  
Regent Rd  
Manchester  
Cheshire  
CW12 2NM

**INVOICE (copy):** 2  
**Date:** 28/02/2017  
**Account no:** MUGG001  
**Your Ref:** PC88987

Description	Quantity	Price	Net	*
Daily Contract Cleaning: 01/02/2017 to 28/02/2017 23 days at £25.00 per day	1.00	575.00	575.00	STD

**\* VAT Analysis:**

Code	Rate	Total	VAT
STD	20.00	575.00	115.00

**Net Total:** £575.00

**VAT Total:** £115.00

**Invoice Total:** £690.00

Templa Computer Systems Ltd, Company Reg.No. 123456 , VAT Reg No. GB123465789  
email:support@templa.com Tel:01732  
832 888 Fax: 01732 832 887 Website: www.templa.com



TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit [teamsoftware.com](https://teamsoftware.com).