

# Budgets Manual

## TEMPLACMS

Version: v.6.1.0



# COMMERCIAL STATEMENT

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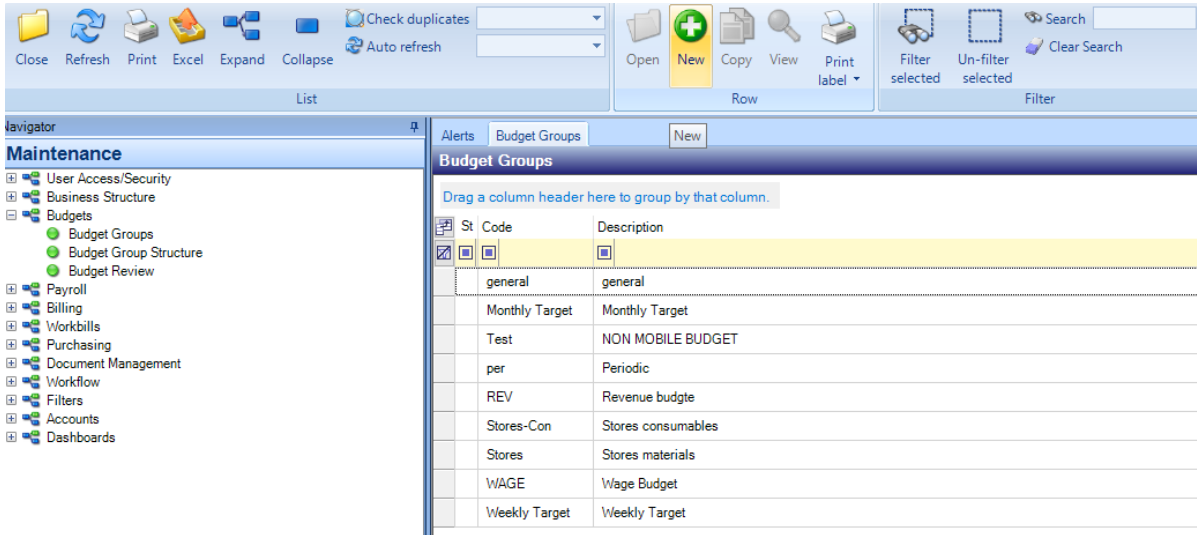
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# MAINTENANCE

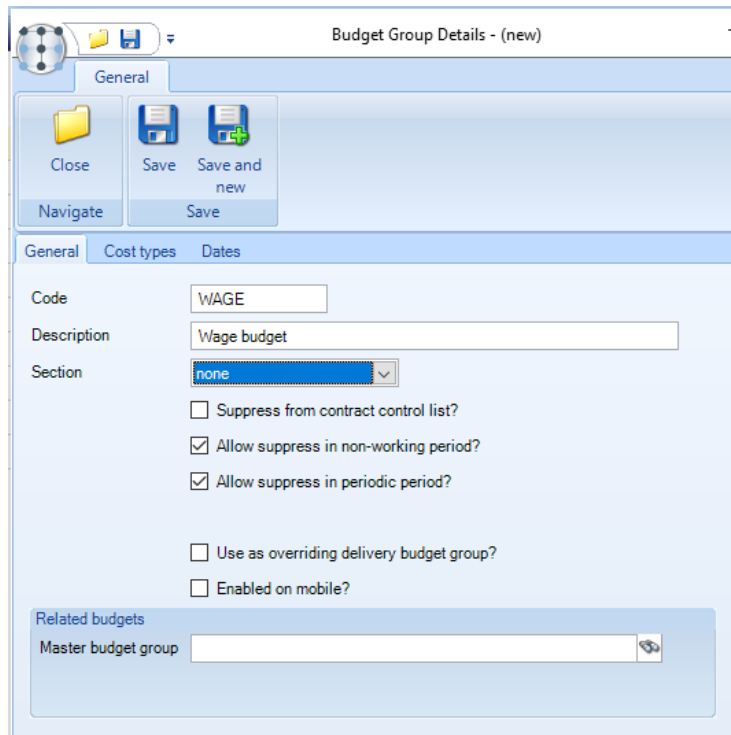
## Budget Groups

Budget Groups are used to group together different **cost types** (or **revenue types**) and thus can have a variety of purposes.

Budget Groups can be created from the *Maintenance > Budgets > Budget groups* menu by clicking on *New*.



## GENERAL



*Code* - enter a code for the budget group

*Description* - enter a description for the budget group.

*Section* - this determines the area to which the budget group relates, thus:

- *None* - this is a budget that does not relate to a contract but is used for reporting purposes only
- *Billing* - used on the 'Billing Weekly Comparison' grid on the contract
- *Bought in services* - relates to budgets for *Bough in services*.
- *Payroll* - used on the 'Payroll Weekly Comparison' grid on the contract and on timesheets

- *Periodics* – used on the ‘Periodic Budget Enquiry’ on timesheets
- *Stores* – used on *Stores Orders*
- *Workbills* – used on the ‘Workbill Weekly Comparison’ grid on the contract

The subsequent options on the above screen vary depending on the Section selected.

*Suppress from contract control list* - when ticked this budget group will be excluded the contract control list.

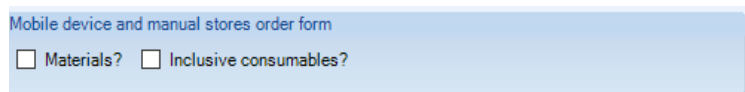
*Allow supress in non-working period* – when ticked this budget will be supressed during non-working periods as defined on the calendar associated with the site/contract.

*Allow suppress in periodic period* - when ticked this budget will be supressed during periodic periods as defined on the calendar associated with the site/contract.

*Exclude budget if no employees exist on tasks?* – when selected on payroll budgets the budget will be supressed where no employees exist on the task related to the budget.

*Enabled on mobile?* – when ticked the relevant budget group will be send to the mobile devices.

*SO Budget Control* – this option defines which budget groups should be visible during stores order entry. When ticked additional options become available:



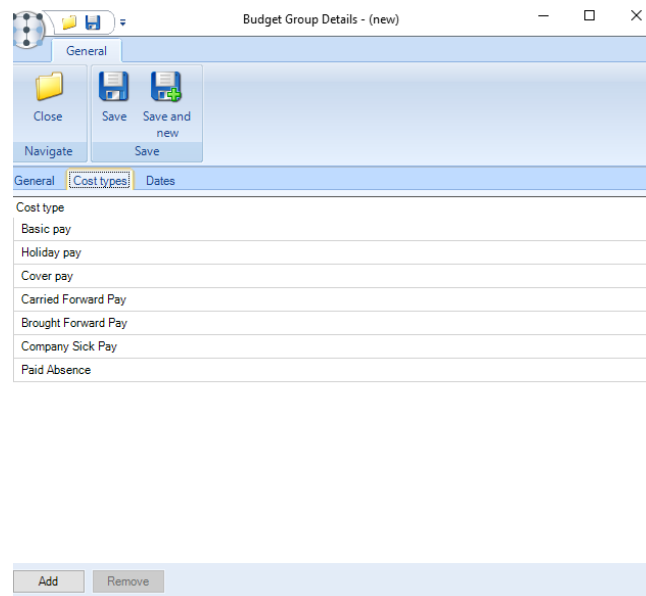
- *Manual Stores Order Form* – for any stores budget group, if the *SO Budget Control?* flag has been checked, then it is possible to flag the budget to appear as either *Material?* or *Inclusive Consumables?* on the *Stores Order forms* (which will also appear on the mobile device)

*Default for timesheet delivery* – this is the budget group used when displaying budgets behind the timesheet screens; normally only one budget group is so flagged. This option is only available on a payroll (section) budget group.

*Related Budget Groups (Master)* – a link can be built between budget groups, where the value of one budget group is a direct % calculation of another budget group for example uniform, inclusive materials, etc. This is done by entering the master budget group (e.g., wages budget group) and the slave percentage; this then creates a master-slave (or parent-child) relationship between the two budget groups with the relationship defined on the slave budget group.

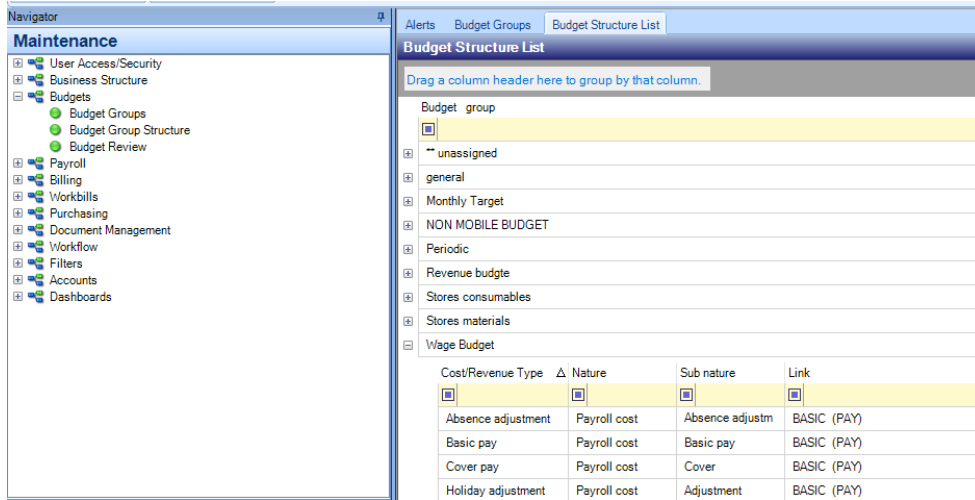
## COST TYPES

The cost types (or revenue types) associated with each budget group should be recorded against the budget group via the *Cost Type tab*:



# Budget Structure List

The Budget Structure List displays a list of cost types (or revenue types) in each budget group to assist with setup.

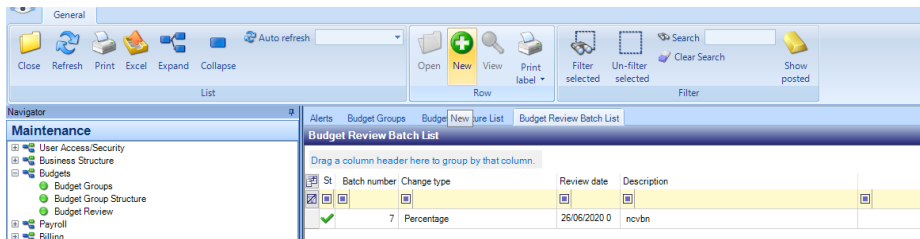


# Budget Review

The Budget Review option allows the creation and posting of a batch either to make bulk changes or to build all budgets at initial set-up.

## BUDGET REVIEW – CREATION

From the Budget Review Batch screen click on New to create review batch.



Complete the following details:

**General**

Batch number:

Description:

Change type:  Value  Percentage  Rebuild  Hourly rate  Split wage re-align  Single wage re-align

Review date:

**Extraction**

General Business Analysis

Accounts system:

Client:

Site:

Contract:

Budget group:

Linked pay scale:

Task type:

Frequency:

**Value change**

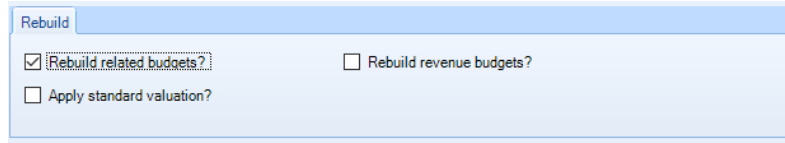
Value +/-:

## GENERAL

*Description* – enter a description for the budget review batch.

*Change type* – the following options are available:

- *Value* – where a budget review is only to update a specific budget group by a specific value the value of the decrease or increase should be specified
- *Percentage* – where a budget review is only to update a specific budget group by a specific percentage the percentage decrease or increase should be specified
- *Rebuild* – removes the need for a review date but provides the following options:



Rebuild

Rebuild related budgets?       Rebuild revenue budgets?

Apply standard valuation?

- *Rebuild related budgets?* – this will force through any changes to a master/slave value or percentage change, with the *Apply standard valuation?* option overriding any contract specific percentages
- *Rebuild revenue budgets?* – will force through changes where the contract tasks have been flagged to build revenue budgets
- *Hourly rate* – the value an hourly rate should be increased or decreased by should be entered.
- *Split wage re-align* – **This option should not be used without contacting Templa**
- *Single wage re-align* - **This option should not be used without contacting Templa**

*Review date* – enter the date the new budget figures should take effect from

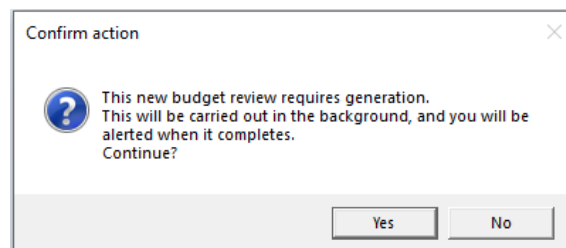
## EXTRACTION

Enter the relevant extraction criteria to build the budget review batch. It is also possible to specify a business analysis level for example if only the budgets for a certain area should be updated.

## Budget Review – Review & Post

### GENERATION

Click on *Save* to generate the batch, the below message will appear. Click on *Yes* to continue.



The generation process will extract all contracts where, either employees exist on the nominated pay-scale or budgets exist linked to this pay scale. For each contract, the total configured hours and rates of pay for employees on the pay scale will be compared to the linked budget. Where a difference is found the budget will be included as an item in the batch updated by the difference.

After generation the items will be available for review via the Budget review items option on the batch header screen:

The user can review the following columns:

- Current contract employee wages
- New contract employee wages
- Current contract wage budget
- New contract wage budget
- Current hours
- New hours

Client	Site	Contract	Task	Budget description	Pay scale	Frequency	St	Current value							New value										
								Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Mon	Tue	Wed	Thu	Fri					
Z1234	Z1234	Z12345	1	Weekly Target		1 Weeks	✓	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Z1234	Z1234	Z12345	1	Weekly Target		1 Weeks	✓	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£78.30	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Z1234	Z1234	*56 - Sch	1	Weekly Target		1 Weeks	✓	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£78.30	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
XYZ98	XYZ98	XYZ987	1	Weekly Target + Test		1 Weeks	✓	£32.00	£32.00	£32.00	£32.00	£32.00	£40.00	£0.00	£200.00	£35.39	£35.39	£35.39	£35.39	£35.39	£35.39	£35.39	£35.39	£35.39	£35.39
XYZ98	XYZ98	XYZ987	2	Weekly Target		1 Weeks	✓	£18.00	£18.00	£18.00	£18.00	£18.00	£18.00	£0.00	£0.00	£90.00	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91
XYZ98	XYZ98	XYZ987	2	Weekly Target		1 Weeks	✓	£18.00	£18.00	£18.00	£18.00	£18.00	£0.00	£0.00	£90.00	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91	£19.91
3M	3MAU	3MAUST	1	DOC Cleaning		1 Weeks	✓	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	£11.06	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Colour coding is employed to highlight 'over budget' in RED and 'under budget' in GREEN, thus the user can easily see where a contract would go from under to over budget and vice-versa. Furthermore, negative budget will also be highlighted.

**NB:** it is recommended that the budget review functionality is initially undertaken on a test environment or a single contract before running it on multiple contracts. Where a lot of contracts are affected it is best practise to run this after hours as this process will also create a new version of each affected contract.

### EXPORT TEMPLATE / IMPORT

It is possible to export the budget review grid as a template which can be amended in MS Excel via the *Create import template* option on the *Budget Review Item* screen:

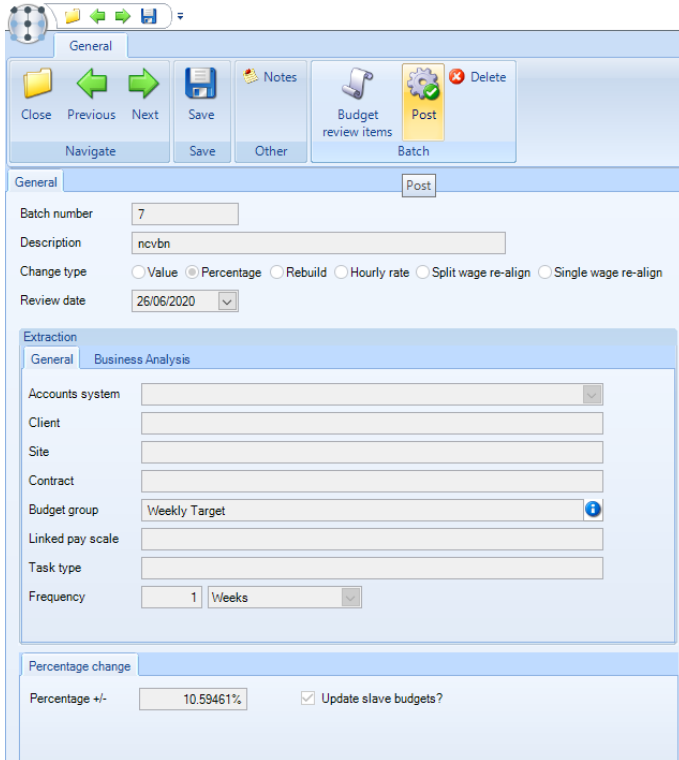
Client	Site	Contract	Task	Budget description	Pay scale	Frequency	St	Mon	Tue	Wed	Thu	Fri
Z1234	Z1234	Z12345	1	Weekly Target		1 Weeks	✓	£0.00	£0.00	£0.00	£0.00	£0.00

Once amended the template can be imported via the *Import template* option on the *Budget Review Items* screen.



## POST

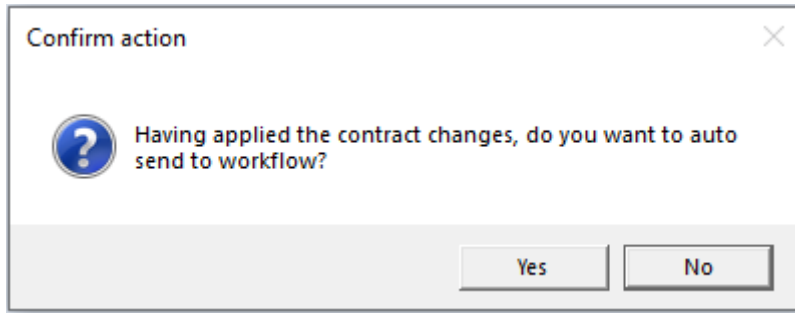
Click on Post on the Budget Review batch header screen. On posting a new version of each contract will be created and the changes applied.



The screenshot shows the 'Budget Review batch header screen' with the 'Post' button highlighted. The interface includes a top navigation bar with 'Close', 'Previous', 'Next', 'Save', 'Notes', 'Budget review items', 'Post', and 'Delete' buttons. Below this, the 'General' tab is active, displaying fields for 'Batch number' (7), 'Description' (ncvbn), 'Change type' (Percentage selected), and 'Review date' (26/06/2020). The 'Extraction' section is also visible, with sub-tabs for 'General' and 'Business Analysis'. The 'Business Analysis' sub-tab shows fields for 'Accounts system', 'Client', 'Site', 'Contract', 'Budget group' (Weekly Target), 'Linked pay scale', 'Task type', and 'Frequency' (1 Weeks). At the bottom, the 'Percentage change' section shows 'Percentage +/-' (10.59461%) and a checked 'Update slave budgets?' checkbox.

Where a lot of contracts are affected it is best practise to run this after hours.

The following question will appear. Answer Yes if the system should auto send the contract changes to workflow. If answering No a user will need to go into each WIP contract and manually *Send for Approval*.



The screenshot shows a 'Confirm action' dialog box with a question mark icon. The text inside the dialog reads: 'Having applied the contract changes, do you want to auto send to workflow?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'.

# CONTRACT BUDGETS

Budgets can be added, viewed and amended from the *Budgets tab* on contracts.

Task	Description	Effective	Budget group	Value	Hours	Frequency
10 -- DAILY OFF...	Weekly Target	01/01/2011 on	WAGES - WAGES BU...	£295.00	47.50	1 Weeks
Not applicable	Materials Budget	01/01/2011 on	MATS - Materials	£41.96	0.00	1 Months
10 -- DAILY OFF...	Auto-built for budg...	01/01/2011 on	NICERS - NIC ERS Bu...	£14.44	0.00	1 Weeks
10 -- DAILY OFF...	Auto-built for budg...	01/01/2011 on	HOLPAY - HOLIDAY P...	£22.63	0.00	1 Weeks
10 -- DAILY OFF...	Auto-built for budg...	01/01/2011 on	UNIFORM - Uniform B...	£1.77	0.00	1 Weeks
12 -- In House P...	Periodics (TS)	01/01/2011 on	*26 - Periodics (TS)	£20.00	2.00	1 Weeks
10 -- DAILY OFF...	Auto-built for budg...	01/01/2011 - 15/...	TOTALREV	£1,794.36	0.00	1 Months
10 -- DAILY OFF...	Auto-built for budg...	16/07/2014 on	TOTALREV	£1,900.00	0.00	1 Months

To create a new budget, click on *Add*.

**Budget details**

Effective: 01/01/2011 to (not set)

Description: Periodics Budget

Budget group: Periodics

Task: 7 -- One-Off In House Periodics -- One-Off In House Periodics

Budget period: 1 Weeks Period start date: 01/01/2011

Period budget

Value: £0.00

Suppress in non working periods?  
 Suppress in working periods?  
 Suppress in periodics period?

*Effective* - the effective from date will default based on the contract start date.

*Suppress in non-working periods?* - this should only be ticked if the budget should be suppressed where *non-working periods* are defined on the associated contract or task level calendar for example during school holidays.

*Suppress in working periods?* - this should only be ticked if the budget should be suppressed during working periods.

*Suppress in periodics period?* - should only be ticked where the budget should be suppressed where periodic periods are defined on the associated contract or task level calendar.

*Description* - enter a description for the budget group.

*Budget group* - select the relevant budget group for example Wage, Materials etc. The budget groups determine which cost/revenue types should be tracked against the budget.

Budget period – enter the financial period for the budget group i.e. 1 week, 1 month etc.

Value – enter the value for the budget

## PAYROLL BUDGETS

Where a 'payroll' budget group is added to contract it is possible to enter daily budgeted hours and values specifically for use with non-52-week year contracts (for example schools), as well as the number of employees the budget relates to. **If the user sets a number of employees, they will be forced to add that number of employees to the contract before they can request approval.**

A 'payroll' budget can also be optionally linked to a Pay scale like National Living Wage. When the National Living Wage changes, not only do the employee pay rates get applied globally but, the budget can also be uplifted at the same time using the Budget Review functionality in TemplaCMS.

Hours	Value
Monday	0.00
Tuesday	0.00
Wednesday	0.00
Thursday	0.00
Friday	0.00
Saturday	0.00
Sunday	0.00
Period	0.00

The *Calculator* option allows the entry of day of week wage budgets on a contract. When selected, this presents the user with a window where they can enter details of the number of *employees* undertaking each *work type* along with their *working pattern and hourly rate*. On return to the budget window these granular details are used to populate the appropriate daily hours and values.

Employee work type	Employee count	Hourly rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Cleaning Operative	3	7.50	5.00	5.00	5.00	5.00	5.00	0.00	0.00
Janitor	2	8.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00
*									

**Note that where calculator details have been entered, the user is no longer able to amend the details directly on the budget, but must instead do this via the calculator window.**

*Timesheet budget tolerances* - when a budget group is selected that is linked to the 'Payroll' budget section, four tolerance percentage fields are available. This allow% +/- tolerances on hours and cost to be entered and workflow exceptions exist to handle timesheets that exceed the tolerance. When a budget group is selected that is linked to the 'Payroll' budget section, the four new tolerance percentage fields will be available.

NB: it is not possible to update these fields via Budget Review.

## PERIODIC BUDGETS

Where a *Periodic budget group* is added to a contract, in addition to the frequency of the budget, the user is required to specify the period start date which will be used to determine the budget period. Whilst this will default to the contract *Start date*, it need not necessarily be the same. For example, if a new contract begins on 25<sup>th</sup> February, the periodic budget may be defined for a full calendar year, and as such be backdated to 1<sup>st</sup> January. For more information, please see the *Periodic* section in this document.

## Automatically Generated (Slave) Budgets

Where a master-slave budget relationship existed, when any 'master' budget group is added to a contract, the system will automatically generate additional task-level budget records for any associated 'slave' budget groups, for example NI, Uniforms or Materials:

Task	Description	Effective	Budget group	Value	Hours	Frequency
1 -- Daily Office...	Wage budget	01/06/2008 on	WAGE - Wage B...	£74.00	43.00	1 Weeks
1 -- Daily Office...	Auto-built for bud...	01/06/2008 on	NI - National insu...	£2.22	0.00	1 Weeks
1 -- Daily Office...	Auto-built for bud...	01/06/2008 on	Pen - Uniform	£3.70	0.00	1 Weeks

The master/slave valuation % may differ for each contract, task and budget group, so each automatically added budget provides the facility to change the valuation % at this level. Where one of the 'slave' budget groups should not be automatically built on a specific contract task then the above valuation % should be changed to zero.

## STORES BUDGETS

With the association of budget groups with a flexible purchase type, it is possible to define any number of stores budget groups on a *contract*, applying the slave percentage as necessary.

The relationship between stores order lines and the budget group will be derived based on the cost types assigned to the budget group. As such, it is likely that a new cost type would need to be created (for inclusion on a new budget group) for every new purchase type that is defined on the system.

Stores budgets will only appear on Stores Orders where:

- The budget group is flagged for *SO budget control*
- A contract budget exists for the budget group, effective on the required date of the order
- The derived cost type of at least one stores order line (based on purchase type and product group / category) is within the budget group.

Stores budgets will therefore appear on a stores order as follows:

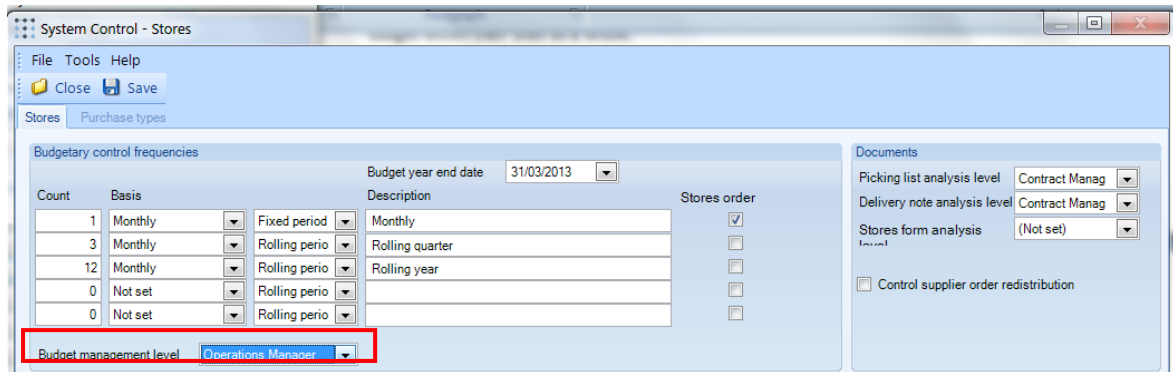
Group	Budget	Spend	Pending	This	Total	Available	Descript
all overs	24.83	8.05	0.00	8.05	8.05	16.78	Rolling
Stores budget 2.5% of	72.49	8.05	0.00	8.05	8.05	64.44	Rolling
Stores budget 2.5	5.74	8.05	0.00	8.05	8.05	-2.31	Rolling

## Stores Order Budget Control at Manager Level

On larger sites, a standard 3% materials budget that is used is normally more than sufficient to cover the required spend, whilst on smaller sites it is often insufficient. As each manager may have a combination of large and small sites under their responsibility, the overall budget position within their sites may be acceptable, even though the smaller sites are over budget.

As workflow rules are used to prevent budgets from being exceeded, the effect can be that managers require specific authorisation for orders on small sites when they actually have sufficient budget within their sites as a whole.

It is possible to control budgets at a business analysis level for example 'Contract Manager'. To achieve this the option for *Budget management level* on the *System Control > Stores* menu should be set accordingly:



The available options are as follows:

- Contract, i.e., contract-level budget analysis
- A selected business analysis level, e.g. operations manager, contract manager, etc.

Duing Stores Order entry where the 'Budget management level' is set to a specific business analysis (BA) level rather than to contract-level, the figures displayed here will represent the sum of budgets and spend across all contracts where the nominated BA level matches that of the site for which the order is being created. In this way, individual contracts will continue to have discrete budgets, but the manager will be free to spread the spend against these budgets across his/her sites as is deemed necessary.

In order to easily justify both budget and spend figures where they are summed across contracts, the 'drill-down' function mentioned in point 6.2.4 is available to use.

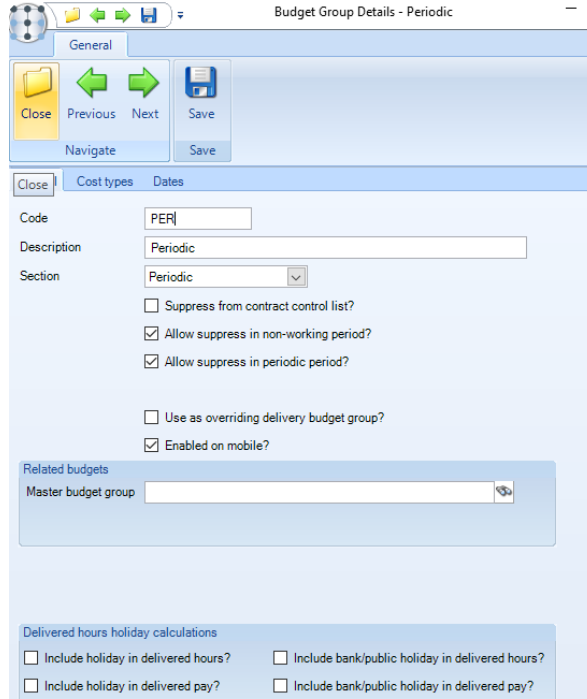
Stores order approval workflow paths can be defined with rules that check for the order exceeding any one of the five monitored frequencies, thus requiring specific approval where a budget is exceeded. As with stores order entry, this budget checking now takes into account the defined 'Budget management level'.

# PERIODIC BUDGETS

Whilst standard contracted work is normally measured on a budget relating just to the pay period dates, periodic tasks can be carried out at any point in the year, thus the budget measurement must span the entire budget period, rather than just the pay period and this information should be available to users at timesheet completion.

## Budget group details

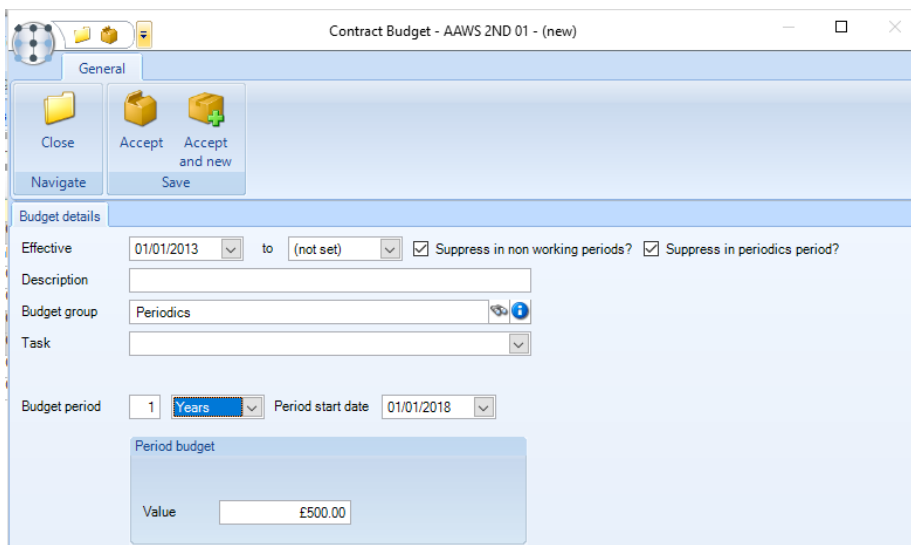
A budget group can be defined as *Periodic* by setting the *Section* on the budget group definition to *Periodic*.



In creating a periodic budget group, all relevant cost types should be included, and this need not be limited to those that relate to timesheets. For example, other wages and sub-contracted costs could both be associated with a periodic budget group.

## Contract budget details

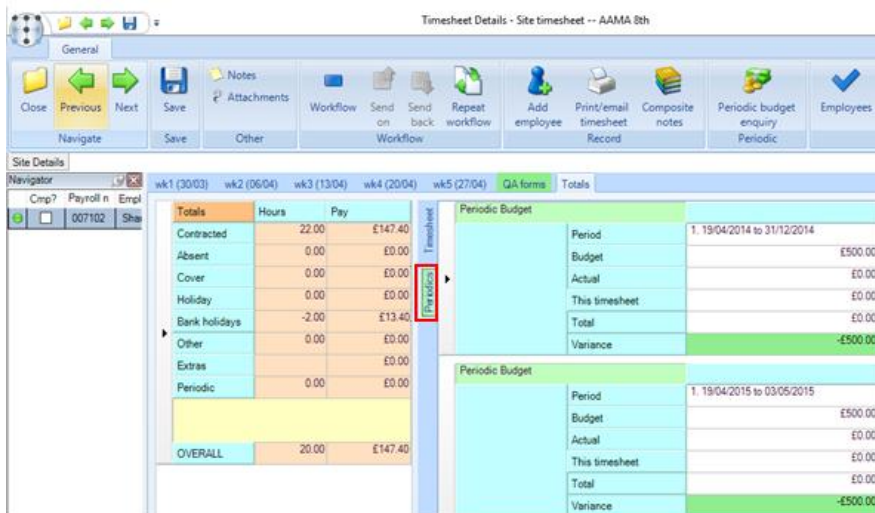
Where a periodic budget group is added to a contract, in addition to the budget period (frequency of the budget), the user is required to specify the period start date. Whilst this will default to the Effective from date, it need not necessarily be the same. For example, if a new contract begins on 25<sup>th</sup> February, the periodic budget may be defined for a full calendar year, and as such be backdated to 1<sup>st</sup> January.



The *Suppress in non-working periods* should only be ticked if the periodic work must be carried out within defined working periods. For example, a school's contract may require that these are performed during the school holidays, thus also necessitating the use of a calendar that is an exact reverse of the DOC task calendar.

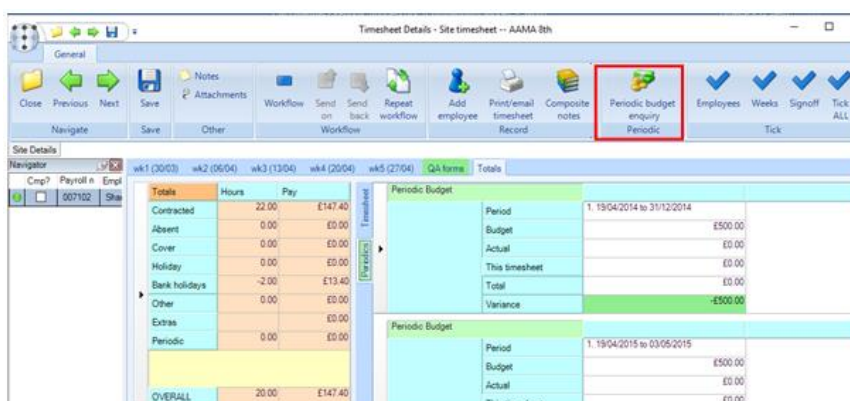
## Timesheet details

As timesheets are generated, the *payroll* section on contract budgets is used to construct the budget comparisons that are visible on the *Totals tab* of the timesheet. This process has been extended to identify the existence of periodic budgets, generating the necessary details onto the timesheet. Note that where a timesheet crosses the boundary between two budget periods (e.g. end of year), this may result in two versions of the same budget being included.



In constructing the periodic budget details relevant to a timesheet, the site or task level calendar is applied, along with the *Suppress in non-working period* flag, in order to determine a 'relevant' date range to which the budget relates. However, unlike a wages budget, this potentially reduced date range (i.e., where the periodic budget date pre-dates the effective from date) will not reduce the value of the budget proportionally but rather the budget will remain as the full period value. This would also allow, for example, a 1-year budget to be defined for the 'Easter holiday' cleaning of a school, associated with a task calendar making Easter the only working period. As Easter and the length of the holidays can change, the date range applied to the budget would implicitly reflect this, though the budget for the periodic tasks to be carried out in that period would remain the same.

Where a timesheet contains periodic budgets, the *Periodic budget enquiry* button is available on the toolbar:





When pressed, this will access the *Periodic Budget Enquiry* for the specific budgets relevant to the timesheet:

Budget	Period length	Date range	Relevant date range	Budget value	Actual cost	Un-posted cost	Outside relevant date cost	Total cost	Variance
Periodic Budget	1 Years	19/04/2014 to 18/04/2015	1. 19/04/2014 to 31/12/2014 2. 02/01/2015 to 02/04/2015 3. 04/04/2015 to 05/04/2015 4. 07/04/2015 to 18/04/2015	£500.00	£0.00	£0.00	£0.00	£0.00	-\$500.00
Periodic Budget	1 Years	19/04/2015 to 18/04/2016	1. 19/04/2015 to 03/05/2015 2. 05/05/2015 to 24/05/2015 3. 26/05/2015 to 30/08/2015 4. 01/09/2015 to 24/12/2015 5. 26/12/2015 to 27/12/2015 6. 29/12/2015 to 18/04/2016	£500.00	£0.00	£600.00	£0.00	£600.00	£100.00

Where a periodic budget is exceeded, or indeed a cost is entered outside of the relevant date range, a periodic budget exception will be placed on the timesheet, requiring specific payroll signoff. Furthermore, the existence of a periodic budget on a timesheet will trigger a checkbox for 'Periodic budgets OK?' to be added to the payroll signoff box.

Emp	Emp	Mon 30	Tue 31	Wed 01	Thu 02	Fri 03	Sat 04	Sun 05	Totals	Hours	Pay
007102	Cleaner			1.00	1.00	1.00	0.00	0.00	Contracted	22.00	£147.40
	Std hours								Absent	0.00	£0.00
	Rate			£6.70	£6.70	£6.70	£0.00	£0.00	Cover	0.00	£0.00
	Adjustment			P	BH				Holiday	0.00	£0.00
	Hours			7.00	1.00				Bank holidays	-2.00	£13.40
	Rate			£5.70	£5.70				Other	0.00	£0.00
	Absence reas								Extras		£600.00
	Complete?								Periodic	7.00	£46.90
	Payslip comm								Leaver?	OVERALL	20.00 £747.40

Week completed?    
  Holidays OK?    
  Periodic budgets OK?

## Timesheet extras

Periodic pay can be entered as timesheet extras rather than as a 'P' adjustment on the timesheet. Given that there will be occasions that a pay period crosses between 2 budget periods, TemplaCMS allows the entry of a date to which the extra will apply. When not specified, this will continue to apply extras to the last date of the pay batch.

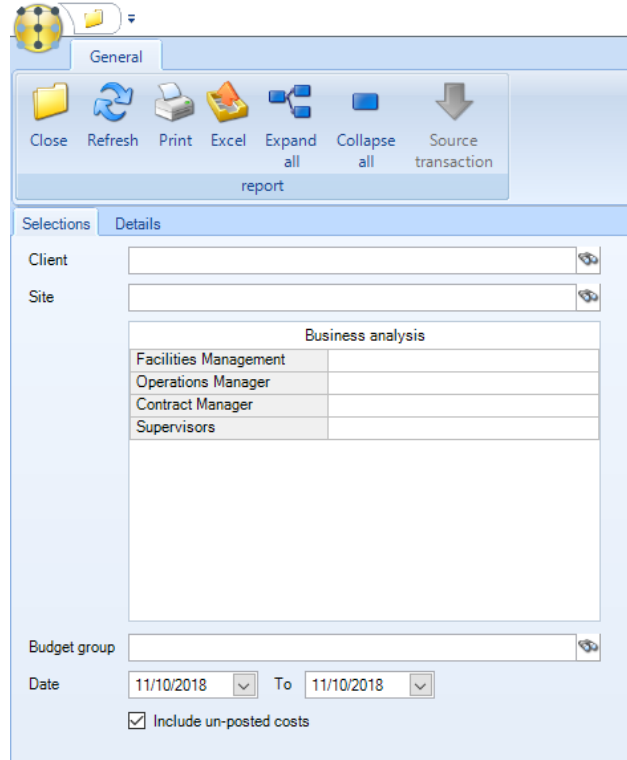
Extra type	Date	Rate	Quantity	Unit description	Value (+ve or -ve)	Payslip text
In House Periodics	30/04/2015 00:...	50.00	12.00		600.00	Periodic work
*	(not set)					



# Periodic Budget Analysis

The *Periodic Budget Analysis* report can be accessed from the Reports > *Contracts & Sites* menu, which when selected will present a selection criteria window allowing the following options:

- Client
- Site
- BA codes
- Budget group
- Date range
- Include un-posted costs (defaulting to YES)



When accessed from a timesheet, the selection criteria will be derived from the timesheet, and as such are not accessible for change.

Clicking on the *Details* tab will extract the relevant budgets and assess their positions. The results being presented in a grid with the following details:

Client code	Client description	Site code	Site description	Budget	Period length	Date range	Relevant date range
BAFH	BAFH	BAFH01	BAFH FITZWILLIAM 01	Periodics (TS)	1 Weeks	19/09/2015 to 25/09/2015	1. 19/09/2015 to
BAFH	BAFH	BAFH01	BAFH FITZWILLIAM 01	Periodics (TS)	1 Weeks	26/09/2015 to 02/10/2015	1. 26/09/2015 to
BAFH	BAFH	BAFH01	BAFH FITZWILLIAM 01	Periodics (TS)	1 Weeks	03/10/2015 to 09/10/2015	1. 03/10/2015 to
BAFH	BAFH	BAFH01	BAFH FITZWILLIAM 01	Periodics (TS)	1 Weeks	10/10/2015 to 16/10/2015	1. 10/10/2015 to
AAMA	AAMA	AAMA01	AAMA 8th	Periodic Budget	1 Years	19/04/2014 to 18/04/2015	1. 19/04/2014 to 2. 02/01/2015 to 3. 04/04/2015 to 4. 07/04/2015 to
AAMA	AAMA	AAMA01	AAMA 8th	Periodic Budget	1 Years	19/04/2015 to 18/04/2016	1. 19/04/2015 to 2. 05/05/2015 to 3. 28/05/2015 to 4. 01/09/2015 to 5. 26/12/2015 to 6. 29/12/2015 to
Date		Cost Source					
30/04/2015		£600.00		UN-POSTED Timesheet			
Client code	Client description	Site code	Site description	Budget	Period length	Date range	Relevant date range
AAVS	AAVS	AAVS01	AAVS 2ND		1 Years	01/01/2015 to 31/12/2015	1. 02/01/2015 to 2. 04/04/2015 to 3. 07/04/2015 to 4. 09/05/2015 to 5. 26/05/2015 to

When accessed from a timesheet, the client, site and business analysis details will be hidden from view.

Variances are highlighted in green, red or purple indicating under, over or over pro-rata budget respectively.

Budgets will be included based on their wider date range (e.g. 1 year) rather than the narrower 'relevant date range'. In this way, in the 'Easter' example cited earlier, the budget will appear throughout the year. Costs are attracted to the budgets based on the actual date of the cost, compared to the wider date range of the budget. Where a cost exists that is outside of the 'relevant date range' of the budget (i.e. it is on a non-working date), the budget will be highlighted to indicate this.

In determining the budget positions, the setting of 'include un-posted costs' determines whether details on un-posted timesheets and purchase invoices are to be included.

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

The ability to drill into a selected budget exists and when requested will show a new window listing the transactions that make up the actual cost.

## Periodic Work – Cost Streams

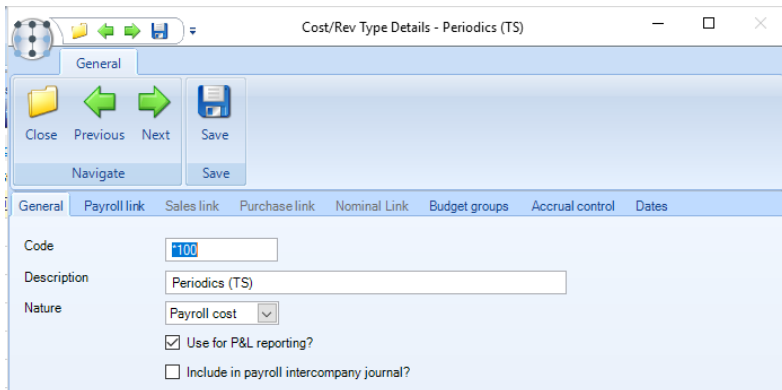
Periodic work covers additional non-daily activity, for example monthly reception clean, 3 monthly carpet clean, etc. The budgets related to periodic work typically represent the costs paid to employees, sub-contractors or for any materials/equipment to complete the work.

So, the following identifies what these main categories of cost are and how the cost codes can now be derived in TemplaCMS.

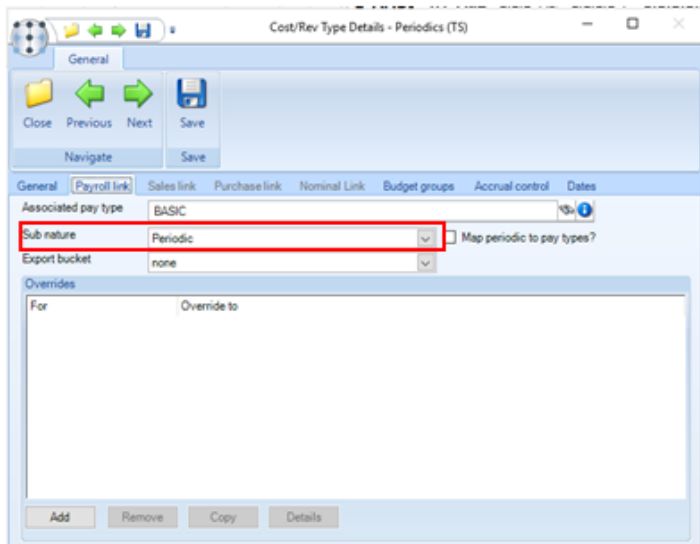
## Cost types

It is possible to define a cost type for 'Periodic', attached to the timesheet adjustment type of 'P'.

This can be created from the *Cost/Revenue Type* option on the *Maintenance > Business Structure > Cost/Revenue* menu.



The *Sub nature* on the *Payroll link* tab needs to be defined as *Periodic*:



With the cost type defined, timesheets allow the entry of a 'P' adjustment type.

Site Details		Navigator	wk1 (30/03)	wk2 (06/04)	wk3 (13/04)	wk4 (20/04)	wk5 (27/04)	QA forms	Totals	Hours	Pay		
Cmp?	Payroll n	Empl											
007102	Sharjan Domteh	15/08/2011											
007102	Cleaner		1.00	1.00	1.00	1.00	1.00	0.00	0.00	Contracted	22.00	£147.40	
	Std hours												
	Rate		£6.70	£6.70	£6.70	£6.70	£6.70	£0.00	£0.00	Absent	0.00	£0.00	
	Adjustment		BH	P	P	P	P			Cover	0.00	£0.00	
	Hours		1.00	5.00	2.00	1.00	1.00			Holiday	0.00	£0.00	
	Rate		£6.70	£6.70	£6.70	£6.70	£6.70			Bank holidays	-2.00	£13.40	
	Absence reas									Other	0.00	£0.00	
	Complete?									Extras		£600.00	
	Payslip comm									Periodic	9.00	£60.30	
										Leaver?	OVERALL	20.00	£747.40

The use of the 'P' adjustment will be restricted to dates on which the employee is contracted to work (even if the day is within a non-working school holiday period). The total hours assigned to a 'P' adjustment cannot exceed the contracted hours for a day.

**The net effect of a 'P' adjustment on the timesheet employee will always be zero, as the intention is purely to move costs from the basic pay to the included periodic cost type, and not to pay the employee differently.**

Note that where the employee pay is annualised (as is likely in this scenario), the annualization option assigned to the employee will be used to determine whether the movement of cost should be performed at true hourly rate, or the annualised hourly rate (i.e., as is done for absences and holiday currently).

Any 'P' adjustments entered will be accumulated and shown as new 'periodic pay' totals at both employee and timesheet level.

## BOUGHT IN SERVICES COST CONTROL

For many sites, services such as window cleaning are bought in from external suppliers as and when required. This is referred to as 'Bought in services' or BIS.

TemplaCMS allows the definition of BIS budgets, broken down to their constituent parts, at contract budget level. This is then used within the PI matching process to allow a PI to be matched directly to a granular budget rather than manually coded. Having done so, this then allows for multi-frequency based budget monitoring and subsequent workflow of purchase invoices.

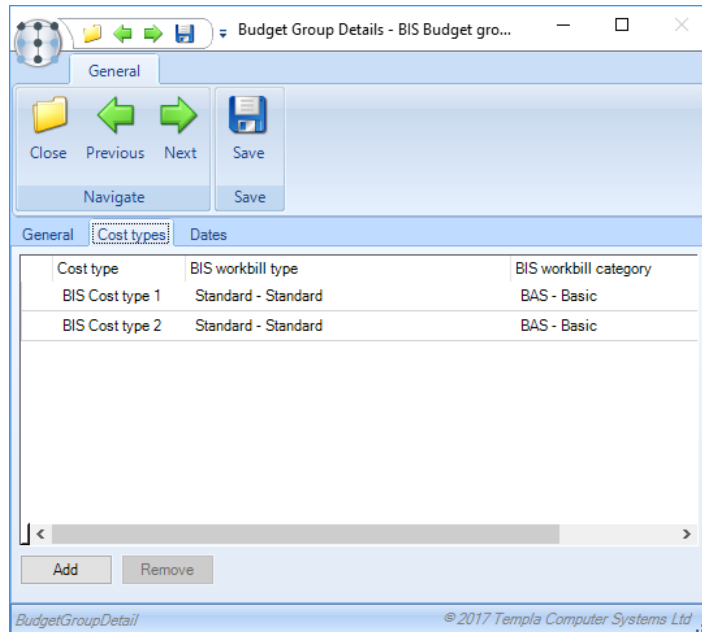
## System Control

New bought in services budget control frequencies and a budget year end date have been added to System Control – Budgets, similar to those currently defined for stores ordering budget control.

Bought in services budget control frequencies			
Count	Basis	Description	Budget year end date
1	Monthly	Fixed period	31/12/2017
1	Yearly	Fixed period	
1	Monthly	Rolling perio	
1	Yearly	Rolling perio	
3	Weekly	Fixed period	

## Budget groups / cost types

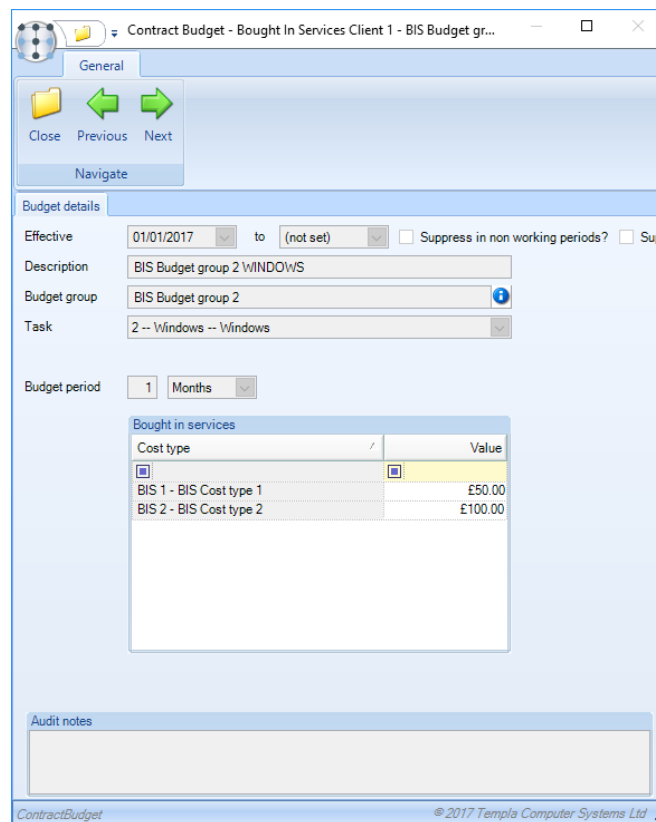
When the *Bought in services* section is selected on a budget group only cost types with a purchase nature can be selected for the budget group. For each cost type, a workbill type and (when used) workbill category must be defined for the later creation of workbills (see later).



The relationship between budget groups and cost types can also be maintained at cost type level.

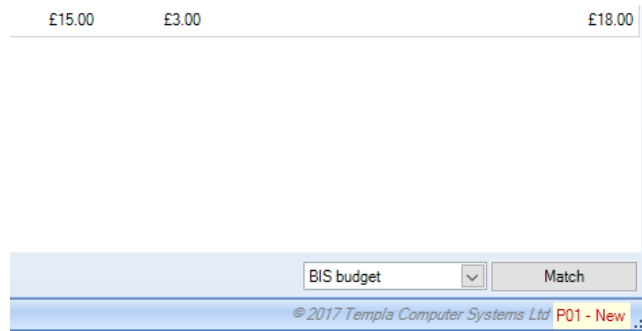
## Contract budgets

When adding or amending a contract budget for a budget group defined as BIS, the user can enter a budget value for each cost type within the budget group, rather than for the budget group as a whole. As cost type values are stored directly against the contract budget, removing a cost type from a BIS budget group will not affect the budget groups stored on contracts themselves where a value has been entered.

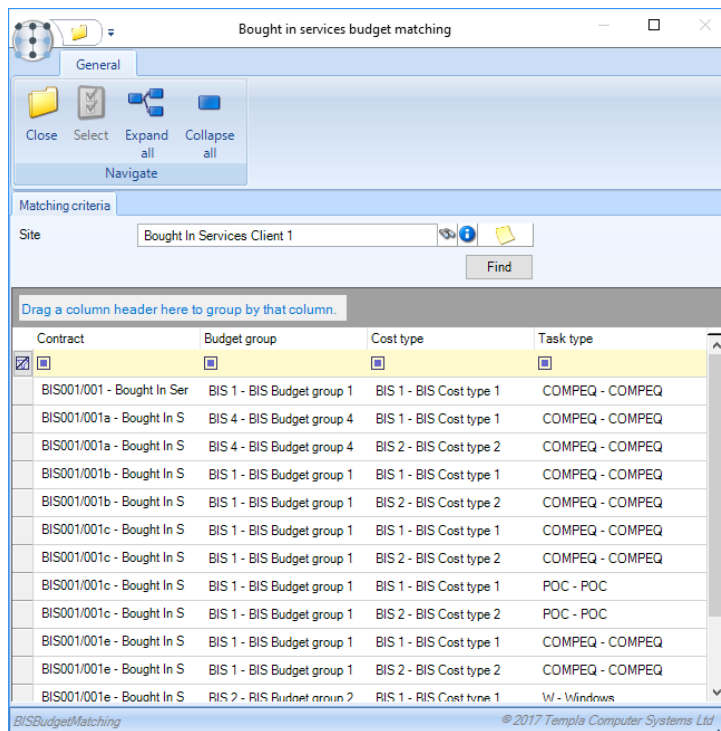


# Purchase invoicing

A BIS budget matching option is available on purchase invoices, from the header itself or directly from items. On the header, the series of matching options have been replaced with a drop down of match type options and a match button launching the appropriate matching screen.

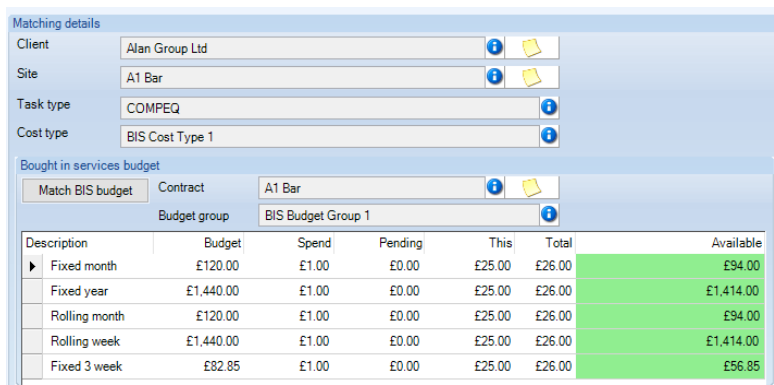


On requesting matching to a BIS budget, a matching window is launched where a user must enter a site before a list of contract budget cost types is retrieved, allowing matching to multiple budget cost types at once.



For each selected line, the purchase invoice line is automatically opened, matched to the contract budget cost type, allowing the user to enter the value.

On entry of the PI value, budget comparison is performed for the specific cost type using the frequencies defined on *System Control*.

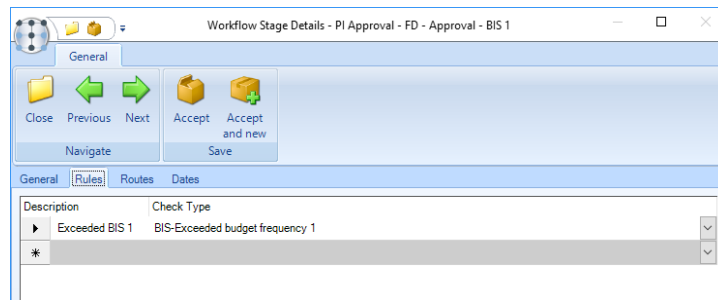


From the budget, spend, pending and total columns the user may drill into the lists of budgets/transactions that built up the total and from there may drill directly into the source, (i.e. the PI or contract budget).

## Workflow paths

5 new workflow rule checks are now available for PI approval workflow paths for:

- BIS budget exceeded – frequency 1
- BIS budget exceeded – frequency 2
- BIS budget exceeded – frequency 3
- BIS budget exceeded – frequency 4
- BIS budget exceeded – frequency 5



As the PI is processed through workflow for approval, if a budget has been exceeded at the selected frequency it will be routed to an appropriate user for approval.

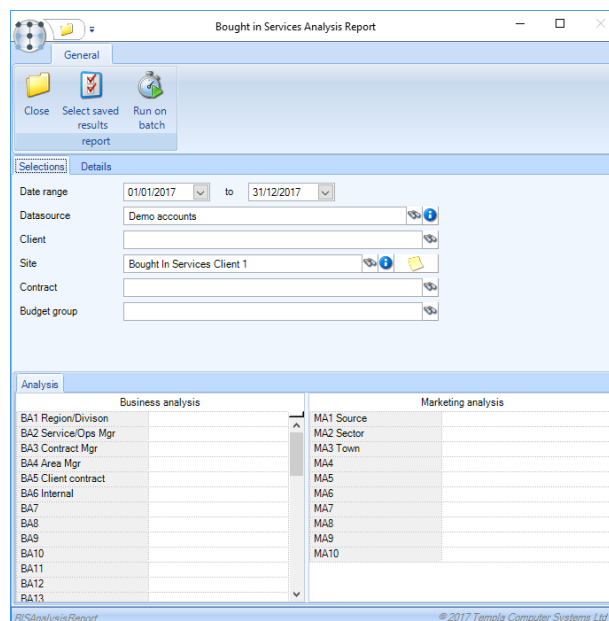
## Purchase invoice post

On posting a purchase invoice, any line matched to a BIS budget will cause the a posted workbill to be created with details coming from the BIS purchase invoice item and budget group cost type, automatically completed at the PI date. The BIS line will then be automatically matched to the workbill completion record. As such the workbill will be visible on the customer portal (if applicable) and provides access to the ‘workbill actual costs’ view.

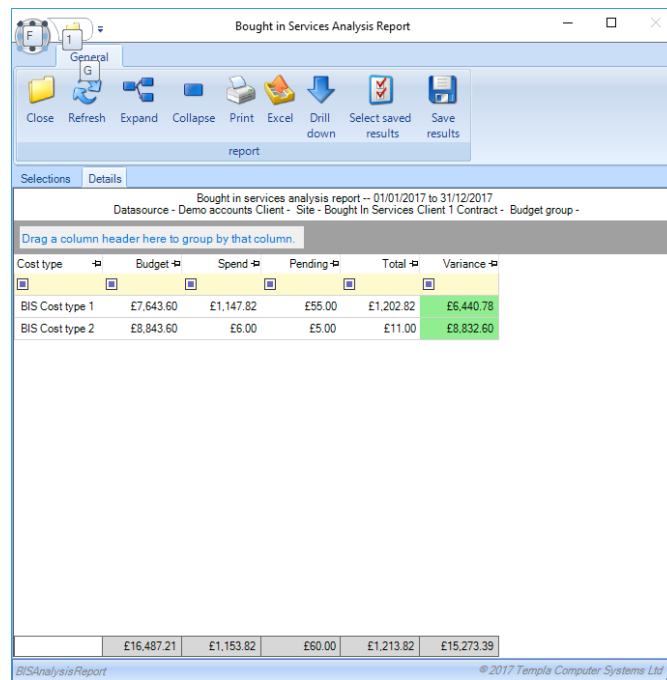
Whilst the BIS budget matched PI line is now workbill completion matched, the spend figures on a new BIS budget matched PI line will still come from the workbill completion line.

## Bought in Services analysis

A *Bought in Services Analysis Report* is available for reporting on BIS budget spend with access from contracts, sites, clients and the navigator. When selected, the user is able to specify:



The criteria are used to extract a list of contracts from which BIS budget cost type figures are extracted.



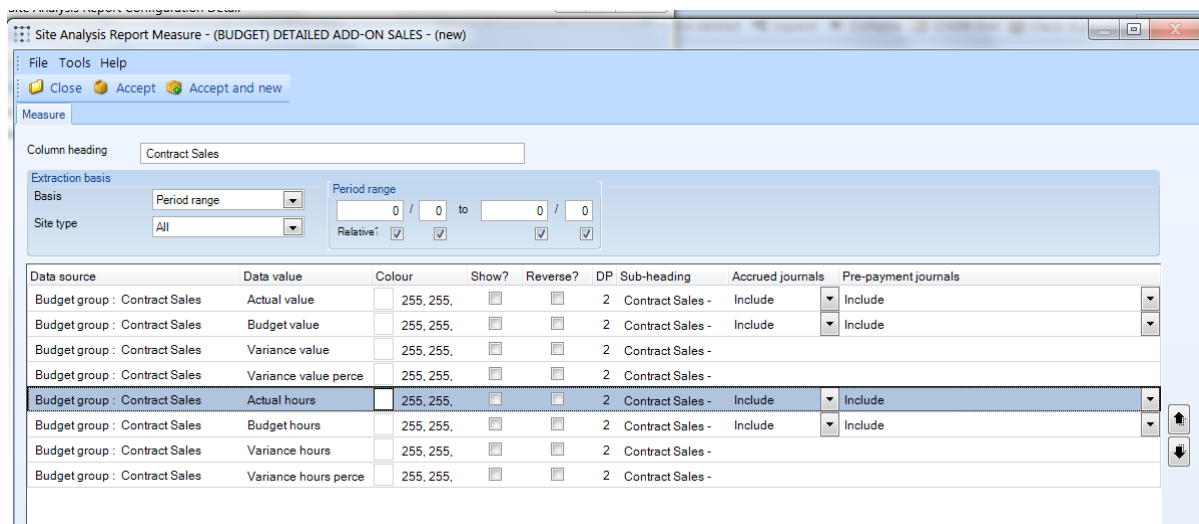
From the budget, spend, pending and total columns the user may then drill into the source transaction list, and ultimately to the transaction itself (i.e. the PI or contract budget).

## BUDGET REPORTING

These options are available on the *Reports > Contracts & Sites* menu.

## Site & Timesheet Analyser

Budget groups can be used on the *Site / Timesheet Analyser* reports to pull in budget v's actual figures as well as variance values and percentages etc. where the relevant cost types have been defined against the budget group.

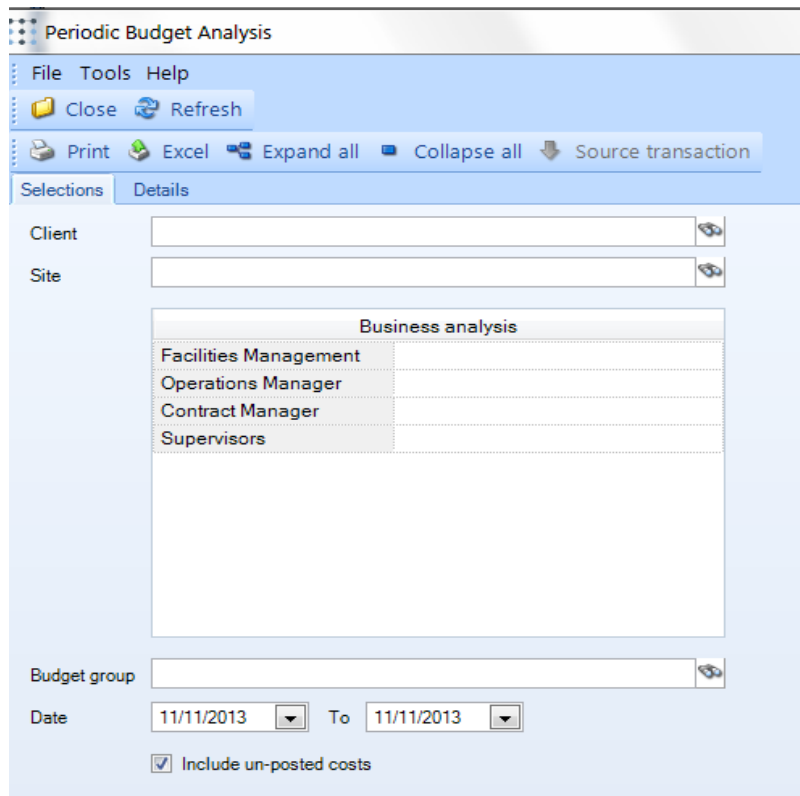


Where budget groups have been created purely for reporting purposes the section that the budget group is set too should be 'none' and the relevant cost type / types added to the budget group.

This is particularly useful where a number of cost types need to be added together to get a total figure for example if a 'Total Purchase' figure is required create a budget group called 'Total Purchase' and add all the purchase cost types to this budget group.

# Periodic Budget Analysis

The 'Periodic Budget Analysis' option provides the following options to enable the analysis of periodic budgets (see above – Budget Group Maintenance and Contract Entry):



When accessed from a timesheet, the selection criteria are derived from the timesheet and, as such, are not accessible for change.

Click on the *Details* tab to extract the relevant budgets and assess their positions. The results will be presented in a grid with the following details:

Site code	Period length	Date range	Relevant date range	Budget value	Actual cost	Un-posted cost	Outside relevant date cost	Total cost	Variance	Pro-rata budget value	Pro-rata variance
TEMPLA01/01	1 Weeks	09/11/2013 to 15/11/2013	1. 09/11/2013 to 15/11/2013	£850.00	£0.00	£0.00	£0.00	£0.00	-£850.00	£283.33	-£283.33

When accessed from a timesheet, the client, site and business analysis details are hidden.

Variations are highlighted in green, red or purple indicating under, over or over pro-rata budget respectively.

Budgets are included based on their wider date range (e.g. 1 year) rather than the narrower 'relevant date range'. In this way, in the 'Easter' example cited earlier, the budget will appear throughout the year. Costs are attracted to the budgets based on the actual date of the cost, compared to the wider date range of the budget. Where a cost exists that is outside of the 'relevant date range' of the budget (i.e. it is on a non-working date), the budget will be highlighted to indicate this.

In determining the budget positions, the setting of 'include un-posted costs' determines whether details on un-posted timesheets and purchase invoices are to be included.

The ability to drill into a selected budget exists and when requested provides a new window listing the transactions that make up the actual cost.





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