TEAM Software
by WORKWAVE

Purchase Invoice and Supplier Processing Guide

TEMPLACMS & SAGE

Version 6.0.0 (2016)

COMMERCIAL STATEMENT

This document is subject to any terms as per teamsoftware.com/legal.

DOCUMENT CONTROL

Version Control

Version	Date	Author	Change(s) made
1.0	26 October 2021	Keith Williams	Updated into new TEAM Software by Workwave style

Please Note: This document is intended as a guide only to assist with the purchase invoice process in TemplaCMS and Sage. It is solely the responsibility of the customer to ensure that payments are processed correctly each pay period.

Each step in this document is indicated by a step number and with an S or C in the first column where:

S = Sage

C = TemplaCMS

All points where back-ups should be taken are marked in **Red**. The user is welcome to take any additional back-ups if needed.

✔	Step	Templa CMS / Sage Billing Run Process
C	**1**	**Create a Purchase Invoice Batch**

A new batch can be created from the **Purchase Register | Purchase Batches** menu by selecting **New**:
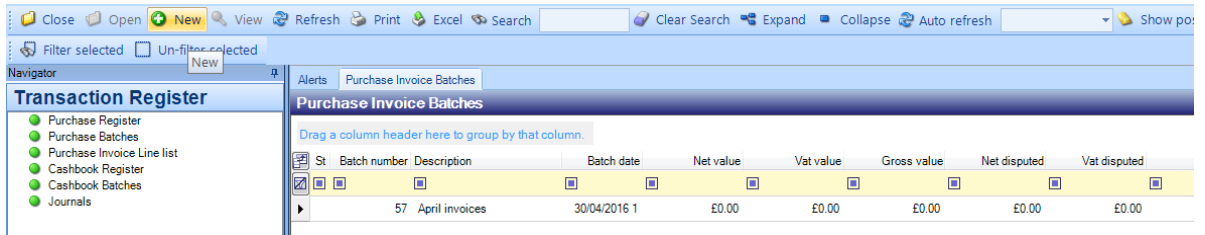

On the following screen enter a **Description** select the relevant **Accounts system** and enter the **Batch date**.
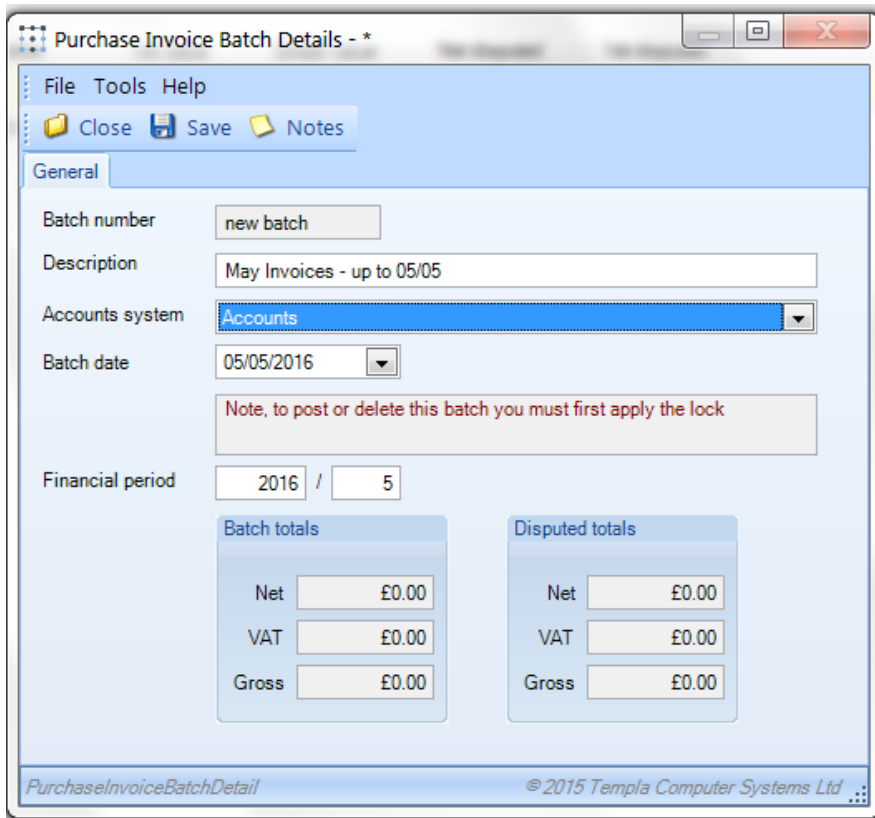

The **Financial period** will default to the current Purchase Ledger period in Sage for the selected Accounts system. This can be overridden to a later financial period if the operator has future period posting authority.

C	2	**Purchase Invoice Creation**

Purchase Invoices can be created and accessed from the **Transaction Register | Purchase Register** menu:
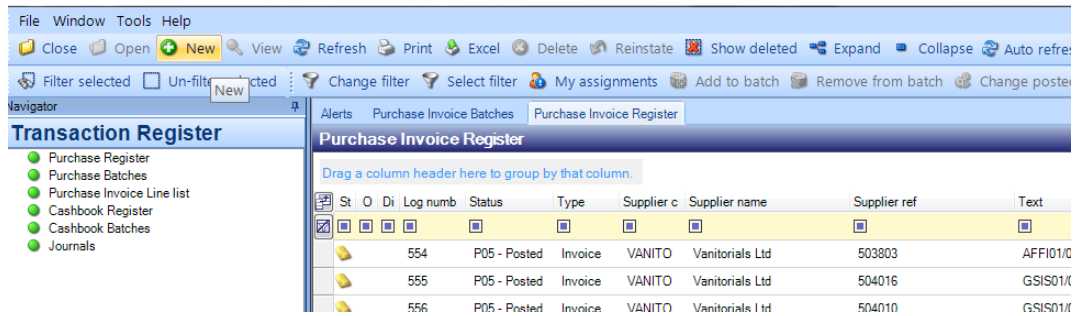

Select **New** to display the **Purchase Invoice Details** screen:
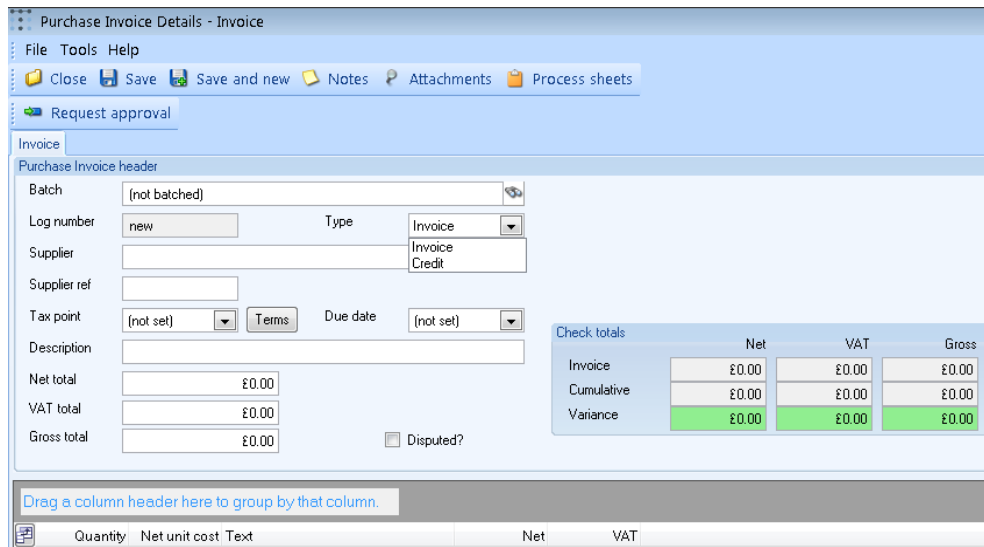
- Select the **Batch** this Invoice or Credit note needs to go into (the invoice can be saved and added to a batch at a later stage, if needed).
- Select the **Type** i.e. **Invoice or Credit note.**
- Select the **Supplier** and enter a **Supplier reference**.
- Enter the **Tax point** as per the Invoice or Credit note and set the **Terms** and **Due Date** accordingly.

Terms are set by selecting the **Terms** and choosing one of the following options:
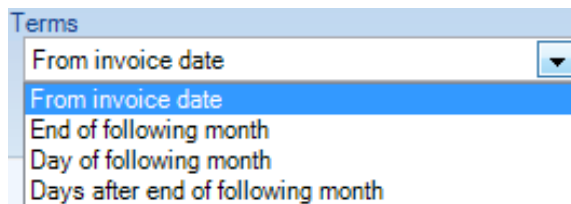
If the **From invoice date** option is selected the number of **Days** can be entered.
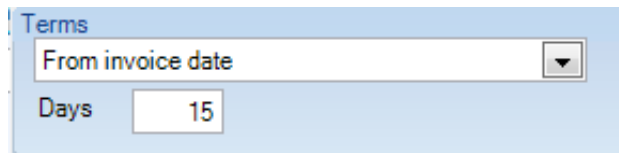
In the Net, VAT and Gross Total fields, add the **total amounts for the entire invoice/credit**.

Please Note: The invoice items will be added next

The purchase invoice can also be matched to a Stores Order, Goods Receipt or Workbill at this point.

From the **Build from posted** option, a previously posted Purchase Invoice for the supplier can be selected. Please see Recurring Invoices (C3) for more information on this option.

On the right-hand side is a **Check totals** box that gives a quick overview of the invoice details entered so far, along with any variances that need to be rectified before posting the invoice to Sage which will be highlighted in red, for example, if the wrong **Gross** amount or **VAT** has been entered:

If the **Check totals** box is green (see below), the invoice is ready to post; if it is red (as above) then it is not ready to post, i.e. the invoice line details do not match the total invoice values entered on the header screen.

To add the invoice items/lines, select **Add** to display the **Invoice Item Details** screen:

On the detailed invoice line, enter the following:
   a) **Invoice details** - item or line as per the invoice (or a brief description)
   b) **Net**, **VAT** and **Gross** values for the item, plus select the **VAT code**
   c) Select the appropriate **Matching type**:
      - If the invoice is not intended to match a contract, then select **Not matched**
      - If the invoice is to be matched against a contract or site select **Site** which will allow you to select the **Site**, **Task type** and **Cost type**

The **Purchase analysis** will default based on a combination of the site's business analysis and the cost type selected. Alternatively, the appropriate **Purchase analysis** can be selected, as it always needs to be when **Not matched** is chosen.

When the items are completed, select **Accept**. When the Invoice is completed select **Request Approval**.

C	3	**Posting a Purchase Invoice batch**

From the **Transaction Register | Purchase Invoice batches** menu find the relevant batch, make a note of the **Batch Number** and select **Post**:


Please Note: Post will only be enabled when invoice(s) in the batch has been sent for approval.

Purchase Invoice batches may contain invoices with a mixture of invoice dates that could be posted into separate periods within Sage. At posting time, the possible period of each invoice is determined, and where more than one period is 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
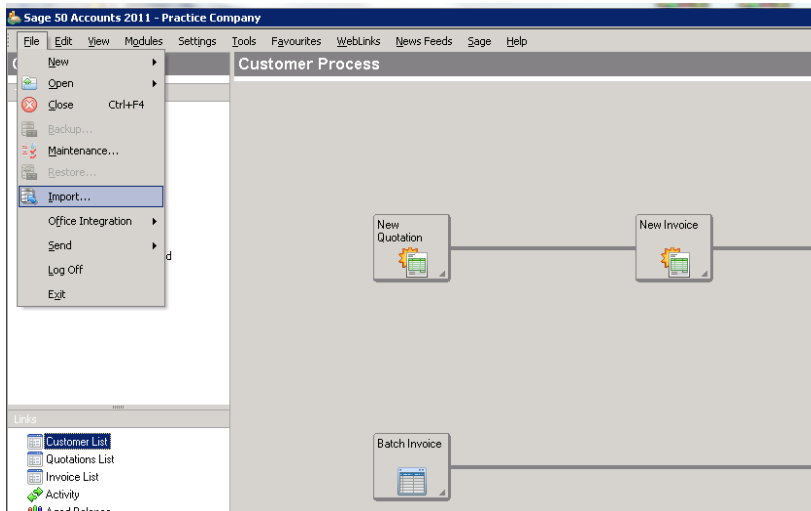- Apply the determined period to **each** invoice – **No** on the confirm action screen

Browse to the folder or location where the Sage Import files will be kept and select **OK**. A .csv file will be generated in this location ready to be imported into Sage.
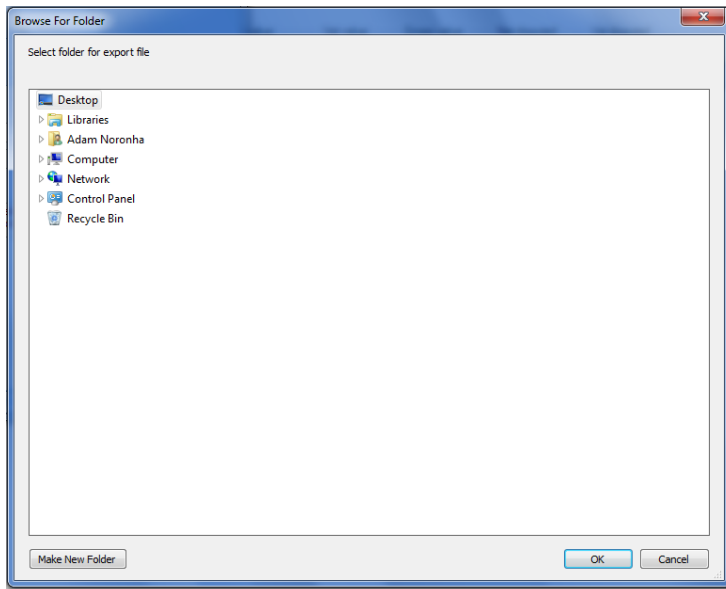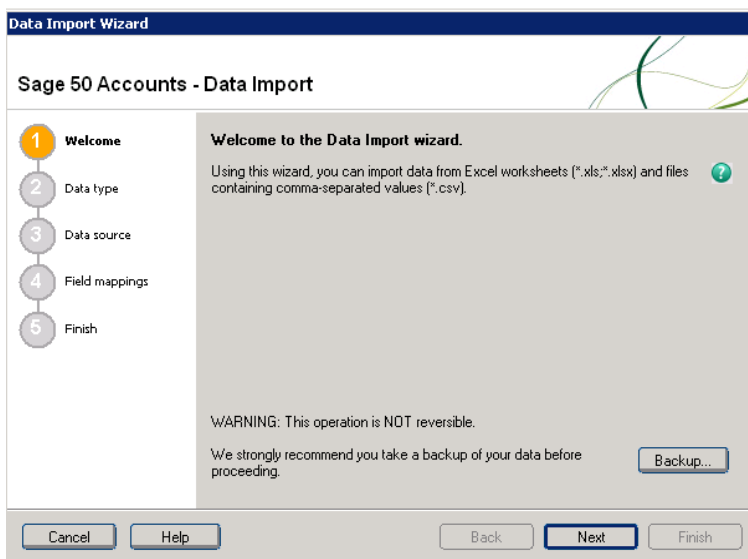
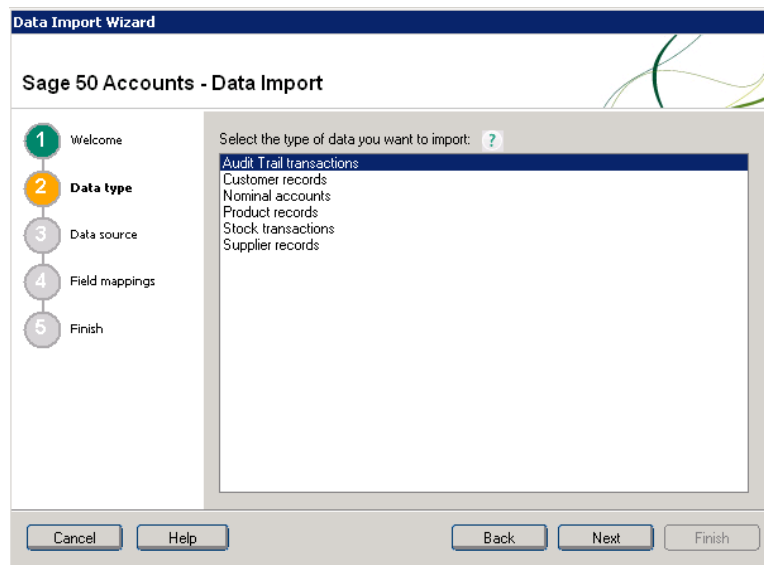|		
S	**5**	**Take a back-up of Sage before Importing the above file**
S	6	In Sage select **File** and then select **Import**:

From the Data Import Wizard screen select **Backup…** and ensure a back-up is taken before continuing with any further steps.
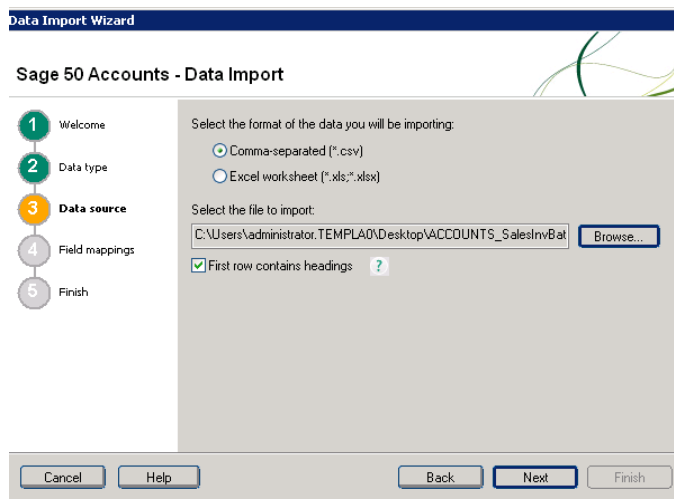
S	7	**Processing Invoices in Sage**

Once a backup has been taken, select **Next**. On the Data type screen select **Audit Trail transactions**:

Select **Next** to continue to the Data source screen. Select **Browse** and locate the .csv file that was generated when posting the invoice batch. Please ensure that the correct file is selected for the import.
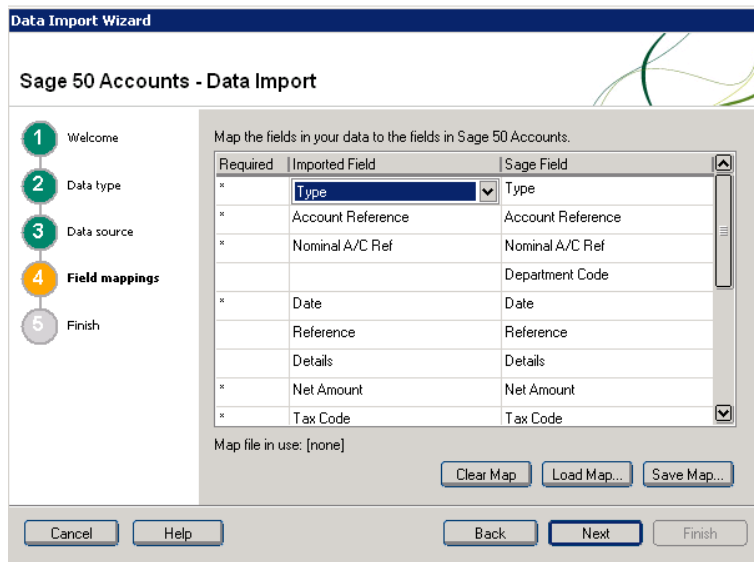

Select **Comma-separated (*.csv)**.
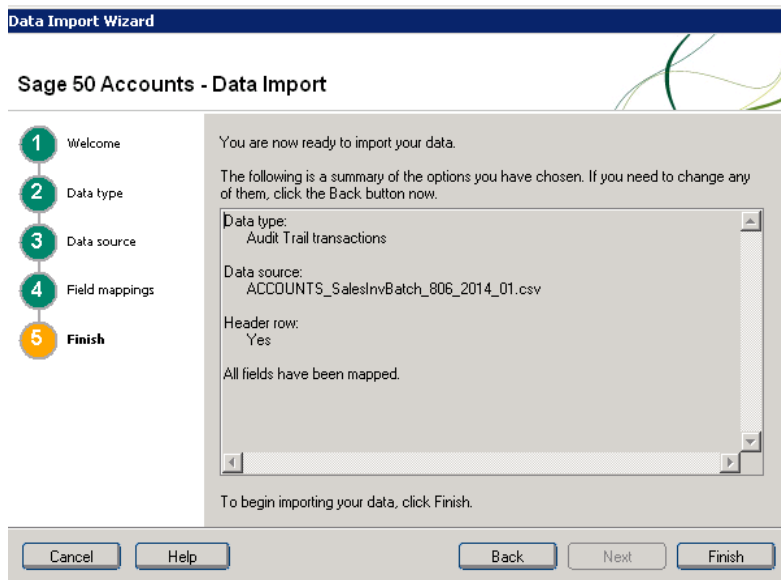
Select **First row contains headings**.

Select **Next** to continue.

There should be no need to make any changes on the Field mappings screen.
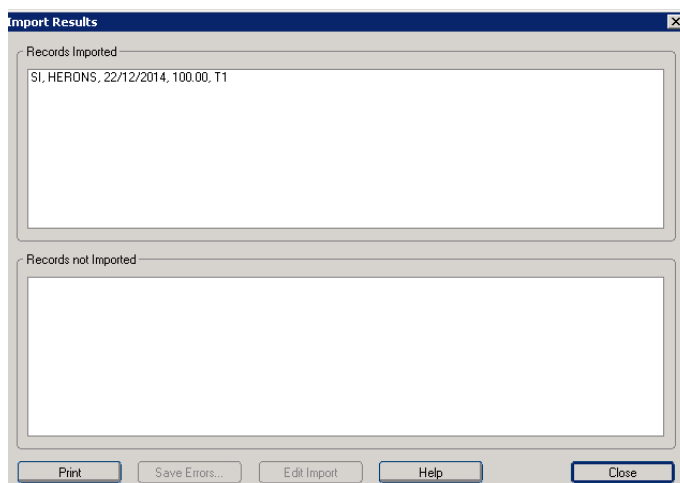
Select **Next** to continue.

The Final screen gives a summary of the import settings and data source.

Select **Finish** to import the selected file.

A summary of imported and not-imported records will be shown. If any records did not import the issue needs to be identified and corrected.