

Purchase Invoice and Supplier Processing Guide TEMPLACMS & DIMENSIONS

October 2021



COMMERCIAL STATEMENT

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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 Dimensions. 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 a D or C in the first column where:

D = **Dimensions**

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.

1	Create a Purchase		
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	A new batch can be	created from the Transaction Register Purchase Batches menu by select	ing New :
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	 Purchase Batches Purchase Invoice Line list 	Drag a column header here to group by that column. Image: St. Batch number Description Batch date Net value Vat value Gross value Net disputed	Vat disputed
	 Cashbook Register Cashbook Batches Journals 		
		▶ 57 April invoices 30/04/2015 1 £0.00 £0.00 £0.00 £0.00	£0.00
	Now enter a batch	Description, select the relevant Accounts system, and enter the Batch Date	2:
	Purchase Invoice	Batch Details - *	
	File Tools Help		
	📁 💭 Close 😸 Sav	e 🗘 Notes	
	General		
	Batch number	new batch	
	Description		
		May Invoices - up to 05/05	
	Accounts system	Accounts	
	Batch date	05/05/2016	
		Note, to post or delete this batch you must first apply the lock	
	Financial period	2016 / 5	
		Batch totals Disputed totals	
		Net £0.00 Net £0.00	
		VAT £0.00 VAT £0.00	
		Gross £0.00 Gross £0.00	
	PurchaseInvoiceBatchD	etail © 2015 Templa Computer Systems Ltd ::	
	-	od will default to the current Purchase Ledger period in Dimensions for the s	
	Accounts system. T posting authority.	his can be overridden to a later Financial period if the operator has future p	eriod
	posting autionity.		
2	Purchase Invoice c	reation	
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Purchase Invoice Details File Tools Help	
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i Invoice	
Purchase Invoice header	
Batch GAIL200613 (%)	
Log number new Type Invoice 💌	
Supplier AAADESPA 900%	
Supplier ref TEMPI-A00045	
Tax point 06/06/2013 Terms Due date 06/07/2013 T	
Check totals	
Lieaning Products Invoice E200.00 E240.00 E240.00	
Net total £200.00 Cumulative £0.00 £0.00	
VAT total £40.00 Variance £200.00 £40.00 £240.00	
Gross total £240.00 🔄 Disputed?	
Drag a column header here to group by that column.	
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Add Remove Details Match stores order Match poots receipt Match workbill Match workbill Match and Folling invoice Build from posted	
Add Remove Details Match stores order Match goods receipt Match workbill Match self billing invoice Build from posted	
Add Remove Details Match stores order Match goods receipt Match workbill Match self billing invoice Build from posted The purchase invoice can also be matched to a Stores Order, Goods Receipt or Workbill at this poster Remove Remove Remove	aint

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

Check totals gives a concise overview of the invoice details entered, along with variances that need to be rectified before posting the invoice to Access Dimensions. These variances are highlighted in red, for example if the wrong **Gross** amount or **VAT** has been entered:

Check totals	Net	VAT	Gross
Invoice	£200.00	£40.00	£240.00
Cumulative	£0.00	£0.00	£0.00
Variance	£200.00	£40.00	£240.00

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.

Check totals	Net	VAT	Gross
Invoice	٤50.00	£10.00	£60.00
Cumulative	٤50.00	£10.00	£60.00
Variance	£0.00	20.00	20.00

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

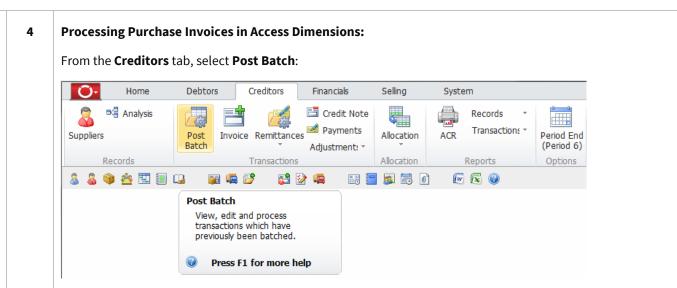
File Tools Help	L. C.					
📁 💭 Close 🍏 A	ccept 🔞 Accep	it and new				
Invoice item						
Invoice details						*
1						+
Qty	Unit cost	Net value	VAT value	Gross value	VAT code	
1	£0.000	£0.00	£0.00	£0.00	Standard Rate	
Matching type						
Not matched Site						
Stores order						
Goods receipt						
O Workbill Self billing inv						
O con bining int						
Accounts details						
Purchase analysis					<i>©</i>	
Check totals	Net	VAT	Gross			
Check totals						
Invoice	£0.00	£0.00	20.00			

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Invoice item							
Invoice details							
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Qty	Unit cost	Net value	VAT value	Gross value	VAT code		
1	£50.000	£50.00	£10.00	£60.00	Standard Rate		
Matching type	Matching detail						
Site Stores order	Site	AAMA AAMA 8th					
Goods receipt	Task type		alaanina				
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ΙE	From the Tran	saction Pegister Di	urchase Invoice batcl	hes monu f	ind the relevant	hatch Make a note
		r and select Post:		ies menu i	ind the relevant	baten. Make a note
Ī		ce Batch Details - TEMPLA2	00613			
	File Tools Hel	р				
	🥥 Close 🔒 S	ave 🧇 Previous 📫 Nex	d 🧐 Notes			
	🗋 Invoices 🔇) Delete 🔞 Post				
j	General	Post				
	Batch number	1157				
	Description	TEMPLA200613				
	Accounts system	Accounts		_		
	Batch date	20/06/2013				
			n, all other users will be prevented	from		
		opening associated details for				
	Financial period	2013 / 3				
		Batch totals	Disputed totals			
		Net £550.00	Net £0.00			
		VAT £110.00	VAT £0.00			
		Gross £660.00	Gross £0.00			
F	Please Note: 7	The Post button will c	only be enabled if invo	oices in the	batch have beer	n sent for approval.
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On the **Batch Selection** screen enter the **Batch Ref.** as **CMSPI#**, where **#** is the batch number from Step 3.

Batch Selection	
Ø 📓	5 🛞
Find Batched Transaction by	
Batch Ref.	CMSPI1
Header Ref.	
Account 🔍	
Date Range From	
to	
Period Range	From
Current Year	to
User Id.	Q
 Invoices Credit Notes Payments Debit Adjustments Credit Adjustments 	

D

Press Enter on the keyboard to display the items from the batch posted from CMS.

Toggle through the Invoices that you want to process and set as **Yes**. These can all be selected using the **square** button:

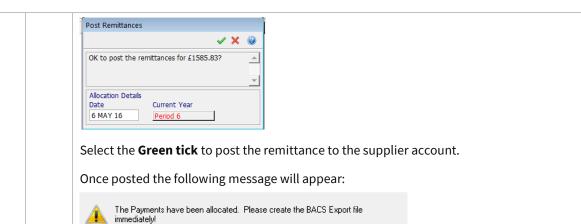
		2	x	T	 Image: A start of the start of	×					
Account	Name		Date	Header Ref.			Value	-	Туре	Due Date	Batch
AAADESPA	AAADESPA		06/06/2013	TEMPLA00045			60.00	YES	INV	06/07/2013	CMSPI1
ACCESSCA	ACCESSCA		12/12/2013	ACCESSA55988			600.00	YES	INV	11/01/2014	CMSPI1:
elect the (Green tick and t	hen select	Yes to pos	st the transac	tions	to the	account	ts:			
	Green tick and t st the selected bal				tions	to the	account	ts:			

D	5	There are two remittance options: Cheque or Bacs .
		Please Note: Only suppliers for whom bank details have been entered will appear in the BACS remittance screen (all four lines must have data). All suppliers will be included in the cheque remittance run.
		For Cheques follow step D6 for BACS follow step D7.
D	6	Cheque Remittances & Allocation
		From the Creditors tab, select Remittances. Then select Remittances Cheques
		Home Debtors Creditors Financials Selling System
		Suppliers Post Invoice Batch Post Analysis Adjustment:
		Records T Remittances Cheques cation Reports Options
		S S S S S S S S S S S S S S S S S S S
		Suggested Payments Cheques
		BACS Export
		From the Remittances Cheques screen, select the Supplier . Alternatively, leave the Supplier blank and press Enter to display a list of all outstanding transactions:
		Remittances Cheques
		Find Transaction by
		Supplier Q AXO to
		Trans. Date to
		Due By to
		Sett.Date to
		Invoice No. to
		O/S Invoice Value 0.00 to 0.00
		List Reference User Keys
		Currency 😪 £ 🗆 Exclude Disputed
		Exclude Future Period Transactions
		Payment Detail
		Cheque No. 123
		Payment Date 14 APR 11
		Bank Q A3510 Business Current Account Current Year
		Discount 🔍 519 Period 1
		Purchase Discount
		Enter the cheque details in the Payment Detail section.
		From the list screen, you can select the invoice/s to be paid. This will allocate the entire value for payment.
		Alternatively, single click and then enter the value that will be paid in the Allocated Value field – this will
		result in a part allocation:

Image: Section of the sectio	Remittances Cheques			
AME 1578 16 99552703 CRN 3275 0 1 ALL 1478 16 15748 0 223 ALL 15748 15748 0 223 ALL 15748 15753 0 233 BL 15615 16978 100 100529 0 238 CE 31 10015 1077 100 100 23 0 38 CE 31 14116 15978 100 100 23 0 38 CE 31 14116 15978 100 126 0 23 CE 31 1416 15978 100 23 0 23 CE 31 1416 15978 100 126 0				
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Save E-mailed reports as Documents	🖸 Output 📌 💽 🖨 📾 📾 🖎			lect the Green tick .
Save E-mailed reports as Documents Use fax margins	🖸 Output 📌 💽 🖨 📾 📾 🖎			lect the Green tick .
Use fax margins	Output	the Remittances.		lect the Green tick .
	Output	the Remittances.		lect the Green tick .
	Output Output	the Remittances.		lect the Green tick .
	Output	the Remittances.		lect the Green tick .

		Once printed answer No to the following question:
		Would you like to print the Remittances again? No Yes
		Check the Allocation Details Date and Period is correct:
		Post Remittances V to post the remittances for £1585.83? Allocation Details Date G MAY 16 Period 6 Select the Green tick to post the remittance to the supplier account.
D	7	BACS Remittances & Allocation From the Creditors tab, select Remittances, then select Remittances BACS
		Home Debtors Creditors Financials Selling System
		Image: Construction of the second
		Suggested Payments Cheques BACS Export On the Remittances BACS screen choose the supplier. Alternatively, leave the field blank and press Enter on the keyboard to display a list of all outstanding transactions:
		Remittances BACS
		Find Transaction by
		Supplier Q Image: Comparison of the compa
		Sett.Date to
		Invoice No. to O/S Invoice Value 0.00 to 0.00
		List Reference User Keys
		Currency 💿 £ 🗆 Exclude Disputed
		Preferred Payment Method
		Exclude Future Period Transactions Payment Detail
		BACS Export 8 digit values
		Payment Date 14 APR 11
		Bank Q A3510 Business Current Account Current Year
		Discount Q 519 Period 1
		Enter the bank details for the payment in the Bank section (shown above).
		Litter the bank details for the payment in the Dank section (shown above).

emittances BACS						- I X
) 🔕 🗟 🛼	T		✓ ×	0		
SA Date Referen	ce Type 03 CRN	Allocated Value	Outstanding Set 9 -23.75	6 D Stage 0	Audit No.	
SEI A 23 FEB 16 58 ISC A 8 MAR 16 18579	INV INV		95.00 114.00	0	211 160	
ISC A 8 MAR 16 18578 BIC B 28 FEB 16 8991	INV INV		2772.00 120.00	0	161 150	
CELC 31 DEC 15 L7759	INV		1260.56	0	25	
CELC 31 DEC 15 L7757 CELC 31 JAN 16 L8092	INV INV		350.32 160.70	0	38 21	
CELC 31 JAN 16 L8100 CELC 31 JAN 16 L7976	INV INV		20.64 20.00	0	24 27	
CELC 31 JAN 16 L7977 CELC 31 JAN 16 L7978	INV INV		60.00 60.00	0	28 34	
CELC 31 JAN 16 L7979	INV		126.00	ō	35	
CELC 29 FEB 16 L8145 CELC 29 FEB 16 L8144	INV INV		60.01 2562.65	0	7 9	
CELC 29 FEB 16 L8142 CELC 29 FEB 16 L8138	INV INV		126.00 70.00	0	11 15	
CELC 29 FEB 16 L8136 CELC 29 FEB 16 L8148	INV INV		1253.35 1260.56	0	20 22	
CELC 29 FEB 16 L8135	INV		794.83	Ō	23	
CELC 29 FEB 16 L8134 CELC 29 FEB 16 L8147	INV INV		72.35 2405.00	0	29 30	
CALC 19 FEB 16 5655 FR/ Fi 19 FEB 16 674954	INV INV		786.00 116.99	0	5 53	
DJ: Jl 24 FEB 16 41652 KP: K 10 FEB 16 24921	INV INV		1200.00 240.00	0	44 224	
KA K 3 MAR 16 705	INV		288.00	0	164	
MA M 2 FEB 16 21128 MA M 19 FEB 16 21196	INV INV		216.00 288.00	Ō	226 230	
MA M 22 FEB 16 21201 MA M 29 FEB 16 21226	INV INV		864.00 312.00	0	213 214	
MA M 29 FEB 16 21232 MA M 29 FEB 16 21231	INV INV		520.00 156.00	0	215 216	
MA M 29 FEB 16 21228 MA M 29 FEB 16 21227	INV INV		78.00 78.00	0	217 218	
MA M 29 FEB 16 21237	INV		960.00	Ō	219	
MA M 29 FEB 16 21242 OA O 29 FEB 16 01411	INV INV		480.00 360.00	0	220 232	
DA O 29 FEB 16 01411 DA O 29 FEB 16 01411	INV INV		312.00 78.00	0	233 234	
OA O 29 FEB 16 01411 OA O 29 FEB 16 01411	INV INV		36.00 96.00	0	235 236	
OA O 29 FEB 16 01411	INV INV		24.00 420.00	0 0	237 238	
OA O 29 FEB 16 01411 OA O 29 FEB 16 01411	TNV		60.00	0	238	
4 Transaction(s)	** Sett.	Disc. cannot be applied t	o a partial allocation v	vith multiple V	AT Codes. Any ad	justment will have to be er
Allocated Value Total	£ 0.00 Settleme 0.00	nt Discount 0.1 Total 0.0				
mittance Balance	0.00					
	37331.02					
	Tick . Then sel	ect Yes :				
elect the Green	Tick . Then sel					
lect the Green			No	Υε	15	
elect the Green OK to print rem elect the desired elect the Green	nittances for a total v	alue of £1585.83? e remittance	No			
lect the Green	nittances for a total v	alue of £1585.83? e remittance	No es for exam			
lect the Green	nittances for a total v d output for th tick:	e remittance	No es for exam			
elect the Green	ittances for a total v d output for th tick:	e remittance	No es for exam			
lect the Green OK to print rem lect the desired lect the Green Output Coutput Save E-mailed rep	initiances for a total v d output for th tick: Contended for the Remit ports as Document	e remittance	No es for exam			



The BACS file can be produced from the **Remittances | BACS export** option on the **Creditors** tab:

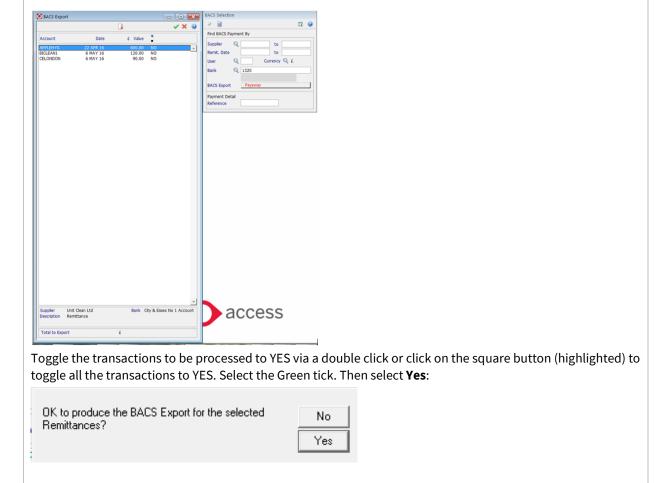
O-	Home	Debtors	Credit	tors	Financials	Selling)	Syste	em	
Supplier	S Analysis	Post Invo Batch	ice Ren	nittance	Credit Note	Alloca		ACR	Records * Transactions *	Period End (Period 6)
	Records		Т	Rem	ittances Cheques	cat	tion		Reports	Options
& &	🏟 😤 🖫 🗐	🔒 🛛 🙀 🖷	1		ittances BACS	Ċ	1	(W	x 0	
				Sug	gested Payments					
				Che	ques					
				BAC	S Export					

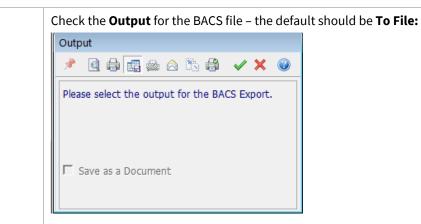
Select the **Enter** key on the keyboard to display a list of all the BACS transactions ready for exporting.

Only payments that have been processed using the Remittance BACS option will be listed.

From the **BACS Selection** window enter a payment **Reference.** This will be added to the detail field of all the payments made via this BACS export. This could help when doing bank reconciliation.

ΟK





On the following screen, select **Browse** to change the location of where the file will be saved. Change the name as required.

Select Save:

Output	2	x
		0
Please enter the filename for the BACS Export.		
BACS Export.txt	Browse	
The file will be created in the directory C:\Users\lynetteb\Documents\Dimensions Repor	ts\	

Depending on the **BACS format** the customer uses the user may be prompted to enter the date on which the payments will be credited. Select the **Green tick** to continue:

Payaway			
	~	×	0
Please enter the date on which payme credited:	ents w	rill be	
6 MAY 16			

If the BACS file is exported as expected, select **Yes** on the following screen:

Have the BACS payments exported OK ?	No	-			
	Yes	-			
Select Yes on the following screen to update	e the transactior	ıs as ł	aving	been expo	orted. T
Select Yes on the following screen to update from appearing in the list again.	e the transactior	ıs as l	aving	been expo	orted. T
C 1		ıs as ł	aving	been expo	orted. T

stop them



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.