

# 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 <b>New</b> :
		🖕 View 😂 Refresh 🍃 Print 🔌 Excel 👒 Search 🥔 Clear Search 📲 Expand 📼 Collapse 🏖 Auto refresh	👻 🍛 Shov
	Vavigator	Alerts Purchase Invoice Batches	
	Transaction Register     Purchase Register	Purchase Invoice Batches	_
	<ul> <li>Purchase Batches</li> <li>Purchase Invoice Line list</li> </ul>	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
	<ul> <li>Cashbook Register</li> <li>Cashbook Batches</li> <li>Journals</li> </ul>		
		▶ 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 ::	
	-	<b>od</b> 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 <b>Financial period</b> if the operator has future p	eriod
	posting autionity.		
2	Purchase Invoice c	reation	
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	Vavigator 👘	Alerts Purchase Invoice Batches Purchase Invoice Register	
	Purchase Register		
	<ul> <li>Purchase Batches</li> <li>Purchase Invoice Line list</li> <li>Contract Particular</li> </ul>	Drag a column header here to group by that column.           Image: Store of the status         Type         Supplier c Supplier name         Supplier ref         Text	
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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.	
Guantity Net unit cost Text Net VAT	
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:

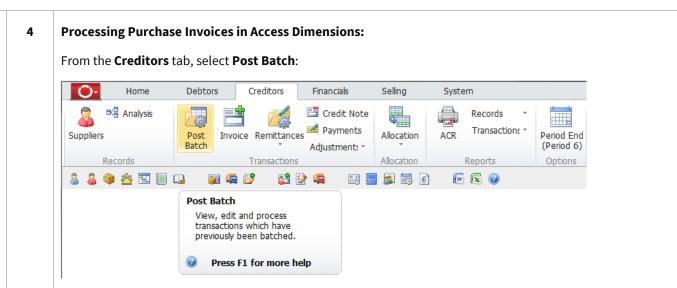
File Tools Help	L. C.					
📁 💭 Close 🍏 A	ccept 🔞 Accep	it and new				
Invoice item						
Invoice details						*
1						+
Qty	Unit cost	Net value	VAT value	Gross value	VAT code	
1	£0.000	£0.00	£0.00	£0.00	Standard Rate	
Matching type						
Not matched Site						
Stores order						
Goods receipt						
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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	you to select t etails - Invoice fo	· · · ·	<b>sk type</b> and (	a contract			
		r AAADESPA -					S
Close 🥥 A	Accept 🔞 Accep	t and new					
Invoice item							
Invoice details							
Bleach							
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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		Inclusive C	onsumables			~	
Accounts details Purchase analysis	5100 Re-chargea	ble Goods			<b>6</b>		
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Purchase analysis	5100 Re-chargea Net £0.00	ble Goods VAT £0.00	Gross £0.00		<b>B</b>		
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ΙE	From the <b>Tran</b>	saction Pegister   Di	urchase Invoice batcl	hes monu f	ind the relevant	hatch Make a note
		r and select <b>Post:</b>		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		<b>_</b>		
	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 <b>Post</b> button will c	only be enabled if invo	oices in the	batch have beer	n sent for approval.
P s d	Purchase Invo separate perio determined, an presented with	ice batches may cont ds within Access Dim nd where more than o n the following optior	ain invoices with a mi ensions. At posting ti one period is targeted ns:	xture of inv me, the po and is ope	oice dates that ssible period of n. The user will	could be posted inte each invoice is
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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
<ul> <li>Invoices</li> <li>Credit Notes</li> <li>Payments</li> <li>Debit Adjustments</li> <li>Credit Adjustments</li> </ul>	

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:

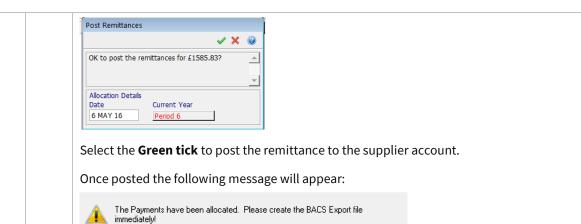
		2	<b>x</b>	T	<ul> <li>Image: A start of the start of</li></ul>	×					
Account	Name		Date	Header Ref.			Value	-	Туре	Due Date	Batch
AAADESPA	AAADESPA		06/06/2013	TEMPLA00045			60.00	YES	INV	06/07/2013	CMSPI1
ACCESSCA	ACCESSCA		12/12/2013	ACCESSA55988			600.00	YES	INV	11/01/2014	CMSPI1:
elect the <b>(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

D	5	There are two remittance options: <b>Cheque</b> or <b>Bacs</b> .
		<b>Please Note:</b> 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 <b>Remittances Cheques</b> screen, select the <b>Supplier</b> . Alternatively, leave the <b>Supplier</b> blank and press <b>Enter</b> 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 <b>Payment Detail</b> section.
		From the <b>list</b> 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 <b>Allocated Value field</b> – 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				
ALL       14 HE 16       167.49       0       221         ALL       24 HE 16       179490       BV       200.88       0       223         ALL       24 HE 16       179490       BV       200.88       0       223         ALL       24 HE 16       179490       BV       200.88       0       223         ALL       24 HE 16       17940       BV       200.88       0       223         ALL       24 HE 16       17940       BV       200.88       0       223         ALL       24 HE 16       5000       BV       105.29       266.0       23         ALL       10 HE 16       5000       BV       105.29       266.0       23         CL       11 ALL 16       16000       BV       200.54       264.0       24         CL       11 ALL 16       16000       BV       200.54       0       24         CL       11 ALL 16       16000       BV       200.55       0       24         CL       12 ALL 16       12 A				
ALL:       387EB 16 127460       BVV       200.88       0       223         AUT:       6 MAY 16       PR       BVV       606.00       0       238         AUT:       6 MAY 16       PR       BVV       606.00       0       238         AUT:       6 MAY 16       PR       BVV       606.00       0       238         AUT:       6 MAY 16       PR       BVV       606.00       0       238         AUT:       6 MAY 16       PR       BVV       1095.29       1260.05       0       23         CEL:       31 DEC15       10777       BVV       606.00       0       24         CEL:       31 AUT 16       12977       BVV       1260.05       0       7         CEL:       31 AUT 16       12977       BVV       1260.00       0       34         CEL:       31 AUT 16       12977       BVV       1260.00       0       13         CEL:       31 AUT 16       12977       BVV       1260.00       0       13         CEL:       31 AUT 16       12977       BVV       1260.00       0       13         CEL:       31 AUT 16       12978       10       13				
APP       22 HE 16       2145       BVV       224.00       0       210         BCI       28 HE 16       598       BVV       1005.29       1120.00       0       333         BCI       28 HE 16       598       BVV       120.00       0       333         BCI       28 HE 16       598       BVV       120.00       0       333         BCI       28 HE 16       598       BVV       120.00       0       333         BCI       11 HC 15       12757       BVV       120.00       0       23         CE       31 JAU 16       16970       BVV       20.00       0       23         CE       31 JAU 16       10977       BVV       20.00       0       23         CE       31 JAU 16       10977       BVV       20.00       0       23         CE       31 JAU 16       12777       BVV       20.00       0       23         CE       31 JAU 16       12777       BVV       20.00       0       13         CE       31 JAU 16       12777       BVV       20.00       0       13         CE       31 JAU 16       127778       BVV       20.00 <td></td> <td></td> <td></td> <td></td>				
N11       6 MV1 5 PR       BV       600.00       0       253         BAA       3 JAH 16       6 M50200       BV       1005.29       0       286         BAA       5 JAH 16       6 M50200       BV       1005.29       0       286         BAA       5 JAH 16       6 M50200       BV       1005.29       0       235         CB       3 LOC 15       M00       2 M0       1005.29       0       23         CB       3 LOC 15       M00       BV       1005.29       0       23         CB       3 LOC 15       M00       BV       1005.29       0       23         CB       3 LAH 16       LE000       BV       1005.29       0       23         CB       3 LAH 16       LE000       BV       200.00       10       24         LS       JAH 16       LE000       BV       120.53       0       23         CB       3 LAH 16       LE000       BV       120.53       0       23         CB       2 PRE 16       LE143       BV       120.50       13       23         CB       2 PRE 16       LE143       BV       120.50       13       23				
BIDL       32 FEB 56       8991       BIV       105.29       1052.39       32         CAL       31 FEB 16       5635       BIV       1052.39       32       32         CAL       31 FEB 16       5635       BIV       1052.39       32       32         CAL       11 CPC 15       10757       BIV       1052.39       32       38         CBL       11 AIL 16       160.70       0       22       32       32       34         CBL       11 AIL 16       160.70       0       22       32       34       34       34       35       35       36       34				
Ch. 1 J DEC 10       555       P/V       726.00       0       5         Col. 31 DEC 10       10/01       P/V       400.54       0       74         Col. 31 DEC 10       10/01       P/V       400.54       0       74         Col. 31 DEC 10       10/01       P/V       400.54       0       24         Col. 31 DEC 10       10/01       P/V       400.54       0       24         Col. 31 DEC 10       10/01       P/V       400.54       0       24         Col. 31 AN 16       12777       P/V       60.00       0       24         Col. 31 AN 16       12778       P/V       60.00       0       34         Col. 31 AN 16       12779       P/V       60.00       0       34         Col. 31 AN 16       12797       P/V       120.00       11       34         Col. 31 AN 16       12797       P/V       120.00       11       34 <td></td> <td></td> <td>120.00</td> <td></td>			120.00	
CEL       31 DEC 15       U739       NV       120.056       0       25         CEL       31 DEC 15       U737       NV       400.04       0       21         CEL       31 DEC 15       U737       NV       200.02       0       38         CEL       31 DEC 15       U737       NV       200.01       21         CEL       31 JAN 16       U337       NV       200.01       21         CEL       31 JAN 16       U3797       NV       200.01       23         CEL       31 JAN 16       U7977       NV       200.01       23         CEL       31 JAN 16       U7978       NV       200.01       35         CEL       23 FEI 16       U3143       NV       2262.66       0       9         CEL       23 FEI 16       U3143       NV       120.333       0       13         CEL       23 FEI 16       U3143       NV       120.030       0       14         CEL       23 FEI 16       U3143       NV       120.030       0       14         CEL       23 FEI 16       U3143       NV       120.030       0       130         CEL       24 FEI 16 <td></td> <td></td> <td></td> <td></td>				
Cite       31 Dec 13       19601       NV       499.55       400.35       0       77         CEL       31 JAN 16       16902       NV       160.70       0       21         CEL       31 JAN 16       16902       NV       120.70       0       21         CEL       31 JAN 16       16902       NV       20.64       0       24         CEL       31 JAN 16       16902       NV       20.64       0       24         CEL       31 JAN 16       16907       NV       20.64       0       24         CEL       31 JAN 16       16979       NV       20.60       0       35         CEL       27 FE 16       16142       NV       256.05       0       9         CEL       27 FE 16       16142       NV       126.00       0       13         CEL       27 FE 16       16142       NV       126.00       0       13         CEL       27 FE 16       16143       NV       72.35       0       22         CEL       27 FE 16       161457       NV       72.45       0       13         CEL       27 FE 16       161457       NV       72.45				
CEL       31 JAN 16       0802       NV       100.70       0       21         CEL       31 JAN 16       0802       NV       20.00       24         CEL       31 JAN 16       0797       NV       20.00       34         CEL       32 FEB 16       0313       NV       120.00       11         CEL       25 FEB 16       0313       NV       120.00       13         CEL       25 FEB 16       0313       NV       120.00       14         DIS       25 FEB 16       0313       NV       120.00       14         DIS       25 FEB 16       0313       NV       120.00       14         DIS       54 FEB 16       04135       NV       120.00       14         DIS       0416	CEL 31 DEC 15 L7891			
CE:       31 JAN 16       LS00       PV       20.64       0       24         CE:       31 JAN 16       LY970       PV       60.00       26         13 JAN 16       LY970       PV       60.00       34         CE:       31 JAN 16       LY977       PV       60.00       34         CE:       32 FEB 16       LS124       PV       126.00       11         CE:       22 FEB 16       LS124       PV       126.00       11         CE:       22 FEB 16       LS126       PV       126.00       12         CE:       22 FEB 16       LS126       PV       126.00       13         CE:       23 FEB 16       LS126       PV       126.00       14         CE:       24 FEB 16       LS137       PV       126.00       15         CE:       24 FEB 16       LS137       PV       126.00       13         CE:       24 FEB 16				
EE: 31 JAN 16 U377       NV       60.00       0       28         CE: 31 JAN 16 U377       NV       60.00       0       34         CE: 31 JAN 16 U377       NV       60.00       0       35         CE: 31 JAN 16 U377       NV       126.00       0       35         CE: 31 JAN 16 U377       NV       126.00       0       35         CE: 31 JAN 16 U377       NV       126.00       0       35         CE: 31 JAN 16 U377       NV       126.00       0       11         CE: 31 JAN 16 U377       NV       126.00       0       11         CE: 30 FB 16 U313       NV       123.33       0       20         CE: 30 FB 16 U313       NV       123.35       0       20         CE: 30 FB 16 U313       NV       1200.00       0       147         DS: 24 FB 16 U313       NV       1200.00       0       147         DS: 44 FB 16 U313       NV       1200.00       0       145         DS: 44 FB 16 U313       NV       1200.00       125       1341.00       260         SS: 1041.14       CRN       0.30       126       232       235       235       246       246       246				
CE: 31 JAN 16 17978       NV       60.00       0       34         CE: 31 JAN 16 17978       NV       126.00       0       35         CE: 31 JAN 16 17978       NV       126.00       0       11         CE: 31 JAN 16 17978       NV       126.00       0       11         CE: 31 JAN 16 17978       NV       126.00       0       11         CE: 31 JAN 16 17978       NV       126.00       0       11         CE: 31 JAN 16 17978       NV       126.00       0       11         CE: 31 JAN 16 17978       NV       126.00       0       11         CE: 31 JAN 16 1813       NV       123.35       0       32         CE: 31 JAN 16 1813       NV       123.35       0       32         CE: 31 JAN 16 1813       NV       123.35       0       32         CE: 31 JAN 16 1813       NV       123.35       0       32         CE: 31 JAN 16 1813       NV       123.35       0       33         CE: 31 JAN 16 1813       NV       123.35       0       33         CE: 32 FEB 16 1813       NV       123.35       0       35         CE: 32 FEB 16 1315       NV       125.00       125				
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GEL       29 FRB 16       B138       PV       70.00       0       15         GEL       29 FRB 16       B148       PV       1260.56       0       22         GEL       29 FRB 16       B148       PV       73.83       0       23         GEL       29 FRB 16       B133       PV       74.83       0       23         GEL       29 FRB 16       B147       PV       24.85       0       30         GUL       29 FRB 16       B147       DV       20.000       0       44         FRB 16       B147       DV       20.000       0       44         FRB 16       B147       DV       120.000       0       44         FRB 16       B147       DV       120.000       0       144         FRB 16       B147       DV       120.000       0       125         GEL       29 FRB 16       B143126       DV       120.000       0       125         GEL       29 FRB 16       12520       DV       127.000       0       124         B0       129 FRB 16       2122       DV       224.000       0       221         MA1       29 FRB 16				
CE.       29 FEB 16       E3136       BVV       1253.35       0       20         CE.       29 FEB 16       E3133       BVV       794.83       0       23         CE.       29 FEB 16       E3133       BVV       724.83       0       23         CE.       29 FEB 16       E3134       BVV       72.35       0       29         CE.       29 FEB 16       E3147       BVV       74.68       0       147         DIS       24 FEB 16       E3147       BVV       74.75.0       0       155         FRA       19 FEB 16       6443126       BVV       120.00       0       44         DIS       24 FEB 16       6443126       BVV       127.90       0       161         STO       644316       18579       BVV       124.00       0       124         DIS       10 FEB 16       24444       BVV       226.00       0       235         DIS       644312       FEB 16       2212.21       BVV       226.00       0       236         MOI       19 FEB 16       2212.21       BVV       236.00       0       236         MOI       29 FEB 16       212.22 <t< td=""><td></td><td></td><td></td><td></td></t<>				
CEL       29 FEB 16       E335       BVV       794.83       0       23         CEL       29 FEB 16       E8147       BVV       2245.00       0       30         CEL       29 FEB 16       E8147       BVV       2445.00       0       141         DIS       24 FEB 16       64522       BVV       1200.00       0       44         DIS       24 FEB 16       64522       BVV       1220.00       0       44         DIS       64 FEB 16       64954       BVV       1250.00       225       0       30         EX       1MAR 16       53579       BVV       114.00       0       100       126       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       161       164       160       164       162       164       164       164       164       164       164       164       164       164       164 <td< td=""><td></td><td></td><td></td><td></td></td<>				
CEL       29 FEB 16       Edit 34       PNV       27.35       0       29         CWL       24 FEB 11       4       ORN       -35.00       0       147         DSS       24 FEB 16       41552       PNV       1200.00       0       44         ESS       11 FEB 16       41562       PNV       1200.00       0       44         ESS       11 FEB 16       5766       PNV       125.00       0       225         SO       8 MAR 16       18579       PNV       214.00       0       161         SO       8 MAR 16       18579       PNV       2272.00       0       161         KPS       10 FEB 16       2244       PNV       226.00       0       226         MAI       2 FEB 16       2128       PNV       216.00       0       226         MAI       2 FEB 16       2128       PNV       216.00       0       226         MAI       2 FEB 16       2128       PNV       216.00       0       221         MAI       2 FEB 16       2123       PNV       216.00       0       216         MAI       2 FEB 16       21228       PNV       216.00				
CEL:       29 FCB 16       E8147       DV       2405.00       0       30         DS:       24 FCB 16       41652       DV       1200.00       0       44         DS:       24 FCB 16       41652       DV       1200.00       0       44         DS:       11MA 16       343126       DV       177.50       0       155         TLMA 16       1616       343126       DV       1200.00       0       44         DS:       11MA 16       18579       DV       116.99       0       53         DS:       8 MAR 16       18579       DV       226.00       0       106         DS:       8 MAR 16       18579       DV       226.00       0       226         DS:       8 MAR 16       18579       DV       226.00       0       226         MAI       29 FCB 16       24144       DV       226.00       0       226         MAI       29 FCB 16       2123       DV       226.00       0       221         MAI       29 FCB 16       2123       DV       32.00       0       214         MAI       29 FCB 16       2123       DV       32.00       0				
ONE 24 FEB 11 4       CRN       35.00       0       147         DSS 24 FEB 15 41652       DVV       1200.00       0       144         ESS 1       MAR 16 343126       DVV       1200.00       0       155         FR 1       19 FEB 16 2766       DVV       125.00       0       225         SLO 8       MAR 16 18579       DVV       114.00       0       160         SLO 8       MAR 16 18578       DVV       2772.00       0       161         KAT 3       MAR 16 18578       DVV       2772.00       0       164         KAR 16 18578       DVV       286.00       0       226       177.00       0       151         KAT 3       MAR 16 18578       DVV       286.00       0       220       187.44       179.40       0       226       170.44       179.40       0       226       170.44       170.40       226       170.44       266.00       0       223       187.44       179.40       126.00       0       221.64       174.44       179.45       126.00       0       221.64       174.44       126.66       120.22       170.44       126.60       0       221.64       174.44       126.60       121.64				
ESS : 1 MAR 16       3443126       PV       476.50       0       155         TGE:       6 674954       PV       116.99       0       125         TGE:       4 FEB 16       12766       PV       114.00       0       160         SD:       8 MAR 16       18578       PV       217.20       0       161         SD:       8 MAR 16       18578       PV       2772.00       0       161         MAR 16       18578       PV       2772.00       0       161         KAR 1       146.67       705       PV       278.00       0       224         KAR 1       19765       2344       PV       237.80       0       224         KAR 29765       PV       246.00       0       226       0       226         MAI 29765       1910       PV       286.00       0       220       0       231         MAI 29765       12220       PV       320.00       0       231       0       231         MAI 29765       12222       PV       312.00       0       231       0       231         MAI 29765       12222       PV       30.00       216       214 <td>CW! 24 FEB 11 4</td> <td></td> <td>-35.00</td> <td></td>	CW! 24 FEB 11 4		-35.00	
RA       19 FEB 16 674954       INV       116.99       0       53         SD       6 MAR 16       18579       INV       25.00       0       164         SD       6 MAR 16       18579       INV       272.00       0       164         VD       280.00       0       224       174       280.00       0       224         VD       280.00       0       224       174       272.00       0       151         VD       297.00       0       121       INV       280.00       0       224         VD       297.00       0       121       INV       280.00       0       224         VD       297.00       0       121       INV       280.00       0       224         VD       297.00       0       121       INV       280.00       0       213         MAI       297.00       0       213       INV       220.00       0       214         MAI       297.00       0       214       INV       220.00       0       214         MAI       297.01       110.00       78.00       0       216       116         MAI <t< td=""><td></td><td></td><td></td><td></td></t<>				
CLE       4 FEB 16       12766       INV       225.00       0       225         SD       8 MAR 16       18576       INV       2772.00       0       161         SD       8 MAR 16       18576       INV       228.00       0       164         KPS       10 FEB 16       24921       INV       240.00       0       224         LR       2 FEB 16       2144       INV       327.90       0       224         MAI       2 FEB 16       21128       INV       246.00       0       225         MAI       2 FEB 16       21128       INV       327.90       0       231         MAI       2 FEB 16       21220       INV       326.00       0       232         MAI       2 FEB 16       21232       INV       326.00       0       231         MAI       2 FEB 16       21232       INV       326.00       0       216         MAI       2 FEB 16       21232       INV       78.00       0       216         MAI       2 FEB 16       2123       INV       78.00       0       216         MAI       2 FEB 16       21202       INV       78.00				
SD. 8 MAR 16 18578       NV       2772.00       0       161         KT. 3 MAR 16 705       NV       286.00       0       164         KPS. 10 FE 16 2444       NV       240.00       0       224         MAI       246.00       0       226       151         MAI       246.00       0       226       164         MAI       246.00       0       226       164         MAI       246.00       0       226       164         MAI       246.00       0       230       164         MAI       246.00       0       230       0       230         MAI       246.00       0       230       0       231         MAI       29 FE 16       2123       NV       312.00       0       214         MAI       29 FE 16       2123       NV       315.00       0       216         MAI       29 FE 16       2123       NV       356.00       0       217         MAI       29 FE 16       2123       NV       78.00       0       217         MAI       29 FE 16       2123       NV       78.00       0       217         MA	ICLE 4 FEB 16 12766	INV	225.00	0 225
VAL:       3 MAR 16       705       NV       288.00       0       164         VPS:       10 FEB 16       23414       NV       240.00       0       224         VAL:       29 FEB 16       23444       NV       226       0       0       226         MAJ       22 FEB 16       21196       NV       286.00       0       223         MAI       22 FEB 16       2120       NV       286.00       0       213         MAI       22 FEB 16       21226       NV       286.00       0       213         MAI       29 FEB 16       21226       NV       312.00       0       214         MAI       29 FEB 16       2123       NV       326.00       0       213         MAI       29 FEB 16       2123       NV       75.00       0       216         MAI       29 FEB 16       2123       NV       75.00       0       216         MAI       29 FEB 16       2123       NV       78.00       0       217         MAI       29 FEB 16       2123       Settement Discount       0.00       164       0       217         MAI       20 FEB 16       2123				
VFS       10 FEB 16 24421       NV       240.00       0       224         MAD       2 FEB 16 2444       NV       215.00       0       226         MAD       2 FEB 16 2444       NV       216.00       0       226         MAD       2 FEB 16 24128       NV       216.00       0       230         MAD       2 FEB 16 24128       NV       216.00       0       231         MAD       2 FEB 16 24123       NV       320.00       0       234         MAD       2 FEB 16 24232       NV       320.00       0       234         MAD       2 FEB 16 24232       NV       320.00       0       234         MAD       2 FEB 16 24232       NV       320.00       0       234         MAD       2 FEB 16 24232       NV       320.00       0       234         MAD       2 FEB 16 24232       NV       320.00       0       234         MAD       2 FEB 16 2423       NV       320.00       0       234         MAD       2 FEB 16 2423       NV       320.00       0       216         Cated Value       1020EX       Settement Discount       0.00       NO       Yes <t< td=""><td></td><td></td><td></td><td></td></t<>				
MA) 19 FE 16 21128 MA) 19 FE 16 22126 MA) 29 FE 16 22120 MA) 29 FE 16 21226 MA) 29 FE 16 21226 MAY 29 FE 16 21222 MAY 29 FE 16 21222 MAY 29 FE 16 21228 MAY 29 FE 16 2128 MAY 20 FE 16				
MAJ       19 FEB 16       21196       NV       288.00       0       230         MAJ       29 FEB 16       21226       NV       312.00       0       214         MAJ       29 FEB 16       21232       NV       320.00       0       214         MAJ       29 FEB 16       21232       NV       320.00       0       214         MAJ       29 FEB 16       21232       NV       320.00       0       216         MAJ       29 FEB 16       21231       NV       320.00       0       216         MAJ       29 FEB 16       21232       NV       320.00       0       217         MAI       29 FEB 16       21228       NV       78.00       0       217         MAI       29 FEB 16       21228       NV       78.00       0       217         MAI       29 FEB 16       2120       NV       78.00       0       217         MAI       29 FEB 16       2120       NV       78.00       0       217         MAI       29 FEB 16       2120       NV       70.00       ************************************				
MAI       22 FEB 16       21201       NV       \$32.00       0       214         MAI       29 FEB 16       21222       NV       \$32.00       0       215         MAI       29 FEB 16       21231       NV       \$52.00       0       215         MAI       29 FEB 16       21232       NV       \$52.00       0       215         MAI       29 FEB 16       21232       NV       \$56.00       0       215         MAI       29 FEB 16       21232       NV       \$78.00       0       217         MAI       29 FEB 16       21232       NV       \$78.00       0       217         MAI       29 FEB 16       21232       NV       \$78.00       0       217         MAI       29 FEB 16       2123       NV       \$78.00       0       217         MAI       29 FEB 16       2123       NV       \$78.00       0       217         MAI       29 FEB 16       2125       NV       \$78.00       0       217         Allocated Value       \$9055       Settlement Discount       0.00       100       100         Remittance Balence       1585.83       C cheque       No				
MAD       29 FEB 16       21232       INV       520.00       0       215         MAD       29 FEB 16       21232       INV       156.00       0       216         MAD       29 FEB 16       21228       INV       78.00       0       217         MAD       29 FEB 16       21228       INV       78.00       0       217         MAD       29 FEB 16       21228       INV       78.00       0       217         MAD       29 FEB 16       21227       INV       78.00       0       217         MAD       29 FEB 16       21228       INV       78.00       0       217         MAD       29 FEB 16       21227       INV       78.00       0       217         MAD       29 FEB 16       21228       INV       78.00       0       217         Allocated Value       1585.83       Settlement Discount       0.00       Important				
MAD       29 FB 16       21231       INV       156.00       0       216         MAD       29 FB 16       21232       INV       78.00       0       217         MAD       29 FB 16       21232       INV       78.00       0       217         Carter Setter 16       2127       INV       78.00       0       217         Carter Setter 16       2127       INV       78.00       0       217         Carter Setter 16       2127       INV       78.00       0       217         Carter Setter 16       21277       INV       78.00       0       217         Carter Setter 16       21207       INV       78.00       0       217         Carter Setter 16       210055       Settlement Discount       0.00       Importance       0       0       218         Reinttance Balance       1585.83       Total       0.00       Importance       0       0       1       0       0       218         Bect the Green Tick. Then, select Yes to the following question:       Importance       No       Yes       Yes       No       Yes       No       Yes         Bect the desired output for the remittances for example Print. Select the Green tick:				
MAI       29 FEB 16       21228       INV       78.00       0       217         MAI       29 FEB 16       21228       INV       78.00       0       217         24       Transaction(s) 2 to post       *** Sett. Disc. cannot be appled to a partial allocation with multiple VAT Codes. Any adjust         Allocated Value       500.54       Settlement Discount       0.00       ** Disputed         Total       1585.83       Total       0.00       ** One       ***         No       Yes       Yes       Yes       Yes       Yes         No       Yes       Yes       Yes       Yes         No       Yes       Yes       Yes       Yes         No       Yes       Yes       Yes       Yes				
24 Transaction(s) 2 to post       *** Sett. Disc. cannot be appled to a partial allocation with multiple VAT Codes. Any adjust         Allocated Value       \$				
Alocated Value 192053 Settlement Discount 0.00 Public Publ	MA1 29 FFR 16 21227	TNV	78.00	0 218
Alocated Value 1500.53 Settlement Discount 0.00 P Disputed Total 1585.83 C Cheque Remttance Balance 1585.83 Outstanding Balance 40904.43 C Cheque lect the Green Tick. Then, select Yes to the following question: OK to print remittances for a total value of £1585.83? No Yes lect the desired output for the remittances for example Print. Select the Green tick: Output Output Please select the output for the Remittances. Save E-mailed reports as Documents	124 Transaction(s) 2 to post	** Sett. Disc. cannot be an	plied to a partial allocation v	with multiple VAT Codes. Any adiu
Alocated Value 19058 Total 1985.83 Settlement Discount 0.00 F Disputed Total 1985.83 Total 0.00 C Disputed Remittance Balance 1985.83 Outstanding Balance 409904.43 C Cheque lect the Green Tick. Then, select Yes to the following question: No Yes No Yes lect the desired output for the remittances for example Print. Select the Green tick: Output Output Please select the output for the Remittances. Save E-mailed reports as Documents	£			
Remittance Balance 1585.83 Outstanding Balance 19904.43 C heque Lect the Green Tick. Then, select Yes to the following question: OK to print remittances for a total value of £1585.83? No Yes Lect the desired output for the remittances for example Print. Select the Green tick: Output Output Please select the output for the Remittances. Save E-mailed reports as Documents	Allocated Value 490.54	Settlement Discount	0.00 🗆 * Disputed	
Outstanding Balance       40904.43       Cheque         lect the Green Tick. Then, select Yes to the following question:         Image: OK to print remittances for a total value of £1585.83?         Image: No       Yes         Image: No	Total 1585.83	Total	0.00	
Outstanding Balance       40904.43       Cheque         lect the Green Tick. Then, select Yes to the following question:         Image: OK to print remittances for a total value of £1585.83?         Image: No       Yes         Image: No		ar aa		
lect the Green Tick. Then, select Yes to the following question: OK to print remittances for a total value of £1585.83? No Yes lect the desired output for the remittances for example Print. Select the Green tick: Output Please select the output for the Remittances. Please select the output for the Remittances. Save E-mailed reports as Documents		Chaqua		
OK to print remittances for a total value of £1585.83? No Yes Lect the desired output for the remittances for example <b>Print</b> . Select the <b>Green tick</b> : Output Output Please select the output for the Remittances. Please select the output for the Remittances.	Outstanding Balance 4090	04.43		
OK to print remittances for a total value of £1585.83? No Yes Lect the desired output for the remittances for example <b>Print</b> . Select the <b>Green tick</b> : Output Output Please select the output for the Remittances. Please select the output for the Remittances.				
No Yes ect the desired output for the remittances for example <b>Print</b> . Select the <b>Green tick</b> : Output Output Dease select the output for the Remittances. Save E-mailed reports as Documents	ect the <b>Green Tick. Then</b> , s	select <b>Yes</b> to the follo	owing question:	
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lect the desired output for the remittances for example <b>Print</b> . Select the <b>Green tick</b> :	UK to print remittances	ror a total value of £1	000.837	
lect the desired output for the remittances for example <b>Print</b> . Select the <b>Green tick</b> :				
lect the desired output for the remittances for example <b>Print</b> . Select the <b>Green tick</b> :				No Yes
Output       ?       ≥				
Output       Output       Image: Constraint of the				loct the Groon ticks
<ul> <li>Please select the output for the Remittances.</li> <li>Save E-mailed reports as Documents</li> </ul>	lact the desired output for t	ho romittonese for -	vampla Brint C-	
<ul> <li>Please select the output for the Remittances.</li> <li>Save E-mailed reports as Documents</li> </ul>	lect the desired output for t	he remittances for e	xample <b>Print</b> . Se	
Please select the output for the Remittances.		he remittances for e		dect the <b>Green tick.</b>
Please select the output for the Remittances.		he remittances for e		
Please select the output for the Remittances.	Output			
Save E-mailed reports as Documents	Output			lect the <b>Green tick</b> .
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Save E-mailed reports as Documents	🖸 Output 📌 💽 🖨 📾 📾 🖎			lect the <b>Green tick</b> .
Save E-mailed reports as Documents	🖸 Output 📌 💽 🖨 📾 📾 🖎			lect the <b>Green tick</b> .
Save E-mailed reports as Documents Use fax margins	🖸 Output 📌 💽 🖨 📾 📾 🖎			lect the <b>Green tick</b> .
Use fax margins	Output	the Remittances.		lect the <b>Green tick</b> .
	Output	the Remittances.		lect the <b>Green tick</b> .
	Output  Output	the Remittances.		lect the <b>Green tick</b> .
	Output	the Remittances.		lect the <b>Green tick</b> .

		Once printed answer <b>No</b> 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 <b>Remittances BACS</b> screen choose the supplier. Alternatively, leave the field blank and press <b>Enter</b> 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 <b>Bank</b> section (shown above).
		Litter the bank details for the payment in the <b>Dank</b> section (shown above).

emittances BACS						- I <b>X</b>
) 🔕 🗟 🛼	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					
	<b>Tick</b> . Then sel	ect <b>Yes</b> :				
elect the <b>Green</b>	<b>Tick</b> . Then sel					
lect the <b>Green</b>			No	Υε	15	
elect the <b>Green</b> OK to print rem elect the desired elect the <b>Green</b>	nittances for a total v	alue of £1585.83? e remittance	No			
lect the <b>Green</b>	nittances for a total v	alue of £1585.83? e remittance	No es for exam			
lect the <b>Green</b>	nittances for a total v d output for th <b>tick:</b>	e remittance	No es for exam			
elect the <b>Green</b>	ittances for a total v d output for th <b>tick:</b>	e remittance	No es for exam			
lect the <b>Green</b> OK to print rem lect the desired lect the <b>Green</b> Output Coutput Save E-mailed rep	initiances for a total v d output for th <b>tick:</b> 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:

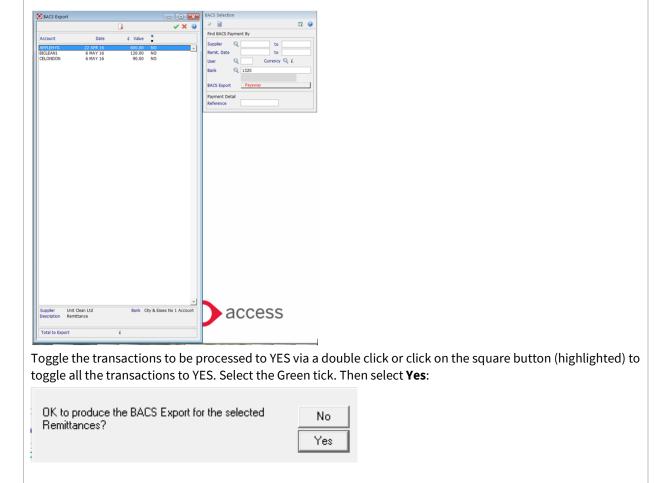
O-	Home	Debtors	Credit	tors	Financials	Selling	)	Syste	em	
Supplier	S Analysis	Post Invo Batch	ice Ren	nittance	Credit Note	Alloca		ACR	Records * Transactions *	Period End (Period 6)
	Records		Т	Rem	ittances Cheques	cat	tion		Reports	Options
& &	🏟 😤 🖫 🗐	🔒 🛛 🙀 🖷	<b>1</b>		ittances BACS	Ċ	1	(W	<b>x 0</b>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

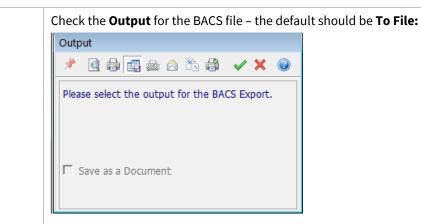
Select the **Enter** key on the keyboard to display a list of all the BACS transactions ready for exporting.

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			
	<b>~</b>	×	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 <b>Yes</b> on the following screen to update	e the transactior	ıs as ł	aving	been expo	orted. T
Select <b>Yes</b> on the following screen to update from appearing in the list again.	e the transactior	ıs as l	aving	been expo	orted. T
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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.