

Purchase Invoice and Supplier Processing Guide

TEMPLACMS & DIMENSIONS

October 2021



COMMERCIAL STATEMENT

This document is subject to any terms as per teamssoftware.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 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:

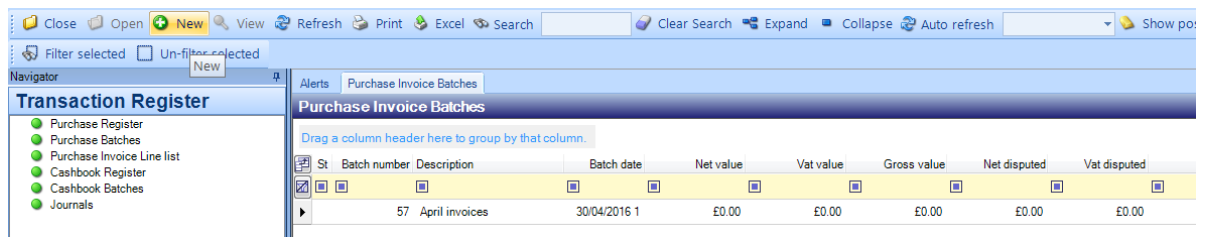
D = Dimensions

C = TemplaCMS

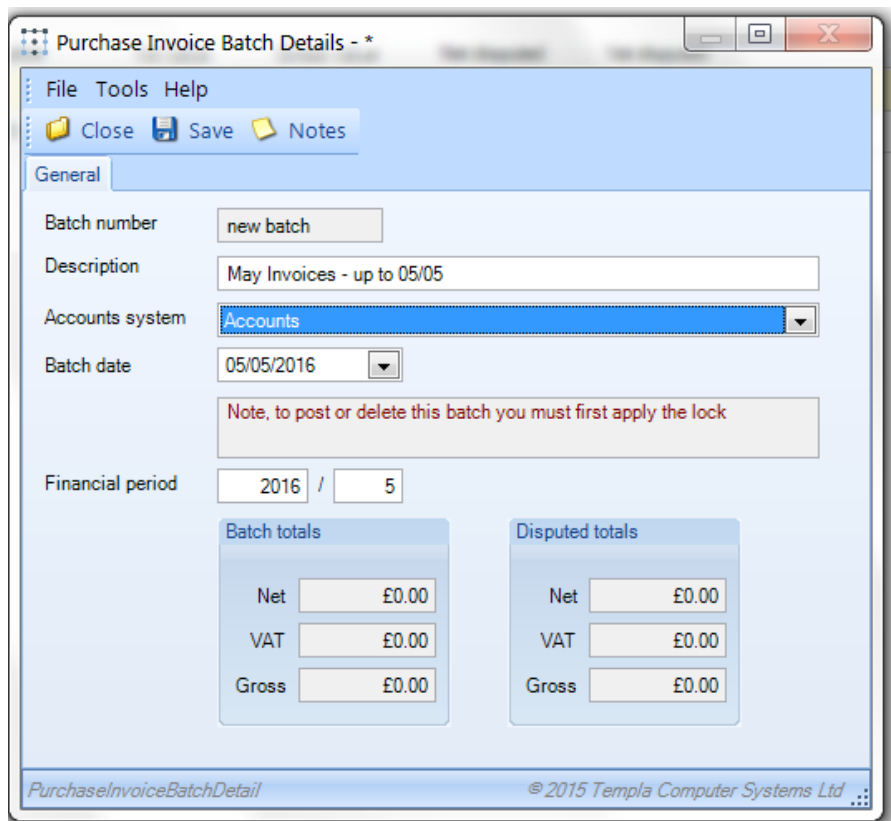
All points where back-ups should be taken are marked in **Red**. The user is welcome to take any additional back-ups if needed.

C 1 Create a Purchase Invoice Batch

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



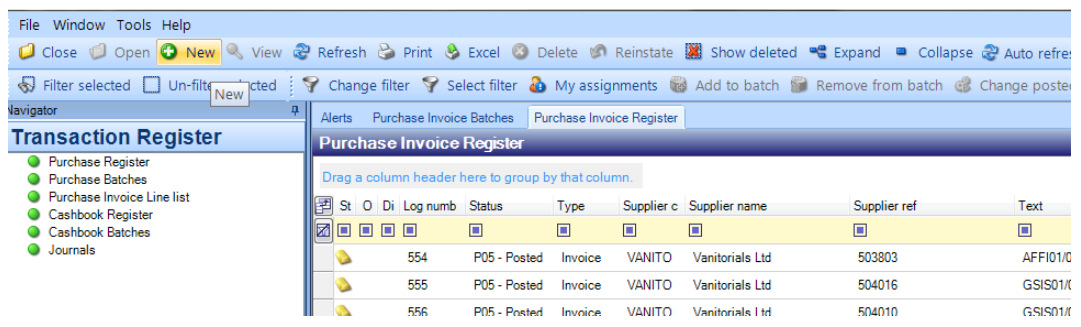
Now enter a batch **Description**, select the relevant **Accounts system**, and enter the **Batch Date**:



The **Financial period** will default to the current Purchase Ledger period in Dimensions 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 open the **Purchase Invoice Details** screen:

	Net	VAT	Gross
Invoice	£0.00	£0.00	£0.00
Cumulative	£0.00	£0.00	£0.00
Variance	£0.00	£0.00	£0.00

- Select the **Batch** that this **Invoice** or **Credit** note needs to go into (the invoice can be saved and added to a batch at a later stage as needed)
- Select the **Type** i.e. **Invoice** or **Credit** note
- Select the **Supplier** and enter a **Supplier reference**
- Select the **Tax point** as per the Invoice or Credit note and set the **Terms** and **Due date** accordingly (the terms will default to customer set-up in Dimensions Accounts if not set here)

Selecting **Terms**:

Terms

- From invoice date
- From invoice date
- End of following month
- Day of following month
- Days after end of following month

If the **From invoice date** option is selected the number of **Days** can be entered.

Terms

From invoice date

Days 15

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.

Purchase Invoice Details

File Tools Help

Close Save Save and new Notes Attachments Process sheets

Invoice

Purchase Invoice header

Batch: GAIL200613

Log number: new Type: Invoice

Supplier: AAADSPA

Supplier ref: TEMPLA00045

Tax point: 06/06/2013 Due date: 06/07/2013

Description: Cleaning Products

Net total: £200.00

VAT total: £40.00

Gross total: £240.00

Disputed?

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

Drag a column header here to group by that column

Quantity	Net unit cost	Text	Net	VAT
----------	---------------	------	-----	-----

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 point.

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	£50.00	£10.00	£60.00
Cumulative	£50.00	£10.00	£60.00
Variance	£0.00	£0.00	£0.00

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

Invoice Item Details - Invoice for AAADSPA dated 06/06/2013 due 06/07/2013 - (new)

File Tools Help

Close Accept Accept and new

Invoice item

Invoice details

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
- Workbill
- Self billing inv

Accounts details

Purchase analysis

Check totals			
	Net	VAT	Gross
Invoice	£0.00	£0.00	£0.00
Cumulative	£0.00	£0.00	£0.00
Variance	£0.00	£0.00	£0.00

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 the **Site** option which will allow you to select the **Site, Task type and Cost type**.

Qty	Unit cost	Net value	VAT value	Gross value	VAT code
1	£50.000	£50.00	£10.00	£60.00	Standard Rate

	Net	VAT	Gross
Invoice	£0.00	£0.00	£0.00
Cumulative	£50.00	£10.00	£60.00
Variance	-£50.00	-£10.00	-£60.00

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.

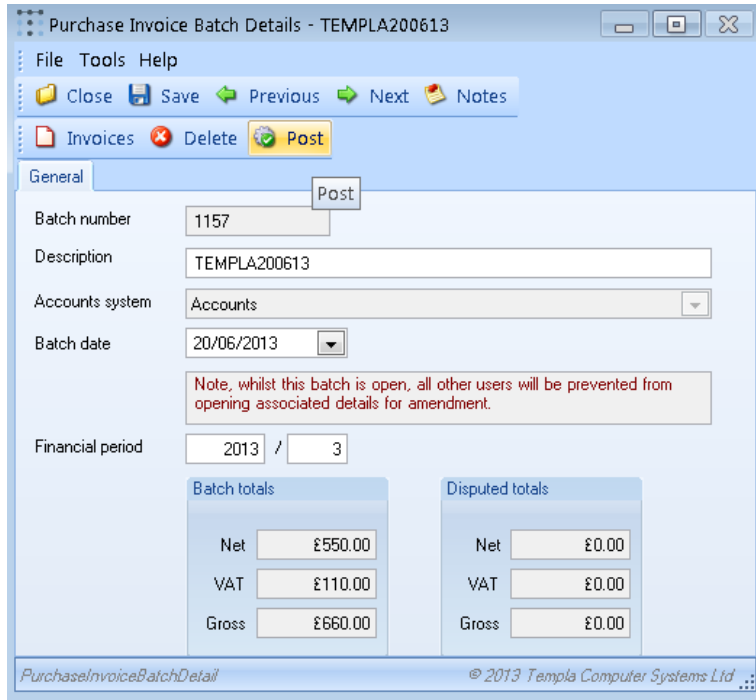
When the items are completed, select **Accept**. When the Invoice is completed select **Request Approval**.

	Net	VAT	Gross
Invoice	£50.00	£10.00	£60.00
Cumulative	£50.00	£10.00	£60.00
Variance	£0.00	£0.00	£0.00

Quantity	Net unit cost	Text	Net	VAT
1	£50.000	Bleach	£50.00	£10.00

C 3 Posting a Purchase Invoice batch

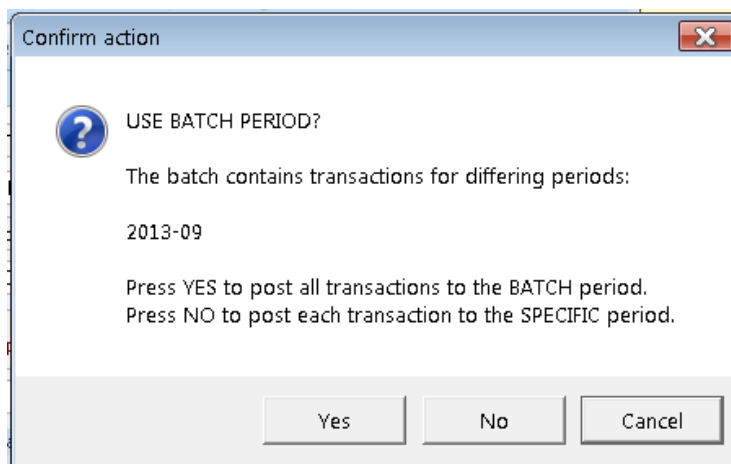
From the **Transaction Register | Purchase Invoice batches** menu find the relevant batch. Make a note of the **Batch Number** and select **Post**:



Please Note: The **Post** button will only be enabled if invoices in the batch have been sent for approval.

Purchase Invoice batches may contain invoices with a mixture of invoice dates that could be posted into separate periods within Access Dimensions. 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:

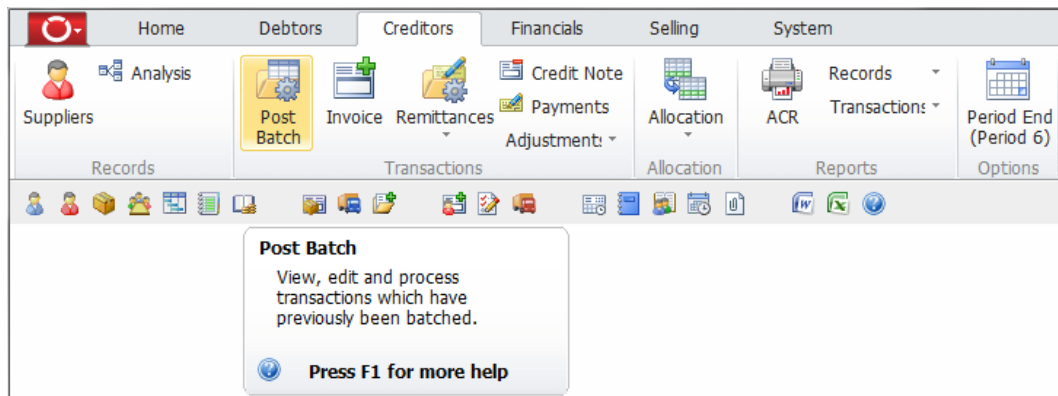
- Apply the batch period to **all** invoices – **Yes** on the confirm action screen
- Apply the determined period to **each** invoice – **No** on the confirm action screen



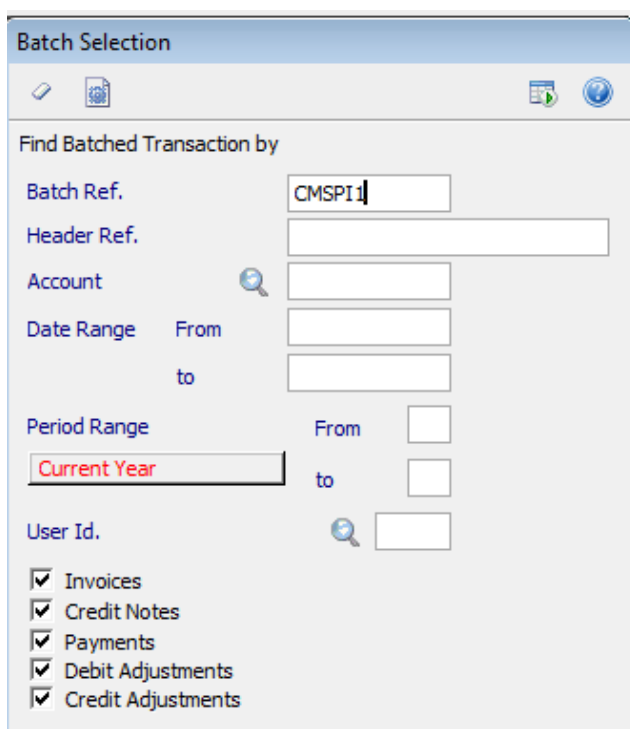
After selecting **Yes** or **No** the batch will be posted to Access Dimensions.

D 4 Processing Purchase Invoices in Access Dimensions:

From the **Creditors** tab, select **Post Batch**:



On the **Batch Selection** screen enter the **Batch Ref.** as **CMSPI#**, where # is the batch number from Step 3.

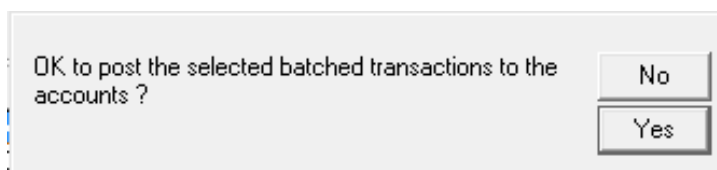


Press **Enter** on the keyboard to display the items from the batch posted from CMS.

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

Account	Name	Date	Header Ref.	Value		Type	Due Date	Batch Ref.
AAADESPA	AAADESPA	06/06/2013	TEMPLA00045	60.00	YES	INV	06/07/2013	CMSPI1157
ACCESSCA	ACCESSCA	12/12/2013	ACCESSA55988	600.00	YES	INV	11/01/2014	CMSPI1157

Select the **Green tick** and then select **Yes** to post the transactions to the accounts:



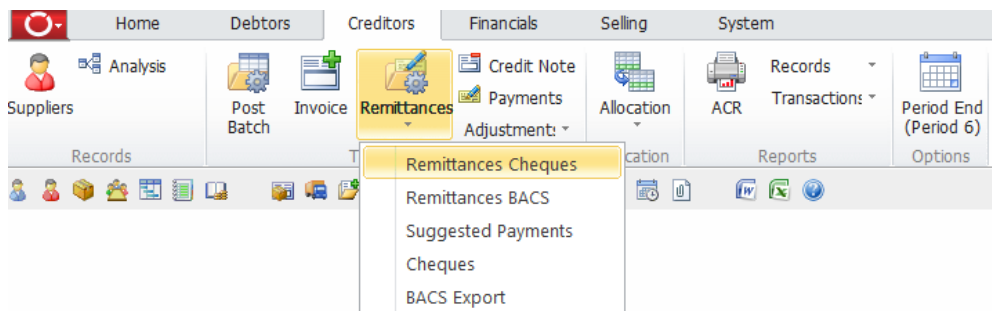
D 5 There are two remittance options: **Cheque** or **Bacs**.

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.

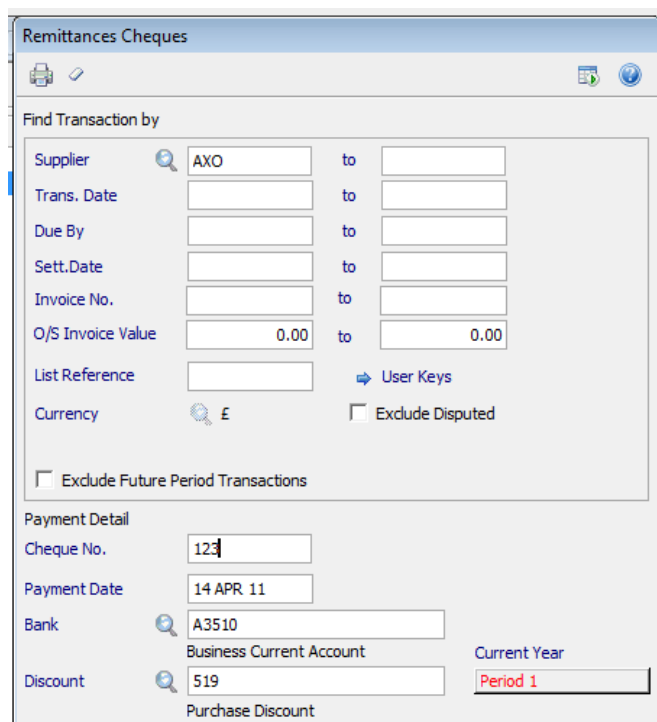
For Cheques follow step D6 for BACS follow step D7.

D 6 Cheque Remittances & Allocation

From the **Creditors** tab, select **Remittances**. Then select **Remittances Cheques**



From the **Remittances Cheques** screen, select the **Supplier**. Alternatively, leave the **Supplier** blank and press **Enter** to display a list of all outstanding transactions:



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:

Remittances Cheques

Su	Date	Reference	Type	Allocated Value	Outstanding	Set %	D	Stage	Audit No.
AAE	15 FEB 16	95953703	CRN		-23.75			0	1
ALL	14 FEB 16	167291	INV		167.40			0	221
ALL	21 FEB 16	170422	INV		167.40			0	222
ALL	28 FEB 16	173480	INV		200.88			0	223
APP	22 FEB 16	27145	INV		224.00			0	210
AU1	6 MAY 16	PIR	INV		600.00			0	293
BICI	28 FEB 16	8991	INV		120.00			0	150
BRA	5 JAN 16	61699260	INV	1095.29	1095.29			0	286
CAL	19 FEB 16	5655	INV		786.00			0	5
CEL	31 DEC 15	L7759	INV		1260.56			0	25
CEL	31 DEC 15	L7891	INV	490.54	490.54			0	37
CEL	31 DEC 15	L7757	INV		350.32			0	38
CEL	31 JAN 16	L8092	INV		160.70			0	21
CEL	31 JAN 16	L8100	INV		20.64			0	24
CEL	31 JAN 16	L7976	INV		20.00			0	27
CEL	31 JAN 16	L7977	INV		60.00			0	28
CEL	31 JAN 16	L7978	INV		60.00			0	34
CEL	31 JAN 16	L7979	INV		126.00			0	35
CEL	29 FEB 16	L8145	INV		60.01			0	7
CEL	29 FEB 16	L8144	INV		2562.65			0	9
CEL	29 FEB 16	L8142	INV		126.00			0	11
CEL	29 FEB 16	L8138	INV		70.00			0	15
CEL	29 FEB 16	L8136	INV		1253.35			0	20
CEL	29 FEB 16	L8148	INV		1260.56			0	22
CEL	29 FEB 16	L8135	INV		794.83			0	23
CEL	29 FEB 16	L8134	INV		72.35			0	29
CEL	29 FEB 16	L8147	INV		2405.00			0	30
CW	24 FEB 11	4	CRN		-35.00			0	147
DJS	24 FEB 16	41652	INV		1200.00			0	44
ESS	1 MAR 16	3443126	INV		476.50			0	155
FRA	19 FEB 16	674954	INV		116.99			0	53
ICL	4 FEB 16	12766	INV		225.00			0	225
ISO	8 MAR 16	18579	INV		114.00			0	160
ISO	8 MAR 16	18578	INV		2772.00			0	161
KAI	3 MAR 16	705	INV		288.00			0	164
KPS	10 FEB 16	24921	INV		240.00			0	224
LAB	29 FEB 16	23444	INV		327.90			0	151
MAJ	2 FEB 16	21128	INV		216.00			0	226
MAJ	19 FEB 16	21196	INV		288.00			0	230
MAJ	22 FEB 16	21201	INV		864.00			0	213
MAJ	29 FEB 16	21226	INV		312.00			0	214
MAJ	29 FEB 16	21232	INV		520.00			0	215
MAJ	29 FEB 16	21231	INV		156.00			0	216
MAJ	29 FEB 16	21228	INV		78.00			0	217
MAJ	29 FEB 16	21227	INV		78.00			0	218

124 Transaction(s) 2 to post ** Sett. Disc. cannot be applied to a partial allocation with multiple VAT Codes. Any adjustment will have to be er


Allocated Value: £ 490.54 Settlement Discount: £ 0.00 * Disputed

Total: 1585.83 Total: 0.00

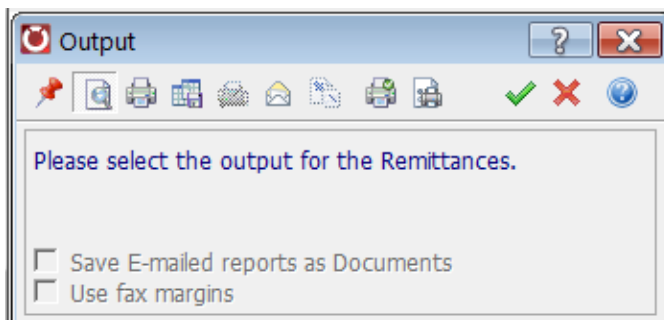
Remittance Balance: 1585.83 Cheque

Outstanding Balance: 40904.43

Select the **Green Tick**. Then, select **Yes** to the following question:

 OK to print remittances for a total value of £1585.83?

Select the desired output for the remittances for example **Print**. Select the **Green tick**:

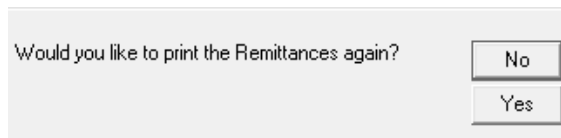


Please select the output for the Remittances.

Save E-mailed reports as Documents

Use fax margins

Once printed answer **No** to the following question:

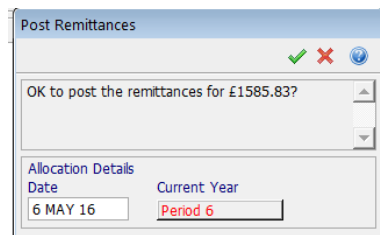


Would you like to print the Remittances again?

No

Yes

Check the **Allocation Details Date** and **Period** is correct:



Post Remittances

OK to post the remittances for £1585.83?

Allocation Details

Date: 6 MAY 16

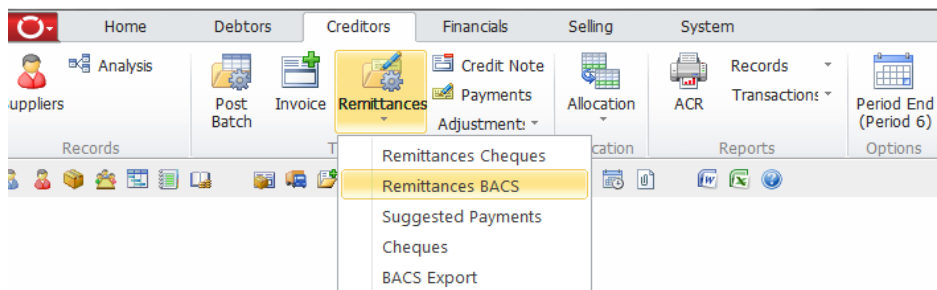
Current Year

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

Analysis Post Batch Invoice Remittances Credit Note Payments Allocation ACR Records Transaction: Period End (Period 6)

Remittances Cheques

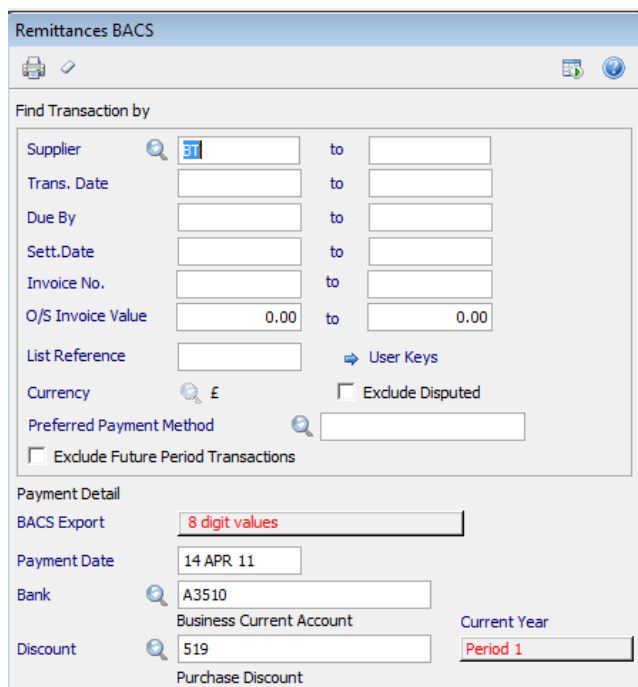
Remittances BACS

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 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

Preferred Payment Method

Exclude Future Period Transactions

Payment Detail

BACS Export 8 digit values

Payment Date 14 APR 11

Bank A3510 Business Current Account Current Year

Discount 519 Period 1

Purchase Discount

Enter the bank details for the payment in the **Bank** section (shown above).

On the **list** screen select the invoice(s) to be paid. This will allocate the entire value for payment. Alternatively, select and then enter the value that will be paid in **Allocated Value**. This will result in a part allocation:

SN	Date	Reference	Type	Allocated Value	Outstanding	Set %	D	Stage	Audit No.
AA A	15 FEB 16	95953703	CRN		-23.75	0			1
SEI A	23 FEB 16	58	INV		95.00	0			211
ISC A	8 MAR 16	18579	INV		114.00	0			160
ISC A	8 MAR 16	18578	INV		2772.00	0			161
BIC B	28 FEB 16	8991	INV		120.00	0			150
CEI C	31 DEC 15	L7759	INV		1260.56	0			25
CEI C	31 DEC 15	L7757	INV		350.32	0			38
CEI C	31 JAN 16	L8092	INV		160.70	0			21
CEI C	31 JAN 16	L8100	INV		20.64	0			24
CEI C	31 JAN 16	L7976	INV		20.00	0			27
CEI C	31 JAN 16	L7977	INV		60.00	0			28
CEI C	31 JAN 16	L7978	INV		60.00	0			34
CEI C	31 JAN 16	L7979	INV		126.00	0			35
CEI C	29 FEB 16	L8145	INV		60.01	0			7
CEI C	29 FEB 16	L8144	INV		2562.65	0			9
CEI C	29 FEB 16	L8142	INV		126.00	0			11
CEI C	29 FEB 16	L8138	INV		70.00	0			15
CEI C	29 FEB 16	L8136	INV		1253.35	0			20
CEI C	29 FEB 16	L8148	INV		1260.56	0			22
CEI C	29 FEB 16	L8135	INV		794.83	0			23
CEI C	29 FEB 16	L8134	INV		72.35	0			29
CEI C	29 FEB 16	L8147	INV		2405.00	0			30
CA C	19 FEB 16	5655	INV		786.00	0			5
FR F	19 FEB 16	674954	INV		116.99	0			53
DJ J	24 FEB 16	41652	INV		1200.00	0			44
KP K	10 FEB 16	24921	INV		240.00	0			224
KA K	3 MAR 16	705	INV		288.00	0			164
MA M	2 FEB 16	21128	INV		216.00	0			226
MA M	19 FEB 16	21196	INV		288.00	0			230
MA M	22 FEB 16	21201	INV		864.00	0			213
MA M	29 FEB 16	21226	INV		312.00	0			214
MA M	29 FEB 16	21232	INV		520.00	0			215
MA M	29 FEB 16	21231	INV		156.00	0			216
MA M	29 FEB 16	21228	INV		78.00	0			217
MA M	29 FEB 16	21227	INV		78.00	0			218
MA M	29 FEB 16	21237	INV		960.00	0			219
MA M	29 FEB 16	21242	INV		480.00	0			220
OA O	29 FEB 16	01411	INV		360.00	0			232
OA O	29 FEB 16	01411	INV		312.00	0			233
OA O	29 FEB 16	01411	INV		78.00	0			234
OA O	29 FEB 16	01411	INV		36.00	0			235
OA O	29 FEB 16	01411	INV		96.00	0			236
OA O	29 FEB 16	01411	INV		24.00	0			237
OA O	29 FEB 16	01411	INV		420.00	0			238
OA O	29 FEB 16	01411	INV		60.00	0			239

114 Transaction(s) ** Sett. Disc. cannot be applied to a partial allocation with multiple VAT Codes. Any adjustment will have to be er

Allocated Value	£	0.00	Settlement Discount	£	0.00	<input type="checkbox"/> * Disputed
Total		0.00	Total		0.00	

Remittance Balance 0.00
Outstanding Balance 37331.02

Select the **Green Tick**. Then select **Yes**:

OK to print remittances for a total value of £1585.83?

No Yes

Select the desired output for the remittances for example **Print**

Select the **Green tick**:

Please select the output for the Remittances.

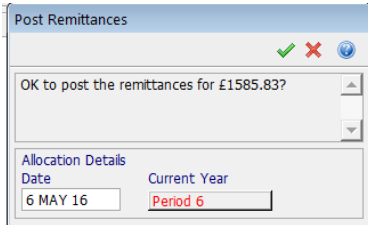
Save E-mailed reports as Documents
 Use fax margins

Once printed answer **No** to the following question:

Would you like to print the Remittances again?

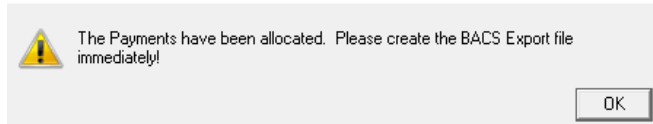
No Yes

Check that the **Allocation Details Date** and **Period** are correct:

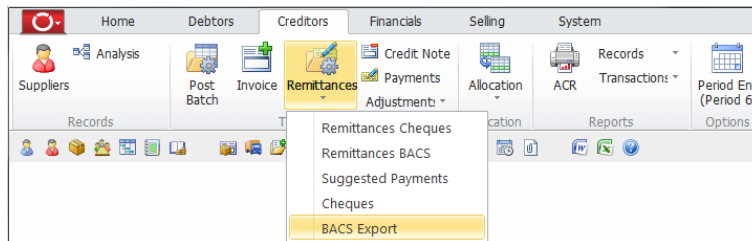


Select the **Green tick** to post the remittance to the supplier account.

Once posted the following message will appear:



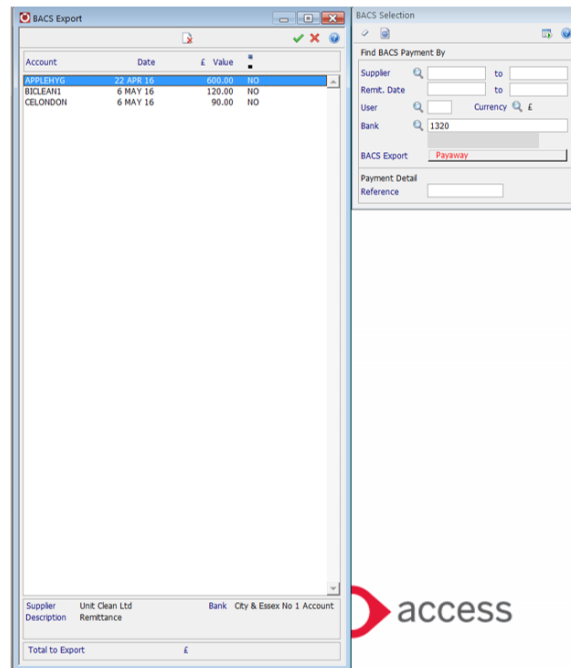
The BACS file can be produced from the **Remittances | BACS export** option on the **Creditors** tab:



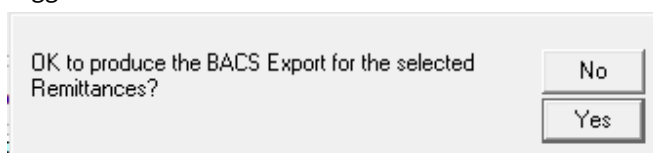
Select the **Enter** key on the keyboard to display a list of all the BACS transactions ready for exporting.

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

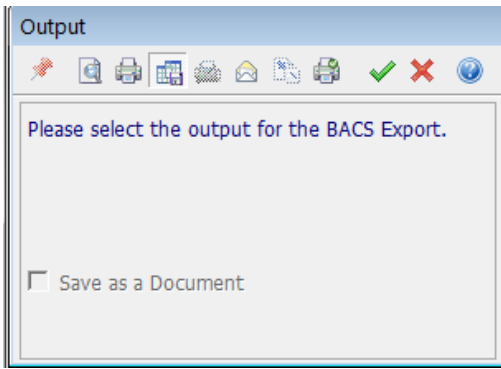
From the **BACS Selection** window enter a payment **Reference**. This will be added to the detail field of all the payments made via this BACS export. This could help when doing bank reconciliation.



Toggle the transactions to be processed to YES via a double click or click on the square button (highlighted) to toggle all the transactions to YES. Select the Green tick. Then select **Yes**:

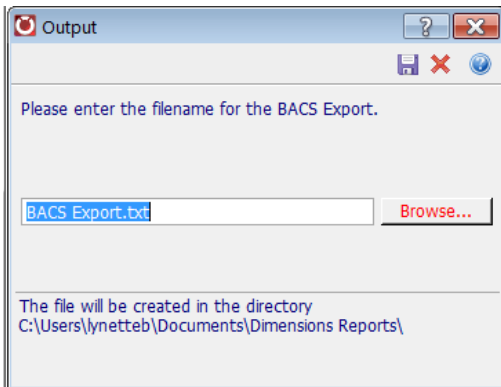


Check the **Output** for the BACS file – the default should be **To File**:

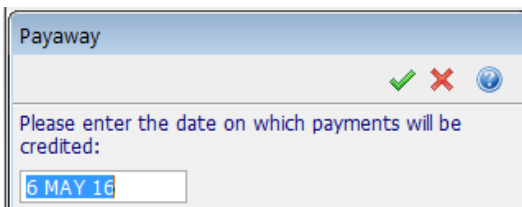


On the following screen, select **Browse** to change the location of where the file will be saved. Change the name as required.

Select **Save**:



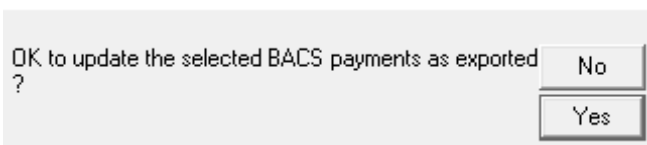
Depending on the **BACS format** the customer uses the user may be prompted to enter the date on which the payments will be credited. Select the **Green tick** to continue:



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



Select **Yes** on the following screen to update the transactions as having been exported. This will stop them from appearing in the list again.





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.