

Contract Admin TEMPLACMS

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COMMERCIAL STATEMENT

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TABLE OF CONTENTS

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INTRODUCTION	
SYSTEM CONTROL AND MAINTENANCE	
BACKGROUND	5
WORKFLOW	
Background	
Workflow Path Details	
CLIENTS	
Export	
Properties	7
Contacts	7
Credit Control	
Invoice distribution client setup	
Record	
Client sites	
Summary invoice line groups	
Consolidated invoice groups	
Roster	
Transactions	
Reports	
SITES	11
General	
Properties	
Business Analysis	
Marketing Analysis	
Analysis versions	
Contacts	
Locations	
Time and attendance	
Stores ordering	
Equipment items	
QA	
Inter-company sites	
Site import wizard	
Sites list	
Data migration wizard	
CONTRACTS	
General tab	
Tasks tab	
Contract Task Wizard	
Task level employee rates	
Calendar	25
Budgets tab	
Payroll budgets	
Periodic budgets	
Pay tab	
Document Ref: TEAM TemplaCMS - Contract Admin.docx Version:	Page 3 47

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Workbills	
Stores	
HS	
Billing	
QA	
Properties	
Schedule notes	
Audit	
Audit grid – contract tabs	
Contracts – other	
Roster	33
Check working time conflicts	
Show audit	
Transactions	
Reports	
Schedule	
Site binder	
Budget summary	
GENERAL	
GENERAL	
Contract Status's	
Contract Status's Open WIP contract on live & superseded contracts	
Contract Status's Open WIP contract on live & superseded contracts Contract filter	
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data	36 36 37 37 38
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy	36 36 37 37 37 38 38 39
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason	36 36 37 37 37 38 39 39
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason Contract cancellation reasons	36 36 37 37 37 38 38 39 39 40
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason	36 36 37 37 38 39 39
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason Contract termination reason Contract details	36 36 37 37 37 38 39 39 39 40 40
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason Contract termination reasons Contract details Contract termination wizard	36 36 37 37 37 38 39 39 39 40 40 40 40
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason Contract termination reasons Contract details Contract details Contract termination wizard Multi contract termination Contract list	36 36 37 37 37 38 39 39 39 40 40 40 40 40 41
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason Contract termination reasons Contract details Contract details Contract termination wizard Multi contract termination Contract Ist	36 36 37 37 37 38 39 39 39 40 40 40 40 40 40 40 40 40 40 40 41 41
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason Contract termination reasons Contract details Contract details Contract termination wizard Multi contract termination Contract Task Termination Contract Termination	36 36 37 37 37 38 39 39 40 40 40 40 40 40 40 40 40 40 40 40 40
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason Contract termination reasons Contract details Contract details Contract termination wizard Multi contract termination Contract Iist Contract Task Termination Contract Termination Multiple contracts termination	36 36 37 37 37 38 39 39 39 40 40 40 40 40 41 41 41 41 41 41 42 43 43
Contract Status's Open WIP contract on live & superseded contracts Contract filter Historical contract data Contract Copy Change Contract Start Date Contract termination reason Contract termination reasons Contract details Contract details Contract termination wizard Multi contract termination Contract Iist Contract Task Termination Contract Termination	36 36 37 37 37 38 39 39 39 40 40 40 40 40 40 40 40 40 40 40 40 40

INTRODUCTION

These notes are designed to provide background information and useful experience of using TemplaCMS's contract admin functions. They are designed to complement the training and assist you at a later stage when away from the training environment.

SYSTEM CONTROL AND MAINTENANCE

Any System Control and Maintenance settings related to specific areas/modules are covered in the relevant manuals.

BACKGROUND

In order to setup a new contract in **TemplaCMS** the related client and site should already exist or be created first. The hierarchy for contract setup is as follows: Client > Sites > Contracts > Tasks > Cost/Revenue Types

WORKFLOW

Background

When a new contract is won, the responsibility of setup could be split between multiple users, with one entering the budgets, and another entering the employee pay details. Whilst TemplaCMS has always provided a colour-coded comparison of configured pay to budgets, it did not prevent the contract from progressing to live when the budget is exceeded – which is more likely when multiple users are involved.

To assist with this scenario, a workflow check for *Contract payroll budget exceeded* has been introduced.

Workflow Path Details

On a contract workflow path, a rule *Check Type* of *Contract payroll budget exceeded* is available:

	🯓 🍅) -	V	Norkflow Sta	ge Details - Amended contract	approval - TEST	—		×
	General								
Close	Previous Navigate			Accept and new ave					
General	Rules	Routes	s Dates						
Descrip	otion		Check Type						
* (over pay bu	dget	Contract pay						~
*									~
Remo	ove								
Workflow	StageDetail	/				© 2020	Templa Compute	er Systen	ns Ltd

Assigning this rule to the contract workflow paths will instruct *TemplaCMS* to calculate if the contract assigned employee costs exceed the payroll budget for the task to which they are assigned. When determining if the costs are within budget *TemplaCMS* will use the later of the following dates:

- The current date, i.e. the day the contract is sent for approval
- The last employee assignment's effective from date

Where the contract-assigned employee costs exceed the payroll budget, TemplaCMS will route the contract to the nominated user for approval.

CLIENTS

Client detail (General Tab) information is held in the accounting system (*Access Dimensions*) and cannot be amended in *TemplaCMS*.

A new/prospective client can be created in **TemplaCMS**, and the user can optionally send this information to the accounts system if the client goes live. Once the *Send to accounts* option is used no further changes can be made to the client in **TemplaCMS**, any changes will need to be done in the accounts system.

To create a new *client* from the client list in **TemplaCMS** click on New and complete the required details.

Export

	E Client Detail - AAWS
	Image: Save Image: Create mail Save Other Save Other Save Other Save Other Save Save Save Other Save Save Save Save
Navigate Export Email Prin	
Accounts system	Accounts Owned
Name	AAWS
Address	AAWS
Town	
County	
Postcode	EC4N 6HL
VAT	Standard Rate
Telephone	
Fax	
Email	rick.stoor@templa.com
Website	
Settlement term	30 Days from date of invoice
	30 From invoice date
Payee bank account	Ø
Default mailing contact	(not set)
TA client reference	0
	Inactive?

Accounts system – where **TemplaCMS** is linked to more than one accounts database, the account system to which the client will belong, need to be selected.

Code – enter a code for the client in the same format as existing clients.

Prospect - the client status will appear as prospect until it has been sent to the accounts system.

Name, Address, Town, County, Postcode - enter the client address details.

VAT – select the default VAT rate for the client.

Telephone, Fax, Website – enter the relevant details for each if required.

Settlement terms - select the default settlement terms for the client.

Payee bank account – where invoices are distributed from TemplaCMS a Payee bank account that differs from the system level payee account can be selected on a client. If specified this account will be used on invoices.

Default mailing contact – where contacts already exist, the default mailing contact for the client can be selected.

TA client reference – where T&A is used the client reference can be entered.

Inactive – where a client is flagged as Inactive in Access Dimensions this flag will appear in TemplaCMS.

Properties

	2 🕈 🖬 🗎	📫 🛃 🗧 Client Detail - Mugg & Bean									
	General										
Close P	Previous Next		 Notes Attachments Create mail 	Client sites	Summary invoice line groups	Consolidated invoice groups	Roster	Transactions	Reports		
N	Vavigate	Save	Other		2	Record					
	Properties Con	tacts Cre	edit control Invoice	distributio	n Dates						
	Annual Sa Prospect v Sector										

Properties and can be defined against the clients, but these will only be relevant to (and accessible from) TemplaCMS.

Contacts

For Invoice distribution, via e-mail, a client contact must be set up. This can be done from the main *Contacts* list or on the fly from the *Contact tab* on the client screen.

Alternatively, if the Invoicing contact already exists in Access Dimensions this contact will be available in CMS. Please note any details on contacts from Access Dimensions can't be changed within *TemplaCMS*, it will need to be changed in Access Dimensions.

On adding a new *contact*, the following screen will be displayed:

	ç Contact Details - (new)	-	×
General			
Close Sa Navigate	Version Save and new Save Other Record		
General Propert	es Sites Clients Suppliers Dates		
Code			
Name			
Address]	
Town]	
County]	
Postcode			
Job title			
Telephone]	
Fax]	
Mobile			
Email			
cc			
Contact type	0		

Code – a code for the contact can be entered. If left blank the system will automatically generate a code.

Name – click on the '...' to enter the contact name.

Address – enter the contact address, if addressing the invoice to a '*Contact*' this is the address that will be used as opposed to the main *Client* or *Site* address.

Town – enter the contacts town if needed.

County - enter the contacts county if needed.

Postcode – enter the contacts post code if needed.

Job title – select an existing 'Job title' via the binoculars. We recommend that a job title such as 'Invoicing contact' be used so that it will be easy to distinguish these from other contacts in **TemplaCMS**. A new job title can be created on the fly or from the maintenance menu.

Telephone – enter the contact telephone number if needed.

Fax – enter the contact fax number if needed.

Mobile – enter the contact mobile number if needed.

Email – it is vital that a valid e-mail address is entered if invoices are to be e-mailed to the contact.

Cc – enter a 'Cc' e-mail address if required.

Contact type – different contact types can be defined to easily distinguish between an accounts contact and a site contact for example.

Credit Control

From the Credit Control tab, the following details retrieved from the accounts system are displayed:

- Aged debt values
- Total debt
- Credit limit
- Over/under credit limit value
- Overdue debt total
- On stop status

1 🗘 🖉 🖓) -							
General								
Close Previous Next	Save 2	Notes Attachments Create mail Other	Client sites	Summary invoice line groups	Consolidated invoice groups Record	Roster	Transactions	Reports
General Properties C	ontacts Credit co		distributio	n Dates				
Debt Aged debt values Unallocated credits Total debt	Up to 30 days £0.00 0.00 £10,440.88	31 - 60 days £0.00		-	90 days 440.88			
Credit Credit limit Over/under credit limit	£0.00 £10,440.88		verdue det n Stop	ot £10 No),440.88			

When accessed, a re-calculation of the aged debt figures within *Access Dimensions* is automatically triggered to ensure the details are up to date.

Invoice distribution client setup

Invoicing details for each client can be set up at client, site or contact level (if contacts exist) and are accessible from the *Client* > *Invoice distribution* tab.

	🗢 🔿 🛃)=	Client Detail - AAWS									×
Ge	eneral											
	evious Next	Save Save	Notes Attac Creat Oth	hments e mail	Client sites	Summary invoice line groups	Consolidated invoice groups Record	Roster	Transactions	() Reports		
				[1	distributio	n Dates						
General P	Properties C	ontacts Cre	dit control	Invoice	aistributio	I Dates						
	ment style ove			Invoice			TC's path					
				Email to	~		TC's path					
Invoice docu	iment style ove		Email?		~	Attached						
Invoice docu Address to	iment style ove		4		~	Attached Email to contact	tte;					
Invoice docu Address to Client	Record		Email?		~	Attached Email to contact Van Der Berg, Lynet	tte; tte;					
Invoice docu Address to Client Site	Record RCCP		Email?		~	Attached Email to contact Van Der Berg, Lynet Van Der Berg, Lynet	tte: tte: tte:					
Address to Client Site Site	Record RCCP AAWS 2ND	rride (none)	Email?		~	Attached Email to contact Van Der Berg, Lynet Van Der Berg, Lynet Van Der Berg, Lynet	tte: tte: tte:					 •
Address to Client Site Site Site	Record RCCP AAWS 2ND RCCP	rride (none)	Email?		~	Attached Email to contact Van Der Berg, Lynet Van Der Berg, Lynet Van Der Berg, Lynet Van Der Berg, Lynet	tte: tte: tte:					
Address to Client Site Site Site Contact	Record RCCP AAWS 2ND RCCP TERRY DRU	rride (none)	Email?		~	Attached Email to contact Van Der Berg, Lynet Van Der Berg, Lynet Van Der Berg, Lynet Van Der Berg, Lynet TERRY DRURY;	tte: tte: tte:					
Address to Client Site Site Site Contact Contact	Record RCCP AAWS 2ND RCCP TERRY DRL Stoor Rick	rride (none)	Email?	Email to	~	Attached Email to contact Van Der Berg, Lynet Van Der Berg, Lynet Van Der Berg, Lynet Van Der Berg, Lynet TERRY DRURY; Stoor Rick;	tte; tte; tte; tte;					 •

The Invoice document style override option allows the System Control default document format to be overridden by client.

The *Invoice distribution* grid lists the *Client*, all its associated *Sites* and any *Client* or *Site contacts*, as any of these could be selected on *contract billing lines* to address the invoice or credit note document to.

When invoicing at *Client* level the *Client* row can be selected for distribution via ticking the *Email* box and selecting the e-mail contact from the existing client or site contacts. Similarly, if invoicing at site level.

When choosing to email and again during invoice distribution all *Email to contact* records will be checked to determine if the email addresses are valid.

TemplaCMS has been modified to allow a Terms & Conditions document to be defined at accounts datasource and client level.

Terms and conditions

It is possible to define an optional 'Attached T&C's' document file path on the accounts datasource or client. Where a file is defined, this will be used as the default attachments of all invoices e-mail distributed. If defined on the client, the path will override the accounts datasource path.

Note, that in both cases, the document should be stored on a network location accessible to all users who will be distributing invoices.

During the invoice distribution process, TemplaCMS will automatically attach the T&C's document if one is defined. Only one T&C's document will be attached per e-mail, even where there are multiple sales invoices attached.

Record

	Client Detail - BMUB												
General													
Close	Previous	Next	F Save	 Notes Attachments Create mail 	Client sites	Summary invoice line groups	Consolidated invoice groups	Roster	Transactions	C Reports			
1	Navigate		Save	Other	Record								
General	Propertie	s Cor	itacts Cr	edit control Invoice	distributio	n Dates							
Accounts system													
Code BMUB					Owned 🗸								
Name BMUB													

CLIENT SITES

This button will provide access to all the sites linked to the client.

SUMMARY INVOICE LINE GROUPS

If Summary invoice line groups have been set up on the contract Billing tab these would be displayed here.

CONSOLIDATED INVOICE GROUPS

If Consolidated invoice groups have been set up on the contract Billing tab these would be displayed here.

ROSTER

This will provide direct access to the *Roster Manager*, pre-filtered to the current client.

TRANSACTIONS

This will provide direct access to *Data forms, Service Requests, Training matrix* and *Projected workbill schedule*, pre-filtered to the current client.

REPORTS

When selected the *Reports* option, provide direct access to the following reports, pre-filtered to the current client:

- Aged debt
- PL (Profit & Loss)
- Revenue
- Statements
- Staff turnover
- Staff leavers
- Current Staff
- Employee absence tracker
- Holiday usage
- Site profitability

SITES

General

Sites are associated with *Clients*, and *Site addresses* will be communicated to the accounts system (*Access Dimensions*) if they are to be used for billing:

🚺 🎾 🖨 🖨 🛃 🕫	Site Detail - AAWS 2ND —	×
General		
Close Previous Next Save	Create mail contracts invoice groups details	
General Properties Business and	alysis Marketing analysis Analysis versions Contacts Locations Time and attendance Stores ordering	E∢►
Client		
Code	AAW/S/01	
Name	AAWS 2ND	
Address	AAWS 2ND	
Town		
County	· · · · · · · · · · · · · · · · · · ·	
Postcode	EC2 01A DBS check required?	
Working/cleaning weeks per year	52.00 Vetting required?	
Stores type	Standard Standard Food hygiene certificate required?	
Site type	Standard 🗸	
Default mailing contact	(not set)	
Timesheet entry style	Adjust by exception	
	Managed building?	
Building reference		
SIC code		

Multiple sites may exist for each client. To keep track of the relationship between the sites and clients, many companies code their sites based on the customer and an appropriate number. An *Auto numbering* option exists on the *System Control* settings for Sites where a minimum number of digits can be entered. If this is set, when a new site is entered, upon clicking on 'save' a site code will be automatically generated based on the client code and previous highest site code to the minimum number of digits are selected and site '*ABC/016*' already exist the next site code generated for client '*ABC*' will be '*ABC/017*'.

If the site details differ from that of the main client, it can be manually entered, otherwise click on *Default Details*, which will copy the details from the client to the site.

General	Site Detail - (new) — 🗆 🗙
Close Save Sav	Notes P Attachments Conter Conter Conter Cecord
General Properties Bus	siness analys Default details alysis Contacts Locations Time and attendance Stores ordering Equipment items (4
Client	National Geographic 🕫 😳
Code	*GEN Current
Name	1
Address	
Town	
County	
Postcode	DBS check required?
Working/cleaning weeks per	year 52.14 Vetting required?
Stores type	Standard Food hygiene certificate required?
Site type	Standard
Default mailing contact	(not set)
Timesheet entry style	Default method
	Managed building?
Building reference	
SIC code	
/emo	

Working/cleaning weeks per year - the number of weeks' work (cleaning or other) will be carried out at the site per year.

Stores type – options are Standard, Internal Stores and Van. *Warehouse* sites where stock control is required should be set up as *Internal stores*. It is possible to generate *transfer* stores orders, treating the van as the target delivery site. To use this facility, therefore, requires that each van be defined as a site with the *store's type* set to *Van* which does not allow for management of stock.

Site type – the options are *Standard* (e.g. operative) and *Overhead* (e.g. management) and allows costs on these sites to be reported differently within the *Site analysis reports*.

Default mailing contact – one of the contacts set up on the *Contacts* tab can be selected as the default mailing contact providing the contact has a valid e-mail address.

Timesheet entry style – different timesheet entry styles exist in **TemplaCMS** and can be overridden at site level if a different format to what has been setup on the payroll datasource is required.

Managed building – if ticked the type can be defined as either *Tennant* or *Agent*.

Building reference –a building reference can be entered on any site.

SIC code – the SIC code can be used in conjunction with the *Hygiene Services* module. Waste transfer notes require the *SIC code* of the 'transferor' i.e. the company that transfers the waste to another company to be printed on the note

DBS check required – when flagged this influences the behaviour of joiners via the *employee approval* process for example if a 'single period' joiner is added to a timesheet the site is checked for this flag and the employee is automatically made *unapproved*.

Vetting required – when flagged this influences the behaviour of joiners via the *employee approval* process for example if a 'single period' joiner is added to a timesheet the site is checked for this flag and the employee is automatically made *unapproved*.

PPE required – when flagged this influences the behaviour of joiners via the *employee approval* process for example if a 'single period' joiner is added to a timesheet the site is checked for this flag and the employee is automatically made *un-approved*.

Food hygiene certificate required - when flagged this influences the behaviour of joiners via the *employee approval* process for example if a 'single period' joiner is added to a timesheet the site is checked for this flag and the employee is automatically made *un-approved*.

Geofence

TemplaCMS supports full 2-way integration with the EziTracker T&A system.

Please contact your TEAM Software Projects team if you wish to implement EziTracker

Properties

		Ŧ				Site Detail	- (new)			— C	I X
•	General										
Close	Sav	ye Save and new	Note Atta Create	chments	Default details	Geofence					
Navigate	2	Save	Ot	her	R	ecord					
General	Propertie	s Business ar	nalysis M	/larketing a	nalysis	Contacts	Locations	Time and attendance	Stores ordering	Equipment item	s (🖌 🕨
	C	ontact for bookin	g Work	Jonathan Smith							
	E	mail Address 1		support@	templa.con	n					
	E	mail Address 2		projects@templa.com							
	E	mail Address 3									
	Т	elephone No.		01732932	888						
	А	ccess Time for P	eriodics	17:00 - 21	1:00						
	A	ccess Time for V	Vindow C	5:00 - 9:							
	A	ccess Details									
	A	larm code									
	S	ecurity contact		Joe Black	c						
	V	/ho Holds Key/Sv	vipe	James Blu	e						
	A	ny Other Access	Informat								

Additional information can be recorded against a site via the *Properties* tab. These properties are *user defined* and securible to certain *user roles*.

Business Analysis

t	Gen	eral			s	ite Det	ail - (new)			_		×
	Close	B Save	Save and new	 Notes Attachments Create mail 	Default details							
	Navigate	L	Save	Other	Record							
		operties	Business ar	nalysis Marketing	analysis Co	ontacts	Locations	Time and attendance	Stores ordering	Equipment	items	
	Facilities Management 1-CBR Operations Manager FRANK SINATRA											
=	Contract Manag	ger	DAN C	ARTER								
	Supervisors KARIN BLACK											

Business analysis codes must be defined for each site. This is used for reporting, security, workflow etc.

Marketing Analysis

	ji 🔶 📬) =		Site Detail - AAWS 2ND						_	\times
	General											
Close	Previous	Next	Save	 Notes Attachments Create mail 	Site contracts	Consolidated invoice groups	Default details	Roster	Geofence	TransaReporSite bit		
	Navigate		Save	Other			Re	cord				
General Custome			iness analy	sis Marketing analy		isversions Cor			Time and at		Stores or	 E ◀

Marketing analysis is optional and mainly used for reporting.

Analysis versions

Where the *Enforce period control on analysis?* option has been set on *System Control* each time any of the analysis options on the site is changed, the period or each of the ledgers is recorded on the *Analysis version* tab. Double click a line to view the analysis details.

	ji) 🔶 🖬)=		Site D	etail - AAWS 2ND			-		×
General											
Close	Previous	Next	Save	 Notes Attachments Create mail 			fault Roster C	Geofence I Site b			
	Navigate		Save	Other			Record				
General	Propertie	es Bus	siness analy:	sis Marketing ana	lysis Analysis v	ersions Contacts	Locations T	ime and attendance	Stores or	dering	E 🔹 🕨
From	n date (P/L)	From p	eriod (P/L)	From date (S/L)	From period (S/L)	From date (N/L)	From period (N/	L)	Original		
c	1/01/2001		2001-01	01/01/2001	2001-01	01/01/2001	2001-0)1	\checkmark		
C	1/08/2013		2013-05	01/08/2013	2013-05	01/08/2013	2013-0)5			
2	26/10/2017		2017-07	26/10/2017	2017-07	26/10/2017	2017-0	07			

Contacts

	🍯 🏓 🖨	;		Site Det	ail - AAWS 2ND			-		\times
	General									
C		Next Save	 Notes Attachments Create mail 		asolidated Defau detai	ls	Geofence	sactions 🔻 orts 👻 oinder		
	Navigate	Save	Other			Record				
Ge	neral Properties	Business analy	sis Marketing analy	vsis Analysis ver	sions Contacts	Locations	Time and attendance	Stores or	dering	E
P	Contact	Email	Job title	Telephone	Mobile					
Ø										
	Brown Mary		Onsite Facilitie	s						
	Stoor Rick		MD							

Contacts associated with the site can be added, removed or created on the fly from the Contacts tab.

Locations

The *Locations tab* allows actual locations (e.g. buildings and their rooms, floors and their areas, etc.) within a site to be defined where a common *QA template* would apply. This option is only available if the *QA module* is licensed. Any existing QA's assigned to the site can be viewed from the *Transactions* option.

	🥬 🧼 🖬		Ŧ	Site Detail - AAWS 2ND						
	General									
				 Notes Attachments Create mail 			- Č	2	²⁰⁰⁰⁰⁰	(
Close Previous N		Next	Save			Site contracts	Consolidated invoice groups	Default details	Roster	Transactions •
Navigate Save				Other Record						
Marketir	ig analysis	Analysi	is versions	Contacts	Locati	ons Time a	ind attendance	Stores orde	ering E	quipment items
Drag a	a column he	eader he	re to group	by that colu	mn.					
Building	1		Room							
Main building V				om number 02	23					
*										

Time and attendance

	Site Detail - BNSA 2ND	-	- 🗆	\times
General				
Close Previous Ne	xt Save Other Other Other	ions Report	s Site binder	
General Properties		attendance St	ores ordering	• •
General Properties	business analysis marketing analysis Analysis versions Contacts Educations Time and a	stiendance Si	ores ordering	
System	T&A STREAKS			
Processing option	Auto apply as of 01/09/2018 Unpaid?			
Site reference	First break 1.00 (hour	s) after first	3.50 (ho	ours)
	Subsequent breaks 0.25 (hour	s) every	2.00 (ho	ours)
Management structure				
Contract Manager	FRANK SINATRA			
Operations Manager	TOM BANKS			
Valid caller ids	Automatic alerts			
Туре	Value Alert Enabled?		Buffer mir	nutes
*				

The *Time and Attendance* tab is used to record site-level information needed for *Time and Attendance* integration. Please see Time and Attendance manual for more information on this.

Stores ordering

	I) Ŧ	Site Detail - AAWS 2ND								
General										
Close Previous Nex	t Save	 Notes Attachments Create mail 	Site contracts	Consolidated invoice group:	Default F	Roster Transactions				
Navigate	Save	Other			R	ecord				
Marketing analysis Ana	lysis versions	Contacts Locati	ions Time a	and attendance	Stores orderin	g Equipment items				
Deliver to Default delivery contact	Contact Brown Mary	~		0 🗘]					
Default special instructions	Please report	to back entrance								
Driver delivery notes	1			~ ~						

Stores order delivery details can be set up from the Stores Ordering tab.

Equipment items

	🥬 🧼 🖬)=			Sit	e Detail - AAWS 21	ND			-	- 🗆
	General											
Close	Previous	Next	Save	Notes Attachr Create		Site contracts	Consolidated invoice groups	Default details	Roster	Transactions	Report	s Site binder
	Navigate		Save	Other					Record			
Marketi	ng analysis	Analys	sis versions	Contacts	Locatio	ns Time	and attendance	Stores orde	ring E	quipment items	QA	Dates
Drag	Drag a column header here to group by that column.											
Effective Equipment item Category Group												
	01/01/2019		Henry ho	over	Hoo	vers	Machine y					

Equipment items assigned to the site can be added/removed from the Equipment items tab.

QA

The QA tab displays a list of all the QA's currently assigned to the site and contract.

🎲 🏓 🖛 🖬	• 🛃) =		Site Deta	il - AAWS 2ND				-		\times
General										
Close Previous	Next Save	 Notes Attachments Create mail 			efault details	Roster	Transactions	() Reports	Site binder	
Navigate	Save	Other			F	Record				J
Marketing analysis	Analysis versions	Contacts Locati	ons Time and atte	endance Stor	es orderi	ing Ec	uipment items	QA D	ates	•
Drag a column h	eader here to grou	p by that column.								
Site		Contract		Reference	· ·	Version	Туре	Status	St	art da
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	VS 2ND	AAWS 2ND 01	AAWS 2ND 01			14	Standard_contract	C01 - L	17/	01/201
AAWS/01 - AAV	10 2110									

Inter-company sites

This is for use where the intercompany journals process is enabled on the System Control > Billing tab.

Against any site for users with sufficient authority, it is possible to define a pseudo-site in another Accounts datasource. Any sites with an inter-company relationship already defined, cannot define further intercompany relationships.

Site import wizard

When large contracts are won this can often result in the need to set up many similar sites, which can be time consuming. To facilitate this, the ability to import multiple sites via a MS/Excel spreadsheet has now been introduced.

SITES LIST

Ш

At the point of installation, the *Site Import wizard* function is not assigned to any function groups, and thus will have no effect. It is the responsibility of a **TemplaCMS** administrator to assign it to the appropriate function group(s) in order to give access to the relevant users.

🚰 St Code	Description
🔽 🔳 SiteWizard	
St Code Image: Stew isotropy of the image	Site Import Wizard

A sufficiently authorised user will have access to the *Import wizard* button on the toolbar:

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General	
Close Refresh Print Excel Expand Collapse	Import wizard View Create p mail la
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Contract Admin	Sites
 Contracts Sites Clients Contacts Contract Control List 	Drag a column header here to group by that column. Image: St Code Added date Image: Transformed and the state of
Contact Structure List	ABP003/001 20/04/2019 10:2 Owned
	BH/22g 22/10/2018 18:3 😑 Owned

On pressing this button, the Data migration wizard will be launched.

DATA MIGRATION WIZARD

When launched from the sites list this will automatically pre-select the import template type relevant to 'sites'. The user is then guided through the relevant processing steps.

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	General			
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	zard			
	Select import type			~
	Generate spreadsheet template			
	Select import spreadsheet		9	S)
	Validate data		ģ	
	Import			
	Start again		4	Ì
	Done		•	 Image: A = 1
				_

Step 1: Generate spreadsheet template

This step can be bypassed if the user has already populated a previously created template with site details.

On pressing this button, the user will be prompted to select a location where the MS/Excel template will be saved. This will be created with a unique name, such as:



Once saved, the user should locate this and complete one row per site to be imported. In doing so the first row of the worksheet must be left completely un-altered – i.e. do not insert any columns, or change any column headings, as this will invalidate the format for import.

Step 2: Select import spreadsheet

On pressing this button, the user can find the previously populated spreadsheet to be imported. Note that the spreadsheet must be closed to select it.

Once selected, the data will be read and presented in the grid at the foot of the window.

Step 3: Validate data

Validation will be performed on all rows to be imported. If any rows are found to be in error, the user will be prompted to abandon or continue the import. If 'continue' is selected, the errors will be shown against each row that is in error:

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ard									
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The user can chose to manually fix the data directly in the grid and repeat the validation, or return to the spreadsheet to fix the errors. Even if the errors are not resolved, the user can still press the 'import' button.

Step 4: Import

On selection, this will attempt to import every row of the grid, regardless of whether validation errors exist. If imported with errors, the user must take responsibility for reviewing each site and correcting the errors as necessary.

Note that whilst the import wizard is designed as an efficient method of inserting new sites, if the user populates the spreadsheet with site codes that already exist, it can also be used to update sites. It is important, therefore, that it is used with the utmost care.

CONTRACTS

When creating a new *contract*, a *site* or *client* should be created first, alternatively, the site or client can be created 'on the fly'. A client doesn't need to be selected or created if the *Billing module* is not going to be used.

A *contract* can be created from the *Contract Admin* > *Contracts* menu by clicking on *New*.

	TemplaCl	MS - Contract Management System T	emplaCMS V6.1.0	
	ck duplicates	Open New Copy View Create mail	Print Iabel * Selected	Apply last filter Publish format Pilter
Navigator 4	Alerts Clients Sites Datasou	rce New ontracts		<u></u>
Contract Admin	Contracts			
 Contracts Sites Clients 	Status 🛆	Site	Contract	Re
 Contacts Contract Control List 				
Contact Structure List	Status : C01 - Live contract (115 ite	ems)		
	AAWS	RCCP/01 - RCCP	RCCP	R
	AAWS	AAWS/01 - AAWS 2ND	AAWS 2ND 01	A
	ACFS	ACFS/01 - ACFS 3RD	ACFS 3RD 01	A
Contract Admin	AFBH	AFBH/01 - AFBH 63	AFBH 63 01	AF
Payroll	AHAS	AHAS/01 - AHAS ALFORD	AHAS ALFORD 01	Ał

Contracts are version controlled and all new contracts or contract amendments must be sent for approval via the *Request approval* button.

	" ج (📙 🔍					Contract	- AAWS 2ND 01				
	General										
Clos		📑 Create mail	Request approval Workflow	low Open the Exc live version Record		Check working time conflicts	Show audit	-	Schedule	Site binder	Budget summary
General	l Tasks C	alen Request approval	y Workbills S	tores HS Billing	QA Proper	ties Schedule n	otes Audit				
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Defaul	It cover rate	0.00	OR pay scale		Ø						
Max ti	imesheet rate	0.00									

In order to make amendments, a *Work in Progress* version of the contract will usually need be created by clicking on the *New version* button.

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	General																	
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General	Tasks	Calendar	Budget	s Pay	Workbil	New version	S Billi	ng QA	Properties	Sched	ile notes	Audit						
Reference	e	AFBH	/01	versior	n 14	type Sta	ndard contra	ect	\sim	Contract	starts 0	1/01/2011 🗸						
Client		AFBH						6	~	Contract	ends (I	not set) 🗸 🗸						
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Calendar	r	Stand	ard						0									
Working/ weeks pe			52.0	00														
Min cove	er rate		0.0	0 OR	pay scale													
Max cove	er rate		0.0	00 OR	pay scale													
Default c	over rate		0.0	00 OR	pay scale													
Max time	esheet rate		0.0	00														

Some areas on contracts are not version controlled for example *Attachments* and *Properties* and thus can be amended without the need for a *New version*.

Each section of the contract is a separate function therefore users can be authorized to specific sections only if necessary.

Additional options related to a contract are available on the main toolbar:

		Contract - BBNH 69 01												
General														
📁 수 📫		Notes Attachments		$\overline{2}$	P	8	1	******* 1		Ű	Ű	333333 1	١	2
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Navigate	Save	Other	Workflow		Reco	ord				0	ther			

Suspend contract – suspended contracts are excluded from most processing options but are included and will create suspended items in invoice, workbill and QA batches. I suspended contract can be released at a later point.

Terminate contract – this will launch the contract termination wizard which will guide the user through end dating all the relevant items on the contract and update the contract status to 'terminated' when the process is completed.

Excel – this will export the contract details such as tasks, budgets, payroll, workbills etc. as separate sheets in excel.

Roster – clicking on *Roster* will launch the roster manager pre-filtered to the site that the contract belongs to.

Check working time conflicts – this allows the user to determine if there are any conflicts between a working pattern defined on this contract and another current pattern (on a different task or site) for the employee.

Transactions – this allows access to all transactions recorded against the contract and includes items such as Data forms, Stores Orders, Service Requests, workbills etc.

Reports – gives the user access to contract level reports

Schedule – this launches a colour coded timeline view of all the items defined on a contract.

Site binder – the site binder allows authorized users to view 'site bible' documents like company policy documents, insurance documents for key subcontractors etc.

Budget summary – this is a projected profit & loss-style report using the actual revenue from the contracted billing lines, less all costs defined on the budgets section. The *revenue and cost* figures are taken solely from the contract information, i.e. revenue from billing lines or workbill lines, and costs from budgets or workbill lines. Contract *tasks* used for workbill assignment can have overall cost budgets assigned to the task, as well as individual cost budgets on each workbill. Where task level cost budgets exist, they will be used otherwise the task assigned workbills own cost budgets will apply. Where any workbill has been flagged as '*Invoice on confirmation*', the price recorded on the workbill will be included in the revenue total.

General tab

When creating a new *contract* on selecting the *site* that the *contract* belongs to the *Reference*, *version*, *type*, *client*, description and Working/cleaning weeks per year will be defaulted based on the site.

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	General																	
Close	Previous	Next		Notes ? Attach	nments	Workflow	y Suspend			Roster	L Check working	Show	Transactions	Reports	Schedule	Site	Budge	et
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Genera Refer		AAMA		version		_ ,	Standard contr	-		Contract sta	arts 19/04/2012	>						
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Max	over rate		0.0	0 OR p	ay scale													
Defa	It cover rate		0.0	0 OR p	ay scale													
Max	imesheet rate		0.0	0														

Contract starts - care should be taken when entering the *contract start* date as this cannot be changed once timesheets, invoices or other transactions have been created for the contract.

Contract ends – the *Termination wizard* can be used to terminate a contract when needed which will populate the *Contract ends* date.

Calendar – select a relevant calendar, this can be a standard calendar or site specific.

Working/Cleaning weeks per year – this default to the number working/cleaning weeks per year as set on the associated calendar.

Min cover rate OR pay scale – a *Min cover rate or pay scale* can optionally be entered. If this value is set, and employees overtime/cover rate is than the cover rate set (from the *Pay* tab), then a warning is issued. On the site's timesheet, if a cover rate is entered that is less than the cover rate set on the contract, a new timesheet exception is generated which can be sent for approval via workflow.

Max cover rate OR pay scale – a *Max cover rate* can optionally be entered. If this value is set, and employees overtime/cover rate is greater the cover rate set (from the *Pay* tab), then a warning is issued. On the site's timesheet, if a cover rate is entered that is greater than the cover rate set on the contract, a new timesheet exception is generated which can be sent for approval via workflow.

Default cover rate OR pay scale – if set, during timesheet entry, if an employee does not have a specific cover rate defined, the Default cover rate will be used. Whilst the user can still enter a cover rate that is outside of the min/max settings, this will be regarded as an exception.

Max timesheet rate – it is possible to define at contract level a maximum timesheet rate, above which no timesheet adjustment or timesheet extra can be added. This rate will be used in validating timesheet adjustments and extra when entered.

Tasks tab

Each contract must have at least one *Task* assigned, as all the other details on the contract relate to this.

Close Save Attachments (Cher mail Other Request approval Workflow Open the score Roster (Cher working Record Roster (Cher working Record) Cher working (Cher working Record) Roster (Cher working (Cher working) Transactions (Cher working) Reports (Cher working) Schedule (Cher working) Stoke Budge (Cher working) Image: Save Other Other Workfilow Record Other Other Image: Save Calendar Budgets Pay Workfilow HS Billing QA Properties Schedule notes Audit Image: Save Task type Description Dates Image: Save Image: Save Image: Save Image: Save Image: Save Image: Save			👶 Notes			P		******* 1			1	1	200000 1	1	
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ieneral Tasks Calendar Budgets Pay Workbills Stores HS Billing QA Properties Schedule notes Audit Drag a column header here to group by that column. E Task Task type Description Dates Image: Task Task type Description Dates Image: Task DOC - Daily offic. DAILY OFFICE. 0101/2011 - 31/01/2013 Image: Task IHWC - In House. In House Vindo 01/01/2011 - 31/01/2013 Image: Task - Task - Task - Task - Task - Task Task Difter - Task Dates Task Task <t< td=""><td>Close</td><td>Save</td><td>📑 Create mai</td><td></td><td>Workflow</td><td></td><td>Excel</td><td>Koster</td><td></td><td></td><td></td><td>Reports •</td><td>Schedule</td><td></td><td></td></t<>	Close	Save	📑 Create mai		Workflow		Excel	Koster				Reports •	Schedule		
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A new Task can be added to a Work In Progress version of a contract via clicking on Add from the Tasks tab.

Task details	
Task number	8
Туре	
Task starts	01/01/2011
Task ends	(not set)
Description	
Full details	
Task calendar	
Use standard	\$
OR contract spe	cific (use standard)
	Reverse calendar?
To force timeshee	et creation, select a payrun below
Define pay ra	tes at task level?
Auto-build	
Auto-build rev Budget period	1 Months V
<u> </u>	

Task number – the task number will default depending on the number of tasks already defined on the contract.

Task type – select the relevant task type.

Task starts – this will default to the contract start date but can be changes as long as it falls within in the contract date range.

Task ends – it is not necessary to enter the task end date unless it is known at the time of adding the task.

Description – this will default to the task type description but can be overridden if needed.

Full details – this will default to the task type description but can be overridden if needed.

Task calendar – If different to the calendar assigned on the *General tab* a *task specific calendar* can be assigned to the task via the *Use standard* option which upon selection can be converted into a local calendar that can be changed from the *Calendar tab*.

To force timesheet creation, select a payrun below – allows a blank *timesheet* to be created for the contract without the need to assign employees first. In order to do this an appropriate *payrun* needs to be selected.

Define pay rates at task level? – see section 6.2.2.

Auto-build revenue budgets – this will, when ticked, prompt the user to enter a budget frequency.

- When this is accepted, the system will check to see if a billing line for the task exists (with a budget group that is associated with the billing section).
- Where a task & budget group is found, the tasks revenue budget record will be created with the frequency entered as per above. The 'suppress in non-working period flag' will also be carried forward to the budget if ticked on the relevant billing line.
- If a billing line does not exist at this point, the budget record will be generated at the time of entering a billing line for the task and accepting it.

CONTRACT TASK WIZARD

On accepting the task, the *Contract Task Wizard* will be launched, allowing the user direct access to the relevant areas relating to tasks that may need to be set up.

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Task Wizard		
	d will guide you thro ous contract elemen	
Click each want. 	button in turn for th	ne elements you
0	Budgets	0 entered
o	Payroll	0 entered
0	Workbills	0 entered
0	Billing	0 entered
0	QA	0 entered
0	HS	0 entered
✓	Done	
ContractTaskW	zard [©] 20	117 Templa Computer Systems Ltd

As each area is completed, the user is returned to the *Contract task wizard*, which is updated to reflect the progress. The user may complete the steps of the task wizard in any sequence, moving backwards and forwards through the options at will.

Once completed, the *task* and all associated configuration details are accepted on to the contract after which the details for each section can be viewed or amended from the relevant tab on the contract.

TASK LEVEL EMPLOYEE RATES

It is possible to control employee rates at the task-level so that all employees on a task can be assigned the same base rates and cover rates (or pay scale), with any changes to these task-level rates also applied to all the task's employees. This can be set at the *System Control* level.

If the System Control > Payroll flag is checked, a further Define pay rates at task level? flag is available on the Tasks tab to be checked to activate task-level pay:

Task details								
Task number	4							
Туре	Daily office cleaning 🚳 🕄							
Task starts 01/01/2011								
Task ends	Task ends 31/01/2013 🗸							
Description	escription DAILY OFFICE CLEANING							
Full details DAILY OFFICE CLEANING								
Task calendar								
Use standard	Ø							
OR contract spe	cific (use standard)							
	Reverse calendar?							
To form former	,							
To force timesnee	et creation, select a payrun below							
	×							
Define pay ra	tes at task level?							
Auto-build								
Auto-build re	venue budget?							

This will result on a new *Task Pay* tab being displayed on the contract:

	.]+				Contract - A	AFBH 63 01	 		- 0	×
Gene Gene Close	eral Save	Notes	Request	Workflow	Open the Exce live version		Show Transactions	s Reports	 Schedule Site binder Budget summar 	y
Navigate	Save	Other	Wo	rkflow	Record		Other			
	nn heade	sk pay Calendar er here to group b	y that column.	ay Workbills	Stores HS	Billing QA	Schedule notes Aud	1		
Task	0	Effective 1/01/2011 - 31/	Monday £8.50	Tuesday £8.5		Thursday £8.50		-	Pay scale	
Add	Rem	ove Copy	Details	;				(none)		`

The *Add* (or *Remove*) button allows the task-level rates or a pay scale to be entered or removed; the cover rate can be left blank if it matches the base rate:

	🍃 📮 Task Pay Rate - AFBH 63 01 - (new) 👘 🗆 🗙
Gene	eral
	🍅 🧠
Close	Accept Accept and new
Navigate	Save
Task pay rate	
Effective	01/01/2011 v to (not set)
Task	4 DAILY OFFICE CLEANING Daily office cleaning
	Rates Cover rates
Monday	8.5000 9.0000
Tuesday	8.5000 9.0000
Wednesday	8.5000 9.0000
Thursday	8.5000 9.0000
Friday	8.5000 9.0000
Saturday	10.0000 10.0000
Sunday	10.0000 10.0000
Pay scale	
Audit notes	

Calendar

The Calendar tab displays any task-level contract-specific calendars (initially created from the tasks tab), and their maintenance:

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•	Gene										
- 	Close Previous Next Javigate	Save Save	Notes Attachments Create mail Other	Request Wo approval Workflow	flow Open the Excel live version Record	ng time conflicts 🎦 Schedule Site binder Budget summary Other					
Ger	General Tasks Calendar Budgets Pay Workbills Stores HS Billing QA Properties Audit										
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₽	Contract cal	endar	Between	Category	Details						
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	1		03/04/2015 - 03/04/20	_	•						
	1		06/04/2015 - 06/04/20 04/05/2015 - 04/05/20	_	aster Monday arly May Bank Holiday						
	1		25/05/2015 - 25/05/20	_	pring Bank Holiday						
	1		31/08/2015 - 31/08/20	Non_workin	ummer Bank Holiday						
	1		25/12/2015 - 25/12/20	_	Christmas Day						
	1 28/12/2015 - 28/12/20 Non_workin Boxing Day Substitute										

Budgets tab

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

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•	General																		
↓	Close Previous Next Navigate	Save Save	2	 Notes Attachmer Create mai Other 	, R	Request pproval Worl	Workt kflow	flow	Open live ver F		ion 🧊 Reports 🔻				-	🥑 Site b		mary	
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To create a new budget, click on Add.

	Contract Budget - AFBH 63 01 - (new)	_	×
Gene	eral		
	🍅 🤹		
Close	Accept Accept and new		
Navigate	Save		
Budget details			
Effective	01/01/2011 🗸 to (not set) 🗸 Suppress in non working p	eriods?	
Description	Periodics Budget Duppress in working period	ls?	
Budget group	Periodics Suppress in periodics periodics	xd?	
Task	7 One-Off In House Periodics One-Off In House Periodics		
Budget period	Weeks Period start date 01/01/2011		
	Period budget		
	Value £0.00		

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

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

Description – enter a description for the budget group.

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

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

Value – enter the value for the budget

PAYROLL BUDGETS

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

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

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Description					Suppress	s in working pe	eriods?
Budget group	WAGES BUDO	GET FOR TIMESHE	ET	∞ ()	Suppress	s in periodics (period?
Task				~	Timesheet I	oudget tolerand	
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Link to pay scale				33	Hours	0.00 %	0.00 %
Budget period	1 Weeks	\sim			Value	0.00 %	0.00 %
	Payroll budget						
	Employees						
		Hours	Value				
	Monday	0.00	0.00				
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	Wednesday	0.00	0.00				
	Thursday	0.00	0.00				
	Friday	0.00	0.00				
	Saturday	0.00	0.00				
	Sunday	0.00	0.00				
	Period	0.00	0.00	Calculator			

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

Contract Budget Details	- Mugg &	Bean						-		\times
File Tools Help Close Details										
Employee work type		Employee count	Hourly rate	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Cleaning Operative	~	3	7.50	5.00	5.00	5.00	5.00	5.00	0.00	0.00
🔰 Janitor	~	2	8.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00

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

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

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

PERIODIC BUDGETS

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

Pay tab

The *Pay tab* initially shows a list of employees working on the site and from here employees' contractual details can be added, viewed or amended.

	•	Contract - YYOY													٥	×
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1 Daily office o 1 Daily office o 1 Daily office o 1 Daily office o	CLEANER	007102 - Domfeh, Sharjan 000111 - Luis, Ashley 007102 - Domfeh, Sharjan	19/04/2012 - 30/ 19/04/2012 on	£33.50 £250.00 £35.00	25.0	D										£0.00 £0.00 £0.00

An additional *Schedule notes* option exists on the *Pay tab* (this not available on the other tabs). These notes are for internal use only, though will also be printed on the employee roster from the *Roster Manager*.

From *the Temporary joiner pay details* button a rate of pay per day of the week or a pay scale (so in effect a scaled down version of the existing employee detail screen) can be entered. This rate will be automatically picked up, when a *single period joiner* is added to timesheets for the site.

To add a new employee on the contract, click on Add.

		•						Contract E	mployee -	BAFH FITZ	WILLIAM 01 -	(new)				
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	Day 04		rsday			10:00	15:00	5.00	0.0000	0.0000		Note		e site, not this task		
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Effective – relates to when the employee starts on the contract and will be used in *holiday entitlement* calculations. Where the employee assignment details change over time, the current assignment will need to be '*End dated*' and a new effective version created in order to preserve the original values for reporting.

Employee – select the employee that will be added to the contract.

Task – select the task that the employee will be associated with.

Work type – A *Work type* must be defined for each employee. Where an employee has multiple duties e.g. Cleaning & supervising duties on a site they will be added to the contract twice, once for each *Work type.*

Employee working times – the specific start and end times of an employee's contracted hours can be defined. Furthermore, where an employee works a split shift across a day, the discrete start/end times of each working session can also be defined via clicking on the '+' sign next to an entry for a day.

Pay scale – either the contracted Hours and Rates or Pay scale should be specified (rates need to be manually entered & maintained if pay scales are not used).

Holiday method – this will determine how the *holiday entitlement* for the employee is calculated.

Extras per period – can be used for payments to an employee that will be the same each period. For example, if an employee is given a standard mobile or fuel allowance. This option can also be used to enter pay for salaried staff. It is possible to flag a payroll data source as *Enabled contract extras per week*? in which case a *Per week*? checkbox appears for each contract extra, allowing a contracted extra to be defined as being per week.

When a contract employee's datasource is flagged as above and has a contract extra flagged as per week, the contract extra rate and value are multiplied by the number of full weeks in the pay batch. A monthly batch containing 31 days generating a timesheet extra for a per week contracted extra would therefore generate a timesheet extra for the defined value multiplied by 4 – the number of full weeks within a 31-day period.

Please note that the calculation of number of days in a period is done based on the pay batch length and any non-working or calendar events are not taken into account

Site approval – an employee can be set to *un-approved* for example if they require a valid DBS check before they can work on the contract. Any *un-approved* employee needs to be *approved* before they can get paid.

Visa expiry - when assigning an employee to a contract, if the employee is marked as 'Visa required' and the system control setting *Prevent use of visa expired employees* is ticked, the user will be prevented from setting the 'effective to' date of the assignment beyond the current expiry date of the employee's visa.

Employee details				
Effective	to (not set)		Site DBS check? Site vetting?	Site PPE?
Employee	Langley, Tiger	0 🛸	9204 Visa expiry: 01/07/2019 (Expired)	
Task	1 Daily office cleaning Daily office cleaning	\sim		
Work type		Ø		

Pay calculation – this can be set to actual pay or one of the annualised pay options. Please see our **TemplaCMS** Annualised Pay document for more information on the available options.

Please note in order to reduce the chance of un-intentionally starting an **annualised** employee on the incorrect date, the system will check the following on accepting an employee on a contract. If this is the first assignment for the employee on the contract, and the pay is to be annualised monthly or daily, the effective start date will be compared to the relevant pay period start date. Where a discrepancy is found, the user will be asked to confirm it:

Confirm	action	\times
?	Annualised employees are paid for each day of employment. Starting after the pay period start will cause loss of pay. Is this correct?	
	Yes No	

Pay above SSP when sick – if set to *Yes* then when the timesheets are processed by payroll this employee will be flagged as receiving *Company Sick Pay*.

Bank hol factor – if the employee is for example to be paid double time on bank holidays a factor of '2' should be entered here.

Workbills

Please see **TEAM TemplaCMS Workbill** manual for information on setting up this tab.

Stores

Please see TEAM TemplaCMS Stores manual for information on setting up this tab.

HS

This tab is only available where customers are licensed to the *Hygiene Services module*. Please see the **TEAM TemplaCMS Hygiene Services manual** for information on setting up this tab.

Billing

Please see TEAM TemplaCMS Billing manual for information on setting up this tab.

QA

This tab is only available where customers are licensed to the *Quality Audit module*. Please see **TEAM TemplaCMS Hygiene Services manual** for information on setting up this tab.

Properties

The properties tab display User Defined Properties (UDP's) that has been configured for use on contracts.

				Contract - AFBH 63 01									- 0	×
Genera	al Bave	⊖ Notes ₽ Attachments	Request Workflow	Open the	excel	noster	Check working	Show	Transactions	() Reports	Schedule	Site	Budget	
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		ct Review Date purchase order no. ct type	01/10/2011											

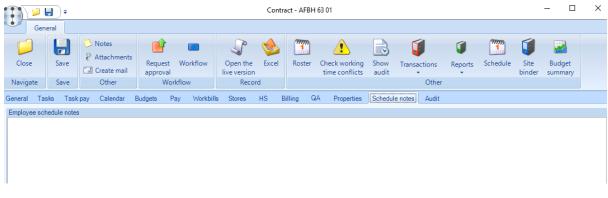
Authorized users can view, amend or add new UDP's to contracts from the Properties tab.

Schedule notes

This is to be used in conjunction with the Roster Manager. Via the roster manager-employee view, it is possible to print or email the schedule for a selected employee – some of the available formats show information along with contract schedule notes.

Employee schedule notes can be added via the contract Schedule notes tab. Access to view and modify the tab are controlled by the following functions respectively:

- 'Contract.ScheduleNotesView' 'Contract View schedule notes details'
- 'Contract.ScheduleNotesAmend' 'Contract Amend schedule notes details'



Schedule notes are not held under version control, i.e. a new version of the contract is not required to change them, and any entered notes will be visible on all contract versions. The entered notes will appear on every day of the employee schedule until removed.

Audit

The audit tab gives an overview of all changes that have been made to each section of the contract – this includes the date of the change, the contract version changed as well as the user who made the change.

6		🏓 🔶 🗉	(🖬 🌾	Ŧ									Contract - AMPI 1	ST 01				
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Audit grid - contract tabs

When changes have been made to contract details, audit notes are auto-built and are visible from the Contract Audit tab. It is also possible to view audit notes, filtered to the relevant tab section, at the bottom of relevant contract tabs.

On relevant contract tabs, a grid at the bottom of the screen provides a list of contract audit details, filtered to the section relevant to the tab.

Contract - Bill's house											_		\times	
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Contracts – other

Additional toolbar options such as Roster, Check working time conflicts etc. exist for contracts.

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General												
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						Contract ends	(not set)	\sim				
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Site	AAWS 2ND			0	۵							
Description	AAWS 2ND 01											
Calendar	Standard				S (1)							
Working/cleaning weeks per year	52.00	D										
Min cover rate	0.00	0 OR pay scale			Ø							
Max cover rate	0.00	0 OR pay scale			Ø							
Default cover rate	0.00	0 OR pay scale			Ø,							
Max timesheet rate	0.00	0										

ROSTER

Please see the TemplaCMS Roster Manager manual for more information.

CHECK WORKING TIME CONFLICTS

The *Check working time conflicts* button will check all contract to identify conflicting working times against other sites or tasks that employee might be assigned to.

	🥥 🔻 Working time conflicts											×
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SHOW AUDIT

When changes have been made to contract details, audit notes are auto-built and are visible from the contract *Audit* tab. It is also possible to view audit notes, filtered to the relevant tab section, at the bottom of the relevant contract tabs via the *Show audit* button available on the toolbar.

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13/	2/2011 09:56:09		Administrat	or, Te	2	Daily offic	e cleaning											~

TRANSACTIONS

This will provide direct access to *Data forms, Service Requests, Training matrix, Stores Orders, Store Order Requests, Projected workbill schedule etc.*, pre-filtered to the current contract.

REPORTS

When selected the *Reports* option, provide direct access to the following reports, pre-filtered to the current contract:

- Aged debt
- PL (Profit & Loss)
- Revenue
- Statements
- Staff turnover
- Staff leavers
- Current Staff
- Employee absence tracker
- Holiday usage
- Site profitability

SCHEDULE

General tab

The Schedule option on the contract toolbar gives a visual presentation of the timeframe of all the contract information such as when tasks or budgets start and end in conjunction with employee start and end dates etc.

It is also possible to enter or amend contract details directly from this screen for example adding employees, tasks, budgets, billing information etc.

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Schedule Toolbar

From the Schedule Toolbar option a user can change the date range, include and exclude options and print the schedule.

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Include options allow the following selections to be made:

General ScheduleT	polbar		
	7 🎍		
Schedule for: 21/11/2019 Incl - 21/11/2020 opti			
ScheduleToolbar	✓ All tasks		
Timeline view	DAILY OFFICE CLEANING Sub-Contracted Periodics In House Window Cleaning Stores Detail's		30/11 01/12
4 - DAILY OFFICE CLEANING	Stores Details	Calendars Budgets Payroll	EANING
Calendar Standard		☑ Workbills ☑ Billing ☑ QAs	
Payroll budget		OK	7.00 per 1 Wee
	2hrs 2hrs 2hrs 2hrs	2hrs 2hrs 2hrs	

Site binder

The *Site Binder* is a site-specific folder of documents that a cleaning company is obliged to keep on each site. It contains a number of different documents– some site-specific and some company standard –that must be sequenced, indexed, and printed.

Please see the TEAM *TemplaCMS* Site Binder manual for more information.

Budget summary

The *Budget Summary* button gives a projected profit & loss-style report using the actual revenue from the contracted billing lines, less all costs defined on the budgets section.

The revenue and cost figures are taken solely from the contract information, i.e. revenue from billing lines or work-bill lines, and costs from budgets or work-bill lines. All payroll budgets will need to be entered as daily budgets to ensure the budget figures above can be calculated based on the number of days that fall within the period and as such the payroll budgets will fluctuate each month; all non-payroll budgets can be entered as a single value for the budget period, i.e. weekly or more likely monthly. Any workbill costs will also be calculated based on the number of workbill days that fall within the relevant period. Note, no revenue budgets will be included.

Contract tasks used for work-bill assignment can have overall cost budgets assigned on the task itself, as well as individual cost budgets on each work-bill. Where task level cost budgets exist, they will be used, otherwise the task assigned work-bills own cost budget(s) will apply. Where any work-bill has been flagged as '*Invoice on confirmation*' the price recorded on the work-bill will be included in the revenue total.

The 'Period' and 'Year' totals relate to the current financial period/year, retrieving their start and end dates from the integrated Dimensions Sales Ledger or from the internally defined period dates for other interfaced accounts packages. A projected loss is highlighted in 'red'.

Mobile Application

On the mobile app's Contract view, authorised users are able to select a *Budget Summary* option. This will display as above, with the data being synchronised to the mobile device after having been refreshed as part of the server's overnight routines.

GENERAL

Contract Status's

Any new contracts or existing contracts that are in the process of being changed will have a status of *Work in Progress (WIP)*. Once a *WIP* version of a contract has been approved, the status will become *Live*.

The *Live* version of a contract drives all the current billing, payroll etc. and will remain intact until a new *WIP* version has been approved. When a *WIP* version of a contract becomes *Live*, the existing *Live* contract status change to *Superseded*. All *Superseded* versions of a contract will remain on the system and can be referred back to if needed. In addition to this, the version number will be incremented with each approved new version:

	TemplaCMS - C	ontract Management S	ystem TemplaCMS V6	.1.0			
General							
Close Refresh Print Excel Expand Collaps	Check duplicates Auto refresh Ope			Filter selected	selected last filter f	ange	Select filter Publish forn Select forma
List		Row			Filter		
Ketresh	Alerts Contracts						
Contract Admin	Contracts						
 Contracts Sites 	Drag a column header here to group by that col	umn.					
Clients Contacts	ontract	Reference	Status	Version	Working/cleaning weeks per	DBS ch	Start date
Contract Control List	1						
Contact Structure List	Regular Cleaning Services Ltd	REGUL/01	C04 - Work in progress	2	52.14		01/01/2012 (
	DSCO 2 01	DSCO/01	C04 - Work in progress	5	52.00		01/01/2011 (
Contract Admin	8GIB C/O 01	BGIB/01	C04 - Work in progress	10	52.00		16/07/2011 (
Payroll	AAMA 8th 01	AAMA/01	C01 - Live contract	9	52.00		19/04/2012 (
Workbills	AMPI 1ST 01	AMPI/01	C04 - Work in progress	9	52.00		01/01/2011 (
Hygiene Services	AWS 2ND 01	AAWS/01	C01 - Live contract	14	52.00		17/01/2011 (

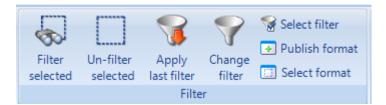
Open WIP contract on live & superseded contracts

When viewing a work in progress contract a taskbar option exists to open the live contract. Where no work in progress contract exists a taskbar button on live contracts allows a work in progress contract to be created. It is also possible to open the work in progress contract from a live contract when one exists via the *Open the WIP version* option on the task bar:

📬 🏓 🗭)•				Contra	ct - AAM	A -DEMO					
General												
Close Previous	Next Save	Notes Attachments Create mail	Workflow	Suspend contract	Open the WIP version	ا Excel		Check working time conflicts	Show audit	Transactions	() Reports	Sch
Navigate	Save	Other	Workflow		Record					Other		
General Tasks (alendar Budgets	Pay Workbills	Open the W	VIP version	QA F	roperties	Schedule no	ites Audit				
Reference	AAMA/01	version 17	type Star	ndard contract	t	\sim	Contract starts	19/04/2012	\sim			
							Contract ends	(not set)	\sim			
Client	AAMA				0	2		. ,				
Site	AAMA 8th				0	2						
Description	AAMA -DEMO											
Calendar	Standard					0						
Working/cleaning weeks per year	52.00											
weeks per year												
Min cover rate	0.00	OR pay scale										
Max cover rate	0.00	OR pay scale										
Default cover rate	0.00	OR pay scale										
Max timesheet rate	0.00											

Contract filter

The list of contracts can be filtered via the available filter buttons.



Click on Change filter to enter new filter criteria.

	-	Contract Filter	Detail - def	ault filter for Templa s	support us	er —		\times
Gen	eral							
		🥥 😪	\bigcirc					
Close	Save	Default Select criteria filter	Publish					
Navigate	Save	Filter						
Contract filterin	ng criteria	Site filtering criteria	Propertie	es filtering criteria				
Contract type	(all)			\sim		Include statuses any		
Reference						Live contract Pending activation		
Description						Pending approval Pending completion -	Billing	
Calendar				4	<i>S</i>	Pending completion - Pending completion -		
Employee				4	Ô)	Pending completion - Rejected	Tasks	
Suspended billi	ing ONd	o ⊖Yes ⊚lgnore				Superseded Suspended Suspended Terminated		
						Work in progress		
Contract start ra	ange (not	set) 🗸 (n	ot set)	All dates a	re relative?	Include archived	?	
Contract end ra	nge (not	set) 🗸 (n	ot set)	~				

It is recommended that the contract filter is always set to look at *Live* and *WIP* contracts, and only filter or look for *Superseded* contracts when specifically required. Contracts which have been ended by using the *Termination wizard* will have a status of *Terminated*.

Historical contract data

any elements of a contract are defined by 'effective' date ranges, with the ability at the foot of the contract window to automatically include or exclude historical rows.

lgets Pay Workbills	Stores HS Bil	ling QA Pr	operties Audit	
oup by that column.				
Employee	Effective	Weekly rate	Weekly hours	Period extras
002359 - Silva, Alexis	01/01/2012 - 30/	£0.00		
006575 - Allen, Franklin	01/01/2012 - 26/	£0.00	0.00	£0.00
Copy Details	Temporary joiner pay	dataile		Pay calculation Default method V Actual
Copy Details	remporary joiner pay	detalls		
t value Configured value	Variance value	Budget hours	Configured hours	Variance hours
£0.00 £0.00	£0.00	.00	.00	current and future
				current only
				future only history only
				show all
				(none)
				© 2017 Templa Computer Systems Ltd C04 - Work in progress

When past data is included, these rows coloured grey in order to make them easily identifiable:

÷ 🔶 🖨 🖨 🗐	Contract - BAFH FITZWILLIAM 01	– o ×
General		
Close Previous Next Navigate Save Save Disperties Create mail Conter	Image: Workflow Suspend Excel contract Roster Check working time conflicts Image: Check working Transactions Image: Check working Reports Image: Check working Schedule Image: Check working binder Image: Check working binde	
General Tasks Calendar Budgets Pay Workbills	Stores HS Billing QA Properties Audit	
Drag a column header here to group by that column.		
F Task Work type Employee	Effective Weekly rate Weekly hours	Period extras
	Image: Control of the state of the	£0.00
10 DAILY OFF COVER - Co 000178 - Warren, Sandrar	01/10/2011 - 31/ £0.00 0.00	£0.00
10 DAILY OFF PERIODICS 001832 - Paredes, PAMELA	01/09/2011 - 31/ £0.00 0.00	£0.00
10 DAILY OFF CLEANER 005077 - Nzeyi, VICTOR	01/01/2011 - 30/ £60.80 10.00	£0.00
10 DAILY OFF CLEANER 005872 - Ansong, Palmyra	01/01/2011 - 30/ £121.60 20.00	£0.02
10 DAILY OFF CLEANER 005934 - Funlayo, Diana	01/01/2011 - 30/ £60.80 10.00	£0.00
10 DAILY OFF CLEANER 000178 - Warren, Sandrar	01/10/2012 on £52.50 7.50	£40.00
10 DAILY OFF CLEANER 005077 - Nzeyi, VICTOR	01/10/2012 on £70.00 10.00	£5.00
10 DAILY OFF CLEANER 005872 - Ansong, Palmyra	01/10/2012 on £140.00 20.00	£0.00
10 DAILY OFF CLEANER 005934 - Funlayo, Diana	01/10/2012 on £70.00 10.00	£0.00
10 DAILY OFF CLEANER 9999 - Stoor, Rick	15/01/2014 - 15/ £122.50 17.50	£50.00
Add Remove Copy Details	Temporary joiner pay details Pay calculation Default method	Actual
Comparison to WEEKLY budgets		
At date 10/10/2018		
Task Budget value Configured value	Variance value Budget hours Configured hours	Variance hours
▶ 10 DAILY OFF £295.00 £332.50	E37.50 47.50 47.50	.00.
11 In House W £0.00 £0.00	00. 00. 00	.00
12 In House P£0.00 £0.00	00. 00.03	.00
13 Sub-Contra £0.00 £0.00	£0.00 00 00	nn ¥
		show all

Contract Copy

To copy a contract, select the relevant contract from the contract list screen and click on the *Copy* button:

		TemplaCMS - C	Contract Management System TemplaCM	S V6.1.0		-	- 6	J X
General General Close Refresh Print Excel	Expand Collapse		New Copy View Create Print mail label	Filter Un-filter Apply	-	Reinstate		Terminate contracts
	List		Row	Filter		Status	Oth	er
Navigator # Contract Admin	Alerts Contracts		Сору					×
Contracts Sites Clients	Status /							
 Contacts Contract Control List 	E St Client	Site	Contract	Reference	Version M	Vorking/cleaning weeks per	DBS ch	
Contact Structure List	Status : C01 - Live contract (Status : C04 - Work in progree							
Contract Admin Payroll	AILB	AILB/01 - AILB 2	AILB 2 01	AILB/01	26 5	52.00		01/01/20
Workbills	DBCH	DBCH/01 - DBCH 3	DBCH 3 01	DBCH/01		52.00		23/04/20

The Contract Copy Wizard will prompt the user for a selection of which tabs to copy, as below

H	Contract Copy		\times
Cop	py Wizard		
	Details This function allows you to se copy the various elements of contract.		
	Select below those items that to copy.	you wish	
	Budgets		
	Employees		
	Workbills		
	Billing		
	QA QA		
	HS HS		
	✓ Done]	
		1	
Con		₽2017 Te uter Syste	

Change Contract Start Date

Once a contract has gone live within **TemplaCMS**, it is possible to change the contract start date as long as no activity has occurred, i.e. no timesheets, invoicing, QAs, workbills etc. exist.

On changing the *contract start date*, the user is presented with the following options of how to handle the date change:

- *No action* all dates on tasks and contract items are left as they are. Any conflict must be resolved by the user. This is the default action.
- *Ripple down* the change in the start date (e.g. moving it forward 1 month) is applied to all tasks and contract items, thus automatically resolving conflicts. In this way, a new contract that has a delayed start can be handled easily
- *Truncate* all elements of the contract are examined and the following occurs:
 - An item where the 'effective to' date pre-dates the new start date is removed.
 - An item where the 'effective from' date pre-dates the new start date is changed to be in line with the new start date.
 - An item where the 'effective from' date is after the new start date is left unchanged

In this way, an existing live contract can be copied and re-dated, with all historical items being dropped, thus providing a clean version of the contract.

Contract termination reason

When a contract is terminated, the reason for the cancellation or loss of the contract can be recorded.

CONTRACT CANCELLATION REASONS

It is possible to define some Contract Cancellation Reasons from the *Maintenance > Business structure* menu:

avigator	7 Alerts	Co	ntract Cancella	ation Reasons			
Maintenance	Cont	tract (Cancellatio	n Reasons			
🗄 📲 User Access/Security		_			_	П	Х
∃ 📲 Business Structure		🛃) =	Cont	ract Cancellation Reason Details - (new)			^
표 📲 Analysis							
🗄 📲 Calendars	Gen	eral					
Task Types							
Attachment Types							
🗄 📲 Cost/Revenue							
Property Types	Close	Save	Save and				
Counties			new				
🔵 Job Titles	Navigate		Save				
Site Locations							
Contact Types	General Dat	tes					
Branches							
Contract Cancellation Reasons	Code		SC				
🗄 📲 Budgets							
	Description		Site closing do	own			

CONTRACT DETAILS

If a contract end date is entered, then the reason must be entered:

		.						1	Contract -	(new)						-		×
	Gen	eral																
			🚫 N			Create mail		Ŷ		1			⁷⁹⁹⁹⁹⁹⁹					-
Clo	se	Save		tachmen rocess she				quest	Excel	Check		Show	Schedule	Budget				
Navig	gate	Save			Other			proval rkflow		time c	onflicts	audit Record	J	summary				
Genera	l Tas	sks Cale	endar	Budgets	Pay	Workbills	Stores	HS	Billing	QA	Properti	es Ai	udit					
Refer	ence				version	1	type	Standard	d contract		\sim	Con	tract starts	01/01/2020	\sim			
												Con	tract ends	31/12/2020	\sim			
Client												Rea	son	1			3	þ
Site											a de la comercia de l							

CONTRACT TERMINATION WIZARD

During contract termination, the reason must be entered on the General tab:

	*		Contract	Terminatio	ın - Newslet	ter site			—		×
	General										
ļ	Close										
1	Navigate										
5	Introduction Gen	eral Tasks	Budgets	Payroll	Workbills	Billing	QA	HS	Finish		
) =))	Hererence	NL202006	Nev	wsletter site							
í											
ļ		Newsletter site								0	
	Terminate on	(not set)	\sim								
:	Reason									Ś	

MULTI CONTRACT TERMINATION

The reason will be entered once and will be applied to all contracts selected:

F [2]	Multi	Contract Termination			×
General					
Close Confirm					
Navigate					
Contract Termination					
Terminate on 23/06/2020 V	Reason			Ø	
E Contract	Client	Site	Start date	Terminate on	
NL202006 - Newsletter site		Newsletter site	01/01/2020	23/06/2020	

CONTRACT LIST

The reason will be shown as *Lost Reason* on the *Contract List* and *Contract Filter* screens:

Contracts		_	_	_		
Drag a colu	mn header here to	group by that c	olumn.			
🛃 St Lost re	ason	Client		/ Site	e	
	~ 🗹					
TEST	- Test reason				L2020 - Newsletter site	
				NI	L2020 - Newsletter site	
) =	Contract Filter De	tail - default filter for	вн	— 🗆	×
General						
		🖌 🥥 🛛				
Close S			Select			
Navigate S	criteria fi ave	lter f Filter	ormat			
Contract filtering crit	teria Site filtering cr	iteria Propertie:	s filtering criteria			
Contract type	(all)		\sim		Include statuses any	
Reference					Live contract Pending activation	
Description					Pending approval Pending completion - Billing	
Calendar			٩	30	Pending completion - Budgets Pending completion - Payroll	
Employee			•	30	Pending completion - Tasks Rejected	
Lost reason	Test reason		Ø	•	Superseded Suspended Terminated	
Suspended billing	⊖No ⊖Yes ⊚lgr	ore			Work in progress	
					(
Contract start range	(not set)	(not set)	All dates are	- rolation		
Contract end range	(not set)	(not set)		e relative (
-						
ContractFilterDetail					© 2020 Templa Computer System	s Lid

Standard sorting, grouping and filtering can be performed on this column.

Contract Task Termination

Users authorised to the 'Contract - Terminate Contract Tasks' function can terminate a task via the Terminate task button:

-	Contract Task - CIAM LAKESIDE 09 - Sub-Contracted Periodics — D X
General	
c Close Previous	Next Terminate task
Navigate	Other
Task details Termin	ate task
Task number	6
Туре	Sub-Contracted Periodics
Task starts	01/11/2011
Task ends	(not set) V
Description	Sub-Contracted Periodics
Full details	Sub-Contracted Periodics

The *Task Termination wizard* will step the user through the various elements of the contract that are associated with the task in order to confirm their final processing dates:

)=	Contract Te	rmination -	Sub-Con	tracted Wine	dow Clean	ing	_		×
Ger	eral									
Close										
Navigate										
Introduction	General	Task pay	Budgets	Payroll	Workbills	Billing	QA	HS	Finish	3
Task	2	Sub-Contra	cted Windo	w Cleaning	Sub-Contr	racted Wind	low Clea	aning	\sim	
Terminate on	1	0/ 10/ 2018	\sim							
						Previou	IS	Next	Fin	ish
TaskTerminatio	חכ					e	2017 To	empla Coi	mputer Syste	ms Ltd

Having confirmed the dates on all elements, the final process will create a *Work In Progress* version of the contract, apply the changes to it, and send it through workflow for approval

Contract	Terminatio	n - Daily off	ice cleanin	g					—		\times
File Tools	Help										
📁 💋 Close											
Introduction	General	Task pay	Budgets	Payroll	Workbills	Billing	QA	HS	Finish		
Press 'FINIS	H' to proces:	s this contrac	st task termin	nation requ	est.						
This will cre	ate a new v	ersion of the	contract, wi	th the nom	inated dates	assigned,	and send	it for ap	proval by the	e relevant u:	sers.
							Previo	ius	Next	Fini	sh
Task Terminatio	n							@ 2016	Templa Com	puter Syster	ns Ltd .

Contract Termination

Users authorised to the 'Contract - Terminate Contracts' function can terminate a contract via the Terminate contract button:

	🥥 🔶 🖷	÷					Contr	act - CIAM L	AKESIDE	09					-
	General														
Close	Previous	Next	Save	Notes Attachments	Workflow	New	P Suspend	Terminate	excel	Roster	Check working	Show	Transactions	0	🝸 Schedu 🧊 Site bir
ciose	Flevious	INEXC	Save	📑 Create mail	WORKHOW	version	contract	contract	Excer	Noster	time conflicts	audit	Transactions	Reports *	🛃 Budget
	Navigate		Save	Other	Workflow		Reco	ord					Other		
General	Tasks	Calenda	r Budgets	Pay Workbil	ls Stores	H Terminate	e contract	Properties	Sched	ule notes	Audit				
Drag a	column he	ader her	re to group	by that column.											
🛃 Task		Task	type	Description	Dates					_		_			
▶ 6		PER	 Sub-Contr. 	. Sub-Contracted	01/11/2011 on										
7		WC -	Sub-Contra	Sub-Contracted	01/11/2011 on										

The *Contract termination wizard* will guide the user through entering the relevant termination date/dates on each tab of the contract:

)=		Contract	Terminati	ion - CFIH 2	ND 01					\times
Ge	neral										
Close											
Navigate											
Introduction	General	Tasks	Budgets	Payroll	Workbills	Billing	QA	HS	Finish		
						Pre	evious	N	lext	Fini	sh

When the user clicks on *Finish*, the termination request will be processed and a new version of the contract will be created and sent on for approval by relevant users if required.

Please note that the contract will only reach a 'terminated' status once all nominated end dates have been passed.

Multiple contracts termination

From the contract list, a user with the authority to terminate contracts will have access to the *Terminate contracts* toolbar option:

		TemplaC	MS - Contract Management System	m TemplaCMS \	/6.1.0			- 0 ×
General	Expand Collapse	s		Create Print mail label *	Filter Un-filter selected selected	Apply last filter	ter 🔊 Reinstate	Manual SO forms
	List		Row	iabei	Success Success	Filter	Status	Other
Navigator 🏨	Alerts Contracts						Termina	te contracts ×
Contract Admin	Contracts							
Contracts Sites Clients Contacts	Status /	Site	Contract			Reference V	ersion Working/cleaning wee	ks per DBS ch Start date
 Contacts Contract Control List 								
Contact Structure List	Status : C01 - Live contract (115 items)						
	H Status : C04 - Work in progress (51 iter	ms)						
Contract Admin	m Status : C20 - Pending approval (1 iter	n)						

On selecting one or more live contracts and pressing this button, the user is presented with a list of the selected contracts (having weeded out any that cannot be terminated):

)		Multi Con	tract Termination			_		×			
	General											
C												
Clo	se Confirm											
	Navigate											
Cont	tract Termination											
Terminate on 18/06/2019												
Ŧ	Contract		Client	Site	Start date	Terminate on						
•	MURPH01/00	2 - The Green Man	Yellowpatter Ltd	The Green Man	01/01/2014	18/06/2019						
	MURPH01/00	2#1 - The Green Man	Yellowpatter Ltd	The Green Man	01/01/2016	18/06/2019						

On this window the user may set a single termination date at the top, which will automatically apply to all of the contracts. Should any contract require a different date, this can then be amended in the grid below.

On pressing 'confirm' each contract will be terminated with the relevant date applied to all elements of the contract.

Contract Control list

The *Contract Control list* is accessible from the *Contract Admin* menu, and is based on the current contracts list, but with information provided at contract 'task' level.

Ale	erts Co	ontract Control List										
Сс	ontract	Control List										
D	rag a coli	ump beader bere to	group by that column.									
				tract						Record		
P	Site	Contract	Working/cleaning weeks		Vetting?	PPE?	Food hygiene cert?	Task/Type	Task Details	Module	Record	Frequency
7												
	AAMA/	AAMA/01 (v9)	52.00					1 Daily office cl	Daily office cleani	Budget		1 Weeks
ĺ								1 Daily office cl	Daily office cleani	Budget	Auto-built for bud	1 Weeks
								1 Daily office cl	Daily office cleani	Budget	Auto-built for bud	1 Weeks
								1 Daily office cl	Daily office cleani	Budget	Auto-built for bud	1 Weeks
								1 Daily office cl	Daily office cleani	Billing	Daily office cleani	1 Months
								2 Washroom S	Washroom Servic	Budget	Equip	1 Years
								2 Washroom S	Washroom Servic	Billing	Washroom Servic	1 Months
	AAWS/	AAW/S/01 (v14)	52.00							Budget	Materials Budget	3 Months
								4 Daily office cl	DAILY OFFICE C	Budget	Weekly Target	1 Weeks
								4 Daily office cl	DAILY OFFICE C	Budget	Auto-built for bud	1 Weeks
								4 Daily office cl	DAILY OFFICE C	Budget	Auto-built for bud	1 Weeks
								4 Daily office cl	DAILY OFFICE C	Budget	Auto-built for bud	1 Weeks
								4 Daily office cl	DAILY OFFICE C	Billing	DAILY OFFICE C	1 Months
				_	_	_	_		DAWAY OF FRAME OF		DANK OFFICE O	

The rows displayed are banded into two, contract level first with task level second underneath. A contract could have multiple tasks, but also multiple records associated with each task, therefore additional task level columns have been provided covering:

- *Task number the number assigned on the contract*
- *Task type t*he task type assigned to the task
- Task number & type concatenation of the above two fields
- Task description the description on the task record
- Module whether it is a budget or billing record
- Record description
- *Budget group the budget group assigned to the task budget*
- *Budget/billing frequency the budget or billing frequency*
- Budget employees' count

- Budget hours (frequency) the budget frequency and total hours for the frequency
- Budget/billing value (frequency) the budget total or billing value for the frequency
- Budget hours (weekly)
- Budget/billing value (weekly)
- Budget hours (monthly)
- Budget/billing value (monthly)
- Budget hours (annual)
- *Budget/billing value (annual)* the pro-rata calculation of weekly, monthly and annual hours/values based on the frequency hours/values

The count, hours and values are totalled at contract level, so any grouping using the contract's site or client details offers instant summary totals at the higher level, e.g. business analysis. Whilst grouping may be available using other lower level details, e.g. task type, these totals are not possible.

The *Budget* values displayed reflect the financial effect of adding revenue and cost budget values together. When a *Budget group* is defined as being in the *Billing* section, totals will remain positive, whilst *Budget group* in any other sections will display as negative.

From the displayed list, it is possible to:

- Perform filtering on all relevant and existing contracts, sites and contract properties, but with the addition of site properties (e.g. cleaning weeks per year), task fields (e.g. task types or task statuses) and modules (i.e. budget or billing).
- Use field choosing, which will be aligned to the filtering fields mentioned above. Totals are provided for annual hours and value, and where contract-level or above grouping is used, totals are also shown on the summary lines.
- Use print or export to MS-Excel options, where the current view can be used.
- Drilldown to a contract, allowing access to all contract details. Subject to authority, update access is also available.

Multiple budget groups may be created within **TemplaCMS**, for example if some are to be used for site analysis reporting rather than for the *Contract Control List*. If required, the check box on the budget group for *Suppress from Contract Control List* can be ticked. When the list is being constructed, any contract budgets related to such a flagged *Budget group* will be ignored.

Contract configuration report

The Contract configuration report allows users to view a full list (for example) of billing defined across all contracts.

*	Contract Configuration Report	_		×					
General									
Close Select saved results									
report									
Selections Details									
Date	17/01/2019								
Report type									
Datasource	Ø								
Client									
Site	@								
Task type	<i>©</i>								
Include WIP contracts?									
Analysis									
	Business analysis Marketing analysis								
Region/Divison	Source								
Service/Ops Mgr Contract Mgr	Sector			_					
Area Mgr									
Client contract									
Internal									
ContractConfigurationRe	ContractConfigurationReport @2019 Templa Computer Systems Ltd								

The user can choose which area of the contract they wish to report on by selecting a *Report type*, the options include *Billing*, *Payroll*, *Quality audits* and *Workbills*.

The user may also tick *Include WIP contracts* this will display work in progress contracts, if a live contract is also available the 'Live' contract will NOT be displayed, if no WIP contract can be found but there is a 'Live' contract then that will be displayed.

The results of the extraction are displayed in a grid:

	Contract Configuration Report		- 🗆 ×
General			
📁 🗞 📲 🖬 🍛	😒 🔰 🛃		
Close Refresh Expand Collapse Print	Excel Show analysis Select saved Save codes results results		
n	eport		
Selections Details			
	Contract configuration report Billing - As at - 17/ Datasource - Client - Site - Task type - Include WIP c	/01/2019 contracts? - No	
Drag a column header here to group by that	column.		
Contract	+⊐ Site	∕ + Client + Datasource	→ Task descriptio
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	× 1 OFFICE C
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	c 2 SUPERVIS
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	C 3 DAY JANIT
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	c 4 MAIN FLO
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	c 5 PERIODIC
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	C 6 SITE MAN
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	C 7 DAILY WIN
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	c 8 ABSEIL W
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	c 9 INTERNAL
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	c 10 RECYCLI
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	c 11 GENERA
00720JMB EXCHANGE TOWER 1	00720JMB EXCHANGE TOWER 1	CUSH07s MGP ACCOUNTS Ac	c 12 FOOD W

Site analysis columns can be optionally included in the grid via the 'Show analysis codes' button.

A report row can be double clicked, and the contract will be opened to the section of the contract that has been selected in the report type e.g. if a 'Billing' report type has been selected and the user double clicks a report row the contract will be opened and the 'Billing' tab will be focused.

Note that for 'billing', 'quality audits' and 'workbills' the configuration report will show the distinct lines defined in each contract. For 'payroll' however, the report will summarise the assignments and show a comparison to the configured payroll budget (i.e. as can be seen within the contract).



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.