

# NL Journal Import Wizard TEMPLACMS

Version: v.6.1.0



## **COMMERCIAL STATEMENT**

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## **IMPORT TEMPLATE**

The standard **TemplaCMS\_Journal\_Import\_Template.xlsx** should be used in conjunction with the Journal import wizard.

Please contact your TEAM Software representative for a copy of the TemplaCMS import template.

Header Information			1						
Accounts system			1						
Date	31/11/2020		,						
Туре	Standard	1							
Voucher ref				]					
Batch ref				1					
Description				I					
Recurring repeats			_					_	
Recurs every				Totals	0.00	0.00			
				No of errors	0				
				ite OR N/L code					
Line reference	Task type code	Cost type code	Site code	N/Code	DR	CR	Value	Details	Errors

The template should be completed as follows:

#### Header information:

Accounts system – the relevant Accounts sytem as defined in TemplaCMS should be entered here for example 'Templa Accounts'.

*Date* – enter the required date for the journal; this date will be used to determine the relevant accounts period the journal will post to in the Accounts system.

*Type* – the type can be one of the following:

- Standard a one off journal affecting TemplaCMS site(s) as well as the Accounts
- Accounts only affects nominal accounts only
- *Non-accounts* this type of journal can be used to move costs from between sites where the original cost might have been allocated to the wrong site; *this type of journal will not post to Access Dimensions.*
- *Non-accounts recurring* same as Non-accounts but this is a repeating journal where the 'number of periods to post' are also defined.
- *Non-accounts reversing* same as Non-accounts but this a one-off journal that automatically reverses in the following period.
- *Recurring* a *Standard* repeating journal where the 'number of periods to post' are also defined.
- *Reversing* a one-off journal that automatically reverses in the following period.

Please note:

- For a *reversing journal, Access Dimensions handles the reversing entry* and it will be posted immediately in the following period.
- For a *recurring journal, Templa-CMS will set the 'next posting date' and only allow posting across to the accounts when this matches the relevant NL period.* These will have the 'number of periods to post' so it will remain outstanding until this becomes zero.
- It is the company's responsibility to ensure each period's journal is posted. To assist with this, an *informational workflow message* can be issued to a System Control, Finance tab nominated user on a pre-defined number of days prior to the 'next posting date' becoming due, and will continue until it is posted.

*Voucher ref* – enter a unique reference for the journal.

Batch ref – this field can be used to group a number of journals together by entering the same 'Batch ref.' against these journals.

Description – a general description of what the journal relates to can be entered here.

Recurring repeats – enter the number of times the journal will be repeated for example 12.

Reccurs every – enter the frequency for the repeat journal for example once a week, month or year.

#### Line detail:

*Line reference* – enter a line reference, this can be something simple like a number – i.e. number the first line in the journal as line 1)

*Task type code* – enter a valid Task Type code, for example 'DOC', when matching to a Site. NB: in the case of 'Accounts only journals' this field can be left blank.

*Cost type code* – enter a valid cost type code as defined in TemplaCMS, when matching to a Site. NB: in the case of 'Accounts only journals' this field can be left blank.

*Site code* – where matching to a Site enter site code as defined in TemplaCMS. NB: in the case of 'Accounts only journals' this field can be left blank.

*N/Code* – ensure that a valid nominal account code is entered.

DR – enter the debit value

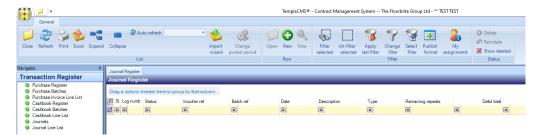
CR – enter the credit value

Value – this will display the value entered in the DR/CR fields correctly formatted i.e. DR will be positive and CR will be negative

Details – enter details for the journal line (this field can't be left blank).

## **IMPORT WIZARD**

The import wizard can be found on the *Transaction Register > Journals Register* grid:



Clicking on the *Import wizard* button will launch the following screen with options that will guide the user through the import process:

	) =	Jo	urnal Import	vvizaru	 		×
Gen	eral						
Close							
ciose							
Navigate							
lizard							
Select imp	ort spre	adsheet				9	\$
Select imp		adsheet				9	a
		adsheet					\$ 

Select import spreadsheet - use the binoculars to find the relevant import template spreadsheet.

*Save spreadsheet as journal attachment* – selecting this option will save a copy of the import template .xlsx against the journal entry in TemplaCMS for future reference, with the user prompted to select the relevant attachment type for this document.

lournal Register			
Drag a column header here to group by that column.	<u>, 📢 🔎 🖬 ) =</u>	Document Store File - (new)	>
Journal Import Wizard - 🗆 🗙	General		
General		-	
		Save and Examine	
Close	Navigate S	new ave Record	
	File Dates	ave	
Navigate			
Wizard	Grouping		
Details Select a correctly formatted MS/Excel spreadsheet in order to begin the import process.	Type		Ø
The wizard will complete as much details as it can, but you will need to correct and confirm some details.	Original file	C:\Users\lynetteb\Desktop\TemplaCMS_Journal_Import_Template.xlsx	
	Subject	TemplaCMS_Journal_Import_Template.xlsx	
	Details Notes		
	Owned by	Journal entry	
		1 test dated 07/10/2020	0 🚺
Select import spreadsheet	Saved as		
Save spreadsheet as journal attachment	Source	External	
Review journal: 1 : test			
Neview Journal. 1. test		In binder?	
Start again 🥔			
-	Document batch		
Done 🗸	address to contact		
lournalimportivizard © 2020 Templa Computer Systems Ltd			
ournannportvrizaru © 2020 Tempia Computer Systems Lto			

*Review journal* – clicking on the 'Review journal' option will open the journal in TemplaCMS and allow the user to review it, check for any errors and save the journal and request approval:

Uchicidi			
	Journal Details - test dated 07/10/2020		- D X
General			
new 📕 Process sheets a	Request Workflow Summary		
Navigate Save Other	Workflow Record		
Details Request approval			
Journal header			
Log number 1	Entered 07 October 2020 13:37:07 Support Ter	npla-CMS	
Voucher ref test			
Batch ref test Date 07/10/2020			
Accounts system Floorbrite Accounts	Financial period 2020 / 3		
Description test	Check totals Total		
Type Standard V	Debits £20.00		
	Credits £20.00		
	Balance £0.00		
Drag a column header here to group by that column.			
	Value Account	Match details Debit value	e Credit value Match type
	£20.00 500 - 500 Contract Consumable Purchases	Un-matched £20.00	
w 2 -£	£20.00 500 - 500 Contract Consumable Purchases	Un-matched £0.00	£20.00 Un-matched
	£0.00	£20.00	£20.00
Add Remove Details			
JournalDetail		02	2020 Templa Computer Systems Ltd JO01 - New .:

Once the journal has been saved / approved, it will appear on the Journal screen ready for the user to process further, e.g. post (once approved)– the rest of the process is the same as for journals that are manually created in TemplaCMS.

Click on *Post* on an approved journal to post it to the accounst system.

📬 🔎	🗭 🛃 ) =			Journal Details - t	est dated 07/10/202	20			-	×
General										
Close Previous Navigate	new	nd	Notes Attachments Process sheets Other	Request Workflow approval Workflow	Post Summary Record	/				
Details				Post						
Journal header					1					
Log number	1			Entered 07 October 2020 13:3	7:07 Support Temp	In-CMS				
				Approved	7.07 Support remp	18-6115				
Voucher ref	test			08 October 2020 09:2	2:46 master user T	empla-CMS				
Batch ref	test									
Date	07/10/2020 🗸									
Accounts system	Floorbrite Accounts			<ul> <li>Financial period</li> </ul>	2020 / 3					
Description	test			Check totals	Total					
Туре	Standard	~		Debits	£20.00					
				Credits	£20.00					
				Balance	£0.00					
Drag a column l	neader here to group by tha	at column.								
Text		Reference	Value A	ccount	1	Match details	Debit value	Credit value	Match type	
					[					
► W		1	£20.00	500 - 500 Contract Consuma	able Purchases	Un-matched	£20.00	£0.00	Un-matched	
w		2	-£20.00	500 - 500 Contract Consuma	able Purchases	Un-matched	£0.00	£20.00	Un-matched	

## **PROCESSING IN ACCESS DIMENSIONS**

### **Process Standard & Recurring Journals**

From the *Financials* tab click on the *Post Batch* button and choose the *Journals* option:

O-	Home	Debtors	Creditors	Fin	ancials	Selling	Syste	em		
Account:	Set Up 🔹	Trial Balance a	Profit Balance nd Loss Sheet	Pos	t Journals	VAT Journals	Cash Book	ACR	Records 🔹	Period End (Period 1)
Re	cords	Nomin	al Summary		Journals		Cash Book		Reports	Options
🕹 🚨 🍕	) 🎂 🔣 🗐 (	<b>1</b>	🖷 📴 💦 🚼		Recurring	<b>i</b>	0 🕼	🖸 🖸	)	

This will display the *Batch Selection* screen. Enter the batch reference number from TemplaCMS.

		-
Batch Selection		
Ø 📓	5	
Find Batched Jour	nals by	
Batch Ref.		
Voucher Ref.		
🔍 Contra A/c		
Date Range		
	to	
Period Range		
All Years	to	
Q User Id.		

Press enter on the keyboard to display all the items from the batch posted from TemplaCMS.

Toggle all the Journals that should be processed to Yes. These can be toggled all at once by using the *square* button:

🖲 Post Batch							Batch Selection		
	2 🔒		T	✓ ×	0		Ø 🗋	<b>I</b> (	0
Voucher Ref.	Date	Period	Value	e - OK h Ref.	. / Туре		Find Batched Journals by		
DEMO	01/01/2014	12 Curr	200.00	) YES LB	Journals	<b>A</b>	Batch Ref.		7
RECURRING	01/01/2013			) YES LB2	Journals		Voucher Ref. Contra A/c Date Range to Period Range All Years	to	
							Q User Id.		5

Click on the Green tick and answer Yes to the following message:

OK to post the selected batched transactions to the accounts ?	No	
	Yes	L

## **Process Reversing Journals**

From the *Financials* tab click on the *Post Batch* button and choose the *Recurring* option:

0-	Home	Debtor	rs C	reditors	F	inanc	tials	Selling	Syst	em		
2	Set Up 🔹	Trial Balance	Profit <sup>®</sup> and Loss	Balance Sheet	Po	ist tch	Journals	VAT Journals	Cash Book	ACR	Records • Transactions •	Period End (Period 1)
Re	ecords	Nom	ninal Sumn	nary		Jou	urnals		Cash Book		Reports	Options
& & 9	) 📇 🔣 🗐 (		i 🖪 🖉	t 📑 [		Red	curring	<b>i</b>	0 0	8	)	

This will display the *Batch Selection* screen. Enter the batch reference number as per CMS.

Batch Selection
2 🖬 🕠 🖏
Find Recurring Journals by
Batch Ref.
Voucher Ref.
Q Contra Account
Posting Date From
to
Period Range From
All Years to
🔍 User Id.
🔍 Journal Type
Journal Templates Only
Post to Next posting date

Press enter on the keyboard to display all the items from the batch posted from TemplaCMS.

Toggle all the Journals that should be processed to Yes. These can be toggled all at once by using the square button:

🖸 Post Batch					Batch Selection	
1002		7 <b>V X</b>			Ø 📓	5 🕑
	Date Posted So Far 10 MAY 16 0/2	Value Batch Ref. 250.00 YES LB1005	Type     Journals	Journal Type		unt from From from to
					Journal Temp Post to Nex	plates Only at posting date

Click on the Green tick and answer Yes to the following message:

OK to post the selected batched transactions to the accounts ?	No
	Yes



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