

NL Journal Import Wizard

TEMPLACMS

Version: v.6.1.0



COMMERCIAL STATEMENT

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TABLE OF CONTENTS

IMPORT TEMPLATE	4
IMPORT WIZARD	6
PROCESSING IN ACCESS DIMENSIONS	8
Process Standard & Recurring Journals.....	8
Process Reversing Journals	9

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

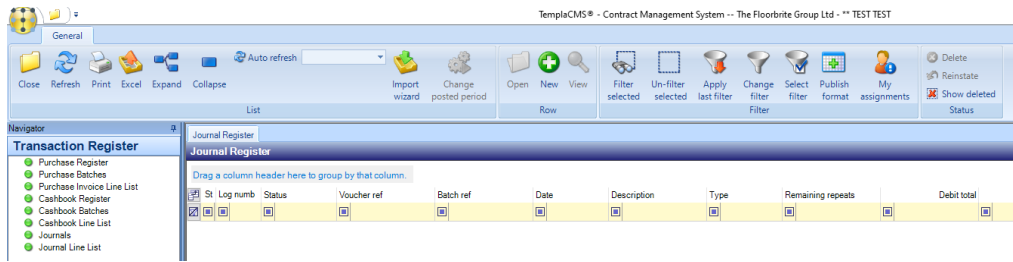
CR – enter the credit value

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

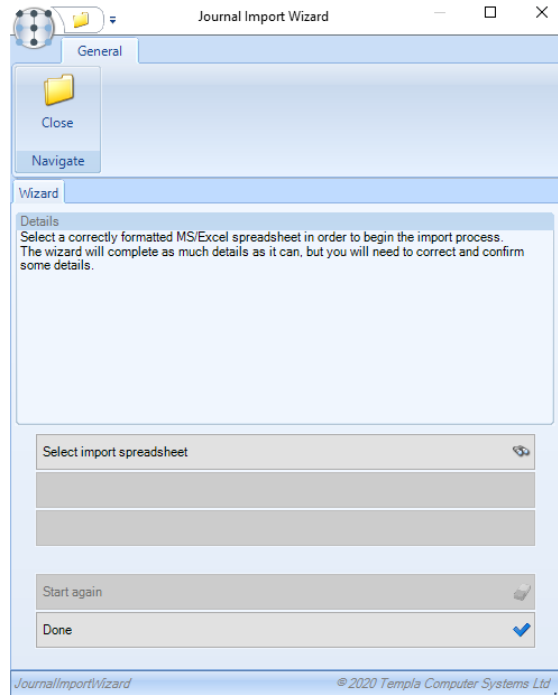
Details – enter details for the journal line (this field can’t be left blank).

IMPORT WIZARD

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

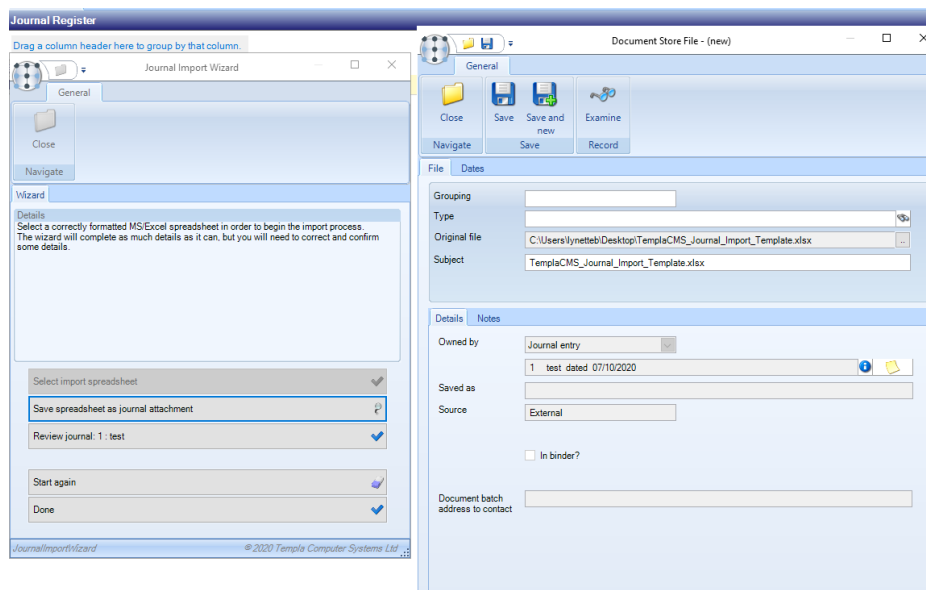


Clicking on the *Import wizard* button will launch the following screen with options that will guide the user through the import process:

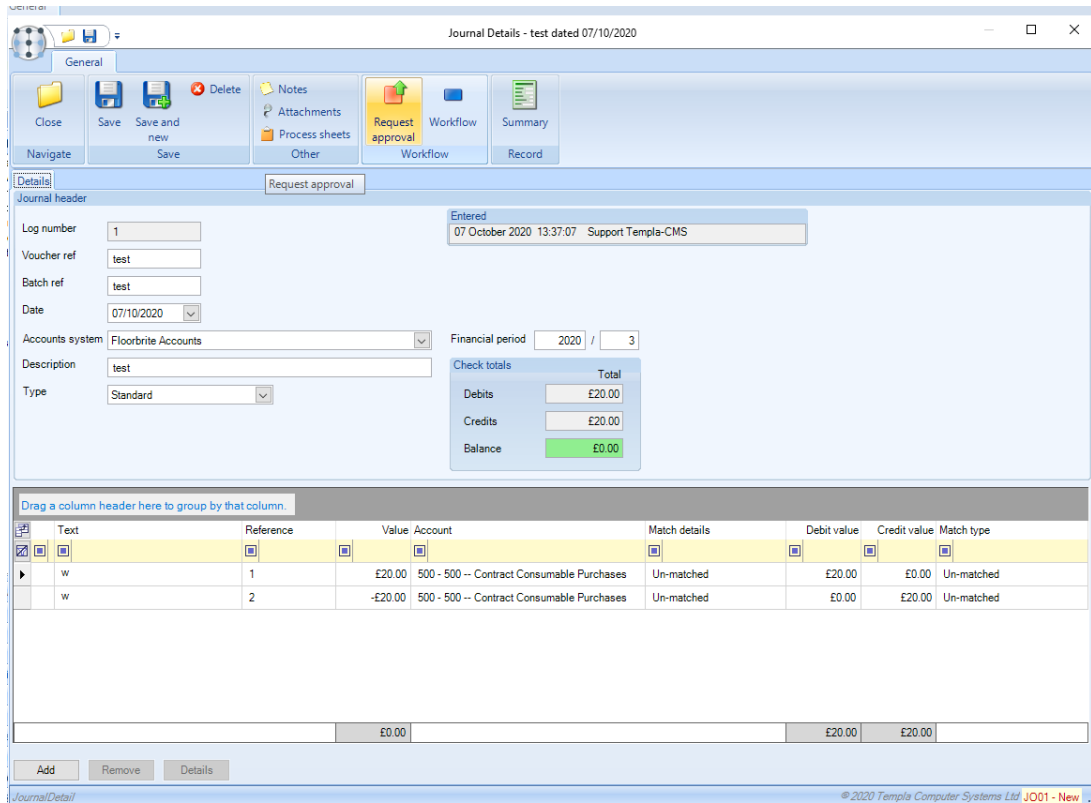


Select import spreadsheet – use the binoculars to find the relevant import template spreadsheet.

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.

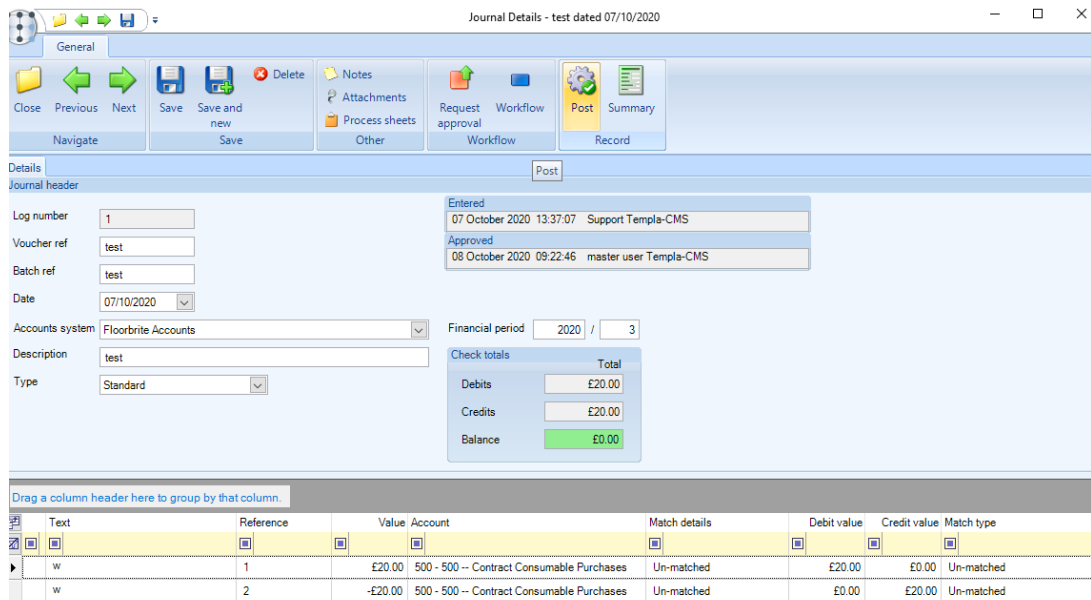


Review journal – clicking on the ‘Review journal’ option will open the journal in TemplaCMS and allow the user to review it, check for any errors and save the journal and request approval:



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 .

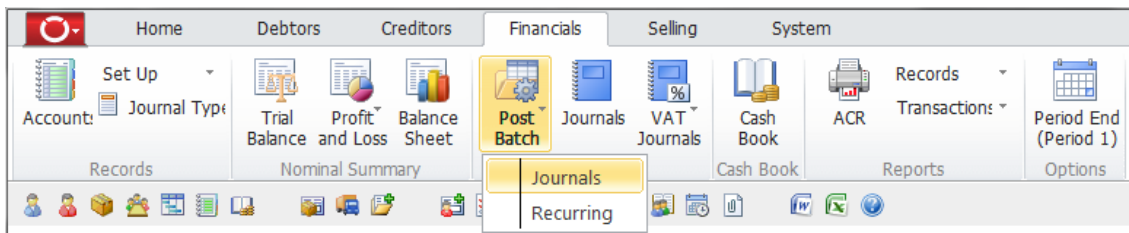
Click on *Post* on an approved journal to post it to the account system.



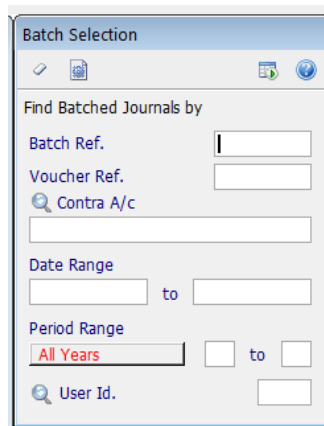
PROCESSING IN ACCESS DIMENSIONS

Process Standard & Recurring Journals

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

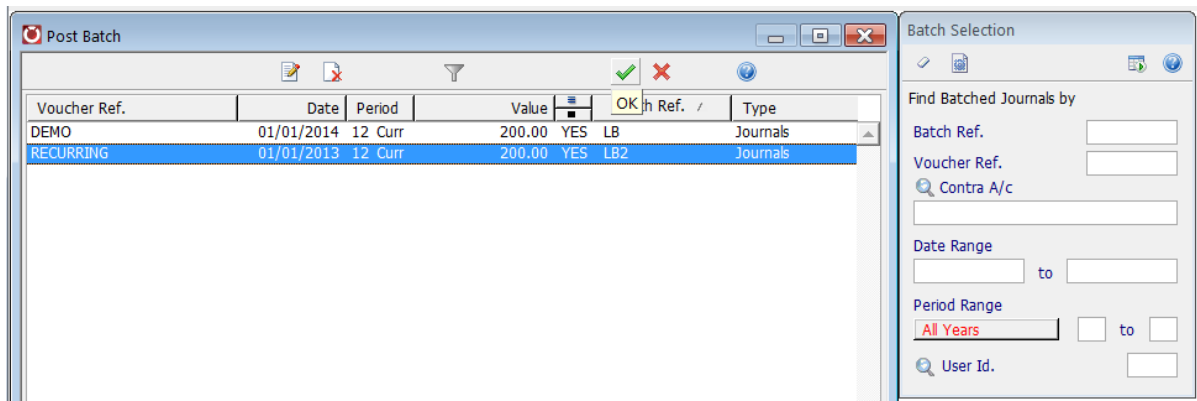


This will display the *Batch Selection* screen. Enter the batch reference number from TemplaCMS.

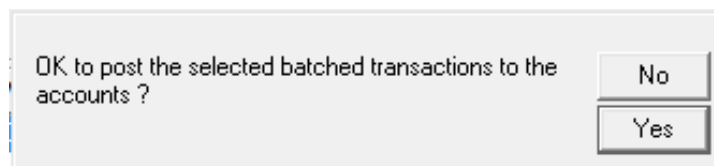


Press *enter* on the keyboard to display all the items from the batch posted from TemplaCMS.

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

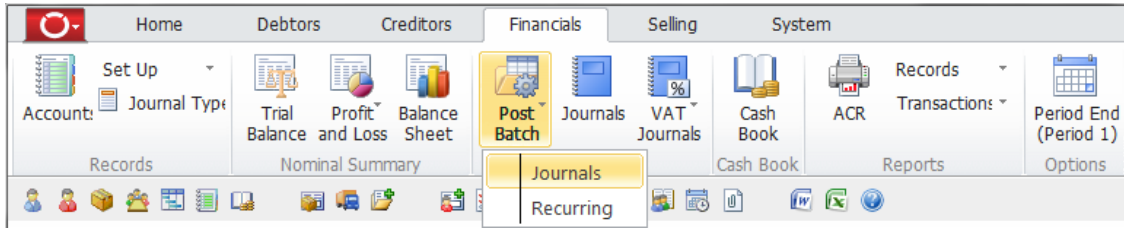


Click on the *Green tick* and answer *Yes* to the following message:

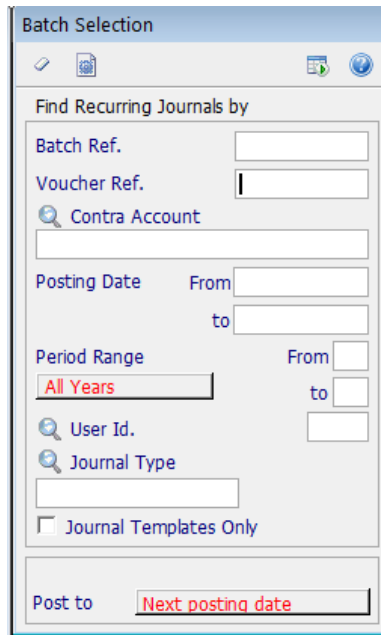


Process Reversing Journals

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

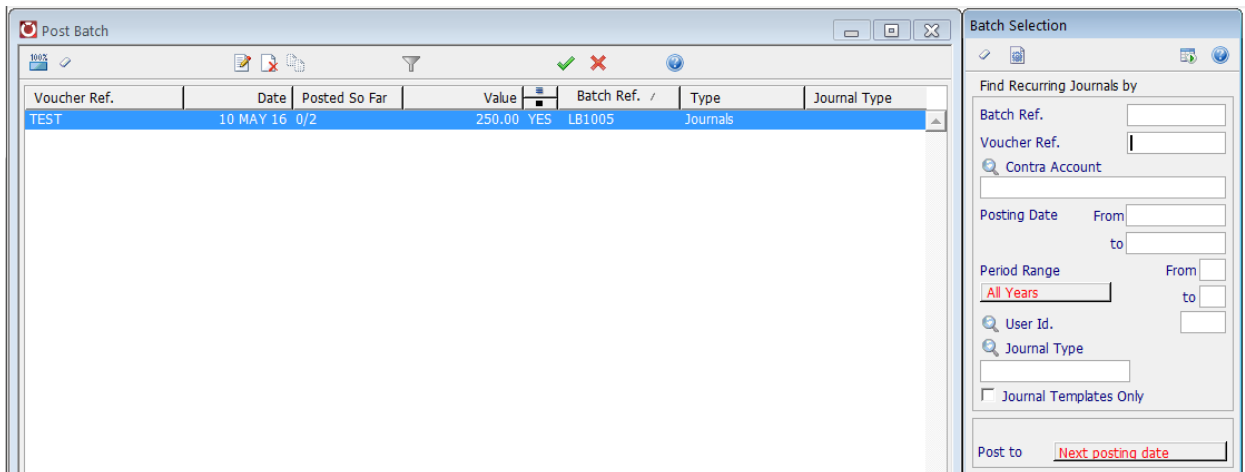


This will display the *Batch Selection* screen. Enter the batch reference number as per CMS.

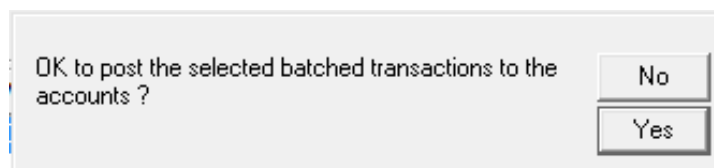


Press *enter* on the keyboard to display all the items from the batch posted from TemplaCMS.

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



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





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