

# Journal Processing Guide

TEMPLACMS



# COMMERCIAL STATEMENT

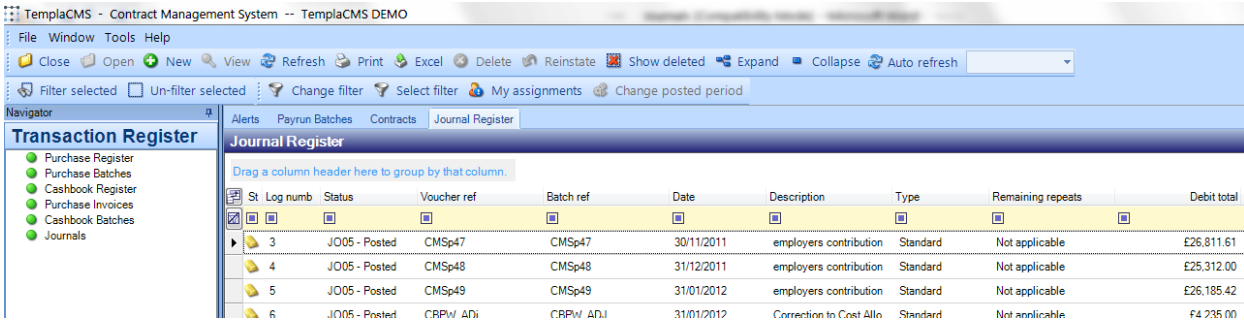
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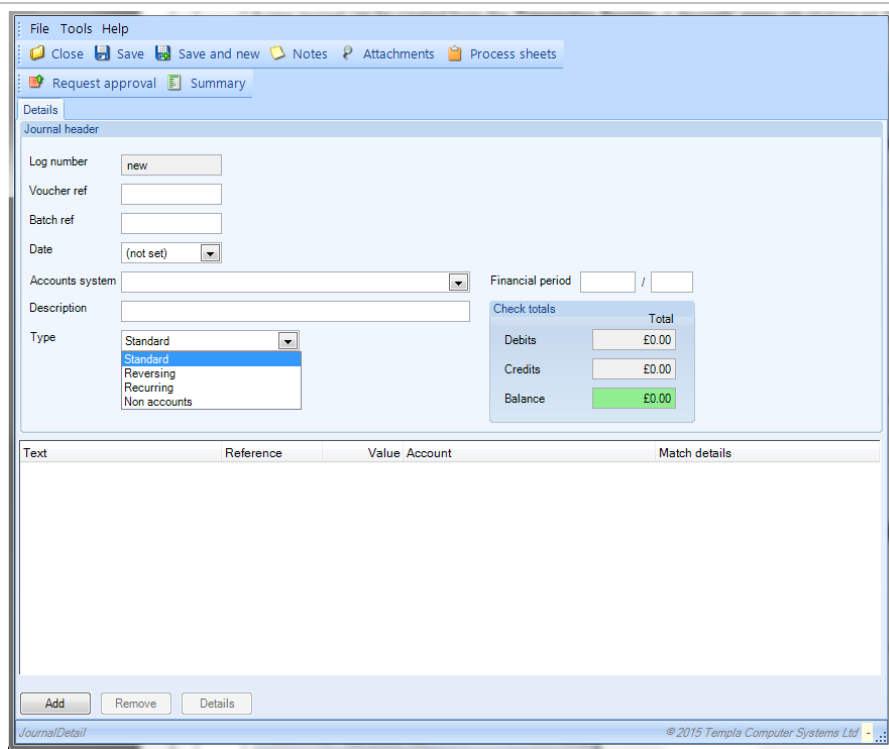
**Please Note:** This document is intended as a guide only to assist with the Journal process in TemplaCMS & Dimensions. It is solely the responsibility of the customer to ensure that Journals are processed correctly when used.

Each step in this document is indicated by a step number and with a 'D' or 'C' in the first column where:

- D = Dimensions
- C = TemplaCMS

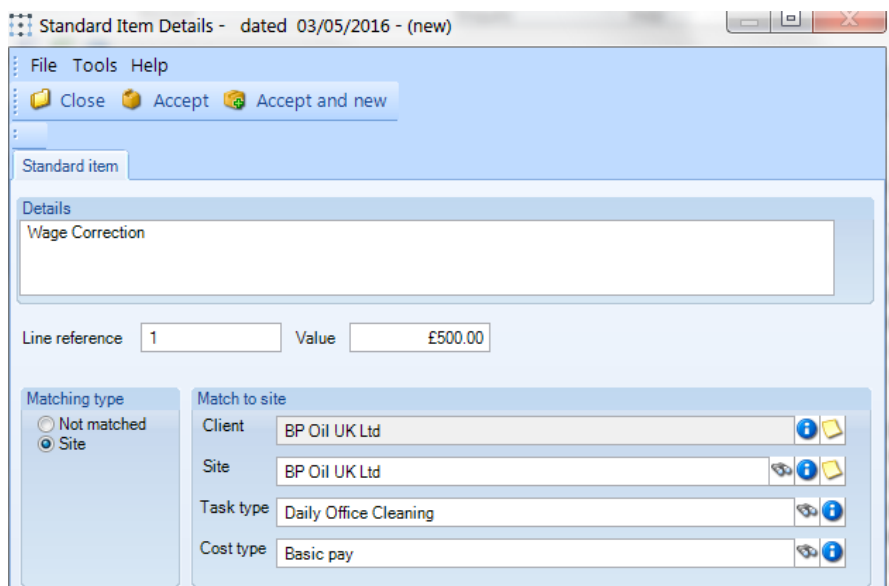
All points where back-ups should be taken are marked in 'Red'. The user is welcome to take any additional back-ups if needed.

	Step	Templa CMS / Access Dimensions Cash Register Process																																														
C	1	<p><b>Journals in TemplaCMS- General</b></p> <p>There are <b>4 types of journals</b> available in CMS to allow the user to enter details manually. This caters for scenarios such as an instance where transactions may be allocated to incorrect sites or cost/revenue types, or where other site costs/revenue may only be entered into the system in manual form, e.g. asset depreciation.</p> <p>These types are:</p> <ul style="list-style-type: none"> <li>• <b>Standard</b> – a one-off journal</li> <li>• <b>Recurring</b> – a repeating journal where the 'number of periods to post' are also defined</li> <li>• <b>Reversing</b> – a one-off journal that automatically reverses in the following period</li> <li>• <b>Non Accounts</b> – 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. <b>This type of journal will not post to Access Dimensions</b></li> </ul> <p>For a <b>reversing journal</b>, <b>Access Dimensions handles the reversing entry</b> and it will be posted immediately in the following period.</p> <p>For a <b>recurring journal</b>, <b>Templa-CMS will set the 'next posting date' and only allow posting across to the accounts when this matches the relevant NL period.</b> These will have the 'number of periods to post' ed so it will remain outstanding until this becomes zero.</p> <p>It is the company's responsibility to ensure each period's journal is posted. To assist with this, an <b>informational workflow message</b> can be issued to a System Control, Finance tab nominated user on a pre-defined number of days before the 'next posting date' becoming due, and will continue until it is posted.</p>																																														
C	2	<p><b>Creating a Journal</b></p> <p>A new journal can be created from the <b>Transaction Register -&gt; Journals</b> menu via clicking on <b>New</b>.</p>  <p>The screenshot shows the 'Journal Register' window with a table of journal entries. The table has columns for St, Log numb, Status, Voucher ref, Batch ref, Date, Description, Type, Remaining repeats, and Debit total. The entries are as follows:</p> <table border="1"> <thead> <tr> <th>St</th> <th>Log numb</th> <th>Status</th> <th>Voucher ref</th> <th>Batch ref</th> <th>Date</th> <th>Description</th> <th>Type</th> <th>Remaining repeats</th> <th>Debit total</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>JO05 - Posted</td> <td>CMSP47</td> <td>CMSP47</td> <td>30/11/2011</td> <td>employers contribution</td> <td>Standard</td> <td>Not applicable</td> <td>£26,811.61</td> </tr> <tr> <td>4</td> <td>JO05 - Posted</td> <td>CMSP48</td> <td>CMSP48</td> <td>31/12/2011</td> <td>employers contribution</td> <td>Standard</td> <td>Not applicable</td> <td>£25,312.00</td> </tr> <tr> <td>5</td> <td>JO05 - Posted</td> <td>CMSP49</td> <td>CMSP49</td> <td>31/01/2012</td> <td>employers contribution</td> <td>Standard</td> <td>Not applicable</td> <td>£26,185.42</td> </tr> <tr> <td>6</td> <td>JO05 - Posted</td> <td>CRPW ADJ</td> <td>CRPW ADJ</td> <td>31/01/2012</td> <td>Correction to Cost All</td> <td>Standard</td> <td>Not applicable</td> <td>£4,235.00</td> </tr> </tbody> </table> <p>On the <b>Journal Header</b> screen enter the appropriate header details. In the <b>Voucher ref.</b> field enter a unique reference for the journal. The <b>Batch ref.</b> field can be used to group a number of journals by entering the same <b>Batch ref.</b> against these journals. <b>Make a note of the Batch ref. used.</b></p> <p>Enter the <b>Date</b> required on the journals, the <b>Financial Period</b> will default to the current open Nominal Ledger period in Access Dimensions.</p>	St	Log numb	Status	Voucher ref	Batch ref	Date	Description	Type	Remaining repeats	Debit total	3	JO05 - Posted	CMSP47	CMSP47	30/11/2011	employers contribution	Standard	Not applicable	£26,811.61	4	JO05 - Posted	CMSP48	CMSP48	31/12/2011	employers contribution	Standard	Not applicable	£25,312.00	5	JO05 - Posted	CMSP49	CMSP49	31/01/2012	employers contribution	Standard	Not applicable	£26,185.42	6	JO05 - Posted	CRPW ADJ	CRPW ADJ	31/01/2012	Correction to Cost All	Standard	Not applicable	£4,235.00
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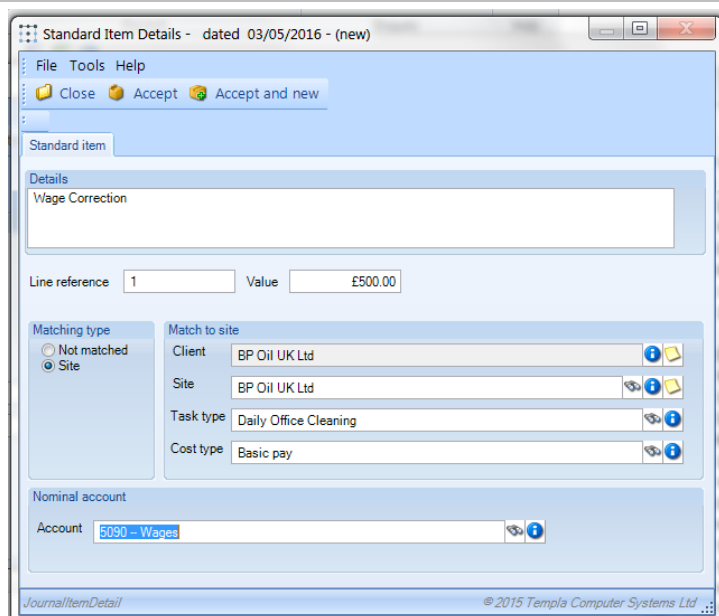


Start adding 'line detail' by clicking on the **Add** button. Add some details in the **Details** box. Enter a **Line reference** (this can be something simple like a number – i.e. number the first line in the journal as line 1) and enter the **Value (Debits = positive value, Credits = negative value)**.

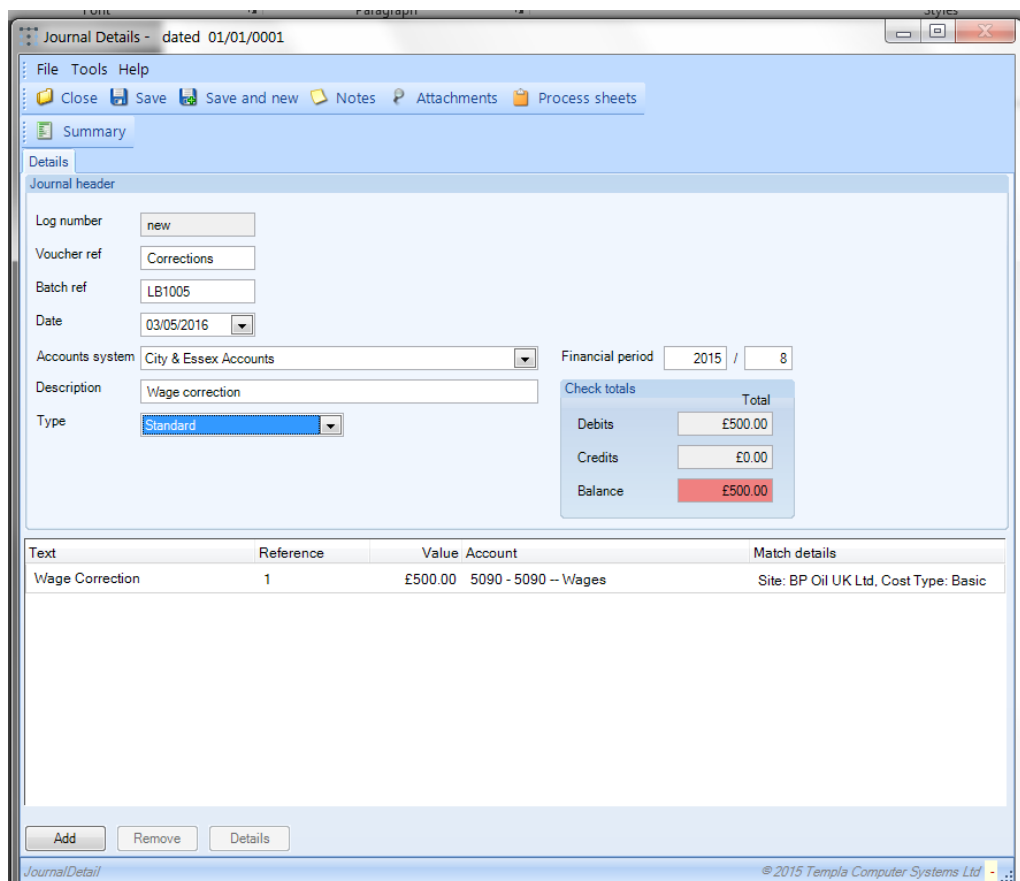
Each item in the journal can either be **Not Matched** or matched to **Site**. When matched to **Site** the below screen appears with the **Site, Task Type** and **Cost Type**



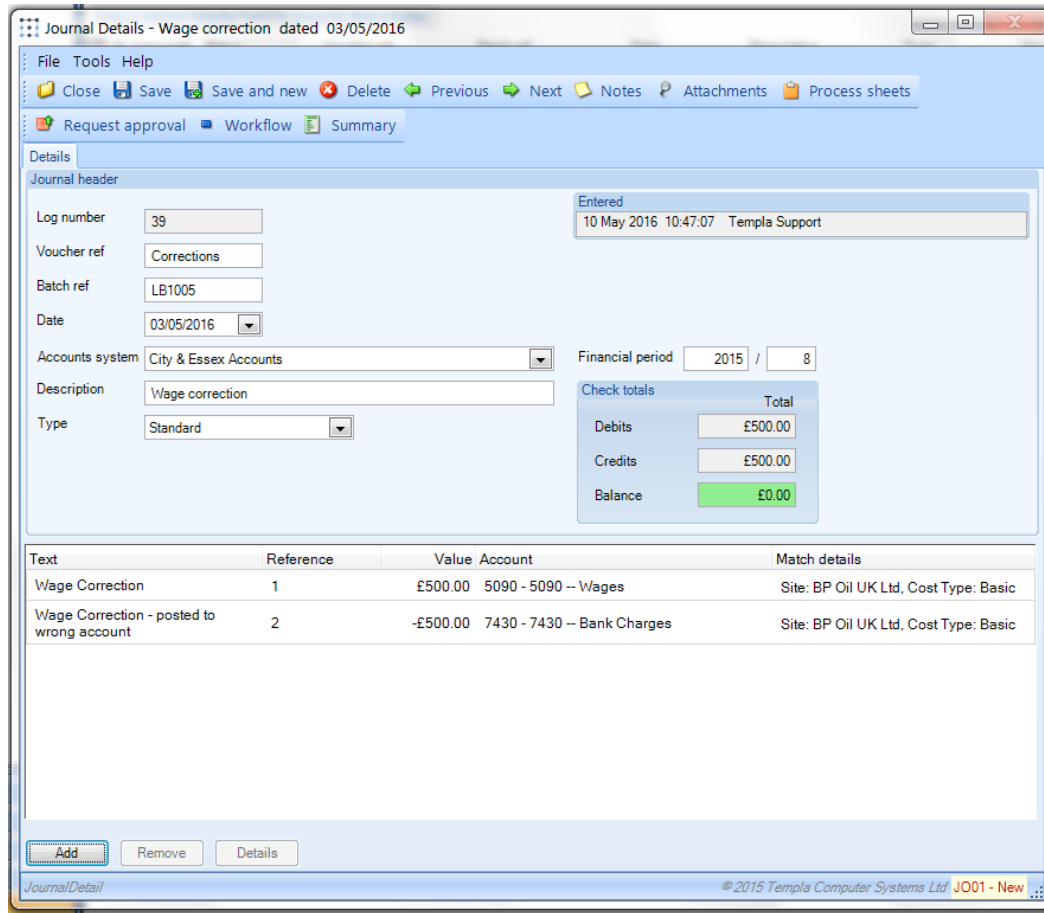
In the **Nominal account** section ensure that the correct nominal account is selected:



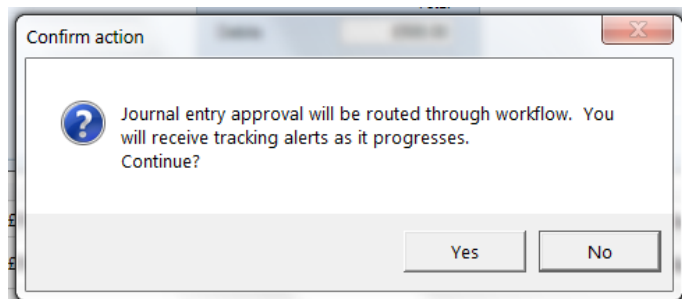
Click on **Accept** or on **Accept and new** to continue entering journal lines. On returning to the main screen the **Check totals** box will show if the journal doesn't balance – although an un-balanced journal can be saved, **it will not be possible to post the journal unless it balances.**



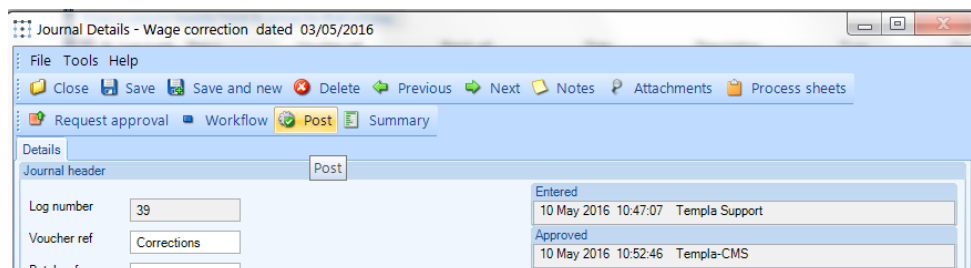
Once the journal balances the balance value in the **Check totals** box will be zero and indicated in green. The **Request approval** box will appear at this point:



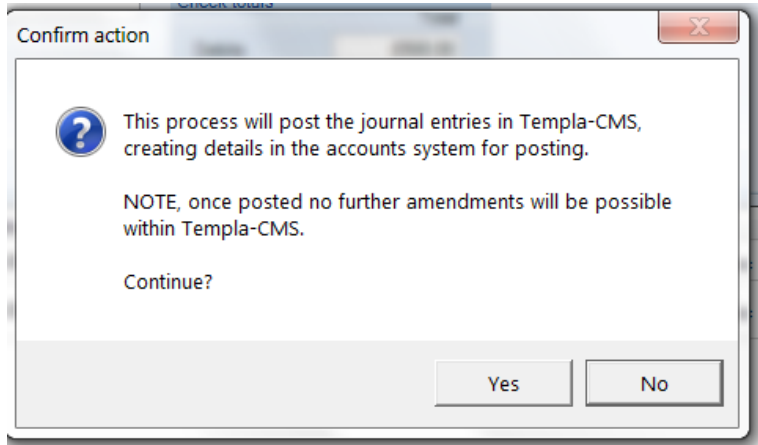
Click on **Request approval** to continue. Click on **Yes** on the following message:



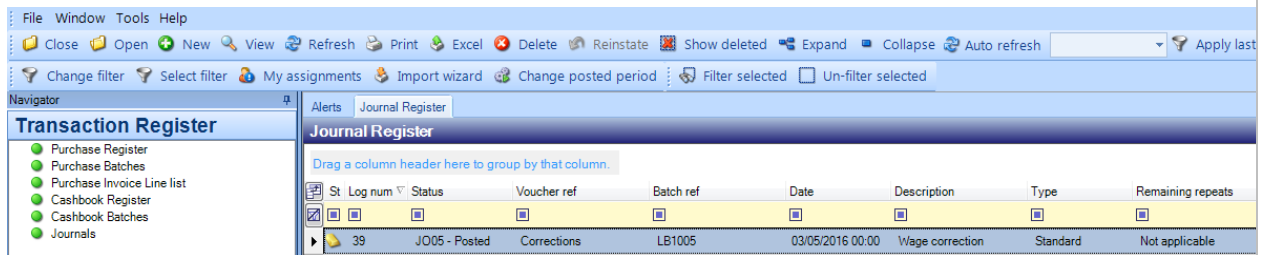
Once approved the **Post** button will appear. Click on **Post** to continue:



Answer **Yes** to the following message:



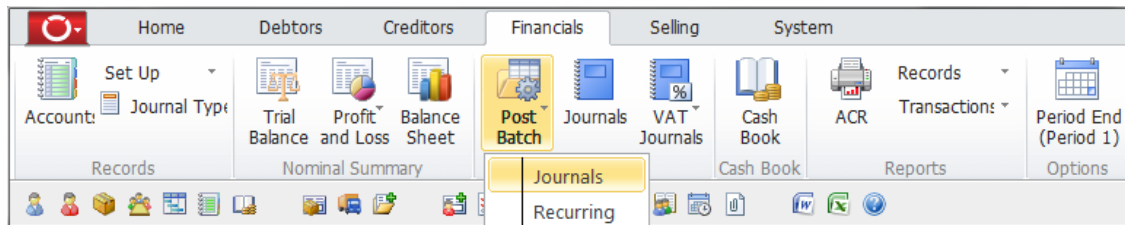
This will post the journal to **Access Dimensions**, if the **Journal Register** list in CMS is refreshed the journal will now appear with a 'Posted gold bar'.



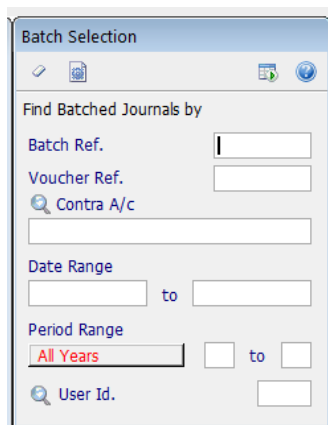
- C 3 To process Standard & Recurring Journals in Access Dimensions follow step D 4.**  
**To process Reversing Journals in Access Dimensions follow step D5.**

**D 4 Process Standard & Recurring Journals**

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

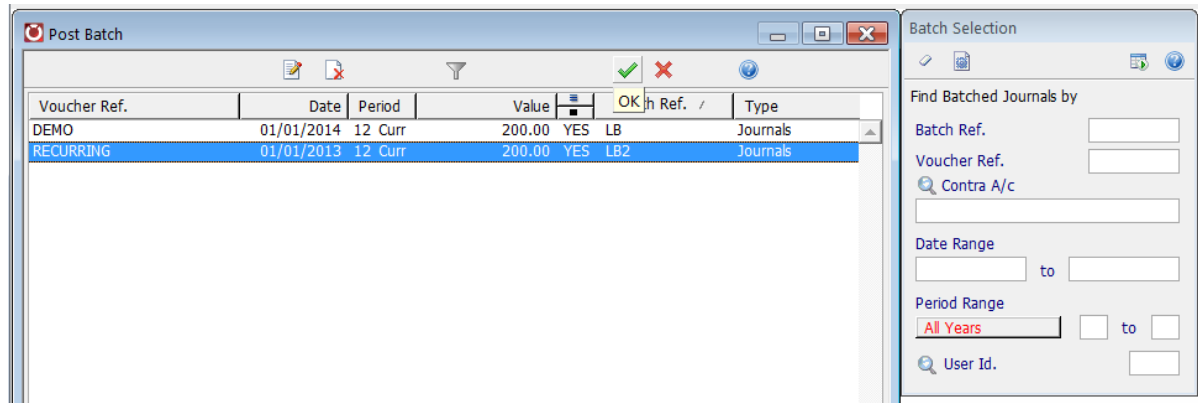


This will display the **Batch Selection** screen. Enter the batch reference no as per CMS.

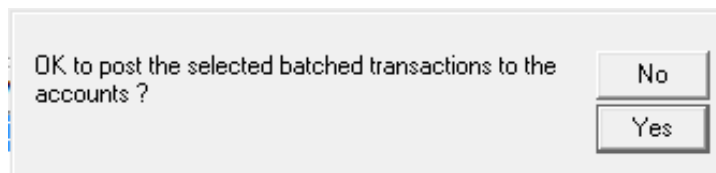


Press **Enter** on the keyboard to display all the items from the batch posted from CMS.

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

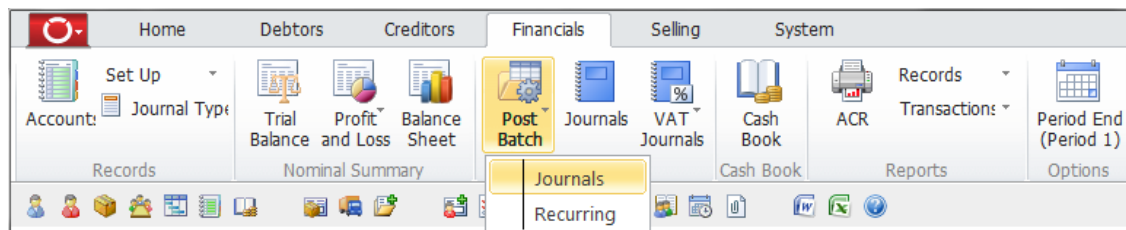


Click on the **'Green tick'** and answer **'Yes'** to the following message:

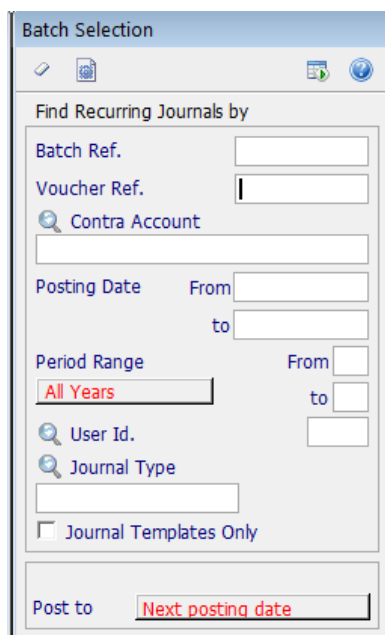


**D 5 Process 'Reversing' journals**

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



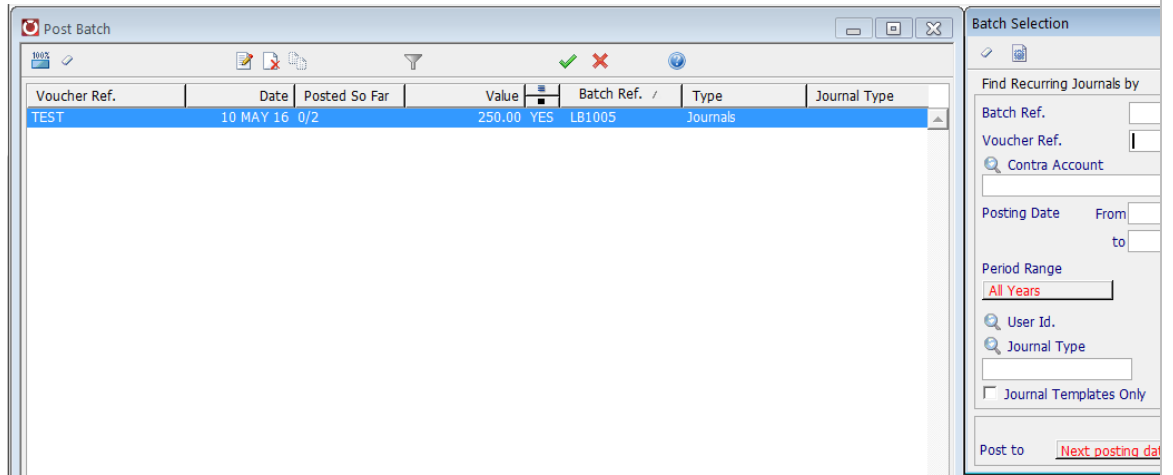
This will display the **'Batch Selection'** screen. Enter the batch reference no as per CMS.



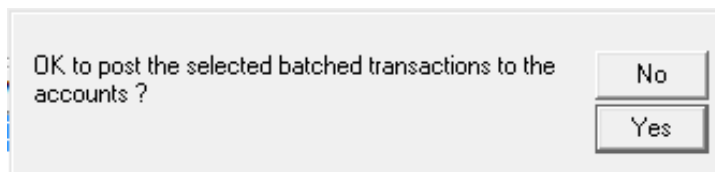
Press **'enter'** on the keyboard to display all the items from the batch posted from CMS.



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:





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](https://teamsoftware.com).