

Purchase Invoice Registration

TEMPLACMS

Version: v.6.1.0



COMMERCIAL STATEMENT

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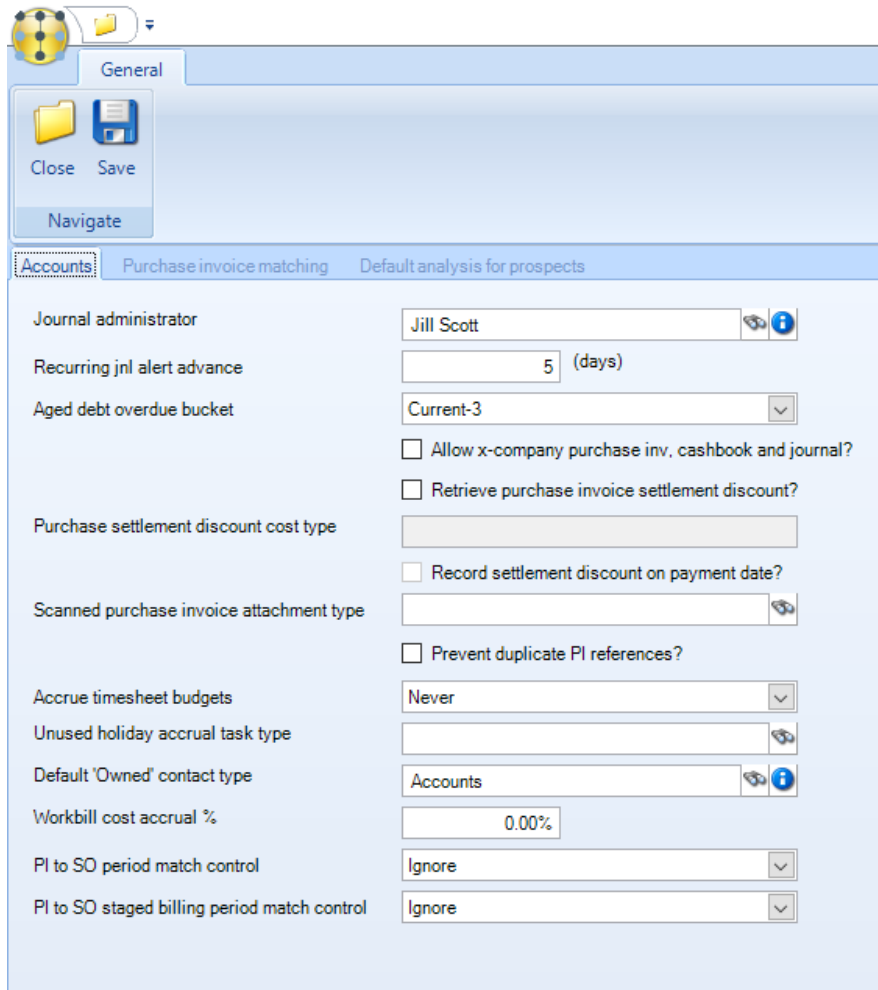
INTRODUCTION

These training session notes have been created to provide background information and useful hands-on experience of using the *Purchase Invoice Register* module in **TemplaCMS**, through to processing in **Access Dimensions**. They are designed to complement the training and assist when away from the training environment.

SYSTEM ADMIN

System Control

The *Accounts* option on the *System Control* menu allows for several settings about *purchase invoices* and *purchase invoice matching*. For this document, only the options related to purchase invoicing will be discussed.



The screenshot shows the 'Accounts' tab in the System Control menu. The 'General' tab is selected, and the 'Accounts' sub-tab is active. The settings are as follows:

Setting	Value
Journal administrator	Jill Scott
Recurring jnl alert advance	5 (days)
Aged debt overdue bucket	Current-3
Allow x-company purchase inv. cashbook and journal?	<input type="checkbox"/>
Retrieve purchase invoice settlement discount?	<input type="checkbox"/>
Purchase settlement discount cost type	
Record settlement discount on payment date?	<input type="checkbox"/>
Scanned purchase invoice attachment type	
Prevent duplicate PI references?	<input type="checkbox"/>
Accrue timesheet budgets	Never
Unused holiday accrual task type	
Default 'Owned' contact type	Accounts
Workbill cost accrual %	0.00%
PI to SO period match control	Ignore
PI to SO staged billing period match control	Ignore

Accounts tab:

Retrieve purchase settlement discount – when ticked the system checks all posted purchase invoices in **TemplaCMS** to which settlement discount could apply and retrieves the settlement discount value from the payment and stores it against the purchase invoice line to which it relates.

Purchase settlement discount cost type – this is the cost type that will be used for retrieval if the option for Retrieve purchase settlement discount is ticked. If not specified then the original cost type for the purchase invoice line will be used.

Record settlement discount on payment date – if ticked the payment date will be used as opposed to the original invoice date.

Scanned purchase invoice attachment type – when defined this attachment type can be used to attach a scanned copy of the purchase invoice received to the purchase invoice line entered in **TemplaCMS**.

Prevent duplicate PI references – when ticked the user will be prevented from entering a purchase invoice reference that has already been used.

PI to SO period match control – this applies to matching a purchase invoice to stores order lines. The options are:

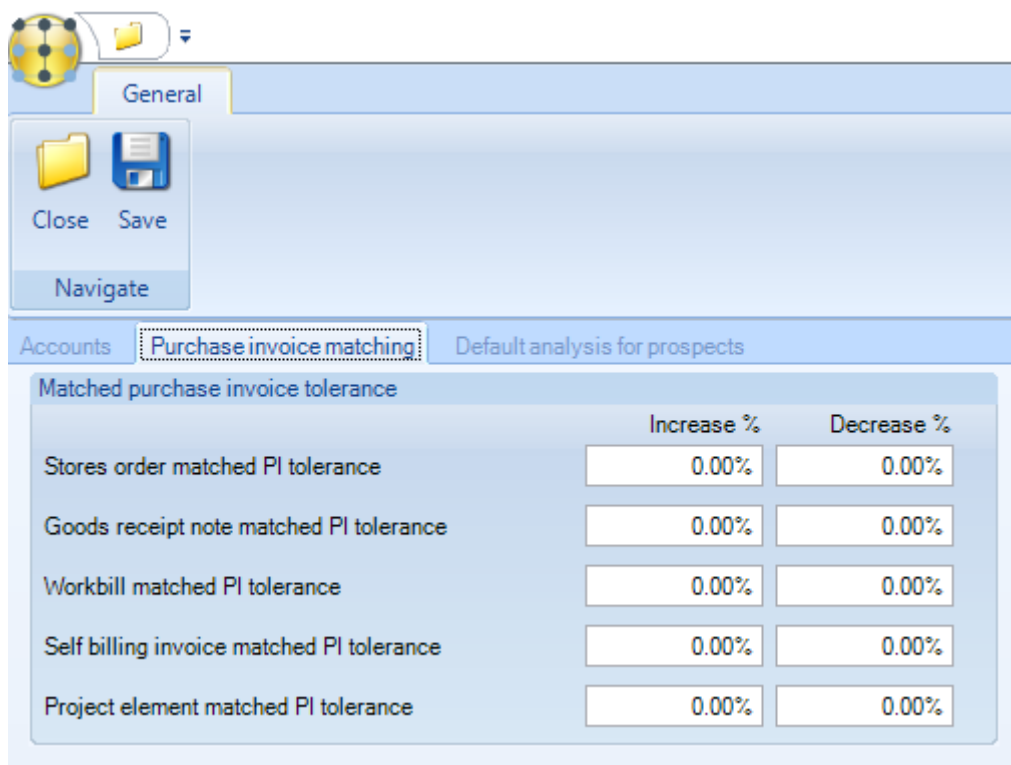
- *Ignore* – no tax date checks are made against the stores order financial period, allowing purchase invoices to be matched to stores orders prior to the required date.
- *Prevent* – the check is made and the user is presented with an error that the PI tax date period is before the SO period. The line and header cannot be saved whilst the error remains.
- *Warn* – the check is made and a message appears on the item and header warning that the PI tax date period is before the SO period.

PI to SO staged billing period match control – for the staged billing process **TemplaCMS** use the unit quantity on the PI line, along with any already purchase invoiced quantity to calculate what the date ‘should’ be for the next purchase invoice. The options are:

- *Ignore* – no check is made
- *Prevent* – the check is made and the user is presented with an error that the PI tax date period is before the staged billing SO period. The line and header cannot be saved whilst the error remains.
- *Warn* – the check is made and a message appears on the item and header warning that the PI tax date period is before the staged billing SO period.

Purchase invoice matching tab:

TemplaCMS allows purchase invoices to be matched to stores orders, goods receipt notes, workbills, self-billing invoices, project elements as well as sites.



Purchase invoice match tolerance percentages can be configured for stores order, goods receipt notes, workbills and self-billing invoices.

When a purchase invoice line is matched to any of these items, and a purchase invoice match tolerance is configured for that item, the system will automatically calculate whether there is a variance to the original item. If the variance is outside the defined tolerance, a warning will show on the purchase invoice item.

Whilst the variance warning and icons are purely informative and will not affect processing of the purchase invoice at all, the workflow rule for '*Purchase invoice - outside tolerance*' can be used to send any purchase invoice containing one or more lines that are outside tolerance for approval.

MAINTENANCE

Supplier details can be viewed from the *Suppliers* option on the *Maintenance > Purchasing* menu:

The screenshot shows the 'Supplier Detail - ABLESERV' window. The 'General' tab is active, displaying the following fields and values:

- Accounts system: Accounts
- Code: ABLESERV
- Name: ABLESERV
- Address: ABLESERV
- Town:
- County:
- Postcode: GU95 1AE
- Telephone:
- Fax:
- Website:
- VAT: Standard Rate
- Terms: From invoice date, 30 days
- Default mailing contact: (not set)
- VAT registration number:
- Consolidated WB format: Format 1-standard

Additional sections include:

- PO Distribution:** E-mail to contact (not set), E-mail copy to originator (WARNING -- orders will need to be printed manually)
- Self billing invoices:** Default recipient contact (not set), Cost type
- E-Trading:** E-Trading? (checkbox)

The above details mostly relate to other modules in **TemplaCMS** and are discussed in detail in the relevant manuals.

PURCHASE INVOICE REGISTRATION

Batch creation

Purchase invoice registration is controlled by a group or 'batch' of invoices.

A new batch can be created from the Transaction Register > Purchase batches menu by clicking on New and completing the Purchase Invoice Batch Details screen. Once completed click on Save.

The screenshot shows the 'Purchase Invoice Batch Details' window. The 'General' tab is active, displaying the following fields and values:

- Batch number: new batch
- Description: PI - Aug 2018
- Accounts system: Accounts
- Batch date: 29/08/2018
- Financial period: 2018 / 5

There is a warning message: "Note, to post or delete this batch you must first apply the lock".

Summary tables:

Batch totals	
Net	£0.00
VAT	£0.00
Gross	£0.00

Disputed totals	
Net	£0.00
VAT	£0.00
Gross	£0.00

Batch number – this will be automatically generated by the system.

Description – **enter a relevant description.**

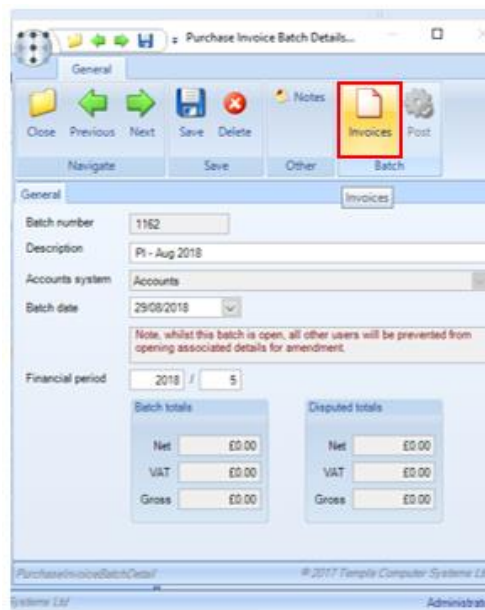
Accounts system – where **TemplaCMS** is linked to only one accounts datasource this will default, alternatively the user will be able to select the relevant accounts datasource.

Batch date – this is date up to which the invoices for the batch will be entered. Batches can be created as and when needed for example daily, weekly monthly etc.

Totals – the batch totals display the total value of the batch and the disputed totals display the total of all invoices on a dispute in the batch.

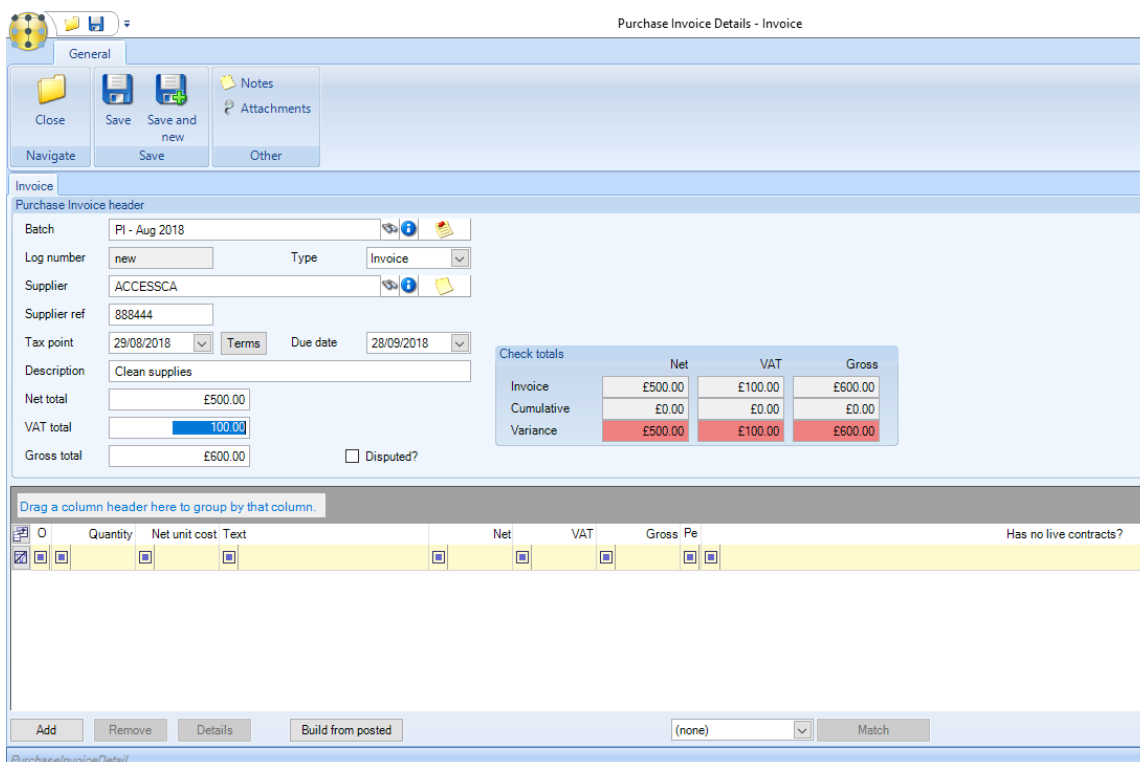
Adding Purchase Invoices

Purchase invoices can be entered directly from the batch via clicking on the Invoices button.



It is also possible to create new purchase invoices and assign them to a batch from the Purchase Register option accessible from the Transaction Register menu.

Click on *New* and complete the *Purchase Invoice Details* screen:



Batch – if entered from the batch this will default to the current batch description. If entered from the *Purchase Register* the user should select a batch that the purchase invoice will be added to.

Log number – this will be automatically generated by the system.

Type – select whether this entry is an *Invoice* or *Credit note*.

Supplier – select the supplier that the invoice is for.

Supplier ref – enter the supplier reference for the invoice.

Tax point – enter the tax point date.

Terms – set the terms as required.

Due date – enter the due date.

Description – enter a relevant description.

Net total – enter the Net total for the purchase invoice or credit note. On entering the Net total and moving away from the field the VAT and Gross totals will be automatically calculated.

VAT total – override the calculated VAT total if needed.

Gross total – override the calculated Gross total if needed.

The above completes the entry of the *header* information for the purchase invoice or credit note.

The Check totals box gives a quick overview of the details entered so far, along with any variances that need to be rectified before the entries can be posted to Access Dimensions. If the 'Check totals' box is green, the purchase invoice is ready to post; if it is red (as below) it is not ready to post, i.e. the line details do not substantiate the total value entered on the header screen.

Click on Add to enter the line detail:

Qty	Unit cost	Net value	VAT value	Gross value	VAT code
2	£100.000	£200.00	£40.00	£240.00	Standard Rate

	Net	VAT	Gross
Invoice	£500.00	£100.00	£600.00
Cumulative	£200.00	£40.00	£240.00
Variance	£300.00	£60.00	£360.00

Invoice details – enter details of the purchase invoice or credit note.

Qty – change the quantity if required, it will default to 1.

Unit cost – enter the unit cost if required, it will default to 1.

Net value – if the quantity and unit cost have been entered this will be calculated alternatively enter the Net value for the purchase invoice or credit note. On entering the Net total and moving away from the field the VAT and Gross totals will be automatically calculated

VAT value – override the calculated VAT total if needed.

Gross value – override the calculated Gross total if needed.

Matching type – select the appropriate matching type. If the entry is not to be matched select the relevant ‘un-matched’ option. If match to a site or project the user will need to complete further details relating to the site or project.

Purchase analysis – this will default based on a combination of the site’s business analysis and the cost type selected, providing the latter has been set up with the relevant business analysis overrides. Alternatively, the appropriate *Purchase Analysis* can be selected, as it always needs to be when one of the ‘un-matched’ options are chosen.

Check totals – as on the header the Check totals box on the lines gives a quick overview of the details entered so far.

When the entry is completed click on *Accept* to add it to the header details.

Purchase Invoice header

Batch: PI - Aug 2018
 Log number: new Type: Invoice
 Supplier: ACCESSCA
 Supplier ref: 888444
 Tax point: 29/08/2018 Terms Due date: 28/09/2018
 Description: Clean supplies
 Net total: £500.00
 VAT total: £100.00
 Gross total: £600.00 Disputed?

Check totals			
	Net	VAT	Gross
Invoice	£500.00	£100.00	£600.00
Cumulative	£500.00	£100.00	£600.00
Variance	£0.00	£0.00	£0.00

Quantity	Net unit cost	Text	Net	VAT	Gross	Pe
2	£100.000	Floor cleaner 20L	£200.00	£40.00	£240.00	
3	£100.000	Washing up liquid 10L	£300.00	£60.00	£360.00	

Remove – select a line and click on *Remove* to remove it from the purchase invoice or credit note.

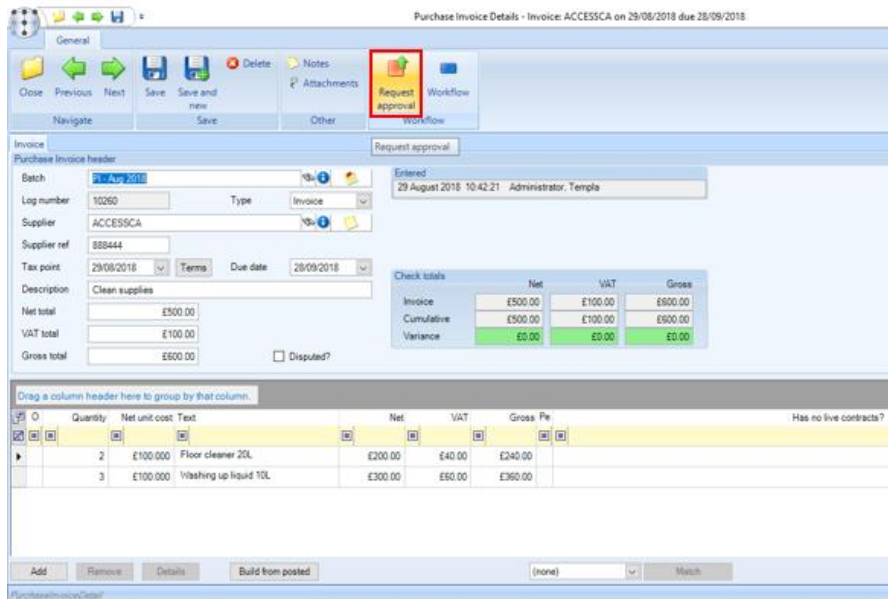
Details – this will display the detail screen for the selected entry.

Match– this will allow the user to match the selected line to one of the following: BIS budget, Goods receipt, Multi site GRN, Multisite SO, Project element, Self-billing invoice, Stores Order, Workbill.

Build from posted – instead of manually adding the line details the *Build from posted* option can be used to retrieve the details from previously posted transactions.

Workflow

If a purchase invoice approval workflow path exists all purchase invoices and credit notes can be sent for approval to the appropriate user via clicking on the *Request approval* button.



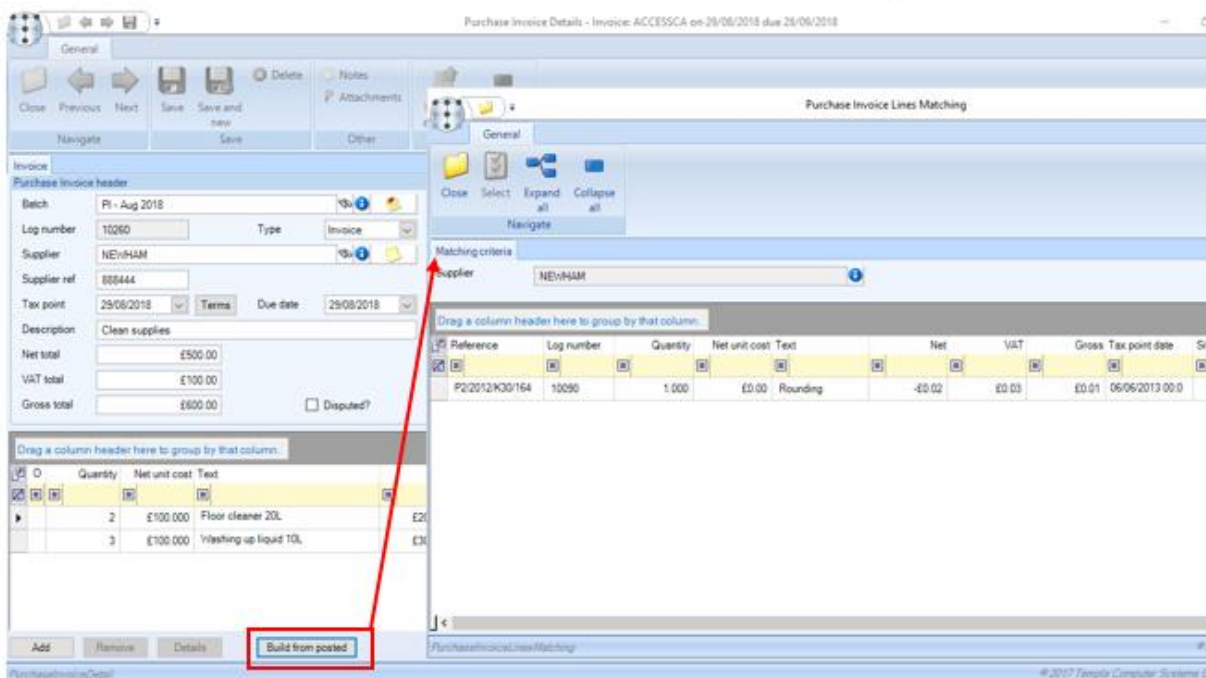
ALL purchase invoices and credit notes need to be sent to workflow via clicking on the *Request approval* button even if no workflow path for the approval process have been defined. This is needed to move the entry on to the next stage of processing.

Recurring purchase invoices

There are a number of occasions when supplier invoices are received for the same or similar expenditure, and therefore allocated to the same site and/or purchase analysis codes. For example, the mobile phone bill which arrives each month, with the only difference month on month being the number of individual users and the value.

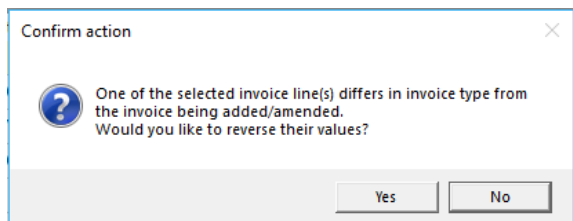
As all purchase invoices are entered through **TemplaCMS** and retained in posted batches once approved and sent across to *Access Dimensions*, these can be used as templates for future invoices.

The *Build from Posted* option (mentioned above) can be used for this and, as a minimum, requires the supplier to be entered in the header details section:



When the option 'Build from Posted' is selected the *Purchase Invoice Lines Matching* screen is presented which lists all posted purchase invoice lines for the current supplier, allowing for grouping.

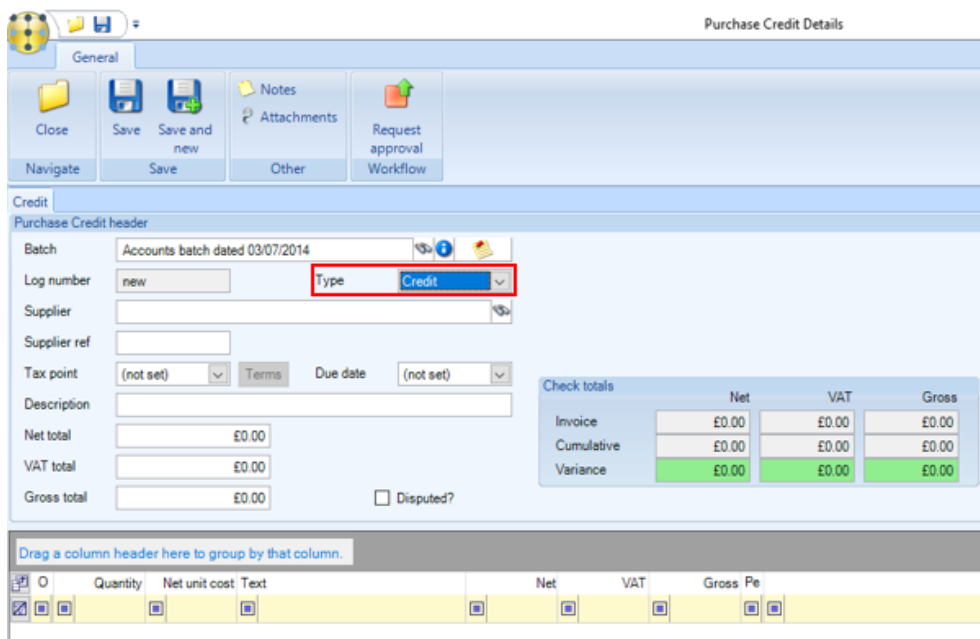
Invoice lines can be selected for retrieval to the new invoice, either individually or at group level, across any number of different invoices. On retrieval, they are revalidated, e.g. in case previous site or purchase analysis codes are now invalid. Where the type (invoice/credit) of the invoice being entered differs from the selected item the user will be asked if they wish to 'Reverse' the value. For example, if a user is entering an 'Invoice' and selects a 'Credit' via the 'Build from posted' option, they will be asked if they wish to reverse the value:



The full invoice line details are replicated maintaining the cumulative values shown in the check totals section. On return to the new invoice, the user is free to amend, remove or add lines as normal.

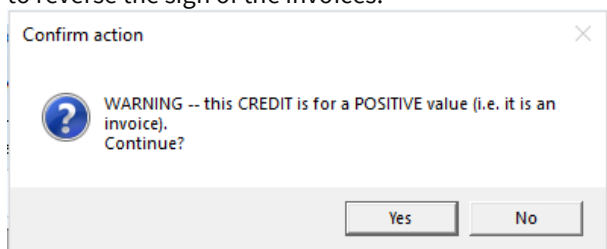
Credit notes

To create a credit note, select *Credit* as the purchase invoice *Type* on the purchase Invoice header screen:



Enter the details as required. Line details can be added manually or alternatively, the Build from posted option can be used to retrieve the details from previously posted transactions. This is especially useful for crediting an existing invoice as this would allow the user to pull in all the details from the invoice that is to be credited.

Where the invoice type of the selected line(s) differs from the invoice type being edited the user is prompted with the option to reverse the sign of the invoices.



Invoices and credit notes can be mixed in the same batch.

Disputed purchase invoices

Purchase invoices can be flagged as disputed via ticking the Disputed box on the invoice header screen:

The screenshot shows the 'Purchase Invoice Details' screen for invoice NEWHAM on 29/08/2018. The 'Purchase Invoice header' section includes fields for Batch (PI - Aug 2018), Log number (10260), Supplier (NEWHAM), and Due date (29/08/2018). A 'Check totals' table is displayed on the right, showing Net, VAT, and Gross values for Invoice, Cumulative, and Variance. The 'Disputed?' checkbox is checked and highlighted with a red box.

	Net	VAT	Gross
Invoice	£500.00	£100.00	£600.00
Cumulative	£500.00	£100.00	£600.00
Variance	£0.00	£0.00	£0.00

The *disputed totals* on the batch header screen will display the value of all disputed invoices in the batch. If posted to the accounts system (*Access Dimensions*) the disputed flag will have to be removed in the accounts system before the purchase invoice can be paid.

Remove from batch

Individual purchase invoices can be removed from the batch e.g. if disputed invoices aren't to be posted through to the accounts system (*Access Dimensions*). To remove an invoice from the batch select it and click *Remove from batch*.

The screenshot shows the 'Purchase Invoice Register' screen. The 'Remove from batch' button is highlighted with a red box. Below the toolbar is a table with columns for Log number, Status, Type, Supplier name, Supplier ref, Text, Tax point, Due date, Net value, Vat value, and Gross value. The first row of data is highlighted in yellow.

St	Q	O	Di	Log numb	Status	Type	Supplier c	Supplier name	Supplier ref	Text	Tax point	Due date	Net value	Vat value	Gross value	Enter
				10260	P01 - New	Invoice	NEWHA	NEWHAM	888444	Clean supplies	29/08/2018 0	29/08/2018 0	£500.00	£100.00	£600.00	Ter

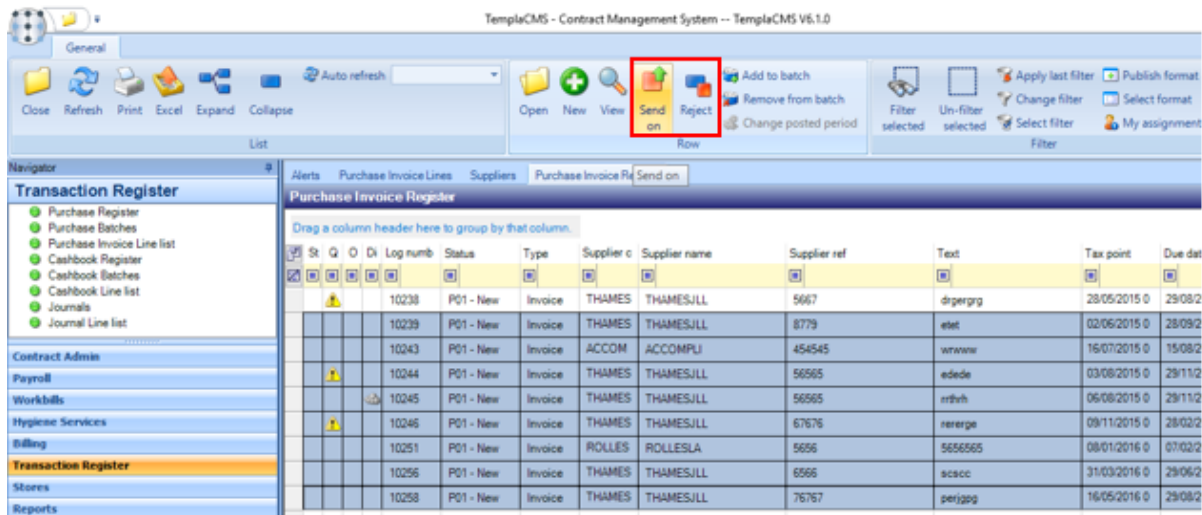
If an invoice has been removed from the batch, it will show in the Purchase Register as 'not batched' and can be added to a different batch at a later stage.

POSTING

Bulk purchase invoice approval

All purchase invoices have to be sent for approval before they can be posted.

The Send on and Reject button available on the Purchase Invoice Register allow the approval or rejection of multiple invoices at once rather than requiring the user to open each in turn.

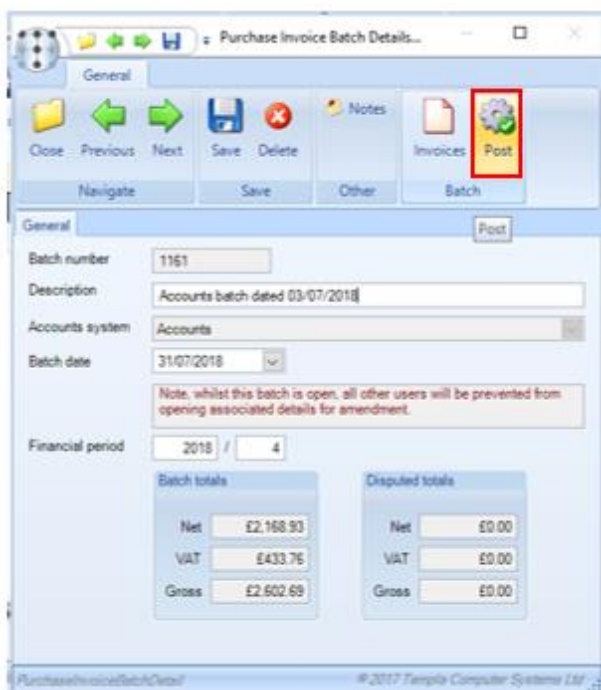


These buttons can be used when selecting multiple PI rows, or when the list is grouped, by selecting a grouping row.

Posting a Purchase Invoice batch

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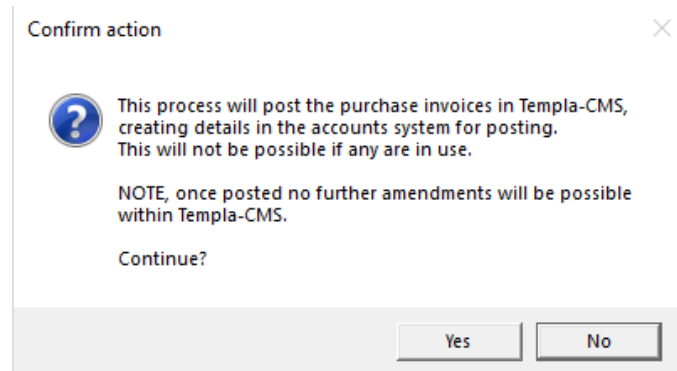
Once all the purchase invoices have been approved, the Post button will become enabled on the Purchase Invoice Batch Details screen:



The front screen will give a summary of the *batch and disputed totals*. From the *Invoices* option changes can be made to invoices and credit notes before posting the batch.

Purchase invoices can also be *deleted* from the batch, or removed so that they can be added to a different batch at a later stage if required.

On clicking on *Post* the user will be prompted with the following screen:



Click on *Yes* to continue. On posting the batch purchase invoices and credit notes will be sent to *Access Dimensions* (please see below section for further information on this).

ACCESS DIMENSIONS

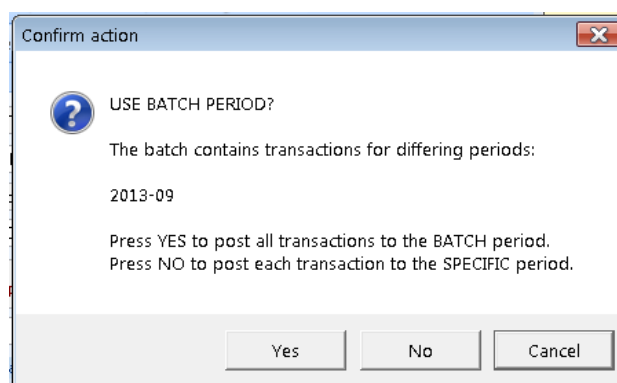
- In **TemplaCMS**, make a note of the Batch number when posting the *Purchase Invoice* batch.
- In *Access Dimensions* the posted batch will appear in the *Post batch* option accessible from the *Creditors* menu.
- On the batch selection screen enter the batch reference no as CMSPI#, where # is the batch number as noted above. Click on *Display* to view all the transactions posted from **TemplaCMS** with this batch number.
- Toggle all the entries to *Yes*, then click on the *Green tick* and *Yes* to post the transactions to the accounts.

Batch period control

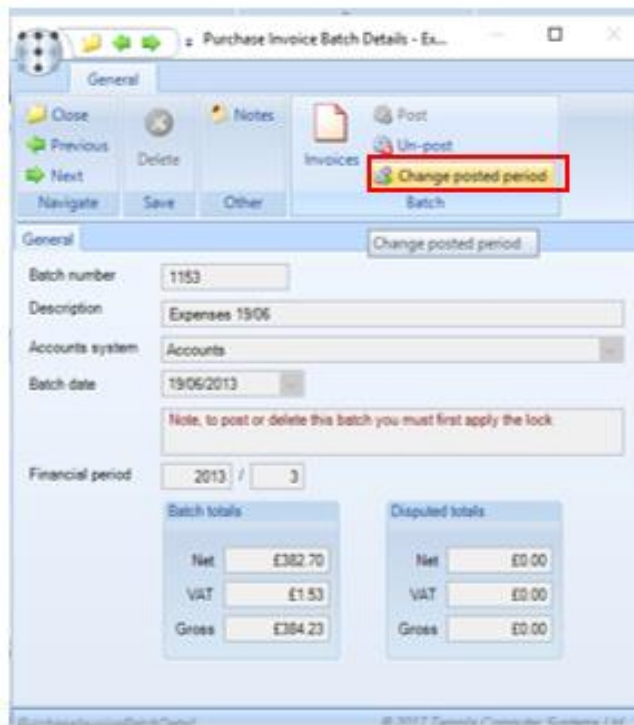
When a purchase invoice batch is created in **TemplaCMS**, the respective purchase ledger year and period are automatically retrieved based on the batch end date if the period is not already closed, or the current period if it is. Manual override is allowed by users with the **PurchaseInvoice Batch.PeriodAmend** function who are then presented with a warning that the period is out of line.

Purchase invoice batches may contain invoices with a mixture of invoice dates that could be posted into separate periods within *Access Dimensions*. At posting time, the possible period of each invoice is determined, and where more than one period may be targeted and is open, the user will be warned of this and presented with the following options:

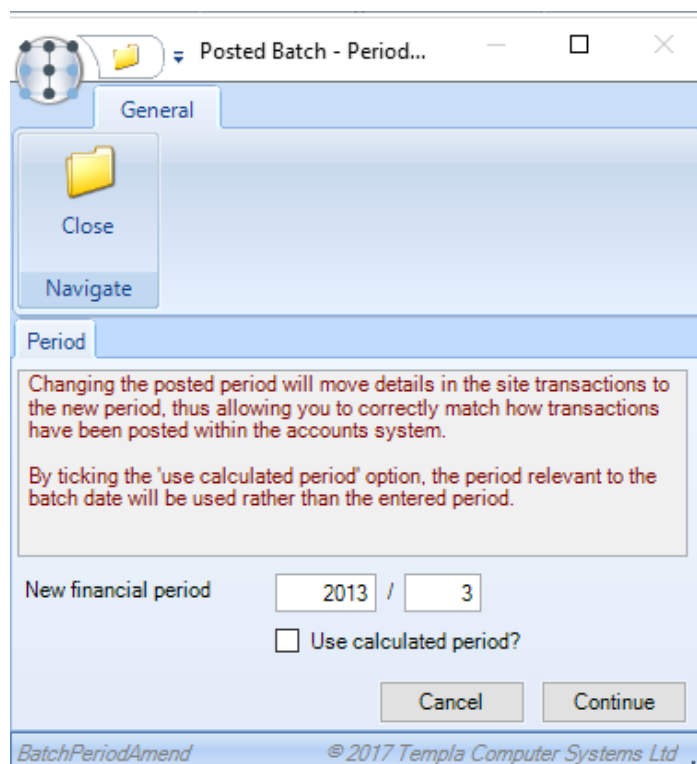
- Apply the batch period to **all** invoices – *Yes* on the confirm action screen
- Apply the determined period to **each** invoice – *No* on the confirm action screen



A user with the **'InvoiceBatch.PeriodAmend'** function will also be able to amend the year and period of an already posted invoice batch via the *Change posted period* button. This can be used where the posted period in *Access Dimensions* have changed since the **TemplaCMS** batch was posted.



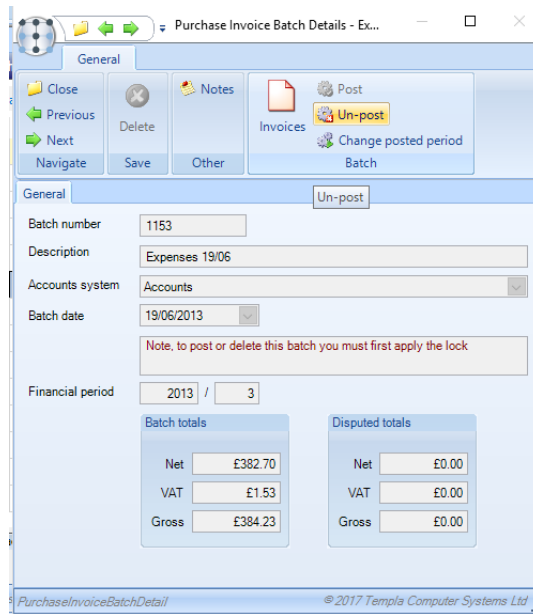
The below *Posted Batch - Period amend* screen explaining the procedure and allowing the calculated period to be used will appear. On selecting *Continue* this will update all invoices in the batch:



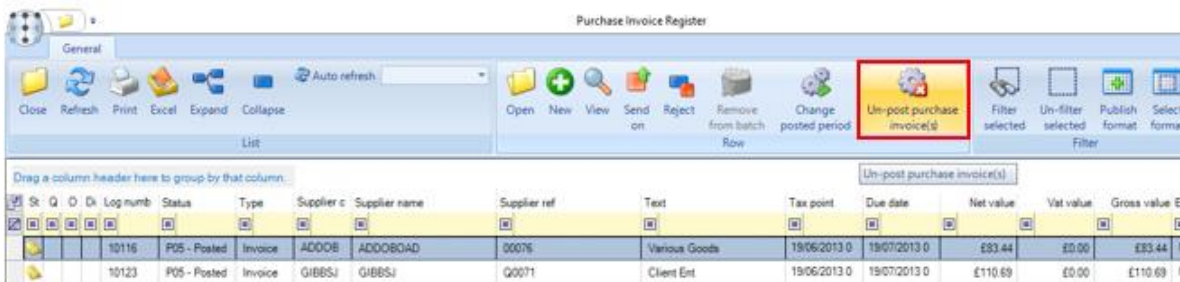
Users with the **'InvoiceBatch.PeriodAmend'** function are also able to alter the period at individual invoice level and are presented with the same screen. In both cases, site transactions will be rebuilt.

Un-posting a batch or individual invoices

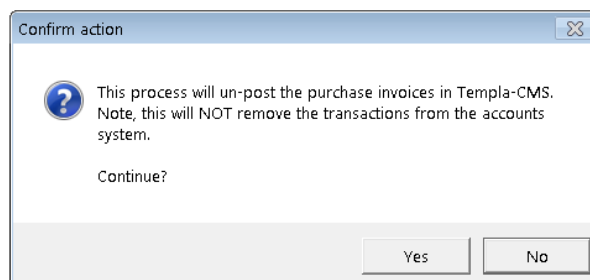
Authorised users are able to un-post a purchase invoice batch from within TemplaCMS via the Un-post button:



For an authorised user, individual invoices within a single posted sales invoice batch can be un-posted without un-posting the entire batch of invoices. This can be done double-clicking on the posted batch and then clicking on *Invoices*. On the invoice list screen, select the individual invoices that need to be un-posted and click on *Un-post purchase invoice(s)*:



The following warning message will appear:



This will only un-post the invoices in Templa-CMS and will not remove them from the accounts system and thus any invoices would need to be manually credited in the accounts.

On clicking Yes, the following will happen:

- A new purchase invoice batch will be created
- The selected invoices will be moved to the new batch, and marked as un-posted
- The original (now smaller) batch will be re-summarised to 'site transactions', i.e. the value of the un-posted invoices will be removed from the reporting database

- The state of any affected stores orders (or indeed work-bills) will be re-assessed, and therefore set back to ‘not purchase invoiced’

Following the un-post, and based on whether further rollback is required (e.g. of GRNs), the user may then decide to delete the new purchase invoice batch and its invoices, or amend the invoices to re-match to the correct stores orders.

Note: it will remain the user’s responsibility to raise any necessary credits and post it to Dimensions.

SETTLEMENT DISCOUNT

Settlement discount retrieval

Some customers may use settlement discounts in the accounts system (*Access Dimensions*) and therefore may require the ability to pull this information into **TemplaCMS**.

With the Retrieve *purchase invoice settlement discount* checkbox ticked on *System Control*, the following columns will appear on the Purchase Register and Purchase Invoice line list:

- Predicted settlement discount value
- Actual settlement discount value
- Settlement discount date

Any posted purchase invoice where settlement terms exist but where retrieval has not yet been completed will show a predicted settlement discount value. Once settlement discount has been retrieved, the predicted value will show as zero, being replaced by an entry in the actual value column.

A ‘settlement discount retrieval’ process is scheduled to run overnight. When run, this examines all posted purchases invoices in **TemplaCMS** to which settlement discount could apply (i.e. it was posted with non-zero settlement terms), but that have not yet had settlement discount retrieved.

For each invoice, the associated *Access Dimensions* transaction is checked to confirm whether it has been paid. Where paid, the settlement discount value from the payment will be retrieved (along with the date of the payment) and stored against the purchase invoice line to which it relates.

Note that within *Access Dimensions* a single payment can be made across multiple purchase invoices, and not all of the invoices relating to a single payment may have had settlement discount applied at the same rate. In this situation, *Access Dimensions* does not record which invoices the settlement discount taken applies to, just the total value of the discount. Where a multi-invoice payment is found, the value of the settlement discount is split between the invoices based on their relative predicted settlement discount values. *As a result, where one or more invoices have had a different settlement discount rate applied than was predicted, the retrieval process will not be wholly accurate.*

Further, it should be noted that a single invoice may be paid in multiple stages. For the purposes of this process once the first payment has been detected for an invoice, the retrieval of settlement discount will occur, and as such subsequent payments will not trigger further retrieval of settlement discount.

On completion of processing, the necessary settlement discount site transactions for any affected purchase invoices will be generated. In doing so, the cost type and date of the site transactions will be determined as follows:

- *Cost type* – if specified, the *Purchase settlement discount cost type* on *System Control* will be used, but if not specified then the original cost type for the purchase invoice line will be used.
- *Date* – either the payment date or the original invoice date will be used based on the *System Control* setting.

Settlement discount accrual

When generating accruals for a purchase settlement discount run, the process identifies purchase invoices that are posted with an invoice date on or before the accrual financial period, that are not already paid (or part paid, as discussed above), and where settlement discount could apply (i.e. posted with non-zero discounted settlement terms).

For each purchase invoice, the predicted settlement discount value will be used to generate an accrual, where the cost type is determined as per section 3 above.

Note, where a purchase invoice is unpaid for multiple periods, therefore, it will continue to accrue period on period until such time as payment or part payment actually occurs.

For further information on the accrual process please see our *TemplaCMS Accrual Manual*.

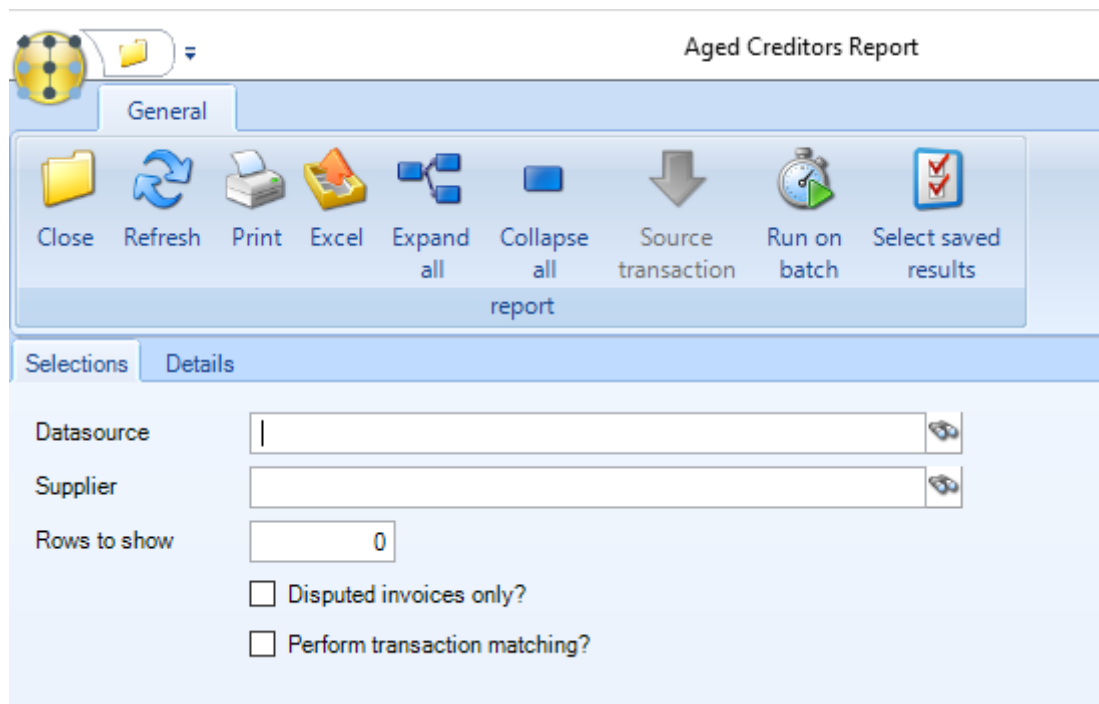
AGED CREDITORS

Aged creditors list

Whilst *Access Dimensions* provides aged creditor reporting, this can only be at client level, and is unable to be sorted and sub-totalled based on the business analysis structure in **TemplaCMS**.

More flexible creditors report by site (and therefore business analysis level) has been provided within **TemplaCMS** and can be access from the Reports > Contracts & Sites menu.

When selected the report presents the following selection criteria:



The screenshot displays the 'Aged Creditors Report' interface. At the top, there is a title bar with a globe icon and a folder icon. Below the title bar is a 'General' tab. Underneath the tab is a toolbar with the following icons and labels: Close (folder), Refresh (circular arrows), Print (printer), Excel (spreadsheet), Expand all (two blue squares), Collapse all (blue square), Source transaction (downward arrow), Run on batch (clock), and Select saved results (checkbox with checkmark). Below the toolbar is a 'report' label. Underneath the toolbar is a 'Selections' section with two tabs: 'Selections' and 'Details'. The 'Selections' tab is active. It contains the following fields and options: 'Datasource' (text input field), 'Supplier' (text input field), 'Rows to show' (text input field with '0' entered), and two checkboxes: 'Disputed invoices only?' and 'Perform transaction matching?'.

Datasource – select the relevant datasource.

Supplier – select a single supplier or leave blank for all suppliers.

Rows to show – when entered, for example 10, the 10 suppliers with the credit due will be displayed. Leave this field blank if a report with all suppliers are required.

Disputed invoices only? – tick to run the report for disputed invoices only.

Perform transaction matching? – tick if transaction matching should be performed and included in the report.

On clicking the *Details* tab the report will be generated. Outstanding transactions will be extracted as at the current date and each transaction is aged using the ageing method defined within *Access Dimensions* (months or days). Where a matching purchase invoice is found in **TemplaCMS**, the ability to drill into the original purchase invoice transaction is provided.

Aged Creditors Report

General

Close Refresh Print Excel Expand all Collapse all Source transaction Save results Run on batch Select saved results report

Selections Details

Aged Creditors report

Drag a column header here to group by that column.

Datasource	Supplier code	Supplier description	Balance	Future	Up to 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Unallocated debits
Accounts	ASMACHIN	ASMACHIN	£1,810.93	£0.00	£0.00	£0.00	£0.00	£1,810.93	£0.00
Accounts	ACCOMPLI	ACCOMPLI	£59,375.65	£0.00	£0.00	£0.00	£0.00	£59,711.65	£-336.00
Accounts	ADMIRALG	ADMIRALG	£673.78	£0.00	£0.00	£0.00	£0.00	£673.78	£0.00
Accounts	ALBANYEN	ALBANYEN	£144.00	£0.00	£0.00	£0.00	£0.00	£144.00	£0.00
Accounts	ALLCLEAN	ALLCLEAN	£72.84	£0.00	£0.00	£0.00	£0.00	£72.84	£0.00
Accounts	ANGELSPR	ANGELSPR	£1,519.00	£0.00	£0.00	£0.00	£0.00	£1,550.20	£-31.20
Accounts	ANGLOOFF	ANGLOOFF	£-6.00	£0.00	£0.00	£0.00	£0.00	£3.54	£-9.54
Accounts	AQUAJET	AQUAJET	£86.34	£0.00	£0.00	£0.00	£0.00	£86.34	£0.00
Accounts	ATEL	ATEL	£1,188.00	£0.00	£0.00	£0.00	£0.00	£1,188.00	£0.00
Accounts	AXMINSTE	AXMINSTE	£840.00	£0.00	£0.00	£0.00	£0.00	£840.00	£0.00
Accounts	BICRAWSH	BICRAWSH	£279.60	£0.00	£0.00	£0.00	£0.00	£279.60	£0.00
Accounts	BRENTWOOD	BRENTWOOD	£394.40	£0.00	£0.00	£0.00	£0.00	£394.40	£0.00
Accounts	CAMBIUM	CAMBIUM	£434.70	£0.00	£0.00	£0.00	£0.00	£434.70	£0.00
Accounts	CAPITAL	CAPITAL	£1,414.55	£0.00	£0.00	£0.00	£0.00	£1,414.55	£0.00
Accounts	CATER	CATER	£173.20	£0.00	£0.00	£0.00	£0.00	£173.20	£0.00
Accounts	CDWASTEM	CDWASTEM	£351.40	£0.00	£0.00	£0.00	£0.00	£351.40	£0.00
Accounts	CITYLOND	CITYLOND	£66.00	£0.00	£0.00	£0.00	£0.00	£132.00	£-66.00
			£442,963.56	£0.00	£0.00	£0.00	£0.00	£476,620.67	£-33,657.11

The results are shown in a grid, summarized by supplier and allowing the view of detailed transactions by expanding the row. Standard grid functions to sort, group (and therefore sub-total), print, and export to MS/Excel are also available.

Clicking on 'Expand All' and 'Collapse all' toggle the list displayed between summary (as above) and detail mode.

Supplier details

Access to the aged creditor's report is also available via the *Aged credit* button on the *Supplier detail* screen. This provides direct access to the report, pre-filtered to the current supplier.

Supplier Detail - ABLESERV

General

Close Previous Next Save Notes Attachments Create mail Aged credit Transactions Record

Navigate Save Other Record

General Properties Contacts Dates Aged credit

Accounts system: Accounts

Code: ABLESERV Owned

Name: ABLESERV

Address: ABLESERV

Town:

County:

Postcode: GU95 1AE

Telephone:

Fax:

Website:

VAT: Standard Rate

Terms: From invoice date days 30

Default mailing contact: (not set)

Inactive?

VAT registration number:

Workbill supplier?

Consolidated WB format: Format 1-standard

PO Distribution

E-mail to contact (not set)

E-mail copy to originator WARNING -- orders will need to be printed manually

Self billing invoices

Default recipient contact (not set)

Cost type:

E-Trading

E-Trading?

Note, as the 'aged creditors list' is associated with a securable function, only authorized users will be able to access this via the navigator or supplier.

TRACEABILITY

TemplaCMS determines a link between **TemplaCMS** source transactions, and their *Access Dimensions* nominal ledger posting. A number of tools have been provided within **TemplaCMS** to reconcile the applications.

Transaction matching – audit number creation

Prior to posting transactions from **TemplaCMS** to *Access Dimensions*, a **TemplaCMS** audit number is stamped on the source transaction, for example, purchase invoice items.

Entered	Approved by	Approved	Accounts tran	Accounts audit	Quantity	Net value	Vet v
16/01/2012 1	TCMS - Templa-	24/01/2012 1	322525	1456	1	£152.90	£3
16/01/2012 1	TCMS - Templa-	24/01/2012 1	322530	1457	1	£71.37	£1
16/01/2012 1	TCMS - Templa-	24/01/2012 1	322100	1459	1	£249.60	£4
16/01/2012 1	TCMS - Templa-	24/01/2012 1	322359	1462	1	£122.32	£2
16/01/2012 1	TCMS - Templa-	24/01/2012 1	322623	1563	1	£30.58	£0
17/01/2012 1	TCMS - Templa-	24/01/2012 1	322715	1466	1	£887.38	£17
17/01/2012 1	TCMS - Templa-	24/01/2012 1	322714	1467	1	£651.47	£13
17/01/2012 1	TCMS - Templa-	24/01/2012 1	322116	1468	1	£887.38	£17
17/01/2012 1	TCMS - Templa-	24/01/2012 1	322500	1469	1	£40.84	£1

Transaction Reconciliation Enquiry

The *Transaction Reconciliation* report can be accessed from the *Reports > Contracts and Sites* menu. When selected this will present a selection criteria window allowing the following options:

General

Close Refresh Print Excel Expand all Collapse all

report

Selections Details

Datasource

TemplaCMS

Financial period /

Transaction type All

Transaction number 0

Accounts

Financial period /

Transaction number

This report can be used for reconciling the company for an entire period, or as a method of locating a single **TemplaCMS** invoice based on the *Access Dimensions* invoice number.

Once the relevant selections have been entered clicking on the *Details* tab will retrieve the information and display it as follows:

Status	Datasource	Transaction type	Transaction number	Date	Financial year	Financial period	Account	Value	Cost type	Transaction ID
Exceptions	Accounts	Sales invoice	14140/44686	01/09/2012 00:0	2012	6	DBCH	£1,165.60	Sub-Contracted Window Cleaning	89397
Exceptions	Accounts	Sales invoice	14140/44687	01/09/2012 00:0	2012	6	DBCH	£443.46	Washroom Services	89397
Exceptions	Accounts	Sales invoice	14140/44688	01/09/2012 00:0	2012	6	DBCH	£992.00	Sub-Contracted Periodics	89397
Not matched	Accounts	Sales invoice	14140/44689	01/09/2012 00:0	2012	6	DBCH	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14140/44690	01/09/2012 00:0	2012	6	DBCH	£123.43	Washroom Services	89397
Not matched	Accounts	Sales invoice	14141/44691	01/09/2012 00:0	2012	6	CSBW	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14141/44692	01/09/2012 00:0	2012	6	CSBW	£624.00	DOC revenue	89696
Exceptions	Accounts	Sales invoice	14141/44693	01/09/2012 00:0	2012	6	CSBW	£109.20	Waste - All Suppliers	89696
Exceptions	Accounts	Sales invoice	14144/44703	01/09/2012 00:0	2012	6	CEFS	£590.51	DOC revenue	89406
Not matched	Accounts	Sales invoice	14145/44704	01/09/2012 00:0	2012	6	CJRD	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	14145/44705	01/09/2012 00:0	2012	6	CJRD	£590.59	DOC revenue	89428
Exceptions	Accounts	Sales invoice	14145/44706	01/09/2012 00:0	2012	6	CJRD	£30.00	In House Periodics	89428

Any discrepancies found between the **TemplaCMS** and *Access Dimensions* details will be highlighted, and the row marked as an exception. The status column allows users to filter on *Exceptions*, *Not matched* and *Matched* transactions. #####Standard grid sorting, grouping (and therefore sub-totalling), printing and export to MS/excel options is available. Additionally, double-clicking on a selected row will display further details as well as allow drill down to the source transaction:

Transaction Reconciliation Details

General

Close Re-match Source transaction Record

Details Source transaction

Datasource: Accounts

TemplaCMS

Financial period: 2011 / 10

Transaction type: Purchase invoice

Transaction number: 26/35

Date: 06/01/2012

Account: THAMESME

Cost type: Re-chargeable Goods

Gross	Net	VAT
£146.78	£122.32	£24.46

Accounts

Financial period: 2012 / 10

Transaction number: 322359

Audit number: 1462

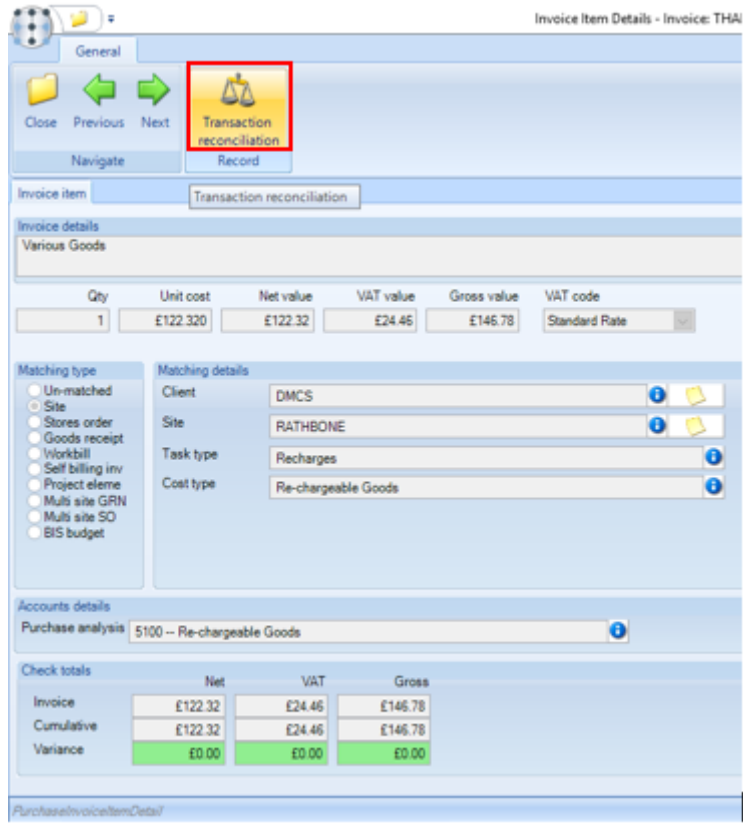
Date: 06/01/2012

Account: THAMESME

NL credit account: 2100 -- Creditors Control Account 10 - Current Liabilities

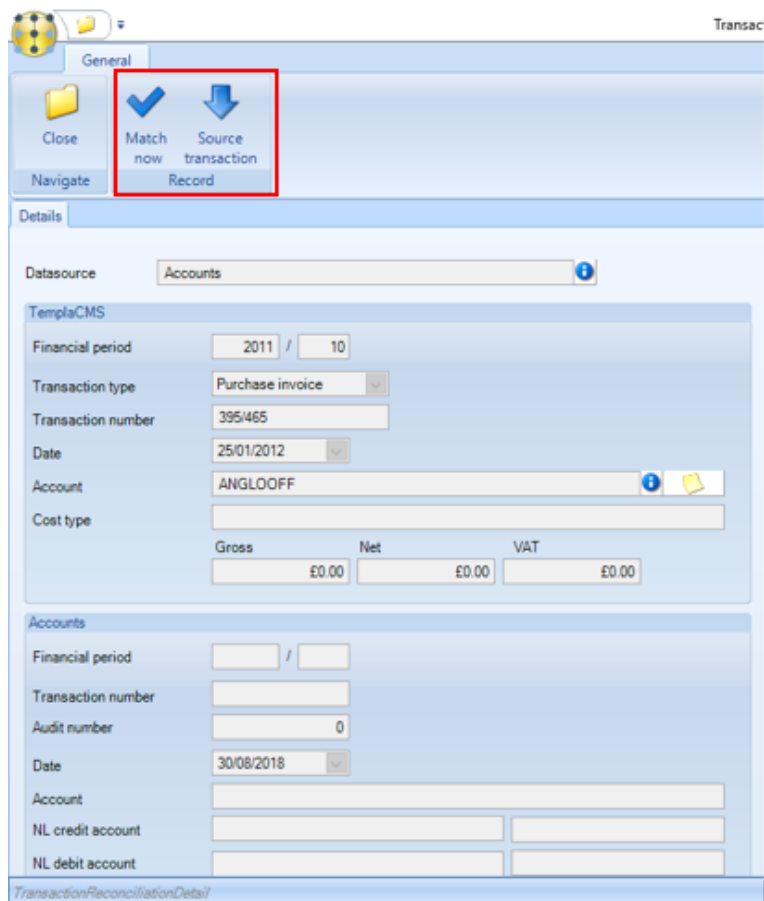
NL debit account: 5100 -- Re-chargeable Goods 2 - Cost of Sales

The transaction reconciliation details can also be viewed for a single **TemplaCMS** transaction audit number for example from clicking in the *Transaction reconciliation* button from a posted invoice line:



Match now - if the transaction is currently 'not matched' (i.e. the *Access Dimensions* details were not posted the last time a matching took place), the *Match now* button allow the user to process matching for just this transaction.

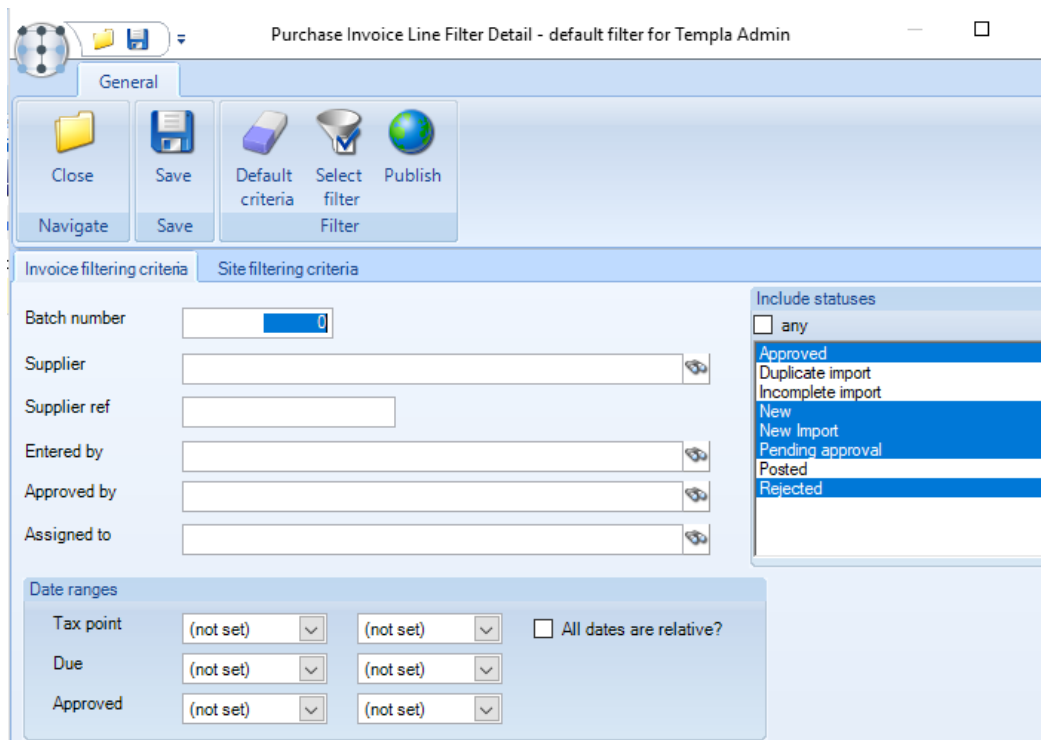
Source transaction - when pressed this allow the user to view the transaction source.



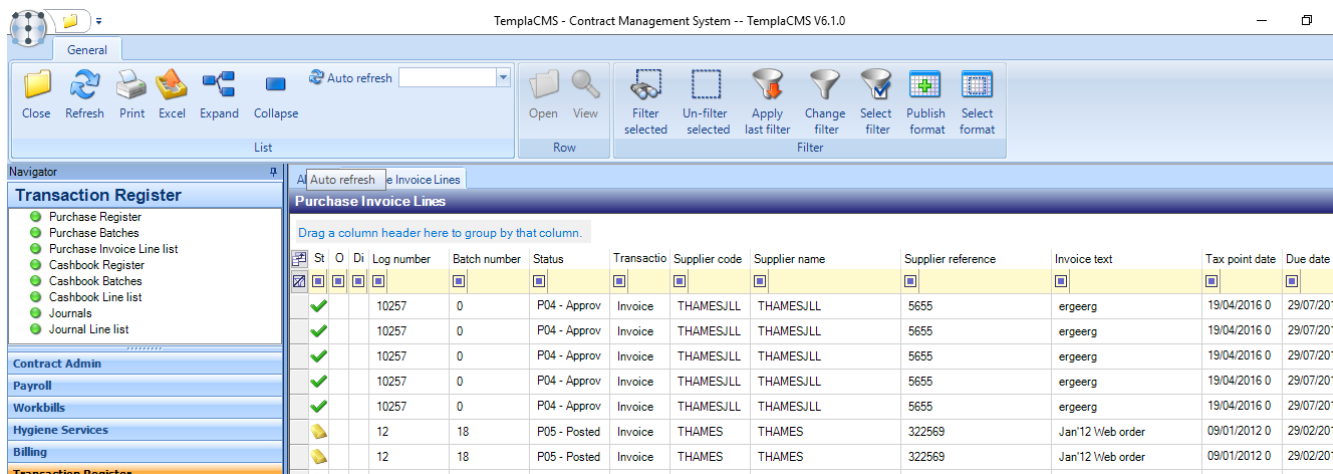
To complete the loop, from any one of these windows (however they were accessed), the *Transaction reconciliation* button allow access to the *Transaction reconciliation details* screen. In this way a user could start with a **TemplaCMS** invoice, and find the associated *Access Dimensions* details, or start with an *Access Dimensions* invoice number, and find the **TemplaCMS** details.

Purchase invoice line list

The purchase invoice line list accessible from the *Transaction Register* menu provides a filterable list of purchase invoices matching the selection criteria:



Columns are made up of a combination of purchase invoice header and footer details. As with all **TemplaCMS** grids, the ability to group, sort, fast-search, print or export (to MS Excel) the listed details is available.





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.