TEAM Software
by **WORKWAVE**

Reports

TEMPLACMS

Version: v.6.1.0 2019.09b

COMMERCIAL STATEMENT

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INTRODUCTION

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

REPORT ADMIN

There are a number of report writers in TemplaCMS which allows pre-defined reports to be configured and distributed to authorised users:

- Site Analyser
- Timesheet Analyser
- Stores Order Analyser
- QA Analyser

The set-up and configuration for the Site Analysis and Timesheet Analysis Reports are based on the same principles which will be outlined as follows.

Defining Analyser Reports

Reports can be pre-configured or created on the fly and published for later re-use. A new report can be created from *Reports Admin* option on the *Reports* menu via selecting the *Site Analysis* or *Timesheet Analysis* options.
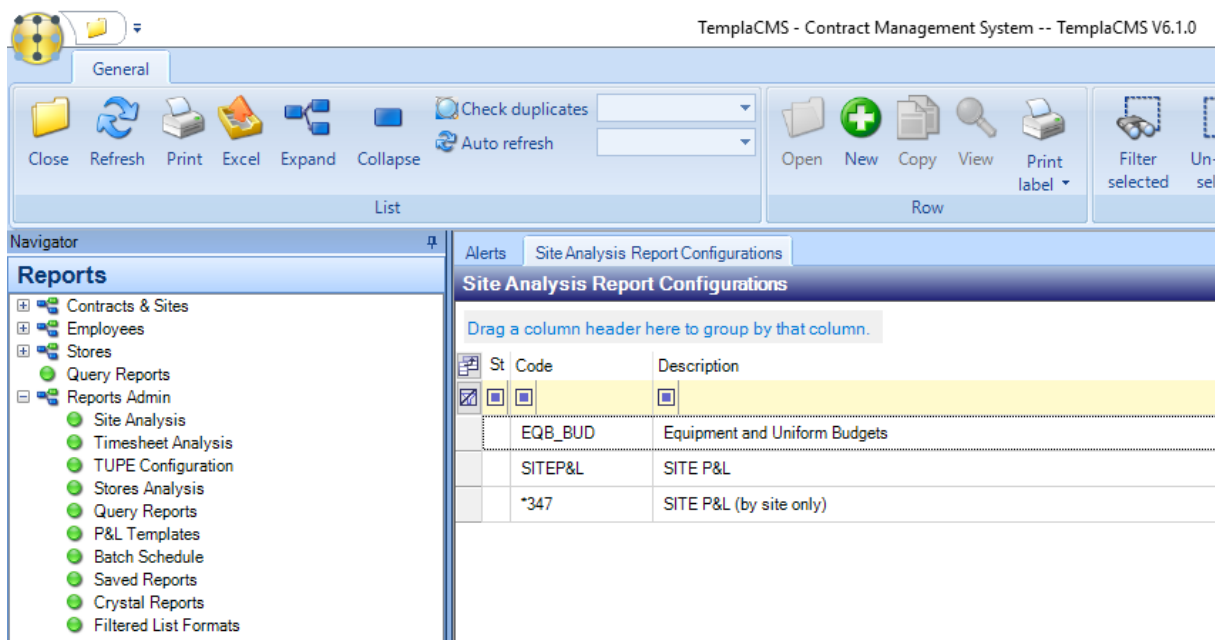

From the selected analysis option (i.e. Site Analysis or Timesheet Analysis), click on *New* to start creating the report.

To create a report, the following tabs on the 'Site / Timesheet Analysis Report Configuration Detail' need to be completed, namely: *Criteria*, *Columns*, *Measurables* and *Restricted users* (if applicable) – this is in addition to the filtering by analysis or properties.

CRITERIA

Optional criteria can be specified to subset the data. This needs to be left blank if the report is for the whole Company. A *Code* and *Title* should always be specified.
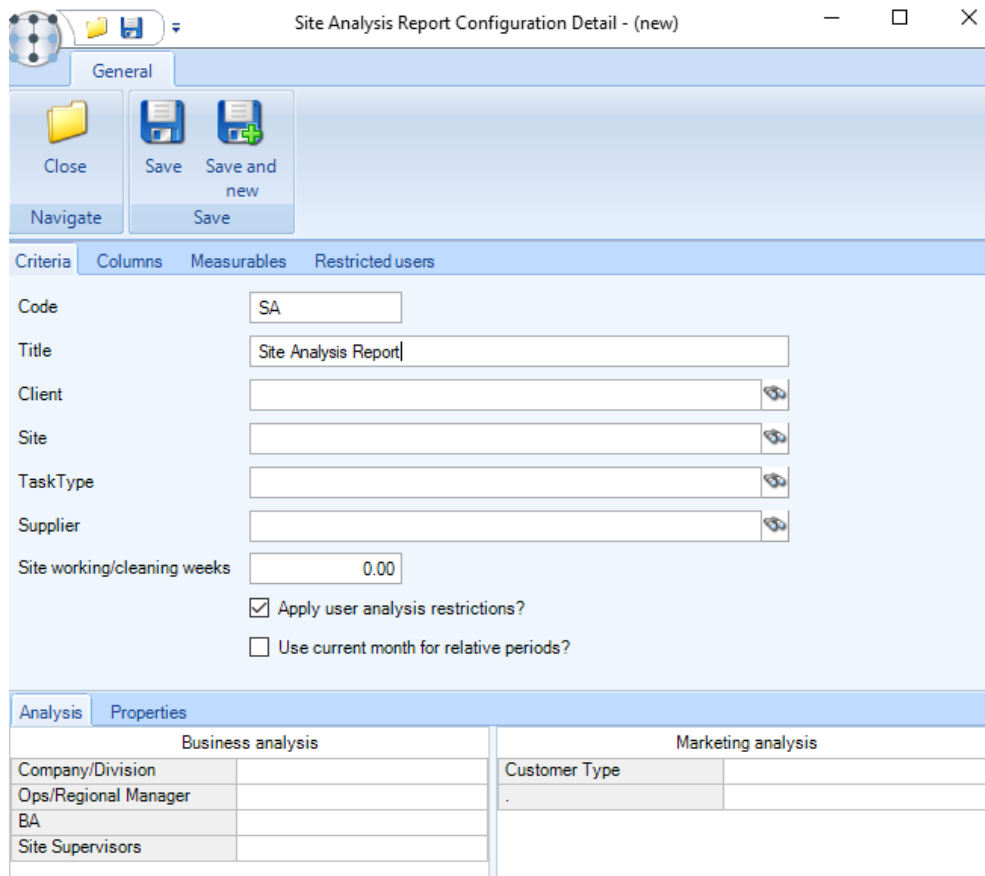
Code – enter a code for the report. If left blank the system will automatically generate a code when the report is saved.

Title – enter a title for the report

Client – if the report relates to a single *Client* select the relevant client. This can be left blank to include all clients, at the point of running the report it will be further possible to select a single *Client*.

Site – if the report relates to a single *Site* select the relevant *Site*. This can be left blank to include all *Sites*, at the point of running the report it will further be possible to select a single *Site*.

TaskType - if the report relates to a single *TaskType* select the relevant *TaskType*. This can be left blank to include all *TaskTypes*, at the point of running the report it will be further possible to select a single *TaskType* if needed.

Supplier - if the report relates to a single *supplier* select the relevant *supplier*. This can be left blank to include all *supplier*, at the point of running the report it will be further possible to select a single *supplier* if needed.

Site working weeks – enter the site working weeks if required.

Apply user analysis restrictions – when ticked any restrictions on the user such as datasource of B/A level will be applied to the report. Additional restrictions can be applied via the *Restricted users* tab.

Use current month for relative periods? – by default, an analysis report by period, with relative periods in use, the base period defaults to the current nominal ledger period. Where relative periods are used on a report and the *Use current month for relative periods?* When Option is ticked, the nominal period that reflects today's date will instead be used as the base period.

Analysis – if the report relates to a single *B/A level* select the relevant *level*. This can be left blank to include all *levels*, at the point of running the report it will further be possible to select a single *level*.

Properties – if the report relates to a single *site property* select the relevant *property*. This can be left blank to include all *property*, at the point of running the report it will further be possible to select a single *property*.
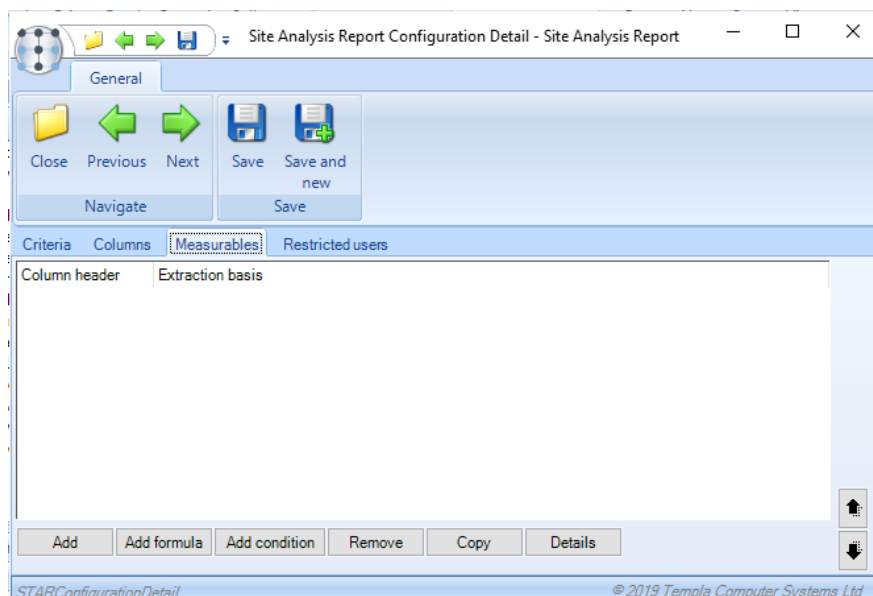
COLUMNS

Select the columns that should appear on the report via ticking the *Show* option against the relevant *Column* descriptions. *Columns* can be colour coded if required and the order columns appear in can be changed via highlighting one or more and using the up and down arrows to move them around on the list.
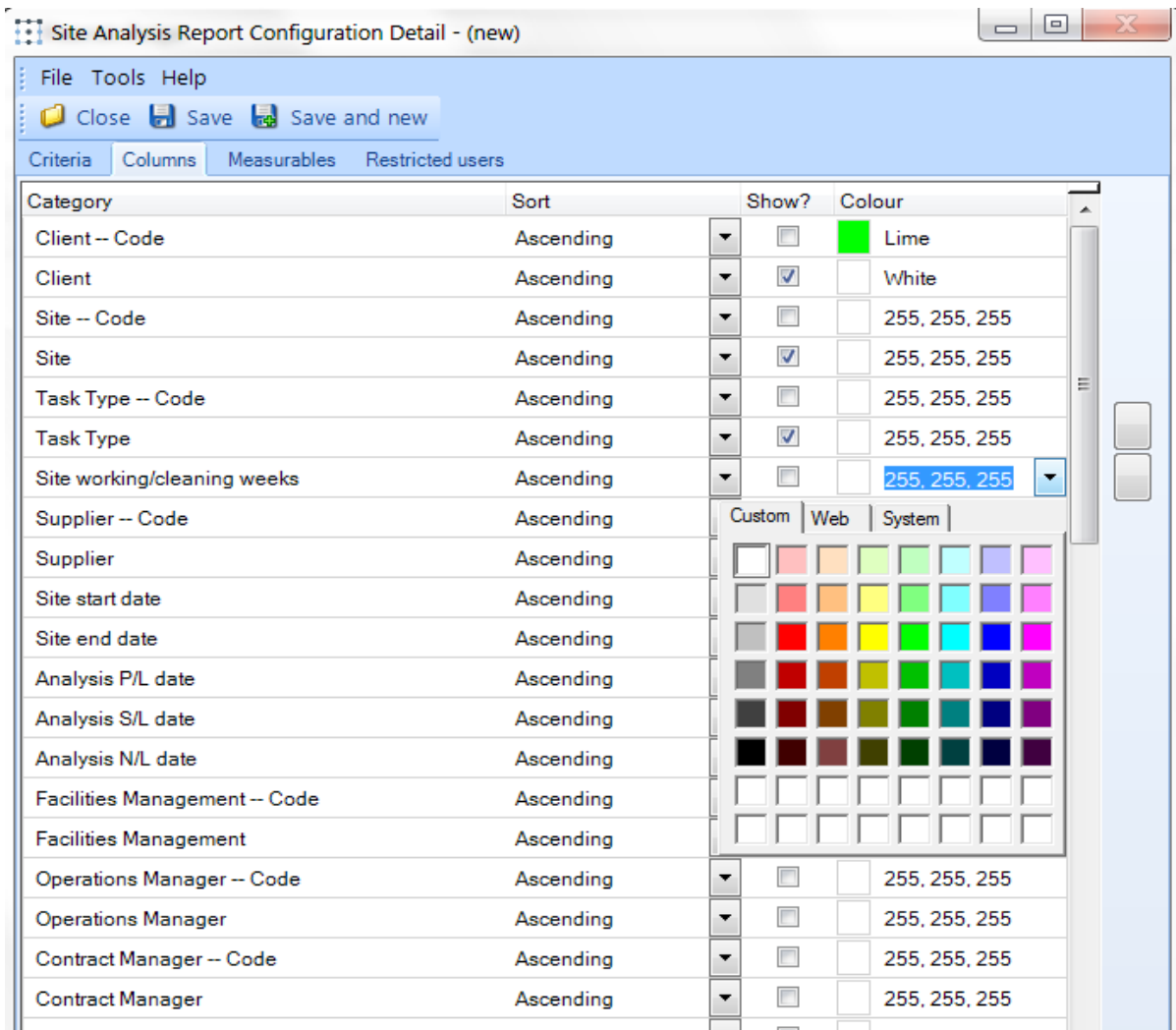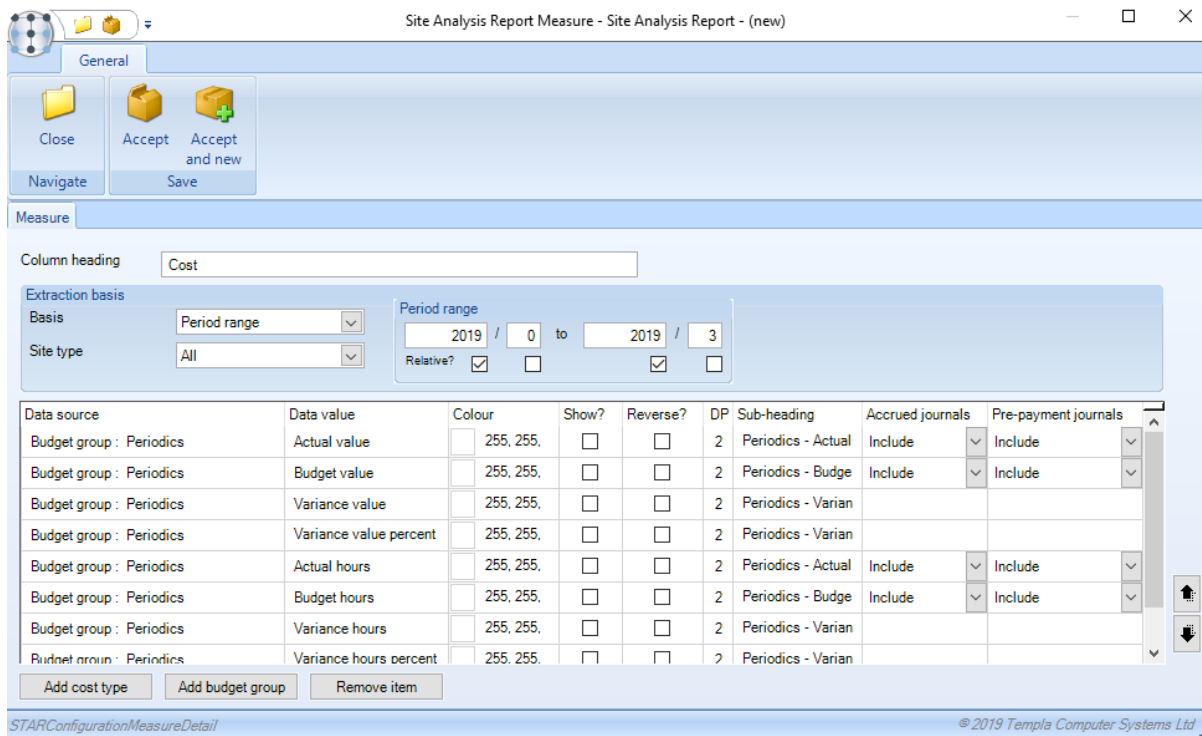

MEASURABLES

A report can have one or many *Measures*.

From the measure tab click on *Add* to start defining what will be measured in the report.

Column heading – enter a heading for a column or group of columns that will appear on a report.

Extraction basis

Basis – the options are *Date range*, *Period range* or *Week range*. In the case of *Period range,* it is possible to define if it is relative or not.

Site Type – the options are *All*, *Overhead* and *Standard*.

Period/Week/Date range – when the *Basis* of the report is set it is further possible to define the *Period*, *Week* or *Date* range

Relative – In the case of *Period range,* it is possible to define if it is relative or not.

Add Cost Type / Budget group - each measure can bring in multiple cost types and budget groups (a budget group is simply an accumulation of multiple cost types).

If *Accrual/Pre-payment journals* are used the effect of these on values reported can optionally be included/excluded when defining a *Cost Type/Budget group* on a report.

From the 'Measurables' tab users can also add columns based on calculations as well as conditional formatting.

Add formula - any of the columns/fields already included on the report can be used to build up the 'Calculation formula' by simply double-clicking on the relevant options in the *Data source* and *Operator* lists. The user can optionally define the number of decimal places, whether this should be displayed as a percentage and the colour of the column.
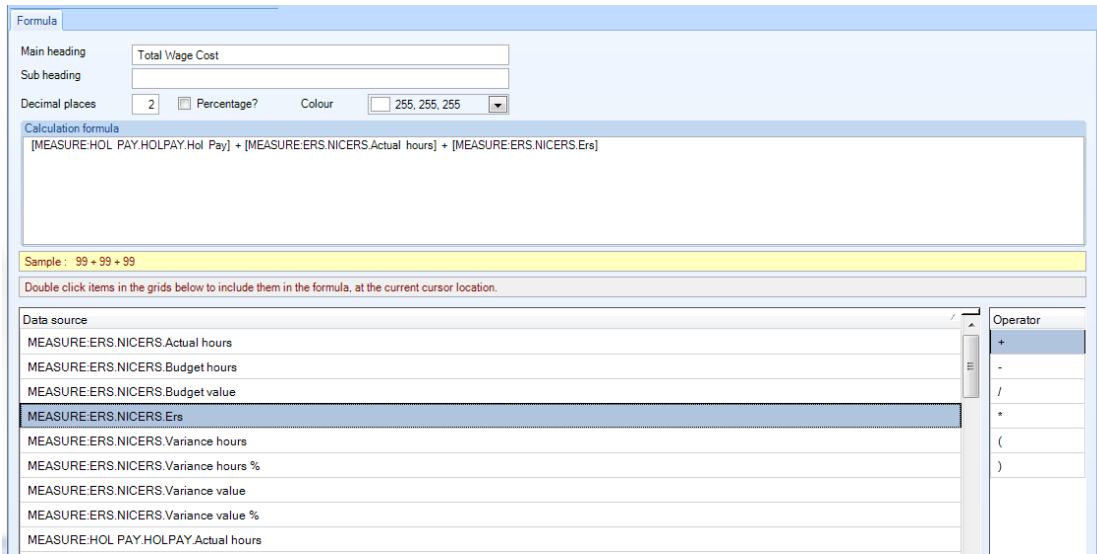

Add condition – this option operates similarly as *Add Formula* with the additional capability to define a colour if a certain condition is met for example where the Employers NIC actual cost is bigger than the Employers NIC Budget value highlight this in 'red'.
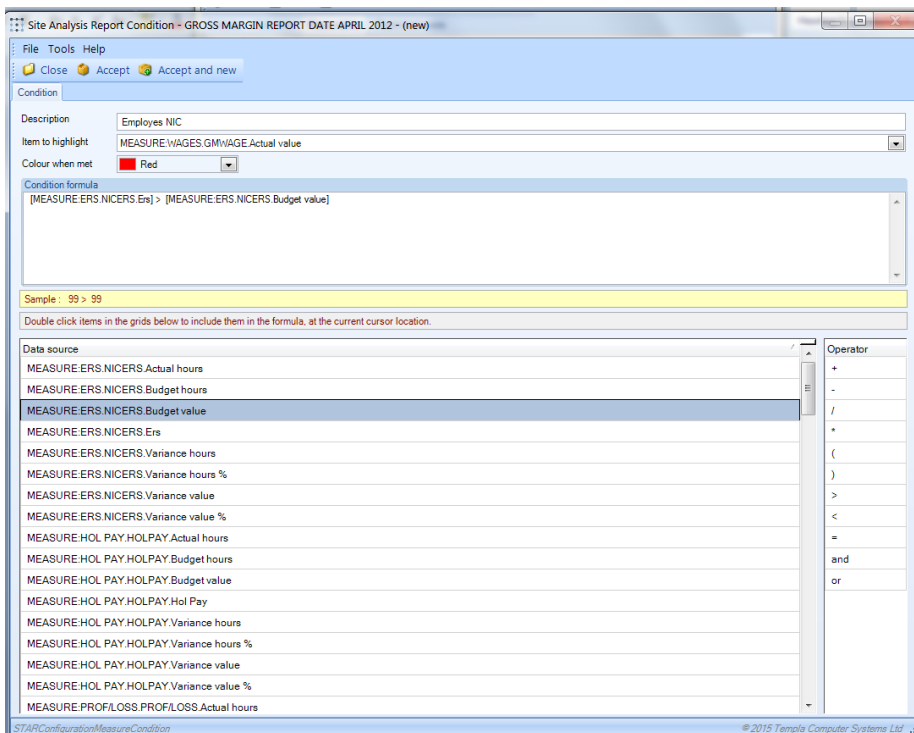
RESTRICTED USERS

From the *Restricted Users* tab it is possible to add users that will be allowed to see the report – if left blank all users on the system will be able to see / run the relevant report:
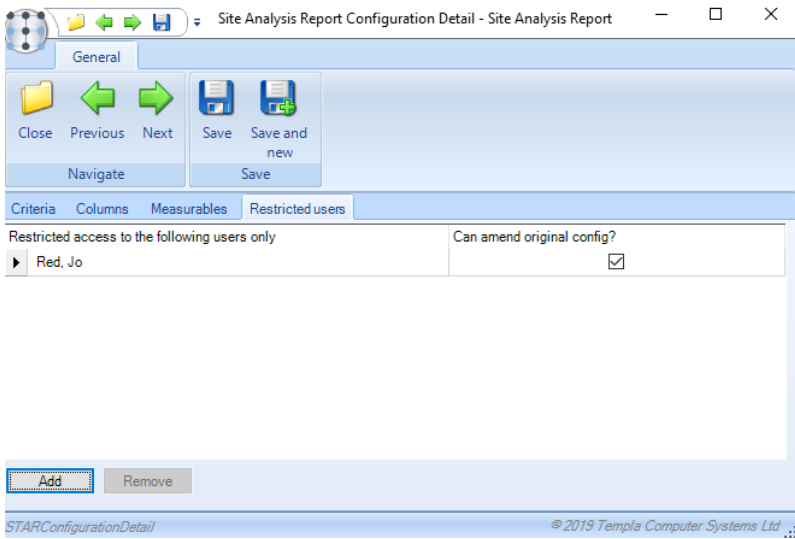

Can amend original config – with this option ticked the user will be able to amend the report configuration. If not ticked the user will only be able to run the report and cannot make any changes to it.

Running a Report

The *Site and Timesheet Analysis* reports can be run from the *Reports > Contracts & Sites* menu. Highlight the relevant report and click on Select.
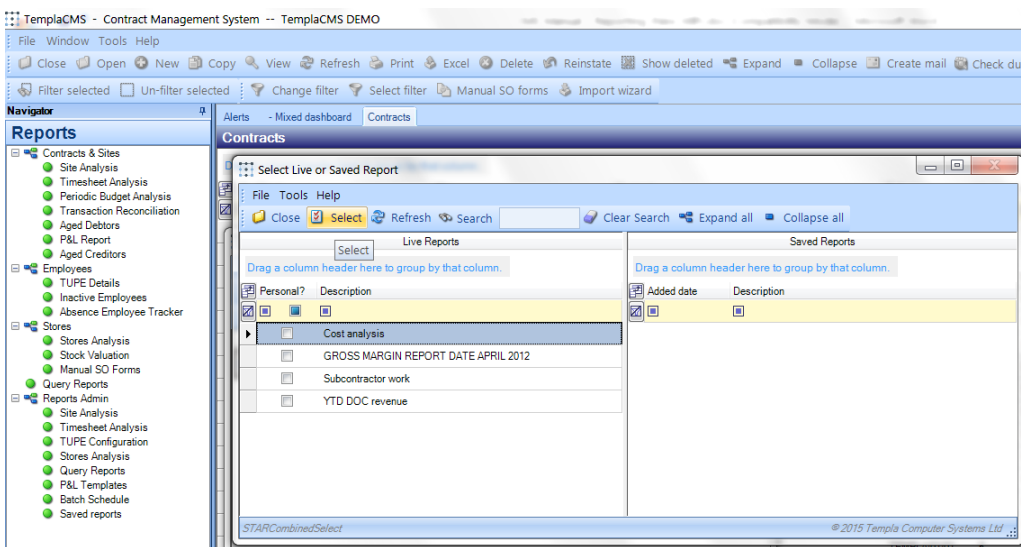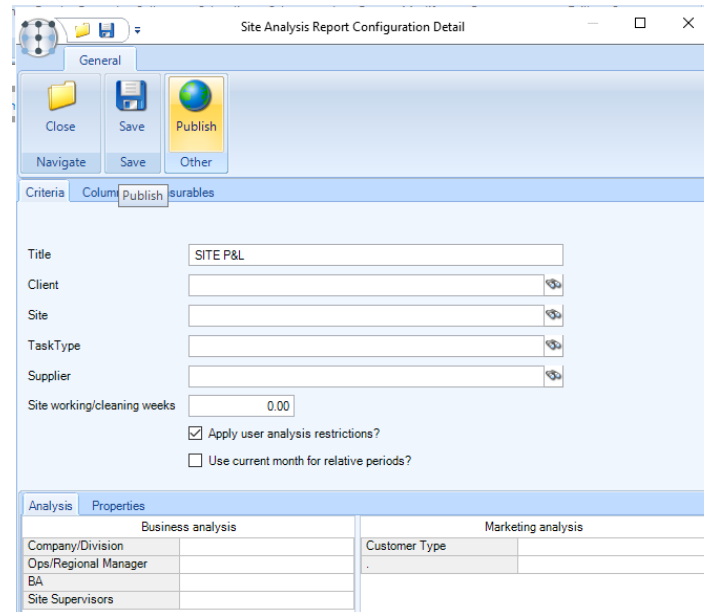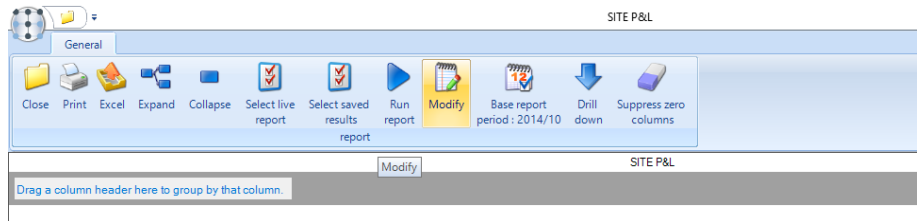

Click on *Run Report* to produce the report.
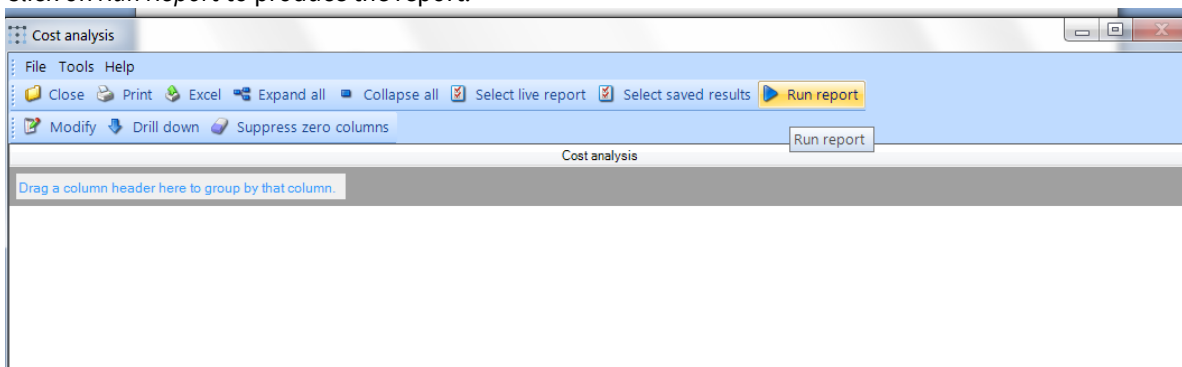
Modifying & Publishing a Report

Up to the point of running the report only the user who set it up can access it. If the report will be re-used, it can be published for use by other users.

On the same screen where the report is generated from (*Reports > Contracts & Sites*) click on *Modify:*

On the above screen click on *Publish* and enter a new or different '*Title*' for the report and either replace an existing report or '*Save as new*' if this is a new report (as shown overleaf).
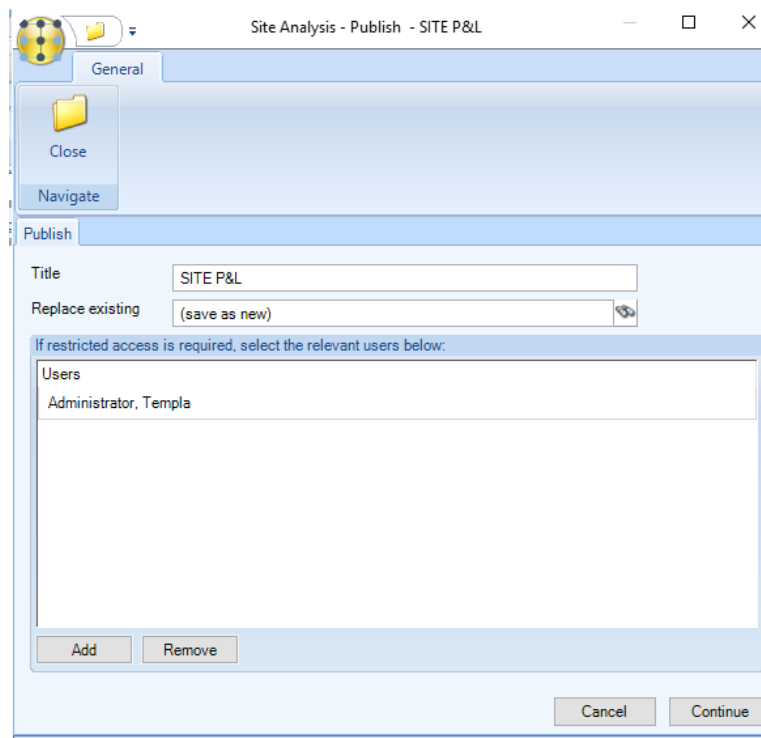
Users who should be able to see or run the report can be added at this point, click on *Continue* to publish.

The published report should now appear on the list as one of the reports to choose from:
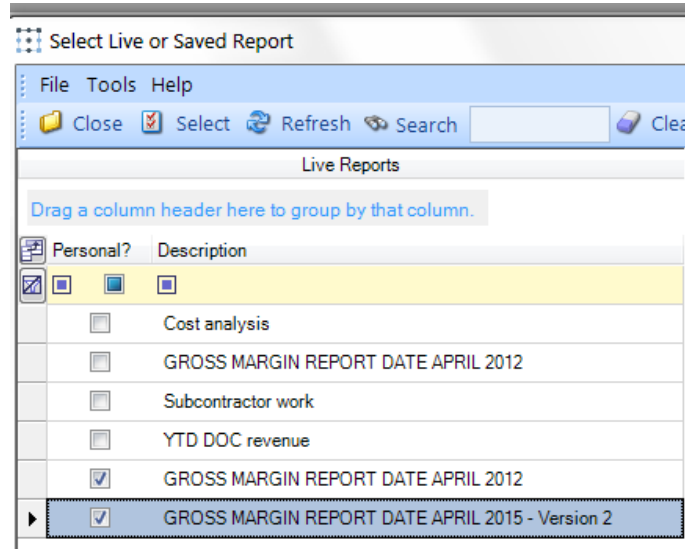

Users who have access to the report can now run the report, modify it if required and publish their own version of the report without affecting the 'Master' report that was configured from the *Reports Admin* menu.
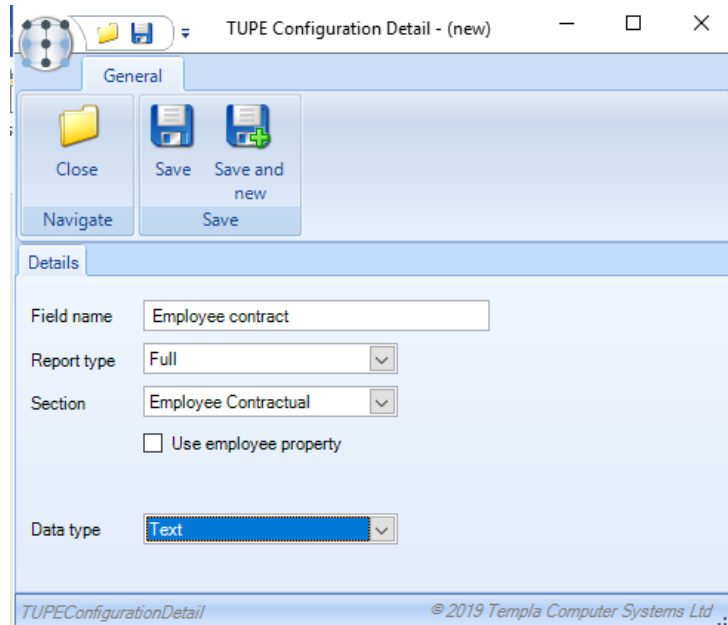
TUPE Reports

TUPE CONFIGURATION

Additional data fields to be used on *TUPE Reporst* can be configured from the *Tupe Configuration* option on the *Reports > Reports Admin* menu.
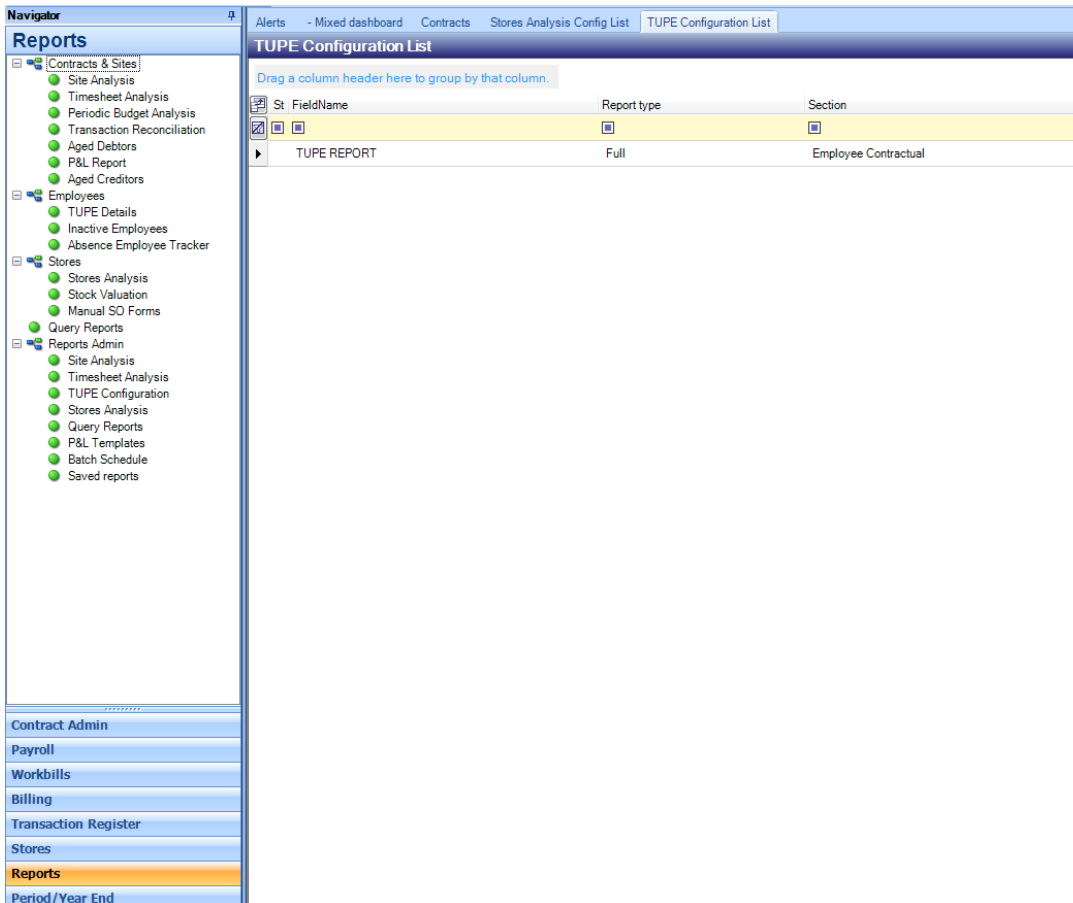
This enables the initial definition of any additional data fields that will be generated as columns during the data extract process, that can't be sourced from *TemplaCMS* or *SelectPay* static fields.

The full list of *TemplaCMS*, *SelectPay* and previously added manual fields will be presented, with the ability to add, amend or remove manual fields.

Any new fields that are added will be created to either generate a column heading so that the data can be manually entered when it has been downloaded to MS-Excel, or to cross-reference to an employee property. The manual field set up therefore require the following:

Field name - this will be used as the column heading in the TUPE list.

Report type - this determines if the field should be included on the Basic, Full or Both report(s).

Section: select the relevant report section:

- Site/Contract
- Employee-Personal
- Employee-Contractual
- Employee-Holiday & Leave
- Employee-Sickness
- Employee-Pension
- Employee-Other

At the point of running the report, the system will display all existing fields within the selected section and allow the new field to be placed anywhere in the section.

Use employee property - on checking this box, the list of employee properties will be displayed and one can be selected, from which the data will be retrieved, e.g. for sick pay or pension entitlement, CRB details, etc.

Data type - this can be used to specify if the new field is a 'date', 'check box', 'text' etc.

BATCH CREATION

A new *TUPE* batch can be created from the Reports > Employees menu: select *TUPE Details* and click on *New*.
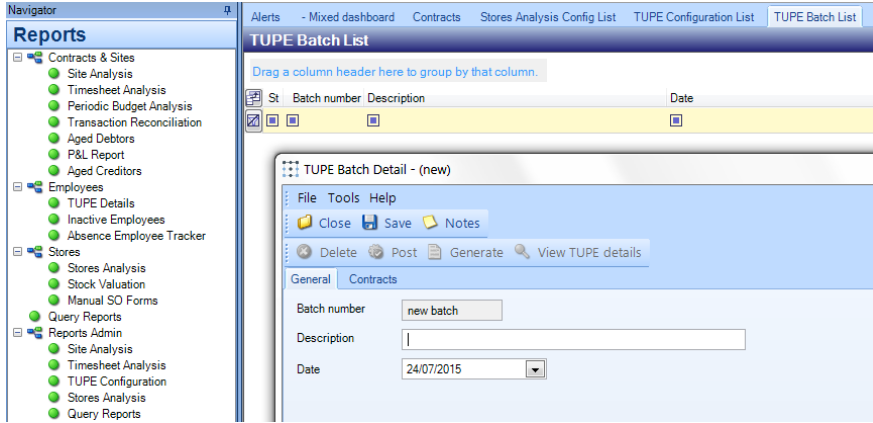
Enter a *description* and *date* – please note that only employees who are active on a site at the date entered will be included in the list.

From the *Contract* tab use the *Add Clients*, *Add Sites* or *Add contracts* options to select the site contracts that should be included in the batch:
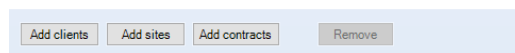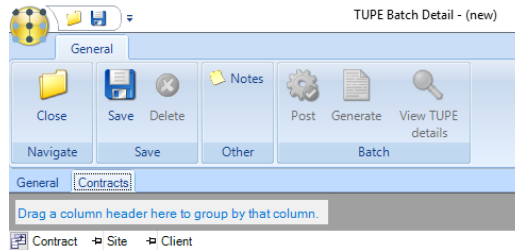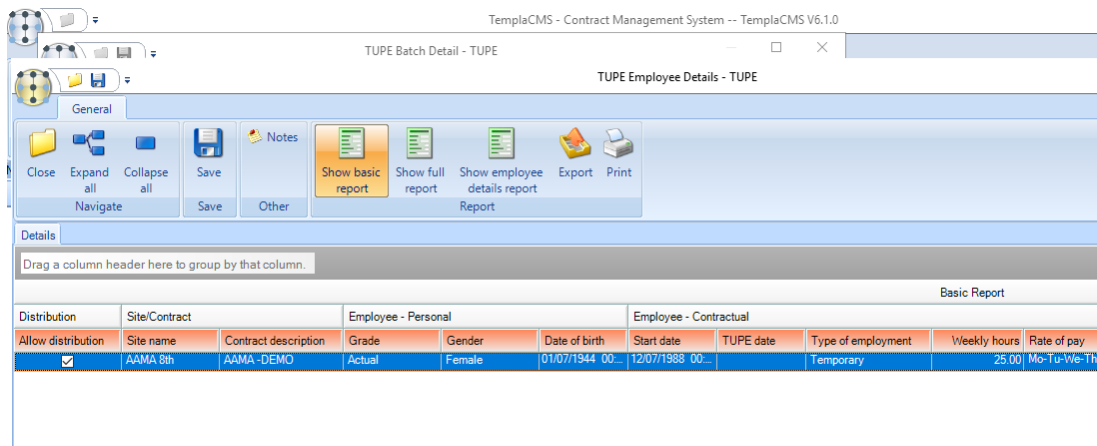

NB: Please note that a site contract can only exist in one active batch.

Once the site contracts have been selected click on *Generate* to create the *TUPE* Report

Once the report has been generated the *View TUPE details* button will become enabled:
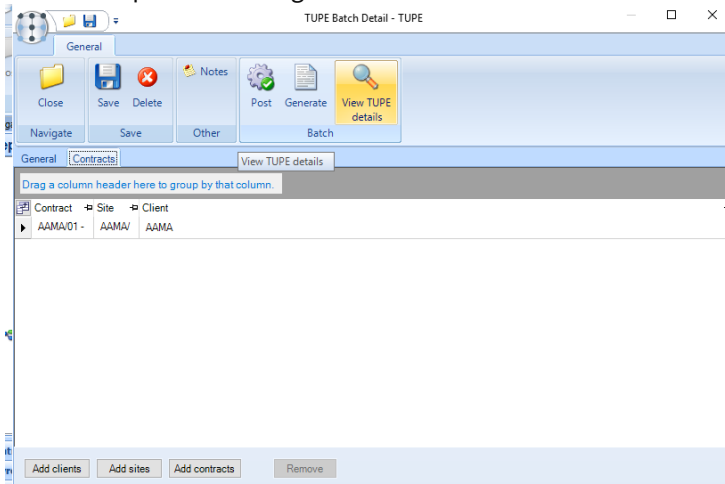
Click on *View* to display the *TUPE* details in the *BASIC* format.

Selecting the *Show full report* option provides more detail as opposed to the *Basic Report*.

This report can now be printed or exported to MS Excel.

On exit, the system retains all details within the batch. On re-access to the batch, the details can be refreshed by selecting 'Generate' again, otherwise, it will just allow access to the previously built data.

When the data has been finished with, the batch can be posted, which will enable it to be filtered from the current outstanding batches.
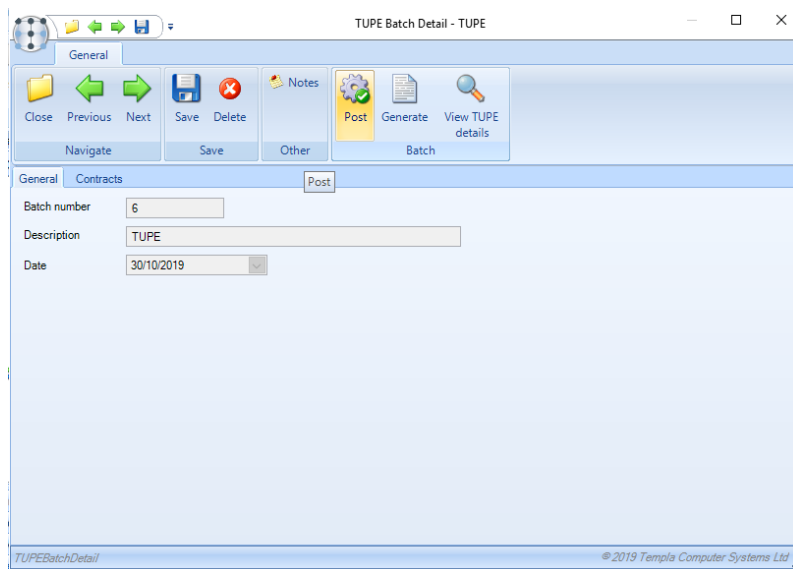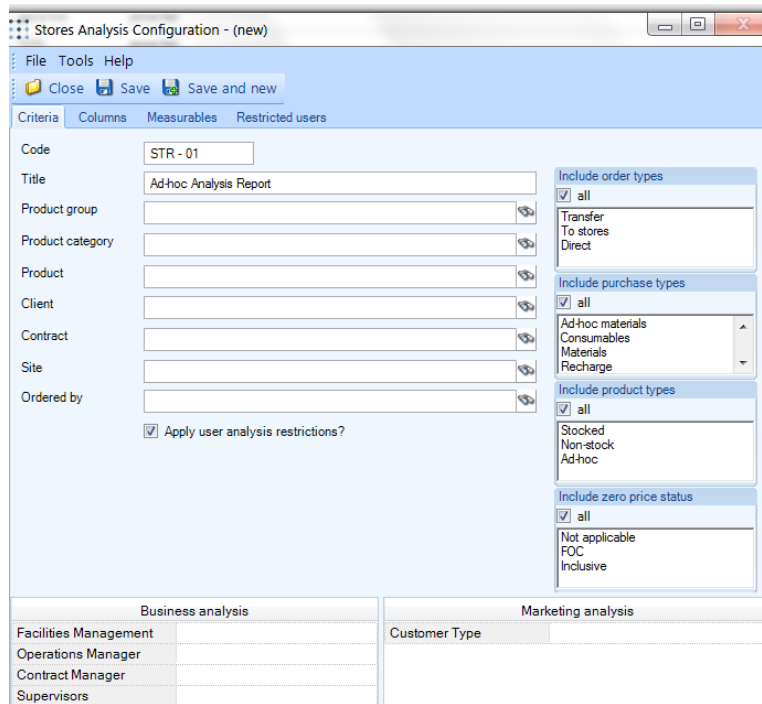
Stores Analysis

A *Stores Analysis* report can be created from the Reports > Reports Admin menu.

NB: this report works in a very similar way to the *Site and Timesheet Analysis* options (see above) so the only differences will be pointed out in the details below.
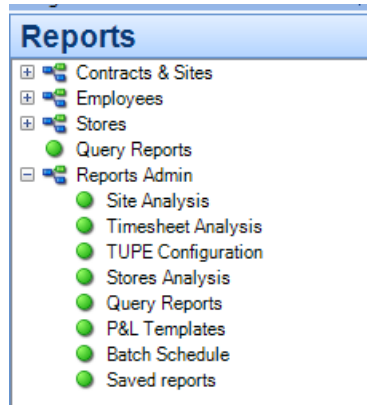
From the *Stores Analysis* option click on *New* to create a new report and ensure the *Criteria*, *Columns*, *Measurables* and *Restricted users* (if applicable) tabs are completed.

Criteria - on the *Stores Analysis* additional options to include order types, purchase types, product types and zero price statuses exist. These will default to include 'all' but can be un-ticked and the relevant option highlighted to include it in the report.
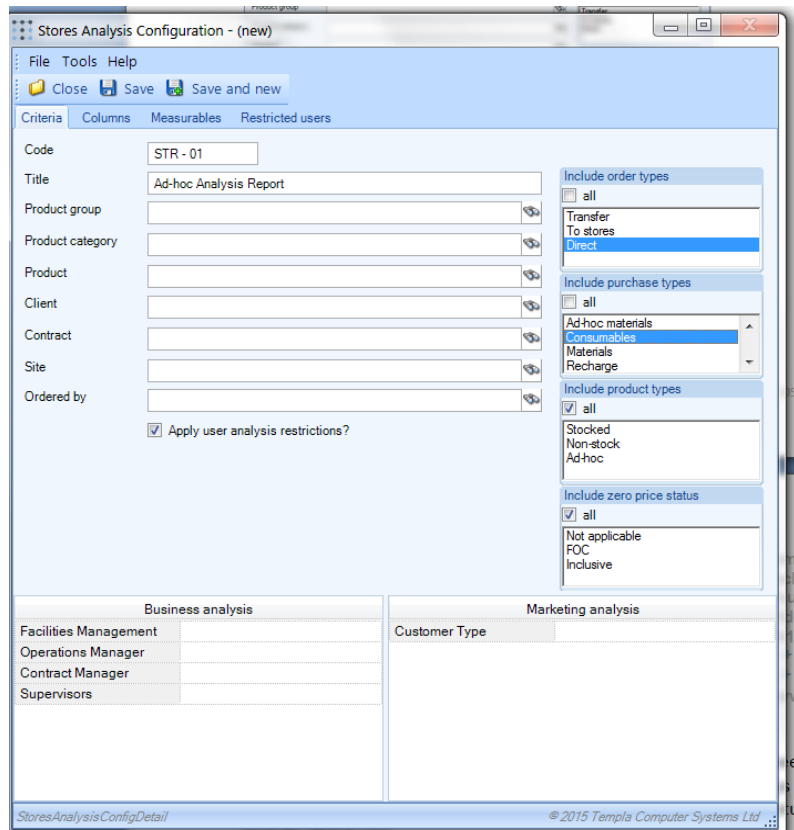

Columns - these options available will be related to Stores only.

Measurables - the 'Extraction basis' works the same as for the other analysers but a pre-defined list of stores related options to choose will appear. The Revenue, Cost, Profit and Profit percentages are predictive based on what these values would be if the current orders on the system are processed to completion, i.e. purchase invoice matched or the customer invoiced.

The *Ordered quantity*, *Received quantity* and *Delivered quantity* is self-explanatory.

The *Invoiced* options (Invoiced revenue, Invoiced cost etc.) are the actual values based on orders on the system that have been processed to completion ie. purchase invoice matched or the customer invoiced.
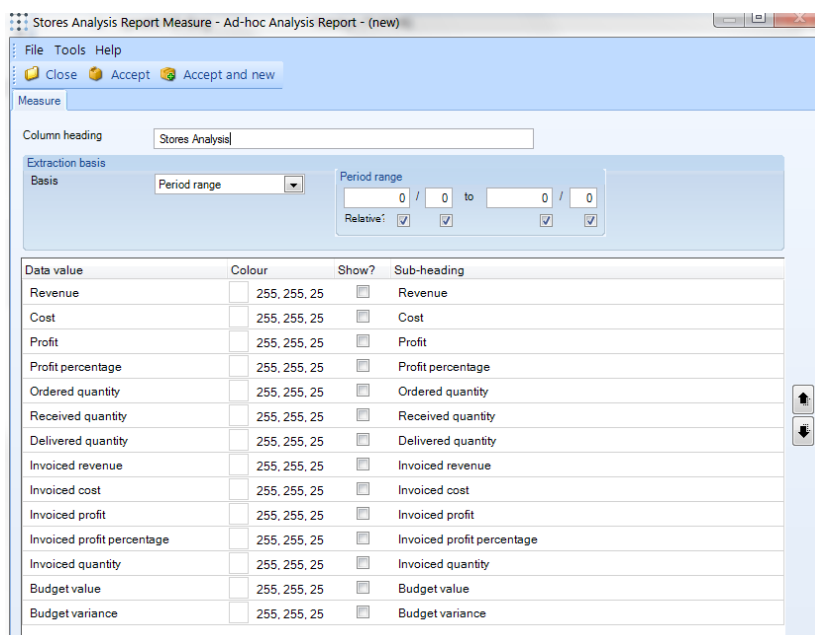
Where stores budgets exist the budget values will be displayed and the variance to the budget tracked if.

Restricted users - user restrictions can be applied via this tab.

Note, the Stores Order analysis process will check if an extracted product code is flagged as ad-hoc or non-stock. Where this is the case, the specific description for the product is now taken directly from the order, rather than from the product.

Extracting the products in this manner will allow the user to view the manually entered Stores Order line product description rather than the product default description and will also result in the data being displayed as separate rows in the resultant report, meaning that an individual line cost can be calculated. If a user then drills down into any of the data cells TemplaCMS will apply the same separation at this level as is applied at the top level.

Query Reports

Query reports option on the Reports menu allow custom reports written by Templa to be executed against the TemplaCMS, Accounts or Payroll databases directly from within TemplaCMS. The resulting reports can then be printed or exported into Excel. Access to Query reports is a function controlled by 'Query report' whilst reports can only be added or modified by Templa and is normally chargeable.

P&L Reports

The P&L reporting process addresses the specific requirements of P&L reporting, along with providing immediate access to site and client level P&Ls and is based around the definition of one or more *P&L templates* that allow an administrator user to define the structural makeup of each report (detailed, summary, etc.).

NB: this new process is entirely independent of the Dimensions NL reporting structures.

P&L TEMPLATES

A sufficiently authorised administrator of *TemplaCMS* must define at least one *P&L template* (the default), though may choose to define multiple to meet the reporting requirements of the company.

Constructing a template requires a detailed understanding of the cost/revenue types and budget groups in use for the company. It is recommended that you plan your reporting requirements on paper or in MS Excel prior to setting up the template, as this will allow you to make the correct decisions as you progress.

Each template definition consists of 'general' and 'structure' details and can be accessed from the *Reports > Reports Admin* menu.

GENERAL

Default P&L template – in defining templates, one should be flagged as the default. It is this template that will be automatically selected whenever a client or site-based report is run (see later).

Allow use as revenue report? – when ticked all cost information on the report will be hidden, see *Revenue report* section.

Show working days in period headings? - when the report is run, this setting is used in conjunction with the *Normal working days* (on System Control > System Setup) to calculate and display the normal number of working days in each period of the report.

Use current month for relative periods? and *Number of periods* - when the report is run, the current date is used to determine the 'to' period of the report, whilst the number of periods is used to determine the 'from' period.

Range headings – where period detail columns are to be shown on the report, this setting defines whether the range column heading reflects as a financial period or a calendar month. For example: '2014-07' or 'Oct 2014'.

Current and last year – these boxes define which columns are to be included for each year, along with their sequence and number of decimal places. For each year you can choose to see:

- Total – the total values for the entire year
- YTD – the total values for the period range selected
- Detail – showing a range column for each period selected

Year on year – where figures are included for both current and last year, variance values and percentages can be included. Note that a variance will only be shown on the final report if the value is visible in both current and last year (i.e. you will not see a year on year variance by period unless you are showing 'detail' for both current and last year).

Budgets – allows the selection of the budget values and variance to be shown. When adding a budget group to the P&L template, the user may qualify how this budget group is to be displayed:
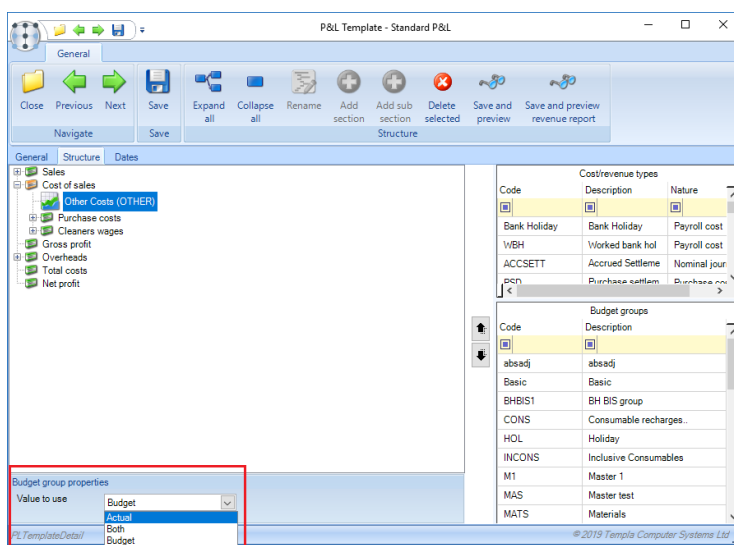

If a budget group is set to *Actual* or *Both* then on use the report will bring in all costs/revenue associated with the cost types in the budget group. The effect of this is the same as if the user had manually added each individual cost type, but by defining it in this way, any amendments to the budget group setup will be implicitly reflected on the *P&L report*.

Note that where budget groups are used in this way it becomes possible to double count actual values from cost types that are in multiple budget groups, or added to the report separately as well as by a budget group. On save of *P&L template* the user will be warned of this, though will not be prevented. Likewise, when a report is run, a warning will be issued, but the report can still be run.

Comments – this is for explanation purposes only, and does not form part of the report.

STRUCTURE
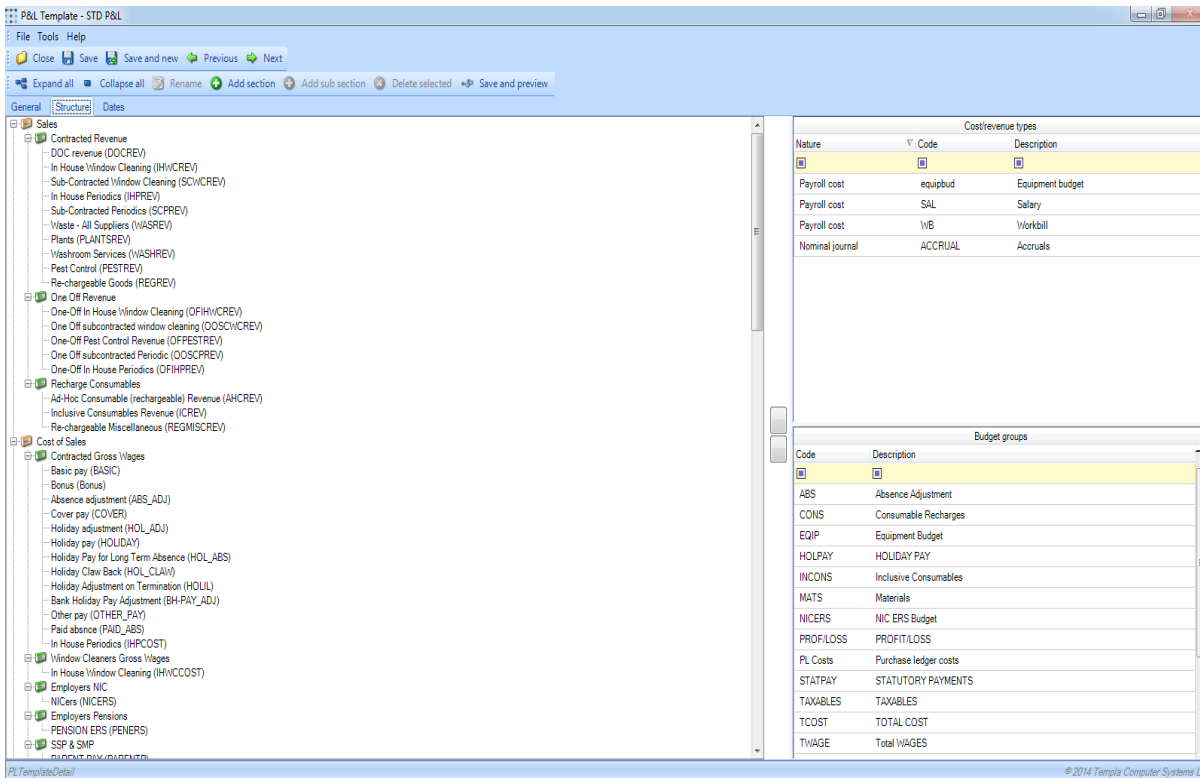
The 'structure' tab is split into 3 parts:

- *Tree* – this is where you will engineer the sections of the report
- *Cost/revenue types* – listing all cost/revenue types that are flagged as 'use for P&L reporting'
- *Budget groups* – listing all budget groups

Designing a P&L template is an interactive process, and as such, you may *Save and preview* the report multiple times to check that your definition creates the results that you desire.

On the first entry, the tree will be entirely blank. Within the tree, you may define a nested structure of sections and sub-sections, where each has properties that define its function. You may then drag and drop cost/revenue types and budget groups into the defined sections to populate the sections with appropriate values.

On adding a new section, or selecting an existing one, the 'section properties window' is shown at the foot of the tree:
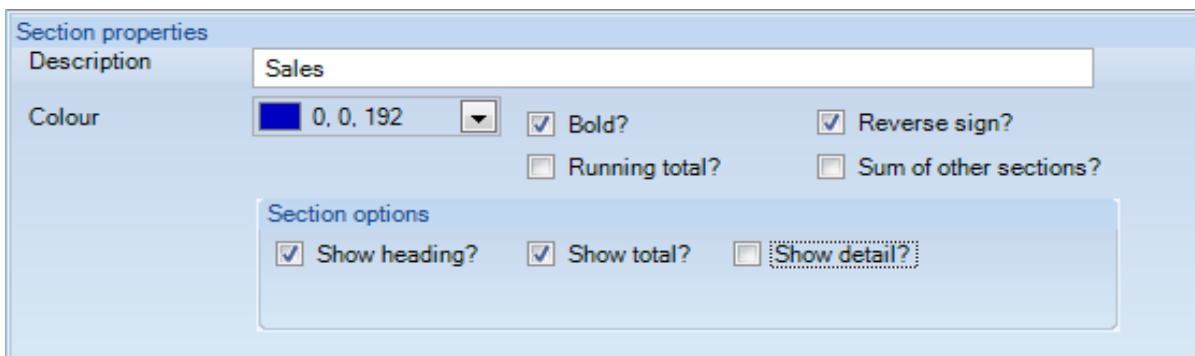
The options here are dynamic based on the 'running total' and 'sum of other sections' checkboxes, meaning that whilst some settings are common, there are 3 distinct types of section, as follows.

STANDARD SECTION

The above screenshot shows the options for the *standard* 'sales' section on this template (i.e. neither 'running total' nor 'sum of other sections' has been ticked).

A standard section will implicitly total all values from cost/revenue types, budget groups and sub-sections defined within the section. The user may then choose what and how to display this information.

Colour/Bold – these define how the text for this section will be shown on the report.

Reverse sign – within the TemplaCMS transaction database values are held in true accounting standard; revenue is regarded as negative, whilst costs are positive. This can be reversed for the display of a section by ticking this checkbox. Note that this does not impact totalling which will continue to occur using the true accounting sign. Note also that this reversal only applies to the section and its cost/revenue types and budget group, but not to any nested sub-sections. If you wish to reverse the sign on sub-sections, this must be done specifically on each one.

Section options – this allows you to determine whether heading, detail and totals are shown for this section. For example, you may have many revenue types defined, but for reporting you wish to hide this detail and simply show a 'sales' figure by selecting 'show total' but not 'show detail'. Where details are requested to show, the additional option of 'details as % of section total' would allow you to show the value of each cost/revenue type in a section as a percentage of the section total (e.g. window cleaning as a percentage of sales).
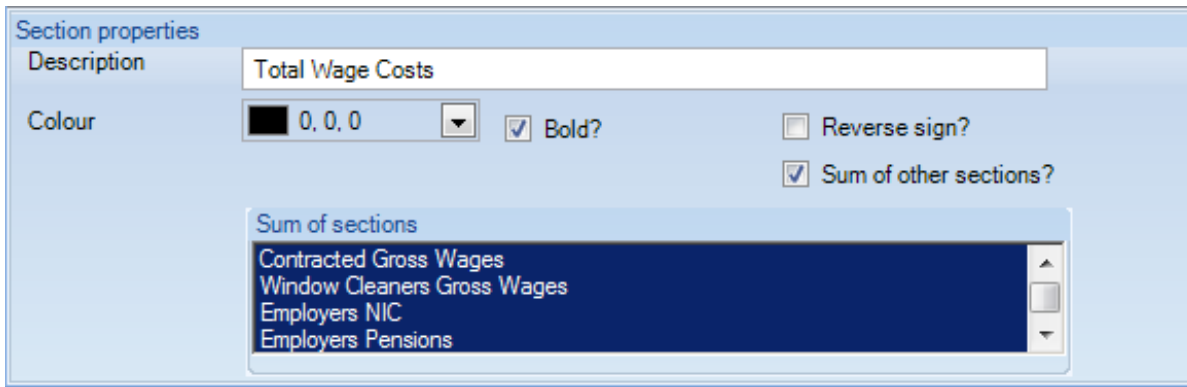
RUNNING TOTAL SECTION

The above screenshot shows the options for the *running total* 'Gross profit' section on this template (i.e. 'running total' has been ticked).

A running total section will implicitly sum all prior cost/revenue type and budget group information up to this point in the tree.

As % of – this allows you to optionally select another section on which to base a '% of' calculation. In the above example, the 'gross profit' running total will display as a percentage of the 'sales' section. Note that the link here is to the 'description' of another section, so a subsequent change to this description would break the link, and the '% of' calculation would not occur.

SUM SECTION

The above screenshot shows the options for the *sum* 'Total costs' section on this template (i.e. 'sum of other sections' has been ticked).

A sum section allows the user to nominate multiple other sections that should be accumulated in order to create the totals for this section. As with running totals, the link to other sections uses the 'description' of another section, so a subsequent change to the description would break the link, and the 'sum' calculation would not occur.

P&L REPORT

The *P&L report* can be accessed from the *Reports > Clients/Sites* menu or from a client or site record. Where the latter options are taken, relevant record selections are passed through to the report.

On access, the user is presented with the 'selections' tab of the P&L report:
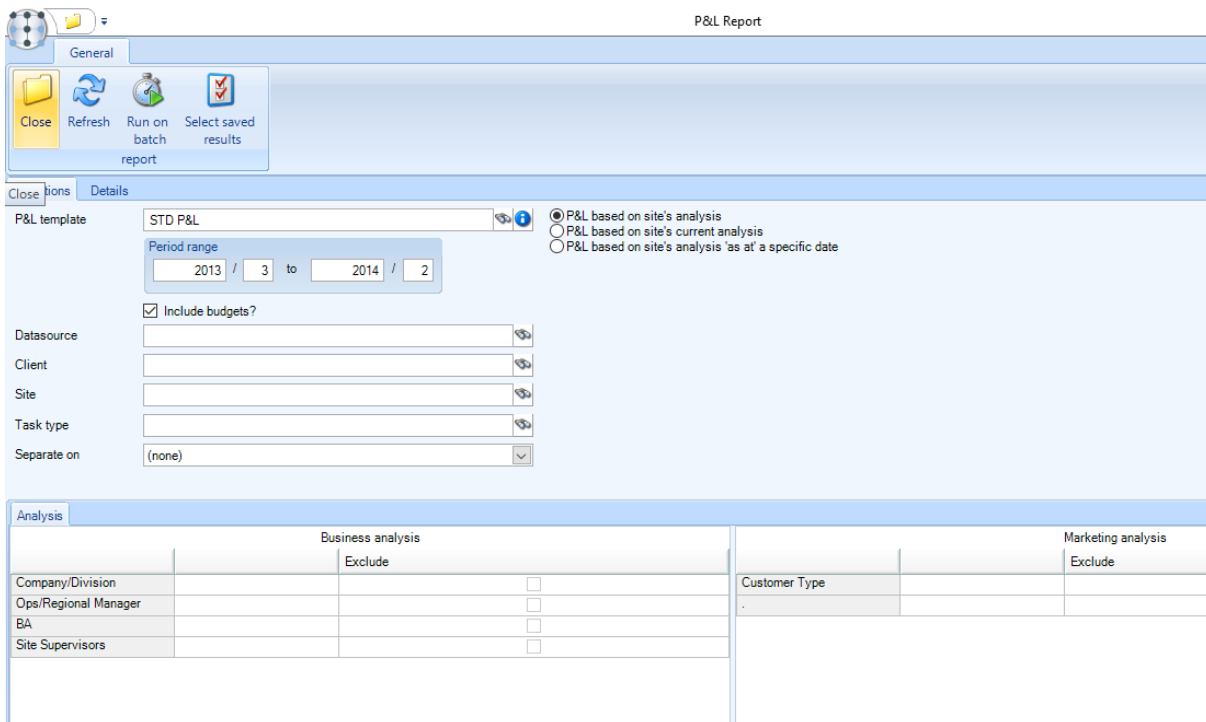
P&L template – the default template will be pre-selected, though where others are defined this may be changed.

Period range – this will default to the current NL financial year to date, though may be changed to any year and period as required.

Include budgets – if budgets are included on the template, they can be excluded from the report when required. Note that the use of budgets can have a significant impact on the performance of the P&L when run at a high level.

lient, site, task type – these options allow the P&L to be performed on a subset of data, rather than on all data to which the user is authorised. Note that a user restricted to certain areas of the business analysis structure will never be able to view details outside of those areas to which they are authorized.

Business and Marketing analysis - Site P&L Reports can be generated for *specific business and/or marketing analysis* levels by selecting a single analysis code per level to restrict the data in the report. *The P&L report selection* form allow business and marketing analysis to be excluded from the report, as well as allowing multiple selections at each level for either include or exclude.

Separate on – regardless of the selections made, you may choose to generate separate reports at a defined level. For example, you could specify no selections, thus including all data, but choose to separate on 'region', thus generating a P&L for each region in addition to overall.

Having made the appropriate selections, navigating to the 'details' tab will determine the number of reports available (based on the 'separate on') and immediately extract and format the first of these to the initial tab:

By selecting other tabs, each is extracted and formatted on selection. From here, you may print or export the report to MS/Excel. Furthermore, you may 'drill down' on any budget or actual figure, and ultimately to their source contract or transaction.

Revenue Report

The existing *P&L report* process allows the user to define multiple *P&L templates* in order to sequence and sub-total the cost types to meet the company requirements. It is also possible to use the same structure (and even the same template) as a purely 'revenue' report – i.e. hiding all cost information.

Any template can be ticked for *Allow use as revenue report?*, but only one may be the *Default revenue template*. Enabling use as a revenue report does not change or restrict how the template is defined in any way – it can still contain costs as well as budgets and revenue. It is purely when the revenue report is used that the differences can be seen.

The report can be run from the *Reports > Contracts & Sites* menu and when requested will automatically select the nominated default template.

Having specified the criteria, the revenue report will be built in the same way that a P&L report is, but hiding any 'cost' detail lines, totals that are purely of 'cost' details lines, and budgets that are purely for 'costs'.

This means that the user will only see 'revenue' details, along with totals of sections that contain at least 1 'revenue' cost type, and budgets that include revenue. **Note**, therefore, that section/running totals that contain both costs and revenue will continue to show, and will include both in their calculations, though there will be no access to the details of the costs. Drill-down on any such composite section is prevented, as this would require visibility of the costs.
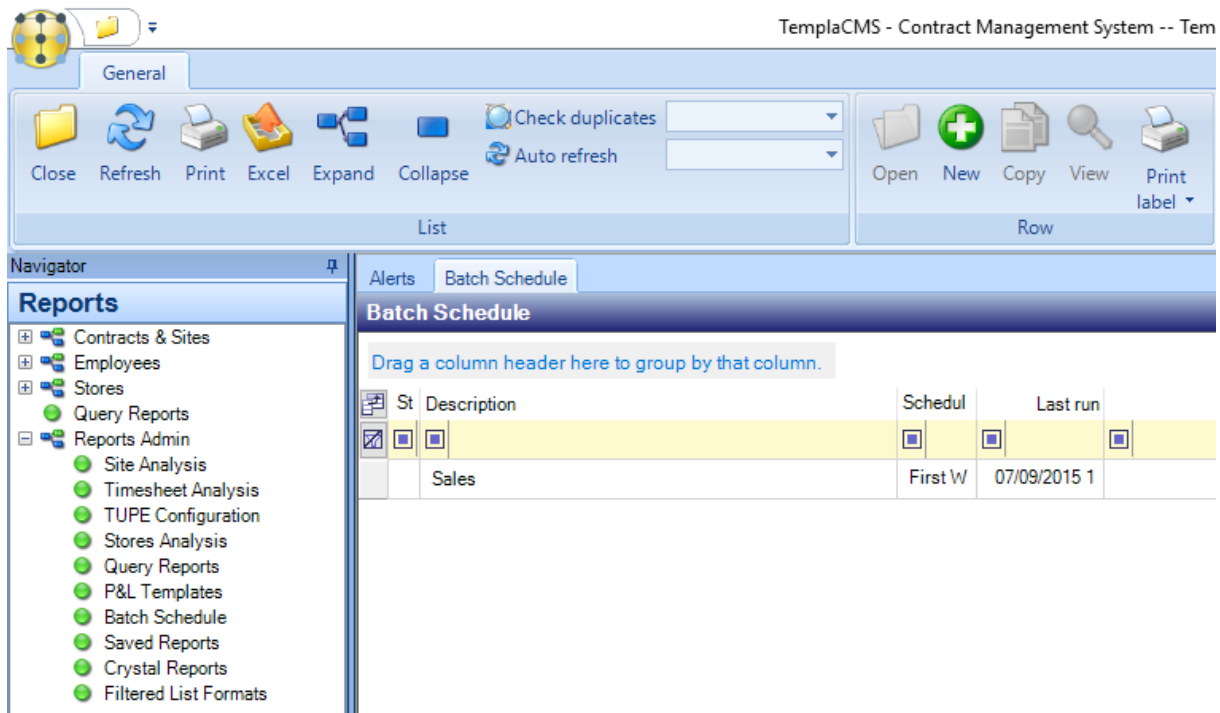
REPORT SCHEDULING

Background

Report Scheduling provide users with the ability to:

- Schedule report production
- Run reports in the background
- Load the results of a background/scheduled report
- Save an ad-hoc report for later reference

Scheduling

The *Batch Schedule* option can be found on the *Reports > Reports Admin* menu:

This allows the user to schedule many different types of *TemplaCMS* reports, including 'Analysis reports, 'Query' reports and 'Crystal reports'.

Click on *New* to create a new *Report Schedule*.

Description – enter a description for the *Scheduled Report*.

Drop Down (report type) – select the relevant *Report Type*, this will affect the list of reports available for selction via the next option (Binoculars).

Binoculars (existing report) – select the relevant report from the list.

User option – the options are *Publish single report for all* or *Run as one report each*.

Add – click on *Add* to add more users who will receive the report.

Just me – clicking on this option will add the user currently setting the schedule to the report.

Run as user – select the user the report will be generated under. This can be different to the user setting up the schedule or the users receiving the report. When adding a job to the batch schedule, the administrator can specify the *User options*:
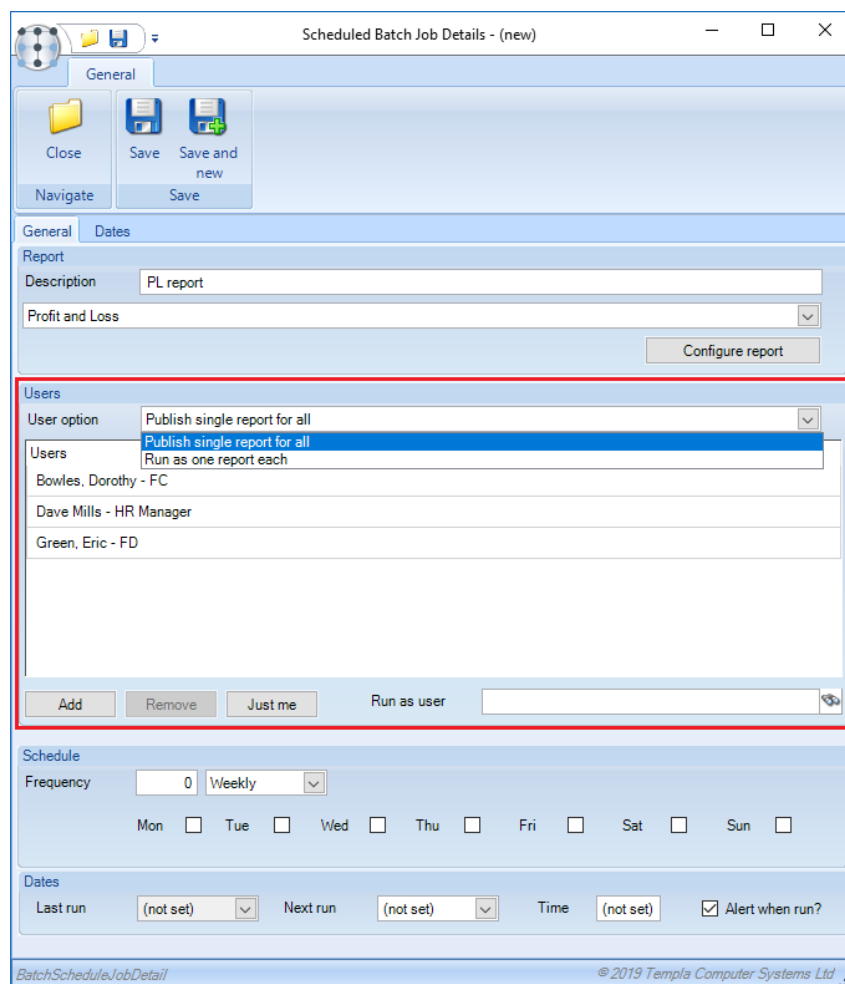
Note, this does not apply to scheduled 'Crystal reports' as these are not delivered within the TemplaCMS application.

- *Publish single report for all* – this option will generate the report just once, using the authority of the nominated 'run as' user (as now), publishing the results for all the listed users. This is only appropriate where the users have the same level of access to the TemplaCMS database, as the published report will not re-check each user's access to the site/employee data within it.
- *Run as one report each* – as the name suggests this will generate the report individually for each user in the list, applying the relevant authority for each. Ultimately, each report will then be published just for a single user.

Frequency – the frequency options allow for reports to be run:

- N weekly, on one or more nominated days (e.g. every Mon/Wed/Fri)
- N monthly, on a nominated date of the month (e.g. the 1st of every month)
- N monthly, on one or more nominated days of a nominated week (e.g. Friday in the last week of each month)

Dates – the dates will show when the report was last generated and when it will be next generated.

Alert when run – when ticked the users will be alerted when the report results are saved and ready to be viewed.

The above example would therefore run the 'Absence Report' report every Monday, using the authority level of 'Jo Red'.

Note that certain report types allow the user to 'configure' the parameters to be passed to the report. However, 'Query' reports do not support the ability to be scheduled with parameters. If there is a need for passing parameters to Query reports, these would need to be defined as separate reports.

Background reporting

The scheduler will allow reports to be run on a defined frequency, offloading the work to take place outside of working hours.

It is also possible to process many ad-hoc reports in the background, thus allowing the user to continue with other tasks as it is collated.

With the *Run on batch* option selected the report, the report with the entered selections will be added directly to the batch processing queue, and the user will be alerted when it is ready to be viewed.
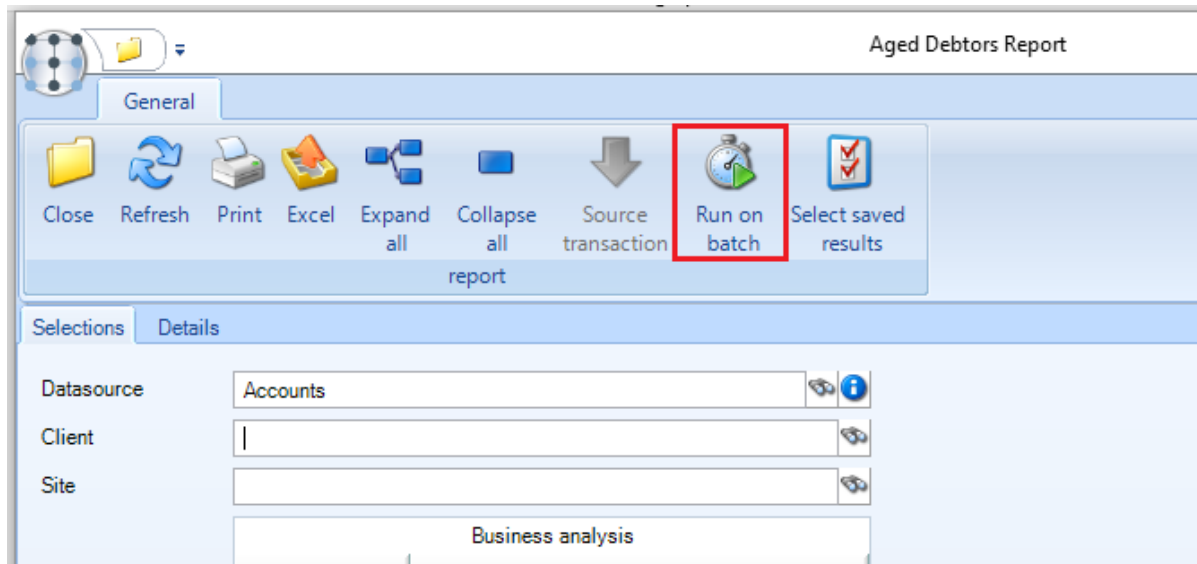
Loading and saving report results

All reports that can be scheduled or run on batch, also support the ability to load and save their results, via the *Select saved results* and *Save results* toolbar buttons:
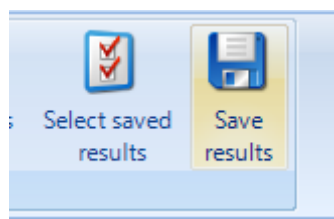
On pressing *Select saved results* the user will be presented with a list of their saved reports (either manually saved, created by the scheduler, or run on batch) for the type of report they are currently viewing. The saved report data will then be loaded directly to the display grid.

Note that on some reports, the ability to drill-down from saved results is prevented, as the underlying data may well have changed since the report was produced.

On pressing 'save results' the user may nominate which other users should be given access to the results:
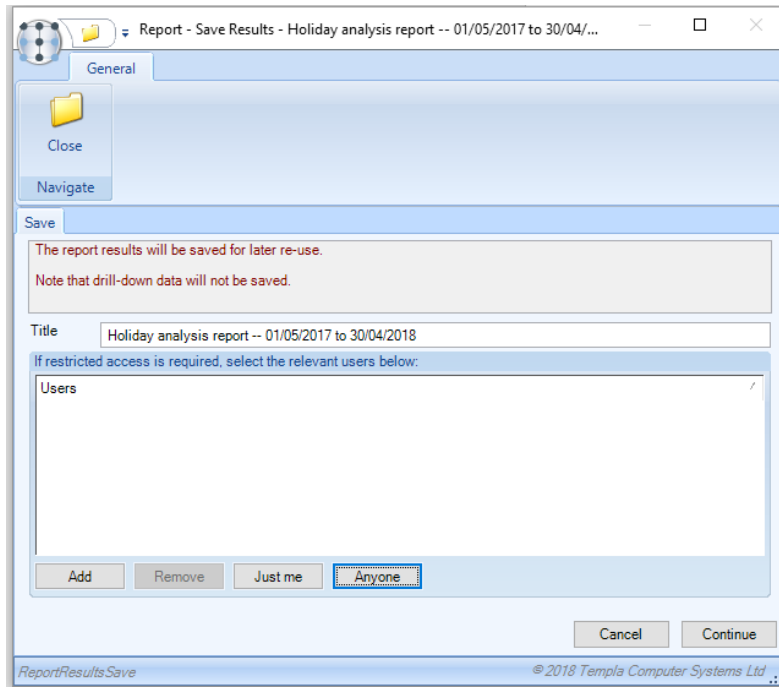
The normal *TemplaCMS* security of data access will not apply to saved data. Thus, if a report containing company-wide figures is saved and assigned to a restricted user, they will be able to see the entire report regardless of their normal restrictions. It is the user's responsibility to ensure that data is provided to relevant other users.

Managing saved reports

Whilst each relevant report provides access to load the pre-saved report, a standalone option for *Saved reports* is also available on the *Reports > Reports Admin* menu.
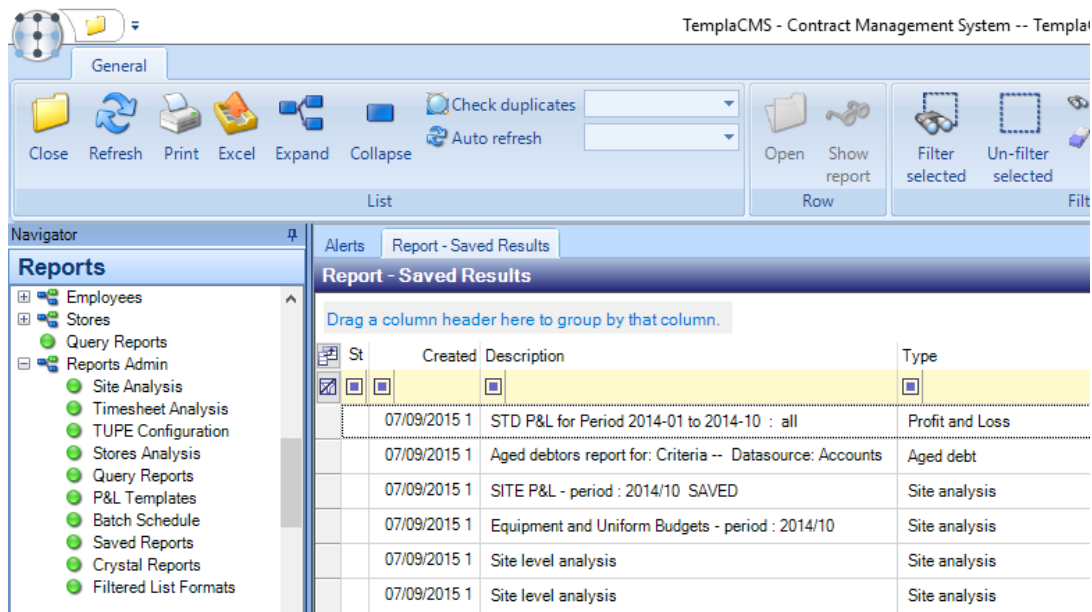
This option provides access to all saved reports to which the user is authorised, from where the user can view and delete these reports.

As mentioned above, saved reports can be viewed using each discrete reporting option, or from the main *Saved Reports* option on the navigator. Using the latter, a user with authority to the 'Saved report results – amend' function can press a new toolbar button for *Open* rather than *Show report*. When opened, this will allow the report administrator to change the users who have access to the report:

CONTRACT AND SITE REPORTS

Transaction Reconciliation

The 'Transaction Reconciliation' report accessible from the *Reports > Clients/Sites* menu determines a link between TemplaCMS source transactions and their Dimensions ledger posting.

When selected this report will present the following options:

- Accounts data source
- TemplaCMS financial year and period
- TemplaCMS transaction type and number
- Accounts financial year and period
- Accounts transaction type and number

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

Once the relevant selections have been entered, click on the 'Details' tab will retrieve the information and display it with the following columns:

- Accounts datasource
- TemplaCMS details
  - Transaction type (sales, purchase, journal, cashbook)
  - Transaction number
  - Date
  - Financial year and period
  - Account (client or supplier)
  - Value
  - Cost/revenue type
- Dimensions details
  - Transaction number
  - Transaction type (sales, purchase, journal, cashbook)
  - Date
  - Financial year and period
  - Account (client or supplier)

- Value
- Nominal account
- Nominal major heading
- Status – not matched, matched, exception

Any discrepancies found between the TemplaCMS and Dimensions details will be highlighted, and the row marked as an exception.

Additional toolbar buttons allow the grid to be instantly switched between:

- All
- Not matched
- Matched
- Exceptions

'Double click' on a selected row to display further details or drill down to the *Source transaction*:

The *transaction reconciliation details* can be viewed for a single TemplaCMS transaction audit number for example from clicking on the *Transaction reconciliation* button from a posted invoice:
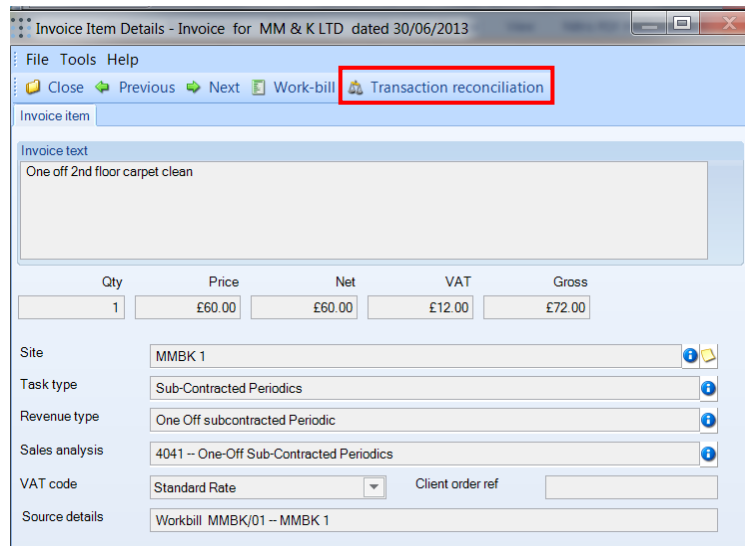
If the transaction is currently 'not matched' (i.e. the Dimensions details were not posted the last time a matching took place), a *Match now* toolbar button allows the user to process matching for just this transaction.
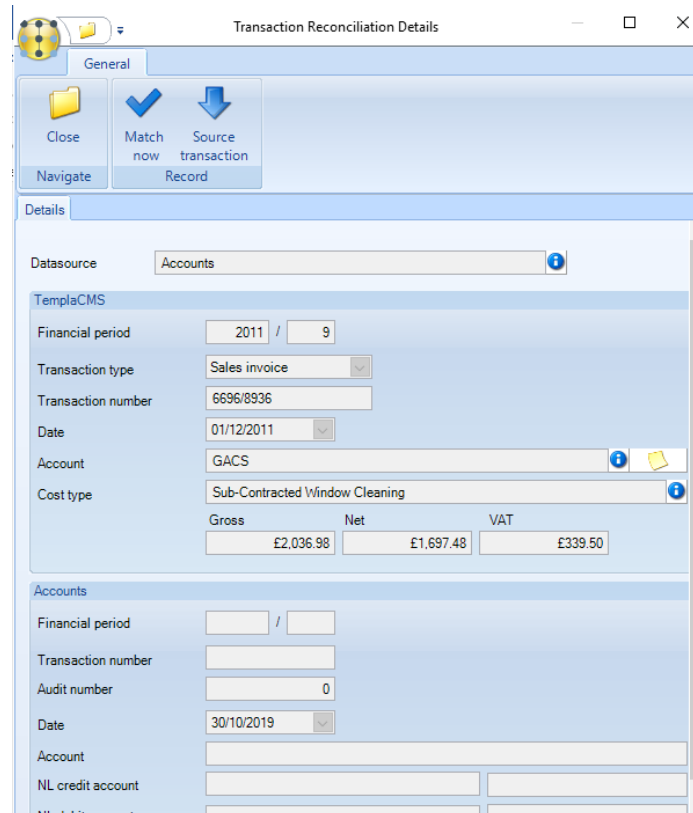
A *Source transaction* button is available on the 'transaction reconciliation details' window. When pressed this allow the user to view the transaction source, being one of:

- Sales invoice
- Purchase invoice
- Journal
- Cashbook entry

Aged Debtors & Aged Creditors

AGED DEBTORS LIST

Whilst Dimensions does provide aged debtor reporting, this can only be at client level, and is unable to be sorted and sub-totalled based on the business analysis (BA) structure in TemplaCMS.

The 'Aged Debtors' report available on the *Reports > Contracts/Sites* menu in TemplaCMS is more flexible can be run by site and BA levels.

The report presents the following selection criteria window with options to select the accounts *datasource, client, site and business analysis codes*:

Rows to show – determines the number of rows shown on the report.

Accumalte debt – this dropdown is built from the ageing buckets as defined in Dimensions, so may show months or days. When selected, the debtors report will extract all data, and then filter out any transactions that are younger than the selected 'accumulate' option. In doing so, a single value column will be shown (e.g. for debt 'Over 60 days') rather than the individual debt ageing buckets.

Ageing method – the available options are:

- *Due date* (the default on the Aged Debtors)
- *Transaction date* (the default on the Aged Creditors)

The selected method is taken into account when ageing transactions.

As at - where an *As at* date is entered, *all* invoice and credit note transactions (for all clients/sites matching the other selection criteria) will be extracted and the allocation date(s) checked to determine if they were outstanding 'as at' the specified date. This will be more processor intensive when compared to running the same report without an 'as at' date – it will therefore take longer to collate the results. Conversely, when no 'as at' date is entered, only *current outstanding* invoices and credits will be extracted.

Clicking on the *Details* tab will build the *Aged debtors lis*t.

Please note that if all selections are left blank, a full aged debtor will be built, although any user relevant restrictions on accounts data sources and BA codes will always be applied.

In building the 'aged debtors list', the process identifies all relevant sites based on the selection criteria, and extract outstanding transactions as at the current date.

Each transaction is then be aged using the ageing method defined within Access Dimensions (months or days). The results will be displayed in a grid, as below:
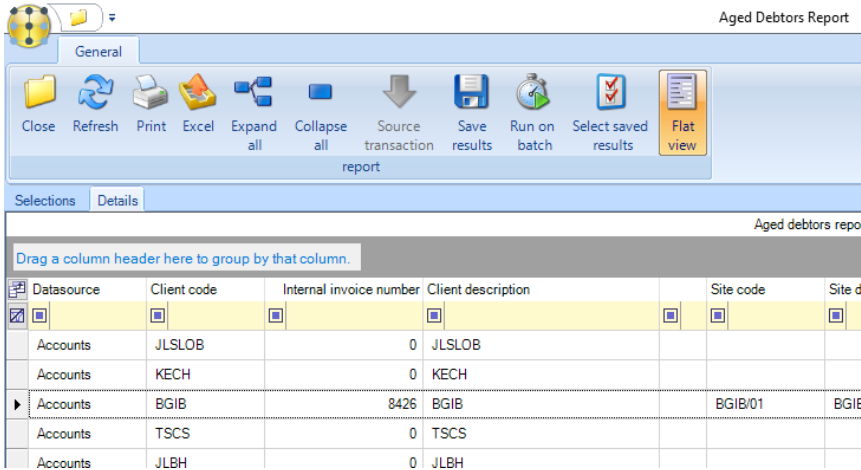

Clicking on 'Expand All' and 'Collapse all' toggle the list displayed between summary (as above) and detail mode.

When in detail mode, each outstanding transaction is shown, with the following additional columns:

- Transaction date
- Transaction type
- References, including TemplaCMS invoice batch reference
- Due date
- Audit number
- Processed by
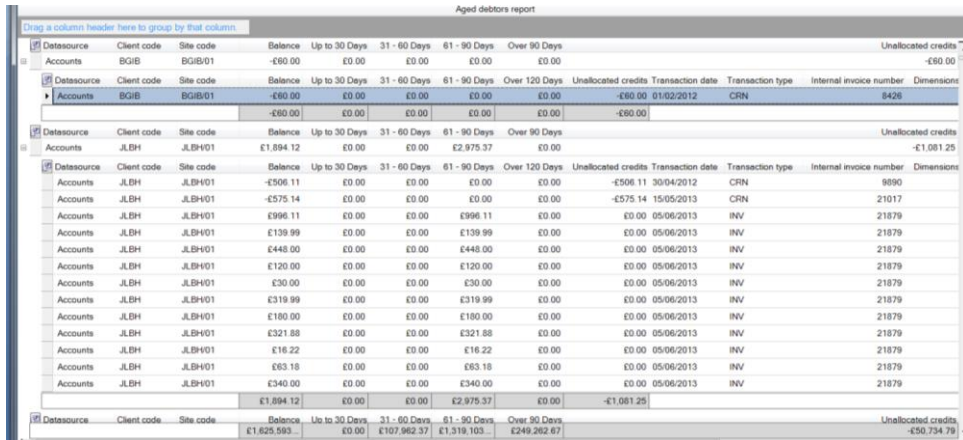
The 'aged debt' can also be accessed from the site or client details window. This will provide an aged debt report for the client / site.
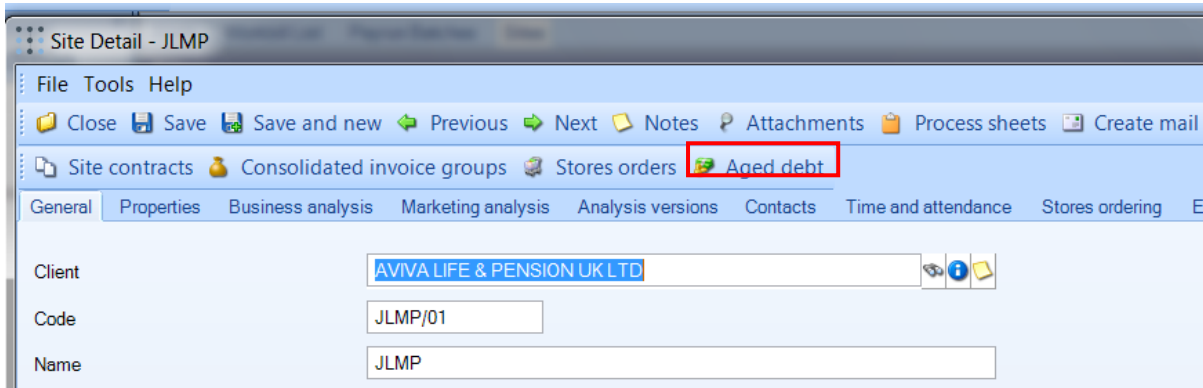
AGED DEBTORS FLAT VIEW

Both the *Aged Debtors* and *Aged Creditors* reports in TemplaCMS show hierarchical data in a banded/expandable grid – *Site > Invoice > Invoice line* for debtors, and *Supplier > Purchase invoice > PI line* for creditors.

Whilst this format provides well-structured information, there are occasions when a flattened version is required – in particular for export to a spreadsheet, this can be achieved via clicking on the *Flat view* button available on the toolbar:
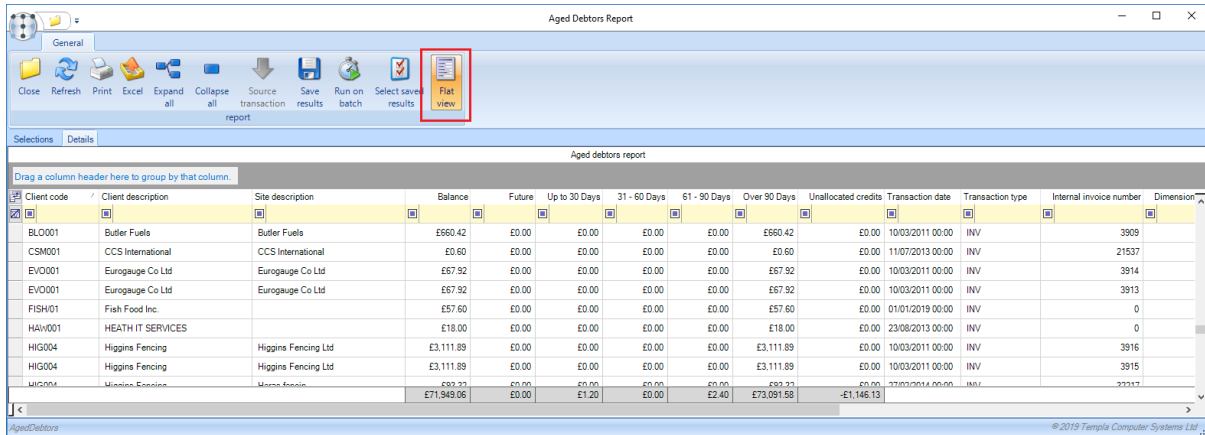
The state of this toggle button is stored within the user preferences, so will be applied the next time the report is used.

As can be seen above, when 'flat view' is selected, the banded structure of the grid is removed, showing just the middle (invoice) level details. Any column changes made whilst in flat view will also be saved within user preferences.

Site profitability report

The *Site profitability* report on the *Report > Contracts & Sites* menu produce a simple budgeted or actual profitability ranking of sites. Along with a date range that must be specified, users may also enter selection criteria as below:
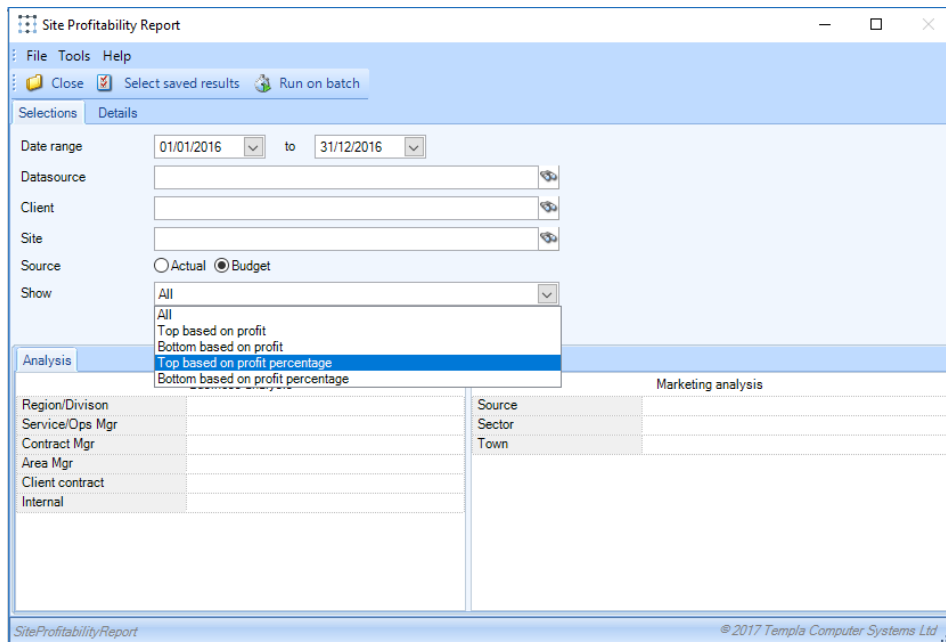
By specifying the 'source' of the data, the report can show profitability in two ways:

- *Actual* – using actual costs, invoices and journals
- *Budget* – based on the cost budgets and billing defined on the contract

Timesheet variance report

The *Timesheet variance* report is available on the *Reports > Contracts & Sites* menu and provides quick access to information that is already available in the main 'timesheet list'. Along with a date range that must be specified, users may also enter selection criteria as below:
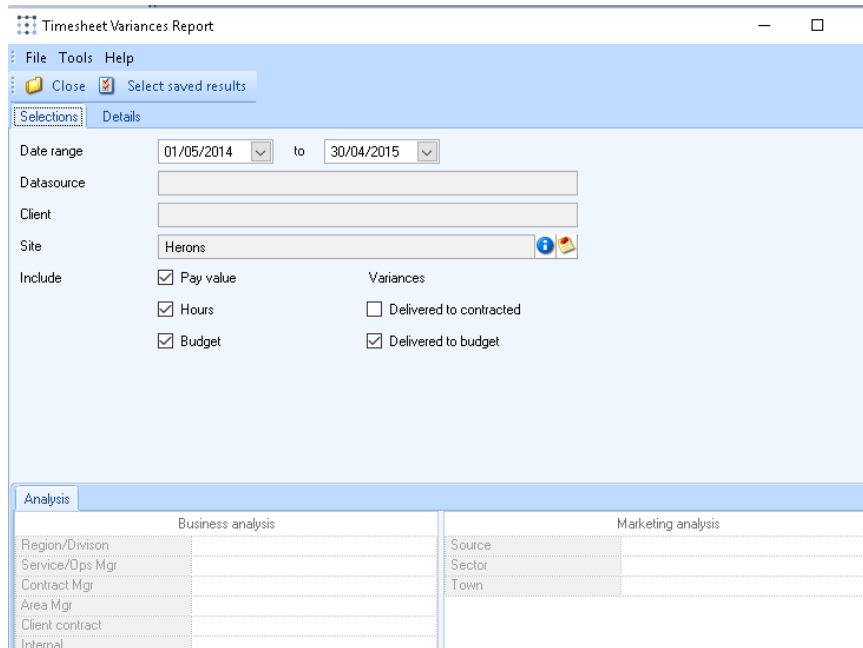
These 3 new reports are designed to show the number of hours of absence, holiday or cover over a rolling 12 months to the current month and are available on the *Reports > Contracts & Sites* menu.

The selection criteria for each report is the same, as below:
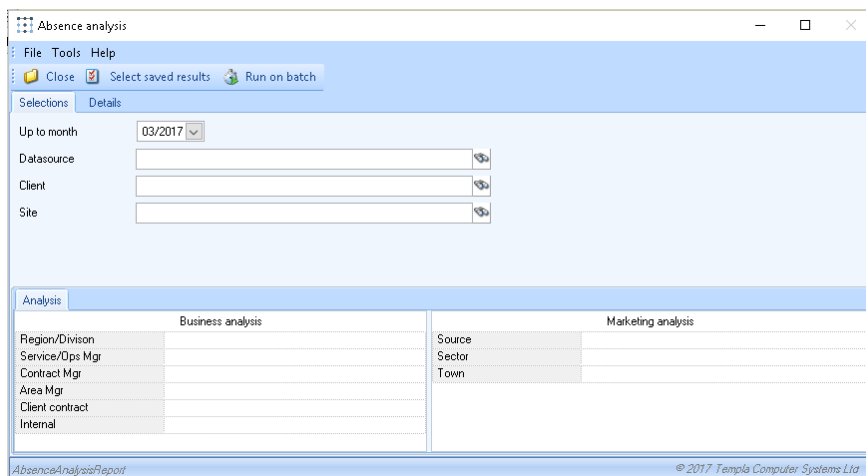
The relevant timesheet adjustments are extracted, summarised, and displayed in a grid.

Contracts gained & lost reports

BACKGROUND

The contracts gained & lost reports available on *the Reports > Contracts & Sites* menu allow reporting on new or lost contracts within a specified timeframe. The client & site address details, along with client, site & contract properties are shown.

CONTRACTS GAINED & LOST REPORTS

The Contracts Gained & Lost reports as the following taskbar options:

- *Show contract properties*
- *Show site properties*
- *Show client properties*

When any taskbar option is selected, the full list of relevant properties is displayed in the grid.

The *Column chooser* allows any column to be removed, or any property column to be added individually. In addition, the client & site address details can also be included via the column chooser if required.

Bought in Services Report

The *Bought in Services Analysis Report* is available on the *Reports > Contracts & Sites* menu for reporting on BIS budget When selected, the user is able to specify:

The criteria are used to extract a list of contracts from which BIS budget cost type figures are extracted.

Contract configuration report

The *Contract configuration report* is available on the *Reports > Contracts & Sites* menu.

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.
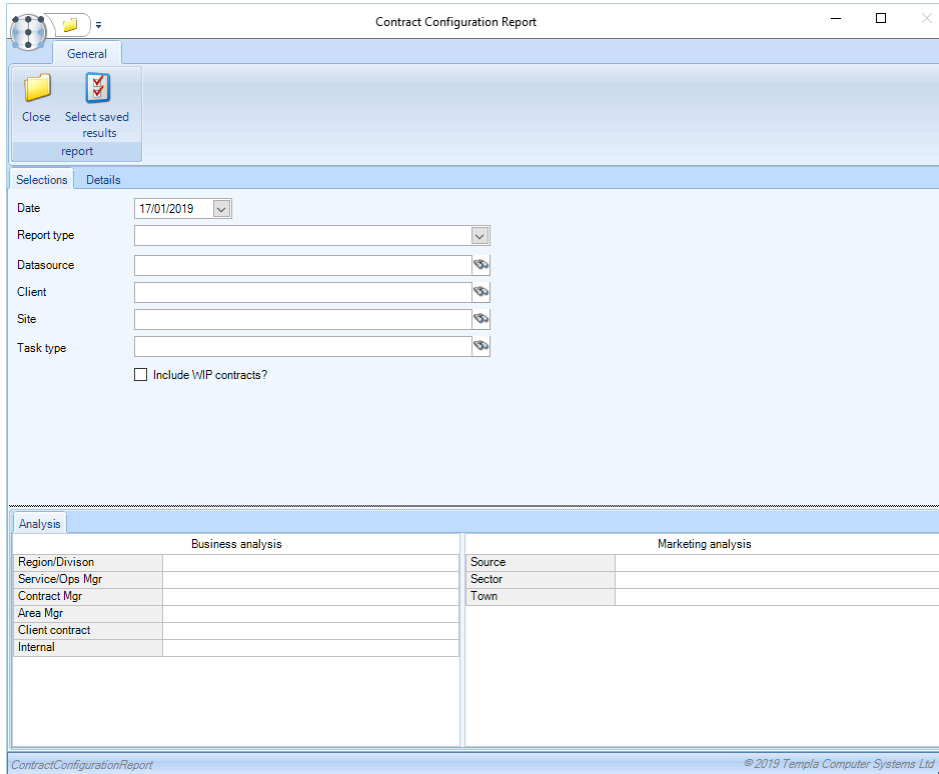
The results of the extraction are displayed in a grid:
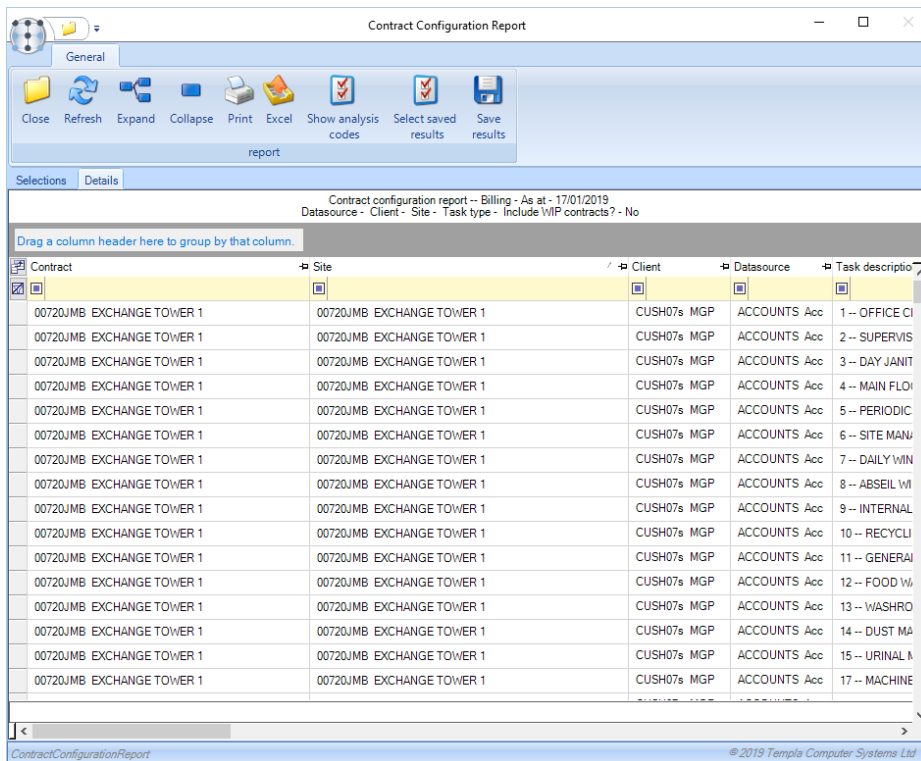
'Site analysis' columns can be optionally included in the grid via the 'Show analysis codes' button.

All standard report features are available such as Print, export to excel and save results.

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).

EMPLOYEE REPORTS

In-Active Employees

The in-active employee report is a pre-defined report which can be found on the *Reports > Employees* menu. This report offers the optional selection of a datasource and the mandatory selection of inactive weeks defaulting at 12. The report extracts payroll employees who have not been paid within the selected timeframe. Drilldown into specific employees is also provided.

Absence Employee Tracker

The Absence Tracker report which is available from the *Reports > Employees* menu allows the monitoring of the number of contiguous periods of absence for each employee, rather than the actual number of days of absence. With this information the 'Bradford Factor' is calculated for use within staff disciplinary procedures.

This report offers the optional selection of a date range, datasource, employee, absence reason, client, site and business analysis; of these, only the date range is mandatory.

Multiple absence reasons can be selected, though if not specified, ALL will be included. In this way the user can focus in on those types of absence that are not authorised and that should therefore be considered for the Bradford Factor calculation.

On completion of the above criteria, the user needs to select the *Details* tab at which point the relevant data meeting the criteria will be extracted and summarised.

The summarization processes each date in the date range for each employee, building a pattern that identifies each date as working, non-working or absent. Having built a pattern, the distinct spells and lengths of absences within the date range are known, from which the Bradford Factor can be calculated as 'S x S x D', where 'S' is the number of spells of absence, and 'D' is the number of days.

The results of this are presented in a grid, where each employee shows a summary row that can be expanded to view the details of any spells of absence.
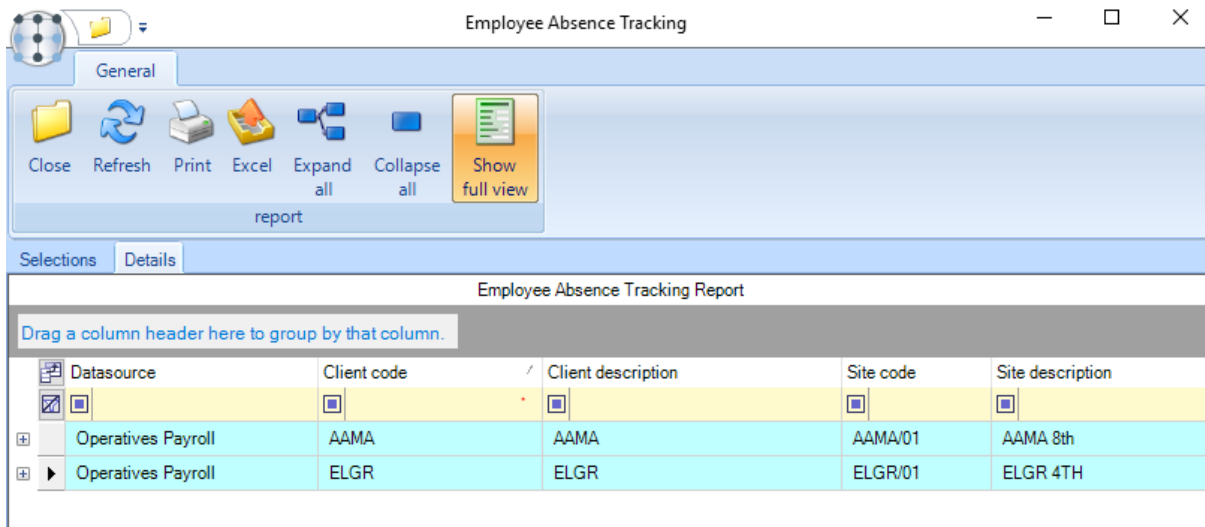
An individual employee may be assigned to multiple sites, but for this employee (not employee/site) level list the employee must be shown with their 'area manager'. For this reason, each employee will show details relating to the first site to which they are assigned, using their earliest start date.

On initial access, all employees will show just their summary rows. By clicking on the +/-button next to any employee the detail used in the creation of the summary can be shown or hidden.

Where multiple different reasons are specified for a single period of absence, the 'reason' column will reflect these in a comma-separated list.

NB: the contracted working pattern for an employee is fundamental in this process. For example, an employee who is absent on Mon 31st and Wed 2nd and is contracted to work all weekdays would reflect as 2 periods of absence as they did work on Tue 1st. However, an employee with the same absence dates who was not contracted to work on Tue 1st would only reflect as 1 period of absence.

National Statistics report

The 'National Statistics' report is accessible from the *Report > Employees* menu.

When run, the user will be presented with the following optional selection criteria:
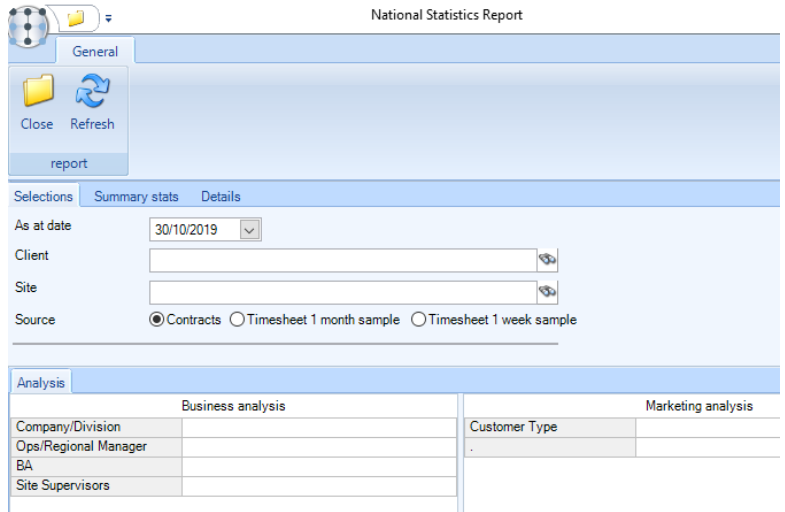
Whilst reporting for national statistics are normally company-wide, the criteria here will allow a user to extract statistics by client, site, or any level of either the business or marketing analysis.

Details for the report are extracted from contract employee assignments, using the nominated 'as at date' to locate the correct effective details. By specifying a past date, therefore, it is possible to report statistics from any point in time.

Clicking on the *Details* tab, will generate the report and display the results as follows:
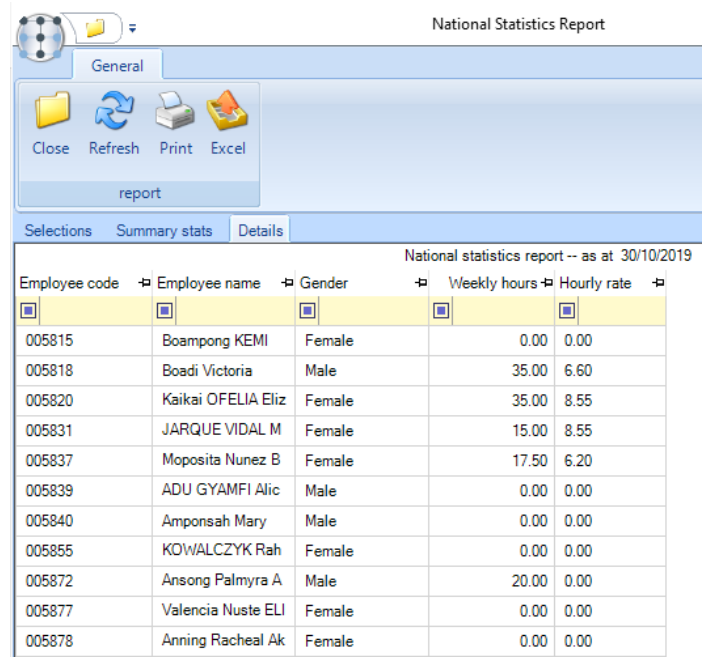
NB: This report takes its figures from contract assignments, employees not assigned to any contract will only be included if no site, client or analysis selections are made.

Un-assigned employees, and employees assigned to contracts with zero hours, will be regarded as 'part-time'.

The determination of whether an employee is full or part-time is based on the below setting from the *System Control > Payroll Menu.*

Staff turnover report

The *Staff Turnover* report available on the *Reports > Employees* menu extracts staff turnover figures between two selected dates.

Along with a start and end date that must be specified, users may also enter selection criteria, as below:

When run, the report extracts all sites that meet the criteria for the start and end dates, restricting based on the user's analysis and datasource restrictions, and builds up a list of employees and sites with the below counts:

- *Start count* - employees present at the start date
- *End count* - employees present at the end date
- *Redeploy count* - employees no longer at the site at the end date but working at another site at the end date
- *Joiner count* - employees working at the site at the end date who were not there at the start date

The results are displayed in a grid, with employee, site and client details along with the counts, grouped by site by default.

Gender Pay Gap Report

BACKGROUND

Whilst SelectPay provides Gender Pay Gap (GPG) reporting, this process does not fit well with the nature of employment for cleaning companies for two reasons:

- Firstly, cleaner's hours tend to vary significantly over time. Reporting is retrospective based on a sample date and SelectPay does not have access to the necessary information.
- Secondly, SelectPay does not have access to the information necessary for handling the rate of pay of 'annualised' employees.

To address this, TemplaCMS provides a specific *Gender Pay Gap* report that (depending on your situation) can either be used to directly create the statutory figures or to generate a data extract for offline manipulation.

SYSTEM CONTROL

To extract the correct data for reporting, TemplaCMS must know which hours and pay to relate to 'normal pay' and which relate to 'bonus pay'. This can be defined on the *System Control > Payroll* menu for *Gender Pay Gap*. This lists all 'payroll' cost types and allows the user to identify the GPG nature of each, being one of:

- Normal
- Bonus
- Excluded

Note that at installation time, the standard cost types used by timesheet entry will be identified as 'normal pay', whilst all others will be 'excluded'. It is the responsibility of an administrator to review and amend these settings as is appropriate to your environment.

GENDER PAY GAP REPORT

The *Gender Pay Gap Report* can be found on the Reports > Employees menu on the navigator. The GPG report consists 3 tabs:

- Selections
- Summary stats
- Details

Selections

Whilst the statutory requirement is for overall GPG reporting, the report can be run for a specific client, site, or level of your business analysis if required.
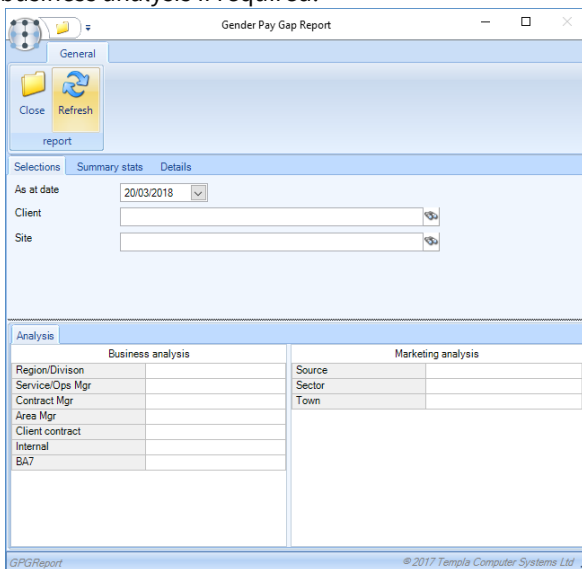
Of the selection criteria, only the *As at date* is mandatory.

Extraction

On progressing to the summary or detail tabs, the data extraction will be performed. **Please note** that the volume of data involved in this process is significant. Depending on the number of employees you have, this may take considerable time.

The extraction of data for the GPG report will identify the unique employees working at the sites that meet the selection criteria for the 'As at date'. Note that an employee will be regarded as working at a site if they have timesheet entries (including workbill and extra payments) for the pay period of the 'As at date'.

The government rules require that for *'normal pay'* the average hourly rate of pay be determined for each employee based on 12 working weeks ending at the end of the pay period for the 'As at date' (assuming they have been employed for at least 12 weeks). These 12 weeks ignore any week for which the employee undertakes no work at all. Thus, the sample period for an employee with 2 full weeks of absence inside the last 12 would actually begin 14 weeks prior.
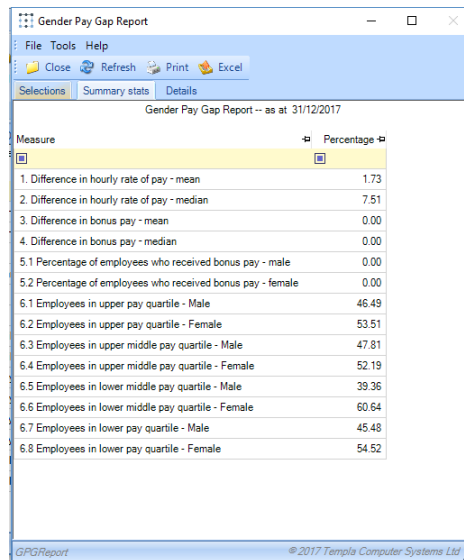
For *'bonus pay'* (where relevant), the sample period is 1 full calendar year before the end of the pay period for the 'As at date'.

Each employee will be processed to extract the necessary sample data from the timesheets, adjustments, extras and workbill payments, taking into account the GPG nature of each cost type (normal, bonus or excluded). Where an employee is annualised, any basic pay at the annualised rate will be replaced with the contracted rate of pay effective at the time.

The results of this extraction will be shown in the 'details' grid, with calculated results in the 'summary stats' grid.

Summary Stats

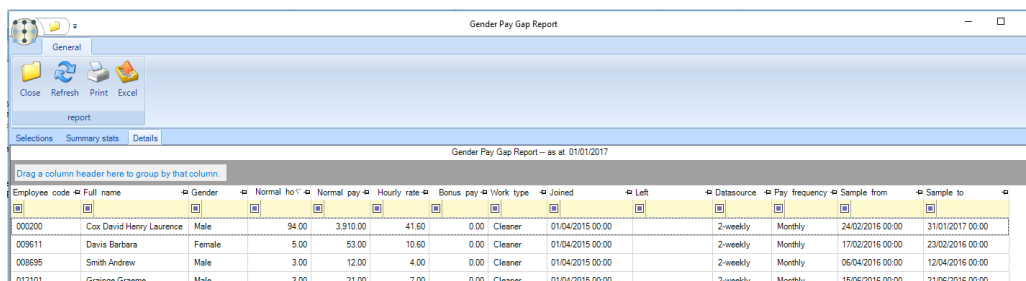The summary stats tab will show a grid that contains the 14 calculated percentage figures required by the government form:

These figures are determined using the data from the 'details' grid, applying the calculations as defined by the government at:

https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations

This grid can be printed or exported to Excel as required.

Details

The details tab will show a grid of employees included in the report:

This grid can be printed or exported to Excel as required.

Staff leavers report

The *Staff leavers* report available on the *Reports > Employees* menu allows the extract of staff leaving figures between two selected dates.

Along with a start and end date that must be specified, users may also enter selection criteria as below:

When run, the report extracts all sites that meet the criteria for the start and end dates, restricting based on the user's analysis and datasource restrictions, and builds up a list of employees whose site assignment expired within the date range. This results in the following counts:

- *Left count* - i.e. those staff that left during the date range
- *Redeploy count* - employees no longer at the site at the end date but working at another site at the end date

The results are displayed in a grid, with employee, site and client details along with length of service and the counts, grouped by site by default.
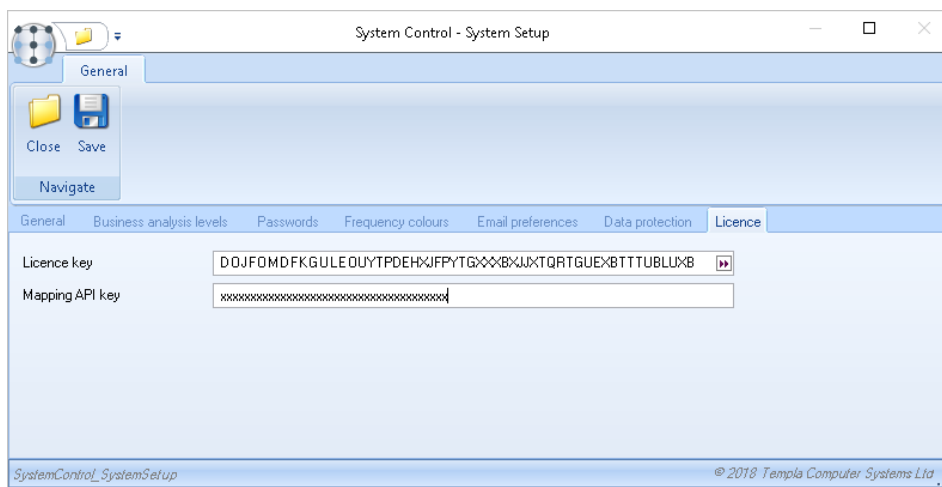
Current staff Report

The *Current staff* report available on the *Reports > Employees* menu allows the extract of site staff counts as at a given date.

Along with a date that must be specified, users may also enter selection criteria as below:

When run, the report extracts all sites that meet the criteria, restricting based on the user's analysis and datasource restrictions, and builds up a list of employees whose site assignment are current at the given date. This results in a count if distinct employees at each site.

The results are displayed in a grid, with employee, site and client details along with length of service and the count, grouped by site by default.

DISTANCE TO WORK

A requirement has been identified for the ability to provide a list of current staff across a selection of sites, with the distance between the employee's home address and their site(s) address based on the post code co-ordinates of each.

The *Current Staff Report* can include the straight-line distance between the site and employee post codes using the Google Maps API.

SYSTEM CONTROL

Using the Google Maps API requires a valid license key (see later) to be made available which should be entered on the License screen available on the *System Control > System Setup* menu:

CURRENT STAFF REPORT

If a mapping API key has been entered, the Current Staff Report will now enable additional options:
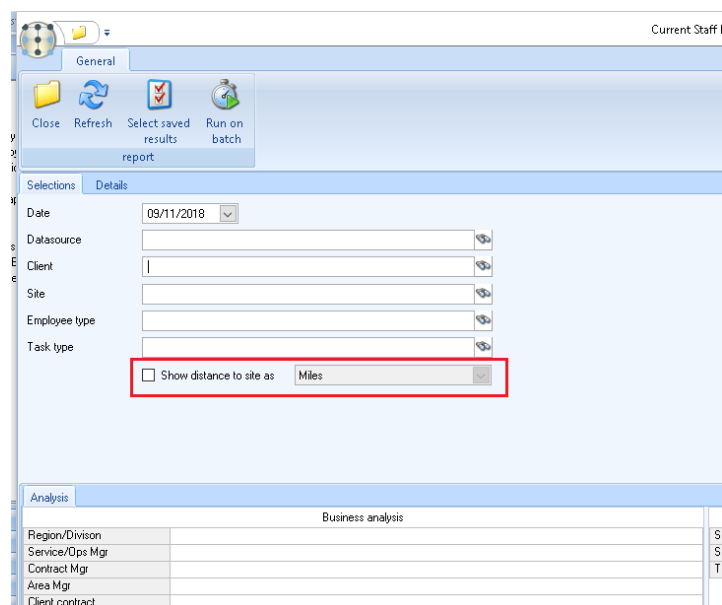
If *Show distance to site* is ticked, the user can select whether this is to be in miles or kilometres.

On running the report, the postcode of the sites and employees included will be used to determine the longitude and latitude of each address, from which the direct distance is calculated. The resulting grid will show the postcodes and calculated distance:

Note that where one or other postcode is missing (or invalid) the distance cannot be calculated, so will be highlighted (as above).

Note also that the determination of coordinates will have a performance impact on the report. However, TemplaCMS will only use the mapping API for postcodes it has not encountered before and will store the details of each new postcode encountered. So, whilst an initial report may be slower, subsequent reports using the same postcodes will not be impacted substantially.

GOOGLE MAPS API LICENSE

Use of the Google Maps API requires a licence and this currently comes with a $200 per month free use credit which equates to around 40,000 API calls per month. Beyond this level of usage, additional use can be made for $5 per 1,000 calls.

Given that TemplaCMS will only use the API for new postcodes, it is exceptionally unlikely that this number of API calls would ever be required. In effect, this should then mean that the API licence cost for TemplaCMS users is zero, but this pricing structure could change at any time. It is, therefore, your responsibility to ensure your company has the appropriate licensing setup with Google.

For further details please see: https://cloud.google.com/maps-platform/pricing/sheet/

From this page, press 'Get Started' and select a license for 'Places'.

Attachment of earnings

The *Attachment of earnings* report can be found on the *Reports > Employees* menu on the navigator. Upon opening the report the user will be presented with two tabs: *Selections* and *Details*. The *Selections* tab allows filtering by the below criteria:
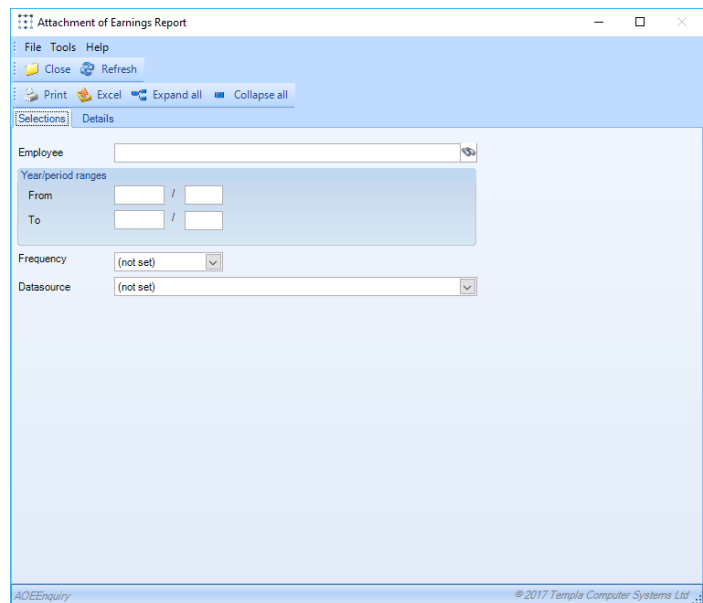
Clicking on the *Details* tab will populate the report and display within the report grid, showing the following details for each attachment:

- *Employee code*
- *Employee name*
- *Attachment type*
- *Attachment value*
- *Pay period/year*
- *Payee description*

Please note: as AoE values are only available after the SelectPay period end has been run.

Projected wages reporting

BACKGROUND

The *Projected wages report* allow accurate prediction of future timesheets by running a full pseudo pay batch generation in memory and displaying totals by site, task type and pay type split by year and period. **It is recommended that this report is scheduled or run on batch, especially when run un-filtered.**

PROJECTED WAGES REPORT

The *Projected Wages* report can be found on the *Reports > Employees* menu.

When selected this prompts the user for the following criteria:

Except the date range, all other selections are optional.

Once criteria are entered on the report, it can be scheduled to run on batch if required.

When the report is run the process generates a pay batch for each enabled pay run, for the date range, optionally filtered down to the chosen criteria. The hours and pay for each batch are then totalled by year and period and summarised to a grid with the following columns;

- *Client*
- *Site*
- *Site BA codes*
- *Contract*
- *Task type*
- *Pay type*
- *Nominal code*
- *Date range year/periods*
  - *Pay value*
  - *Hours*
- *Total pay value*
- *Total hours*

Note that the financial year and period are determined from each working day and not from the specific pay run period into which it falls.

Employee Assignment Pay report

BACKGROUND

The *Employee Assignment Pay* report allows the granular view of contract information for all employees across contracts, split out to the lowest level of site, employee work type & task across the next 7 days including shift times. The report is available on the *Reports > Employees* menu.

Selection criteria exist as below:

When run, all employees on contracts that match the entered criteria are processed and their hours and rates of pay for the week starting on the entered date are put into a grid with columns for:

- *Employee code & description*
- *Employee work type code & description*
- *Site code & description*
- *Client code & description*
- *Hours & rate for each of the 7 processed days*

Additional columns are available via the column chooser for

- *Datasource code & description*
- *Task number*
- *Task type & description*

Note that where a contract employee has a pay scale defined rather than rates, the pay scale code is displayed in the rate column.

When the employee assignment pay report is run, a column for 'shift times' is displayed for each day of the week showing the contract employee hours for the day, e.g. 09:00-17:00. As an employee may work multiple shifts during a day, where multiple shifts exist each shift will be shown in the column, e.g. 10:00-12:00, 14:00-16:00, 18:00-20:00.

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