

Billing & Invoicing Distribution from Access Dimensions Manual TEMPLACMS

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COMMERCIAL STATEMENT

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TABLE OF CONTENTS

INTRODUCTION	4
INVOICE DISTRIBUTION	4
SYSTEM ADMIN	4
System Control.....	4
Email preferences.....	5
Datasource set-up.....	6
MAINTENANCE.....	7
Billing.....	7
Accounts.....	8
CLIENTS.....	9
CONTRACTS	10
Standard billing lines	10
Daily rate billing lines.....	12
Store Order billing lines	13
Workbill billing lines.....	14
BILLING REVIEW	15
INVOICE RUN	16
Batch generation.....	16
Override calculated VAT value on Sales Invoices.....	21
Ad-hoc Invoices and credit notes	22
Posting.....	24
Un-posting a batch or individual invoices.....	26
Invoice distribution and processing - Access Dimensions.....	27
Credit note distribution and processing – Access Dimensions	29
AMEND CLIENT ORDER REF ON POSTED INVOICES.....	31
AGED DEBTORS.....	31
Credit Control.....	31
Aged debtors list.....	32
TRACEABILITY	35
Transaction matching – audit number creation	35
Transaction reconciliation enquiry	35
Invoice Transactions List	38

INTRODUCTION

These training session notes have been created to provide background information and useful hands-on experience of using Billing and Processing modules from **TemplaCMS** through to Access Dimensions. They are designed to complement the training and assist when away from the training environment.

INVOICE DISTRIBUTION

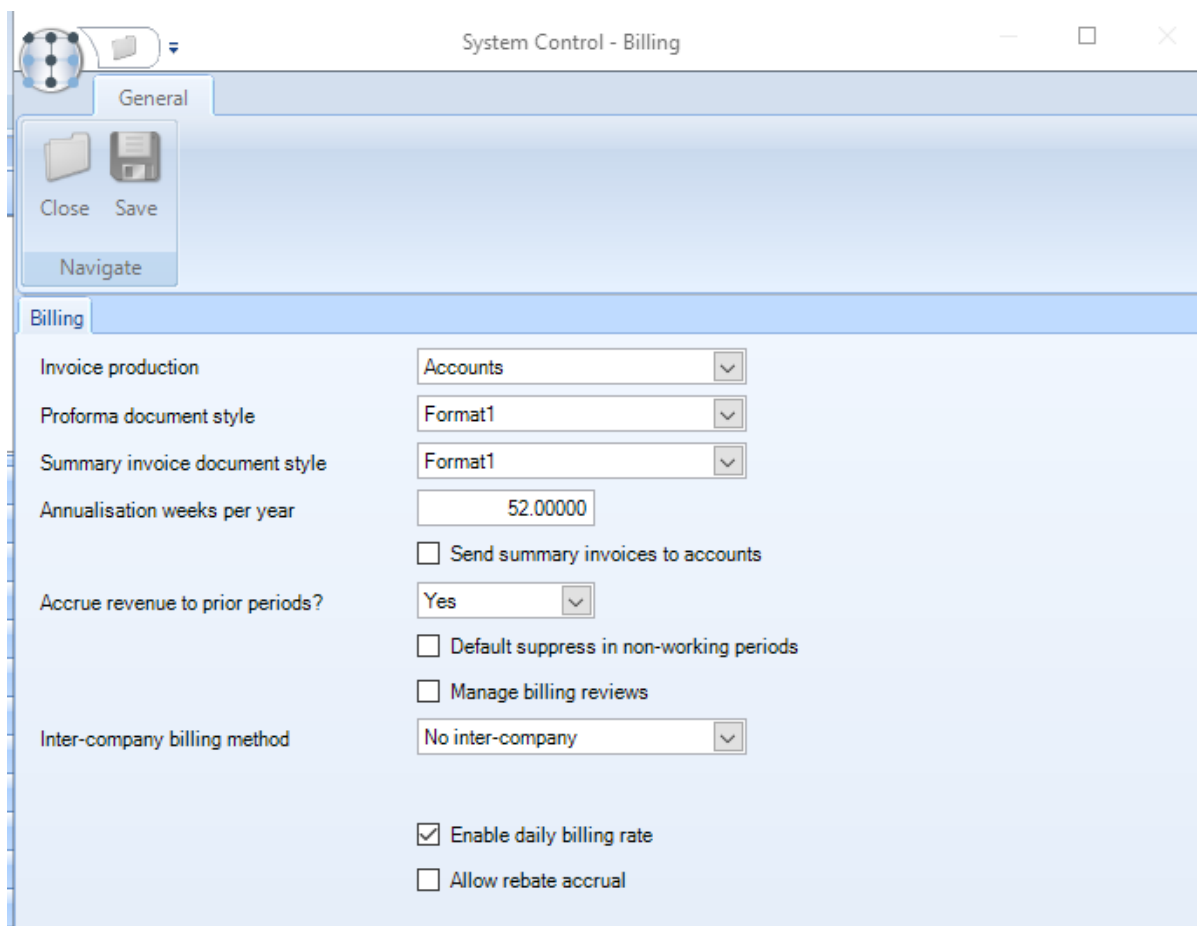
TemplaCMS is generally implemented alongside the *Access Dimensions* accounts package. Whilst **TemplaCMS** prepares the invoices, these are ultimately sent to the Dimensions order processing module for distribution via email or print.

It is possible to distribute invoices from **TemplaCMS** - please contact the *Templa Project team* for more information if this is of interest.

SYSTEM ADMIN

System Control

From the *Billing* option on the *System Control* menu the *Invoice production* option should be set to **Accounts**.



Invoice production – the option should be set to **Accounts**.

Proforma document style - 2 document styles are available for proforma invoices.

Summary invoice document style - 2 document styles is available for summary invoices

Annualisation weeks per year - number of weeks per year to be used for annualisation calculations.

Send summary invoices to accounts - contract invoices can be summarised based on the billing line configuration details on the contract. If this option is enabled summarised invoices will also be sent to Access Dimensions.

Accrue revenue to prior periods? – the options are *Yes*, *No* and *Optional*. If set to *Yes* where the initial invoice generation for a billing line has revenue that relates to a prior period and the nominal ledger is still open for that period, a reversing journal will be created and sent to workflow for approval.

Default suppress in non-working periods - this will suppress the generation of invoices where there are non-working periods defined on relevant site calendars.

Manage billing reviews - when checked, the scheduled review features on the contract and billing review batches will be activated.

Inter-company billing method – the options are *No inter-company*, *Sales inter-company process* and *SI/PI inter-company process*.

Enable daily billing rate – when checked the contract billing line will display a new ‘Use Daily Rate’ checkbox on the standard billing lines (not stores or workbill billing lines).

Allow rebate accrual – when checked enables the rebate accrual logic

Allow invoice date override - this new option is only visible if the ‘Invoice production’ option is set to *TemplaCMS*. When checked the invoice batch will display a new optional date field named ‘Invoice date’. Note that this will not be visible if the invoice batch is ‘Ad-hoc’, as this already allows each invoice to be individually dated by the user.

Email preferences

From the *System Setup* option on the *System control* menu *email preferences* can be set up.

Each of the email types is listed allowing an administrator to set the subject and body text, including the use of substitutions appropriate to each email. Where a more branded layout is required this can be created outside of **TemplaCMS** as a HTML file (again, including substitutions) and then referenced against the document type.

Furthermore, it is also possible to override the ‘*sender email address*’ and request a ‘read receipt’ for each document type. Note, that these options will depend on the capabilities and *permissions defined within the customer email server*. **TEAM Software is not responsible for this.**

Document type	Subject	Body	Body HTML	Overriding sender email address
Client statements manual e-mail	Statement	Your statement is attached		
Data form manual e-mail	Data forms	The requested data forms are attached		
Equipment audit form manual e-mail	Equipment audit forms	The requested equipment audit forms are attached		
HS runs manual e-mail	Hygiene services runs	The requested HS runs are attached		
Invoice distributions manual e-mail	Please see the attached invoice(s)	Please see the attached invoice(s)		
Manual SO forms manual e-mail	TemplaCMS stores order form attach	TemplaCMS stores order form attached		
Pro-forma invoice manual e-mail	Pro Forma Invoice(s)	Please see the attached pro forma invoice(s)		
Summary invoice manual e-mail	Summary Invoice(s)	Please see the attached summary invoice(s)		
QA form manual e-mail	Quality Audit for site &SN	The requested quality audit forms are attached		

The substitutions available for the *Pro-forma and Summary invoices* allows *Site code*, *Site name*, *Client code* and *Client name* to be included in the subject and body.

Datasource set-up

Some options related to billing / invoicing are available on the accounts datasource accessible from the *System Admin > Gateway admin > Datasources menu*.

GENERAL

The option 'Allow VAT override on invoices?' will when selected allow a user to override the calculated VAT values on a sales invoice. The overridden VAT will not be recalculated unless the quantity, price or VAT code are changed on the invoice.

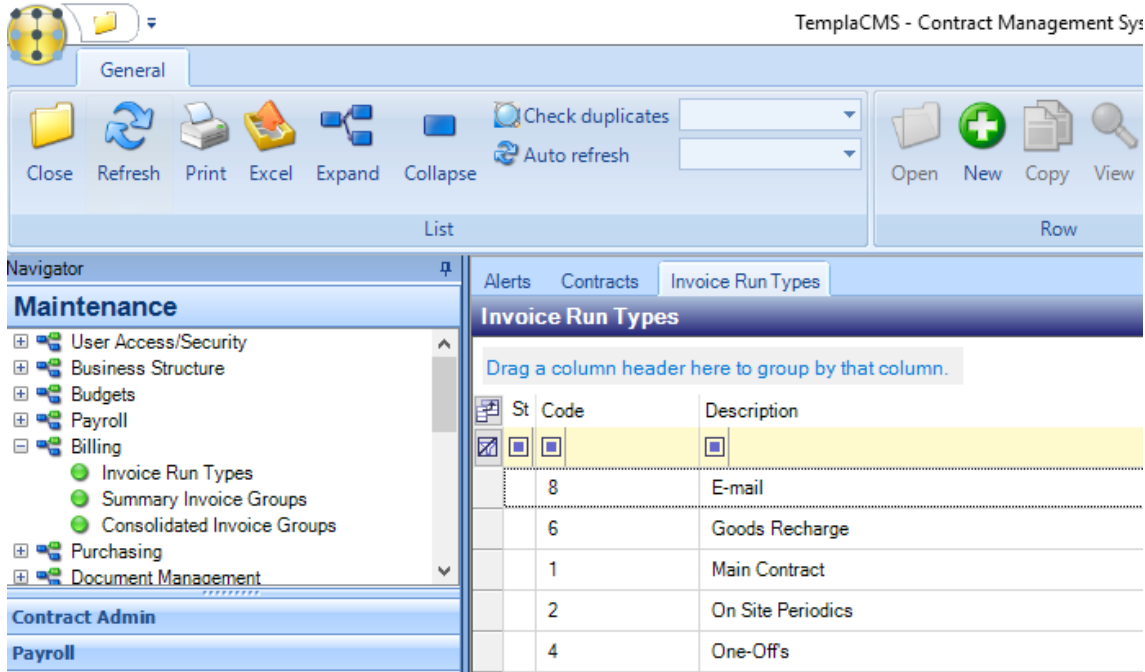
MAINTENANCE

Billing

INVOICE RUN TYPES

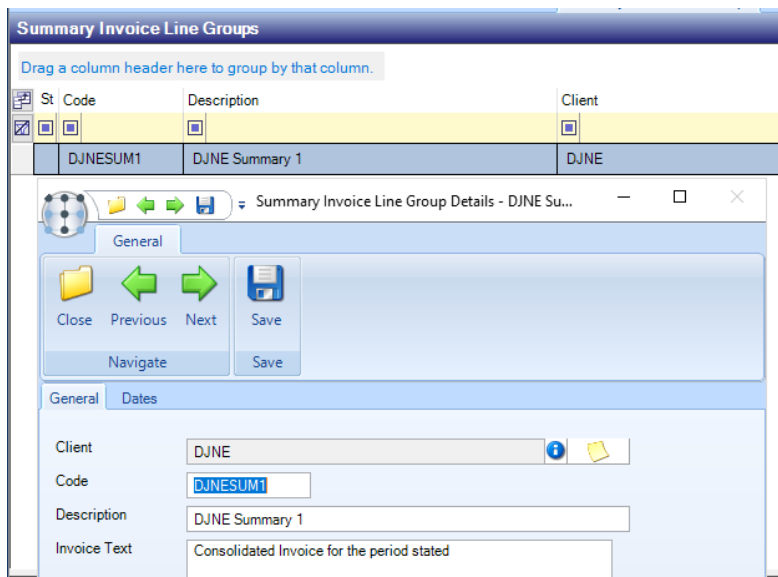
Invoice run types can be defined from the Maintenance > Billing menu.

This controls how invoices are batched/grouped during the invoice process.



SUMMARY INVOICE GROUPS

This screen displays a list of all the *Summary Invoice Groups* setup in *TemplaCMS* and allow the invoice text and description to be modified.



CONSOLIDATED INVOICE GROUPS

This screen displays a list of all the *Consolidated Invoice Groups* setup in *TemplaCMS* and allows the *First line text* to be modified.

The screenshot shows the 'Consolidated Invoice Groups' interface. On the left, a table lists various groups. The group 'AMPI/01' is selected, and its details are shown on the right. The details include:

Client	AMPI
Site	AMPI 1ST
Code	AMPI/01
Description	1ST FLR, 35 PICCADILLY
First line text	

Accounts

The Accounts option on the Maintenance menu gives an overview of the nominal, cashbook and bank accounts setup in Access Dimensions as well as analysis codes, VAT codes and settlement terms.

The screenshot shows the 'Accounts' screen under the 'Maintenance' menu. The 'Nominal account codes' tab is active, displaying a table of account codes:

St	Code	Description
	4200	4200 -- Access Annual Licences
	4205	4205 -- Access Annual Support
	4215	4215 -- Access Consultancy/Training
	4210	4210 -- Access Licence Sales
	4220	4220 -- Access Software Development

CLIENTS

Client detail (General Tab) information is held in the accounting system (Access Dimensions) and cannot be amended in TemplaCMS.

A new / prospective client can be created in TemplaCMS, and the user can optionally send this information to the accounts system if the client 'goes live'. Once the Send to accounts option is used no further changes can be made to the client in TemplaCMS, any changes will need to be done in the accounts system.

To create a new client from the client list in TemplaCMS click on New and complete the required details.

The screenshot shows the 'Client Detail - Mugg & Bean' window. The 'General' tab is active, displaying a form with the following fields:

- Accounts system: Accounts
- Code: MUGG001 (Status: Prospect)
- Name: Mugg & Bean
- Address: 156 Tonbridge Road
- Town: Somewhere
- County: Kent
- Postcode: TN11 9XX
- VAT: Standard Rate
- Telephone: 0123 456 789
- Fax: (empty)
- Website: www.templa.com
- Settlement term: 30 Days from date of invoice (From invoice date)
- Default mailing contact: Templa

Accounts system - where **TemplaCMS** is linked to more than one accounts database, the account system to which the client will belong, need to be selected

Code - enter a code for the client in the same format as existing clients

Prospect - the client status will appear as prospect until it has been sent to the accounts system

Name, Address, Town, County, Postcode - enter the client address detail

VAT - select the default VAT rate for the client

Telephone, Fax, Website - enter the relevant details for each if required

Settlement terms - select the default settlement terms for the client.

Default mailing contact - where contacts already exist, the default mailing contact for the client can be selected.

CONTRACTS

Billing can be performed at any frequency desired and can be done in arrears or in advance. It is associated with a Task and Revenue Type, and details are entered on to the contract via the billing tab

TemplaCMS provide a number of different options for adding billing lines to contracts.

Standard billing lines

Effective – the date that the billing line will come into effect and the day it ceases (if known) can be set here. This date will be used in conjunction with the Next invoice date to determine when it will be included in an invoice batch and whether a pro-rata calculation could apply.

Use for stores order-recharge – **when ticked these lines are used for invoicing stores orders. Please see ‘Stores billing lines’ notes later in this section for more information.**

Use for workbill? – **when ticked these lines are used for invoicing workbills. Please see ‘Workbill billing lines’ notes later in this section for more information.**

Suppress in non-working periods? – when ticked and non-working periods exist on an associated site or task calendar the invoicing for this line will be automatically suppressed during these periods.

Hours billing – some companies using **TemplaCMS** also deal with security where billing is directly based on actual hours worked. This option allows a template billing line to be defined on a contract where the actual details are substituted in order to create the invoices on import of the hours worked. Please contact Templa for more information on this process if it is of interest.

Inv text – this will determine what will appear on the invoice/billing lines and can be set using substitutions to insert the site and period details etc. Click in the Invoice text box to see a list of substitutions available:

Substitutions key	
&SC	= Site code
&SN	= Site name
&CC	= Contract code
&CN	= Contract name
&DF	= Date from
&DT	= Date to
&CR	= Client reference

Price – the weekly, monthly and annual equivalent valuation of the values are displayed on the billing line and billing list panels. These values are calculated accordingly based on the billing frequency and value.

Basis – the basis for billing must be specified i.e. arrears, advanced, or arrears and advance.

The 'arrears and advance' option allows the line to be billed a number of periods in arrears and advance as required. The number of weeks/months/years forward or back is calculated based on the next invoice date.

Frequency – how often billing will occur for example once a month, every 4 weeks, once a year etc.

Task type – a task must be selected. This is used for reporting and to link a budget group to the revenue stream.

Revenue type - these are the cost/revenue codes that have been defined with a nature of 'Revenue', and control the link to the Nominal Ledger in the accounts system.

VAT - The *VAT details* are picked up from the accounts system if linked to Access Dimensions.

Invoice run - this controls how invoices are batched together; only one batch per invoice run can be un-posted at any point in time. *Invoice run types* can be defined on the *Maintenance* menu.

Client PO ref – when entered it can be used in conjunction with the &CR substitution invoice text substitution key to print on the relevant invoice lines.

Consolidation – option is used to merge multiple billing lines from one or more contracts on to a single invoice for the client. The site code on the consolidation invoice group is optional, but if defined will result in this consolidation group only being available to the specified site; conversely if left blank the consolidated invoice group will be available to all sites for this client. Consolidated Invoice Groups can be set up from the Maintenance -> Billing menu, or created “on-the-fly” when entering billing lines.

The consolidation group definition allows the entry of 'first line text', as below:

The screenshot shows a software window titled "Consolidated Invoice Group Details - AAWS 2ND". The window has a "General" tab selected. Below the tab are several icons: "Close", "Save", "Save and new", and "Navigate". Below these icons are two sub-tabs: "General" and "Dates". Under the "General" sub-tab, there are several input fields: "Client" with the value "AAWS", "Site" with the value "AAWS 2ND", "Code" which is empty, "Description" with the value "AAWS 2ND", and "First line text" with the value "Cleaning for the month of the invoice for the following sites:". Each input field has a small icon to its right, likely for help or search.

Where this is specified, the text will be used for the first (text only) line of an invoice generated for the consolidation group. In this way, it can be used to provide a header for the following invoice detail lines derived from the site contracts.

Consolidation seq – Contract billing lines allow a consolidation sequence to be entered as a number when a consolidated invoice group is selected.

Sequence button - the *Sequence* button is available on contract billing and contract hygiene service lines where a consolidated invoice group has been entered. From the resulting sequence window, the position of the new line in relation to existing lines can be resolved, along with the resequencing of billing lines on other contracts.

Summary invoice – this option is used to create an additional memorandum or a single line tax invoice. Only one summary invoice can be created per client for any given invoice run – so if a client needs two summary invoices then these billing lines must be on different invoice runs. Thus, a summary invoice can, for example, be used in situations where Head office needs a summary of the site invoices where they will often want to see totals by task type rather than site; the sites will still receive their own individual invoices that need to be paid. Each Summary Invoice Group will result in a **single** line on the corresponding summary invoice so there would often be one summary invoice group per task type, e.g. Daily Office Cleaning,

Window Cleaning, etc. Summary Invoice Groups can also be set up from the Maintenance > Billing menu or created “on-the-fly” when entering billing lines.

Where a **single line summary tax invoice** is required in the accounts system (Dimensions), the 'Send summary invoices to accounts' flag needs to be ticked in System Control and the correct invoice template needs to be used in Dimensions. Please check with *Templa* if planning to use this functionality.

Address to – Invoices can be addressed to the Client, the Site or a Contact in CMS. When addressed to ‘Contact’ the contact’s address will then print on the resulting invoice.

Suspended? – if an invoice line is flagged for suspension it will not be included in the next invoice run batch from thereon.

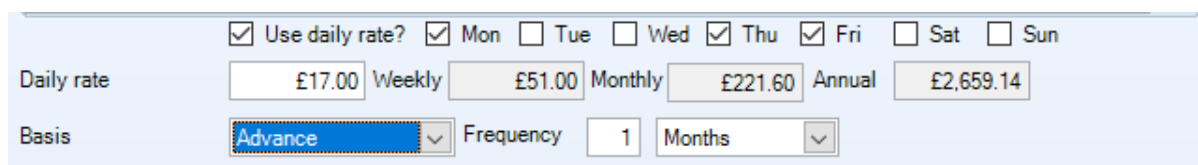
Auto re-instate – with the date entered is reached the billing line will automatically be un-suspended and included in the invoice batch.

Last invoice – the system will automatically increment this date on posting of the relevant invoice batch.

Next invoice – the system will automatically increment this date based on the billing line frequency and posting of the relevant invoice batch. When a new billing line is added to the contract the user will need to specify when the first invoice is due, thereafter the system will automatically update this date as described above.

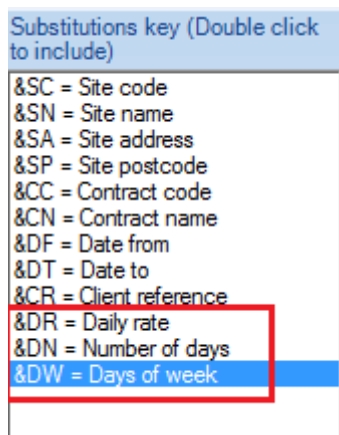
Daily rate billing lines

When the ‘Enable Daily Billing Rate’ option is enabled on System Control, users get the option to tick the ‘Use daily rate’ checkbox on the contract billing line:



Ticking the ‘Use daily rate’ option enables checkboxes for each day of the week to be cleaned, along with the daily billing rate. Based on the entries made, weekly, monthly and annual billing values can then be extrapolated.

Additional ‘Invoice Text substitutions’ are also available:



Invoice Generation

During the invoice batch generation process, for contract billing lines where ‘Use Daily Rate’ is active, the system will calculate for each checked day of week, the quantity of days that occur within the billing line’s start/end billing period dates. The total quantity of all days will be multiplied by the daily rate to calculate the total invoice value.

Note, the ‘Suppress in non-working periods’ option will be applied at the day level, so when checked and a non-working period is defined on the relevant calendar, the system will ignore any non-working days in this calculation.

Once generated, the user is free to override the number of each day of the week to be billed, and thus change the overall value of a daily rate invoice if required.

Store Order billing lines

On ticking the option for 'Use for stores order re-charge?' these 'template' billing lines will be used to generate the invoices for any stores order re-charges.

The options described below are available on 'Stores order re-charge' billing lines:

Split by

Where a specific purchase order reference is provided for every stores order that is processed, the client may require one invoice per purchase order reference or alternatively where no purchase order reference is provided for a stores order, the client may require a separate invoice for each delivery against a stores order. The options are Month, Client PO reference, Delivery and a combination of Month and Client PO reference.

During invoice batch generation, the expanded 'split by' option is applied, thus providing invoices to the client at the level they desire.

If there is a client PO reference, it will be automatically included in the billing line text, so that the first billing line is still used to locate it and the 'Your Ref' field populated. The need to have the &CR substitution defined in the billing line text will disappear, so the printed invoice lines will no longer need to repeat the same client PO reference.

Invoice site heading

Where a stores order billing line is addressed to the client rather than the site, there is a requirement that the site delivery address be shown on the invoice, with the recharges listed below each site delivery address. This is achieved via the Invoice site heading box available on stores order re-charge billing lines.

The following substitutions to be used:

- &SC – site code
- &SN – site name
- &SA – site address
- &SP – site postcode

During invoice batch generation, stores order re-charge lines will be included. On change of site, an additional text only line will be inserted to the invoice, using the defined invoice site heading format (if defined). As a result, a client level invoice that contains re-charge lines for multiple sites will show these grouped by site, with an appropriate heading before each group.

Workbill billing lines

On ticking the option for 'Use for workbill?' these 'template' billing lines will be used to generate the invoices for any workbills where the confirmation of work done is tied to invoicing.

The screenshot shows a software window titled "Contract Billing Line - AAWS 2ND 01". The window has a "General" tab selected. Below the tab is a navigation bar with buttons for "Close", "Previous", "Next", "Accept", and "Accept and new Save". The main area is divided into several sections:

- Billing line:** Includes "Effective" date (10/01/2011) and "Use for workbill?" (checked). "Split by" options are radio buttons: None, Month, Client PO ref, Confirmation, Month and client PO ref, and Workbill (selected).
- Inv text:** A text area containing "&WT".
- Groupings:** Fields for "Consolidation", "Consolidation seq" (0), and "Summary invoice".
- Document delivery:** "Address to" dropdown set to "Site", a field containing "AAWS 2ND", and a checkbox for "Allow variable client debtor?".
- Dates:** "Last invoice" dropdown set to "(not set)" and "Next invoice" dropdown set to "10/01/2011".
- VAT:** "Standard Rate" dropdown.
- Invoice run:** "One-Offs" dropdown.
- Client PO ref:** An empty text field and a checkbox for "Mandatory PO ref?".
- Immediate recharge?** A checked checkbox.

The options described below are available on 'Workbill' billing lines:

Split by

Where a specific purchase order reference is provided for workbill that is processed, the client may require one invoice per purchase order reference or where no purchase order reference is provided for a workbill, the client may require a separate invoice for each completed workbill. The options are Month, Client PO reference, Delivery and a combination of Month and Client PO reference.

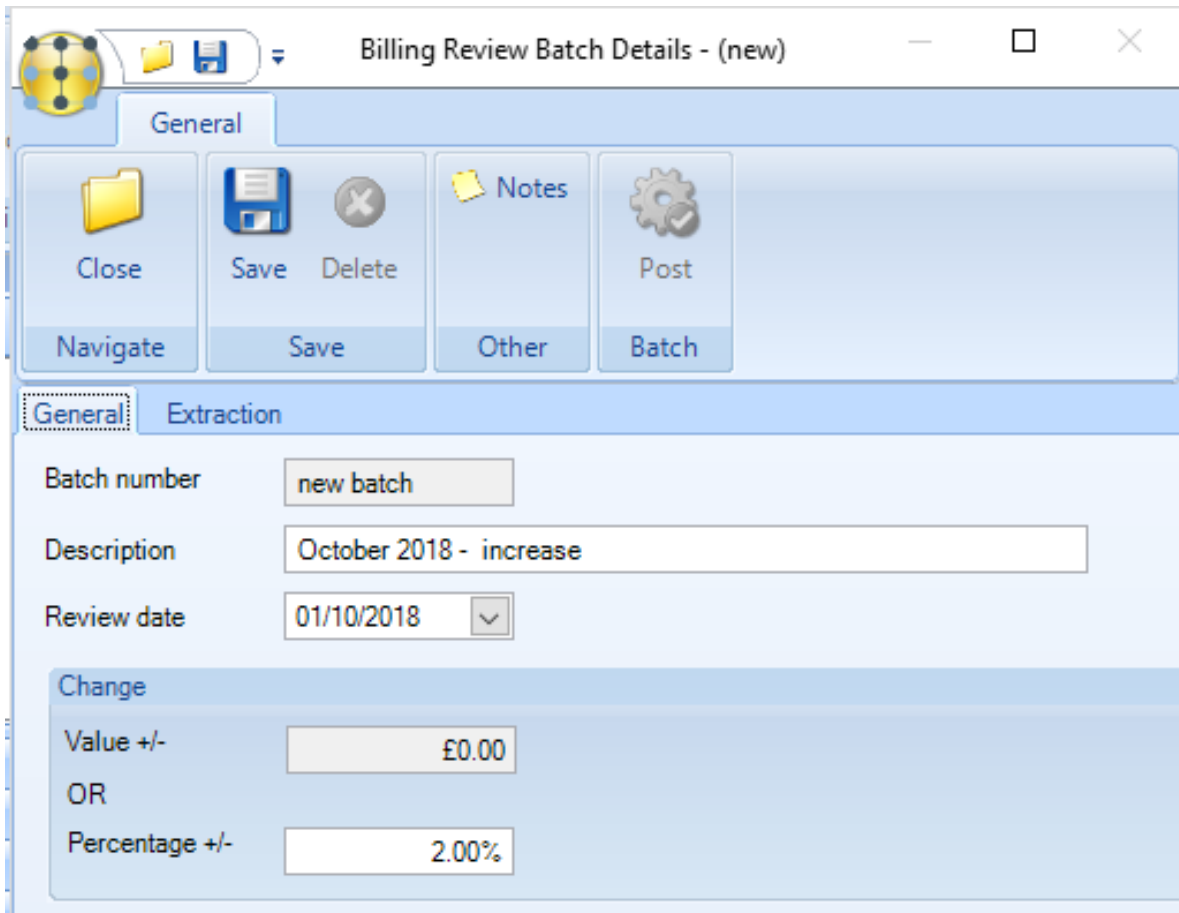
During invoice batch generation, the expanded 'split by' option is applied, thus providing invoices to the client at the level they desire.

If there is a client PO reference, it will be automatically included in the billing line text, so that the first billing line is still used to locate it and the 'Your Ref' field populated. The need to have the &CR substitution defined in the billing line text will disappear, so the printed invoice lines will no longer need to repeat the same client PO reference.

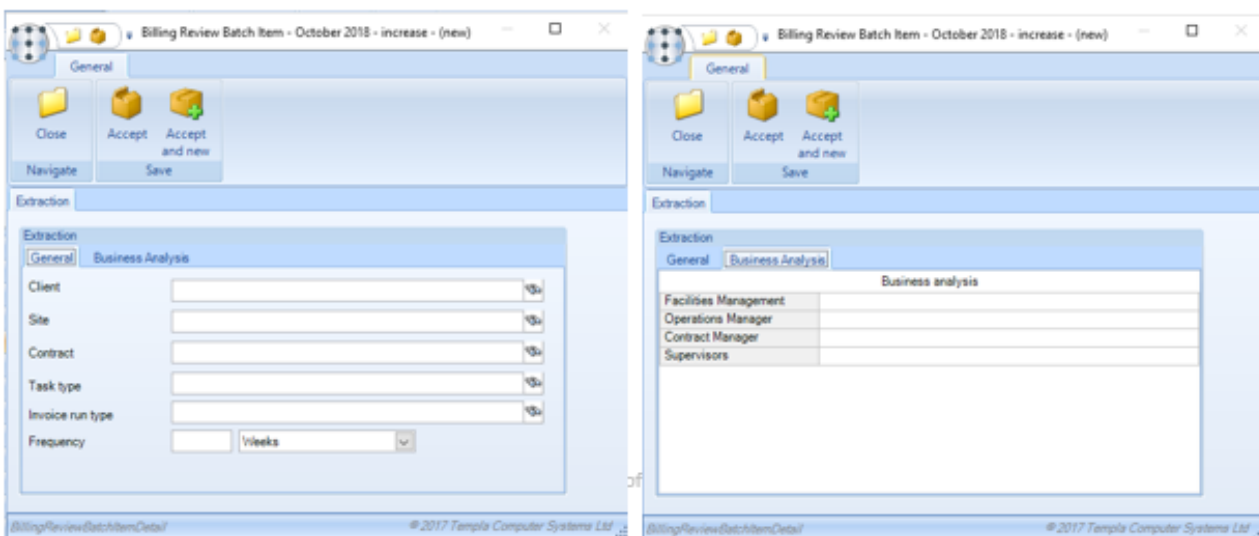
BILLING REVIEW

The billing uplift facility can be used to apply a global change across multiple contracts. These are managed through batches so that a historical record is available.

A billing review batch can be created from the Billing Review option available on the Billing menu. To create a new Billing Review batch, click on new and enter a description, review date and Value or Percentage increase (+) or decrease (-).



Extraction criteria includes: client, site contract, business analysis heading(s) and codes, as well as task type and/or billing frequency and invoice run type.



On acceptance of the selection criteria, the system will retrieve all the live contracts affected by the selection and display them in site sequence with the before and after billing position. Contracts currently at a status of 'work in progress' are retrieved and highlighted but will not be processed when the billing review batch is posted.

INVOICE RUN

Batch generation

A billing run is controlled by a group or 'batch' of Invoices for a specific invoice frequency.

A new batch can be created from the Billing > Invoice Batches menu by clicking on New and completing the Invoice Batch Details screen. Once completed click on Save to generate the batch.

The screenshot shows the 'Invoice Batch Details' form. The 'Batch number' field contains 'new batch'. The 'Invoice run type' dropdown is set to 'Six Weekly'. The 'Accounts system' dropdown is set to 'Accounts'. The 'Batch date' is set to '22/08/2018'. A red warning message states: 'Note, to post or delete this batch you must first apply the lock'. The 'Financial period' is set to '2018 / 5'. There are empty text areas for 'Standard text' and 'Notes'. The top navigation bar includes 'Close', 'Save', 'Delete', 'Notes', and 'Attachments' buttons.

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

Invoice run type – **select the relevant Invoice run.**

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 generated i.e. all billing lines for the invoice run with a next invoice date before and up to this date will be included.

Financial period – where the accounts datasource is linked to *Access Dimensions* this will default to the current open Sales Ledger period in *Access Dimensions*.

Standard text – when invoice documents are distributed, this text will be used as the first line(s) of the document, i.e. before printing billing lines. This text will also be used when producing pro-forma and summary invoices.

Notes – additional notes relevant to the invoice batch can be entered here.

The batch will contain all invoices created by the system for this run:

St	Pa	Ze	Ze	C	O	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Net suspense	Vat suspense	G
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£41.98	£8.40	£50.38	£0.00	£0.00	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£44.56	£8.91	£53.47	£0.00	£0.00	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£0.00	£0.00	£0.00	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/11/2015 0	£0.00	£0.00	£0.00	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/11/2015 0	£830.09	£166.02	£996.11	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/11/2015 0	£4.59	£0.92	£5.51	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/11/2015 0	£189.28	£37.86	£227.14	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/11/2015 0	£48.66	£9.73	£58.39	£0.00	£0.00	
✓						CBCS - CBCS (29111)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/11/2015 0	£18.89	£3.78	£22.67	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/01/2016 0	£48.66	£9.73	£58.39	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/01/2016 0	£18.89	£3.78	£22.67	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/01/2016 0	£551.07	£110.21	£661.28	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/01/2016 0	£267.98	£53.60	£321.58	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/01/2016 0	£321.53	£64.31	£385.84	£0.00	£0.00	
✓						CBCS - CBCS (29113)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/01/2016 0	£7.80	£1.56	£9.36	£0.00	£0.00	
✓						CBCS - CBCS (29112)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/12/2015 0	£321.53	£64.31	£385.84	£0.00	£0.00	
✓						CBCS - CBCS (29112)	CBCS	CBCS	CBCS01	CBCS LONDON	Invoice	01/12/2015 0	£7.80	£1.56	£9.36	£0.00	£0.00	
													£498,702.83	£99,740.63	£598,443.46	£867.51	£173.49	

If billing lines relating to an outstanding invoice batch are altered within the contract, the behind-the-scenes 'fix-up' process will update the relevant details within the invoice batch as long as the batch have not been Posted.

The generated billing lines that will be invoiced can be accessed directly from the batch or from the Billing > Invoices menu option. This list can be filtered using the 'Change Filter' option and selecting the relevant criteria.

PRO-RATA INVOICES

Where a new billing line is not effective for the entire billing period, for example on a *monthly* billing frequency where the 'effective from date' on the contract billing line is 10/12/2015 and the 'next invoice date' is 01/01/2016, the system will determine that this is a *pro-rata* invoice when the invoice batch is generated.

Any *pro-rata* invoices in the batch will be flagged to the user via the pro-rata icon:

The invoice will be generated with the full value for the full month irrespective of the fact that the new rate only took effect from the 10/12/2015.

St	Pa	Ze	Ze	C	O	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Net s
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£41.98	£8.40	£50.38	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£44.56	£8.91	£53.47	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£0.00	£0.00	£0.00	

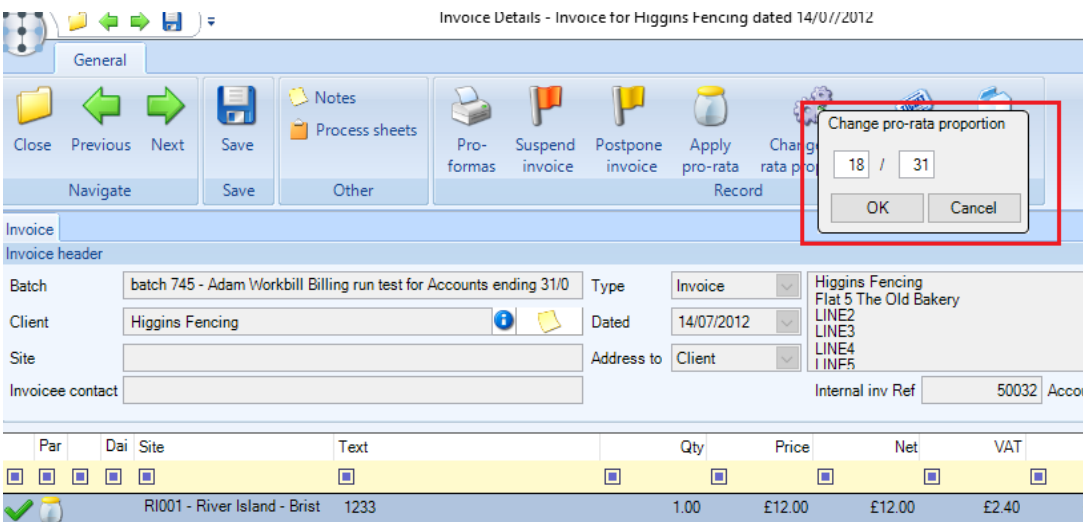
Hovering over the *pro-rata* icon will indicate how many days the system has calculated the invoice should be for, this will default to the full period value e.g. 22/31 days:

St	Pa	Ze	Ze	C	O	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Net
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£41.98	£8.40	£50.38	
✓						Part period invoice (23/31) AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£44.56	£8.91	£53.47	
✓						AMPH - AMPH (29033)	AMPH	AMPH	AMPH0	AMPH 5TH	Invoice	01/01/2016 0	£0.00	£0.00	£0.00	

Double-clicking on the line with the *pro-rata* icon next to it and then on the relevant invoice line will give the option to apply the *pro-rata* rate or change the *pro-rata* proportion:

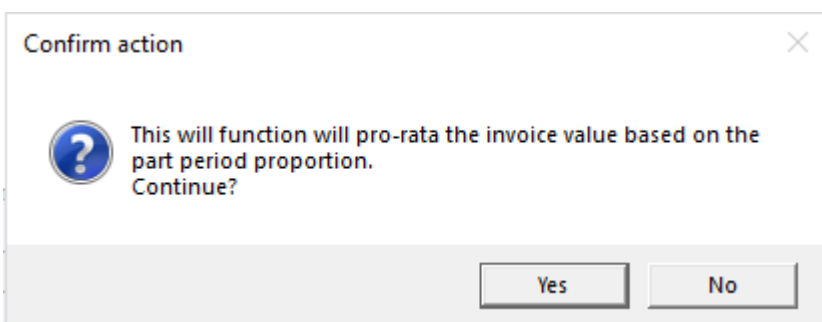


On clicking the *Change pro-rata* button, a popup will appear which allows the user to change the *pro-rata* proportion:

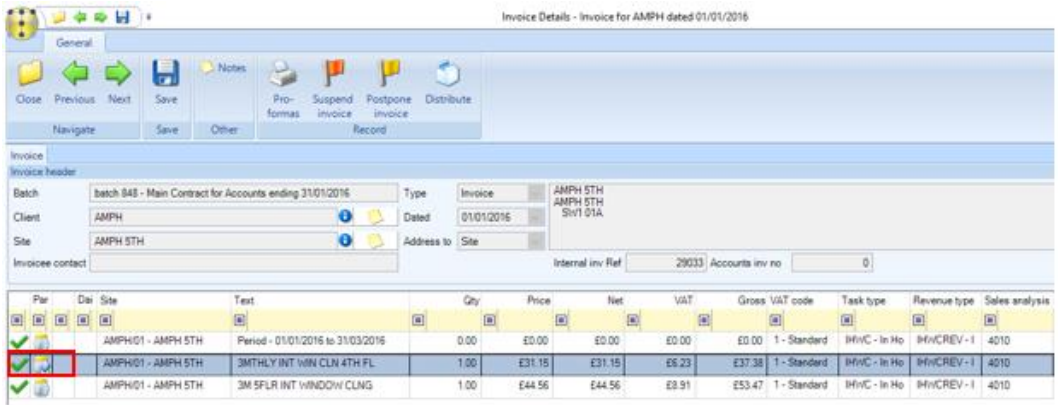


The *Change pro-rata* button is only visible when a single invoice line is selected.

On clicking the *Apply pro-rata* button the system will calculate the number of days that should be invoiced and the following message will appear:



Click on Yes to continue – this will update the invoice value and the *pro-rata* icon will now appear with a ‘blue tick’:

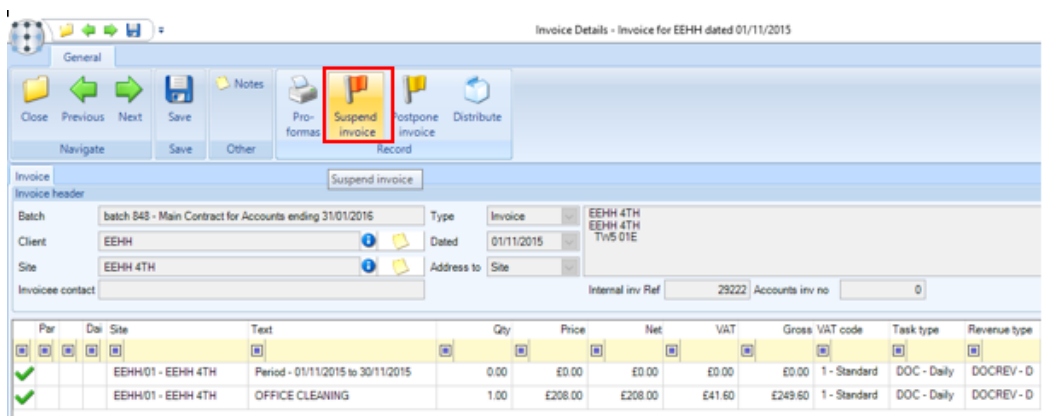


The calculated value it can be overridden by double-clicking on the line and manually entering the required value.

SUSPEND/RELEASE

Contract billing lines can be marked as *suspended* in which case the batch generation process will still include the invoice line but automatically flag it as *suspended*.

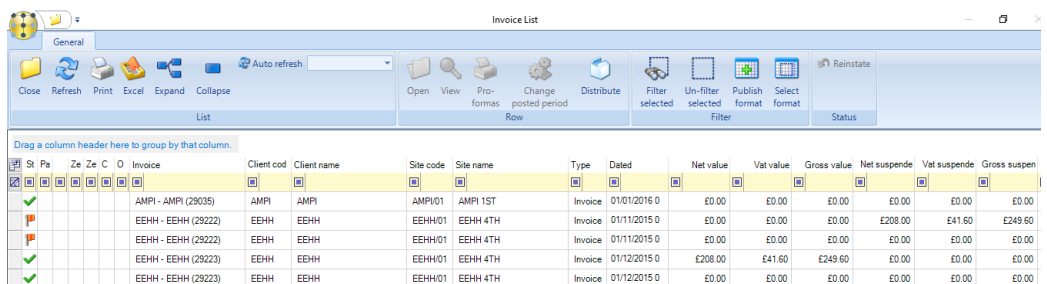
A user can ‘release’ a suspended invoice line, and equally manually suspend or release other invoice lines in the batch. It is possible to release either one or multiple invoices from the invoice list rather than having to drill into the invoice detail.



The ability to *suspend* and *release* is only applicable to invoice lines generated from standard contract billing lines. As such a user cannot suspend:

- Manually entered invoice lines
- Stores recharge invoice lines
- Workbill invoice lines

On posting a batch containing suspended invoice lines, the contract billing line ‘next invoice date’ will be advanced based on the defined frequency and therefore the same invoice line will NOT be generated in a subsequent batch. However, the original invoice lines will remain in the invoice batch, clearly identified as suspended, thus providing full traceability of suspended invoices lines.



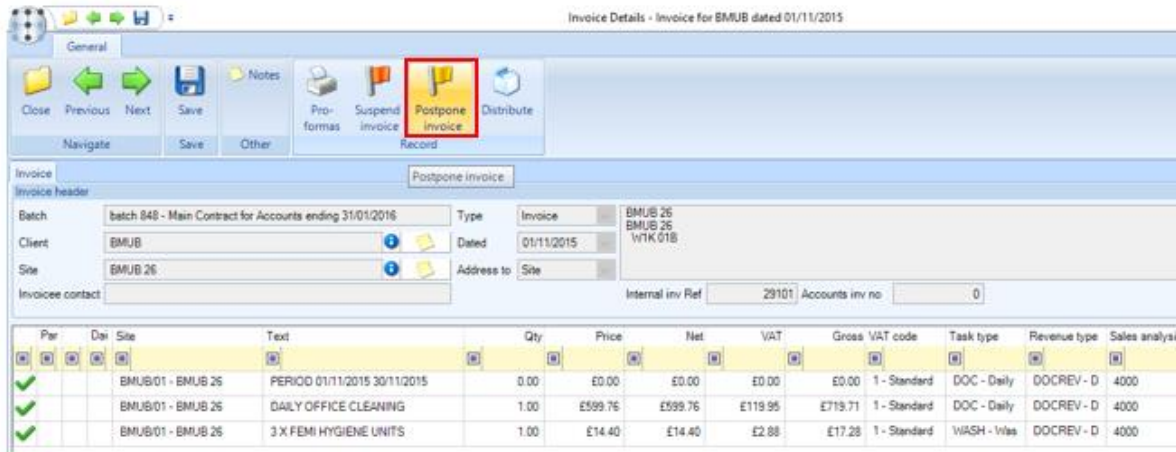
It is not possible to perform any further action on a posted suspended invoice line.

POSTPONE/RELEASE

The ability to *postpone* and *release* is only applicable to invoice lines generated from standard contract billing lines. As such a user cannot suspend:

- Manually entered invoice lines
- Stores recharge invoice lines
- Workbill invoice lines

On posting a batch containing postponed invoice lines, the contract billing line 'next invoice date' will NOT be advanced and therefore **the same invoice line WILL be generated in a subsequent batch**. As with suspend, the original invoice lines will now remain in the invoice batch, clearly identified as postponed, thus providing full traceability of postponed invoices lines.



It is not possible to perform any further action on a posted postponed invoice line.

It is possible to postpone/suspend either one or multiple invoices from within the invoice list rather than having to drill into the invoice detail.

CANCEL/RELEASE

Cancel is only applicable to workbill and stores recharge invoice lines, and as such a user cannot cancel:

- Manually entered invoice lines
- Standard contract billing invoice lines

When cancelling an invoice line, the user will be required to provide notes to justify the cancellation, which will be stored on the workbill or stores order. Prior to posting a batch, a cancelled invoice line can be *released* if it has been cancelled in error.

On posting a batch containing cancelled invoices lines, the associated workbill or GRN will be updated to identify it as 'invoice cancelled', and the contract item will be advanced as if the invoice had been processed. The cancelled invoice will remain in the batch clearly identified as cancelled, thus providing full traceability of cancelled invoices.

It is not possible to perform any further action on a posted cancelled invoice line.

DELETE

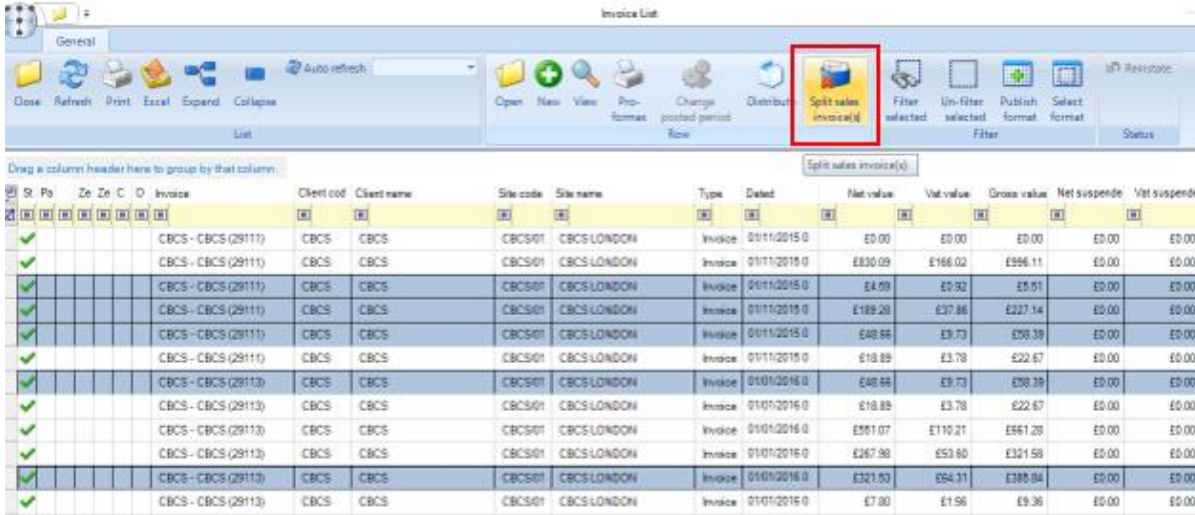
The ability to *delete* either a line from an invoice or an entire invoice is only available on manually entered lines and invoices.

Once a manual line or invoice is deleted, no trace of it will remain within the batch.

INVOICE BATCH SPLIT

TemplaCMS invoice batches may contain many invoices, either generated or manually entered/amended. On occasion, there may be a need to post most, but not all of the invoices in a batch (for example if there are delays in obtaining PO numbers for some invoices in a large batch).

The *Split sales invoice(s)* button allows the user to deal with this situation. Note, this button is only visible if the batch have been *Locked* first.



Highlight the invoices that can't be posted at the moment and click on the *Split sales invoice(s)* button.

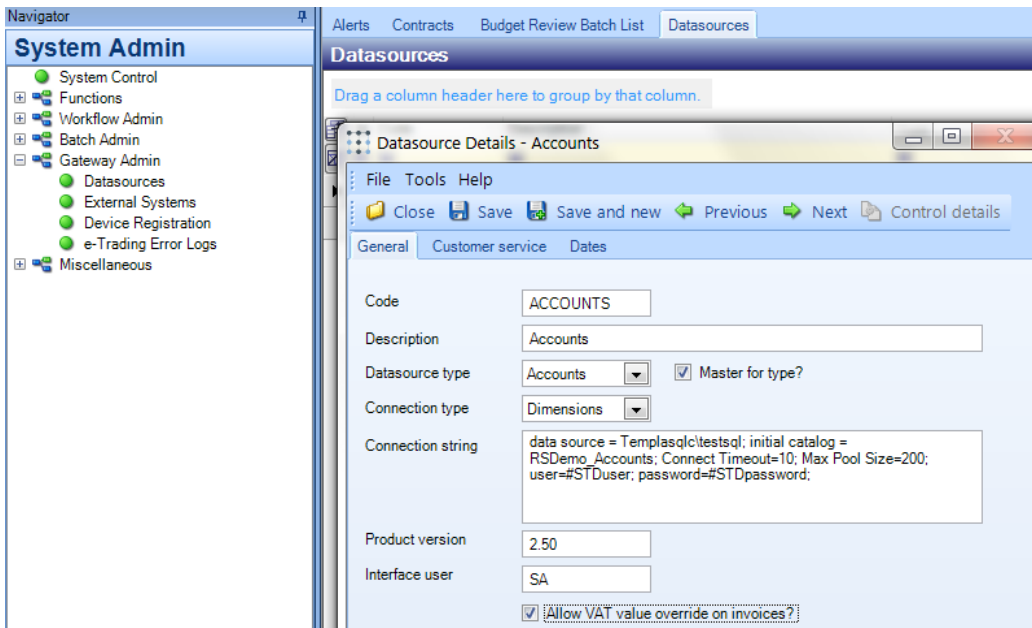
This will move the selected invoices to a new invoice batch identified with the same run and date details, and referenced back to the owning batch with a new 'batch reference' being a suffixed version of the original batch (e.g. 118.1 will contain invoices split from batch 118).

Any batch can be split into multiple sub-batches if required.

Override calculated VAT value on Sales Invoices

The option *Allow VAT override on invoices?* on accounts datasources will when selected allow the calculated VAT values on a sales invoice to be overridden.

The overridden VAT will not be recalculated unless the quantity, price or VAT code are changed on the invoice.



Ad-hoc Invoices and credit notes

Ad-hoc invoices or credit notes can be created by creating an invoice batch with the *Invoice run type* set to an *ad-hoc invoice or credit*.

Invoice Batch Details - *

General

Close Save Delete Notes Attachments

Navigate Save Other

General

Batch number: new batch

Invoice run type: (ad-hoc invoice or credit)

Accounts system: Accounts

Batch date: 22/08/2018

Note, to post or delete this batch you must first apply the lock

Financial period: 2018 / 5

Standard text

Once the batch has been created click on *Lock* and then on *Invoices*. On the invoice list screen click on *New* to start entering the ad-hoc invoice or credit note:

Invoice List

General

Close Refresh Print Excel Expand Collapse Auto refresh

Open New View Pro-formas Change posted period Distribute Split sales invoice(s) Filter selected Un-filter selected Publish format Select format

List

Drag a column header here to group by that column.

St	Pa	Zs	Zc	C	O	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Net suspen
----	----	----	----	---	---	---------	------------	-------------	-----------	-----------	------	-------	-----------	-----------	-------------	------------

Select the *Client* and *Site* and whether this is an *Invoice or Credit*:

Invoice Details - Invoice

General

Close Save Notes Pro-formas Record

Navigate Save Other

Invoice

Invoice header

Batch: batch 853 - ad-hoc invoicing for Accounts dated 22/08/2018 Type: Invoice AAWS AAWS EC4N GHL

Client: AAWS Dated: 22/08/2018

Site: AAWS 2ND Address to: Client

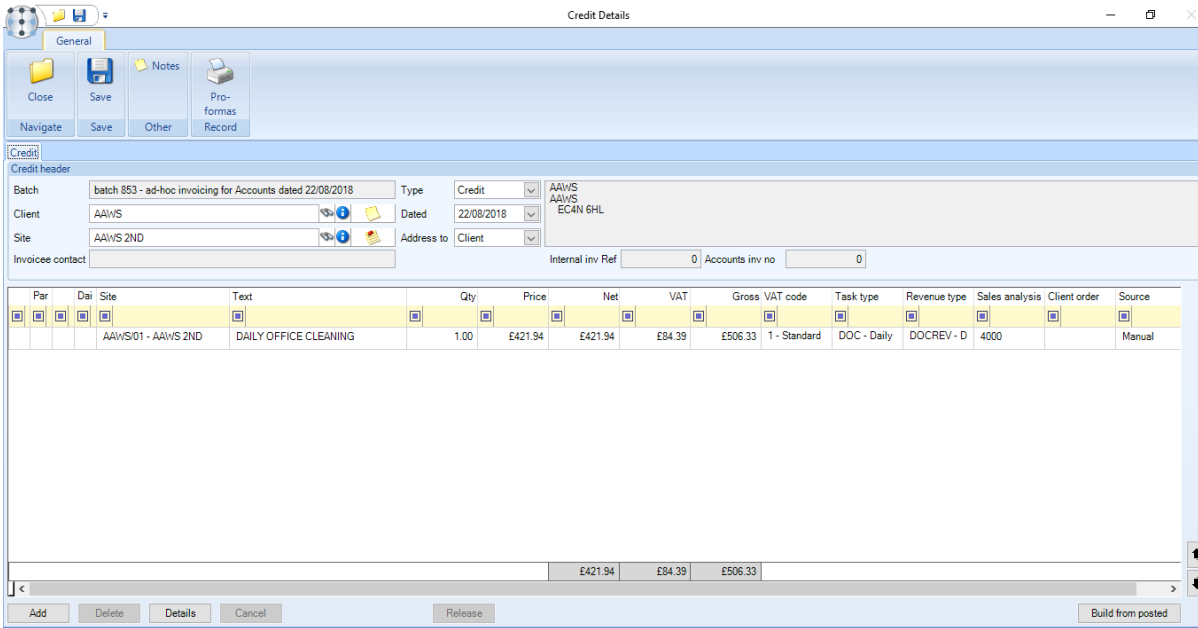
Invoice contact Internal inv Ref: 0 Accounts inv no: 0

Par	Dai	Site	Text	Qty	Price	Net	VAT	Gross	VAT code	Task type	Revenue type	Sales analysis	Client order	Source
-----	-----	------	------	-----	-------	-----	-----	-------	----------	-----------	--------------	----------------	--------------	--------

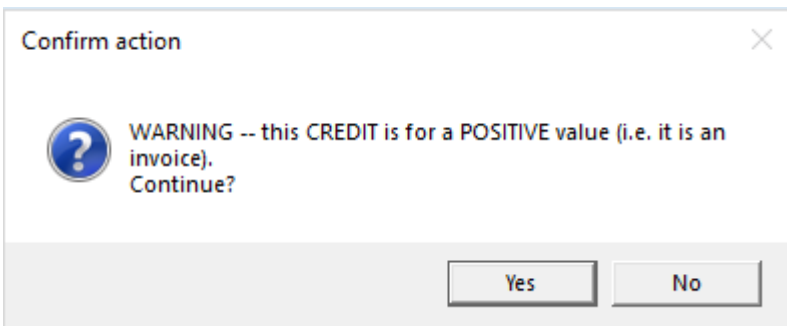
£0.00 £0.00 £0.00

Add Delete Details Cancel Release Build from posted

Click on *Add* to enter the line details manually. Alternatively, instead of manually adding the line details 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.

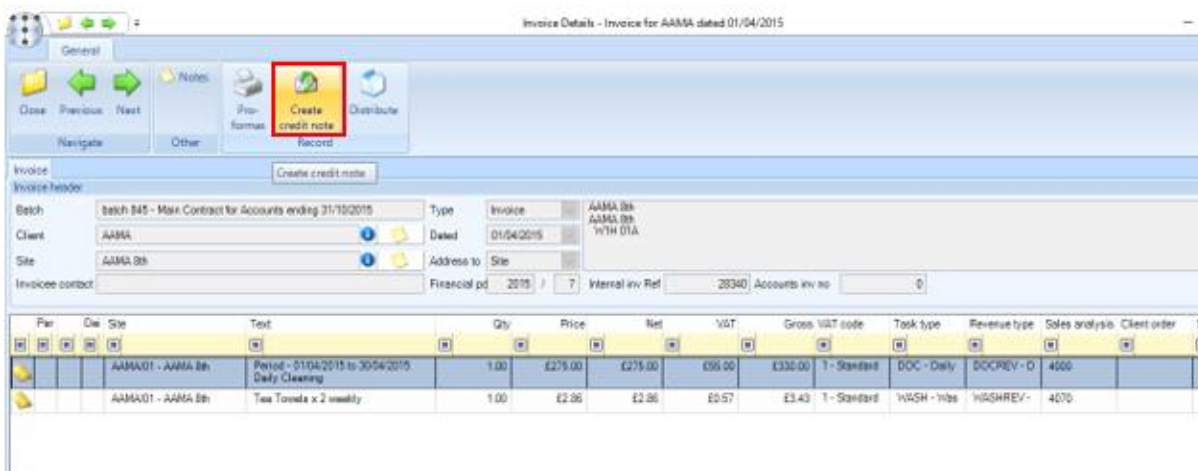


Where the invoice type of the selected line(s) differs from the invoice type being edited the user is prompted with the option to reverse the sign of the invoices.



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

A credit note can also be created directly from a posted invoice. When viewing a posted invoice, the *Create credit note* button appears. When pressed a new *ad-hoc sales invoice batch* is automatically created into which a single credit note is constructed as an exact reversal of the original invoice. Having confirmed the creation of the credit note the user is then prompted to open the new credit note from where they are free to amend the credit as required.



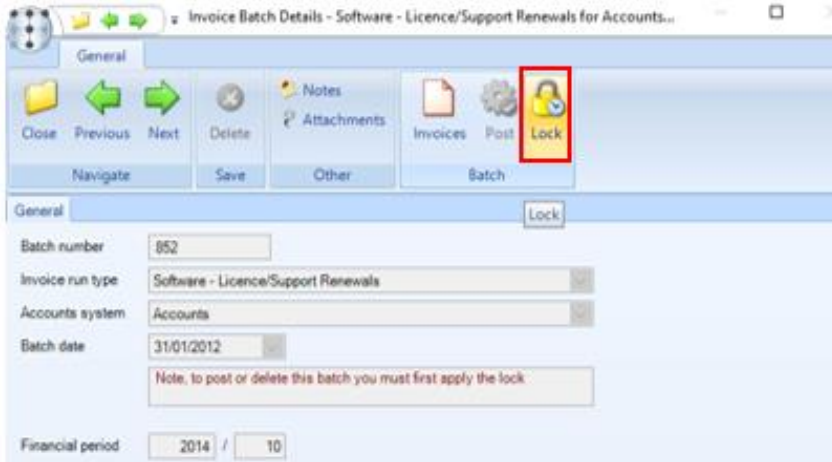
A note is added to both the invoice and credit note to maintain an audit of the credit note's creation.

Posting

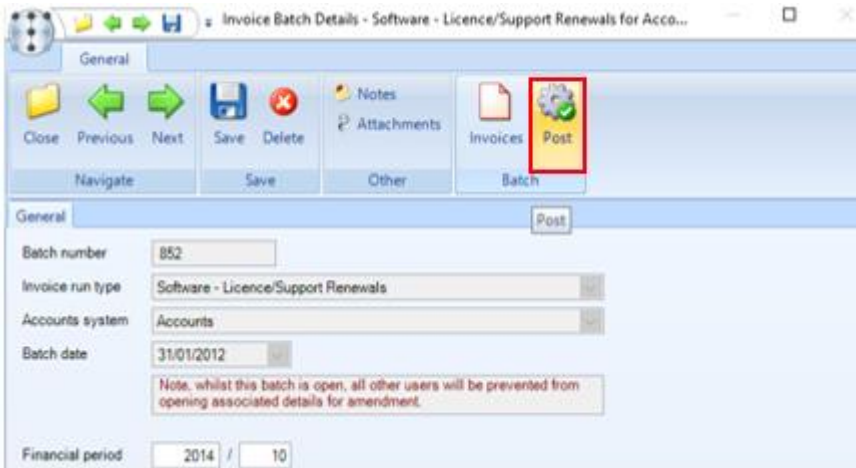
Where **TemplaCMS** has been set up to distribute invoices, it is not possible to post the batch until all invoices have been distributed.

POSTING AN INVOICE BATCH

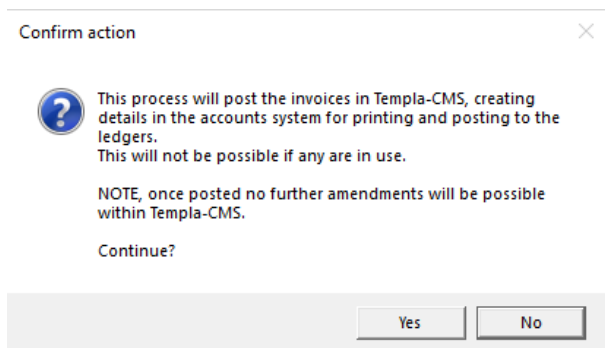
Once the batch has been locked and invoices distributed, the Post button will become enabled on the Invoice Batch Details screen:



Once the batch has been locked, the Post button will become enabled:



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



Click on Yes to continue. On posting the batch the invoices will appear in *Access Dimensions*:

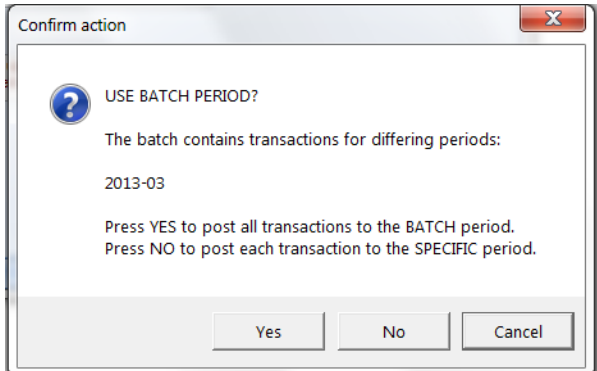
- Invoices will post to Selling > Process Batch > Orders
- Credit notes will post to Selling > Process Batch > Credit Notes

BATCH PERIOD CONTROL

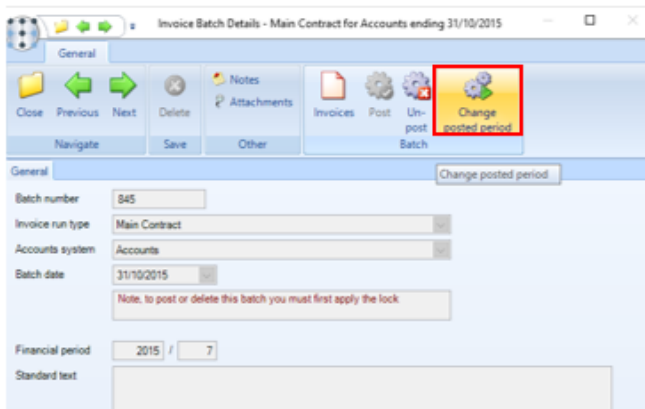
As sales invoice batches are created, the sales ledger year and period are automatically retrieved based on the selected batch end date where the period is not already closed, or the current period if it is.

Invoice batches may contain invoices with a mixture of invoice dates that could be posted into separate periods within 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:

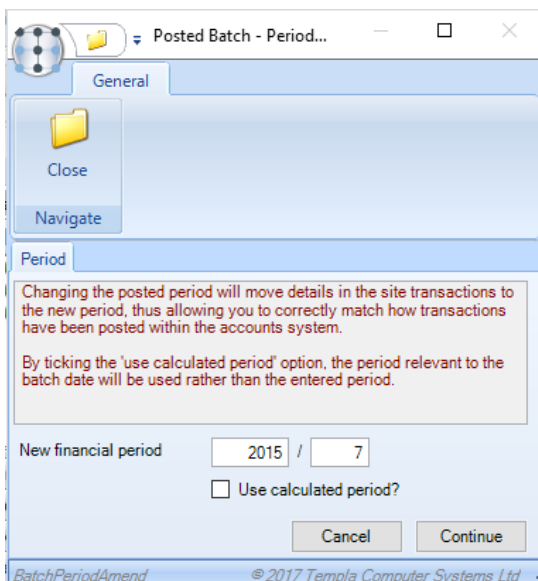
- Apply the batch period to **all** invoices – Yes on the confirm action screen
- Apply the determined period to **each** invoice – No on the confirm action screen



A user with the '**InvoiceBatch.PeriodAmend**' function will be able to amend the year and period of an already posted invoice batch via the *Change posted period* button if needed.

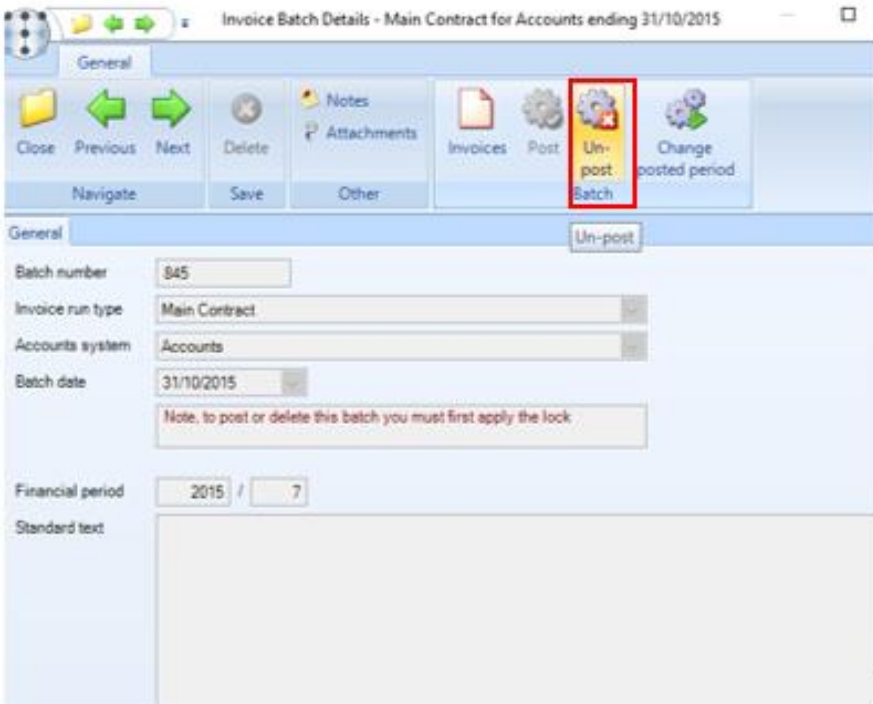


The below *Posted Batch - Period amend* screen explaining the procedure and allowing the calculated period to be used will appear. On selecting *Continue* this will update all invoices in the batch:

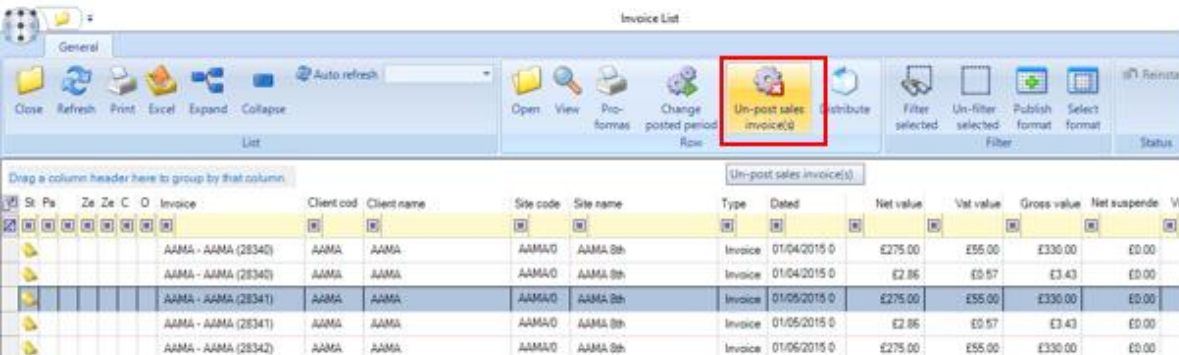


Un-posting a batch or individual invoices

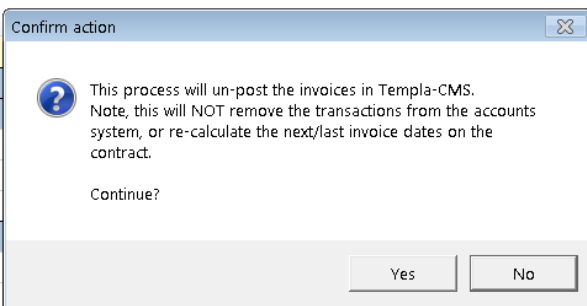
Authorised users can un-post an invoice batch from within TemplaCMS via the Un-post button:



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 by 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 sales 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 'ad-hoc' invoice batch will be created
- The selected invoices will be moved to the 'ad-hoc' 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 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 ad-hoc invoice batch and its invoices.

Note: it is the user's responsibility to raise any necessary credits and post it to Access Dimensions.

Invoice distribution and processing - Access Dimensions

Once the TemplaCMS invoice batch has been successfully posted to Access Dimensions, the following points should be adhered to when processing the resulting batch:

- From *TemplaCMS*, make a note of the *Batch* number.
- In Access Dimensions, from the *Selling* tab go to the *Orders* option and from there click on *Process Batch*. This will display the batch selection screen – enter the batch reference no as CMSSI#, where # is the batch number as noted above.

Sales Order Batch Selection

Find Orders with

Reqd Date to

Order Date to

Period to

Order Account

Delivery Route

Customer Ref.

Order No. to

Batch Ref.

O/S Stock Code

Customer Sort Key

User Id. User Keys

Partially Processed Accounts On Stop

Delivery Notes to print Invoices to print

Delivery Notes to update Invoices to update

Awaiting Purchase Order Delivery

Only Display Orders With Allocated Stock

Display:

Normal Delivery Status Urgent Delivery Status

Customer Output Destination

Click on *Display* for the screen to list all the items posted from CMS for this batch reference.

- Toggle all the Invoices that should be distributed and posted to Yes (this can be toggled all at once by using the 'square' button):

Order Account	Name	Order No.	Reqd Date	Value	Status	Order Date	Priority	Batch Ref.	Delivery Route
ABP001	ABP Ports	4977		1368.43	YES	1 APR 09	Normal	CMSS11	
ABP001	ABP Ports	4976		1368.43	YES	1 MAR 09	Normal	CMSS11	
ABP001	ABP Ports	4975		1368.43	YES	1 FEB 09	Normal	CMSS11	
ABP001	ABP Ports	4974		1368.43	YES	1 JAN 09	Normal	CMSS11	
ABP001	ABP Ports	4973		1368.43	YES	1 DEC 08	Normal	CMSS11	
ABP001	ABP Ports	4972		1368.43	YES	1 NOV 08	Normal	CMSS11	
ABP001	ABP Ports	4971		1368.43	YES	1 OCT 08	Normal	CMSS11	
ABP001	ABP Ports	4970		1368.43	YES	1 SEP 08	Normal	CMSS11	
ABP001	ABP Ports	4969		1368.43	YES	1 AUG 08	Normal	CMSS11	
ABP001	ABP Ports	4968		1368.43	YES	1 JUL 08	Normal	CMSS11	
ABP001	ABP Ports	4967		1368.43	YES	1 JUN 08	Normal	CMSS11	
ABP001	ABP Ports	4966		1368.43	YES	1 MAY 08	Normal	CMSS11	
ABP001	ABP Ports	4965		1368.43	YES	1 APR 08	Normal	CMSS11	
ABP001	ABP Ports	4964		1368.43	YES	1 MAR 08	Normal	CMSS11	
ABP001	ABP Ports	4963		1368.43	YES	1 FEB 08	Normal	CMSS11	

- Click on the *Green tick* and tick the *Print Invoices* checkbox **and check that the date and period is correct**. Ensure that the options for *Update Invoice* and *Confirm after printing* are ticked as well:

Process Batch

Do the following

Print Invoice
 Invoice Date: 26 NOV 18 (Current Year) Period 7
 Update Invoice
 Confirm After Printing

Print Picking List
 Subtotal By :- Stock Code
 Show Order Detail
 Sort By :- Order Number

Start New Page for each subtotal
 Show Detail Text
 Show Order Status Notes
 Show Order Status

Click on the *Green tick*.

- Select the output for the invoices on the following screen, for example *Printer*:

Output

Please select the output for the Invoice.

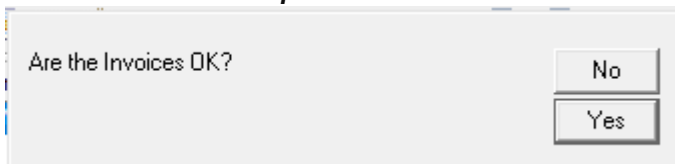
Save as a Document
 Use fax margins

- Check the invoices have printed out correctly (and without getting jammed in the printer); reprint individual invoices (or all) if necessary.

Would you like to re-print them?

No
 Yes

- Once the invoices have been printed answering Yes to the below question will proceed with posting the invoices to the accounts – **this is the point of no return.**



Credit note distribution and processing – Access Dimensions

Once the TemplaCMS batch containing credit notes has been successfully posted to Access Dimensions, the following points should be adhered to when processing the resulting batch:

- From TemplaCMS, make a note of the Batch number.
- In Access Dimensions, from the *Selling* tab go to the *Credit note* option and from there click on *Process Batch*. This will display the batch selection screen – enter the batch reference no as CMSSI#, where # is the batch number as noted above.

Sales Order Batch Selection

Find Orders with

Reqd Date to

Order Date to

Period to All Years

Order Account

Delivery Route

Customer Ref.

Order No. to

Batch Ref.

O/S Stock Code

Customer Sort Key

User Id. User Keys

Partially Processed Accounts On Stop

Delivery Notes to print Invoices to print

Delivery Notes to update Invoices to update

Awaiting Purchase Order Delivery

Only Display Orders With Allocated Stock

Display:

Normal Delivery Status Urgent Delivery Status

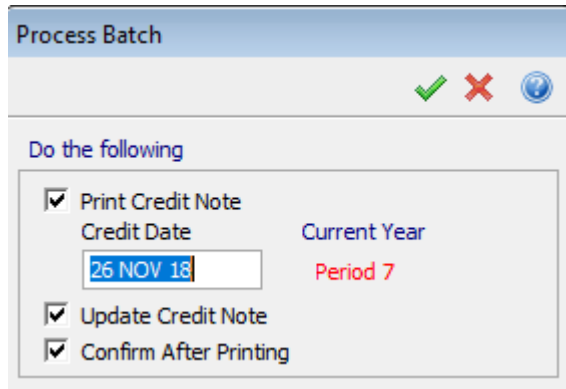
Customer Output Destination

Click on *Display* for the screen to list all the credit notes posted from CMS for this batch reference.

- Toggle all the credit notes that should be distributed and posted to Yes (this can be toggled all at once by using the 'square' button):

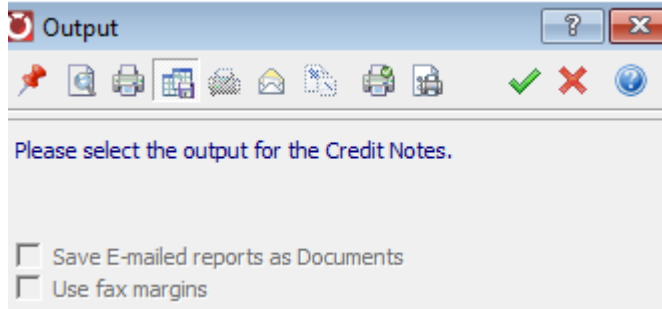
Order Account	Name	Credit No.	Reqd Date	Value	Order Date	Priority /	Status	Batch Ref.
MUGG001	Mugg & Bean	2 P	26 NOV 18	24.00 YES	26 NOV 18	Normal	Full Process	

- Click on the *Green tick* and tick the *Print Credit Notes* checkbox **and check that the date and period is correct.** Ensure that the options for *Update Credit Note* and *Confirm after printing* are ticked as well:

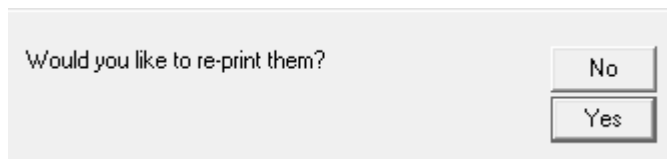


Click on the *Green tick*.

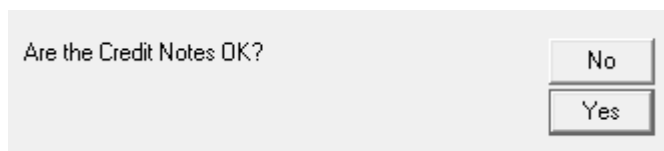
- Select the output for the credit notes on the following screen, for example *Printer*:



- Check the credit notes have printed out correctly (and without getting jammed in the printer); reprint individual invoices (or all) if necessary.



- Once the credit notes have been printed answering *Yes* to the below question will proceed with posting the invoices to the accounts – this is the point of no return.



AMEND CLIENT ORDER REF ON POSTED INVOICES

Once an invoice has been posted and distributed nothing further can be changed but in certain circumstances, the client order reference may not have been given until the invoice had been posted and distributed.

Users authorised to the **Invoice.AmendPostedCustomerOrderReference** function will be able to amend the *Client Order reference* and *Invoice line text* on any discrete posted invoice line.

Please note: where the contract's billing line's invoice text contained the **&CR** substitution, this substitution will have been actioned when the invoice batch was generated, therefore if the user has changed the client order ref and it is shown in the invoice text the user will need to manually update this.

Any change to the posted invoice text or client order ref will be recorded in the invoice header notes and the invoice batch notes:

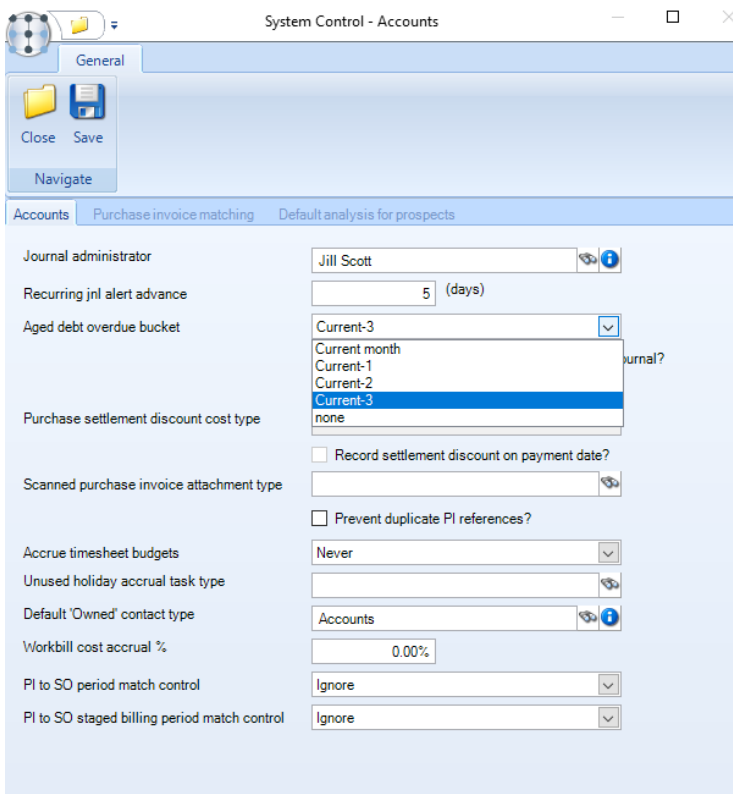
1 - System	AJ	24/09/2018	15:05:47	Client order ref changed from: ABC002 to: ABC003
1 - System	AJ	24/09/2018	15:05:44	Invoice text changed from: Monthly Billing Client order ref: ABC002 to: Monthly Billing Client order ref: ABC003

AGED DEBTORS

Credit Control

The accounts system (Access Dimensions) – owns the client debt information, including credit limits, on-stop flag and aged debt values. This information can be used within **TemplaCMS** in order to provide for better credit control in a number of areas, such as stores order entry, stores order approval, one-off workbills and one-off workbill approval.

Aged debt overdue buckets are available on the *System Control > Accounts* menu, where the options are 'Current month', 'Current - 1', 'Current - 2' and 'Current - 3'



When applied to a client, any debt in the nominated bucket or an older one will be regarded as overdue.

WORKFLOW PATHS

Workflow rule 'check types' exists for:

- Client credit limit exceeded
- Client on stop
- Client debt overdue

It is therefore possible to define a 'credit control' stage on the workflow paths used for stores order and workflow approval. This stage includes the above check types, and have routes defined that would pass responsibility to a credit control user should any one of the rules be failed.

CLIENT DETAILS

The *Credit control* tab available on the *client* details window, shows the following details:

- Aged debt values
- Total debt
- Credit limit
- Over/under credit limit value
- Overdue debt total
- On stop status

The screenshot shows the 'Client Detail - AAWS' window with the 'Credit control' tab selected. The window is divided into several sections:

- General** (selected): Contains navigation buttons (Close, Previous, Next, Save) and action buttons (Notes, Attachments, Client sites, Summary invoice line groups, Consolidated invoice groups, Roster, Transactions, Reports).
- Debt**: A table showing aged debt values across four categories: Up to 30 days, 31 - 60 days, 61 - 90 days, and Over 90 days. The total debt is £10,440.88.
- Credit**: Shows the credit limit (£0.00) and the over/under credit limit (£10,440.88).
- Overdue debt**: Shows the overdue debt total (£10,440.88).
- On Stop**: Shows the on stop status (No).

	Up to 30 days	31 - 60 days	61 - 90 days	Over 90 days
Aged debt values	£0.00	£0.00	£0.00	£10,440.88
Unallocated credits	0.00			
Total debt	£10,440.88			

Credit limit	£0.00
Over/under credit limit	£10,440.88
Overdue debt	£10,440.88
On Stop	No

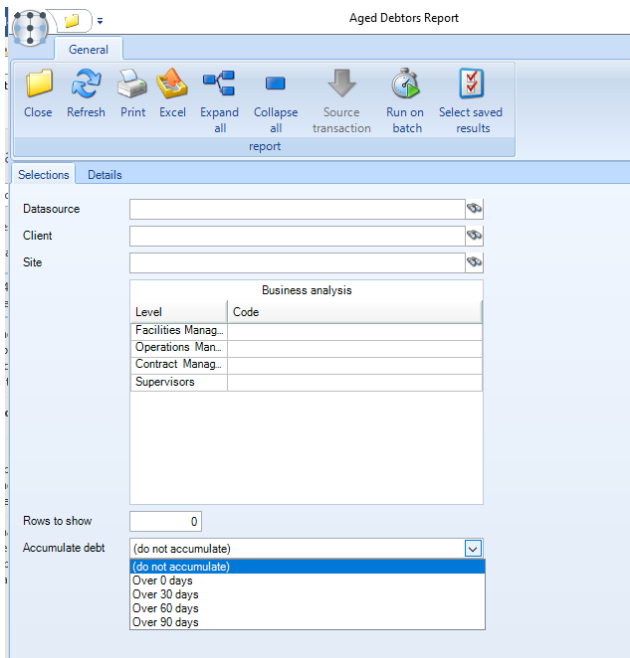
When accessed, a re-calculation of the aged debt figures within Dimensions is automatically triggered to ensure the details are up to date.

Aged debtors list

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

More flexible debtors report by the 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 with options to select the accounts datasource, client, site and business analysis codes:



Rows to show – when entered, for example, 10, the 10 customers with the most debt overdue will be displayed. Leave this field blank if a report with all customers is required.

Accumulate 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.

Once the criteria have been selected, clicking on the *Details* tab will build the ‘aged debtors list’.

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 associated with each site.

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

Site description	Contract Manager	Over 90 days
ALGS 7TH	DAN CARTER	£53,976.22
BAFH FITZWILLIAM 01	DAN CARTER	£64,530.04
BAFH FITZWILLIAM 02	DAN CARTER	£137,890.20
BLPC LVR	DAN CARTER	£152,902.74
CBCS LONDON	DAN CARTER	£78,048.23
CFCH CIO	DAN CARTER	£23,744.76
CWH ILFORD	DAN CARTER	£80,708.54
DBSP PATERNOSTER	DAN CARTER	£23,748.00
DCTM DCPCU	DAN CARTER	£22,648.60
ESGS 77	DAN CARTER	£27,177.82
		£665,375.15

Standard grid functions to sort, group (and therefore sub-total), print, and export to MS/Excel is available.

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

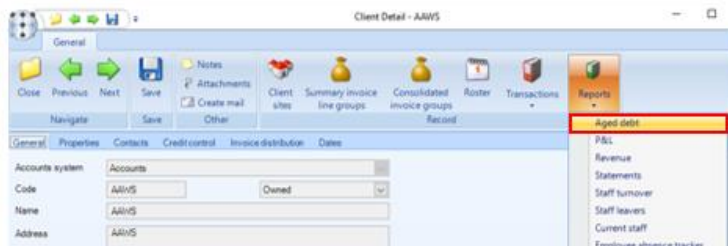
When expanded, each outstanding transaction is shown, with the following additional columns:

- Transaction date
- Transaction type
- References, including CMS invoice batch reference
- Due date
- Audit number
- Processed by

Client code	Site description	Contract Manager	Over 90 days	Transaction date	Transaction type	Internal invoice number	Dimensions invoice number	Due date
ALGS	ALGS 7TH	DAN CARTER	£53,976.22					
ALGS	ALGS 7TH		£230.85	31/05/2013	INV	21637	94431	30/06/20
ALGS	ALGS 7TH		£1,969.73	05/06/2013	INV	21856	94522	05/07/20
ALGS	ALGS 7TH		£1,881.53	31/07/2013	INV	24248	95065	30/08/20
ALGS	ALGS 7TH		£1,692.53	31/08/2013	INV	24344	95158	30/09/20
ALGS	ALGS 7TH		£1,969.73	30/09/2013	INV	24437	95253	30/10/20
ALGS	ALGS 7TH		£1,881.53	31/10/2013	INV	24535	95348	30/11/20
ALGS	ALGS 7TH		£1,692.53	30/11/2013	INV	24629	95441	30/12/20
ALGS	ALGS 7TH		£1,969.73	31/12/2013	INV	24723	95535	30/01/20
ALGS	ALGS 7TH		£1,881.53	09/09/2014	INV	25560	95608	09/10/20
ALGS	ALGS 7TH		£1,692.53	09/09/2014	INV	25561	95609	09/10/20
ALGS	ALGS 7TH		£1,969.73	09/09/2014	INV	25562	95610	09/10/20
ALGS	ALGS 7TH		£1,881.53	09/09/2014	INV	25563	95611	09/10/20

Client details

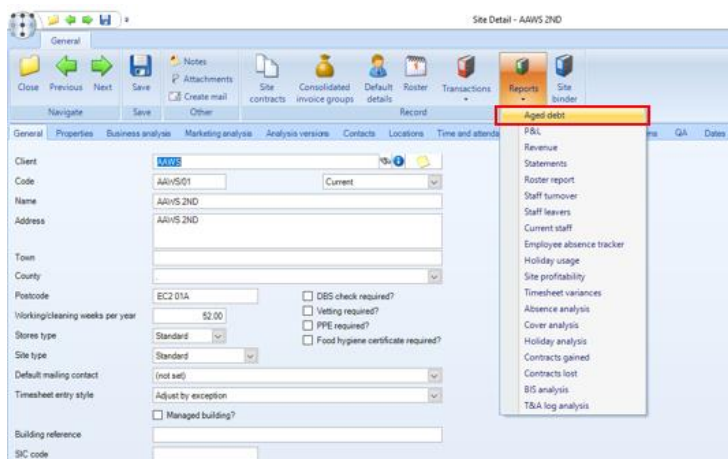
Aged debt option also exists on the *Reports* menu accessible from the *client details* screen. When selected, it provides direct access to the debtors list, pre-filtered to the current client.



As the 'aged debtors list' is a securable function, only authorised users will be able to access this via the navigator, site or client.

Site details

Aged debt option also exists on the *Reports* menu accessible from the *site details* screen. When selected, it provides direct access to the debtors list, pre-filtered to the current site.



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, Sales invoice items.

TemplaCMS - Contract Management System -- TemplaCMS V6.1.0

General: Close, Refresh, Print, Excel, Expand, Collapse, Auto refresh

Row: Open, View, Pro-formas, Change posted period, Distribute

Filter: Filter selected, Un-filter selected, Apply last filter, Change filter, Select filter

Navigator: Billing (Invoice Batches, Invoices, Billing Review), Contract Admin, Payroll, Workbills, Hygiene Services, Billing, Transaction Register, Stores, Reports, Period/Year End, Maintenance, Service Point, Projects, System Admin, Session Admin

Dated	Net value	Vat value	Gross value	Account	Internal invoice reference number	Goods receipt number	Stores order number	M
30/04/2013 0	£73.35	£14.67	£88.02	93962	20965	10011	4550	0
30/04/2013 0	£208.04	£41.61	£249.65	93962	20965	10011	4550	0
30/04/2013 0	£185.76	£37.15	£222.91	93962	20965	10012	4140	0
30/04/2013 0	£32.48	£6.50	£38.98	93962	20965	10012	4140	0
30/04/2013 0	£43.42	£8.68	£52.10	93962	20965	10012	4140	0
30/04/2013 0	£208.04	£41.61	£249.65	93962	20965	10076	4550	0
30/04/2013 0	£73.35	£14.67	£88.02	93962	20965	10076	4550	0
30/04/2013 0	£208.04	£41.61	£249.65	93962	20965	10272	4550	0
30/04/2013 0	£73.35	£14.67	£88.02	93962	20965	10272	4550	0
30/04/2013 0	£43.42	£8.68	£52.10	93962	20965	10273	4140	0
30/04/2013 0	£32.48	£6.50	£38.98	93962	20965	10273	4140	0
30/04/2013 0	£185.76	£37.15	£222.91	93962	20965	10273	4140	0
30/04/2013 1	£-208.00	£-41.60	£-249.60	2381	20969	0	0	0
30/04/2013 1	£0.00	£0.00	£0.00	0	20970	0	0	0
£9,358,808	£1,871,785	£11,230,593						

TemplaCMS will attempt for any posted batches to retrieve the corresponding document number from *Access Dimensions*.

TemplaCMS has no control over the posting process in *Dimensions*, so will not know if and when the transactions have been posted. For this reason, the match retrieval process runs as a background task once per day (usually at night).

This task will attempt to find the associated posted transaction in *Access Dimensions*, using the assigned **TemplaCMS** audit number.

Transaction reconciliation enquiry

A *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:

Transaction Reconciliation Report

General: Close, Refresh, Print, Excel, Expand all, Collapse all

report

Selections Details

Datasource: []

TemplaCMS

Financial period: [] / []

Transaction type: All

Transaction number: []

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
Exceptions	Accounts	Sales invoice	1414044686	01/09/2012 00:0	2012	6	DBCH	£1,165.60	Sub-Contracted Window Cleaning	89397
Exceptions	Accounts	Sales invoice	1414044687	01/09/2012 00:0	2012	6	DBCH	£443.46	Washroom Services	89397
Exceptions	Accounts	Sales invoice	1414044688	01/09/2012 00:0	2012	6	DBCH	£992.00	Sub-Contracted Periodics	89397
Not matched	Accounts	Sales invoice	1414044689	01/09/2012 00:0	2012	6	DBCH	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	1414044690	01/09/2012 00:0	2012	6	DBCH	£123.43	Washroom Services	89397
Not matched	Accounts	Sales invoice	1414144691	01/09/2012 00:0	2012	6	CSB/W	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	1414144692	01/08/2012 00:0	2012	6	CSB/W	£624.00	DOC revenue	89696
Exceptions	Accounts	Sales invoice	1414144693	01/09/2012 00:0	2012	6	CSB/W	£109.20	Waste - All Suppliers	89696
Exceptions	Accounts	Sales invoice	1414444703	01/09/2012 00:0	2012	6	CEFS	£590.51	DOC revenue	89406
Not matched	Accounts	Sales invoice	1414544704	01/09/2012 00:0	2012	6	CJRD	£0.00	DOC revenue	
Exceptions	Accounts	Sales invoice	1414544705	01/09/2012 00:0	2012	6	CJRD	£590.59	DOC revenue	89428
Exceptions	Accounts	Sales invoice	1414544706	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 Microsoft Excel options are available. Additionally, double-clicking on a selected row will display further details and allow drill down to the source transaction:

Source transaction

Datasource: Accounts

TemplaCMS

Financial period: 2012 / 6

Transaction type: Sales invoice

Transaction number: 1414044686

Date: 01/09/2012

Account: DBCH

Cost type: Sub-Contracted Window Cleaning

	Gross	Net	VAT
	£1,165.60	£971.33	£194.27

Accounts

Financial period: 2013 / 6

Transaction number: 89397

Audit number: 46244

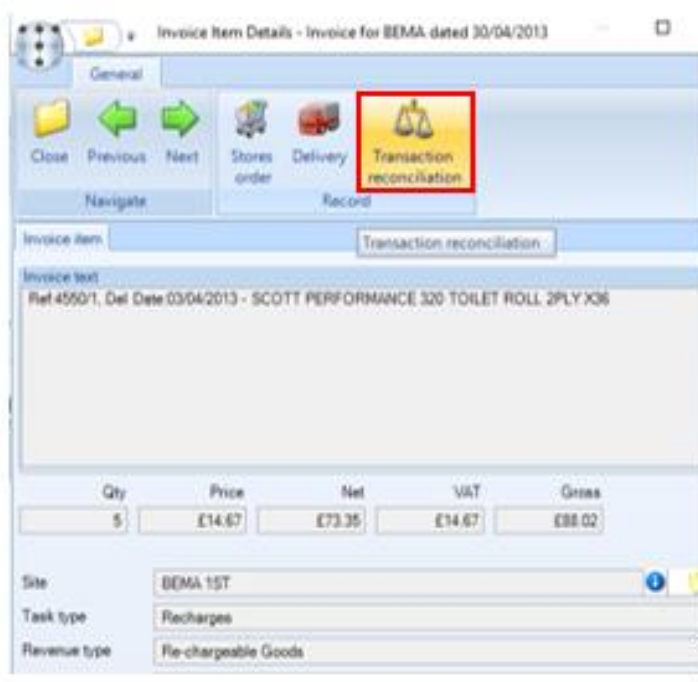
Date: 15/09/2012

Account: BGCH

NL credit account: 4020 -- Contracted Sub-Contracted Wind | 1 - Sales

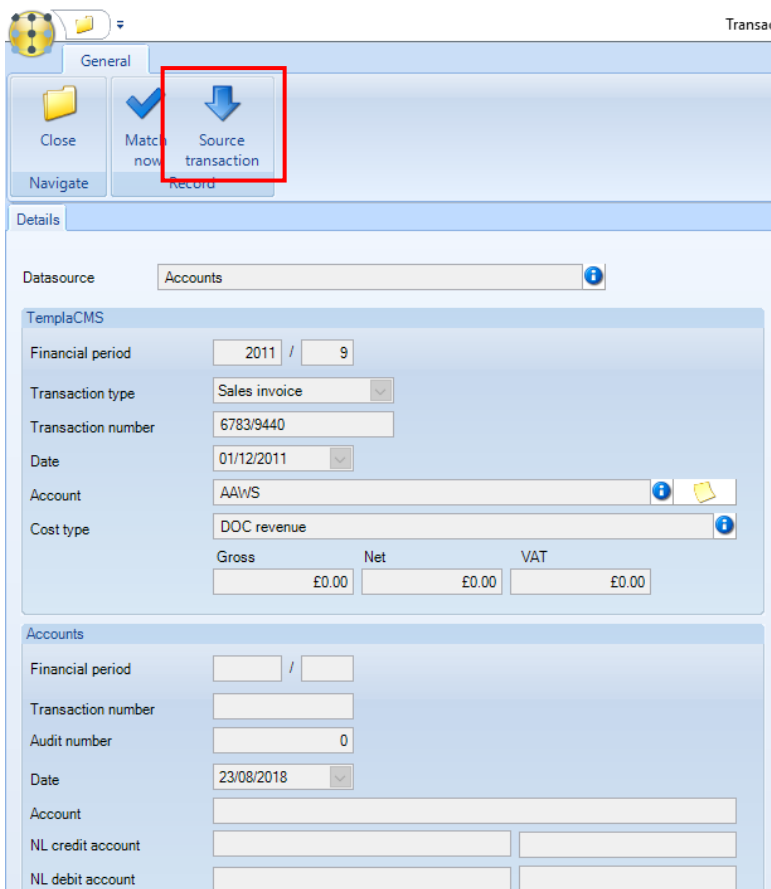
NL debit account: 1200 -- Debtors Control Account | 9 - Current Assets

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 allows the user to process matching for just this transaction.

Source transaction - when pressed this allows 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.

Invoice Transactions List

The *Billing > Invoices* menu option provides a full invoice transaction list which can be used to display or filter the following fields:

- Stores order number
- Goods receipt (delivery) number
- Workbill number (range)
- Internal invoice reference number
- Accounts invoice number

The screenshot shows the TemplaCMS - Contract Management System interface. The main window displays the 'Invoice List' report. The interface includes a top toolbar with various actions like 'Close', 'Refresh', 'Print', 'Excel', 'Expand', 'Collapse', 'Open', 'View', 'Pro-formas', 'Change posted period', 'Distribute', 'Filter selected', 'Un-filter selected', 'Apply last filter', 'Change filter', 'Select filter', 'Publish format', 'Select format', and 'Reinstate'. A left-hand 'Navigator' pane shows a tree view of reports under 'Contracts & Sites' and 'Contract Admin'. The main area shows a table with columns for financial and operational data.

Net value	Vat value	Gross value	Account	Internal invoice reference number	Goods receipt number	Stores order number	Multi sit	Multi sit	Workbill	Source
£0.00	£0.00	£0.00	0	20576	0	0	0	0	0	Contract billing AAIWS/01 -- AA
£14.09	£2.82	£16.91	93934	20960	9921	7360	0	0	0	Stores order receipt AAIWS/01 -
£421.94	£84.39	£506.33	94286	21356	0	0	0	0	0	Contract billing AAIWS/01 -- AA
£41.95	£8.39	£50.34	94286	21356	0	0	0	0	0	Contract billing AAIWS/01 -- AA

This allow users to find an invoice transaction from a variety of source data for example if the invoice was for a specific stores order, this screen will show the stores order number that it was generated for.



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