

# TEMPLA-CMS



**A uniquely designed contract  
management system for  
cleaning companies**

MULTI-SITES & TASKS  
BUDGETS & VARIANCES  
USER-DEFINED START-UP  
VERSION CONTROL  
AUDIT & HISTORY  
INTEGRATED WORKFLOW  
DOCUMENT ATTACHMENT  
STATUS CONTROL

HMRC ACCREDITED  
MULTI-SITE ASSIGNMENT  
HOLIDAY ENTITLEMENT  
HOLIDAY ACCRUAL  
TUPE HANDLING  
FRAUD CHECKS  
E-PAYSLIPS  
ABSENCE ANALYSIS

REMOTE DATA ENTRY  
SINGLE DATA ENTRY  
ERADICATE PAPER TRAIL  
INSTANT WAGE VARIANCE  
WORK-BILL INTEGRATION  
EXCEPTION MANAGEMENT  
WORKFLOW ESCALATION  
MANAGED JOINERS/LEAVERS  
SITE/EMPLOYEE NOTES  
SECURE ADDITIONAL PAY

## • **Contract Administration at it's heart**

Cleaning contracts are living, organic commercial arrangements that require ongoing management and control. Unlike projects which have a defined start and finish, contracts are hoped to continue long term, albeit with variations in requirements along the way.

Templa-CMS delivers control of contract elements within a central database through its modular design. All modules flow from contract administration, eradicating duplicate systems and data entry, providing a one-touch solution for all contract data and documents.

## • **Payroll & employee manager**

Paying large numbers on time and in full is a significant challenge and major overhead to administer. Monitoring employee status and site wages are just two examples of how this overhead can impact business growth and have the potential to hamper it.

Templa-CMS manages your employees and their pay by exception. Employee attributes are user-definable, with automated status alerts. Contracted hours & rates of pay, periodic & one-off work are easily assigned, tracked through the timesheets and work-bill functions.

## • **e-Timesheets for real-time wage variance**



Identifying your wage variances BEFORE you commit pay can save you money.

Integrating your periodic and one-off work assigned to employees, or communicating joiners and leavers from operations to central admin improves the payroll process.

Delivering managers their employee and site information in real-time promotes faster decision making.

Templa-CMS generates e-Timesheets and distributes them to site managers automatically. Dynamic access to the central database provides current and live information, where new, changed or terminated contracts are applied immediately.

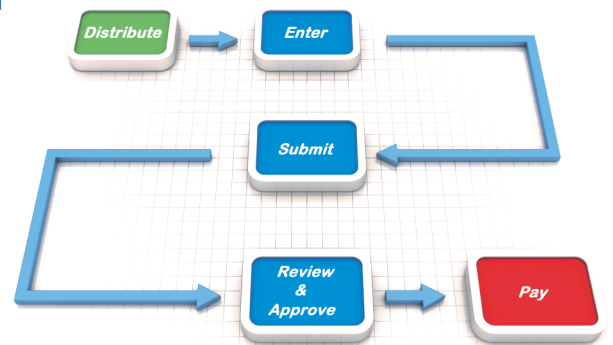
## • Automated workflow does things for you

Templa-CMS includes a full workflow engine, that allows configuration and automation of decision and approval processes that are normally paper or e-mail based.

### For example, timesheets:

- (1) Payroll dept initiates the new pay period
- (2) Timesheets automatically assigned & managers informed
- (3) Managers have secure access to amend by exception
- (4) Daily/weekly completion of all assigned sites
- (5) Pay period end, managers complete & submit for approval
- (6) Senior managers review/approve & submit for payment
- (7) Payroll dept finalise, review/approve & submit to BACS

Accurate, up-to-date, real-time wage variance & employee status for all new, changed and terminated sites



## • Automated billing does not miss anything

All revenue must be accounted for, so contracted billing is key, but one-off work & recharged consumables must never be missed. Managing billing requirements manually and then raising or amending invoices at month end is onerous. Maintaining separate spreadsheets or manually reconciling supplier invoices risks omission and error, which will only result in lost profit.

Templa-CMS integrates all billing requirements for a contract onto an appropriate billing run. One-off work-bill tracking automates invoice release, so too does site order supplier invoice matching on recharged consumables. Consolidation options enable flexible document presentation to the customer, with e-delivery options.

## • Stores Control saves money

Stores management can include central/branch warehousing or direct site delivery. Multiple suppliers and flexible customer pricing can ensure profits are optimized. Managing the materials or consumables budget, places operational control on managers.

Templa-CMS defines & tracks budgets, automates ordering and exception approval, to gain control of stores.

REVENUE BUDGETS  
FULLY AUTOMATED  
PRO-RATA BILLING  
FLEXIBLE CONSOLIDAT'N  
AD-HOC INVOICE/CREDIT  
E-DOCUMENT DELIVERY  
RUNTIME AMENDMENTS  
PRO-FORMA INVOICES

BUDGET CONTROL  
WOKFLOW APPROVAL  
AUTOMATED RECHARGE  
INVOICE MATCHING  
MANAGED WAREHOUSE  
SITE TEMPLATES

USER DEFINABLE  
DESIGN & PUBLISH  
REAL-TIME DATA  
BUSINESS ANALYSIS  
PRINT & MS-EXCEL  
ANY DATE RANGE  
BUDGETS & VARIANCES  
GRAPHS  
DASHBOARD

TIME & ATTENDANCE  
QUALITY MONITORING  
EMPLOYEE INTRANET  
ESTIMATING  
SUPPLIER WEBSITES

CONTROLLED RELEASE  
QUALITY SOFTWARE  
DEDICATED HELP DESK  
CONTINUAL REVIEW  
INDUSTRY LED REQ'TS

## • Reporting from any angle

To obtain management information on contracts, it should not be necessary to collate data from multiple systems. Templa-CMS provides a user-definable report writer that has access to all operational cost & revenue streams within the central database.

Site P&Ls, employee wage, absence & holiday analysis, goods received not invoiced, outstanding work-bills and month-end accruals/prepayments, are just some of the key management reports available.

Using your company's business analysis headings, top line summaries can be rapidly and simply obtained, so all of the above reports can be depicted, for example, by region, area, sector, client, lead source, etc.

## • Integration to any other system

Operating contracts requires other systems to support the company's business. Time & attendance or quality monitoring are examples of key supporting systems that hold common data relating to a contract.

Templa-CMS offers a **Gateway** module to promote dynamic integration with 3rd party systems. For example, employee data is passed OUT to time & attendance for import of registration or update details, similarly actual hours worked is passed IN to assist with the e-Timesheets process and wage variance analysis. Any qualifying system can be integrated to Templa-CMS.

## • Stable, reliable and fully supported

Templa-CMS is designed using the latest technology and is supported by a dedicated help desk & development team. Working under a mature quality management system, controlled product versions deliver a stable, reliable system, with periodic release for continual enhancement, meeting the requirements of our customers and the UK contract cleaning industry.

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