



BILLING

Reduce your administration and ensure you are paid promptly for all client work undertaken

Templa CMS Billing ensures that all work is billed correctly and as clients want it presented. One-off work and recharged consumables are never missed and the process of matching supplier invoices to work bills and purchase orders is automated.

Typical challenges faced by contractors

- "The poor interface between billing and accounts in our current software makes it impossible to present an invoice broken down into services and buildings the way clients want"
- "Even though we know about future changes to invoice values in advance, the only place we can record them is on our own spreadsheets"
- "One-off jobs are scheduled and carried out without invoices being raised, meaning we don't get paid"
- "We have to maintain manual file records of whether consumables are rechargeable or included in the contract, relying on our staff checking each time a delivery is made"
- "Once a batch of invoices has been run it's difficult to view the contents without printing each one off again making it difficult to investigate queries"
- "Each time a work bill is raised we have to keep a manual record of when the work is due and when it is to be invoiced, creating piles of paper everywhere or lists on spreadsheets"
- "Our current system user interface is so user-unfriendly"



TEMPLACMS

Fully integrated management software for cleaning contractors

Templa CMS Billing - features and benefits

Feature	Benefit
All contract billing requirements are integrated onto one or more consolidated billing runs	Greatly improved customer service
All client billing information is defined in CMS and tells the accounts software how to present the invoice	Clients benefit from having invoices laid out exactly as they want
Provides an audit trail of all changes to contract data, including client charges	Charging history is easily reviewed and queries can be easily resolved
'Effective date' function allows future changes to client charges to be keyed in. CMS automatically retrieves invoice values when they are due and can pro-rata old/new values	No need to maintain paper records of future changes to contract values
Any work bills raised to cover ad hoc or variation work can automatically generate a requirement to raise an invoice	Greatly reduces risk of not charging client for work
Invoice viewing facility allows all invoice details to be accessed easily	Client queries can be resolved quickly and easily
All rechargeable consumables are automatically retrieved to the billing run once delivery is confirmed	Eradicates the need for lengthy supplier invoice reconciliation or paper records



With a single, streamlined system that takes control, but is under our control, we're fully confident of how we will manage new growth in the future.



Nicki Francis - Group Finance Director, Churchill Contract Services

Why CMS Billing?

With the Templa CMS Billing module, you load the instructions to the software about which services to charge, how much to charge and how to present the invoice. This reduces the risks of incorrect charging or failing to charge. The information is then interfaced to the integrated accounts software to ensure accurate and detailed coding to the ledger with as many individual revenue codes as you want. With CMS Analytics this in turn improves your analysis and reporting.