



WORK BILLS

Streamline the process of raising work bills whilst tightening up on authorisation

Templa CMS Work Bills is pivotal in planning and scheduling contracted or ad hoc periodic and variation work. No hours can be scheduled or a subcontractor engaged without a work bill being raised, which in turn can optionally generate an invoice requirement. CMS reports on the status of all open work bills to support monitoring and accounts accruals.

Typical challenges faced by contractors

- "Variation work bills are raised and timesheets created without invoices being raised"
- "Our work bills are all raised by the admin team after telephone calls or emails from the field managers which is inefficient"
- "We sometimes raise invoices weeks after the work's done, or not at all"
- "We had to have a catch-all timesheet for variation work. Someone had to analyse timesheets against invoices to see if things matched"
- "We have no easy way of knowing what work bill jobs have been completed or invoiced so it's hard to know what to accrue in the accounts"
- "We have to track all ad-hoc work through our CRM system, which means entering everything about the client and the work twice and even then we sometimes forget to invoice"
- "We know about window cleaning months in advance but we can't generate the work bills from our system until the month they're due"





TEMPLACMS

Fully integrated management software for cleaning contractors

Templa CMS Work Bills - features and benefits

Feature	Benefit
Ad hoc work bills can be generated by field or head office staff and using CMS Workflow sent for approval prior to implementation	Reduces your admin burden without the risk of unauthorised work being ordered
CMS generates the work bill and satisfaction note and lets you set a date trigger for auto invoice release based on work completed or satisfaction note received	When the supplier invoice arrives, admin need only key in the work bill number from the supplier invoice to bring up the original details. Automatic invoice matching does the rest
CMS Alerts allow you to delay staff or subcontractor payment until satisfaction notes are received or the work has been invoiced	Reduces the risk of costs not being covered
Recurring work bills can be set up in the system for the whole year	Work is not missed and can be organised in good time
Using Workflow, field management are alerted when the work is due in order to mobilise resource and confirm the order	Reduces danger of work being missed
CMS maintains a list of all outstanding work bills to be invoiced	Makes monitoring of work bill status easy and at any level of the company, e.g. Area, Regional
CMS enables field managers to maintain the status of their outstanding work bills where the work is being done by field staff	Field managers are given responsibility for ensuring work is done and have the monitoring tools to do so


 Templa CMS is an enterprise wide solution which supports our key objectives of managing all our contracts efficiently and profitably by providing all the information we need in a single database.
 

Jason Baker - Finance Director, Wettons Cleaning Services

Why CMS Work Bills?

The CMS Work Bills module takes care of a potentially weak area of control in your business where revenue can easily be missed. It reduces the need for maintaining paper records and spreadsheets and provides an authorisation and monitoring capability that is absent from the purchase ledgers of most off-the-shelf accounts software.