



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

CPL RELEASE NOTES VERSION 2.59

APRIL 2022

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INTRODUCTION

Welcome to the notes accompanying CPL's 2.59 Release.

This document contains a list of new features and changes implemented in Release 2.59.

Changes and new features have been classified under the following headings:

- Core System
- Financial
- Jobs
- Property Management.

Each Release Item Number is coloured to represent these sections based on the following key:



Core System



Financial



Jobs



Property Management

2.59 Release Webinar Sessions will be delivered as part of this release and you will receive confirmation of the date and times for these sessions. Recordings of these sessions will be available later in the CPL Knowledge Base.

The 2.59 Release also includes many background improvements made to existing features in CPL which are not listed here.

CORE SYSTEM

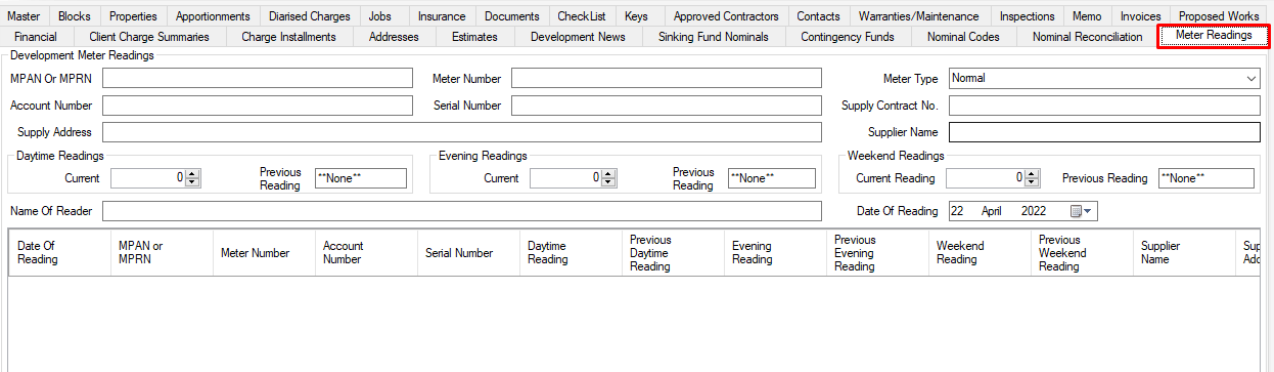
Number	Type	Title	Overview															
10824	New Feature	Paperless Discount	<div><p>The Paperless Discount is designed for you to be able to offer an incentive to clients to sign up to go paperless for their invoices and correspondence.</p><p>We have created a new field on the Master tab for the Development. This will allow a % discount to be added to 2 decimal places.</p><div><div><div>Accounting Basis</div><div>Actual</div></div><div><div>Handover Date</div><div><div>__/__/__</div></div></div><div><div>Category</div><div>None</div></div><div><div>Invoice Type</div><div>Normal</div></div><div><div>Anticipated Expenditure</div><div>0.00</div></div><div><div>Purchase Ledger Bank Account</div><div>DefaultBank Factoring Services</div></div><div><div>Management Fee</div><div>1014 Management Fees</div></div><div><div>Paperless Discount %</div><div>1.00</div></div><div><div>Development Description</div><div></div></div></div></div> <p>This discount will be applied against management fees for clients who have an email address on their account which is ticked for both invoices and documents.</p> <p>When the Management Fee process is run for this development, it will check for clients who fulfil the paperless discount criteria and apply a credit against their account. This will display as a discount on their invoice and update the Management Fee Nominal.</p> <div><div><div>Maps/Directions</div><div>Estimated Charges</div><div>Court Ledgers</div><div>Activity</div><div>Diarised Charges</div><div>Web Po</div></div><div><div>Account</div><div>Addresses Activity</div><div>Transaction Activity</div><div>Float Transactions</div><div>Charge Transaction</div><div>Credit Control</div><div>Memos</div></div><div><div>Charge Transaction Information</div><table><tr><th>Trans Date</th><th>Batch/DBN</th><th>Description</th><th>PL Account</th><th>Amount</th></tr><tr><td>01/01/2022</td><td>11019/28339270</td><td>Paperless Discount</td><td></td><td>-0.60</td></tr><tr><td>01/01/2022</td><td>11019/28339269</td><td>Management Fee</td><td></td><td>60.00</td></tr></table></div></div> <p>You can see from the client example above that the Management Fee process has been run and appears on the Charge Transactions list, along with a discount amount. The Paperless Discount term can be edited to suit your purposes.</p> <p>There is also a new tab within Client Global called Paperless Discount Adjustment which will allow you to set or increase the percent you wish to be applied across a range of developments, without you having to enter these separately in each development.</p> <div><div><div>Late Payment Fees</div><div>Management Fees</div><div>Outstanding Balance DD Payments</div><div>Paperless Discount Adjustment</div><div>Portfolio Export</div><div>Proce</div></div><div><div>Management Fee Discount Adjustments</div><div><div>From Development</div><div>0008 Balmedie Heights</div></div><div><div>To Development</div><div>0016 Ballymere Grove</div></div><div><div>Paperless Discount Percentage</div><div>1.00</div></div><div><div></div><div>Apply Discount</div></div></div></div>	Trans Date	Batch/DBN	Description	PL Account	Amount	01/01/2022	11019/28339270	Paperless Discount		-0.60	01/01/2022	11019/28339269	Management Fee		60.00
Trans Date	Batch/DBN	Description	PL Account	Amount														
01/01/2022	11019/28339270	Paperless Discount		-0.60														
01/01/2022	11019/28339269	Management Fee		60.00														

10488

New Feature

Meter Readings

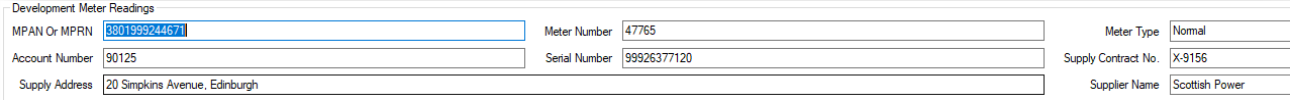
A new **Meter Readings** feature has been added as a tab to each Development. This will allow you to record meter readings within CPL for multiple communal meters, rather than have to maintain external spreadsheets.




After consultation with our customers, fields have been provided for the following:

- MPAN (Meter Point Access Number) or MPRN (Meter Point Reference Number) Number
- Meter No
- Account Number
- Serial Number
- Name of Supplier
- Supply Address
- Opening / Previous Reading
- Closing / Current Reading
- Date of Meter Reading
- Meter Type
- Name of person taking the meter reading
- Supply Contract No (which allows for non-alphanumeric characters)

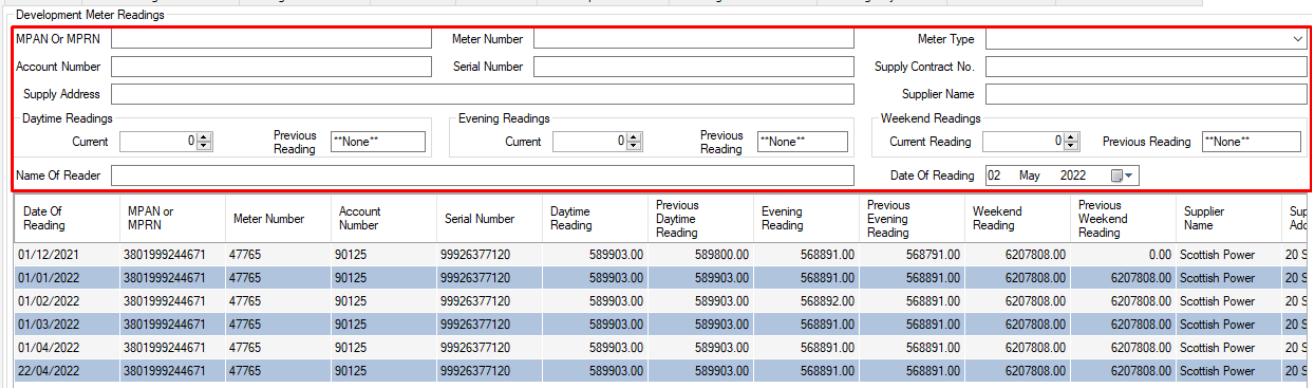
All serial numbers and supplier information can be added to the fields at the top of the tab.




To add a reading, make sure you have first clicked on the **Deselect All Rows** icon.



This will mean all fields are blank and you can then populate all appropriate fields to add a new meter reading.



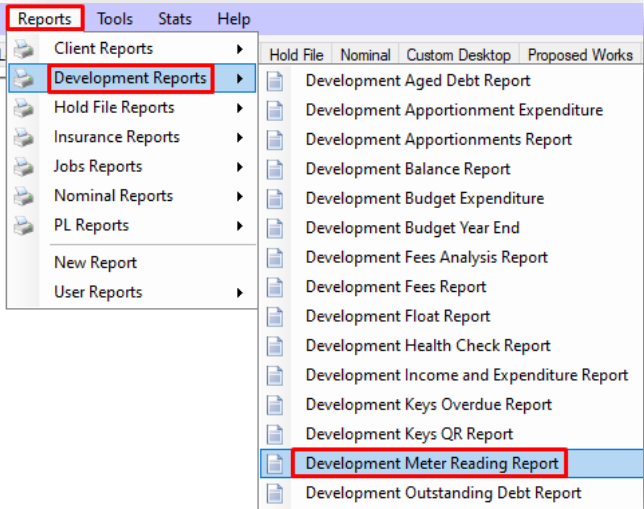
When you wish to enter the reading, click on the **Create Reading** button.



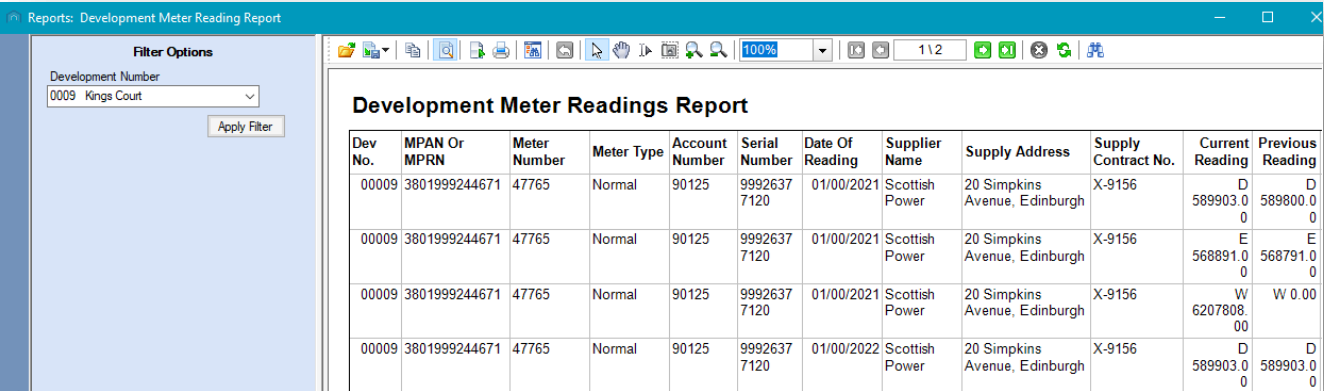
If any errors are made, then a reading can be updated. Click on the appropriate row to edit the reading information in the fields above and then click on the **Update Reading** button.



A new report has been added to the Development Reports for Meter Readings.



This will allow you to report on all information entered into the Meter Readings tab for a development.



10415

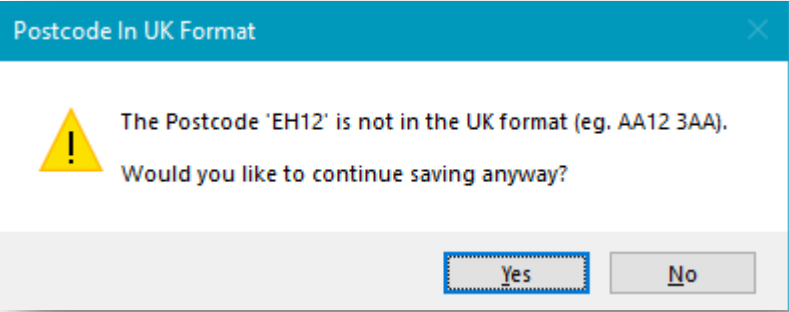
New Feature

Post Code Alert if Incorrect Format Entered

A new feature has been enabled to help you with your required data upload to the Scottish Factor Registry. Post codes are only accepted in a specific format and CPL will now alert you if you try to save a development, property or client account with an incorrectly formatted post code.

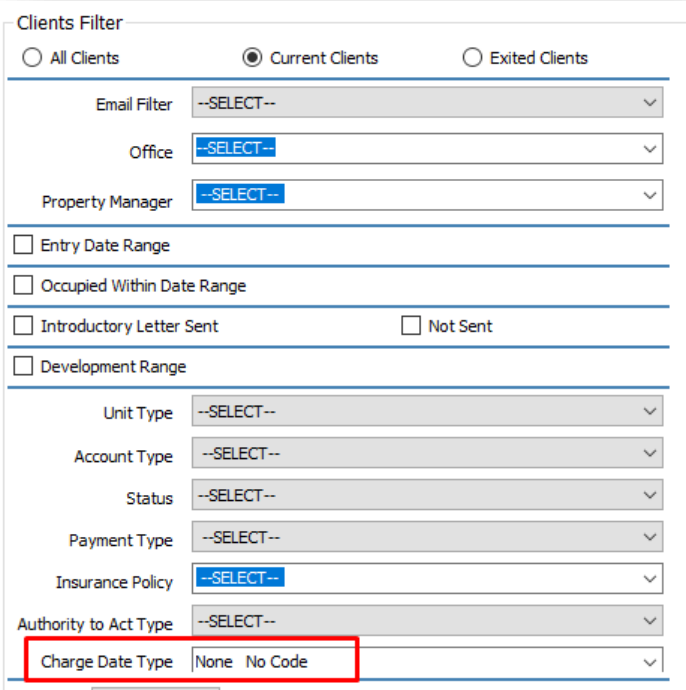
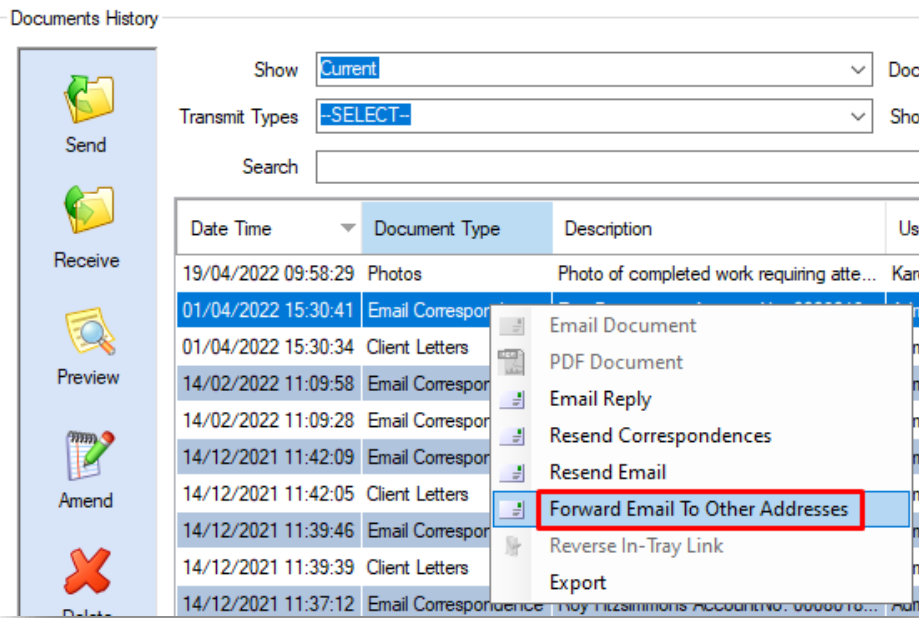
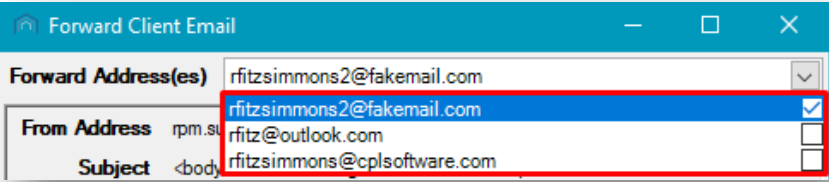
Previously, on entering addresses into CPL, post codes would be accepted in any format you entered. For example, you may have entered the post code without a space in between the two sections: G12ZZZ instead of G12 7ZZ.

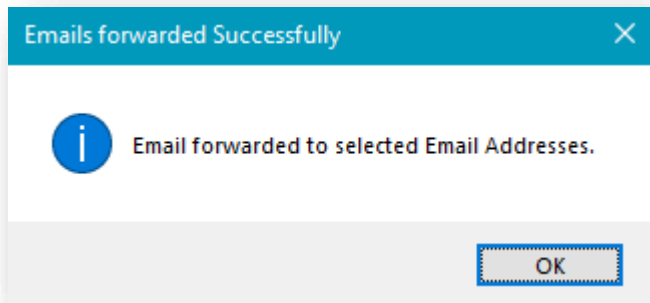
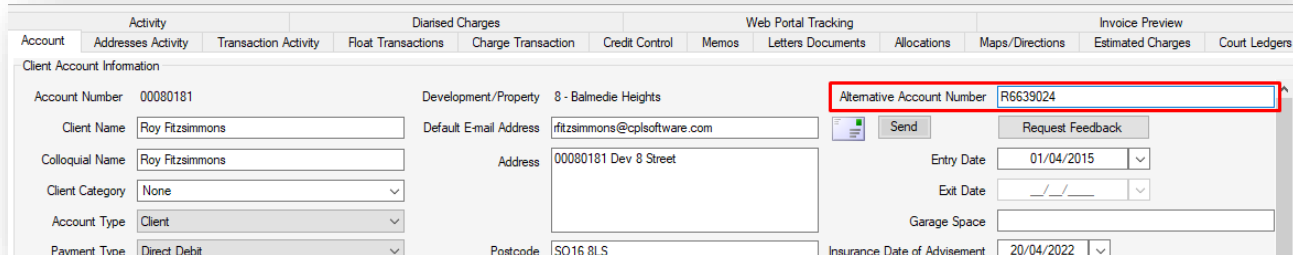
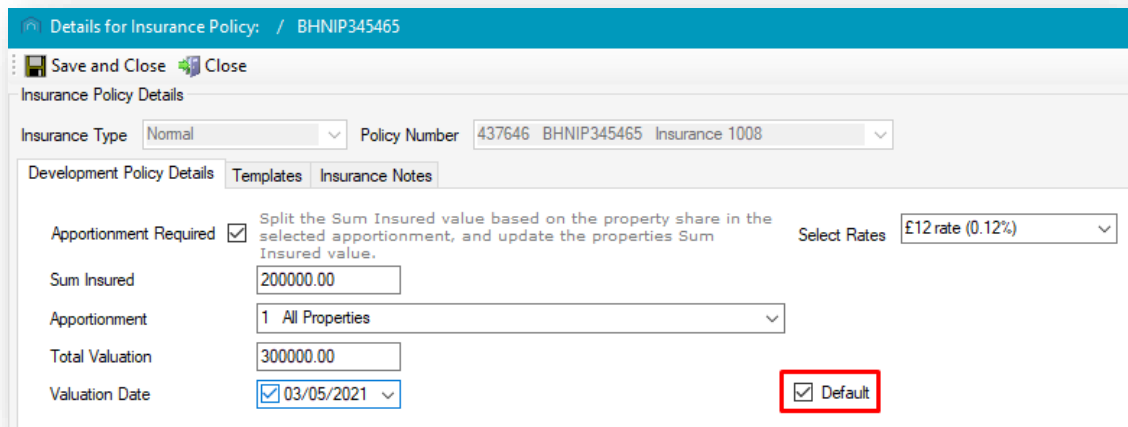
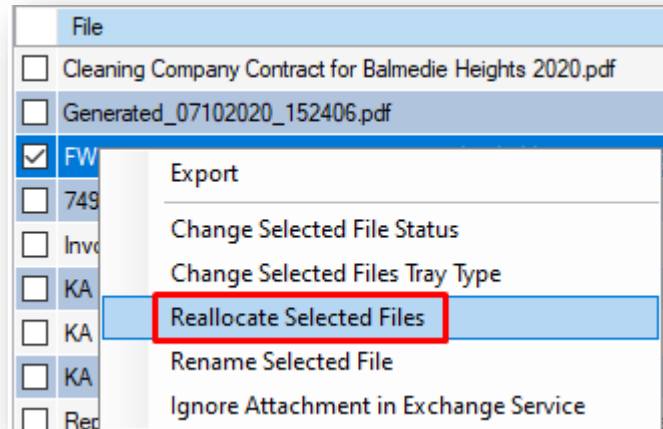
This new feature will mean that if you try to save the development, property or client account with an incorrectly formatted post code you will now see an alert informing you of this.

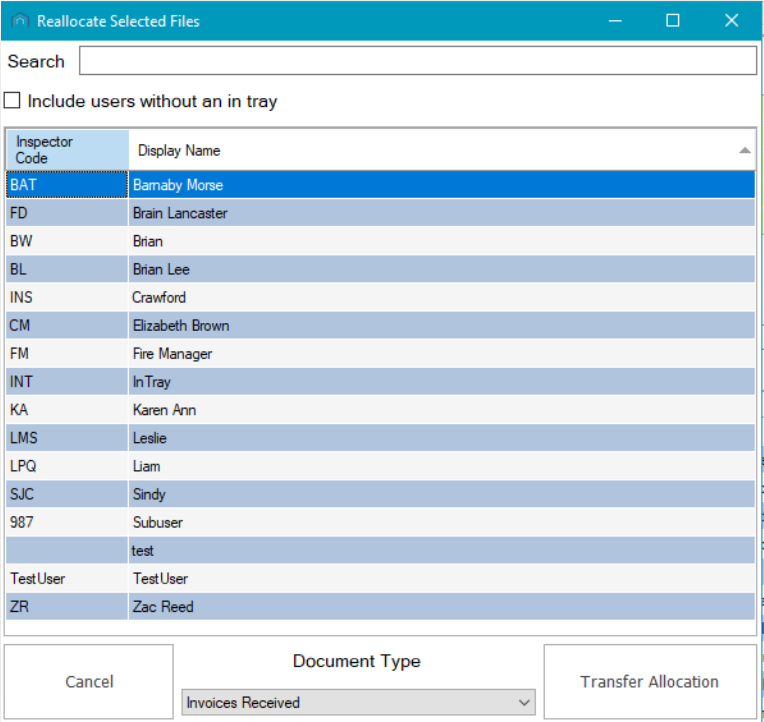
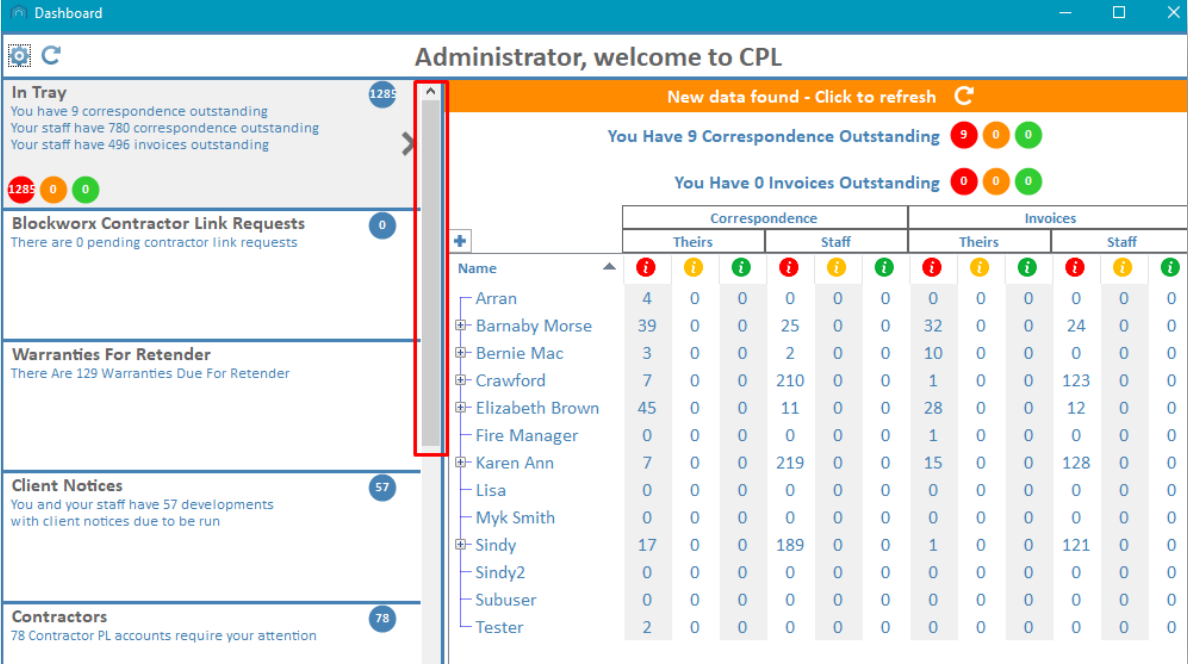


This can be used as a prompt to edit the post code at the time.

On processing the Portfolio Export, this should mean that the post codes in your portfolio have a better chance of already being in the correct format and this should hopefully save you time.

10439	New Feature	Document Distribute Screen for Client Letters – Charge Date Code Filter	<p>A new Charge Date Type filter has been added to the Documents: Distribute screen.</p>  <p>This will enable you to select a specific charge date code to allow you to filter for clients from developments where this code is set.</p>
9687	New Feature	Client Documents/ Letters Tab – Forward Email to a different Client Email Address	<p>A new feature has been added to the client Letters/ Documents tab which will allow you to forward a previous piece of emailed correspondence to an alternative client email address.</p> <p>The client needs to have another email address registered against their account for you to be able to use this feature. Once this is the case, select a previous piece of email correspondence and right-click to display the menu of options. You will see the new Forward Email to Other Addresses option listed.</p>  <p>Selecting this option will generate a screen where you can select from all email addresses registered on the account.</p>  <p>Once you have ticked each email address you wish it to be forwarded to, they will be listed in the field at the top of the screen and you can click on the Forward The Email To These Addresses button to send the email.</p>

			<p>Forward The Email To These Addresses</p> <p>You will receive a confirmation message when this has been completed.</p> 
10771	New Feature	Allow users to add/ amend the alternative account number for clients.	<p>Previously an alternative account number could be added by CPL in the back end of the database and would be displayed in the main Clients screen grid and searchable from the Filter/ Search area.</p> <p>We have now added a visible field inside every Client Account tab which can be edited.</p>  <p>There is a System Setting which controls whether this is visible. Please contact CPL Support if you would like us to activate this on your database.</p>
10124	New Feature	New System Setting – Allow Default Buildings Insurance	<p>We have added a new System Setting related to marking a Development Insurance Policy as the default. When the setting is switched on, it will follow the current behaviour of the insurance policy functionality where there is a Default box against the policy and one policy must be marked as the default. Only one policy can be set as the default for the development.</p>  <p>When the setting is switched off, a default doesn't need to be set and the checkbox box will not appear with this option.</p>
10894	Change	Reallocate Files in In-Tray – will only show current CPL users	<p>When using In-Tray, you can choose to reallocate a file to appear in another user's In-Tray.</p>  <p>When doing this [previously, you were presented with a screen listing all CPL users, including users who had been marked as deleted. This is no longer the case and you will only see current users listed.</p>

			<div></div>
10663	New Feature	Client Web Portal From Address	<p>There is a new setting available which can hold a from email address to be used for emails sent out from the Client Web Portal. When this is not set with an alternative address it will use the standard SMTP From Address listed in your database.</p> <p>Please contact CPL Support if you would like this to be changed.</p>
10648	Change	Client Web Portal – Email Verification Screen will present option for clients to enter a new email address	<p>The wording has been changed on the Email Verification screen which is presented to clients registering for the Client Web Portal to lead them to an option to register a new email address.</p>
10628	Change	Scrollbar Added to CPL Dashboard for ease of use	<p>Some users were experiencing an issue when using the CPL Dashboard which mean that active module cards towards the bottom of a user’s list towards were not accessible.</p> <p>We have added a scrollbar to the Dashboard to fix this issue.</p> <div></div>
10643	Change	Blank Spaces in Dashboard Issue Corrected	<p>Some users were experiencing an issue where the CPL Dashboard was displaying large gaps on the left-hand card menu of their modules. This has now been resolved.</p>

The screenshot shows the 'Insurance Global Actions' window with the 'Update Sum Insured' tab selected. The 'Insurance Policy' is set to '10 JX12345 Zurich'. The 'Available Development' list contains three items: '0044 70 Jubilee Drive', '0051 Douglas Grove' (highlighted), and '1107 The Rise'. The 'Selected Development' list contains one item: '0047 Poplar Place' (highlighted). The 'Percentage Change' field is highlighted with a red box and contains the value '2.12345678'. The 'Print Prelist' and 'Process Sum Insured' buttons are visible at the bottom right.

Available Development	Selected Development
0044 70 Jubilee Drive	
0051 Douglas Grove	0047 Poplar Place
1107 The Rise	

Percentage Change: 2.12345678

10487			<ul style="list-style-type: none">When posting to a budgeted development (and when the System Setting to only allow posting to allocated headers is activated) the only budget headers to select from will be the ones used in the current budget. <div><div>Area Code</div><div>Development</div><div>Client</div><div>Budget Heading</div><div>Appor</div><div>--SELECT--</div><div>0037 Hazelwood Garden:</div><div></div><div>Add New Row</div><div>Post</div><div>Admin Fee</div><div>Contingencies</div><div>Door Entry System</div><div>Electrical Supply</div><div>External Maintenance</div><div>Internal Maintenance</div><div>Lift Maintenance</div><div>Stairwell Cleaning</div></div>
	New Feature	Releasing Proposed Invoice Authorisation	<p>A new feature has been deployed which will allow functionality for proposed invoices to require authorisation by a supervisor user rather than the property manager themselves before they can be released to the Hold File for payment/ allocation.</p> <p>Each user who needs to have invoices authorised will need to have at least one additional user selected as a supervisor on their Amend User screen in CPL.</p> <div><div>Amend User</div><div>Save and Close</div><div>Close</div><div>User Logins</div><div>User Name</div><div>KarenAnn</div><div>Password</div><div>*****</div><div>Display Name</div><div>Karen Ann</div><div>Inspector Code</div><div>KA</div><div>Email ID</div><div>karen-ann.mcswiggan@cplsoftware.com</div><div>BCC Email ID</div><div></div><div>SMTP User Name</div><div></div><div>Supervisors</div><div>Administrator, Brian</div><div>* User will need to restart RPM for changes to take effect</div><div>Add Profile Picture</div><div></div><div>Fire Manager</div><div>Property Manager</div><div>Deleted</div><div>Password Change</div></div> <p>There are 3 new permissions to allow a supervisor user to authorise proposed invoices:</p> <ul style="list-style-type: none">Proposed Invoices – Accept Proposed Invoice from Master TabProposed Invoices - Post Proposed Invoice To ClientProposed Invoices - Proposed Invoice Master Tab Access <p>There is also a new Dashboard card which will allow supervisors to view how many proposed invoices are awaiting their authorisation.</p> <div><div>Dashboard</div><div>PM2, welcome to CPL</div><div>Proposed Invoices</div><div>You and your staff have 4 proposed invoices that require your attention</div><div>Hold Files</div><div>0</div><div>You have 4 Proposed Invoices Submitted and 0 in Query</div><div>Your staff have 0 Proposed Invoices Submitted and 0 in Query</div><div>Their Submitted</div><div>Staff Submitted</div><div>Their Queried</div><div>Staff Queried</div></div> <p>The supervisor user will also receive email alerts for invoices that require their authorisation.</p> <p>The action bar on the Proposed Invoices screen will contain additional icons for these supervisor users to authorise invoices.</p> <div><div>Amend</div><div>Authorise</div><div>Invoices To Authorise</div></div>

In the main Proposed Invoices grid, there will now be columns displaying the appropriate development name and number for each invoice.

Invoice Number	DevelopmentNumber	DevelopmentName	Date Due	Invoice Date	User Created	Created Date	Job Number
34267563426	8	Balmedie Heights	15/05/2022	25/04/2022	Administrator	25/04/2022 14:13	
832764	9	Kings Court	21/04/2022	21/04/2022	Administrator	21/04/2022 14:29	
KAM23456	9	Kings Court	19/05/2022	19/04/2022	Karen Ann	19/04/2022 11:12	
903248734	0		02/05/2022	18/04/2022	Karen Ann	18/04/2022 17:48	
672135	51	Douglas Grove	03/04/2022	04/03/2022	Karen Ann	04/03/2022 11:46	55074

Where there is a case where a contractor invoice has been split down to multiple developments, this information will also display in the grid.

[File](#)
[System](#)
[Documents](#)
[Reports](#)
[Tools](#)
[Stats](#)
[Help](#)

[Development](#)
[Clients](#)
[Purchase Ledger](#)
[Jobs Maintenance](#)
[Insurance](#)
[Hold File](#)
[Nominal](#)
[Custom Desktop](#)
[Proposed Works](#)
[Estimates](#)
[Court Ledger](#)
[Proposed Invoices](#)

A search will now be performed whenever the tab is selected, based on the search filters which are already selected.

CPL Residential Property Management System :: CPL Property Factoring :: v2.59.1.38 / RPMRegressionTest TEST SYSTEM :: Administrator

File System Documents Reports Tools Stats Help

Development Clients Purchase Ledger Jobs Maintenance Insurance Hold File Nominal Custom Desktop Proposed Works Estimates Court Ledger Proposed Invoices Cyclical Maintenance Cyclical Maintenance Tasks

Invoice Number 342675634256 Proposed Invoice

Save Close

Invoice Number	Contractor	Beautiful and Bright Cleaning
832764	Invoice Date	21/04/2022
KAM23456	Goods Amount	500.00
903248734	Job Order Number	VAT Amount 0
672135	Repair Date	21/04/2022
94365	From Date	21/04/2022
436734	To Date	21/04/2022
4367435	Status	Submitted
87943256	User Created	Administrator

Proposed Invoice Documents Comments

Proposed Invoice

Invoice Number 832764 Contractor 1012 Beautiful and Bright Clea

Invoice Date 21/04/2022 Goods Amount 500.00

Job Order No VAT Rate (%) 0.00

Repair Date 21/04/2022 VAT Amount 0.00

From Date 21/04/2022 Job Type -SELECT-

To Date 21/04/2022 Description Basement Cleaning

Status Submitted

Charge type Normal

Press F5 for Standard Descriptions

Notes

Area Code Development Client Budget Heading Apportionment Total Goods VAT

-SELECT- 0009 Kings Court 1012 Beautiful and Bright Cleaning 500.00 500.00

From Date 21/04/2022 To Date 21/04/2022 Status Submitted User Created Administrator

Submitted 25
Submitted 21
Submitted 19
Submitted 18
Submitted 04
Submitted 23
Submitted 08
Submitted 08
Submitted 08
Submitted 07
Submitted 01
Submitted 30
Submitted 16
Submitted 16
Submitted 04

From Date
21/04/2022

To Date
21/04/2022

Contractor
1012 Beautiful and Bright Cleaning

Goods Amount
500.00

VAT Amount
0

Job Type
-SELECT-

Development
9 - Kings Court

Apportionment
Equal shared for all odd number blocks but not even

Property Manager
Karen Ann

Credit Control Manager
Karen Ann

Description
Please carry out Basement Cleaning as directed prior to flood.

Grace Days
12/16

This will now refresh automatically when the proposed invoice in question is closed.

Apportionment
Equal shared for all odd number blocks but not even

Property Manager
Karen Ann

Credit Control Manager
Karen Ann

Description
Basement Cleaning

Grace Days
12/16

10869

New Feature

Proposed Invoices – New System Setting for Auto-Release Proposed Invoice Hold Files

A new System Setting has been added which, if activated, will set the default behaviour of the **Auto Release** checkbox to be automatically ticked in the Accept Proposed Invoices screen.

Accept Proposed Invoice

SaveClose

Invoice Number832764ContractorBeautiful and Bright Cleaning

Invoice Date21/04/2022Goods Amount500.00

Job Order NumberVAT Amount0

Repair Date21/04/2022Job Type

From Date21/04/2022StatusSubmitted

To Date21/04/2022User CreatedAdministrator

Accept Proposed Invoice

Post TypeNext Invoice RunVAT Rate20.00Cash Book Reference

Invoice Due21/04/2022Auto ReleaseInternal Notes

Transaction Date25/04/2022

This would mean that once a user had clicked to accept the proposed invoice and post it to the Hold File that it would not have to be released separately in the Hold File itself.

File System Documents Reports Tools Stats Help													
Development Clients Purchase Ledger Jobs Maintenance Insurance Hold File Nominal Custom Desktop Proposed Works Estimates Court Ledger Proposed Invoices Cyclical Maintenance Cyclical Maintenance Tasks													
Invoice Date	DBN	Invoice No	Development	Status	Charge Type	Charge To	PL Journal Code	PL Acct/Journal	Goods Amount	VAT Amount	Total Amount	Released	Budget Heading
21/04/2022	462286	832764	0009 Kings Court	Normal	Normal	4 Equal shared for all odd numbe...	1012	1012 Beautiful and Bright Cleaning	500.00	0.00	500.00	<input checked="" type="checkbox"/>	
18/04/2022	462275	825873647	0009 Kings Court	Normal	Normal	3 all properties	1003	1003 Electrician 101	1600.00	0.00	1600.00	<input checked="" type="checkbox"/>	
01/01/2022	462239	Grounds ...	0009 Kings Court	Normal	Normal	3 all properties	1004	1004 HandyMan 101	111.00	0.00	111.00	<input checked="" type="checkbox"/>	Landsc...
01/11/2021	462144	3ey234uy	0009 Kings Court	Consolidated	Normal	3 all properties	1004	1004 HandyMan 101	85.00	0.00	85.00	<input type="checkbox"/>	

10553

Change

Proposed Invoices – Pre-Populate Development, Total, Goods and VAT

The system setting itself will default to off unless you contact CPL Support and ask us to activate this to on for you. When invoices come into Proposed Invoices linked to a job from In-Tray or into Proposed Invoices from a contractor on Blockworx the system will now pre-populate as much information as possible.

Proposed Invoice

SaveClose

Invoice Number9843276ContractorGardening Company 14

Invoice Date25/04/2022Goods Amount600.00

Job Order Number5509701VAT Amount120.00

Repair Date25/04/2022Job TypePlayground Maintenance

From Date25/04/2022StatusSubmitted

To Date25/04/2022User CreatedAdministrator

Proposed InvoiceDocumentsComments

Proposed Invoice

Invoice Number9843276ContractorGardening Company 14 Garde

Invoice Date25/04/2022Goods Amount600.00

Job Order No5509701VAT Rate (%)20.00

Repair Date25/04/2022VAT Amount120.00

From Date25/04/2022Job TypePM Playground Maintenance

To Date25/04/2022DescriptionBark Mulch in Play Area is required to be replaced. Please consult development plans for north west play area.

StatusSubmittedPress F5 for Standard Descriptions

Charge typeNormalNotes

Area Code	Development	Client	Budget Heading	Apportionment	Total	Goods	VAT
-SELECT-	0008 Balmedie Heig			1 - All Properties, Not	720.00	600.00	120.00
Add New Row					Grand Total	720.00	600.00 120.00

Edit Details

Accept Invoice

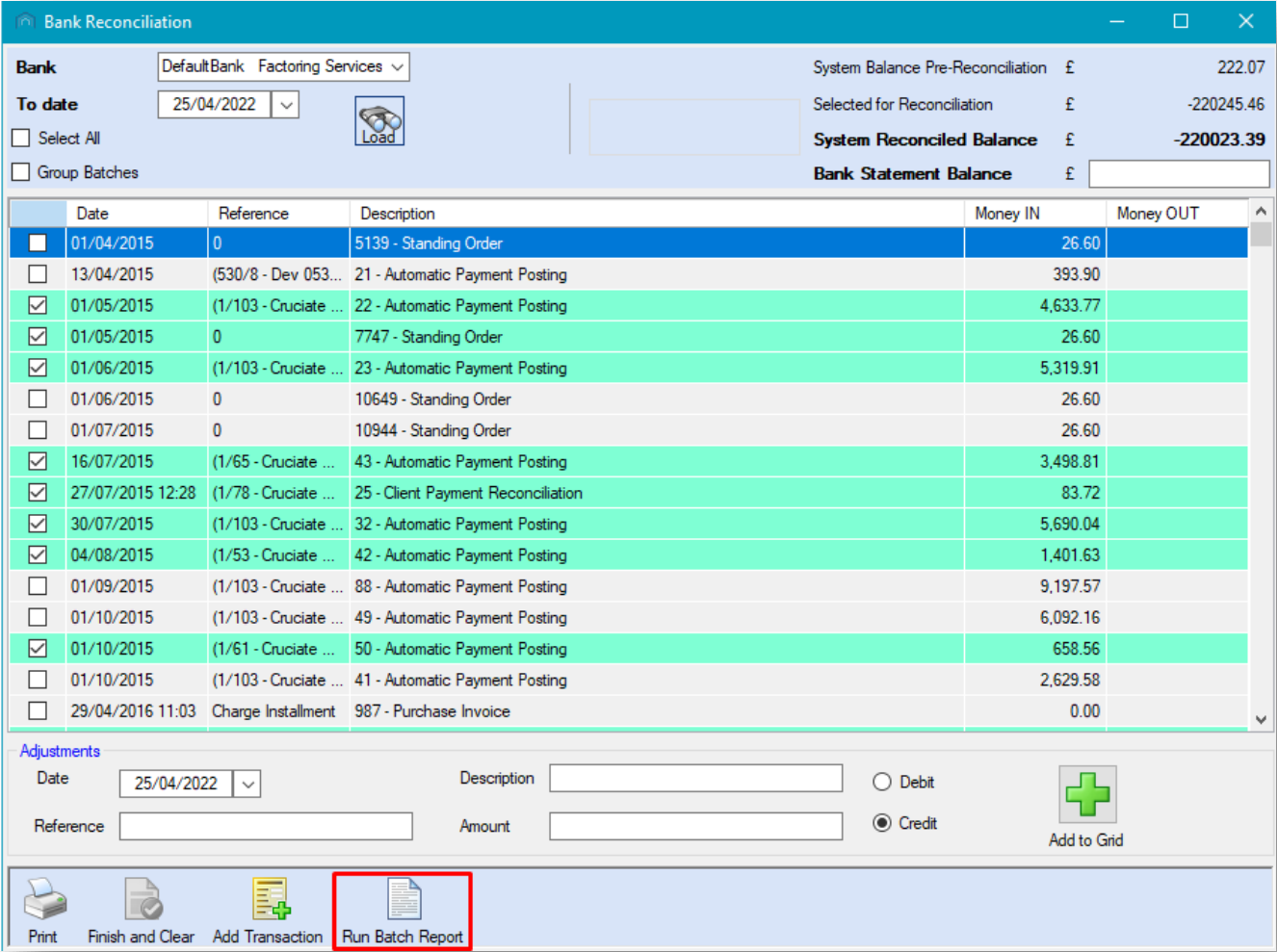

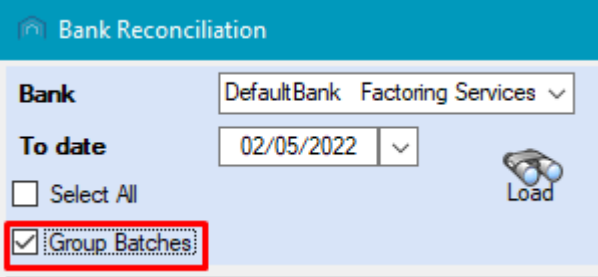
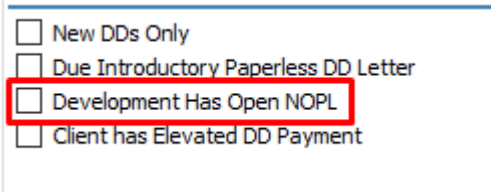
Delete Invoice

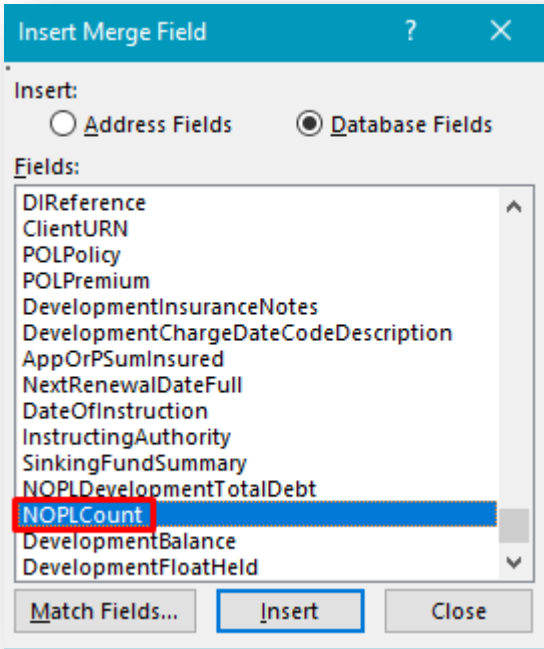
View Invoice

CPL Release Notes V2.59 v1.0

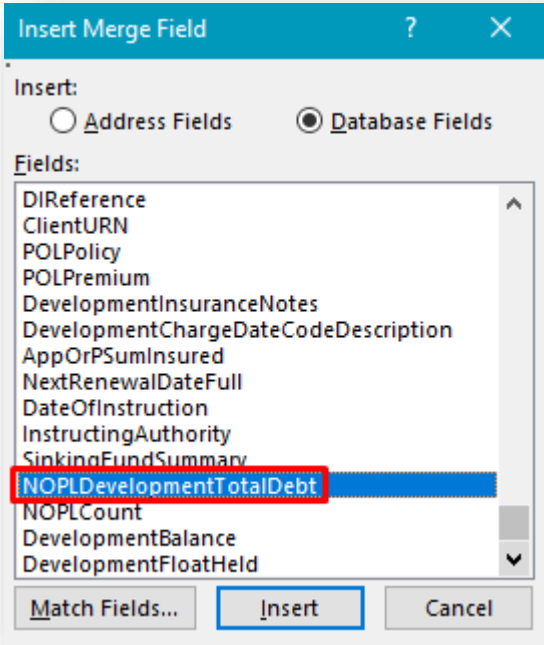
			<div><div>Client Payment Reconciliation</div><div><div>Close</div><div>Reports</div></div><div>Client Payment Reconciliation</div><div><div><div>Current User Payments</div><div>Cut Off Date and Time25/04/202217:02:44</div></div><div><div>Unlinked Payments (Includes Credit Card and Online Payments)</div><div>Refresh</div></div></div><table><tr><th>Selected</th><th>Payment Type Category</th><th>Account</th><th>Float</th><th>Proposed Works</th><th>Court Ledger</th><th>Client Charity Donation</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Cash</td><td>-£1,318,741.74</td><td>-£20,741.81</td><td>-£29,293.52</td><td>-£6,244.64</td><td>£0.00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Cheque</td><td>-£11,221.98</td><td>-£250.00</td><td>-£432.31</td><td>£0.00</td><td>£0.00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Credit Card - Man...</td><td>-£79,816.47</td><td>£0.00</td><td>-£2,312.82</td><td>-£210.00</td><td>£0.00</td></tr><tr><td><input type="checkbox"/></td><td>Amendment</td><td>£15,202.67</td><td>£13,481.00</td><td>£0.00</td><td>£0.00</td><td>£0.00</td></tr><tr><td><input type="checkbox"/></td><td>Direct Debit</td><td>-£419,623.99</td><td>-£190.00</td><td>£0.00</td><td>£0.00</td><td>£0.00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Default</td><td>-£333,695.98</td><td>£0.00</td><td>-£3,000.00</td><td>£0.00</td><td>£0.00</td></tr><tr><td><input type="checkbox"/></td><td>Default</td><td>£0.00</td><td>£0.00</td><td>-£5.00</td><td>£0.00</td><td>£0.00</td></tr><tr><td><input type="checkbox"/></td><td>Total</td><td>-£2,147,897.49</td><td>-£7,700.81</td><td>-£35,043.65</td><td>-£6,454.64</td><td>£0.00</td></tr></table></div>	Selected	Payment Type Category	Account	Float	Proposed Works	Court Ledger	Client Charity Donation	<input checked="" type="checkbox"/>	Cash	-£1,318,741.74	-£20,741.81	-£29,293.52	-£6,244.64	£0.00	<input checked="" type="checkbox"/>	Cheque	-£11,221.98	-£250.00	-£432.31	£0.00	£0.00	<input checked="" type="checkbox"/>	Credit Card - Man...	-£79,816.47	£0.00	-£2,312.82	-£210.00	£0.00	<input type="checkbox"/>	Amendment	£15,202.67	£13,481.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	Direct Debit	-£419,623.99	-£190.00	£0.00	£0.00	£0.00	<input checked="" type="checkbox"/>	Default	-£333,695.98	£0.00	-£3,000.00	£0.00	£0.00	<input type="checkbox"/>	Default	£0.00	£0.00	-£5.00	£0.00	£0.00	<input type="checkbox"/>	Total	-£2,147,897.49	-£7,700.81	-£35,043.65	-£6,454.64	£0.00
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10478	Change	Nominal CSV Report now supports linking transactions to individual developments	The Nominal CSV Import has been changed to support linking transactions to individual developments.																																																															
10749	Change	Nominal Transaction Screen – Group Batches Together	<p>If your CPL database is configured to use the development level nominals feature this can make it tricky when reconciling payments.</p> <p>To make this easier for users, a toggle has been added to the nominal transaction screen to allow you to choose between selecting one transaction per row or grouping these to show one batch per row per nominal code.</p> <div><div>Bank Reconciliation</div><div><div>Bank</div><div>DefaultBank Factoring Services</div></div><div><div>To date</div><div>25/04/2022</div></div><div><div><input type="checkbox"/> Select All</div><div><input checked="" type="checkbox"/> Group Batches</div></div><div><div>Load</div></div></div>																																																															
10292	New Feature	Development Nominal Reconciliation – New Development Tab	<p>If you are using development level nominals, there is now a new tab available in each development called Nominal Reconciliation. This will show the nominal reconciliation but for a single development.</p> <div><div>Master Blocks Properties Apportionments Diarised Charges Jobs Insurance Documents CheckList Keys Approved Contractors Contacts Warranties/Maintenance Inspections Memo Invoices Proposed Works</div><div>Financial Client Charge Summaries Budgets Charge Installments Addresses Estimates Development News Sinking Fund Nominals Contingency Funds Nominal Codes Nominal Reconciliation Meter Readings</div><div>Development Nominal Reconciliation</div><div>As Of Date25 April 2022</div><div>Reconciled Only<input checked="" type="checkbox"/></div><div>Refresh Data</div></div>																																																															
10755	Change	Unlinked Postings to Record Development for Development Level Nominals to be Updated	<p>The screen will refresh when you select the tab in a development and if you change the As of Date or toggle the Reconciled Only option, you can click on the Refresh Data button to refresh the figures again.</p> <p>A Development field has been added to the Unlinked Invoice posting type in the Purchase Ledger Transactions screen.</p> <div><div>Purchase Ledger Transactions</div><div><div>Close</div></div><div>Posting TypeUnlinked InvoiceSession Start0.00Session Post Balance0.00Cash Book Reference</div><div><div>Transaction Details</div><div><div>DBN</div><div>-- New --</div></div><div><div>PL Account</div><div>--SELECT--</div><div>Total</div><div></div><div>Goods</div><div>11022</div></div><div><div>Date of Invoice</div><div>25/04/2022</div><div>VAT</div><div>20.00</div><div>VAT</div><div></div></div><div><div>Invoice Due</div><div>25/04/2022</div><div>Description</div><div>(F5 - Standard Descriptions)</div></div><div><div>Transaction Date</div><div>25/04/2022</div><div>Press F5 for Standard Descriptions</div><div>100</div></div><div><div>Invoice Number</div><div></div><div>Internal Comments</div><div></div></div><div><div>Order Number</div><div></div></div><div><div>Nominal</div><div>--SELECT--</div></div><div><div>Development</div><div>--SELECT--</div></div></div></div>																																																															

This allows the nominals to be posted against the development.

10759	New Feature	Open the batch report direct from the bank rec screen.	<p>There is now a button to enable the opening of a Batch Report directly from the Bank Reconciliation screen.</p> 
10888	Change	Auto Bank Reconciliation Changes – New Reconciliation Reference Field Added	<p>In the Nominal Bank Reconciliation screen accessed from the Auto Bank Reconciliation option in the Nominals tab, there is now a requirement to enter a reference when saving.</p> 
10748	Change	Bank Reconciliation – Group Batches Together	<p>If you are using development level nominals, nominal batches will be split into multiple parts. This can make it tricky to reconcile these when using the Bank Reconciliation tool in CPL as a single amount on your bank statement could relate to many rows on the CPL bank rec screen.</p>  <p>To resolve this, we have added a Group Batches checkbox to the bank reconciliation screen which will enable you to toggle the nominal transactions from showing one transaction per row to grouping these to show one row per nominal code.</p>
10475	New Feature	NOPL Filters and Fields	<p>A new filter and mail merge fields have been added to improve distribution of communication related to Notices of Potential Liability.</p> <p>In the Documents Distribution screen, there is a new filter called Development Has Open NOPL which will allow you to search for developments where there is an active NOPL registered.</p>  <p>There are also two new Mail Merge fields on the Client Details Mail Merge View which can be added to document templates.</p> <p>One is an NOPLCount which is the number of properties (with current clients) within the development with an active NOPL.</p>



The other new field is **NOPLDevelopmentTotalDebt**. This will calculate and display the total debt for each current client on an active NOPL.



10523	New Feature	Internal Credit Card Telephone Payments Log	<p>We have made a change to how credit card telephone payments are logged in CPL to prevent any loss of data if a timeout occurs during the process.</p> <p>The system will now create a log when a payment attempt is about to be made and will update this afterwards with the result of the payment. This will mean that, even if there is a timeout, the log of the attempt will then be included in the credit card report used to reconcile your payments with SagePay.</p>																												
10837	New Feature	Client Transfer Funds Enhancement	<p>You will be aware that there is already a Transfer Funds facility which is available from a right-click menu in the main Clients grid.</p> <div><table><tr><td>0008010</td><td>1</td><td>Ms S Hay</td><td>10 Park Lane Avenue</td></tr><tr><td>00080113</td><td>3</td><td>Duncan Skarsgaa</td><td></td></tr><tr><td>00080122</td><td>2</td><td>Alexander Lyall</td><td></td></tr><tr><td>00080132</td><td>2</td><td>David Tannock</td><td></td></tr><tr><td>0008014</td><td>1</td><td>Client 0008014</td><td></td></tr><tr><td>0008016</td><td>1</td><td>Margaret Paton</td><td></td></tr><tr><td>0008017</td><td>1</td><td>Alison Slunek</td><td></td></tr></table><div><div>Print</div><div>Export</div><div>Transfer Funds</div><div>Add Reminder</div><div>Add In-Tray Memo</div></div></div> <p>This opens the Money Transfer screen which enables you to transfer an amount from one client account to another account when a mistake has been made which has credited the wrong client account with an amount.</p> <p>There is now an option to transfer funds directly from an individual transaction in the Transaction Activity tab in the client account.</p> <p>Right-click on a specific transaction and you will see the Transfer Funds option is available.</p>	0008010	1	Ms S Hay	10 Park Lane Avenue	00080113	3	Duncan Skarsgaa		00080122	2	Alexander Lyall		00080132	2	David Tannock		0008014	1	Client 0008014		0008016	1	Margaret Paton		0008017	1	Alison Slunek	
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Activity			Diarised Charges			Web Portal	
Account	Addresses Activity	Transaction Activity	Float Transactions	Charge Transaction	Credit Control	Memos	Letters
Transaction Activity Information							
Transaction Date	Batch/DBN	Description	Invoice	Cash Type			
02/05/2022	0/245899	Payment Received - Credit Card - Manual					
15/04/2022	10940/245770	Invoice for Charges to 01/07/2022					
07/04/2022	10896/245469	Complimentary Adjustment					
07/04/2022	10879/245455	Transferring to correct client account					
07/04/2022	10878/245454	Moving incorrect float posting to client account					
07/04/2022	10891/245465	Refund to clients for roof work issue					
14/02/2022	0/245396	Payment Received - Cheque					

- PDF Receipt
- E-mail Receipt
- Email Statement
- Email Invoice
- Export Grid
- PDF Statement
- PDF Invoice
- Amend Description
- Transfer Imported Payment
- Remove Imported Payment Link
- Reverse Invoice
- Exclude/Unexclude From Invoices/Statements
- Transfer Funds**
- Amend Client Invoice Details

This will open the **Money Transfer** screen with the **Transaction Date** already set to the date of the transaction which was selected, the **Move Funds To** option pre-selected for **Client Account**, the amount already populated in the **Goods** field and the **Narrative** description defaulted to **Money Transfer**.

Activity			Diarised Charges			Web Portal Tracking		
Account	Addresses Activity	Transaction Activity	Float Transactions	Charge Transaction	Credit Control	Memos	Letters Documents	Allocations
Transaction Activity Information								
Transaction Date	Batch/DBN	Description	Invoice	Cash Type	Dr	Cr		
02/05/2022	0/245899	Payment Received - Credit Card - Manual		Credit Card		655.38		

Money Transfer

Account Number: 00080122 Float Due: £250.00 Current Balance

Client Name: Alexander Lyall Float Paid: £250.00 Charge Balance

Property Manager: Karen Ann Float O/S: £0.00 Balance Due

Payment Type: Normal Status: Normal PW Balance

Transaction Date: 02 May 2022

Move Funds From: Client Account

Move Funds To: Client Account

Goods: 655.38

Narrative: Money Transfer

The only field to select is the client account you wish the money to be transferred to. When you click on the **Process** icon, you will be presented with an **Exclude Transactions** option which will offer to **Exclude** both the registered payment and the money transfer transactions from the client transaction tab.

Transaction Date: 02 May 2022

Move Funds From: Client Account

Move Funds To: Client Account

Goods: 655.38

Narrative: Money Transfer

Client Balance: 00080113:Duncan Skarsgaard - 00080113

Exclude Transactions?

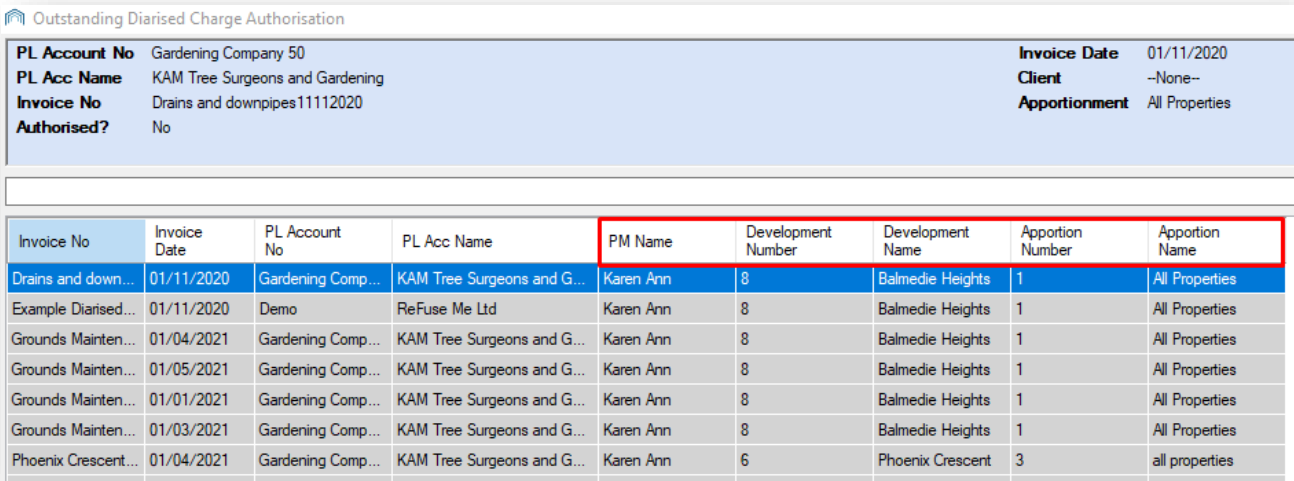
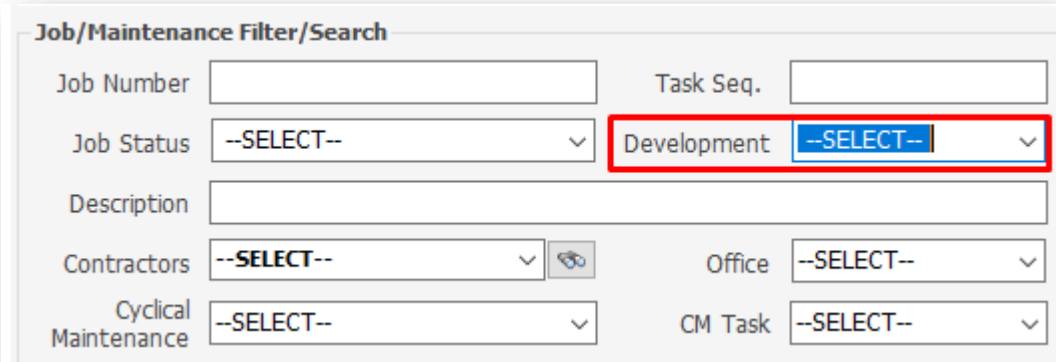
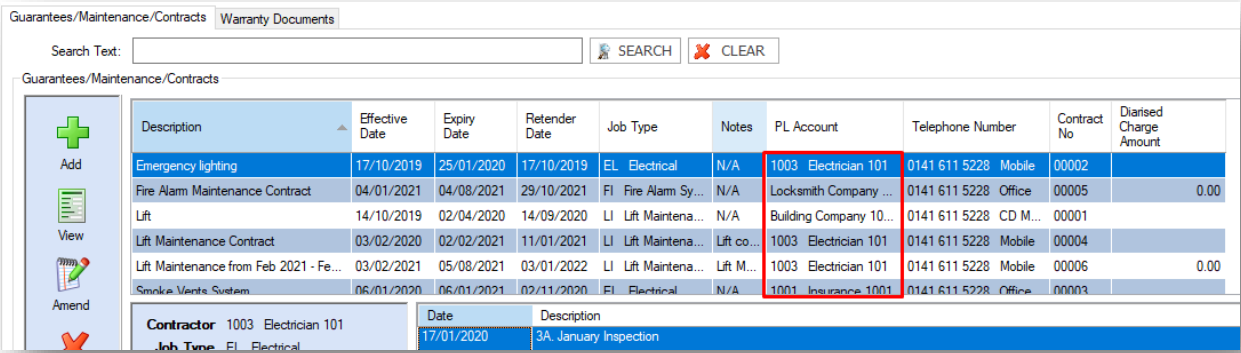
As the transfer amount is equal to the original charge, would you like to exclude both transactions from the clients transaction tab?

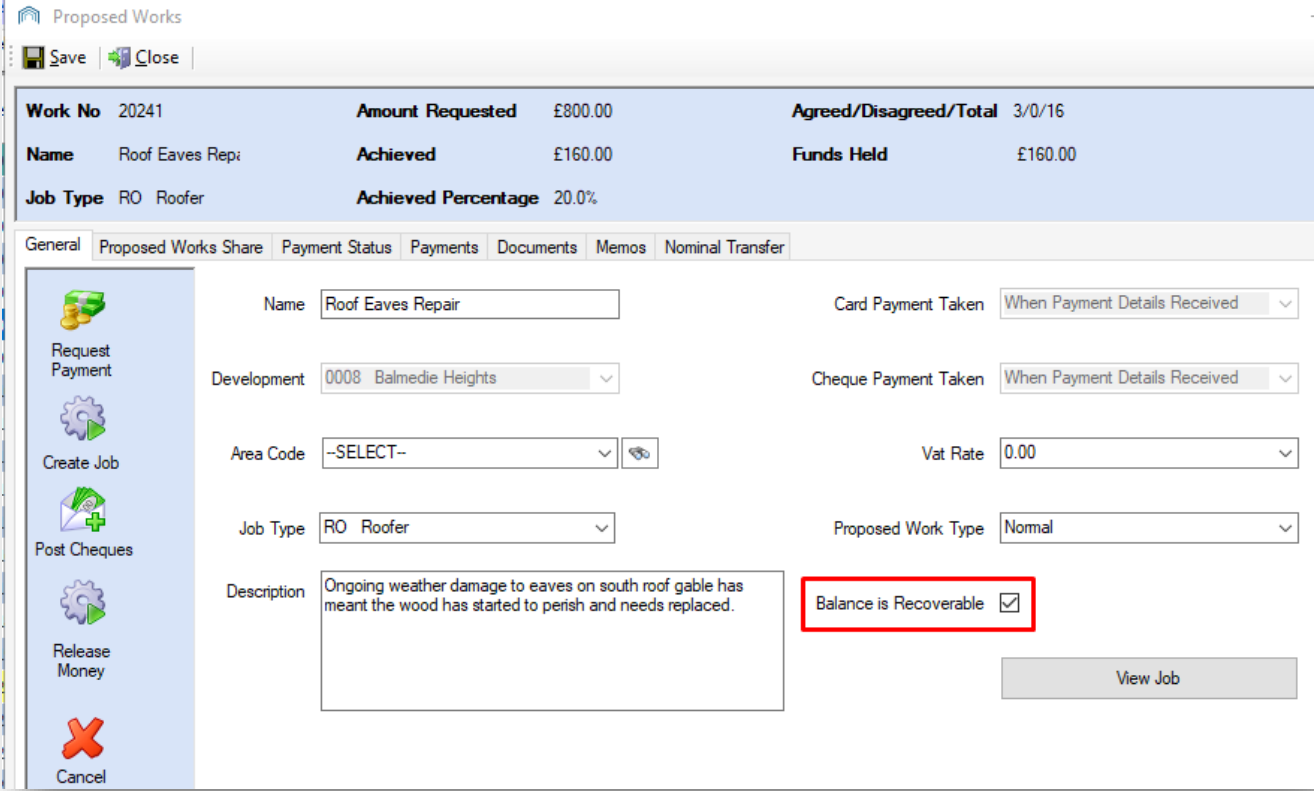
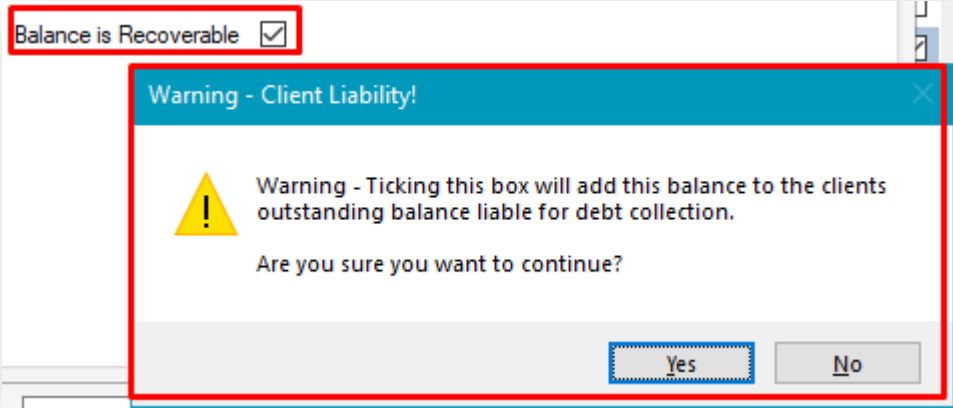
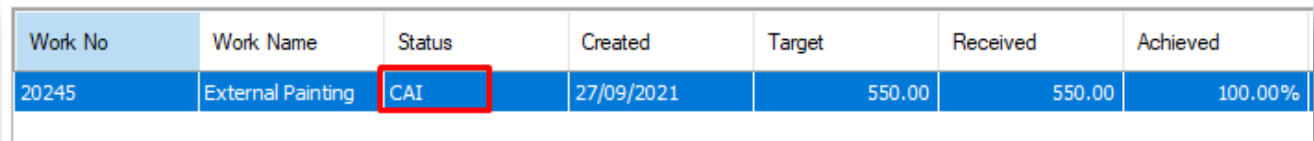
Process

Activity			Diarised Charges			Web Portal Tracking		
Account	Addresses Activity	Transaction Activity	Float Transactions	Charge Transaction	Credit Control	Memos	Letters Documents	Allocations
Transaction Activity Information								
Transaction Date	Batch/DBN	Description	Invoice	Cash Type	Dr	Cr	Balance	
02/05/2022	0/245899	Payment Received - Credit Card - Manual		Credit Card		655.38	135.60	
02/05/2022	11081/245900	Money Transfer				655.38	790.98	

10623	Change	Change of Display of Monthly Direct Debit Setup Details	<p>The current display for Direct Debit Setup Details can be confusing in terms of the way it describes missed payments when the client has an outstanding invoice. This only affects Monthly and not Quarterly Direct Debit set-ups.</p> <p>The payment calculations were always correct but the explanation of the breakdown will now be clearer.</p> <div><div>Calculate Direct Debit</div><div><div>Set Up Direct Debit for 0009006 Peter Townly</div><div><div>The Client's Current Balance is £82.12 in Debit</div><div>Please select Payment Frequency <div>Monthly</div></div><div>Payments are taken on the 1st of the month</div><div>Your first Payment will be on 01/06/2022</div><div>Your Estimated Annual Expenditure is £580.00</div><div>Due to setup date and DD lead time, 1 payment of £49.00 will have been missed this period</div><div>Rolling this missed payment into the Current Balance leaves an Outstanding Balance of £131.12</div><div>Your 12 monthly Payments will be for £49.00 per month</div><div>However, to clear your Outstanding Balance, your first three monthly Payments will be £93.00</div><div>Accept Direct Debit</div></div></div></div>
10866	Change	Alert to Save if Changes Made to Client DD Details	<p>If a user makes any changes to the bank details section of a client account and goes to close the account window, they will be presented with a warning to prompt them to save the account if they wish to.</p> <div><div>Close</div><div>Bank Details have changed, do you want to close without saving</div><div><div>Yes</div><div>No</div></div></div>

JOBS

Number	Type	Title	Overview
10796 and 10577	Change	Blockworx – Approving Diarised Charges – Additional Columns added for development name and number, Apportionment, Description and PM	 <p>The screenshot shows a form titled 'Outstanding Diarised Charge Authorisation' with fields for PL Account No, PL Acc Name, Invoice No, and Authorised?. Below the form is a table with columns: Invoice No, Invoice Date, PL Account No, PL Acc Name, PM Name, Development Number, Development Name, Apportion Number, and Apportion Name. The table contains several rows of data, including 'Drains and down...', 'Example Diarised...', and 'Grounds Mainten...'.</p>
10578	Change	Jobs Maintenance Screen – Development Number Search Changed to a Drop-Down Field	<p>The Development search field in the main Jobs Maintenance screen is now a drop-down menu of developments instead of a text field as it was previously.</p>  <p>The screenshot shows the 'Job/Maintenance Filter/Search' form. The 'Development' field is now a drop-down menu with '--SELECT--' as the selected option. Other fields include Job Number, Task Seq., Job Status, Description, Contractors, Office, Cyclical Maintenance, and CM Task.</p>
10559	Change	Change to Auto Suspend Diarised Charges Behaviour for Diarised Charges from Blockworx Contractors	<p>This will make it much easier to filter by development.</p> <p>We have added additional behaviour to the diarised charge auto release feature to require Blockworx contractors to upload their invoices before these diarised charges are released for payment in CPL.</p> <p>If you have the setting activated to auto-suspend diarised charges, these will now only be auto-suspended if the invoice is for a Blockworx contractor.</p>
10906	New Feature	Blockworx – Remove Open Jobs from Blockworx when a Development is Ceased to Factor	<p>This new feature will cause all jobs with contractors on Blockworx to be deleted meaning that contractors will not be able to post invoices to them when the development they are related to has been ceased on CPL.</p>
10473	Change	PL Details only blank on a Warranty if PL Account is deleted	<p>Purchase Ledger Account details will only be blank on Warranty/ Maintenance Contract information if the PL Account has been deleted. If it has only be stopped, then the details will still appear in the warranty/ maintenance contract.</p>  <p>The screenshot shows the 'Guarantees/Maintenance/Contracts Warranty Documents' screen. It includes a search bar and a table with columns: Description, Effective Date, Expiry Date, Retender Date, Job Type, Notes, PL Account, Telephone Number, Contract No, and Diarised Charge Amount. The table contains several rows of data, including 'Emergency lighting', 'Fire Alarm Maintenance Contract', and 'Lift Maintenance Contract'.</p>
10806	Change	Allowing Due By Date to Appear on Work Order	<p>An issue has been corrected whereby there were some instances of the Due By date not being carried through from the job in CPL onto the Work Order.</p>
10857	Change	Diarised Charge Imports – Additional Fields Added to Import (NB Import is chargeable)	<p>Some customers have asked us to provide a service to import diarised charges they have previously been maintaining external to CPL.</p> <p>Additional Fields are now available for these Diarised Charge Imports. Fields added are the following:</p> <ul style="list-style-type: none"> • End Date • Charge Type • Advanced Billing • PDF File Path <p>Please note that the Diarised Charges Import facility is a chargeable service in CPL.</p>
10556	Change	Proposed Works – Pop-up warning if Balance is Recoverable is ticked.	<p>Since an earlier release there has been an option to choose to make the balance owed against a Proposed Work recoverable. This means that the balance owed on the Proposed Work will add to any balance which is liable for debt collection through the Client Notices Reminder process in CPL.</p>

			<p>To enable you to make this decision a Balance is Recoverable checkbox option was added to the General Proposed Works tab.</p>  <p>To prevent this being ticked in error, there is now a Client Liability Warning which will appear if the option is ticked.</p>  <p>Clicking on Yes will allow you to continue with your Balance is Recoverable selection. Clicking on No will cancel the selection.</p>
10239	Change	Proposed Works – Allow Releasing of Funds and Transfer Funds when PW is Complete	<p>Previously, if you had posted the invoice for the job against a proposed work, therefore setting the status of the proposed work to Completed, you would not be able to return and release funds.</p>  <p>This is now possible, whether the status of the proposed work is completed or still in progress.</p>

Work No 20245
Name External Paint
Job Type PA Painter

General Proposed Work

Request Payment

Create Job

Post Cheques

Release Money

Cancel

It is also now possible to transfer funds from a proposed work of any status.

Money Transfer

Account Number	0009007	Float Due	£0.00	Current Balance
Client Name	Saqib Hassan	Float Paid	£0.00	Charge Balance
Property Manager	Karen Ann	Float O/S	£0.00	Balance Due
Payment Type	Normal	Status	Normal	PW Balance

Transaction Date
 02 May 2022

Move Funds From
 Proposed Work

Move Funds To
 Client Account

Goods
 £50.00

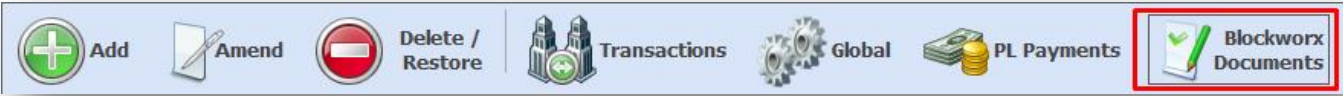
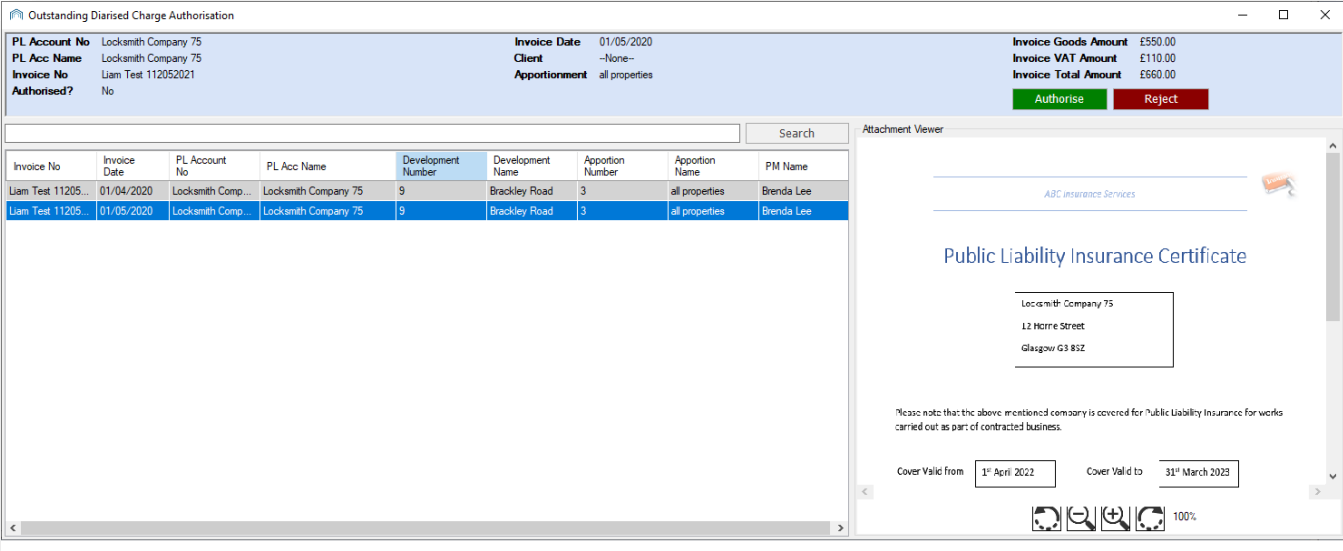
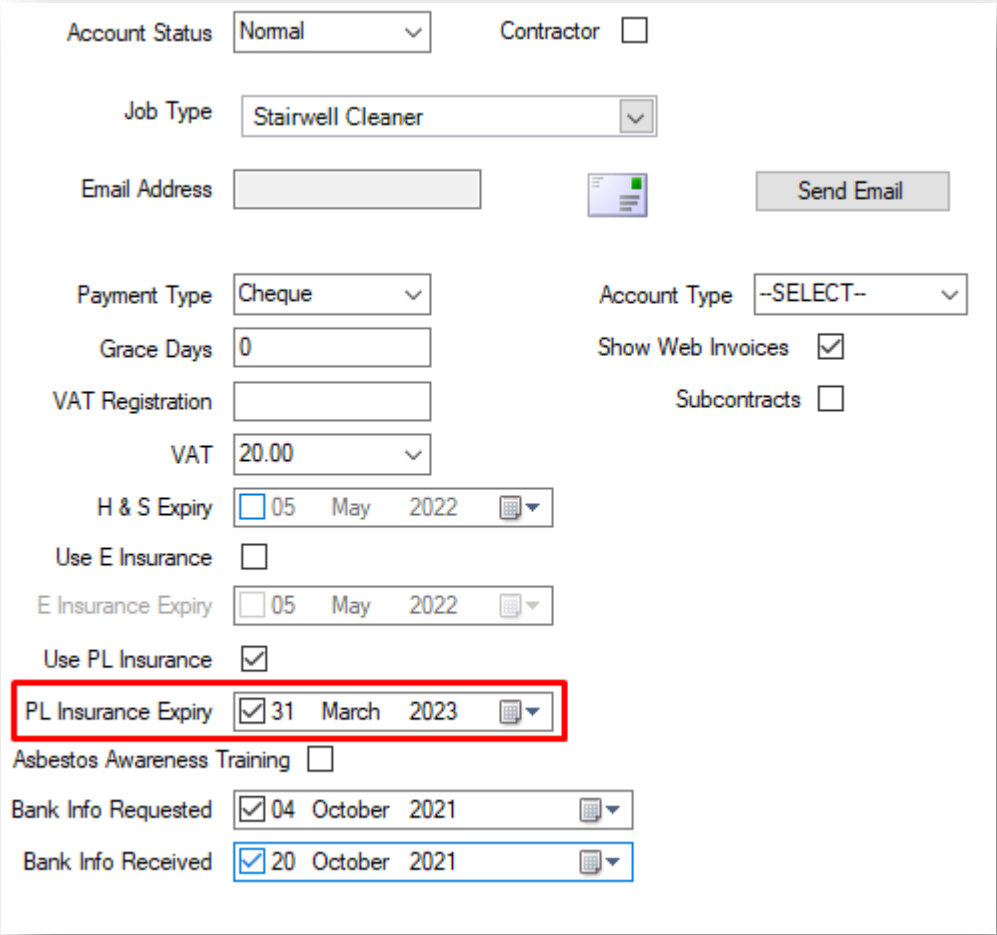
Narrative
 Amend proposed work payment


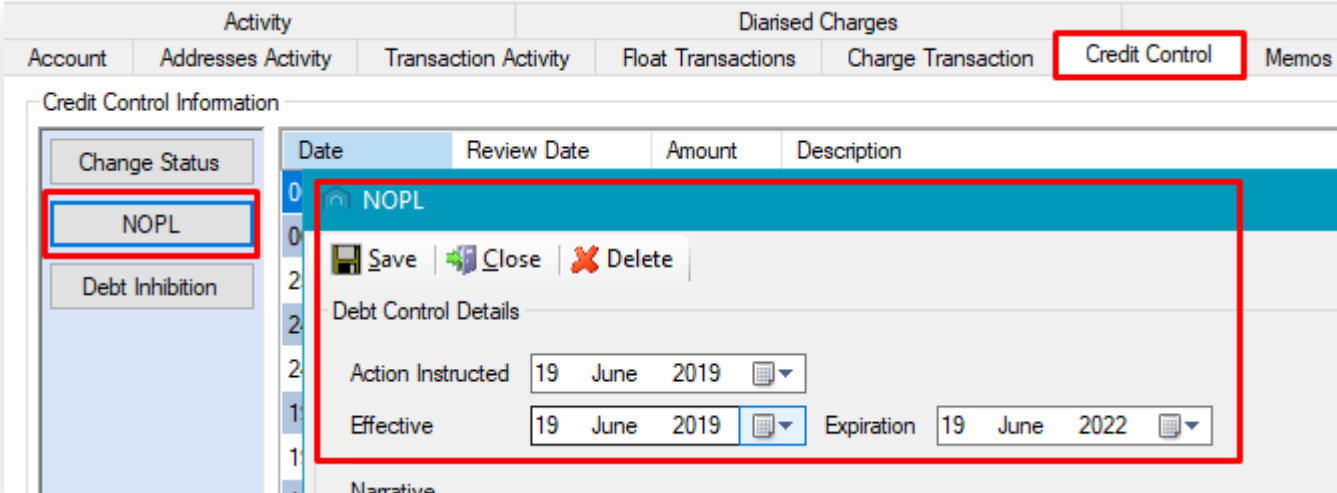

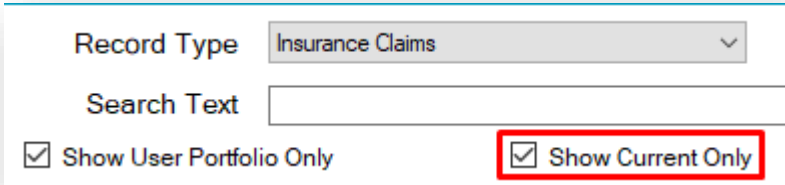
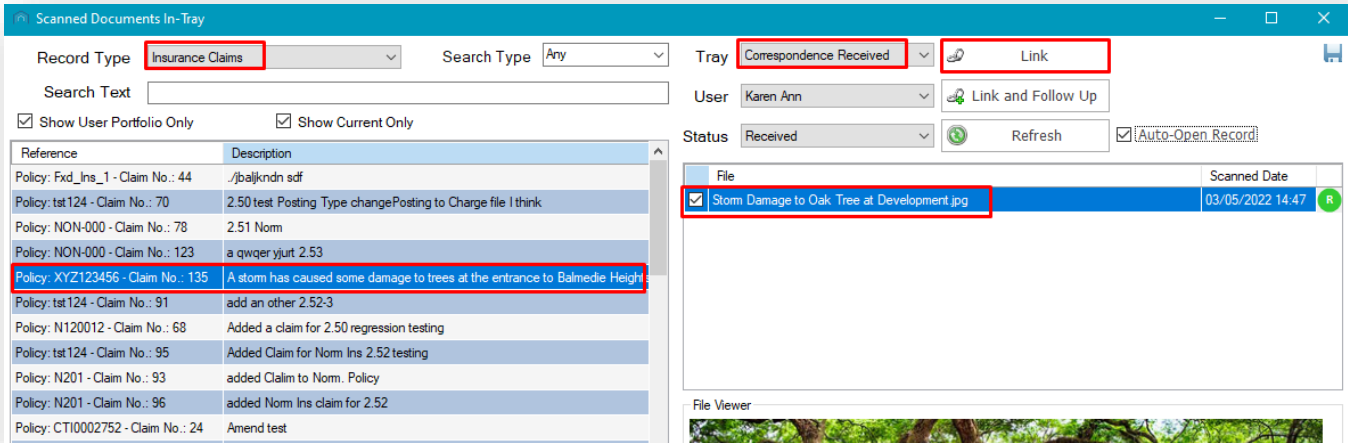
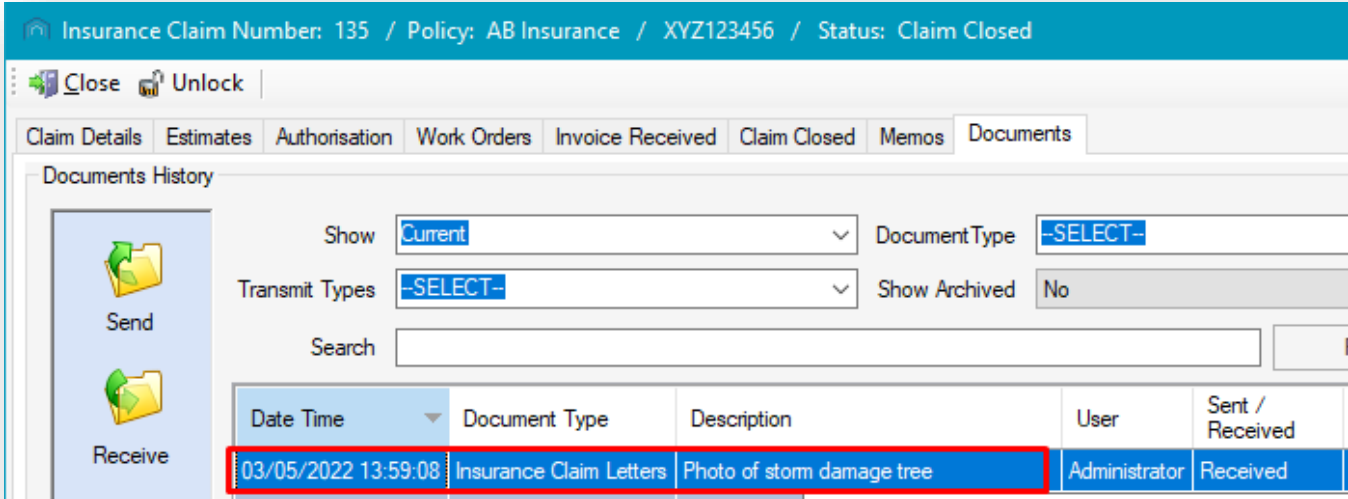
P W Balance

External Painting

Linked IDs From

<div><div><div><div></div><div>CPL SOFTWARE</div><div><div>PARTNERS TO PROPERTY FACTORS</div><div>& BLOCK MANAGERS</div></div></div><div>PROPERTY MANAGEMENT</div></div></div>																			
10825	Change	INSPCT Uploads – limit to Block or Apportionment	<div><p>You can now limit your Inspections to be viewed only by clients of a specific block or who are part of a single Apportionment. These restrictions would limit access once the Inspection Report had been given a Web Type to allow it to be visible on your Client Web Portal.</p><p>Once the inspection has been uploaded to CPL, you can choose to Amend this in the Inspection tab of the Development.</p></div> <div><div><div>FinancialClient Charge SummariesBudgetsCharge InstallmentsAddressesEstimatesDevelopment NewsSinking Fund NominalsContingency FundsNominal CodesNominal CodesMasterBlocksPropertiesApportionmentsDiaries ChargesJobsInsuranceDocumentsCheckListKeysApproved ContractorsContactsWarranties/MaintenanceInspections</div><div><div>Inspection History</div><div><div>SendUploadPreviewAmendDelete</div><div><div>ShowCurrentDocument Type--SELECT--Transmit Types--SELECT--Show ArchivedNo</div><div>SearchRefresh</div><div><table><tr><th>Inspection Date</th><th>Document Type</th><th>Description</th><th>User</th><th>Sent / Received</th><th>Deleted</th><th>Read / Unread</th><th>Web Document Type</th></tr><tr><td>12/05/2022</td><td>Inspections</td><td>INSPCT automatic completed inspecti...</td><td>Administrator</td><td>Received</td><td></td><td></td><td></td></tr></table></div><div><div>Amend Document</div><div>INSPCT automatic completed inspection upload for 0008 - Balmedie Heights</div><div>Description</div><div>Deleted? Inspection Date12/11/2019AudienceTypePrivate (Account only)Web Type--SELECT--</div></div></div></div></div><div><p>Clicking on the Type filter in the Audience section will allow you to select from a menu of options.</p><div><div>Audience</div><div><div>TypePrivate (Account only)--SELECT--</div><div>Web TypeClientDevelopmentDevelopment ApportionmentDevelopment BlockDevelopment Diarised ChargesDevelopment PropertyEstimate Request QuotesInternalJobsPrivate (Account only)</div></div></div><div><p>For example, you could select Development Apportionment. You would then be presented with another field for you to choose the development and once this was selected, you could then use the Apportion menu to select from the Apportionments available for this development.</p><div><div>Audience</div><div><div>TypeDevelopment Apportionment</div><div>Development0008 Balmedie Heights</div><div>Apportion4 West Properties</div></div></div><div><p>You can use the Web Type filter to have the Inspection Report displayed on your Client Portal as previously available but the clients able to view this would now be restricted by your selections in the Audience Type filters.</p></div></div></div></div></div>	Inspection Date	Document Type	Description	User	Sent / Received	Deleted	Read / Unread	Web Document Type	12/05/2022	Inspections	INSPCT automatic completed inspecti...	Administrator	Received			
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10737	Change	Portfolio Export – Splitting Property Address Information to comply with guidance	<p>To comply with government guidance on the file specification for submitting your Property Upload, we have made a change to the formatting for the town/ city when you use the Portfolio Export tool in CPL. This will allow the town/ city information to be picked up from the property address and entered into the appropriate position to prevent you having to reformat the CSV produced from the Portfolio Export.</p>																

10763	New Feature	Blockworx Contractor Documents	<p>In a recent release of the Blockworx platform, contractors can now submit documentation through to the property management companies they carry out work for.</p> <p>When documents are uploaded by contractors using Blockworx, these documents will be transferred through to the CPL databases of all property management companies they are linked with.</p> <p>To enable you to access and accept or reject these documents, there is now a Blockworx Documents icon in the action bar of the Purchase Ledger tab in CPL.</p> <div></div> <p>Clicking on this icon will launch the Outstanding Blockworx Documents screen.</p> <div></div> <p>Documentation submitted by your contractors can be previewed in this window and accepted or rejected.</p> <p>If accepted the documentation will be saved to the relevant Purchase Ledger Account and if appropriate the Valid Expiry Date will be updated on the Purchase Account Information tab.</p> <div></div> <p>Functionality will follow in the next CPL Release for the contractor to be alerted by receiving an email/ notification in Blockworx to let them know that the documentation has been rejected.</p>
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<div> CPL SOFTWARE <small>PARTNERS TO PROPERTY FACTORS & BLOCK MANAGERS</small></div>			
10125	Change	NOPL will copy to New Client After Sale	<p>In CPL you record the NOPL against the current client in the property under the Credit Control tab.</p> <div></div> <p>However, NOPL's are actually linked to the property and not just the client and need to remain in place until they are due to expire, whether a property sale has taken place or not. To make sure this can function correctly in CPL, the NOPL status and information will be copied over to the new client when a sale is processed.</p> <p>The NOPL will also remain recorded against the exited client which will cover for the circumstance where the sale is deleted in CPL.</p> <p>If the NOPL is expired or deleted, then this will not copy over to the new client.</p>
10605	New Feature	In-Tray – Link Documents to Insurance Claims	<p>There is now an Insurance Claims Record Type available in the Correspondence In-Tray which will enable you to link a document through to the Insurance Claims Document tab.</p> <div></div> <p>If the Show Current Only checkbox is selected, only current insurance claims will appear in the menu to select from.</p> <div></div> <p>If this is not ticked then you will be able to select to link a document to closed claims as well.</p> <div></div> <div></div>

Please note, these release notes and the information contained within is subject to change until customer-wide roll out in June 2022.

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