

CPL RELEASE NOTES Versions 2.59.8 – 2.59.11

FEB 2023



CONTENTS

Introduction	3
Core System	4
Financial	7
Jobs	
Property Management	



INTRODUCTION

Welcome to the notes accompanying sub-versions of CPL's 2.59 Release.

This document contains a list of new features and changes implemented in Releases 2.59.8 to 2.59.11.

As CPL has now moved to shorter more frequent releases, these notes cover 4 separate releases.

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

Please note that in this release collection, there are no items classified as specifically related to Jobs.

These Release Notes will be available in the CPL Knowledge Base.

All CPL releases also include many background improvements made to existing features in CPL which may not be listed here.



CORE	SYSTEM		
Release Sub- Version and Item Number	Туре	Title	Overview
2.59.9 525	New Feature	New User Report - Exited Client Details	A new user report focus has been created called Exited Client Details to help with the management of exited clients. To create any new user report, click on Reports and then the New Report option. File System Documents Reports Tools Stats Help Jobs/Maintenance Purchase Ledg Client Reports Development Reports Hold File Reports Jobs Reports Jobs Reports Nominal Reports PL Reports New Report User Reports Set the Category to be Client and then you will be able to use the Focus filter to be the new Exited Client Details focus.
			Wer Report Repot Details Name Description Columns Selected Address Address Potal Code Address Potal Code Potal Code Report Name Potention Current Balance Potention Current Balance Potention Code Potent Name Soft Code Potention Bark Name Potention Soft Code Potention Bark Name Potention Soft Code Potention Account Name Potention Soft Code Potention Account Name Potention Soft Code Potention
			Retirement Sale Fee Percentage Due? There are a series of columns to select from for running your report. Below is an example of what information can be generated from running your report. Drag a column header here to group by that column. Name Account No Address Postal Code Float Outstanding <u>ExitDate</u> Dev Name Property Manager Current Ba Ualue 13370011 1 Rito Drive Rito 74 NV 0.00 03/01/2023 1337 League Of Will McIlmoyle 0.00 Ms Hake 00070041 4 Hammerhead G99 92Z 0.00 20/01/2023 7 Hammerhead Will McIlmoyle 0.00
2.59.9 393	Fix	User Login - Display Name to Permit Hyphens and	Currently, when creating a new user account in CPL, no special characters are permitted in the User Name or Display Name fields. This has been changed to allow for both hyphens and apostrophes to be used in these fields.

500		Apostropheo	
		Apostrophes	
59.9	Fix	Management Fee Uplift	Previously, there was a bug when using the Increase Management Fee option on the Management Fee tab with
'2			the Client Global Actions menu.
			Client Global Actions
			🔜 Save 🖏 Close 🖕 Client Reports 🗸
			Client Payment Allocations Credit Control Status Batch Update Diarised Charge Adjustments Direct Debits/Standing Orders Disable Exited Client Emails
			Process Owners Charges for Budgeted Reverse Batches Sales Send Introductory Letters Sinking Funds Update EAE
			Advanced Charges Allocation Transfer Amended Account Auto Allocations Client Cheques And BACS Export
			Outstanding Balance DD Payments Paperless Discount Adjustment Portfolio Export Process Float Repayments Process Green Fees Process Owners Charges for Actual
			Exited DD Clients GDPR Delete Expired Client Details Generate Estimated Charges Invoice Dates Update Late Payment Fees Management Fees
			Process Management Fees (Charge to Client / Increase Fees)
			Management Fee Type Increase Management Fees
			When selecting to update for consecutive individual properties in a block, this was incorrectly updating additional
			blocks within the development.
			This has been updated and is now operating correctly and only affecting the properties which have been selected

Page 4 of 28



Fix	Affecting CPL Users	It was discovered that there was an issue affecting some CPL Users who were not able to launch the Custom Desktop. This has now been resolved.
Fix	Email Drag and Drop Save Email Address Not Working When File Prompt is Switched On	There are two options for the behaviour in CPL when you are dragging and dropping an email from Outlook into a Client Account. These are controlled by a System Option which determines the behaviour of the import. If the Prompt Drag and Drop System Option is set to <i>false</i> or <i>off</i> , then you will not see the Documents: Received screen (see below) and the email will go directly into the Client Documents tab. If the Prompt Drag and Drop System Option is set to <i>true</i> or <i>on</i> the screen will pop up and you will see the Documents: Received screen and you will have to confirm the options before saving the email into the whether the email.
		Documents: Receive Source Type Development 099 Honeycomb Towers Olernt 00990011 Ohun Li Document Type SELECTION Notes Description Import document received Notes
		There is a feature which allows CPL to check whether the From Address for the email being imported is already associated with the client account and if not will ask the user if they would like to save this to the account.
		Add New Email Address? Image: The email message Flooded area in basement.msg Image: The email address: Karen-Ann.McSwiggan@cplsoftware.com This email address is not registered to this Client. Would you like to add it? Image: The email message flooded area in basement.msg Remail address: Karen-Ann.McSwiggan@cplsoftware.com This email address is not registered to this Client. Would you like to add it? Image: The email message flooded area in basement.msg However, it has been discovered that CPL was only running this check when the Prompt Drag and Drop System Option was set to <i>false</i> or <i>off</i> .
		This has been fixed so that the check if the email address is already associated with the client account and the option to add it if not will now appear whether the Prompt Drag and Drop System Option is true or false.
		Please contact CPL Support if you would like us to make a change to the System Option on your database.
Fix	Client Global Actions Menu Speed Investigation	The speed for loading tabs on the Client Global Actions menu has been improved. We will be continuing to make improvements to the loading time of the Client Global Actions menu.
New Feature	Client Account Number Search Change	We will be continuing to make improvements to the loading time of the Client Global Actions menu. There is a System Option available which determines whether you use an alternative view of the Client Account Number field in the Client Filter/Search area of the main Clients screen. If this is turned on, then instead of appearing as one box for the whole client account number, it will split into three boxes as can be seen in the screenshot below. This allows searching of to be performed on parts of the client account numbers in your portfolio. Client Filter/Search Client Address Office -SELECT Property Manager -SELECT Property Manager -SELECT Property Manager -SELECT Property Manager -SELECT Please note that if this System Option is being used, it would also be influenced by another System Option called the AccountNumber/Pattern which determines how a client account number is comprised from the number is comprised from the number of the development, property and client.
	Fix	Fix Email Drag and Drop Save Email Address Not Working When File Prompt is Switched On Fix End of the prompt is Switched On Fix Gient Global Actions Menu Speed Investigation New Client Account Number

Page 5 of 28



Please contact CPL Support if you would like us to activate this on your database.	
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Page 6 of 28



FINANC			
Release Sub-	Туре	Title	Overview
Version and			
Item Number	 ;		
2.59.8 469	Fix	Sinking Fund – Moving Funds from a Ceased Development – Non-Invoiced Charges Alert	In the 2.59.6 release, a new Sinking Funds tool was released. This included the functionality to allow the transfer of funds from a Sinking Fund for a development you are no longer managing. As part of the new Sinking Funds functionality, there is a new development Sinking Funds tab available. The Sinking
			Funds tab inside an individual development will be your record of what is held where for your Sinking Funds. There is also functionality to allow the transfer of funds from a Sinking Fund when a development is ceased and the funds need to move to another managing agent. There is a right-click option of Transfer available in the Development
			Sinking Funds tab against each fund.
			Description Add New Apportionment
			Bank -SELECT V
			Bank Nominal Charge Date Apportion Annual Amount Unpaid Monies Held Sinking Fund dev 6 Traditional Qtr Ends Roof (press 2 and 4 answer) 2000.00 900.00 0 Sinking Fund dev 6 Quarterly on 31/3, 30/6, 30/ Common Export 1000.00 0 0
			When you select to Transfer, a sinking Funds Transfer pop-up window will appear for you to confirm where you wish to transfer the sinking funds for the development to. You can select to transfer all funds or just the one which was highlighted when you right-clicked.
			Sinking Funds Transfer ×
			Do you wish to transfer all? Otherwise the selected item will be transfered AND disabled
			Yes No Cancel
			At this point CPL will perform a pre-check to see if there are sinking fund charges on client accounts which have not yet been invoiced. If this is the case then a Cannot Transfer message will be displayed instructing the user to invoice all outstanding charges before proceeding with the transfer.
			Cannot Transfer ×
			There are uninvoiced Sinking Fund Charges linked to this Sinking Fund. Please invoice all outstanding charges before running this
			transfer
			ОК
			Please see the CPL Release Notes 2.59.2 to 2.59.6 in the <u>Release Notes</u> area in the CPL Knowledge Base for more information on the new Sinking Funds tool.
			Please contact CPL Support if you would like to speak to us about configuring your database to use the new Sinking Funds feature.
2.59.11 445	Fix	Sinking Fund Cease Development Changes	We have added functionality to the new Sinking Funds tool in CPL which was launched in the 2.59.6 release. This will help with dealing with Sinking Funds when you are about to cease a development.
			When choosing to Transfer a sinking fund, CPL will perform a check to see if there are any Sinking Fund charges on client accounts which have yet to be invoiced. If this is the case then CPL will pop-up a message telling the user to invoice these charges before trying to transfer the sinking fund.

to invoice these charges before trying to transfer the sinking fund.
Cannot Transfer ×
There are uninvoiced Sinking Fund Charges linked to this Sinking Fund. Please invoice all outstanding charges before running this transfer
ОК
CPL will also check for where there are any sinking funds charged and invoiced but not paid. If there are, then CPL will automatically create an invoice for each client with the reversing amount for sinking fund charged but not paid. They system will also automatically allocate these together. The invoices will appear in the Client Transaction Files and also in the Print/Email Amended Accounts section in the Amended Account tab in the Client Global Actions menu.

Page 7 of 28



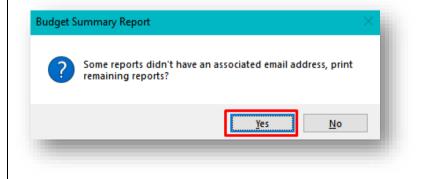
			Please see the CPL Release Notes 2.59.2 to 2.59.6 in the <u>Release Notes</u> area in the CPL Knowledge Base for more information on the new Sinking Funds tool.
			Please contact CPL Support if you would like to speak to us about configuring your database to use the new Sinking Funds feature.
2.59.8 458	Fix	In-Tray Post Proposed Invoice to Client Bug	It was noted that some customers were experiencing errors being generated when posting a proposed invoice through from the In-Tray when an individual client instead of an apportionment was selected. This has now been
	New Feature		

Page 8 of 28



A BLUCK DARAGERS			
			Charge Transaction Estimated Charges Diarised Charges Web User Tr
			Account Addresses Memos Documents Transaction Activity Allocations Maps/Directions Court Ledgers Activity User Define
			Documents History
			Show Current V Document TypeSELECT
			Transmit Types
			Send Search
			Date Time Description Description User Sent / Received Deleted Read / Web Document Type
			Receive 30/01/2023 10:49:33 Client Letters Budget Summary Report Administrator Received Client Letter
			There will also be an option to make the report available on the Documents tab of the Client Web Portal if you are
			using this. We can configure the Web Document Type for this report if you get in touch with Support to let us know
			your preference.
			Grouped By Property 30 Jan 2023 10:49
			Budget Summary
			Budget Date Range: 02/01/2022 - 01/01/2023
			Property Address: 3 Porterfield Way
			Toperty Address. 5 Forcement way
			BUDGET SHARE TOTAL
			Electrical Supply 125.00 1/4 500.00 External Maintenance 100.00 1/4 400.00
			Fire Alarm System 75.00 1/4 300.00 Pumping Station 100.00 1/4 400.00
			TOTAL 400.00 1600.00
			There is also a button labelled Email Budget Summary on the Budget Editor screen. After you have uploaded the Budget Summary report, you can use this to enable you to send a copy of the report to all clients with a registered
2.59.9		Budget Summary – Email and	email address. The feature will also provide the option to print copies for clients with no email address.
350		Print Button	
			Budget Year Number 1 Locked
			Email Budget Summary Upload Budget Summary Email Budget Breakdown
			Clicking on the Email Budget Summary button will produce the following message.
			Budget Summary Report
			You are about to email all current clients for this budget the summary report. Are you sure you want to continue?
			summary report. Are you sure you want to continue?
			<u>Y</u> es <u>N</u> o
			Click on Ves and CPL will loungh the Email Penert Pregress window
			Click on Yes and CPL will launch the Email Report Progress window.
			Email Report Progress
			Email Progress
			Emailing 3 / 4
	1		If there are clients without a registered email address, you will be presented with the option to click Yes , to choose

to print the reports.



This will launch the Budget Summary Report for clients due to receive printed copies

CPL Release Notes V2.59.8 - V2.59.11 v1.1

Page 9 of 28



& BLOCK MANAGERS				
			Reports: \\reslets.file.core.windows.net\rpmtestdbfi	ilestorage\RPM\DEVCustomReports_2_59\Budget Summary Report
			Filter Options	
			4	Grouped By Property
			*Grouping	Budget Summary
			Properties	
			Property	Budget Date Range: 02/01/2022 - 01/01/2023
			* Is Printed True	Property Address: 1 Porterfield Way
			Apply Filter	BUDGET
			The Print button will be in the bottom-left	of the screen as in all CPL reports.
			Export To Excel	
			Print Expo	rt
			The report will be emailed attached as a F	PDF using a new Email Property called Budget Summary Report which
			can be configured by users.	
			System Parameter: Email Properties	
			Save Save	
			Email Properties	
			Email Type	Subject
			Add New 1st Reminder	Invoice Reminder for %CLIENTNAME
			2nd Reminder	Notice of Intended Action
			Asbestos Warning	Asbestos Order SCO %DEVELOPME
			Budget Breakdown Report	t Budget Breakdown Report
			Amend Budget Summary Report	Budget Summary Report
			BudgetRecon	Your Budget Reconciliation Invoice
			You will need to edit this email property h	efore choosing to send the report by email to make sure it uses the
			appropriate text for your purposes.	erore choosing to send the report by email to make sure it uses the
2.59.8	Fix	Hold File Consolidation - To		ould like us to activate this on your database.
424		and From Dates Can Now Be		been applied to allow the target or master consolidated Hold File to pick up with the earliest From date and the Hold File with the latest To date. This
		Set for the Relevant Range of		d 'HoldFileConsolidateMergeDates' being switched on.
		Hold Files being Consolidated		<u> </u>
			Consolidate	
				puld like us to activate this on your database.
2.59.8	New	PL Transactions Screen –		le you to prevent zero sum allocations from going through to PL Payments
465	Feature	Right Click Allocate Option		s. On allocation, all transactions are marked as complete.
			To make use of this feature, head to the	Transaction Activity tab in the relevant PL Account.
			Hold down the Ctrl or Shift key on your k outstanding amount is equal to zero and r	eyboard to select two or more non-completed PL Transactions where the

You will see there is now an **Allocate** option available in the drop-down menu.

		Invoice Date	Transaction Date	DBN	Batch Number	Transaction Description	Insurance Policy No.	Invoice		Total	Goods	VAT	O/S	Running Balance	Notes	S	С
	View	09/01/2	23 25/01/2023	51	259	Basement Cleaning		984276		-£250.00	-£250.00	£0.00	-£250.00	£810.00			C
		25/01/2	25/01/2023	59	257	Basement Cleaning		9786		£150.00	£150.00	£0.00	£150.00	£1,060.00	\leq		Ę
		25/01/2	23 25/01/2023	57	256	Basement Cleaning		8903245		£150.00	£150.00		£150.00	£910.00	\checkmark		Ľ
	Add Note	tes 09/01/2	23 09/01/2023	50	259	Basement Cleaning		893425		COE0 00	COE0 00	£0.00	£250.00	£760.00			[
	.00		23 09/01/2023		257	Basement Cleaning		9802436	Export Reprint QR (- des		£0.00	£150.00	£760.00			
	E C C C	30/09/20	2 13/10/2022	32	142	Quarterly Cleaning		Quarterly	View Remitta			£60.00	£360.00	£360.00			Ę
	Suspend								Amend Invo								
									Unmatch Sc								
								-	Allocate	anned invo	bice						
									Allocate								

CPL Release Notes V2.59.8 - V2.59.11 v1.1

Page 10 of 28



Allocation Complete	pleted allocations:	> 61, 60, OK						
These transactions	will now be i	marked	l as co	omple	te.			
These transactions				•	Duranian	Notes	S	с
		Goods	VAT	•	Running Balance	Notes	s	_
Invoice	Total	Goods -£250.00 £150.00	VAT £0.00 £0.00	O/S £0.00 £150.00	Running Balance £810.00 £1,060.00	y y		
Invoice 984276 9786 8903245	Total -£250.00 £150.00 £150.00	Goods -£250.00 £150.00 £150.00	VAT £0.00 £0.00 £0.00	O/S £0.00 £150.00 £150.00	Running Balance £810.00 £1,060.00 £910.00	y y y		
Invoice 984276 9786 8903245 893425	Total -£250.00 £150.00 £150.00 £250.00	Goods -£250.00 £150.00 £150.00 £250.00	VAT £0.00 £0.00 £0.00 £0.00	O/S £0.00 £150.00 £150.00 £0.00	Running Balance £810.00 £1,060.00 £910.00 £760.00	N N N		
Invoice 984276 9786 8903245	Total -£250.00 £150.00 £150.00	Goods -£250.00 £150.00 £150.00	VAT £0.00 £0.00 £0.00 £0.00	O/S £0.00 £150.00 £150.00	Running Balance £810.00 £1.060.00 £910.00 £760.00 £760.00	X X X X X X		

Page 11 of 28



PARTNERS TO PROPERTY FACTORS			
2.59.8	New	Client Invoice List Report –	There are new filter options available on the Client Invoice List Report. Image: Client Beanse Report Image: Client Beanse Report Image: Client Charge Report Image: Client Credit Control Institutes Report Image: Client Credit Control Report Image: Client Credit Control Report Image: Client Detat Recovery (Non Direct Detat Clients) Image: Client Individual Belance Recon Report Image: Client Individual Belance Recon Report Image: Client Individual Belance Recon Report Image: Client Invoice List Report
349	Feature	Filtering on Date Types	
2.59.8	New	Exited DD Client Details -	A new Exited DD Clients tab has been added to the Client Global Actions menu which will enable you to maintain better 'housekeeping' for exited client accounts who are set on the Direct Debit payment type. It will allow you to run a bulk process to remove all direct debit details from exited client accounts and set them back to the Normal payment type.
351	Feature	New Global Process	
			Client Global Actions - × Client Global Actions Client Reports * Diarlaed Charge Adjustments Direct Debts/Standing Orders Disable Edited Client Emails Advanced Charges for Budgeted Reverse Batches Sales Send Introductory Letters Sinking Funds Update EAE Advanced Charges for Budgeted Reverse Batches Sales Send Introductory Letters Sinking Funds Update EAE Advanced Charges Allocation Tamifer Amended Account Act Allocations Client Obeges Allocation Tamifer Advanced Charges Represents Papeletes Discount Adjustment Porcess Reat Repayments Process Owners Charges for Actual Ented DD Clients GIPR Delete Divers Set Exit Date Imauary 2023 Imaunary 2023 Setect All Zero Balances Only Imaunary 2023 Imaunary 2023 Imaunary 2023 Setect All Zero Balances Only Imaunary 2023 Imaunary 2023 Imaunary 2023 Setect All Zero Balances Only Imaunary 2023 Imaunary 2023 Imaunary 2023 Setect All Zero Balances Only Imaunary 2023 Imaunary 2023 Imaunary 2023 Setect All Set Exit Date Im



Page 12 of 28



2.59.8 329	New Feature	In Tray - Option to Link Invoices to Diarised Charge Instances	There is now an option available within the In-Tray to link an invoice directly to a single Diarised Charge transaction. Scanned Documents In-Tray Record Type Purchase Ledger Diarised Charge Transactions Show User Portfolit Journal Code Purchase Ledger Once Diarised Charge Transactions is selected as the Record Type, the screen will load the individual diarised charge transactions with the appropriate charge dates. Records will be displayed with:
			 Diarised Charge name Invoice Date PL Invoice Number Amount
			Record Type Diarised Charge Transactions Search Type Any Search Text Hammerhead Show User Portfolio Only Show Current Only Reference Description Hammerhead Row Landscaping Green Gardening26012023 Dev: 7, 1/12/2022, Hammerhead Row Landscaping Green Gardening - 250.00, => 1:All Properties Equal Hammerhead Row Landscaping Green Gardening26012023 Dev: 7, 1/1/2023, Hammerhead Row Landscaping Green Gardening - 250.00, => 1:All Properties Equal
			Please note that if Show Current Only has been ticked then all diarised charges which don't have an associated invoice record will display. If this is not ticked then all diarised charges entries will display.
			It is then possible to select the relevant transaction and click Post or Post and Follow Up to link the invoice.
			Rather than being taken to the regular Post Proposed Invoice screen, which is not required for a Diarised Charge, the system will then confirm that the invoice has been associated with the Diarised Charge Transaction.
			The Diarised Charge invoice can then be viewed in the Hold File and the PL Account Transactions tab.
			PL Account: GA001 : Green Gardening / DBN: 265 / 64 / Invoice: 01/12/2022 - X Image: Second Seco

	er Number				×
P	osted By	Administrator On the 26/01/2023 Notes St	uspended	Payment	Complete
	Notes		2) H	
	notes		- -	View So	anned Invoice
Hold File Infor	mation				
Dev P	Property	Apportionment	Amount	Released	Status
0007		1 All Properties Equal	250.00		Normal
		1 Al Properties Equal	250.00		Normal
		1 All Properties Equal	250.00		Normal
		1 All Properties Equal	250.00		Normal

Invoice Number Hammerhead Row Landscaping Green Gardening2

Invoice Date 01/12/2022

Invoice Due 01/12/2022

CPL Release Notes V2.59.8 - V2.59.11 v1.1

Page 13 of 28

 \wedge

Description Hammerhead Row Landscaping Green Gardening



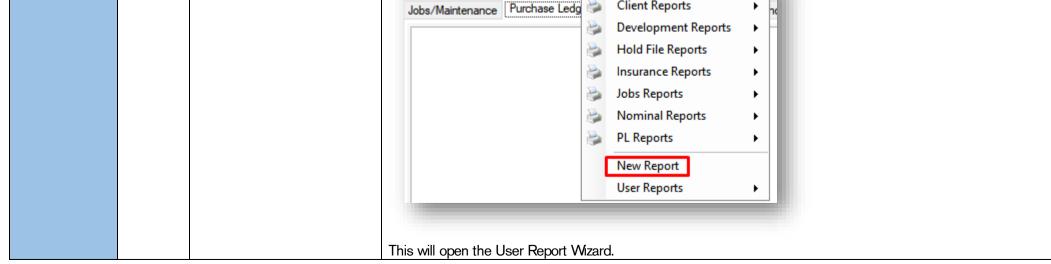
& BLOCK MANAGERS			
2.59.8 355	New Feature	Credit Control Disputes by Apportion - Split Amount Over Apportion	A new feature has been developed which will allow greater flexibility when Global Disputes are created across Apportionments. Currently, if you create a global dispute and select to apply by apportionment, it will create disputes for all units in the apportion but the amount you've entered for the dispute will be the same for all units. In the example below, this would mean that disputes would be created for every client in the units which are part of the Hammerhead West Block apportionment for the sum of £450 per client. Change Credit Control Status Global Dispute Creation Batch Filter Level Apportionments 2 Hammerhead West Block v bepartment 5 ELECT - v Review Date 2 7 January 2023 Amount 1 1 1 1 1 1 1 1 1 1
			Batch Filter Level Apportionments Apportionments 2 Hammerhead West Block Apply Fixed Amount To All Department -SELECT- Review Date 27 January 2023
			The default option, Apply Fixed Amount To All will operate as the existing functionality described above, but there is now an option to select the Split Amount Over Apportionment Share which will split the £450 between all units in the apportionment.
2.59.9 526	Fix	Individual Remittance Emails Not Sending from the System Setting Email Address	When you are choosing to send a single ad hoc email remittance for a BACS PL Transaction, the system should use the email address set in the SendEmailAddressForRemittances System Setting. If no email address has been set, then it should use the individual user's email address.
2.59.9	Fix	Release User No Longer	 A fix has been put in place for these single ad hoc email remittances to make sure that they send from the correct email address. <i>Please contact CPL Support if you would like us to register an email address in the System Option mentioned above in your database.</i> When an individual hold file is released, CPL records the user who released it as the User Released.
497		Being Updated on Hold File When Only Amending Details	ates Insurance Nominals Proposed Works Custom Desktop CourtLedger Clients Hold File Tenants Cyclical Maintenance Cyclical Maintenance

				Development	dRepairDate	PLAccount	fTotalAmount	dCreatedDate	sDesc	UserReleased	-
				0007 Hammerh	01/12/2022	Green Gardenin	250.00	26/01/2023 11:32	Hammerhead Row Landscapi	KarenAnn	
				0007 Hammerh	01/01/2023	Green Gardenin	250.00	26/01/2023 12:38	Hammerhead Row Landscapi	KarenAnn	
2.59.9	Feature	Diarised Charges -	Us wr	ser but also as [•] ritten when the	the User Rel hold file is up	eased . This has dated.	s been fixed to	make sure th	s recording them not on the User Released	is not being	
476		Suspended Items	A new feature has been developed to allow for more flexibility when working with the suspension of Diarised Charges which relate to contractors who are using Blockworx.								
			Charges which relate to contractors who are using Blockworx. Currently, if you have this setup below configured in your System Settings, then CPL will only auto-suspend diarised charge invoices if they are linked to Blockworx. AutoSuspendInvoices = Off				diarised				

Page 14 of 28



& BLOCK MANAGERS			
			AutoSuspendDiarisedCharges = On
			A new system setting called AutoSuspendDC sForBlockworxC ontractorsOnly has been created. This has a default setting of <i>On</i> which means it will behave as if you have your system settings configured as above. When this is set to <i>Off</i> , it will auto-suspend all diarised charges, regardless of whether or not they relate to a Blockworx contractor.
			Please contact CPL Support if you would like us to make any changes to these System Options on your database.
2.59.9 474	Fix	Deleted Charge Date Codes Showing in Drop-Down Menus	On some of the screens where new tools have been developed, it has been noted that the Charge Date Code drop-down fields were found to be incorrectly displaying deleted charge date codes. This was impacting the Process Green Fees and the new Sinking Funds tab in the Client Global Actions menu.
			Advanced Charges Allocation Transfer Amended Account Auto Allocations Client Cheques And BACS Export Outstanding Balance DD Payments Paperless Discount Adjustment Portfolio Export Process Roat Repayments Process Green Fees Process Owners Charges for Actual Charge Date Code None No Code V Unit Type -SELECT- Process Fees For Period Ending Office -SELECT- V Developments All Range Range V
			A fix has been applied to ensure that only current charge date codes are correctly displayed in these areas.
2.59.9 471	Fix	Management Fee Charging Seller for Sale Date	Client Exit and Entry Dates in CPL are listed as the same date. However, the seller should only be liable for charges up to midnight the day before their Exit Date. The Buyer should be liable for all charges from their Entry Date onwards.
			When processing Management Fees, billable days are calculated using the Exit Date in CPL when the Exit Date is before the Charge Date. However, it has been discovered that the seller was being charged for the Management Fees on the exit date when it should have been the buyer who was responsible for fees on that day.
			This has been fixed so that the exit date for the calculation of Management Fees for the seller is calculated as the sale date minus a day.
2.59.9 485	Fix	Cheque Payee Name Not Changing	A bug had been identified in that when choosing to print client cheques, if the client was selected/ changed during the process on the Daily Posting screen, the Payee Name did not always update to the client selected.
			This has now been fixed.
			n Daily Posting for Client Account: 00070012 - Mr Spate — 🗆 🗙
			Save and Close A Close
			Client Details Mr Spate Status Normal 1 Hammethead Crescent
			Current Balance £0.00 Balance Due £0.00 G99 9ZZ Ploat Balance £0.00 P/W Balance £0.00
			Telephone No Email Address Data Reduces
			Daily Posting Account Number D0070012 - Mr Spate v all v all v all v bate 27/01/2023 v
			Post Amount 0.00 Payment Type Cheque
			Payment Received - Cheque
			Instalment Details View Installment Dr/Cr Dr Total 0.00
			Payee Name Mr Spate
2.59.9 440	New Feature	User Report Focus - Unreconciled Payments	A new user report focus has been created called Unreconciled Payments Summary to help with the management of Payment Reconciliations in CPL.
			To create any new user report, click on Reports and then the New Report option.
			File System Documents Reports Tools Stats Help



Page 15 of 28



		User Report Wizard Viser Report Report Details Name Category User Focus Unreconciled Payments Summary Columns Available User Name Client Name Development Name Development Name Development Name
		Recon Payment Description Payment Anount Payment Date Payment Date Payment Type There are a series of columns to select from for running your report. Below is an example of what information can be generated from running your report where the report has been organised by users who have unreconciled payments. User Name ▼ User Name ▼ User Name ▼ ViIIM (1 item) bob3 Honeycomb Towers False Payment Received - -84.98 26/01/2023
		Cheque
59.9 New 9 Feature	Create Float Invoice	A new feature has been created which will enable you to create a Float Only invoice. This will be useful if a clie has an outstanding float balance that you wish to recover separately from the normal charge date periods. It will create the invoice quickly and easily by moving the outstanding float balance to the charge file. You will not hav generate the invoice for the charge yourself. If a client does have an outstanding float balance, there will be a new Invoice Float button available on the pin in the client account between the Float O/S text and the outstanding float amount.

		Hudi Duc	2200.00
		Float Paid	£200.00
		Float O/S	£0.00
		Status Normal	

Page 16 of 28

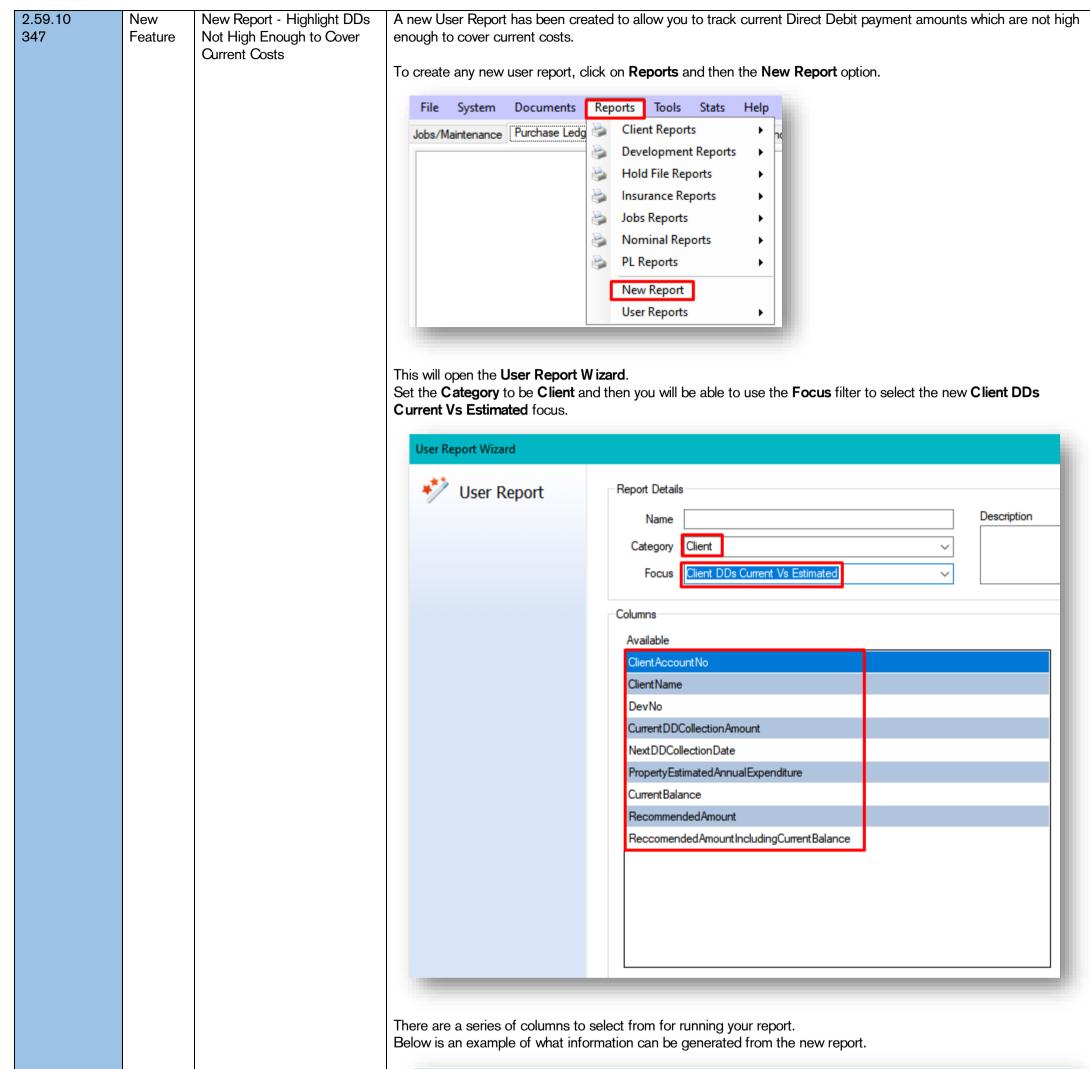


			Transaction Batch/DBN	Description	Invoice	Cash	Dr	Cr
			Date 30/01/2023 275/102	Float Invoice For Outstanding Floats Due	588394	Туре	200.00	
			26/01/2023 266/97	Invoice for Charges to 31/12/2022	588390		90.69	
			20/01/2020 200/07		00000		00.00	
			there by right-clicking and s Charge Transactio		or printing and	d posting. Di	iarised Charges	
			Account Addresses	Memos Documents Transaction Activity	Allocations	Maps/Dir	rections C	
			Transaction Activity Informatio	n				
			Transaction Date Batch/DBN	Description			Invoid	
			30/01/2023 275/102	Float Invoice For Outstanding Basts Due PDF Receipt	t		50029	
			26/01/2023 266/97	Invoice for Charges to 31/12			.9	
			26/01/2023 262/95 03/11/2022 216/75	Direct Debit Payment Payment Received - Cash	ment			
			03/11/2022 215/72	Amended Invoice for Charge	ce		7	
			11/10/2022 120/15	Payment Received - Cash Export Grid				
			11/10/2022 119/9	Invoice for Charges to 31/03 PDF Statem	_		2	
			16/08/2022 39/1	Invoice for Charges to 30/05	·		.1	
		to Support Report Versions	templates for older versions invoice on a client account it subsequently been updated.	e. This would mean that it is possible f of your invoice layouts. If this was swit would show as the invoice design in u forward and you would need to request	ched on then ise at the time	when a use e, even if the	er selects a e invoice lay	historical yout had
2.59.9 480	Fix	Increased Load Speed of DataGrid on MonthlyDirectDebitExport Control	At risk client information was code changes have been ma	s causing the Direct Debits screen in C ade and this load speed has now been	improved.			
2.59.10 539	Fix	Client Transfer Null Reference		orrectly in the Client Balance field in the ed ID you have entered is not valid. The ped by a user.				
			00070012 Mr Spate	Print Export Transfer Funds Add Reminder Add In-Tray Memo				
			Money Transfer Account Number 0008007	Float Due 4	£250.00 Current B			

Transaction Date Move Funds From	03 March 2023	
Move Funds To	Client Account	
Goods	£70.00	
Narrative	Transferring to correct client	
		Linked IDs To
Client Balance	0001052:Client 0001052 - 0001052	
		Process

Page 17 of 28





Drag a column he	a column header here to group by that column.								
ClientAccountNo	ClientName	DevNo Σ	CurrentDDCol Σ	NextDDCollectionDate	PropertyEstimatedAnnualExpendit	CurrentBalance 2	RecommendedAmount 2	$ReccomendedAmountIncludingCurrentBala$ Σ	
00990011	Chun Li	99	32.00	26/01/2023	380.49	258.69	32.00	53.00	

2.59.10	New	Web portal - Sage Pay	There have been issues with field validation errors when clients are making a payment in the Client Web Portal or
283	Feature	(Opayo) Address Formatting	App which have been generated by characters in the billing address. Specifically, this was related to forward slashes
			being replaced by underscores.
2.59.11	Fix	Proposed Invoice Search	We have improved the speed of the Proposed Invoice search.
590		Optimisation	
2.59.11	Fix	Sale Deletions Not Moving	It has been discovered that when you delete a sale, any Budget Reconciliation is not moving back correctly to the
456		Budget Reconciliations	seller when they are reinstated.
			There is already functionality related to Sales and Budget Developments where the sale deletion process ignores
			Budget Invoices and moves these back to the seller. This is now also being done for Budget Reconciliations to make sure that this now functions correctly.

Page 18 of 28



2.59.11 New Feature Diarised Charge - Friendly ID To aid with the matching of contractor invoices to diarised charges, we have developed a feature which ID every time a diarised charge is created and saved. This ID could be given to contractors to quote on to to make it easier to match invoices against individual instances of the diarised charge. Development 0007 Hammethead Row Total Properties Total Properties	.59.11 43	Fix	Budget Reconciliation Invoice Bug when there are Two Schedules for the Same Budget Heading	same budget head it unclear for the c For example, there Schedule: <i>Internal M</i> These were previo Internal M We have fixed this grouped due to the <i>Internal M</i>	discovered where if a ling, these are being n ients trying to underst are two Internal Mair <i>aintenance Apportion</i> usly appearing on the aintenance <i>Apportion</i> so that each Schedul e same Budget Headin <i>aintenance Apportion</i>	herged into the sam and the Budget Red tenance items on th <i>1 (unit share 1/4) £</i> <i>3 (unit share 1/2) £</i> Budget Reconciliati <i>(??) Total : £550 (£</i> e is split into a single ng being used: <i>1 total £200</i> <i>3 total £350</i>	e line on the Budg conciliation. his budget but each 2200 2350 on Invoice as: 2200 + £350)	et Reconciliat	ion Invoice. T a separate E	This mak
2.59.11 New Feature Diarised Charge - Friendly ID To aid with the matching of contractor invoices to diarised charges, we have developed a feature which ID every time a diarised charge is created and saved. This ID could be given to contractors to quote on to to make it easier to match invoices against individual instances of the diarised charge. 2.59.11 New Feature Diarised Oharge - Friendly ID Development to 27 Hammerhead Row Total Property Hanager With Mater Apportunes S Total Properties 5 Property Hanager With Mater Apportunes S Total Properties 5 Emand Dourse Dourse Dourse Dourse Tools In the Weet Hanger Mather Mater Apportunes Block Homation Development Homation Total Properties 5 Property Hanager With Mater Apportunes Block Homation Development Homation Daved Dages Mather Mater Apportunes Block Homation Development Block Apple Homation Development Block Ap				_						- 1
2.59.11 New Diarised Charge - Friendly ID To aid with the matching of contractor invoices to darised charges, we have developed a feature which ID every time a darised charge is created and saved. This ID could be given to contractors to quote on It to make it easier to match invoices against individual instances of the darised charge. 2.59.11 New Feature Diarised Charge - Friendly ID To aid with the matching of contractor invoices to darised charges, we have developed a feature which ID every time a darised charge is created and saved. This ID could be given to contractors to quote on It to make it easier to match invoices against individual instances of the darised charge. Development 0007 features 5 Total Property Manager Wit Total Properties 5 Total Probability Charge None Development Boot framework bases Estante Development Recordshow None New Back Total Properties 1 Framework Boot framework Boot framework bases Estante Development Recordshow None New Back Total Properties 2 Framework Boot framew						BUDGET	SHARE		TOTAL	
Image: Second Type Internal Maintenance 30.00 1/2 700.00 Internal Maintenance 100.00 1/4 400.00 TOTAL 750.00 2300.00 Iternal Maintenance 100.00 1/4 400.00 TOTAL 750.00 2300.00 2300.00 Iternal Maintenance 100.00 1/4 400.00 Iternal Maintenance 100.00 100.00 100.00 100.00 Iternal Maintenance 100.00 100.00 100.00 100.00 100.00 Iternal Maintenance 100.00 100.00 100.00 100.00 100.00 100.00 100.00 Iternal Maintenance 100.00 100.00 100.00 10				-			1/4	l.	400.00	_
.59.11 New Feature Diarised Charge - Friendly ID To aid with the matching of contractor invoices to diarised charges, we have developed a feature which ID every time a diarised charge is created and saved. This ID could be given to contractors to quote on to to make it easier to match invoices against individual instances of the diarised charge. Development 0007 Total Blocks 1 Property Manager VM Total Blocks 1 Properties 5 Properties 5 Property Manager VM Total Blocks 1 Property Manager VM Total Blocks 2 Development Rever Block Manager Development Rever Development Rever Block Manager Development Rever									800.00	
.59.11 New 20 Diarised Charge - Friendly ID To aid with the matching of contractor invoices to diarised charges, we have developed a feature which ID every time a diarised charge is created and saved. This ID could be given to contractors to quote on to omake it easier to match invoices against individual instances of the diarised charge. Development 0007 Hammerhead Row Total Property Manager VMI Total Properties 5 Property Manager VMI Total Properties 5 Property Manager VMI Total Properties 5 Property Manager VMI Total Properties 0 Nater Oppose Back Homation Darge Idoks 1 Nater Oppose Back Homation Darge Charge Darge Darge Idoks 1 Newly 16 Monthy on 16 D1002/023 Bar Cenny Block 2 Newly 16 Monthy on 16 D1002/023 Bar Cenny Block 3 Newly 16 Monthy on 16 D1002/023 Bar Cenny Block 3 Newly 16 Monthy on 16 D1002/023 Newly 16 Monthy 17 Monthy 17 Monthy 17 Monthy 17 Monthy 17 Monthy 17 Monthy 18 Month										
Development 0007 Hammerhead Row Total Total Properties 5 Property Manager VM Total Blocks 1 Reader Appointments Block S 1 Reader Appointments Development News Development Reconciliation Nom Nater Appointments Property Manager Matter Appointments Dataed Charges Dots Development News Development Reconciliation Nom Dataed Charges Infomation Instructed Charge Rome Dataed Charge Rome Dataed Charge Datae <			Diarised Charge - Friendly ID	ID every time a dia	rised charge is create	d and saved. This ID	could be given to	contractors to		
Mater Apportionments Properties Block Information Diarised Charges Documents CheckList Info Keys Held Approximation Include Deleted Diarised Charges Diarised Charges Diarised Charges Diarised Charge End Include Deleted Diarised Charges Diarised Charges Diarised Charge D Charge Date Next Charge End Include Deleted Diarised Charges Diarised Charge Name Diarised Charge D Charge D Diarised Charge End Include Deleted Diarised Row Landacapring Green Gardering 7 Monthly 1st Monthly on 1st 01/03/2021 Diarised Charge End Stair Clearing Block 1 8 Nonthly 1st Monthly on 1st 01/03/2021 Stair Clearing Block 2 9 Monthly 1st Monthly on 1st 01/03/2021 This can also be viewed in the In-Tray when matching contracts or invoices: Search Tray Record Type Diarised Charges Search Type Arv Search Type Diarised Diarised Charges Search Type Arv Search Type Arv				Developmen	t 0007 Hammerhead Row Total Properties	5			Total /	Allocated Total Di
Image Charge ID Charge ID Charge Date Date Date Date Add Hammerhead Row Landscaping Green Gardening 7 Monthly 1st Mont				Master Apportionment	s Properties Block Information					al Codes I ed Contracto
Add Fair Cleaning Block 1 8 Monthly 1st Monthly on 1st 01/02/2023 Stair Cleaning Block 1 8 Monthly 1st Monthly on 1st 01/03/2021 Stair Cleaning Block 2 9 Monthly 1st Monthly on 1st 01/03/2021 This can also be viewed in the In-Tray when matching contracts or invoices: Scanned Documents In-Tray Record Type Darised Charges Search Type Search Text					Diarised Charge Name		Charge Date			Amount
Stair Cleaning Block 1 8 Monthly fat Monthly on 1st 01/03/2021 Stair Cleaning Block 2 9 Monthly 1st Monthly on 1st 01/03/2021 This can also be viewed in the In-Tray when matching contracts or invoices: Scanned Documents In-Tray Record Type Diarised Charges Search Type Arry						en Gardening 7		st 01/02/2023		250.00
This can also be viewed in the In-Tray when matching contracts or invoices:					-	8				160.00 190.00
Image: Search Type Diarised Charges Search Type Any Search Text										_
Record Type Diarised Charges Search Type Any Search Text				This can also be vi	ewed in the In-Tray w	hen matching contra	acts or invoices:			
							~	Search Ty	pe Any	~
☐ Show User Portfolio Only										
Reference Description				Show User Portfol	io Unly	✓ Show Curren	t Only			

Reference D	lescription
Yearly Gutter Clean De	evelopment: 99 - ID: 1, Amount: £250.00, Apportion: 1 Equal Share, Description: Yearly Gutter Clean
This one doesn't auto suspend De	evelopment: 6 - ID: 2, Amount: £400.00, Apportion: 1 Common to All, Description: This one doesn't auto suspend
Quarterly Gardening De	evelopment: 1337 - ID: 3, Amount: £200.00, Apportion: 1 Equal Split, Description: Quarterly Gardening
Auto suspend this one De	evelopment: 6 - ID: 4, Amount: £500.00, Apportion: 1 Common to All, Description: Auto suspend this one
Quarterly Cleaning De	evelopment: 1337 - ID: 5, Amount: £300.00, Apportion: 1 Equal Split, Description: Quarterly Cleaning
Hammerhead Row Landscaping Green Gardening De	evelopment: 7 ID: 7, Amount: £250.00, Apportion: 1 All Properties Equal, Description: Hammerhead Row Landscaping Green Gardenin
Stair Cleaning Block 2 De	evelopment: 7 - ID: 9, Amount: £190.00, Apportion: 1 All Properties Equal, Description: Stair Cleaning Block 1
Stair Cleaning Block 1 De	evelopment: 7 - ID: 8, Amount: £160.00, Apportion: 1 All Properties Equal, Description: Stair Cleaning Block 1
Monthly Grass Cutting De	evelopment: 99 - ID; 6, Amount: £100.00, Apportion: 1 Equal Share, Description: Monthly Grass Cutting

Page 19 of 28



2.59.11 398	Fix	Budget Reconciliation Change - Pull All Charges For Exited Clients	An issue has been identified where the Budget Reconciliation process was not picking up all outstanding charges on an exited client's account. These were being left in the Charge File and required that an Amended Account would need to be run after the Budget Reconciliation to pick these up.
			This has been changed so that if a client has an exit date before the end of a budget period, then all outstanding charges will be pulled through onto the Reconciliation regardless of the dates these charges are for. This includes charges with a To date extending into the next budget period.

Page 20 of 28



JOBS

,000			
Release Sub-	Туре	Title	Overview
Version and			
Item Number			
			There are no items classified as related to Jobs specifically as part of this release.

PROPERTY MANAGEMENT

Release Sub- Version and Item Number	Туре	Title	Overview
2.59.8 352	New Feature	Add Document Type to Warranties And Maintenance Documents	We have added an option to give you the ability to save a Warranty Document with a Document Type. Previously, you could only select a Web Document Type when saving a document related to an individual warranty. There is now an option to select a Document Type. This could help you to categorise documents under different types for ease of locating these documents using the filter in the Documents area. Documents relating to the whole warranty or maintenance contract are added by opening the warranty, clicking on the Documents tab and clicking the Add button.
			Save and Close Sigle Close Contract Number 00001 Description PL Account Number A001 Acme Builders I Job Type EL Bectrical Contract Number
			Telephone Create Batch Effective Date 01/01/2022 Image: Structure Image: Structure Retender Date 31/10/2023 Image: Structure Image: Structure Other Dates Total Diarised Amount Notes N/A
			Warrarty History Documents Web Type Document Type Client Letter Upload File Description
			The Document Types which will appear in the list as options are the document types already set up on your system To add new Document Types, you can access the Document Types menu under the System menu.
			File System Documents Reports Tools Stats H Jobs/M System Parameter + evelopments Estimates In Documents + + Directories - - Testing + Templates - - -
			Document Types allow you to set up categories of documents and to prescribe which CPL areas these will be available from, which areas they will be distributed to and what audience will be able to see them. Please consult the
2.59.8 353	New Feature	Development Insurance Tab Adjustments – Crime Reference Column	Document Types Training Guide in the CPL Knowledge Base by clicking here. When entering Insurance Claim information on a policy, there is a field for the Crime Number to be entered if appropriate. Add Insurance Claim - Add Insurance Claim -

	Claim Details Estimates Authorisation Work Orders Invoice Received Claim Claim Claim Claim Number New Date of Loss 16/01/2023 Intimation Date 11 January Date of Loss 16/01/2023 Intimation Date 11 January Excess 0.00 Peril Type Default Development 0007 Hammerhead Row Apportionment 1 All Properties Equal Development 0007 Gent -SELECT Contact Name Development 0007 Contact Phone Development Development Development Development to Insured 200000.00 Development
	The Claims grid in the Development Insurance Policy Information has now had a Crime Reference column added so that this can be viewed and be used to easily distinguish between different insurance claims.

CPL Release Notes V2.59.8 - V2.59.11 v1.1

Page 21 of 28



			Image: Contracting Policy Policy No Policy Code Contracting Notes Policy Code Contracting Notes Policy Contractin
2.59.8 354	New Feature	Automated Insurance Documents	A new feature has been developed within the Insurance module. For <i>Normal</i> , rather that <i>Fixed</i> policies, you can access a new Templates tab in your insurance policy. You can use this to add a template and choose whether you would like to assign this to an individual development or assign to all developments who use this insurance policy. To use the insurance policy is insurance policy. You can use the isoto add a template and choose whether you would like to assign this to an individual development or assign to all developments who use this insurance policy. The state of the insurance policy is insurance to the insurance to
			You can set the template to be Live or return to amend the template and set it to Live later. Image: State of the template is Live it can be stopped at any point.

Page 22 of 28



2.59.9 279	Fix	Estimate Request Bug - Not Setting Status to Complete	template and customise the document for that client at the point of them opening/ downloading it. When an Estimate, which has been set for the Estimate Type Job or Proposed Work, has had a quote accepted, it will launch the related Job or the Proposed Work. At this point, the estimate should be updated to an Estimate State of Complete rather than remain as Received . This has now had a fix put in place to make sure that this happens. Estimate Request No 6 Estimate Type Job Estimate Type Job Estimate Type Job Estimate Type Job Estimate Type Job Estimate Progress Detais Quotes Documents Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Memos Me

	🛛 🔚 Save 🛛 🖏 Clo	ose			_	
		ype Proposed Work ate Complete				
	Resend Estimate Request	View Description 11 - A001 : Acme Builders	Amount 850	Duration 00:00:00	State l Accepted	

Page 23 of 28

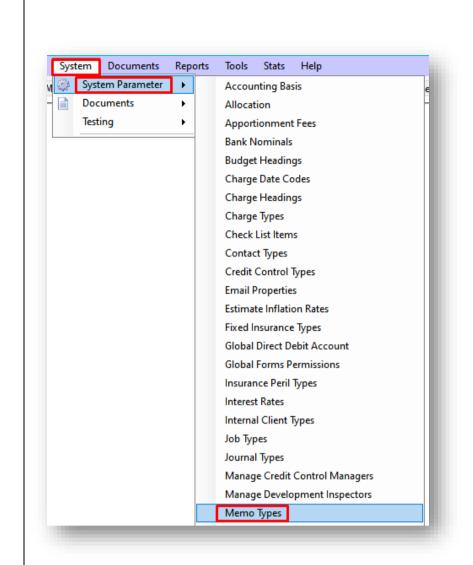


2.59.9 501	Fix	Development News Posts Emailing Notifications to Users Despite Not Being Authorised	There is a System Setting, AutoEmailNewNewsItems which enables new development news posts to be automatically emailed. There is another System Setting called AutoAuthoriseDevelopmentNewsPosts which dictates whether new posts are automatically authorised or whether they need to be authorised.
			It was discovered that news posts which were set to be authorised were being emailed to clients prior to authorisation taking place. This has now been fixed and clients will not receive the news posts by email until they have been authorised when this setting is applied.
			Please contact CPL Support if you would like us to make any changes to these System Settings on your database.
2.59.9 414	Fix	Estimates Bug - Status Not Changing From 'Received' When New Contractors Added	Previously, if you created an Estimate Request, added contractors, sent out your request for and then marked these as Received, the status of the Estimate State would be updated to Received as expected.
2.59.9 382	Fix	Custom Desktop Web Users - Search Speed and Timeouts	It has been noted that running searches in the Web Users widget in the Custom Desktop have been very slow or timing out on occasions. This has been improved and rather than the previous autosearch on entry of a query, a Search button has now been added on the left which users can click to start the search process once they have added text to the field. Jobs/Maintenance Purchase Ledger Developments Estimates Insurance Nominals Proposed Works Custom Desktop Refresh Widgets Add Widget Web Users Search Surane Unauthorised Clients Unauthorised
			CPLAdmin cpl dev@cplsoftware.com Molimoyle 0

			Add Web User
2.59.9	New	Client and Development Memo	Currently, CPL enables Memos to be created on client accounts which will pop-up whenever that client account is
278	Feature	Type Alert	opened. This functionality is now being extended to include memos being able to be created at Development level which will be able to pop-up to alert the user when the development is opened and also when any client account from that development is opened, rather than for these having to be created separately on every client account.
			The following information will illustrate this and provide you with the required information to be able to use this new functionality.
			Memo Types are created from the menu in the System Parameters.

Page 24 of 28





Selecting this will launch the **Memo Types** screen which will list all existing memo types and provide the opportunity to create, amend and delete memo types.

To create a new memo type, click the **Add New** option.

<u>F</u> ile •				
system Parameters	Details			
	Memo Type Code	Description	Used In	Del
	C1	Account Query	Client	Fals
Add New	C2	Change of Ownership	Client	False
	C3	Payment Plans / Arrears Action	Client	False
77772	C4	Change of Personal Details	Client	False
	D1	Lift Telephone Numbers - ALert Alert	Development	False
Amend	D2	Committee Notes	Development	False
	D3	Budget Notes	Development	False
X	D4	Development Notes	Development	False
Delete	D5	Work Requested	Development	False
Delete	<			>

Add a **Memo Type Code** and a **Description** to suit your purposes and then select **Development** for the **Used In** filter. Remember to click **Creation Alert** and then click the **Save and Close** option.

向 Add Memo 1	ўре	×
🔚 Save and Clo	se 🛛 🖏 <u>C</u> lose	
Memo Type Code	DC1	<u> </u>
Description	Development Client Alert	
Used In	Development ~	

	Creation Alert
	Within a development, select the Memos tab and click the Add button to add a new memo.

CPL Release Notes V2.59.8 - V2.59.11 v1.1

Page 25 of 28



2.59.1 541

			1
			Francial Ciert Charge Summaries Budgets Charge Instalments Addresses Extimates Development News Development Reconciliation Nominal Codes Nominal Reconciliation Meter Readings User Derives Reconciliation Type - SELECT - Created Type Narrative Memor Type - SELECT - Created Type Narrative Make sure you select the correct Memo Type, add the message you wish to display in the pop- up and click to save your memo.
			your memo.
			Whenever, a client account is opened from the main grid for a client in that development, the alert will also open and display on top.
			Charge T Account Addres Cient Account Inform Account Number Client Account Number Client Name Coloquial Name Coloquial Name Client Category Account Type Payment Type
0	New	In-Tray Memo Types User	Green Fee (Ex. VAT, Telephone Number Always Print Invoice Opt Out Paperles We have created a new User Report Focus called In-Tray Memos to help with the tracking of In-Tray Memos
	Feature	Report	against clients and developments. These will only be relevant if you are using CPL's In-Tray module. If you are using this and you're not currently

aware of In-Tray Memos, you will find some information below.

In-Tray Memos can be created for Clients, Developments, Purchase Ledger Accounts and Proposed Works by right clicking on an individual client, development, PL Account or Proposed Work in the main tab grid for each of these.



CPL Release Notes V2.59.8 - V2.59.11 v1.1

Page 26 of 28



& BLOCK MANAGERS	
	The In-Tray Memo enables a memo to be saved in the Memo tab of the client account, the development, the PL Account or the Proposed Work but also allows you to send this to another user's In-Tray in the Correspondence Received tray under the Pending status.
	Tray Correspondence Received
	User Crawford V
	Status Pending 😪 😵 Refresh 🗹 Auto-Open Record
	File
	Memo from Karen Vnn Export
	Open Linked Record Override SLA
	Reallocate Selected Files
	Set Selected File To Allocated
	The other user will be able to view the memo and open the linked record in CPL.
	As mentioned above, to help track these memos, we have created a new user report.
	To create any new user report, click on Reports and then the New Report option.
	File System Documents Reports Tools Stats Help
	Jobs/Maintenance Purchase Ledg in Client Reports
	Hold File Reports
	Solution Jobs Reports
	Nominal Reports PL Reports
	New Report
	User Reports
	This will open the User Report Wizard. Set the Category to be In-Tray and then you will be able to set the Focus filter to be the new In-Tray Memos
	focus.
	Report Details
	Name Description
	Category In-Tray V Focus In-Tray Memos V
	Columns Available
	Client Account No
	sClientName Client Address

		Content Date Created		
		User Assigned		
		Memo Type		
	There a	are a series of columns	to select from for running your report.	
	lf you	would like further inform	ation on In-Tray Memos or this Report, please co	ntact CPL Support.

Page 27 of 28



59.11	New	Additional Columns on			columns onto bo	-			-	d in the D	Developm	ent Estimate
3	Feature	Estimates Grids	to make	it easier	for users to diffe	erentiate	between the list	t of estimate	es.			
			These			T	h					
			These a	re a Nar r	e column and a	i ype co	olumn.					
			Jobs/M	aintenance	Purchase Ledger Devel	opments Est	timates Insurance No	minals Proposed	Works Custom D	eskton Court	tledger Clien	ts Hold File 1
			No	Dev No	Development	Name	insurance no	▲ Type	State	Job Type		
			11	0011	Poplar Gardens	Fence Rep	pair	Maintenand		n Builder	Fence Re	epair
			10	0010	Sinclair Gardens	External W	Vall Rendering	Proposed V	Vork Populatio	n Builder	External	Wall Rendering
			9	0007	Hammerhead Row	Roof Repa	air Estimate	Job	Populatio	n Builder	Roof Rep	air Estimate
			0	0007			Desis		Description		Masonan	Deneir
			8	0007	Hammerhead Row	Masonary	nepair	Unknown	Request		Masoriary	/ Nepair
			8 Maste Financ	r Apportio	Hammerhead Row	Block Info	ormation Diarised C	harges Jobs	Insurance P		cuments C	heckList Info
				r Apportio	nments Properties	Block Info	ormation Diarised C Charge Installments	harges Jobs Addresses	Insurance P	olicies Doc	cuments C	heckList Info
			Financ	r Apportio cial Client Name	nments Properties	Block Info	ormation Diarised C	harges Jobs Addresses State 1	Insurance P Estimates	olicies Doc Development	cuments C t News De	heckList Info evelopment Reco
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CPL Release Notes V2.59.8 - V2.59.11 v1.1

Page 28 of 28