CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

CPL RELEASE NOTES

VERSIONS 2.59.8 – 2.59.11

FEB 2023

CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS & BLOCK MANAGERS

CONTENTS

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.

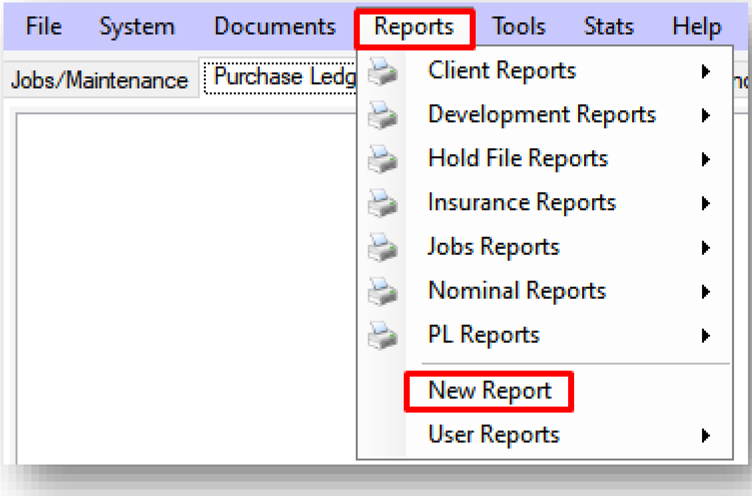
These Release Notes will be available in the CPL Knowledge Base.

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

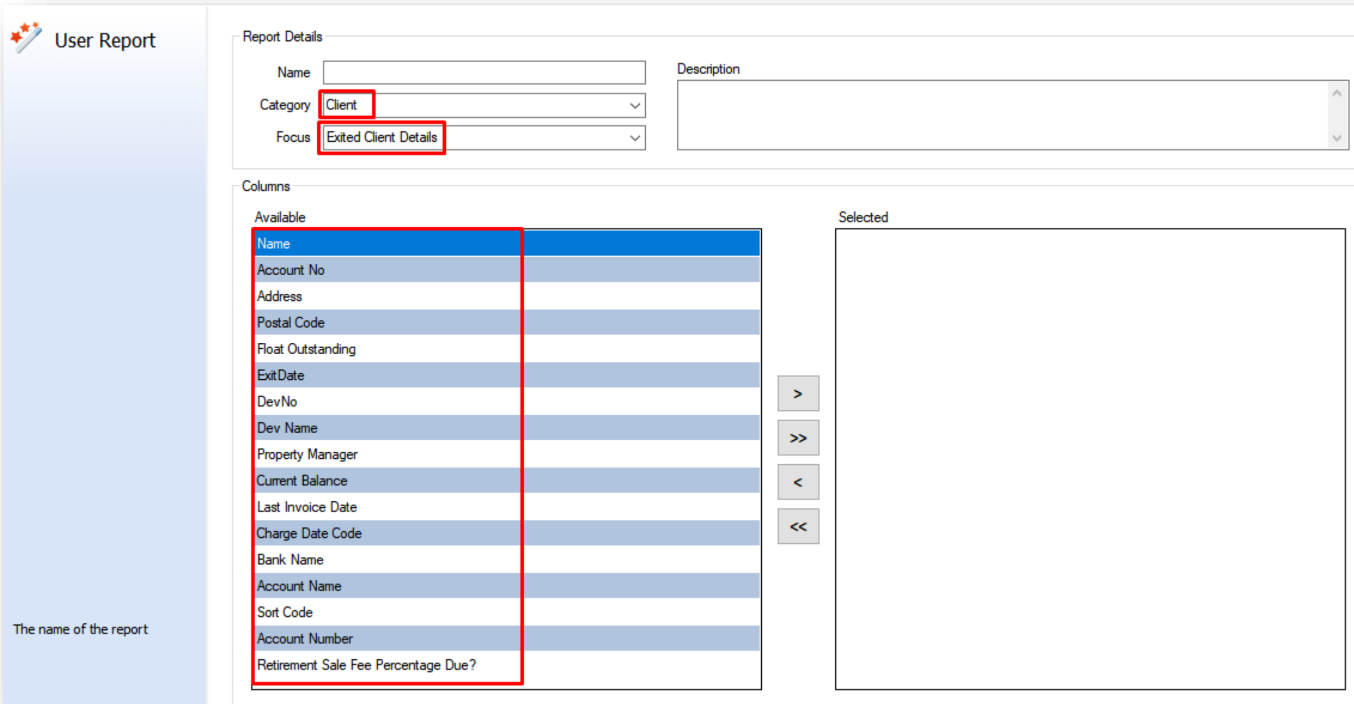
<table>
<tr><th>Release Sub-Version and Item Number</th><th>Type</th><th>Title</th><th>Overview</th></tr>
<tr><td>2.59.9
525</td><td>New Feature</td><td>New User Report - Exited Client Details</td><td>

A new user report focus has been created called **Exited Client Details** to help with the management of exited clients.

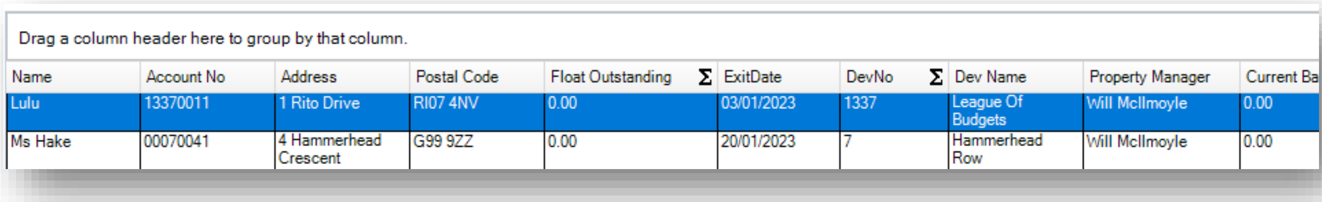
To create any new user report, click on **Reports** and then the **New Report** option.



This will open the User Report Wizard.
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.

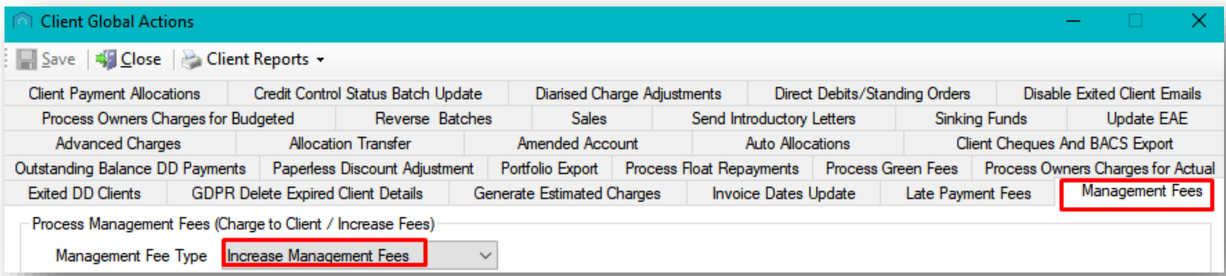


There are a series of columns to select from for running your report.
Below is an example of what information can be generated from running your report.



</td></tr>
<tr><td>2.59.9
393</td><td>Fix</td><td>User Login - Display Name to Permit Hyphens and Apostrophes</td><td>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.</td></tr>
<tr><td>2.59.9
472</td><td>Fix</td><td>Management Fee Uplift</td><td>

Previously, there was a bug when using the Increase Management Fee option on the Management Fee tab within the Client Global Actions menu.



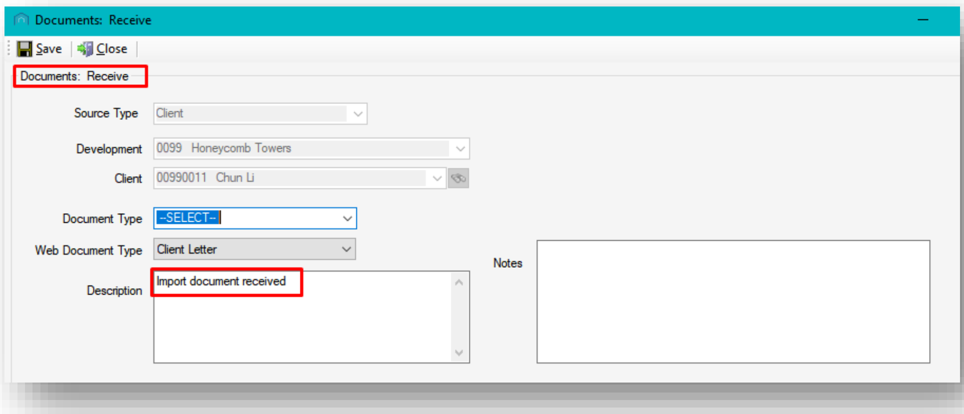
When selecting to update for consecutive individual properties in a block, this was incorrectly updating additional blocks within the development.
This has been updated and is now operating correctly and only affecting the properties which have been selected.

</td></tr>
</table>

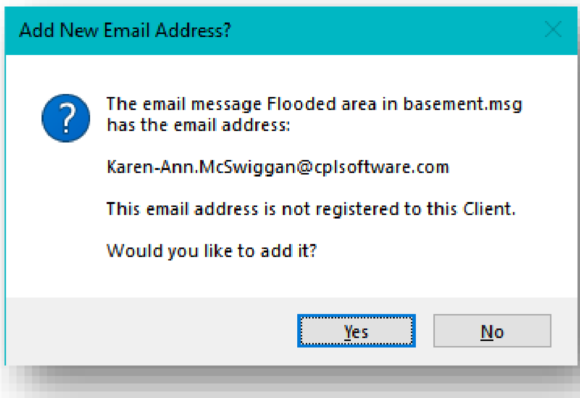
<table>
<tr><td>2.59.10
396</td><td>Fix</td><td>Custom Desktop Issue Affecting CPL Users</td><td>It was discovered that there was an issue affecting some CPL Users who were not able to launch the Custom Desktop. This has now been resolved.</td></tr>
<tr><td>2.59.11
594</td><td>Fix</td><td>Email Drag and Drop Save Email Address Not Working When File Prompt is Switched On</td><td>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 false or off, 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 true or on 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.



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.

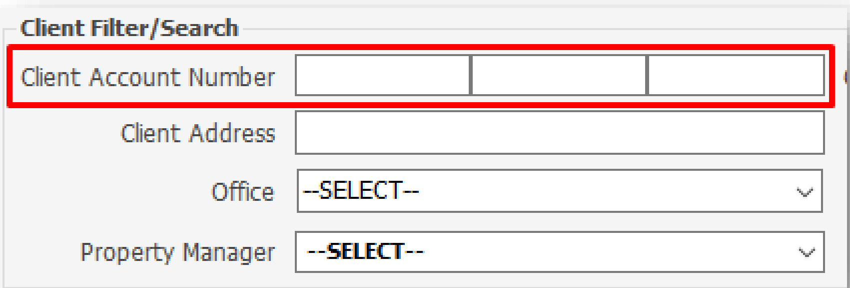


However, it has been discovered that CPL was only running this check when the Prompt Drag and Drop System Option was set to false or off.

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.</td></tr>
<tr><td>2.59.11
500</td><td>Fix</td><td>Client Global Actions Menu Speed Investigation</td><td>The speed for loading tabs on the Client Global Actions menu has been improved.

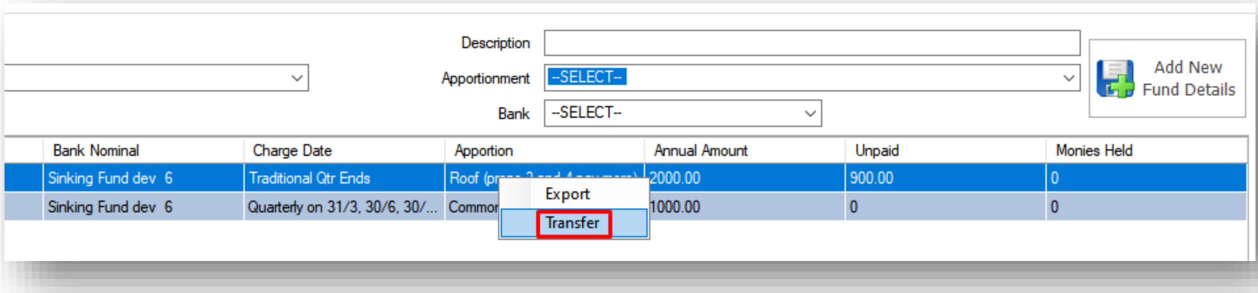
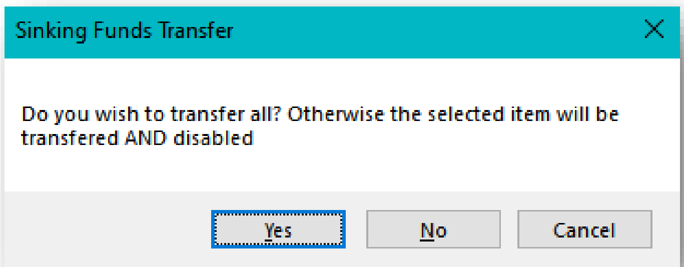
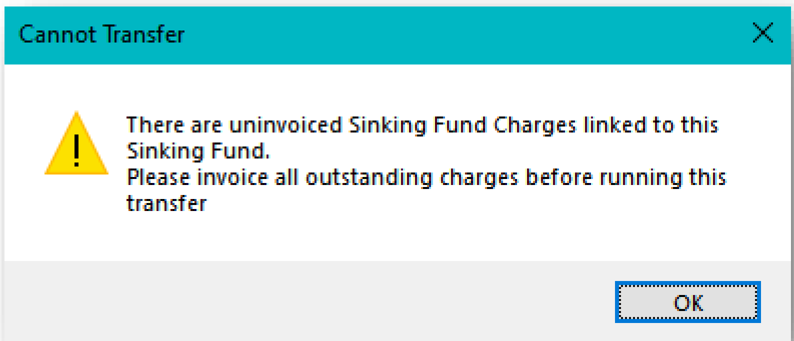
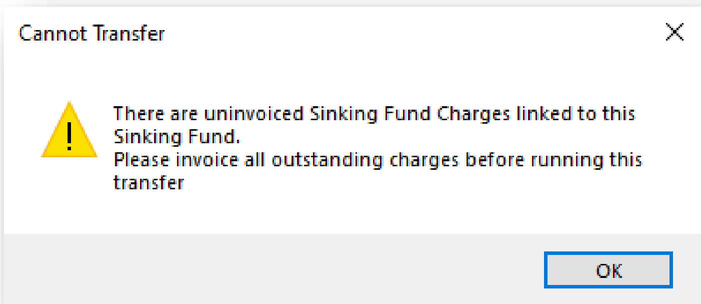
We will be continuing to make improvements to the loading time of the Client Global Actions menu.</td></tr>
<tr><td>2.59.11
402</td><td>New Feature</td><td>Client Account Number Search Change</td><td>There is a System Option available which determines whether you use an alternative view of the Client 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.

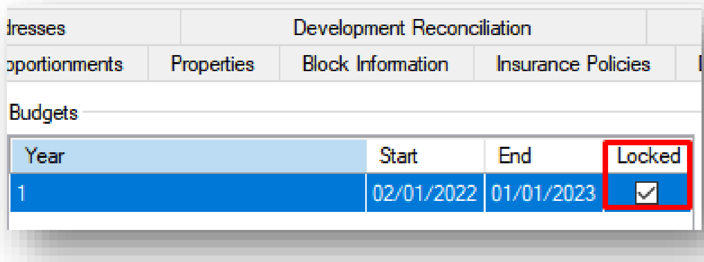
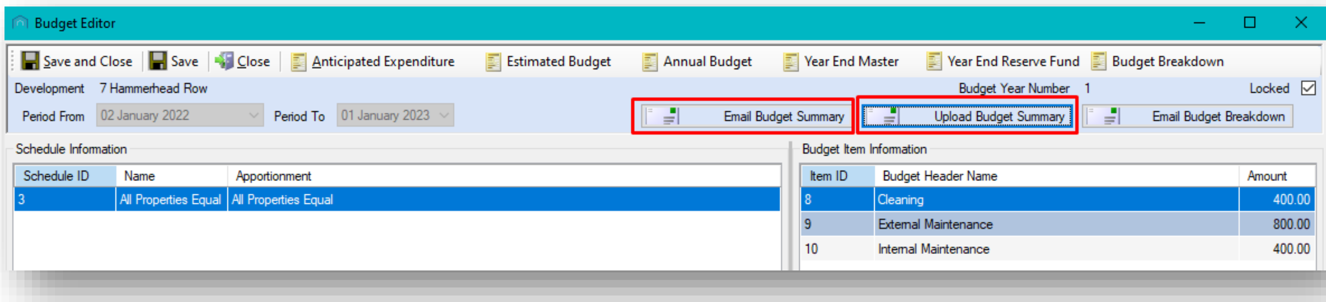
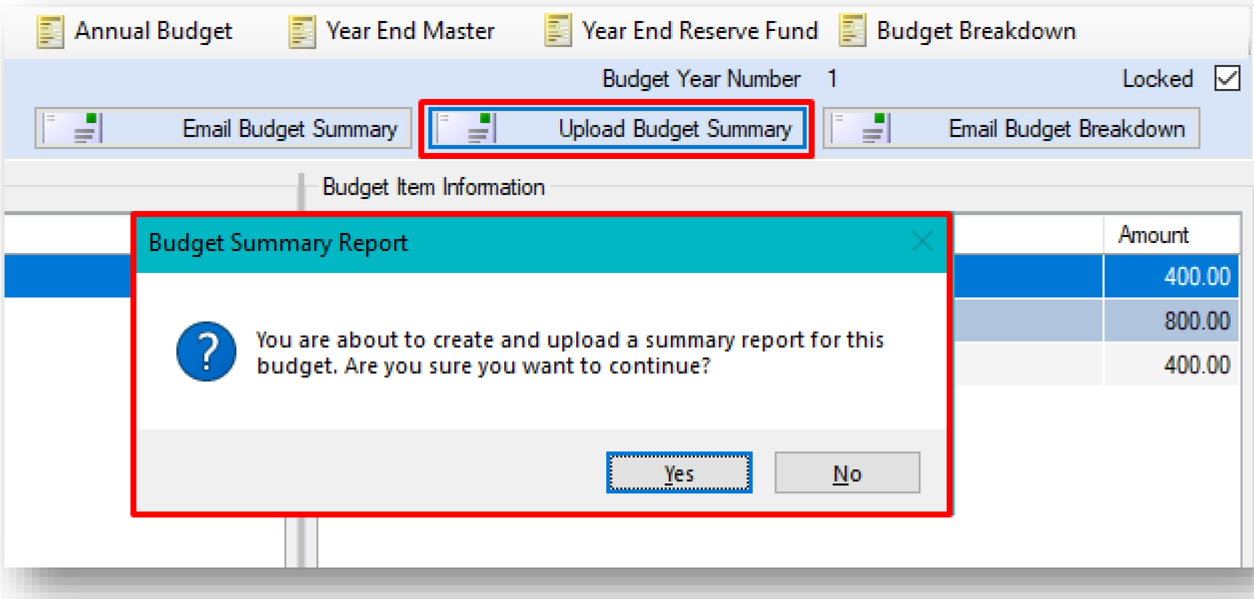
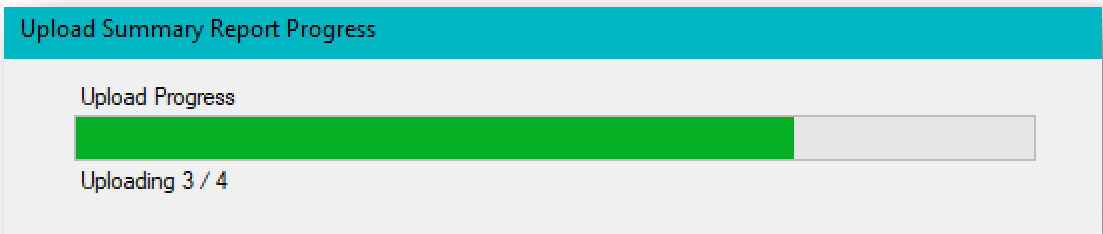


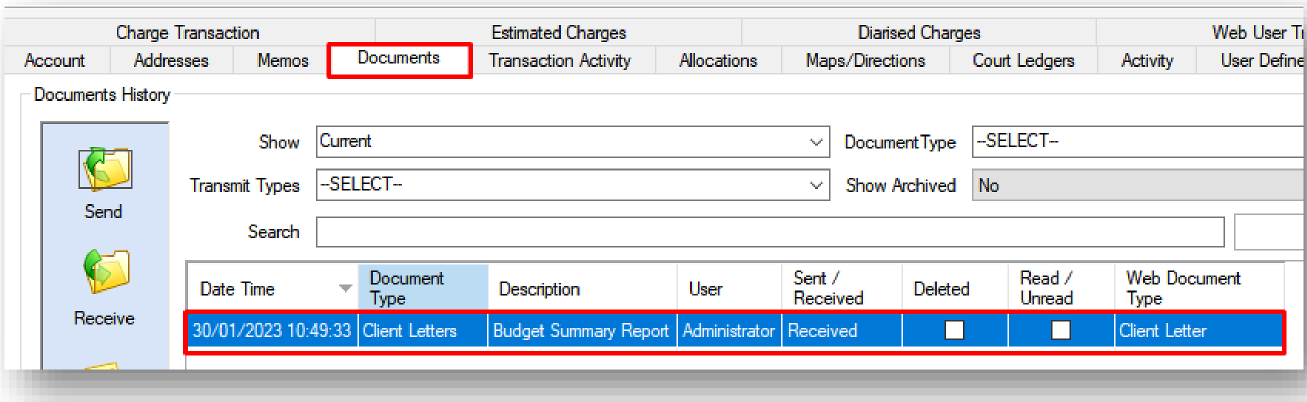
We have made a change to the behaviour of the three boxes option, meaning that a user can enter the whole account number and CPL will split it into the correct boxes automatically as they type.

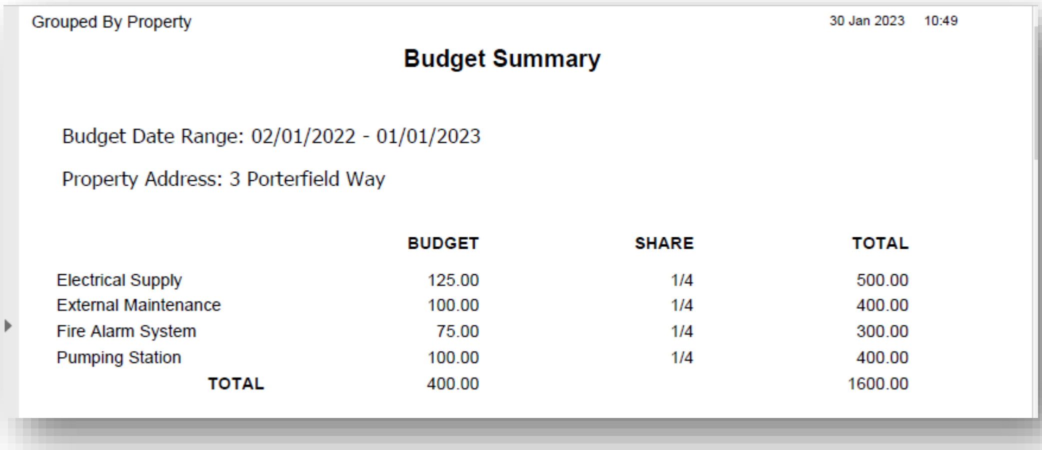
Please note that if this System Option is being used, it would also be influenced by another System Option called the AccountNumberPattern which determines how a client account number is comprised from the numbers of the development, property and client.</td></tr>
</table>

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

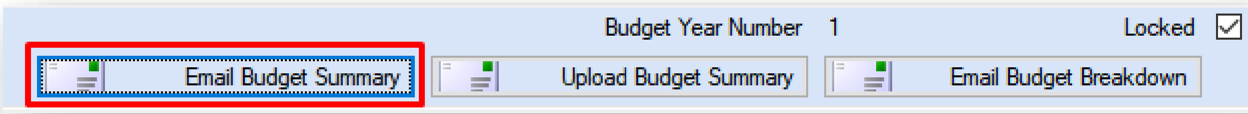
Release Sub-Version and Item Number	Type	Title	Overview
2.59.8 469	Fix	Sinking Fund – Moving Funds from a Ceased Development – Non-Invoiced Charges Alert	In the 2.59.6 release, a new Sinking Funds tool was released. This included the functionality to allow the transfer of funds from a Sinking Fund for 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.  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.  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.  Please see the CPL Release Notes 2.59.2 to 2.59.6 in the [Release Notes] 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.  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.

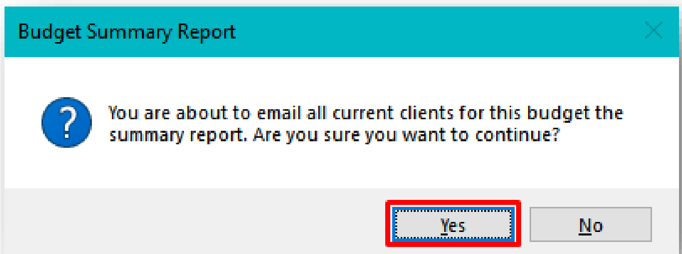
			Please see the CPL Release Notes 2.59.2 to 2.59.6 in the Release Notes area in the CPL Knowledge Base for more information on the new Sinking Funds tool. *Please contact CPL Support if you would like to speak to us about configuring your database to use the new Sinking Funds feature.*
2.59.8 458	Fix	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 fixed.
2.59.8 276	New Feature	Development Budget - Upload Budget Summary	A number of new features were added to the Budget Module in CPL in the 2.59.3 Release. In addition, there is now a **Budget Summary Report** available. This is a summarised version of the Budget Breakdown Report and will show the budget headers, total amount for the apportion, the properties share and the properties share amount. This feature will only be available for locked budgets.  You will only see this if you have asked us to turn the **EnableEmailBudgetBreakdownReport** system setting on. Once this setting is on, you will see two buttons in the **Budget Editor** screen related to the Budget Summary, **Email Budget Summary** and **Upload Budget Summary**.  You will need to create the Budget Summary first by clicking on the **Upload Budget Summary** button. Clicking on this will open the **Budget Summary Report** window and you can click on **Yes** to proceed with creating the Budget Summary.  The screen will display the **Upload Summary Report Progress** screen as the system is preparing this.  This will create the Budget Summary Report and add it as a document on the clients document list.

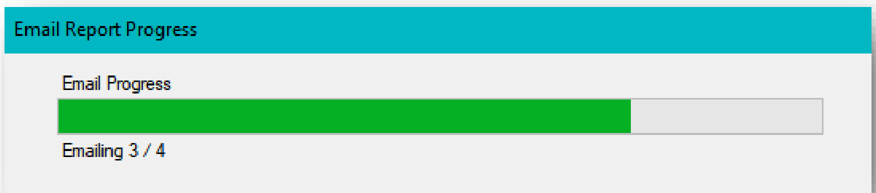
<table>
<tr><td>2.59.9
350</td><td></td><td>Budget Summary – Email and Print Button</td><td>


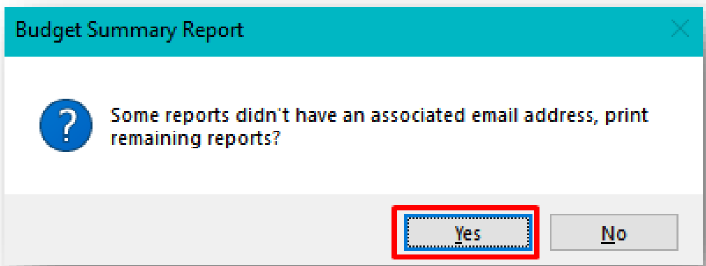
There will also be an option to make the report available on the Documents tab of the Client Web Portal if you are using this. We can configure the Web Document Type for this report if you get in touch with Support to let us know your preference.


Grouped By Property — 30 Jan 2023 10:49
Budget Summary
Budget Date Range: 02/01/2022 - 01/01/2023
Property Address: 3 Porterfield Way
<table>
<tr><th></th><th>BUDGET</th><th>SHARE</th><th>TOTAL</th></tr>
<tr><td>Electrical Supply</td><td>125.00</td><td>1/4</td><td>500.00</td></tr>
<tr><td>External Maintenance</td><td>100.00</td><td>1/4</td><td>400.00</td></tr>
<tr><td>Fire Alarm System</td><td>75.00</td><td>1/4</td><td>300.00</td></tr>
<tr><td>Pumping Station</td><td>100.00</td><td>1/4</td><td>400.00</td></tr>
<tr><td>TOTAL</td><td>400.00</td><td></td><td>1600.00</td></tr>
</table>

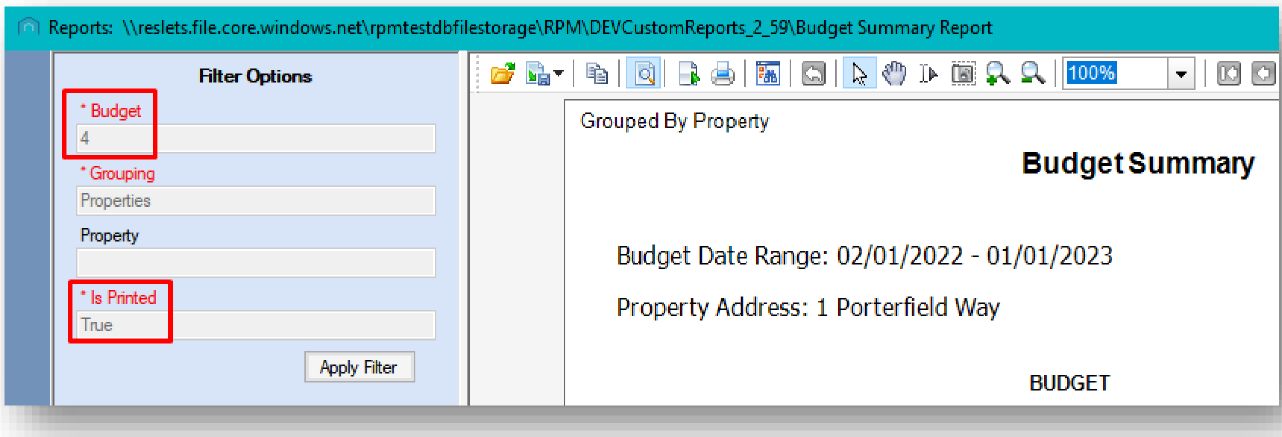
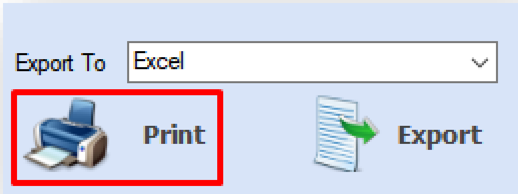
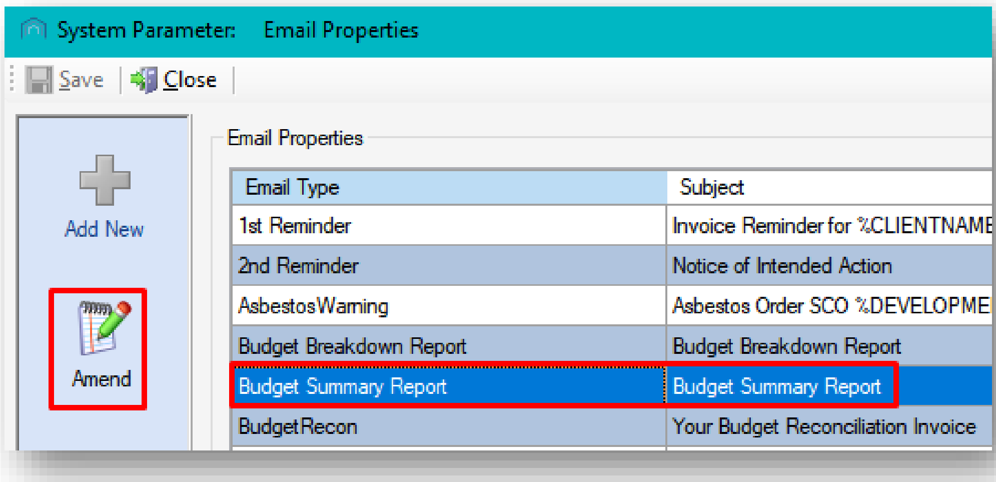
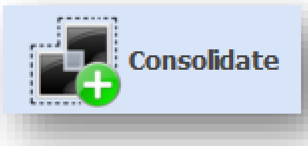
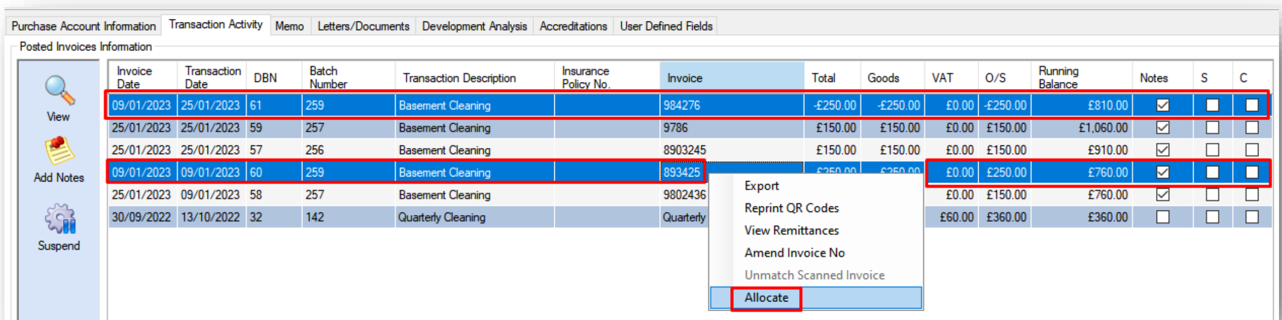
There is also a button labelled Email Budget Summary on the Budget Editor screen. After you have uploaded the Budget Summary report, you can use this to enable you to send a copy of the report to all clients with a registered email address. The feature will also provide the option to print copies for clients with no email address.


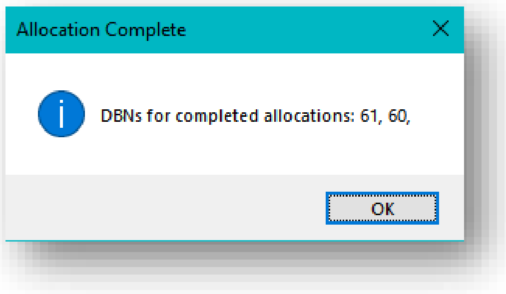
Clicking on the Email Budget Summary button will produce the following message.


Click on Yes and CPL will launch the Email Report Progress window.


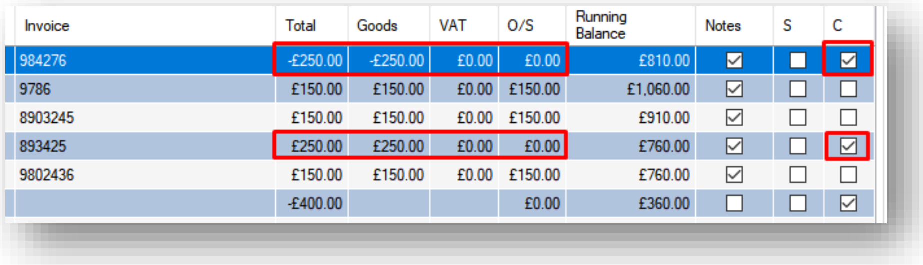
If there are clients without a registered email address, you will be presented with the option to click Yes, to choose to print the reports.


This will launch the Budget Summary Report for clients due to receive printed copies
</td></tr>
</table>

			 The **Print** button will be in the bottom-left of the screen as in all CPL reports.  The report will be emailed attached as a PDF using a new Email Property called **Budget Summary Report** which can be configured by users.  *You will need to edit this email property before choosing to send the report by email to make sure it uses the appropriate text for your purposes.* *Please contact CPL Support if you would like us to activate this on your database.*
2.59.8 424	Fix	Hold File Consolidation - To and From Dates Can Now Be Set for the Relevant Range of Hold Files being Consolidated	When consolidating Hold Files, a fix has been applied to allow the target or master consolidated Hold File to pick up its **From** and **To** dates from the Hold File with the earliest **From** date and the Hold File with the latest **To** date. This will depend on a new system setting called 'HoldFileConsolidateMergeDates' being switched on.  *Please contact CPL Support if you would like us to activate this on your database.*
2.59.8 465	New Feature	PL Transactions Screen – Right Click Allocate Option	A new feature is available which will enable you to prevent zero sum allocations from going through to PL Payments and being listed on contractor remittances. 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 keyboard to select two or more non-completed PL Transactions where the outstanding amount is equal to zero and right-click. You will see there is now an **Allocate** option available in the drop-down menu.  Once you have selected **Allocate**, you will be presented with a confirmation pop-up with information on the DBN's which have been completed.

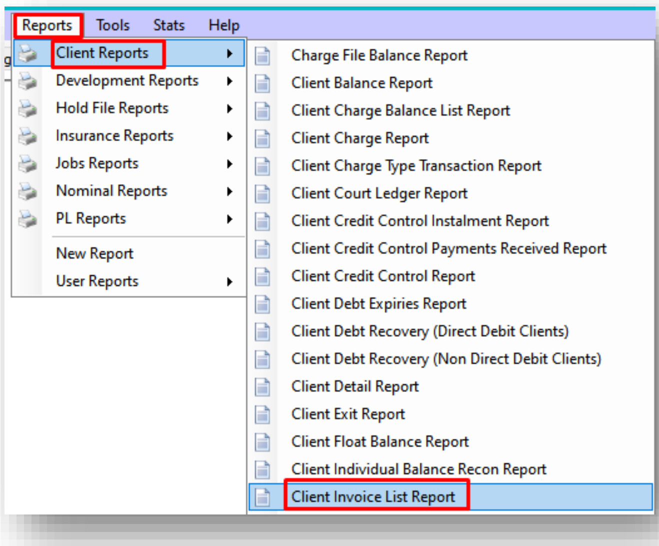


These transactions will now be marked as complete.

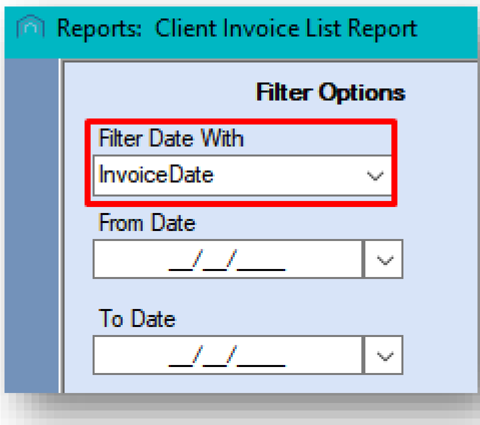


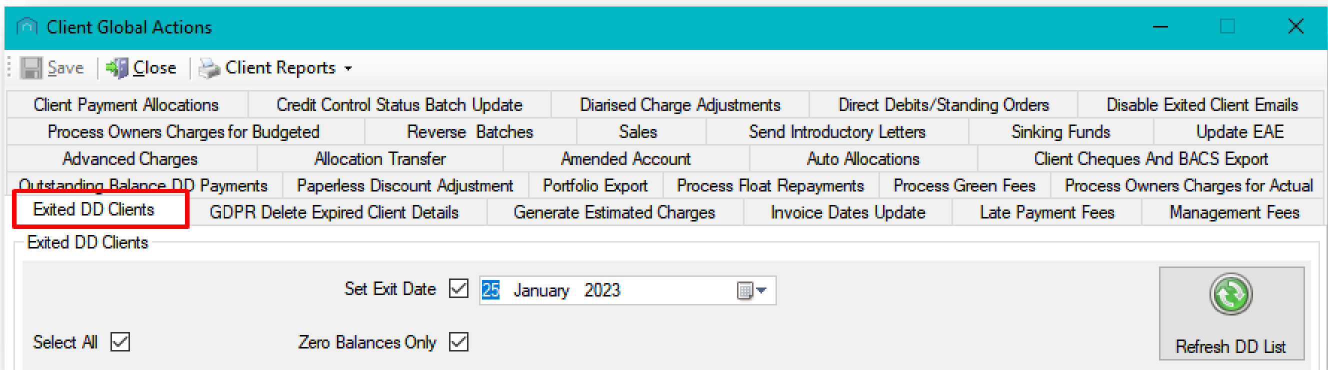
Invoice	Total	Goods	VAT	O/S	Running Balance	Notes	S	C
984276	-£250.00	-£250.00	£0.00	£0.00	£810.00	☑	☐	☑
9786	£150.00	£150.00	£0.00	£150.00	£1,060.00	☑	☐	☐
8903245	£150.00	£150.00	£0.00	£150.00	£910.00	☑	☐	☐
893425	£250.00	£250.00	£0.00	£0.00	£760.00	☑	☐	☑
9802436	£150.00	£150.00	£0.00	£150.00	£760.00	☑	☐	☐
	-£400.00			£0.00	£360.00	☐	☐	☑

<table>
<tr>
<td>2.59.8
349</td>
<td>New Feature</td>
<td>Client Invoice List Report – Filtering on Date Types</td>
<td>There are new filter options available on the Client Invoice List Report.



You can use the **Filter Date With** to select whether you would like to set your To and From Dates to apply to Invoice dates, Transaction dates or Created dates.


</td>
</tr>
<tr>
<td>2.59.8
351</td>
<td>New Feature</td>
<td>Exited DD Client Details - New Global Process</td>
<td>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.



An exit date can be set to enable you to pick up all DD clients who have exited prior to that date or you can leave this blank and search for all exited DD clients. There is also an option to display only clients with zero balances should you wish.

Clicking on the **Refresh DD List** button will populate a prelist of the relevant clients. You can choose to deselect individual clients or choose the **Select All** option.

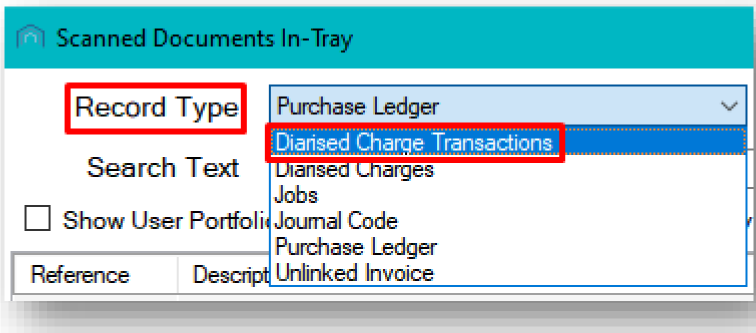
When you are ready you can click the **Process DD** button at the bottom-right of the screen.


</td>
</tr>
</table>

CPL SOFTWARE

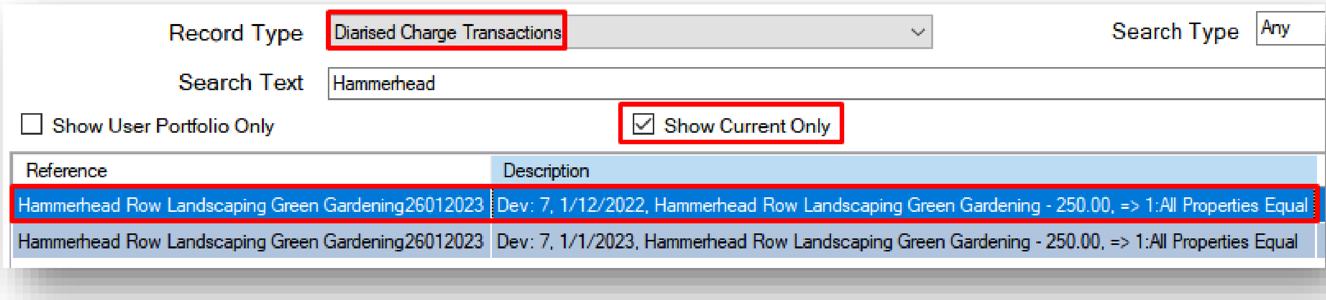
<table>
<tr>
<td>2.59.8
329</td>
<td>New Feature</td>
<td>In Tray - Option to Link Invoices to Diarised Charge Instances</td>
<td>

There is now an option available within the In-Tray to link an invoice directly to a single Diarised Charge transaction.



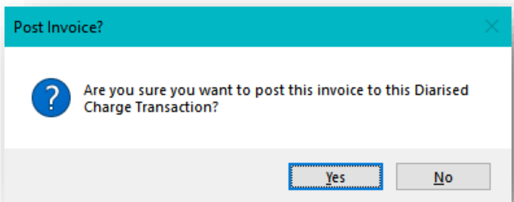
Once **Diarised Charge Transactions** is selected as the Record Type, the screen will load the individual diarised charge transactions with the appropriate charge dates. Records will be displayed with:

- Diarised Charge name
- Invoice Date
- PL Invoice Number
- Amount

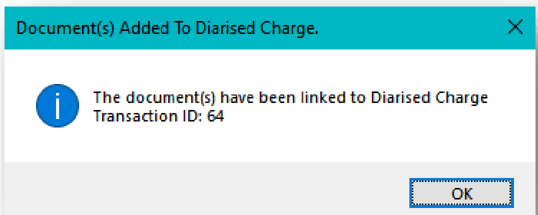


Please note that if ***Show Current Only*** *has been ticked then all diarised charges which don't have an associated invoice record will display. If this is not ticked then all diarised charges entries will display.*

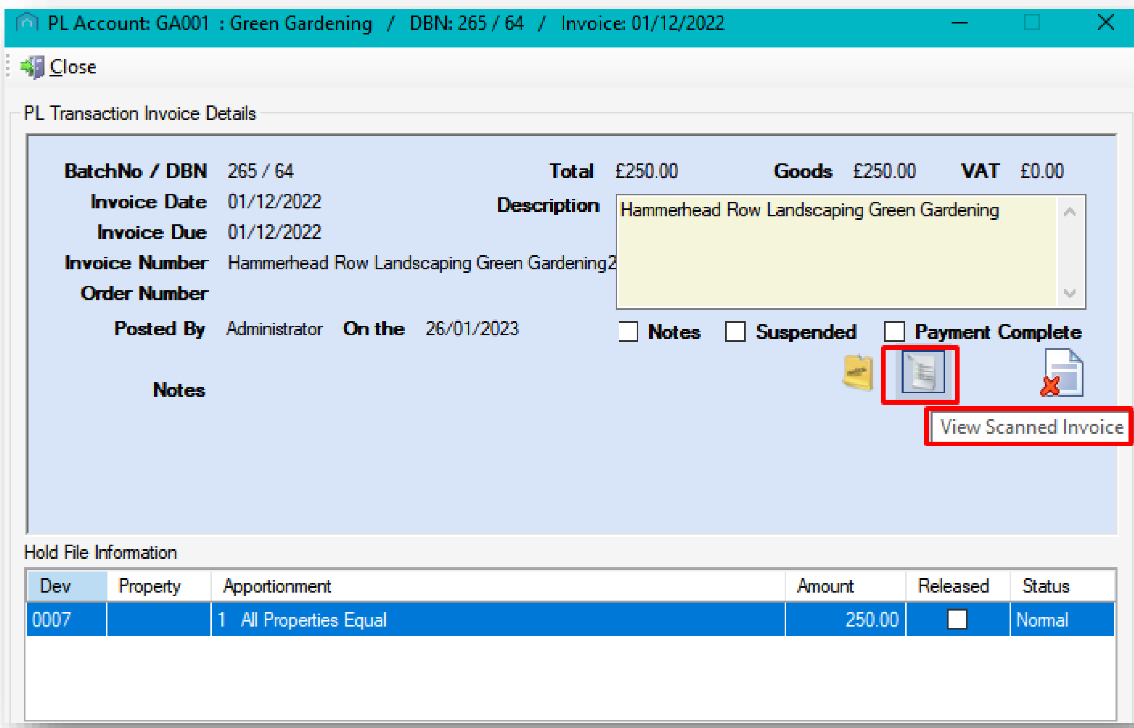
It is then possible to select the relevant transaction and click **Post** or **Post and Follow Up** to link the invoice.



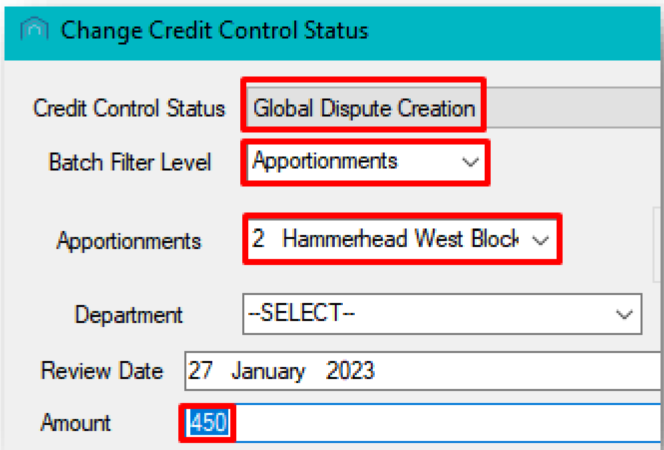
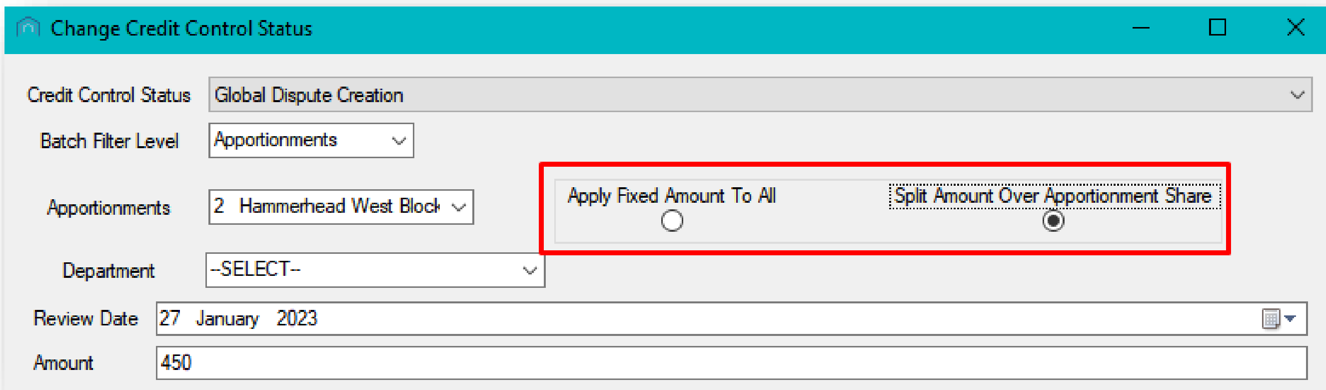
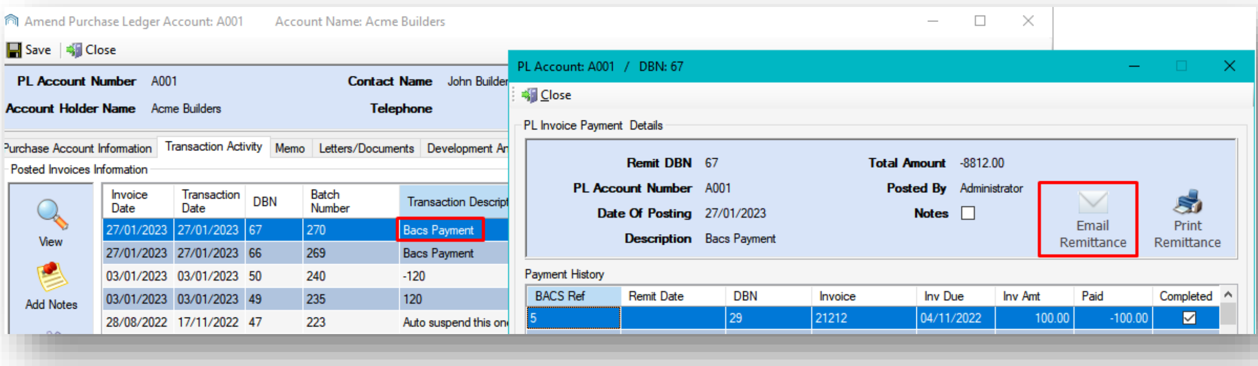
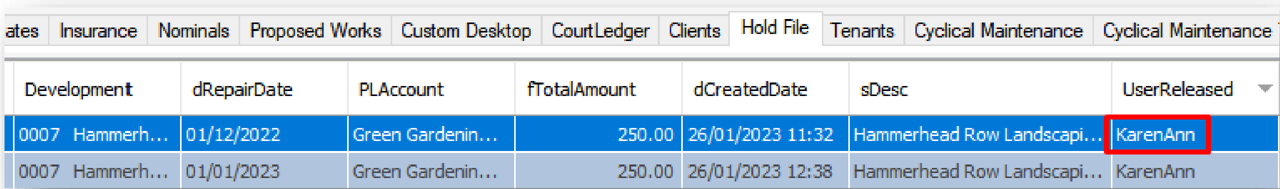
Rather than being taken to the regular Post Proposed Invoice screen, which is not required for a Diarised Charge, the system will then confirm that the invoice has been associated with the Diarised Charge Transaction.

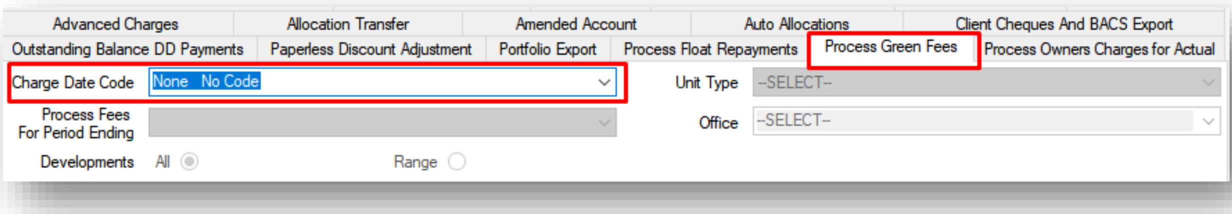
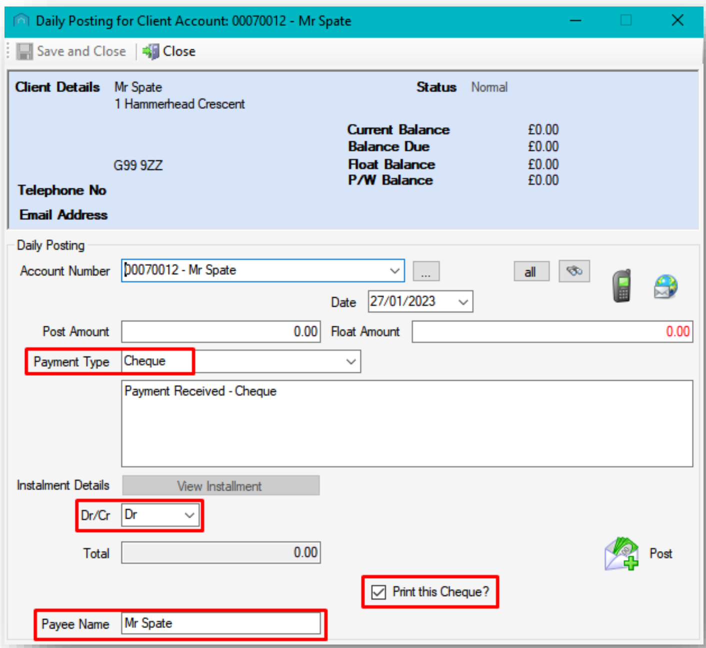
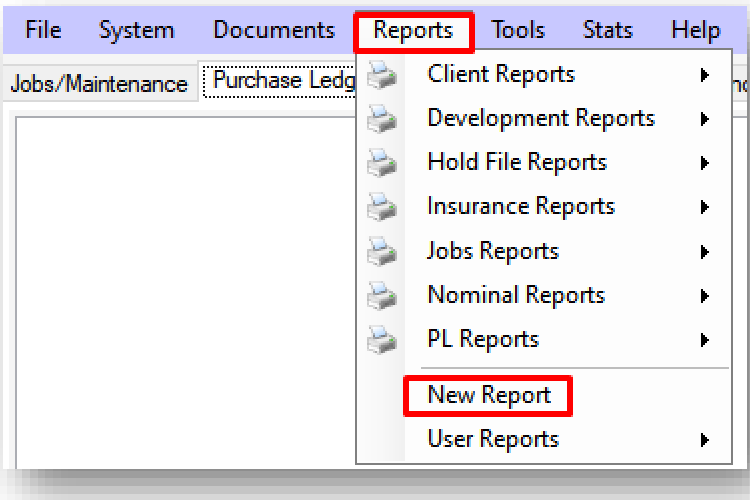


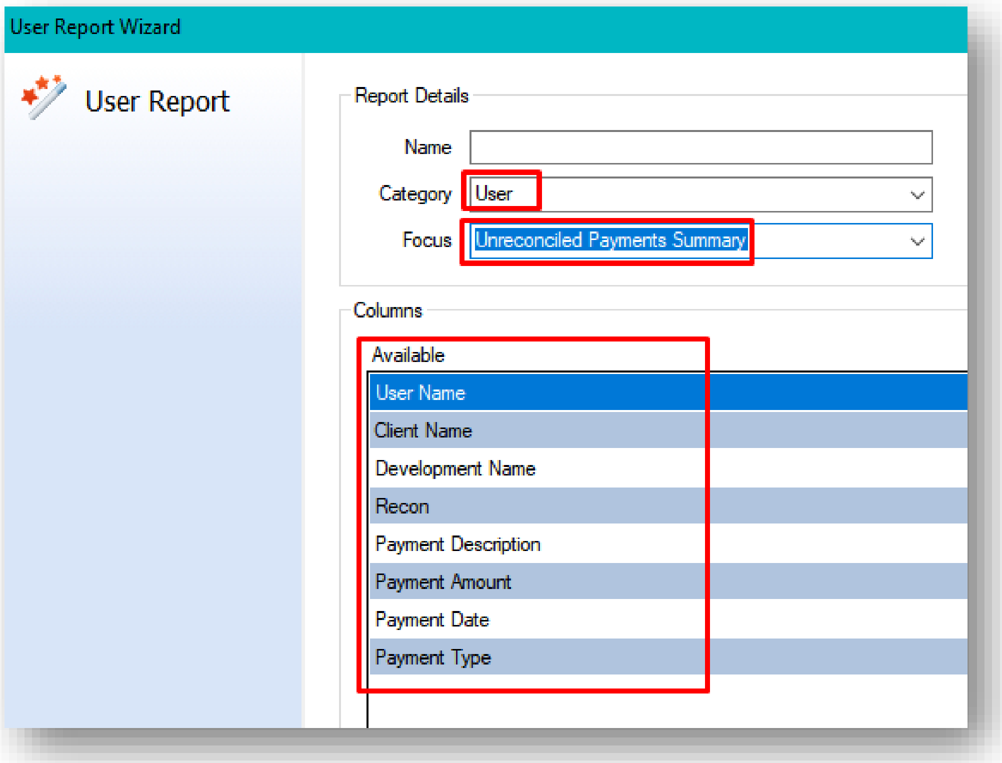
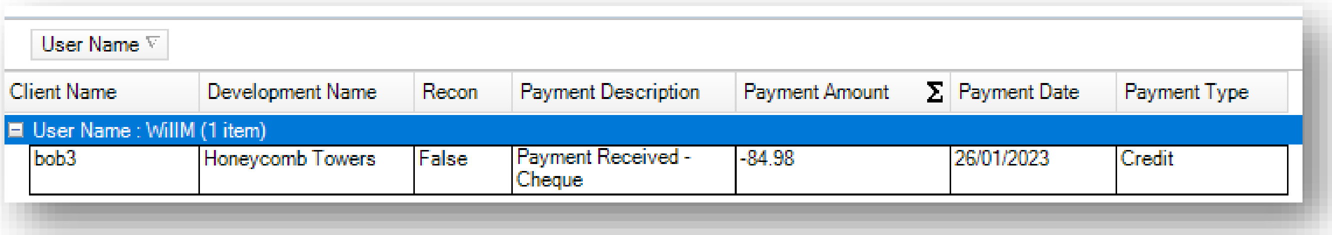
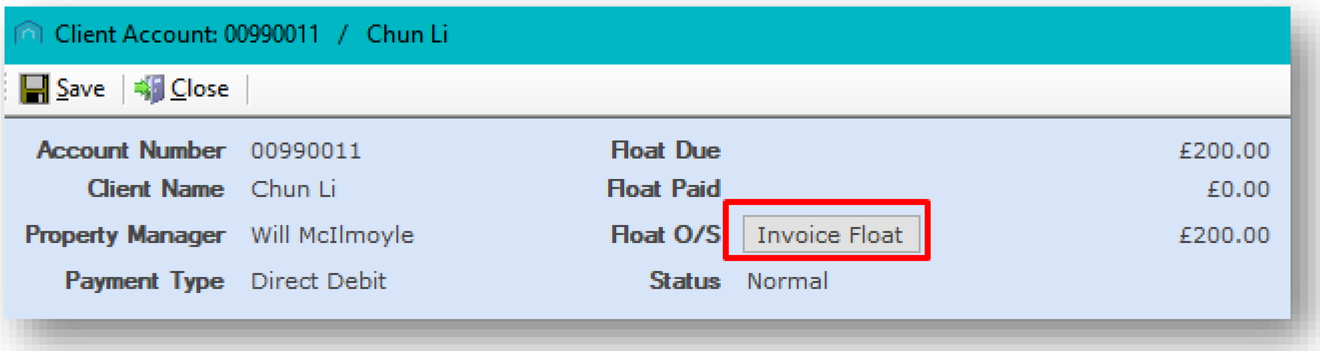
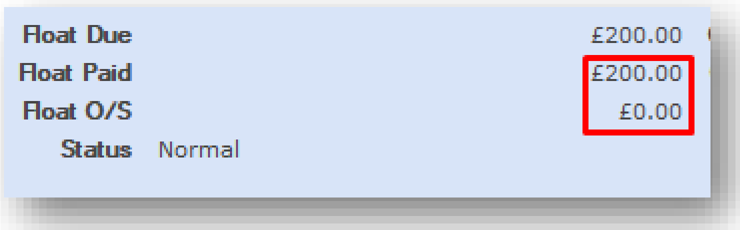
The Diarised Charge invoice can then be viewed in the Hold File and the PL Account Transactions tab.

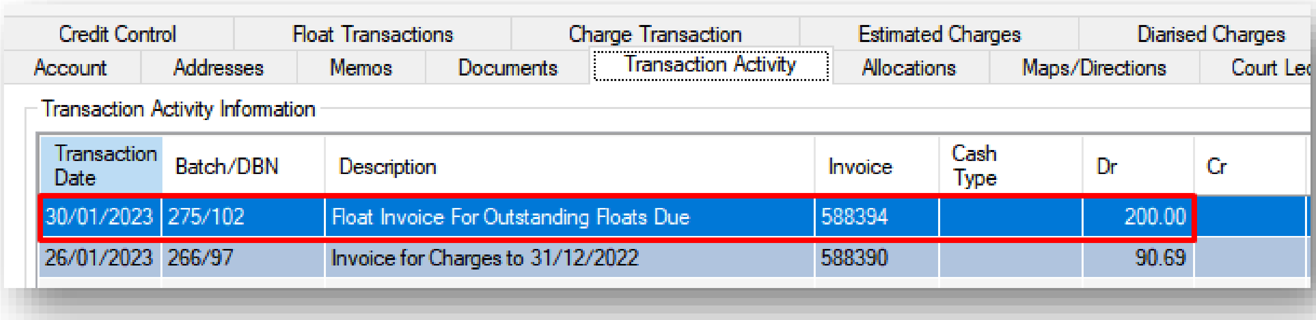


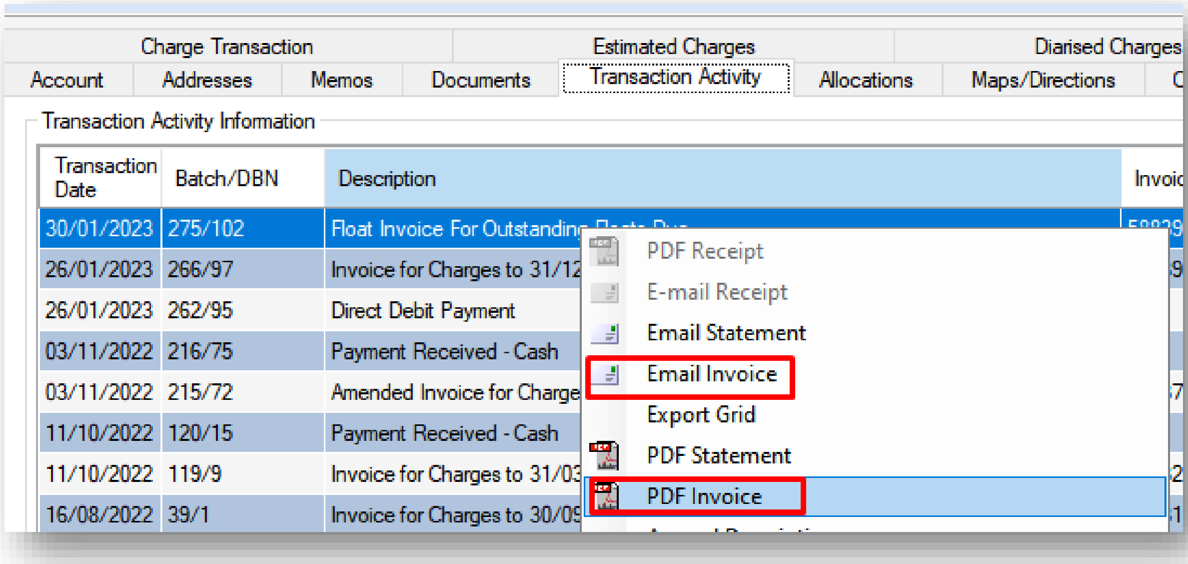
</td>
</tr>
</table>

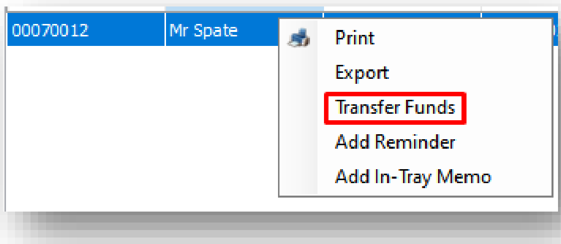
2.59.8 355	New Feature	Credit Control Disputes by Apportion - Split Amount Over Apportion	A new feature has been developed which will allow greater flexibility when Global Disputes are created across Apportionments. Currently, if you create a global dispute and select to apply by apportionment, it will 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.  The new feature will offer additional options, when you select **Apportionments** from the **Batch Filter Level** menu.  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.  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. *Please contact CPL Support if you would like us to register an email address in the System Option mentioned above in your database.*
2.59.9 497	Fix	Release User No Longer Being Updated on Hold File When Only Amending Details	When an individual hold file is released, CPL records the user who released it as the **User Released**.  It was noted that when another user amended the hold file entry, CPL was recording them not only as the **Updated User** but also as the **User Released**. This has been fixed to make sure that the **User Released** is not being over-written when the hold file is updated.
2.59.9 476	Feature	Diarised Charges - 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. 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

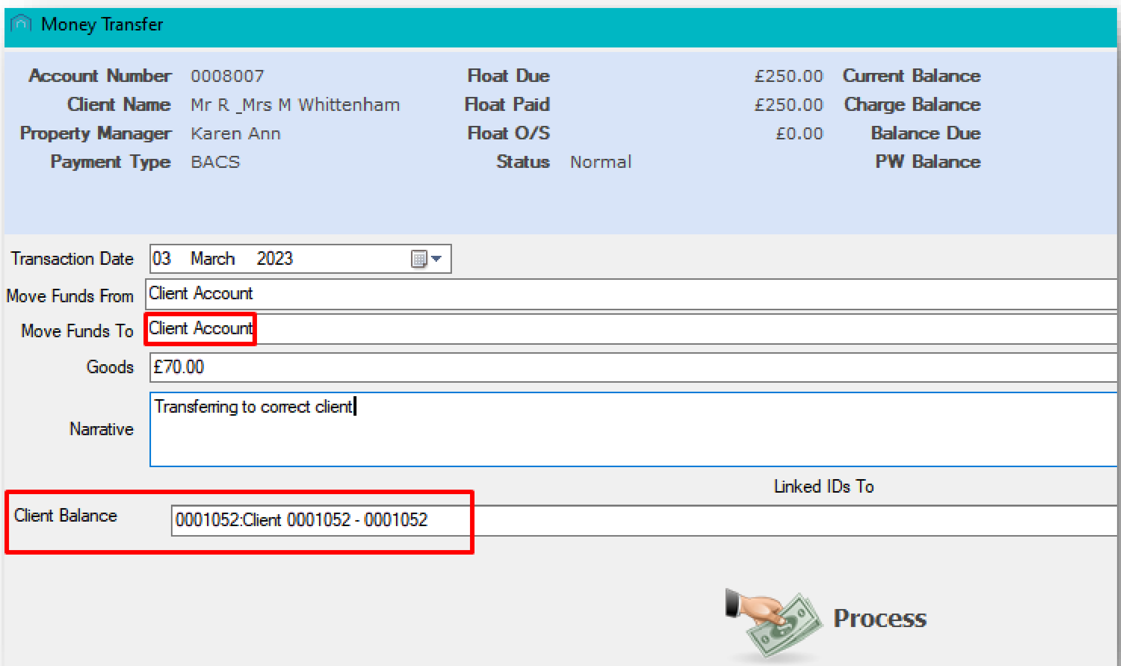
			AutoSuspendDiarisedCharges = On A new system setting called **AutoSuspendDCsForBlockworxContractorsOnly** has been created. This has a default setting of *On* which means it will behave as if you have your system settings configured as above. When this is set to *Off*, it will auto-suspend all diarised 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.  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. 
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.  This will open the User Report Wizard.

			Set the **Category** to be **User** and then you will be able to use the **Focus** filter to be the new **Unreconciled Payments Summary** focus.  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. 
2.59.9 319	New 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 client 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 have to 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 panel in the client account between the **Float O/S** text and the outstanding float amount.  The button will only appear for a user if they have a **Create** level permission on the **ClientTab Account Control Elevated.** This will also appear for users who have Superuser permissions allocated to them. On clicking the **Invoice Float** button, the system will credit the Float File, debit the Charge File and generate an invoice only for the float amount outstanding. 

<table>
<tr><td></td><td></td><td></td><td>

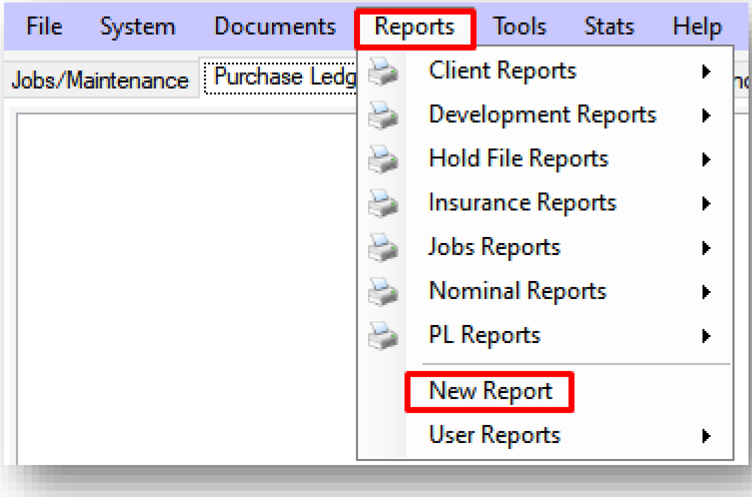
This invoice will be listed in the Transaction Activity tab in the client account and can be issued to the client from there by right-clicking and selecting Email Invoice or PDF Invoice for printing and posting.

</td></tr>
<tr><td>2.59.9
316</td><td>New Feature</td><td>Budget and Recon Invoices to Support Report Versions</td><td>We have changed the way CPL records the report versions or templates when you process a Budget Invoice or a Budget Reconciliation Invoice. This would mean that it is possible for CPL to hold historical budgeted invoice templates for older versions of your invoice layouts. If this was switched on then when a user selects a historical invoice on a client account it would show as the invoice design in use at the time, even if the invoice layout had subsequently been updated.

This would only work going forward and you would need to request CPL Support to switch this feature on for you if you wished to use it.</td></tr>
<tr><td>2.59.9
480</td><td>Fix</td><td>Increased Load Speed of DataGrid on MonthlyDirectDebitExport Control</td><td>At risk client information was causing the Direct Debits screen in Client Global to take a long time to load. Some code changes have been made and this load speed has now been improved.</td></tr>
<tr><td>2.59.10
539</td><td>Fix</td><td>Client Transfer Null Reference</td><td>If you fail to select a client correctly in the Client Balance field in the Money Transfer screen, CPL will now alert you to the fact that the Linked ID you have entered is not valid. This will prevent any issues related to a client account number being mistyped by a user.


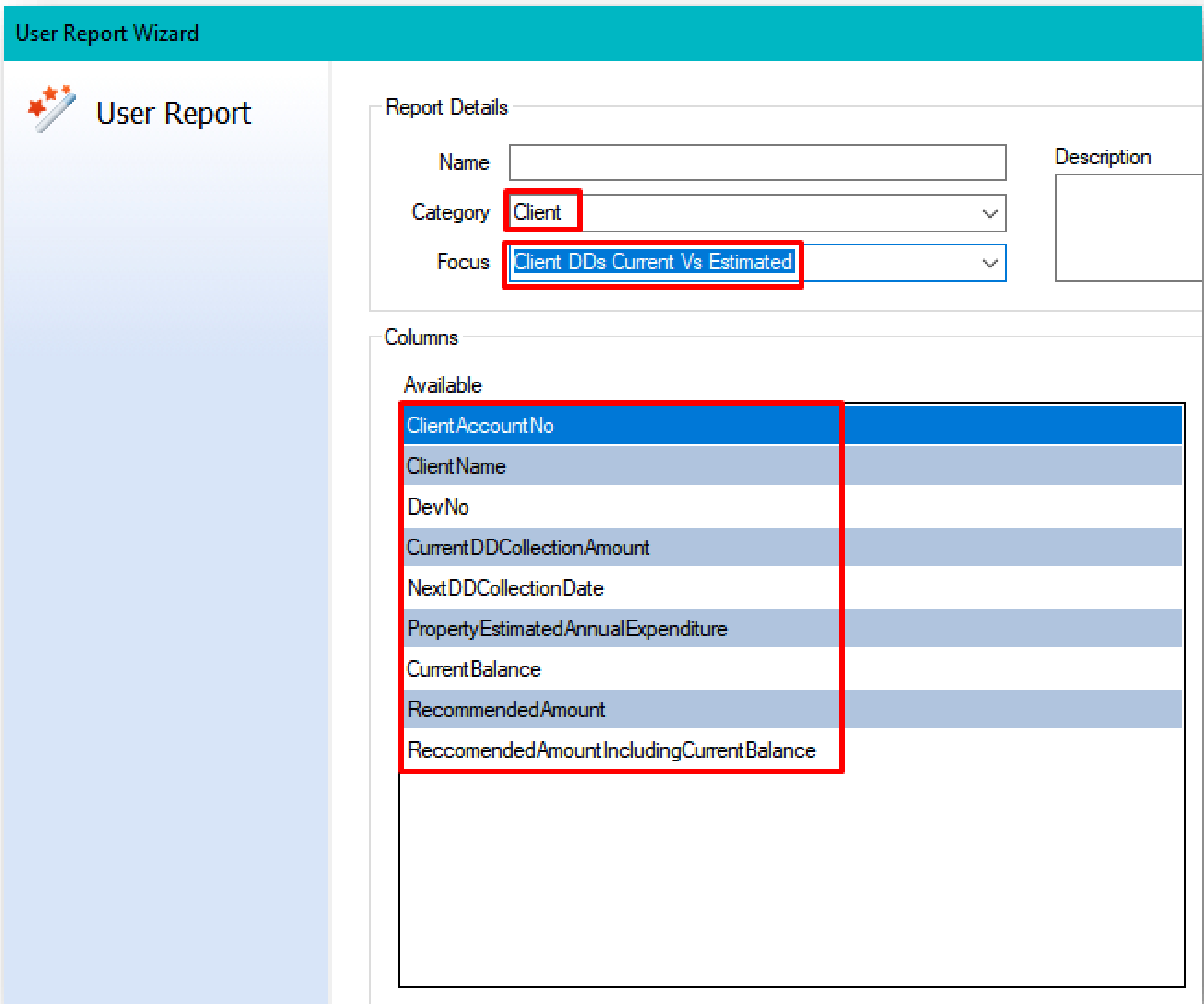

</td></tr>
</table>

<table>
<tr><td>2.59.10
347</td><td>New Feature</td><td>New Report - Highlight DDs Not High Enough to Cover Current Costs</td><td>A new User Report has been created to allow you to track current Direct Debit payment amounts which are not high enough to cover current costs.

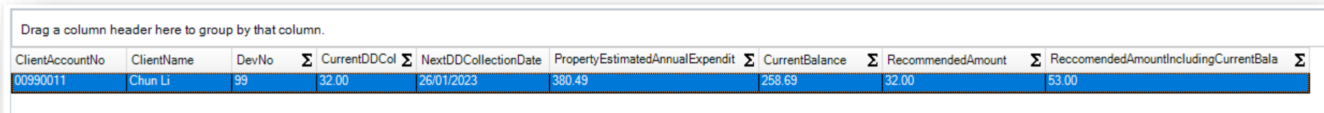
To create any new user report, click on Reports and then the New Report option.



This will open the User Report Wizard.
Set the Category to be Client and then you will be able to use the Focus filter to select the new Client DDs Current Vs Estimated focus.



There are a series of columns to select from for running your report.
Below is an example of what information can be generated from the new report.


</td></tr>
<tr><td>2.59.10
283</td><td>New Feature</td><td>Web portal - Sage Pay (Opayo) Address Formatting</td><td>There have been issues with field validation errors when clients are making a payment in the Client Web Portal or App which have been generated by characters in the billing address. Specifically, this was related to forward slashes being replaced by underscores.</td></tr>
<tr><td>2.59.11
590</td><td>Fix</td><td>Proposed Invoice Search Optimisation</td><td>We have improved the speed of the Proposed Invoice search.</td></tr>
<tr><td>2.59.11
456</td><td>Fix</td><td>Sale Deletions Not Moving Budget Reconciliations</td><td>It has been discovered that when you delete a sale, any Budget Reconciliation is not moving back correctly to the 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.</td></tr>
</table>

<table>
<tr>
<td>2.59.11
443</td>
<td>Fix</td>
<td>Budget Reconciliation Invoice Bug when there are Two Schedules for the Same Budget Heading</td>
<td>
An issue has been discovered where if a budget has been created where there are two different schedules for the same budget heading, these are being merged into the same line on the Budget Reconciliation Invoice. This makes it unclear for the clients trying to understand the Budget Reconciliation.

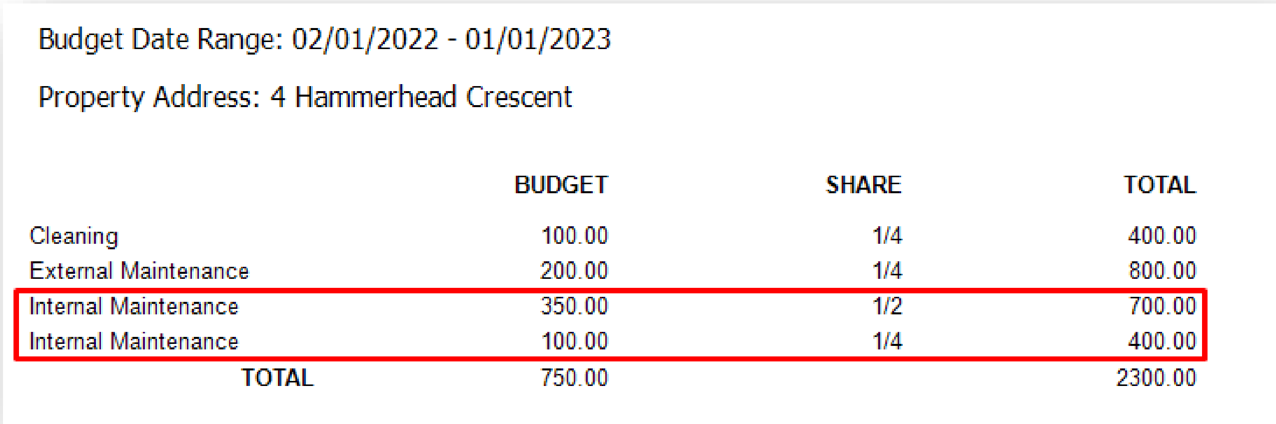
For example, there are two Internal Maintenance items on this budget but each appearing in a separate Budget Schedule:
• Internal Maintenance Apportion 1 (unit share 1/4) £200
• Internal Maintenance Apportion 3 (unit share 1/2) £350

These were previously appearing on the Budget Reconciliation Invoice as:

• Internal Maintenance Apportion (??) Total : £550 (£200 + £350)

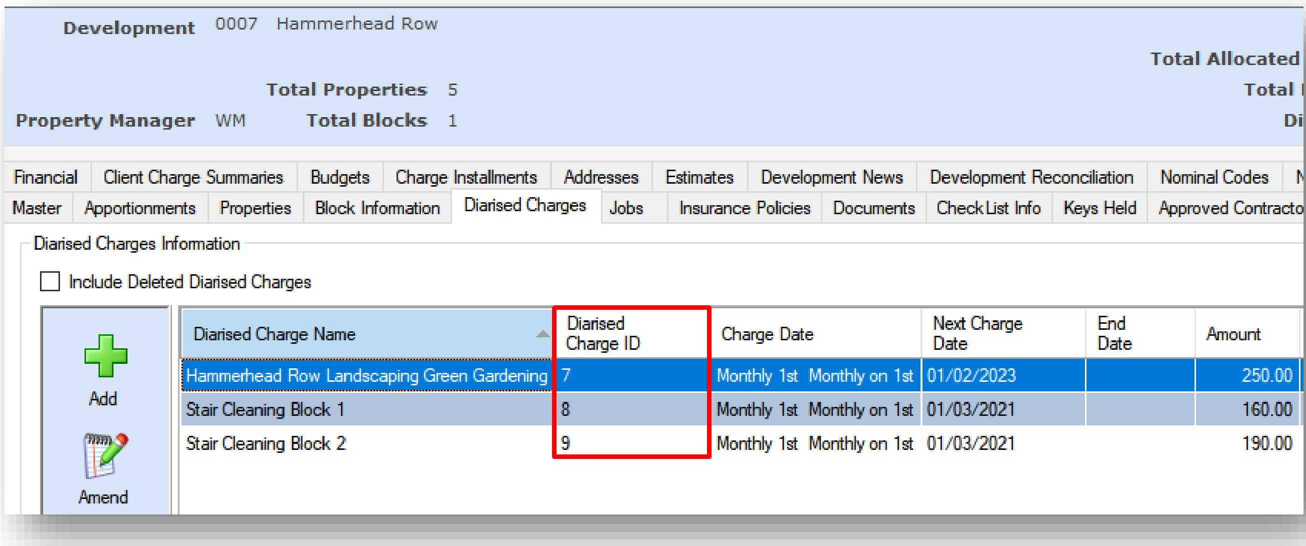
We have fixed this so that each Schedule is split into a single charge on the Reconciliation Invoice and will not be grouped due to the same Budget Heading being used:

• Internal Maintenance Apportion 1 total £200
• Internal Maintenance Apportion 3 total £350

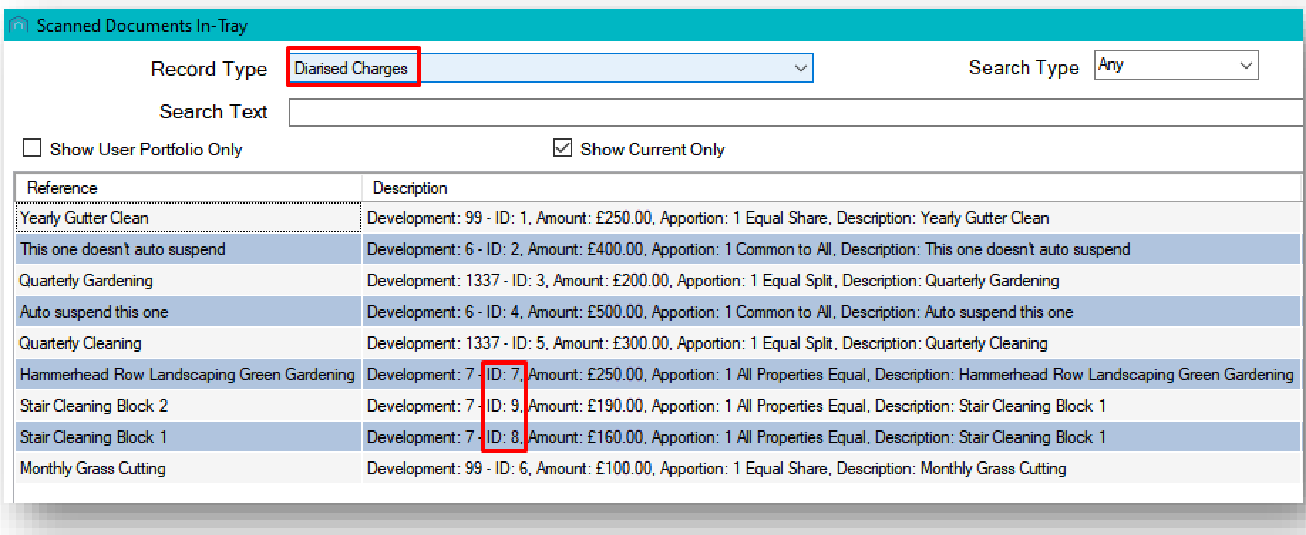


Budget Date Range: 02/01/2022 - 01/01/2023

Property Address: 4 Hammerhead Crescent
<table>
<tr><th></th><th>BUDGET</th><th>SHARE</th><th>TOTAL</th></tr>
<tr><td>Cleaning</td><td>100.00</td><td>1/4</td><td>400.00</td></tr>
<tr><td>External Maintenance</td><td>200.00</td><td>1/4</td><td>800.00</td></tr>
<tr><td>Internal Maintenance</td><td>350.00</td><td>1/2</td><td>700.00</td></tr>
<tr><td>Internal Maintenance</td><td>100.00</td><td>1/4</td><td>400.00</td></tr>
<tr><td>TOTAL</td><td>750.00</td><td></td><td>2300.00</td></tr>
</table>
</td>
</tr>
<tr>
<td>2.59.11
420</td>
<td>New Feature</td>
<td>Diarised Charge - Friendly ID</td>
<td>
To aid with the matching of contractor invoices to diarised charges, we have developed a feature which will create an ID every time a diarised charge is created and saved. This ID could be given to contractors to quote on their invoices to make it easier to match invoices against individual instances of the diarised charge.



This can also be viewed in the In-Tray when matching contracts or invoices:



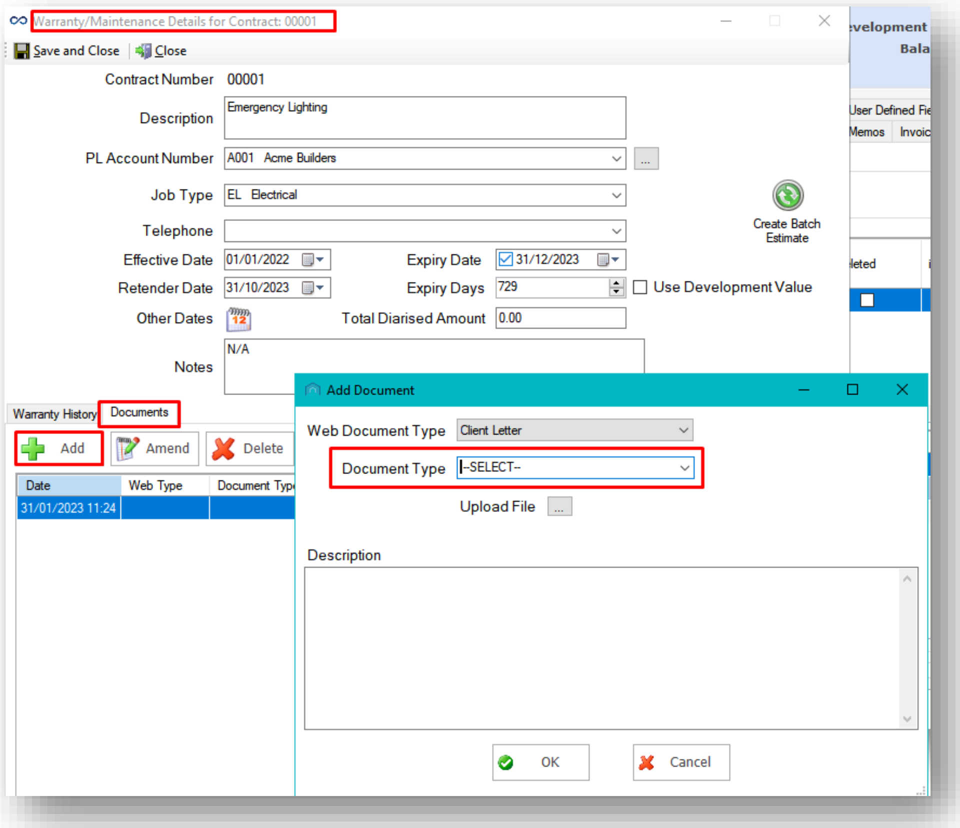
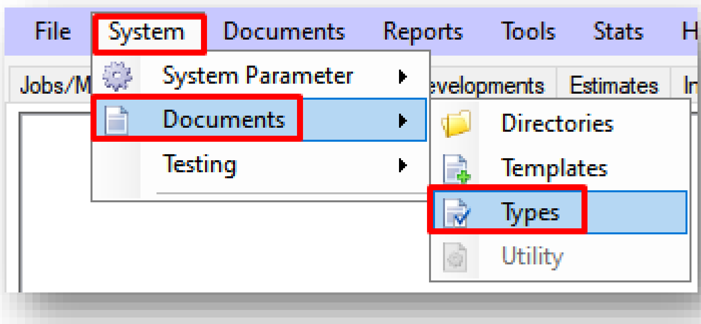
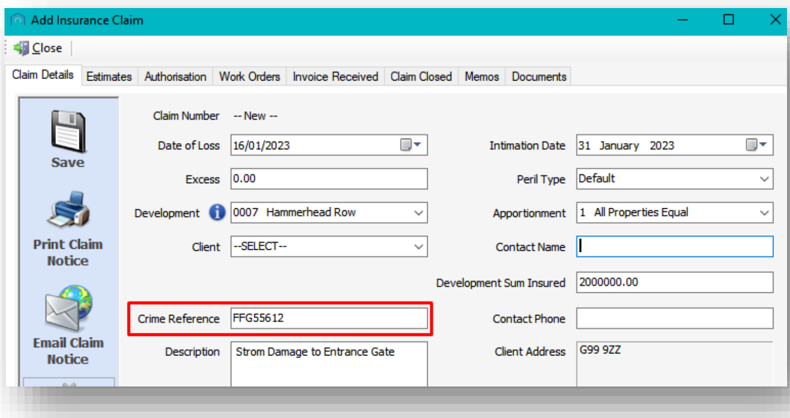
</td>
</tr>
</table>

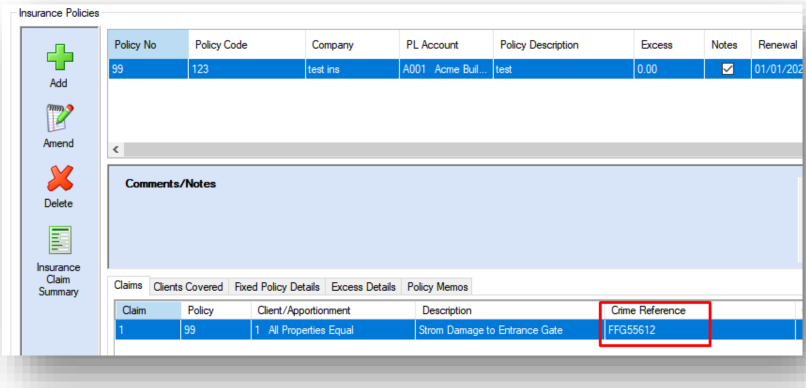
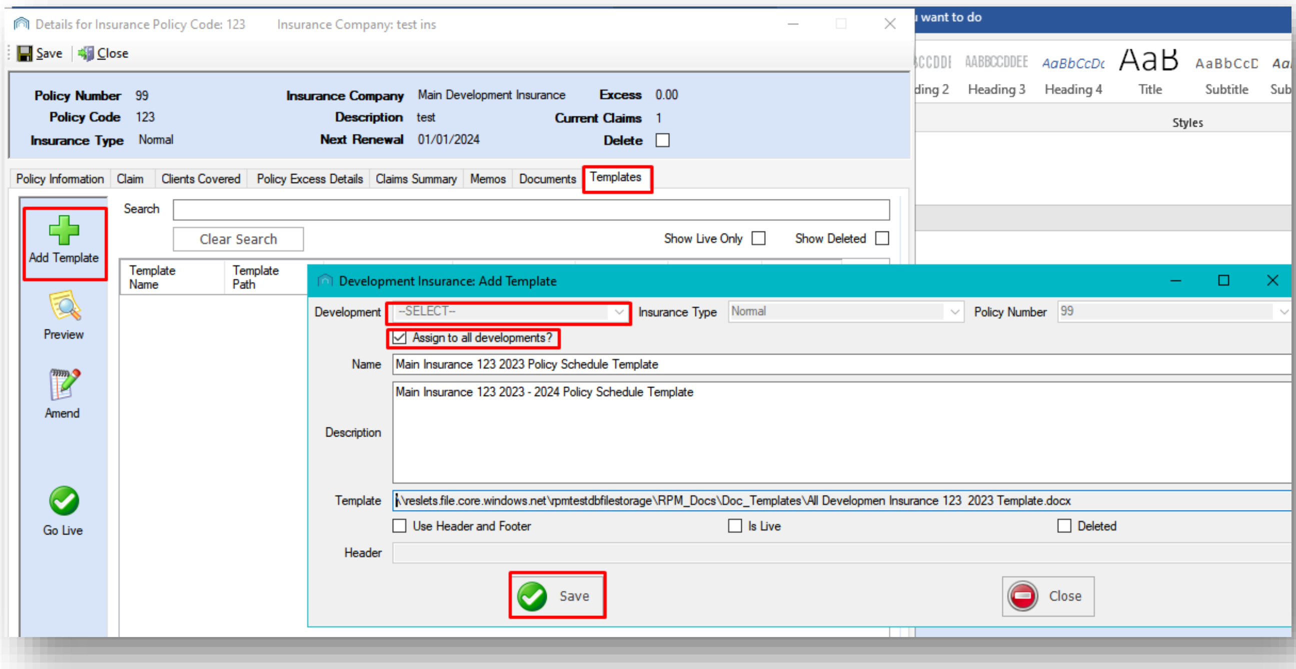
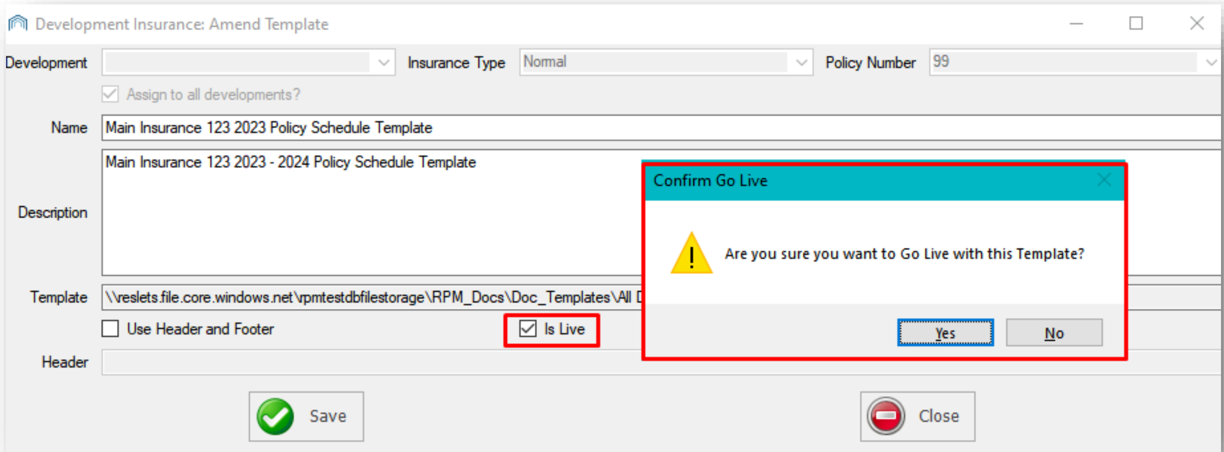
2.59.11 398	Fix	Budget Reconciliation Change - Pull All Charges For Exited Clients	An issue has been identified where the Budget Reconciliation process was not picking up all outstanding charges on an exited client's account. These were being left in the Charge File and required that an Amended Account 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.

JOBS

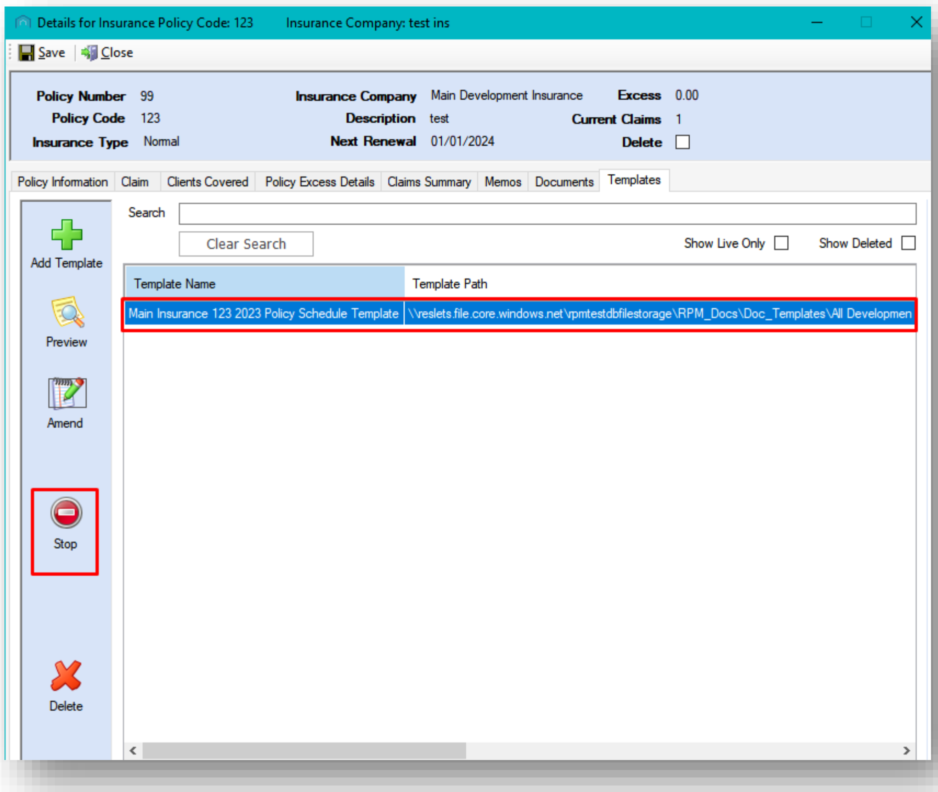
Release Sub-Version and Item Number	Type	Title	Overview
			There are no items classified as related to Jobs specifically as part of this release.

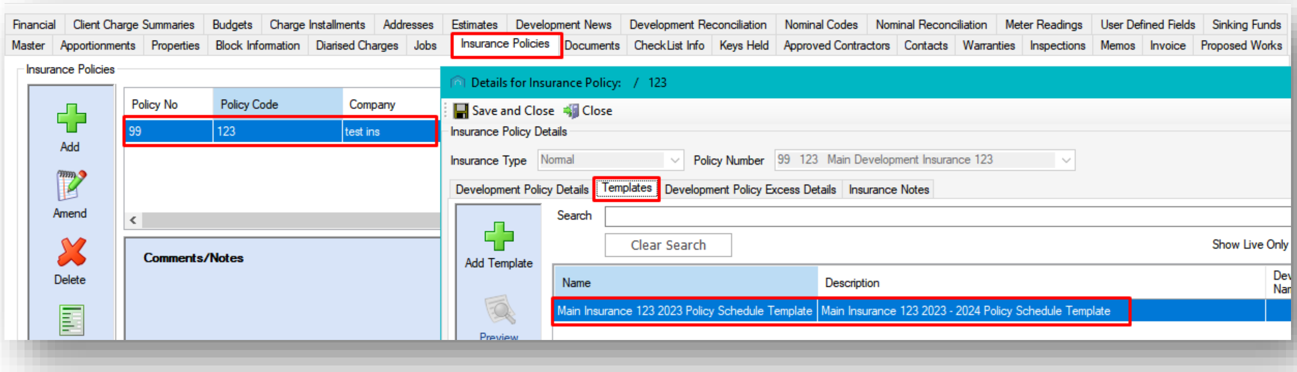
PROPERTY MANAGEMENT

Release Sub-Version and Item Number	Type	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.  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.  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 *Document Types Training Guide* in the CPL Knowledge Base by clicking here.
2.59.8 353	New Feature	Development Insurance Tab Adjustments – Crime Reference Column	When entering Insurance Claim information on a policy, there is a field for the Crime Number to be entered if appropriate.  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.

			
2.59.8 354	New Feature	Automated Insurance Documents	A new feature has been developed within the Insurance module. For *Normal*, rather that *Fixed* 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.  You can set the template to be **Live** or return to amend the template and set it to Live later.  Once a template is Live it can be stopped at any point.

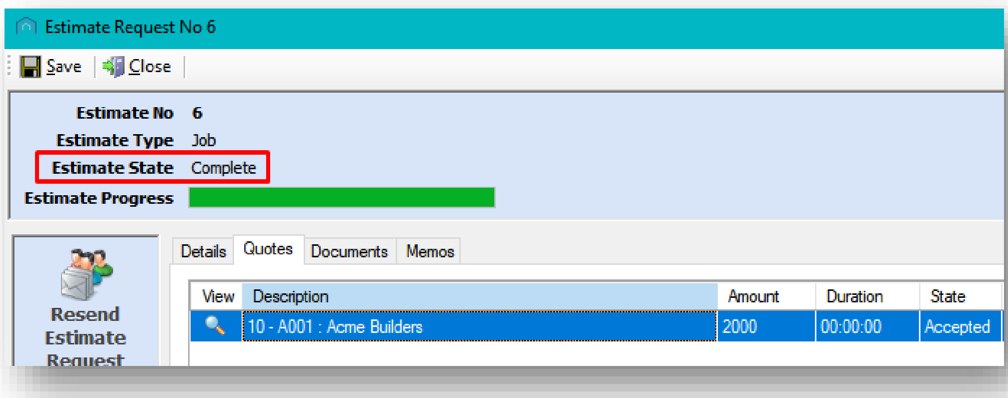
CPL SOFTWARE

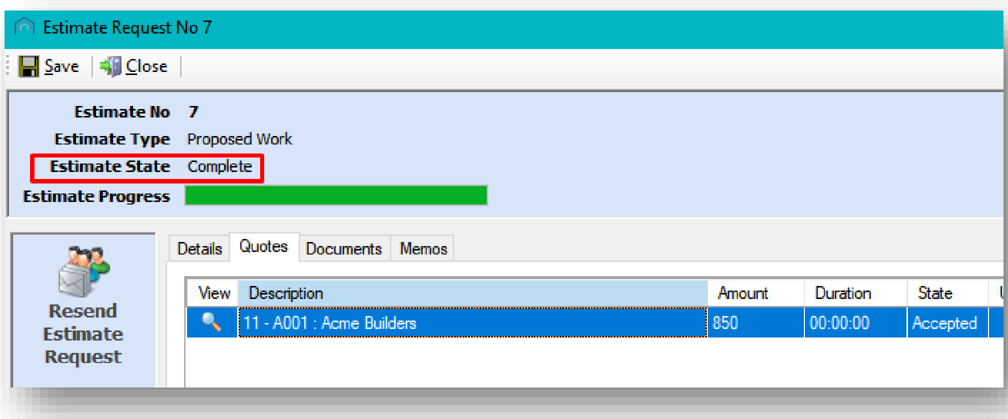
<table>
<tr><td></td><td></td><td></td><td>

The template will now be displayed for all appropriate developments in the Insurance Policies tab under the individual policy.


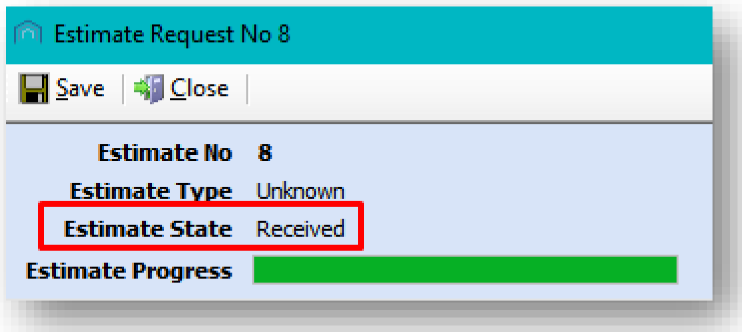
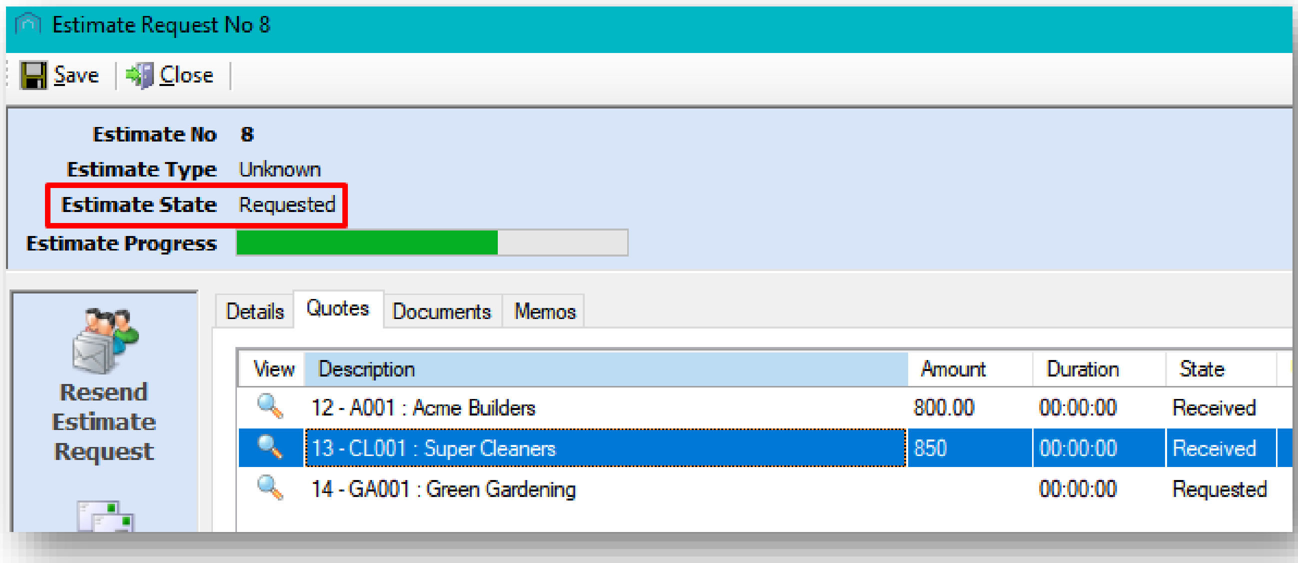
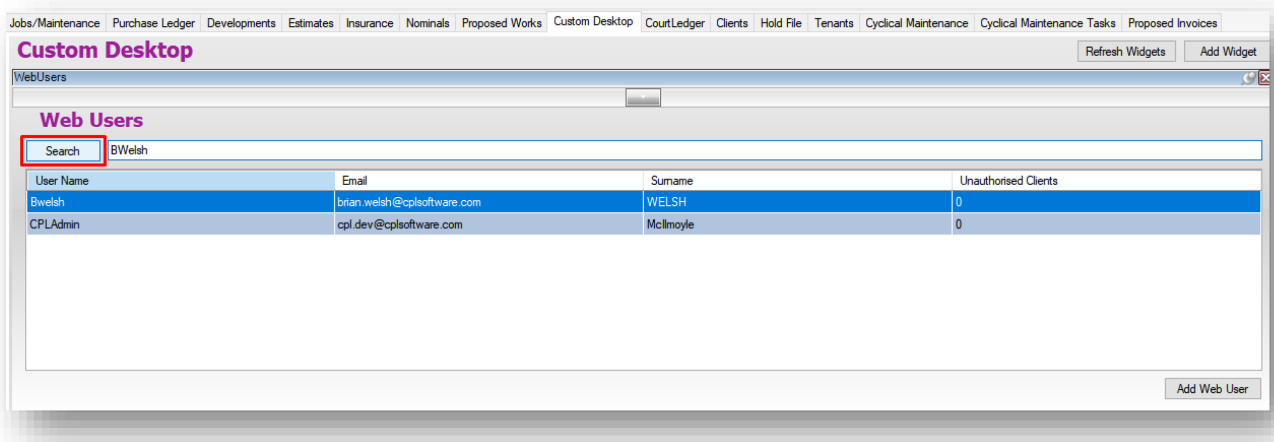
Any templates you delete will still be listed in the Templates tab marked as Deleted. You can amend these.

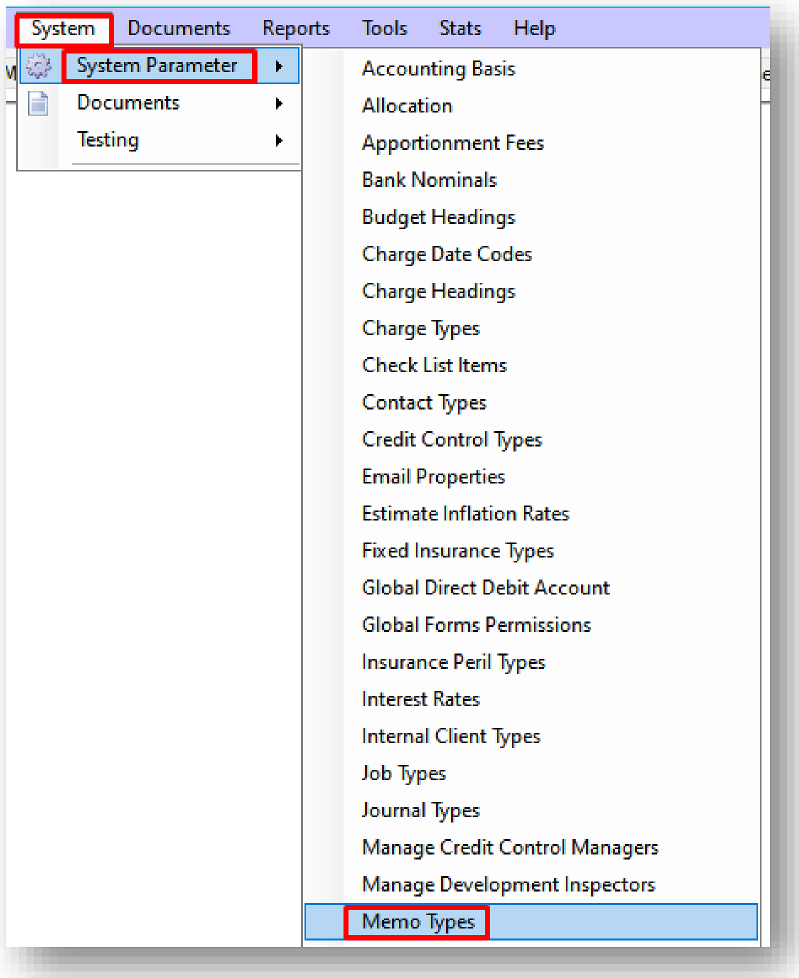
Once you set a template to be Live it will become available on the Documents tab of the Client Web Portal as an insurance document. If the client chooses to open/ download the document it will look for the appropriate live template and customise the document for that client at the point of them opening/ downloading it.</td></tr>
<tr><td>2.59.9
279</td><td>Fix</td><td>Estimate Request Bug - Not Setting Status to Complete</td><td>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.




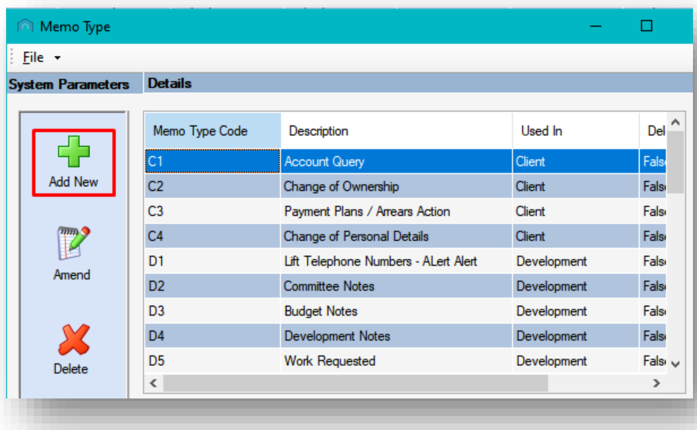
</td></tr>
</table>

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.  However, if you then returned to edit the Estimate Request, added additional contractors and sent out the request for quotes to these but didn't yet have these quotes back and so hadn't updated your estimate request, the Estimate State was incorrectly remaining as **Received**. This has now been fixed so that when additional contractors are added and quotes requested which have not yet been received, the Estimate State will be set back to display as **Requested** to denote that you are still awaiting responses. 
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. 
2.59.9 278	New Feature	Client and Development Memo Type Alert	Currently, CPL enables Memos to be created on client accounts which will pop-up whenever that client account is 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.

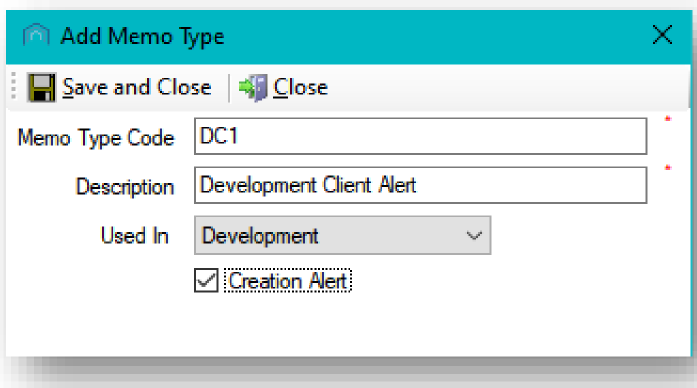


Selecting this will launch the **Memo Types** screen which will list all existing memo types and provide the opportunity to create, amend and delete memo types.

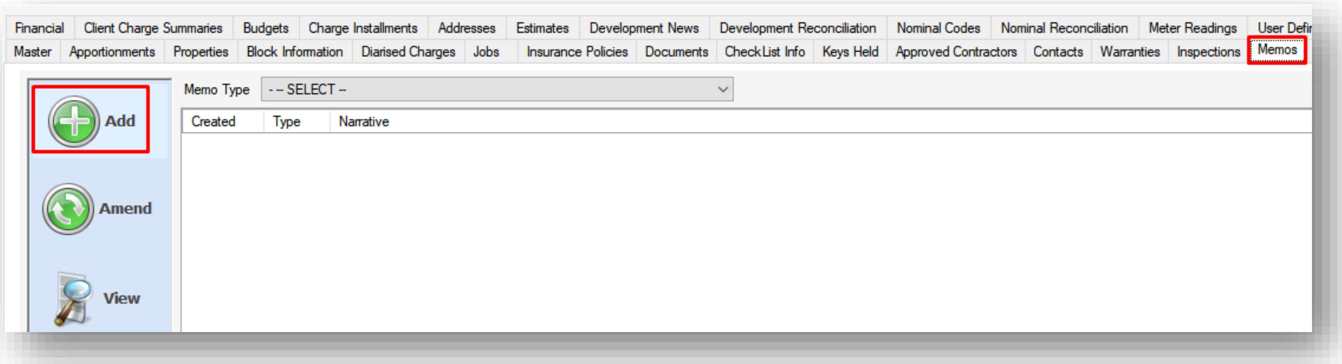
To create a new memo type, click the **Add New** option.



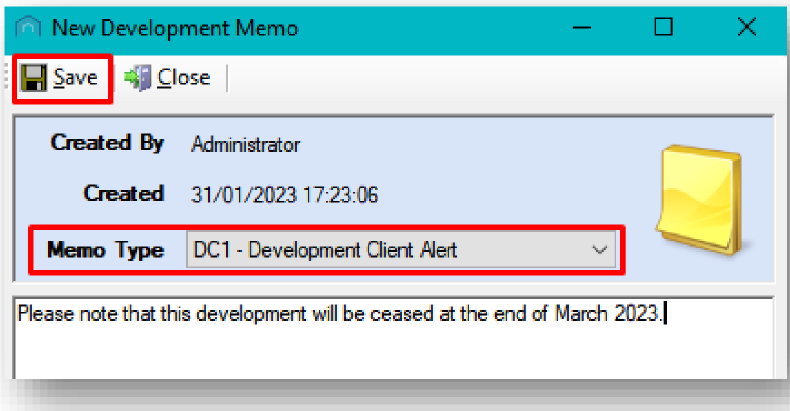
Add a **Memo Type Code** and a **Description** to suit your purposes and then select **Development** for the **Used In** filter. Remember to click **Creation Alert** and then click the **Save and Close** option.



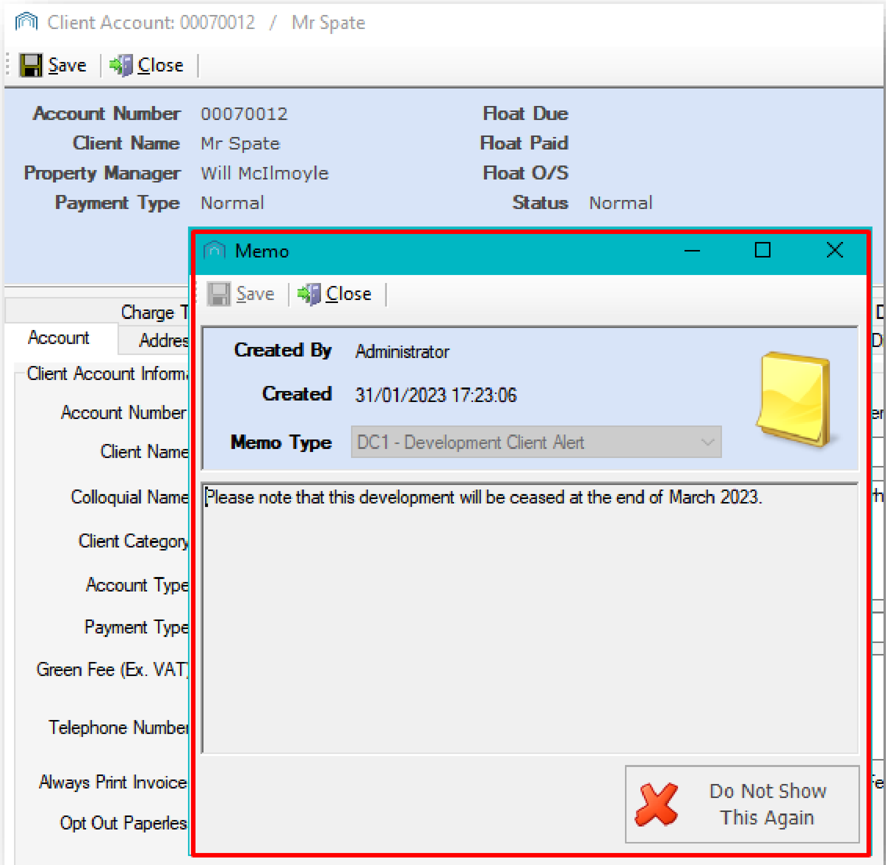
Within a development, select the **Memos** tab and click the **Add** button to add a new memo.

<table>
<tr><td></td><td></td><td></td><td>


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.



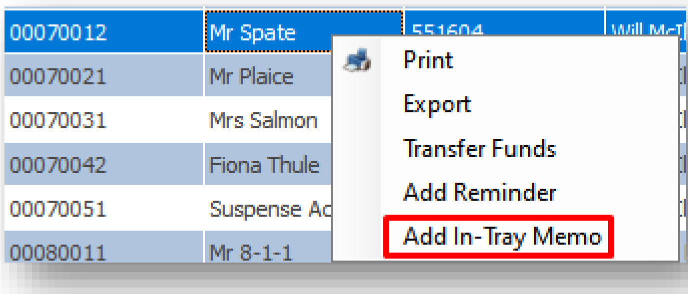
Whenever, a client account is opened from the main grid for a client in that development, the alert will also open and display on top.



</td></tr>
<tr><td>2.59.10
541</td><td>New Feature</td><td>In-Tray Memo Types User Report</td><td>
We have created a new User Report Focus called In-Tray Memos to help with the tracking of In-Tray Memos against clients and developments.

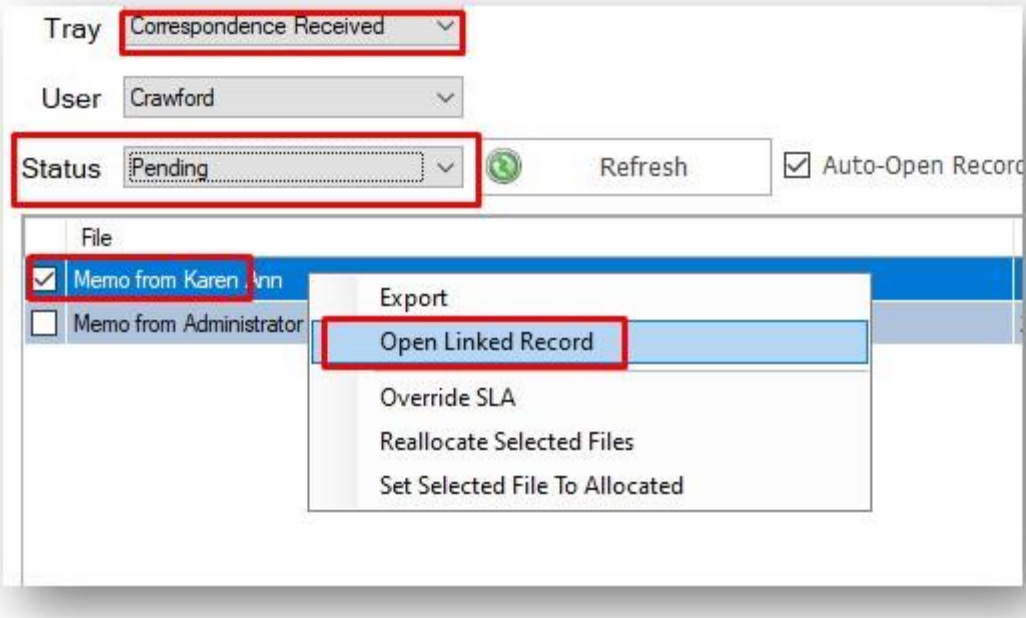
These will only be relevant if you are using CPL's In-Tray module. If you are using this and you're not currently aware of In-Tray Memos, you will find some information below.

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.



We can set up different In-Tray Memo Types for you if you contact CPL Support.
</td></tr>
</table>

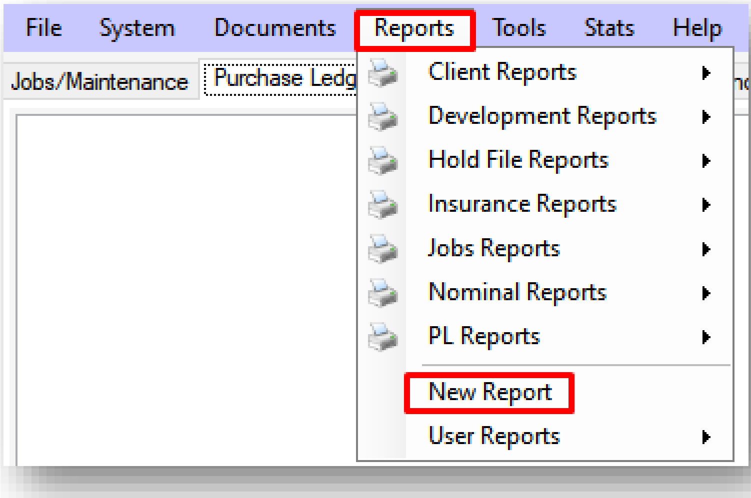
The In-Tray Memo enables a memo to be saved in the Memo tab of the client account, the development, the PL Account or the Proposed Work but also allows you to send this to another user's In-Tray in the **Correspondence Received** tray under the **Pending** status.



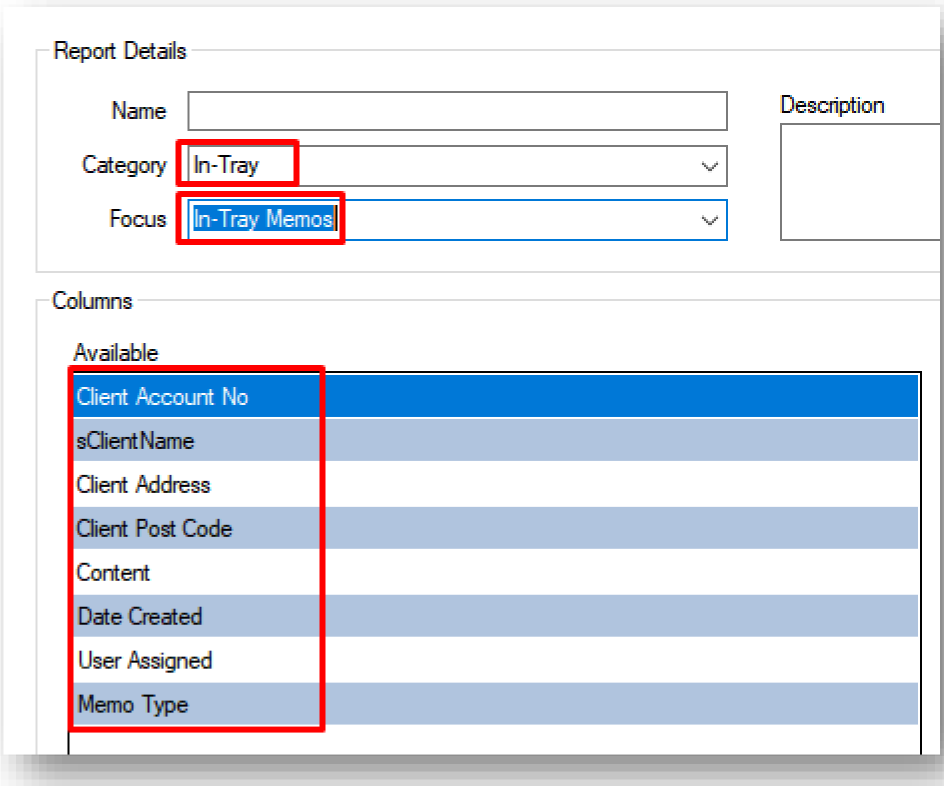
The other user will be able to view the memo and open the linked record in CPL.

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.



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.



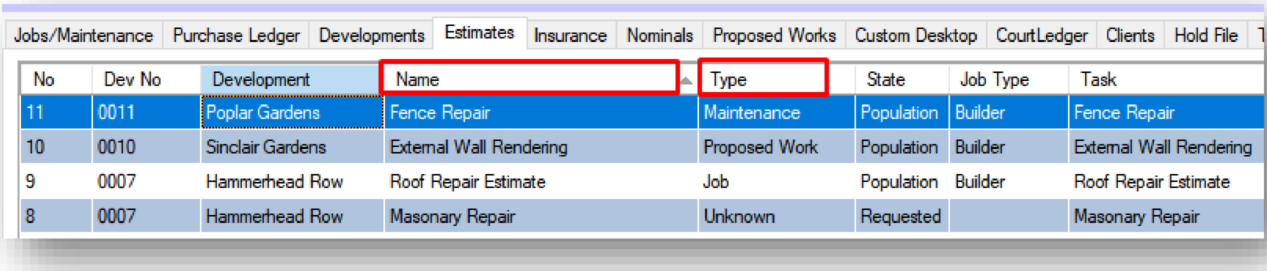
There are a series of columns to select from for running your report.

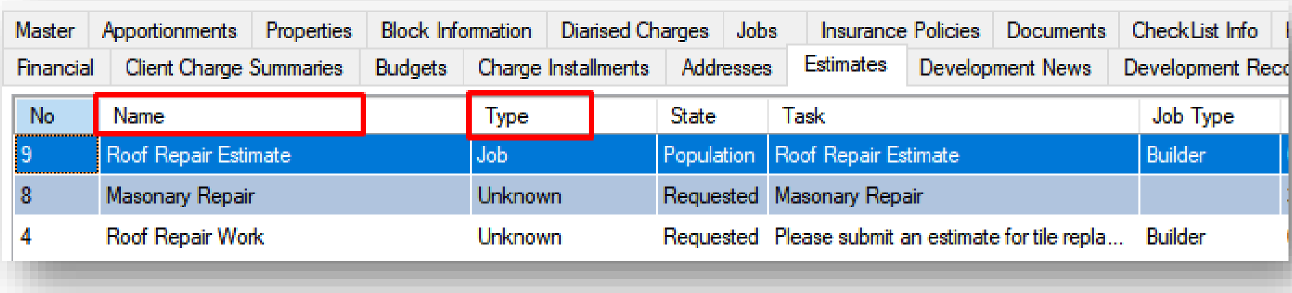
If you would like further information on In-Tray Memos or this Report, please contact CPL Support.

CPL SOFTWARE

<table>
<tr>
<td>2.59.11
423</td>
<td>New Feature</td>
<td>Additional Columns on Estimates Grids</td>
<td>We have added columns onto both the grid in the main Estimates tab and the grid in the Development Estimates tab to make it easier for users to differentiate between the list of estimates.

These are a Name column and a Type column.





Please note that column headers in grids in CPL can be dragged to re-order them.</td>
</tr>
</table>

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