

CPL RELEASE NOTES Versions 2.59.2 – 2.59.6

NOV 2022



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INTRODUCTION

Welcome to the notes accompanying CPL's 2.59 Release.

This document contains a list of new features and changes implemented in Releases 2.59.2 to 2.59.6.

As CPL has now moved to shorter more frequent releases, these notes cover 5 separate releases.

Moving forward there will be a set of notes for each release.

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

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 S	SYSTEM		
Release Sub-	Туре	Title	Overview
Version and Item Number			
2.59.4	New	Development Key Requests –	There is a new Key Requests option available on the Development Keys tab.
198	Feature	New Table Column and New	
		Report	Keys Held Key Requests
			Key Requests
			Create New Request Date Key Requested Key Description Key Serial Notes Created Date
			Edit
			Complete
			Delete
			There is also a corresponding User Report Focus to allow tracking of requests to be monitored.
			User Demost Millered
			User Report Wizard
			User Report Report Details
			Name
			Category Development ~
			Focus Development Keys Requested ~
2.59.4	New	Client Portfolio Export Format	Due to a change in the Scottish Government requirements for property management companies submitting
199	Feature	Change	information on their properties using the Portfolio Export, we have made a change to the formatting. When ticking
			the Use Property Address option before processing, the CSV output file will now be in the correct format to align with the changes made by the Scottish Government.
			Late Payment Fees Management Fees Outstanding Balance DD Payments Paperless Discount Adjustment Portfolio Export P
			Year End Date 01 November 2022
			Only Include Properties Created in this Period
2.59.4	New	Always Print Documents for	A new Always Print Documents checkbox has been added to the Client Account tab.
204	Feature	Clients – New Option	
			Always Print Invoices Always Print Documents Exclude Apportion Fees Exclude Management Fees
			Opt Out Paperless Opt In Marketing
			This will operate in the same way as the Always Print Invoices option does, in that regardless of whether the client
			has a tick against an email address to use for documents, every piece of mail merged correspondence will be
			printed for them.
			Clients without a valid email address entered will continue to receive all correspondence via print.
2.59.4	New	Development News Creation -	A new feature has been added which will now provide an option for users to upload a CSV list of developments to
196	Feature	Upload CSV of Development ID Numbers.	be used in the Development News Widget in the Custom Desktop .
			Add All Developments

			Add Developments from CSV
			The file will need to be in the format of a single column list of Development IDs.
2.59.4 259	Fix	WebUserEmailUseFor System Setting	There is a system option called the WebUserEmailUseFor which can control what happens when an email address is provided by a client registering for the company's Client Web Portal. When configured, this can now be set to enable the email address entered by the client to be added to the client account in CPL, marked as the default and with both For Documents and For Invoices ticked.

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FINANCIAL

elease Sub- ersion and em Number	Туре	Title	Overview
.59.2 0904	New Feature	Blockworx - Approve / Decline Implementation	If a company has contractors using Blockworx to submit their Diarised Charge invoices/ checklists, a CPL user with now need to provide a reason when declining an individual diarised charge. The reason given will be available to contractors in Blockworx.
.59.2	New	PL Hold File Grid – Last	A new Last Payment Date column is now available in the Hold File.
0905	Feature	Payment Date Column Added	
			Development Clients Purchase Ledger Jobs Maintenance Insurance Hold File Nominal Custom Desktop Proposed Works Estimates
			Invoice Date LastPaymentDate Invoice No Development Status Charge To PL Journal Code PL Acct/Journal
			22/03/2022 0 0001 The Crescents - Bu Normal 1 AHS Only 1015 1015 Plasterer
			22/03/2022 33 0001 The Crescents - Bu Normal 1 AHS Only 1015 1015 Plasterer
			22/03/2022 888 0001 The Crescents - Bu Normal 1 AHS Only 1101 1101 Handy_sjc
			22/03/2022 55 0001 The Crescents - Bu Normal 1 AHS Only 1015 1015 Plasterer
			22/03/2022 44 0001 The Crescents - Bu Normal 1 AHS Only 1014 1014 Carpet Cleani
			22/03/2022 0 0001 The Crescents - Bu Normal 1 AHS Only 1015 1015 Plasterer
			22/03/2022 777 0001 The Crescents - Bu Normal 1 AHS Only 1101 1101 Handy_sjc
			22/03/2022 999 0001 The Crescents - Bu Normal 1 AHS Only 1022 1022 Created Build 22/03/2022 05/04/2022 14:50 0 0001 The Crescents - Bu Normal 3 all properties 1015 1015 Plasterer
			12/05/2022 05/04/2022 05/04/2022 06/04/2022 06/04/2022 07/02/2023 1015 1015 1015 Plasterer 17/02/2022 44 0001 The Crescents - Bu Normal 1 AHS Only 1001 1001 Painter Painter
59.2 937	Fix	Proposed Invoices - Allow Read Only when the Proposed Invoice is Locked.	✓ Journal ✓ LastPaymentDate Currently, when a user opens a proposed invoice, it locks the invoice so that no other user is able to update it. T has been changed so that other users will be able to open the proposed invoice but will be accessing a read-only version. When they attempt to open/amend the invoice they will see the alert below and the options to edit or accept the invoice will be greyed out.
			This Proposed Invoice is currently being processed by Administrator Proposed Invoice will be opened as Read Only OK

Job Order N		VAT Rate (%)	0.00		
Repair Date	05/10/2022	VAT Amount	0.00		
From Date	05/10/2022	Job Type	-SELECT V		
	05/10/2022	Description	test		
Statu	Submitted 🗸				
Charge type	Normal 🗸				
			Press F5 for Standard Descriptions		
		Notes			
Area Code	Development Client	Bud	get Heading Apportionment	Total Goods VAT	
-SELECT-	🎭 0001 First Dev 🗸	\sim	✓ 1 - Equal Share ✓ 11	00.00 100.00 0	
	Add New Row		Grand Total 10	00.00 100.00 0.00	
			8		
				2	
Edit Details		Accept Invoice	Delete Invoice	View Invoice	

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2.59.2 10872	Fix	Proposed Invoices - Add Development Number and Name Columns	This was a feature added to the previous 2.59.1 release which provided new columns displaying the appropriate Development name and ID relevant for each invoice in the main Proposed Invoices grid. This has been improved to allow for a situation where a contractor invoice has been split down to multiple developments. Where this is the case, multiple development names and IDs will also display in the grid.				
			Invoice Number DevelopmentNumber DevelopmentName 🔺 Date Due Invoice Date				
			334433 1 First Dev 04/11/2022 05/10/2022				
			123456 4,1 Hammerhead Row,First Dev 04/11/2022 05/10/2022				
2.59.2 10939	New Feature	Green Fee - Allow Posting to Specific Nominal	A system setting has been created to enable users to specify a nominal code to be used for Green Fees. If none is provided then the green fees will process into the Management Fee nominal.				
2.59.2 10729	New Feature	Budget Reconciliation - From and To Dates Added to	From and To dates can now display in the transaction description of a Budget Reconciliation in the Client Account Transaction Activity tab to help users identify the specific budget period.				
		Transaction Description	Charge Transaction Estimated Charges Account Addresses Memos Documents Transaction Activity A				
			Transaction Activity Information				
			Date Batch/DBN Description 26/10/2022 147/16 Budget Reconciliation 01/04/2022 - 31/03/2023				
			30/06/2022 142/11 Budgeted Invoice for 01/04/2022 - 30/06/2022				
2.59.3			A number of new features have been added to the Budget module in CPL and these are outlined below.				
121	New Feature	New Budget Breakdown Report Added	A new budget report is now available in the Budget Editor screen which shows the budget breakdown by either, development, schedule, block or property. This can be run per office if required.				
			🕐 Budget Editor —				
			The report has a second page showing the narrative of the budget headings used.				
123	New Feature	Budget Breakdown Report Email Functionality	If you have asked us to turn on the EnableEmailBudgetBreakdownReport system setting, you will see there is a new button available on the Budget Editor screen labelled Email Budget Report Breakdown .				
			Budget Year Number 1 Locked 🔀				
			If the individual budget has not been locked, the Email Budget Report Breakdown will be greyed out. This option will allow you to email all current clients in the development who have an email address listed with For Invoices ticked.				
			The report will be emailed attached as a PDF using a new Email Property called Budget Breakdown Report which can be configured by users.				
			System Parameter: Email Properties				
			Email Properties				
			Email Type Subject				
			Add New 1st Reminder Invoice Reminder for %CLIENTNAME?				

			Add New	ist Heminder	Invoice Reminderfor AULIENTNAME
				2nd Reminder	Notice of Intended Action
			mm	Budget Breakdown Report	Budget Breakdown Report
				Budget Summary Report	Budget Summary Report
270	New Feature	Budget Breakdown Report – Hold File Items	If you are running th	ne report per property then this wil	l also include any Hold File items.
273	New Feature	Budget Breakdown Report – Property Level Report	The report is able to	be generated by property level.	

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272	New Feature	Budget Breakdown Report – Web Portal Option	When the emails are being sent, you will be presented with an option to make the report available on the Client Web Portal if you are using this. Email Report
			Do you want to make this available on the web portal for all owners?
			<u>Y</u> es <u>N</u> o
2.59.3 126	Fix	Proposed Invoices - Deleting a Proposed Invoice – Must Now Enter a Reason.	A fix has been applied meaning that a proposed invoice cannot be deleted without providing a reason.
2.59.3 133	Fix	Client Direct Debit Details - One-Off Float or Payment Amount Cannot Be Saved without a One-Off Payment Date	A fix has been applied to prevent a one-off payment or float amount being added to the Client Direct Debit Details section of the Client Account tab without a one-off payment date being added. The following warning will appear if you try to save the Client Account without this. Error One off Payment/Float Amount has been set but One off Payment Date has not. Add One off Payment Date to save
2.59.3 127	New Feature	Hold File Amend - Allow Changing the Date of the Invoice	A new Invoice Date field has been added to the Purchase Ledger Hold File Update screen (when you have clicked to Amend the Hold File item) which will enable a user to change the invoice date.

	Budget Heading -SELECT- V Repair Date 05 October 2022	

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2.59.3 134	Fix	Processing Diarised Charges Functionality - Charge Date Filter Changed to Drop-Down List	In the PL Global Actions menu in the Diarised Charges tab, The Charge Date filter is now a drop-down list displaying the relevant charge dates for the Charge Date Code already selected.
2.59.3 125	New Feature	Budget Change - Ask to Set EAE When Saving a New Budget	We have created a new System Setting called BudgetsUpdateEAE . If this setting is set to on it will come into play when saving a budget which has already been locked.
2.59.3 128	Fix	PL Hold File Master Search Change - Excluded Charges on Non-Invoiced Items Issue	A fix has been applied to the Invoiced filter in the Hold File. This filter is designed to be used so that users can pick up any non-invoiced charges remaining in the Hold File after an invoice run. Previously, charges which had been Excluded were included in the Non-Invoiced setting for the filter. However, this is incorrect as by definition these charges are never going to be invoiced. These will now be classified along with the invoiced charges and not included when the filter is set to Non-Invoiced . Hold File Filter/Search PL DBN PL Hold Status Development -SELECT Repair From 31/10/2022 Charge Type -SELECT Budget Heading -SELECT
2.59.3 131	Fix	Budget Administration Permission Fix	A fix has been applied to the permissions system to enable any appropriate user with the DevelopmentTab Budgets permission to be able to edit the budget information in the Budget Editor screen. The ability to do this will also be included for anyone set with Superuser permissions.

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2.59.3 124	New Feature	Annual DD Update Change - Budgeted Developments	A new system setting AnnualDDUpdateUseCurrentyBudgetForEAE has been created. If this is set to be on and you are running the Yearly Direct Debit Update then the current budget total for the property will be used instead of the EAE.
			Client Global Actions
			Save 🖏 Close 🎯 Client Reports 🕶
			Process Green Fees Process Owners Charges for Actual Process Owners Charges for Budgeted Reverse
			Advanced Charges Allocation Transfer Amended Account Auto Allocations Client Cheques And BACS Expo
			Late Payment Fees Management Fees Outstanding Balance DD Payments Paperless Discount Adjustment F Diarised Charge Adjustments Direct Debits/Standing Orders Disable Exited Client Emails GDPR Delete Expired
			Client Direct Debits/Standing Orders
			Type ir/early Direct Debit Update V
			Process Yearly Direct Debits
			One Off Payment balance between
			From Date 31/10/2022
			To Date 31/10/2022
			One Off Payment Date 31/10/2022
			Accounting BasisSELECT V
2.59.4New202Feature	Hold File Merge Consolidated PDFs on View	If you click on a charge in the Hold File which has been consolidated with others and select to view the scanned invoice, the invoices will now be merged into the one file.	
			PL Account ACME 2
			Image:
			Development 0001 First PL Transaction Invoice Details Description Property BatchNo / DBN 148/34 Total £100.00 Goods £100.00 VAT £0.00
			Client Invoice Date 31/10/2022 Description Test for Consolidation Merge 1 Development Development Development 00001 First Development
			Transaction Date 31/10/202 Invoice Number 123456789 Split to Apportionment Repair Date 31/10/202 Order Number Posted By Administrator On the 31/10/202 Notes Suspended Payment Complete Goods VAT Posted By Administrator On the 31/10/2022 Notes Suspended Payment Complete Goods VAT
			Budget Heading Notes State Control of Contro
			Diarised Charge Status Paid Date Normal Charge Information On Hold
			Amount Clert No Clert
			0001 1 Equal Share 300.00 Normal
			There are no clent charges for this record.
			There are no client charges for this record.
2.59.4	New	Different Charge Code for	We have added a new feature which gives you the option to process your Management Fees under a separate
197	Feature	Generating Management Fees	Charge Date Code from the default set on the development. To allow you to do this, we have added a new Management Fee Charge Type field in the Development Master screen.
			By default, this will be set toSELECT unless you choose to set it for a specific charge date code. If not set to a different code it will use the main development Charge Date Code setting.
			Accounting Basis Budgeted V Inspection Frequency
			Handover Date Last Invoice V
			Category None Asbestos Survey Date
			Invoice Type Normal V Distribution Of Debt Yes V
			Anticipated Expenditure 0.00 Nominal Bank Code Default Bank Factoring Services
			Purchase Ledger Bank Account Default Bank Factoring Services V Adv Charge Date Code None No Code

	Management Fee	01 - Tenant Control Tenant Control	~	Charge Date Code	QTR Quarterly on 31/3, 30/6, 30/9, 31/12	~
	Paperless Discount %	0.00	[Management Fee Charge Type	-SELECT V	
	Development Description		\wedge	Instructing Authority		
	-			··· -		

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2.59.4 205	New Feature	Proposed Work and Proposed Invoice Authorisation Changes	We have developed new functionality which will allow greater control over what certain teams can authorise within the Proposed Works and Proposed Invoices areas in CPL. These are based around thresholds which are able to be configured and added to the system under different Job Roles which can then be assigned to your individual users.
			In the Proposed Works module, this will mean that jobs can only be instructed by users if the received funds meet a certain percentage level that they have had assigned to them as part of their job role.
			Job Role Permission ×
			You have not raised enough funds to create a job
			ОК
			In the Proposed Invoices module, this will mean that invoices can only be accepted and posted through to the Hold File by a user if the value is equal to or less than the threshold assigned to that individual user in the job role which has been assigned to them. This will mean that another user with an appropriate job role threshold which allows for this will have to accept and post the invoice.
			Job Role Permission
			You do not have permission to accept an invoice of this value
			ОК
			Once this is set up there is a new Job Roles link in the Tools menu where the Job Roles can be assigned to individual users.
			Tools Stats Help
			Client Categories
			Blockworx Tools
			💕 Data Exports 🕨
			💰 Data Import 🕨
			🔄 Development Area Codes
			Document Scanning
			Global Holiday Form
			📁 In-Tray
			🐎 In-Tray Management Information
			Ignored Attachments Management
			PL Invoice PDFs
			Resource Centre
			Standard Description Lookup
			Image: Second
			Level Logged In Users
			Chable / Disable Scaling Fix
			3 Job Roles
			This will require some set up and if this is not something you are currently using, please contact our Support Team
			for further information to have this configured for your company's use.

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2.59.5 274	New Feature	Annual Direct Debit Update - Budgeted/ Actual toggle.	We have added a new Accounting Basis filter to the Yearly Direct Debit Update option in the Direct Debits/Standing Orders tab of the Client Global Actions menu. This will allow you to run the Yearly Update for Actual Developments separate from Budgeted Developments should you wish to. Diarised Charge Adjustments Direct Debits/Standing Orders Disable Exited Client Emails GDPR Delete Expired Client Direct Debits/Standing Orders Disable Exited Client Emails GDPR Delete Expired Process Yearly Direct Debits Image: Standing Orders Image: Standing Orders Type Yearly Direct Debits Image: Standing Orders Process Yearly Direct Debits Image: Standing Orders Image: Standing Orders To Date 31/10/2022 Image: Standing Orders Image: Standing Orders One Off Payment Date 31/10/2022 Image: Standing Orders Image: Standing Orders One Off Payment Date 31/10/2022 Image: Standing Orders Image: Standing Orders One Off Payment Date Standing Orders Image: Standing Orders Image: Standing Orders One Off Payment Date Standing Orders Image: Standing Orders Image: Standing Orders One Off Payment Date Standing Orders Image: Standing Orders Image: Standing Orders One Off Payment Date
2.59.5 269	New Feature	New System Setting 'PreventPLPostingForUnbala ncedApportions'	We have created a new System Setting related to unbalanced apportionment warnings. When this setting is set to on, and a user is trying to post where there is an unbalanced apportionment in effect, they will be prevented from posting, rather than just receive a warning. This group of releases includes some work we have done on the Court Ledger functionality.
2.59.3 189	New Feature	New Client Court Ledger Report	There is a new Client Court Ledger Report available which can be accessed here.
2.59.4 264	Fix	Court Ledger Memo Transactions – Tab Auto Refreshes After Posting	Previously, when on the Memo Transaction tab in a client's Court Ledger and adding a new transaction, this would not auto-refresh the grid to display the new transaction. This has been addressed and the new memo transaction will display in the grid as soon as it is saved.

			Account Number		Float Due		.00 Current Ba			Unit	туре	Moder	n	
			Client Name	Ken	Float Paid	£200.	.00 Charge Ba	lance	£0.0	D				
			Property Manager	Will McIlmoyle	Float O/S	£0.	.00 Balance	e Due	-£50.0	D				
			Payment Type	Normal	Status	Normal	PW Ba	lance	£1,984.1	Э				
										9	1	2	🍇 崎	
			Details Memos Tra	ansactions Memo T	ransactions									
			TransactionDate	CaseNumber	Description	TotalAmount	GoodsAmount	VATAmount	BatchN	D				
			01/11/2022 12:14	3	Payment from client	100.00	100.0	D	0	21	0			
				-	-	-	-							
.59.5 61	New Feature	Court Ledger Search Tab – New Fields	New fields have b account to help w				edger tab ar	nd to the (Court Led	ger ta	b wit	hin th	ne client	
			These tabs are as	follows:										

Float D

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-550.00 Unit Type Modern

COOL OF Current Palan



			 Closed Yes/ No Date Closed Memo Transaction Balance (total of all Memo Transactions) Court Ledger Balance (Total of all Court Ledger Transactions)
2.59.5 262	Fix	Court Ledger Performance Improvement	The speed of loading an individual Court Ledger has been improved.
2.59.5 263	Fix	Court Ledger Save – Preventing Save from Closing the Screen	Previously, when a user was opting to save in the Court Ledger window, this also closed the window. This has been changed so that clicking on Save will no longer close the Court Ledger.
2.59.5 371	Fix	PL Report Balances	Previously the PL Transactions Report was listing incorrect balances for the dates selected. This has now been fixed.
2.59.5 378	New Feature	New Development Flag - RetirementPercentageSaleFe eDue	A covariant latter of the latt
2.59.5 377	New Feature	New Development Report - Balance Sheet	When a sale is processed for a property in any development which has this ticked, the user will be presented with a Retirement sale fee percentage invoice is due to the seller alert message at the point of adding the new client details and confirming the sale. Sale Fee Duel Image: Client Reports and the percentage invoice is due to the seller. OK Image: Client Reports and the percentage invoice is due to the seller. Image: Client Reports and the percentage invoice is due to the seller. Image: Client Reports and the percentage invoice is due to the seller.
			Pevelopment Reports Hold File Reports Insurance Reports Insurance Reports

This can be run by selecting the Development ID and the To Date you would like the information for.
The report is split into Current Assets and Current Liabilities sections with the following information included:
Assets
o Bank Balance
 Client balance sum for current clients in debt
 Debtors information such as sale fees due
 Sinking Fund debtors
Liabilities
 Client balance sum for current clients in credit
 PL Creditors (PL invoices not paid or paid after year-end)
 Sinking Fund creditors
o Reserve Fund
 Sinking Fund totals

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Reports: Development Balance Report	
Filter Options Image: Compared with the second	
0001 First Dev ~ * To Development Development Balance 0001 First Dev ~ 0001 First Dev ~	e Report
* To Date 01/11/2022 V Development: 1 - First Dev	
Apply Filter Current Assets	
Resident Debtors	0.00
Debtors	0.00
Sinking Fund Debtors Bank Total	120.00
< Prepayments	0.00 1572.49
Current Liabilities	
	(-100.00)
Trade Creditors	(975.00)
Sinking Fund Creditors	(0.00)
Accruals	(0.00) (-100.00)
Required Fields	1672.49
2.59.5 New Property Manager Name A Property Manager Name A Property Manager Name 255 Feature Column Added to the Client A Property Manager Name A Property Manager Name	
Notices Grid	– 🗆 X
Client Notice Filter	
Notice Type -SELECT	~
View Client Minimum Balance	SELECT V
OfficeSELECT Vunit TypeS	
Update Property Manager -SELECT Credit Control Status -S	SELECT ~
Status From Date 01 November 2022 V Diverted Accounts -S	
Run As Date O1 November 2022 Client Type Client Type	
From DevelopmentSELECT	~
Batch No N/A New Batch Load Batch	Go
auted Current Current Recoverable Full Balance Ring Fenced Balance with Prop. Works Due Debt	Days Since Credit Control Property Manager
ance Balance Balance Balance Mith Rioat Due Debt	Last Invoice Status Name
2.59.5 Fix Buildings Insurance Report The Buildings Insurance Report Rate has been increased to 8 decimal places.	
2.59.5 331FixBuildings Insurance Report Rate Decimal Places HasThe Buildings Insurance Report Rate has been increased to 8 decimal places.	
331 Rate Decimal Places Has Been Increased to 8	Purchasa Invoice posting screen
331 Rate Decimal Places Has Been Increased to 8 2.59.6 Fix In-Tray Posting to Proposed When posting an invoice to the Hold File via the Purchase Ledger Transactions,	
331 Rate Decimal Places Has Been Increased to 8	
331Rate Decimal Places Has Been Increased to 82.59.6 390FixIn-Tray Posting to Proposed Invoices - Check apportion shareWhen posting an invoice to the Hold File via the Purchase Ledger Transactions, CPL performs a check on the individual Apportionment selected for the dates of able to bill 100% of the invoice.	the invoice to make sure it will be
331Rate Decimal Places Has Been Increased to 82.59.6 390FixIn-Tray Posting to Proposed Invoices - Check apportionWhen posting an invoice to the Hold File via the Purchase Ledger Transactions, CPL performs a check on the individual Apportionment selected for the dates of	the invoice to make sure it will be
331 Rate Decimal Places Has Been Increased to 8 2.59.6 390 Fix In-Tray Posting to Proposed Invoices - Check apportion share When posting an invoice to the Hold File via the Purchase Ledger Transactions, CPL performs a check on the individual Apportionment selected for the dates of able to bill 100% of the invoice. We have now added the same functionality when posting a proposed invoice from	the invoice to make sure it will be m In-Tray through to Proposed
331 Rate Decimal Places Has Been Increased to 8 2.59.6 390 Fix In-Tray Posting to Proposed Invoices - Check apportion share When posting an invoice to the Hold File via the Purchase Ledger Transactions, CPL performs a check on the individual Apportionment selected for the dates of able to bill 100% of the invoice. 2.59.6 320 New Feature In tray - Allow Proposed Invoice Posting Without a Client or Apportion set When you post an invoice to a PL account via the In-Tray, you must provide eith your posting to be successful.	the invoice to make sure it will be m In-Tray through to Proposed er a Client or an Apportionment for ent or apportionment to use at this
331 Rate Decimal Places Has Been Increased to 8 2.59.6 390 Fix In-Tray Posting to Proposed Invoices - Check apportion share When posting an invoice to the Hold File via the Purchase Ledger Transactions, CPL performs a check on the individual Apportionment selected for the dates of able to bill 100% of the invoice. 2.59.6 320 New Feature In tray - Allow Proposed Invoice Posting Wthout a Client or Apportion set When you post an invoice to a PL account via the In-Tray, you must provide eith your posting to be successful.	the invoice to make sure it will be m In-Tray through to Proposed her a Client or an Apportionment for ent or apportionment to use at this roposed Invoices without either.

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2.59.6 Various	New Feature	New Sinking Funds Tool	We've introduced a new comprehensive sinking fund system that brings extra functionality over and above the already existing contingency fund system within CPL.
			As part of this solution two new nominal ledger accounts will be required to be created: Sinking Funds Charged and Sinking Funds Paid. There is also a new development Sinking Funds tab. There is a new system setting which will determine whether to display the Contingency Funds tab or the Sinking Funds tab in a development. The Sinking Funds tab inside an individual development will be your record of what is held where for your Sinking Funds.
			Amend 0004 Sinking Fund Test – C X
			Sevelopment 0004 Sinking Fund Test
			Total Property S1 Total Blocked Difference 0.00 Development Balance E0.00 Property Manager BL Total Blocks 1 Total Hold File 0.00 EAE 0.00
			Master Block Information Properties Apportonment Columns Dasteed Charges Jobs Insurance Policies Documents CheckList Info Keys Held Approved Contractors Contacts Warrantee Inspections Memos Invoice Proposed Works Financial Client Charge Summates Charge Installments Addresses Estimates Development News Development Reconciliation Nominal Codes Nominal Reconciliation Meter Readings User Defined Fields Sinking Funds Sinking Funds
			Line Number 20 Description Add New Charge Date Code Zone No Code Add New Fund Details
			Annual Amount 0.0012 Bark -SELECT- - Line Number Decotption Bark Nominal Charge Date Aposton Annual Amount Unpaid Mones Held 1 Eatate Fund Sinking Filmd Dev 4 Traditional Oir Ends Equal Split 3000 00 0 0 2 Bick Fund Sinking Filmd Dev 4 Traditional Oir Ends Equal Split 2000 00 0 0
			Edit Selected Fund
			You will be able to add various sinking funds to a development and set different charge date codes against each if you wish.
			There is a new Sinking Fund tab created in the Client Global Actions menu to facilitate both processing your Sinking Funds to charge your clients and processing the payments made to your Sinking Funds.
			Client Global Actions
			Sinking Fund Charge Date Code V Charge Date V
			When you select Process Sinking Funds this will allow you to process the sinking fund charges to the Charge File for each client.
			The Sinking Fund tab on the development will then list sinking funds charged but unpaid.
			Amend 0004 Sinking Fund Test – 🗆 X
			Example Sinking Fund Test
			Total Properties 3 Total Blocks 1 Property Manage BL Total Blocks 1
			Master Block Information Properties Apportionment Columns Diarised Charges Jobs Insurance Policies Documents CheckList Info Keys Held Approved Contractors Contacts Warranties Inspections Memos Invoice Proposed Works Financial Client Charge Summaries Charge Installments Addresses Estimates Development News Development Reconciliation Nominal Codes Nominal Reconciliation Meter Readings User Defined Fields Sinking Funds
			Sinking Funda Une Number 000 Description Add New
			Annual Amount 0.00 C
			Line Number Description Bank Nominal Onarge Date Apportion Annual Amount Unpaid Monies Held 1 Extate Fund Sinking FUhd Dev 4 Traditional Qit Ends Equal Split 3000.00 750.00 0 2 Block Fund Sinking FUhd Dev 4 Traditional Qit Ends Equal Split 2000.00 500.01 0
			The new Sinking Fund functionality can work well with you having Client Payment Allocations set up and running.

When clients make payments, (and these payments have been reconciled and Payment Allocations have been processed) based on date and payment allocation priorities, CPL can then allocate payments as having been received against your sinking funds.

The same **Sinking Funds** Client Global Actions tab (filtered to **Process Payments**) can then be used to allow users to decide how much they would like to transfer from **Sinking Fund Charged** to **Sinking Fund Paid**. In terms of the nominals in CPL, this process can also move the money from the Client Bank (where it will have been received from the client payments) and into the Sinking Fund Bank where you want it to be held. The process will also create a CSV file which can be used to upload to your bank to move the funds.

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inking Fu	unds —							
Туре	Proces	ss Payments	~					
Sinking	g Funds	Process Payments	s					
		Offices	SELECT	~	Char	ge Date Code None	No Code	~
	Pro	perty Managers	SELECT	~				
	AI D	evelopments ()	From D	evelopment 009	9 Honeycomb Tower	s 🗸		
Ran		evelopments)			9 Honeycomb Tower	s v		Refresh List
Sel	-		100	evelopment 000	o noneycomb rower.	.		
	ect All							
Selec	cted	Development Number	Development Name	Floats Held	Development Debt	Fund Description	Charged Not Transfered	Amount To Be Transfered
[✓	99	Honeycomb Tower	s -1200.00	-50.00	Wills FUNd	450.00	222.00
[99	Honeycomb Tower	s -1200.00	-50.00	Rainy Fund	575.00	111.00
<								>
								8233
								~~
								Process Transfer

After this process, the Sinking Funds tab on the development will list the Monies Held.

Developme	nt 0099 Hor	neycomb Towers												
		1							Total Allocated	-		Development		
roperty Manag		al Properties 4 Total Blocks 1								iold File ference	1128.00 488.01	Bala	ance Due EAE	-£50.0 0.0
aster Apportionme	nts Properties	Block Information	Diarised Charges	Jobs Insura	ance Policies	Documents	CheckList Info	Keys Held A	Approved Contractors	Contacts W	arranties Inspectio	ons Memos Inv	voice Propos	sed Wor
	harge Summaries	Charge Installments	Addresses	Estimates	Development N	lews Develo	pment Reconcili	ation Nomi	inal Codes Nominal	Reconciliation	Meter Readings	User Defined	Fields Sinki	ing Fund
inking Funds														
Line Number		0 🜲					Description							
harge Date Code	None No Code				\sim		Apportionment	SELECT				~	Add Fund I	New
Annual Amount	0	.00					Bank	SELECT		\sim			Lago Fulla	Details
Line Number	Descr	iption	Bank Nominal		Charge Date		Apportion		Annual Amount		Unpaid	Monies	s Held	
1	Wills F	UNd	WM Bank for te	esting	Quarterly on 3	1/3, 30/6, 30/.	Equal Share		1200.00	2	28.00	222.00		
)	Rainy	Fund	Jack Test04		Yearly 01/01		Equal Share		800.00	4	64.00	111.00		

When work is done that is due to come out of the sinking fund the invoice would be posted as normal in to the Hold File. To balance this off, money needs to be moved from the Sinking Fund Bank Account back into the main Client Bank Account to allow payment of the invoice to the PL Account. To make this happen the user will find the Hold File entry needing paid and when they right-click on this there will be a **Pay From Sinking Fund** option available.

LastPaymentDate	OriginalVat	OriginalGoods	Development	OriginalTotal	sDesc	Invoice Date
	20.00	100.00	0099 Honeyco	120.00	Monthly Grass Cutting	30/09/2022
	0.00	-30.00	0099 Honeyco	-30.00	refund	16/08/2022
	0.00	50.00	0099 Honeyco	50.00	apportion posting test	16/08/2022
	58.33	291.67	0099 Honeyco	350.00	pl invoice test 2	16/08/2022
	20.00	100.00	0099 Honeyro		fitted outside plug for law	01/08/2022
	0.00	25.00	0099 Honey 🌁	Print	sting test	16/08/2022
	0.00	250.00	0099 Honey	Export	sting test	16/08/2022
	20.00	100.00	0099 Honey	Reverse Charge(s)		15/08/2022
	0.00	240.00	0099 Honey	Allocate and Write	Off on posting to	15/08/2022

A box will appear with the Sinking Funds available for that development and the user will be able to select one. At this point there would be check to make sure the apportionment on the Sinking Fund and the invoice match. This

	will allow the original invoice and a credit to appear on the client's invoice. On the success confirmation, there would
	be an option to download a CSV file to allow you to move the money from the Sinking Fund Bank Account to the
	Client Bank Account. The Sinking Fund tab on your development would then display the Monies Held as minus the
	amount transferred.

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1 Wils FUNd 222.00 31/12/2022 11/10/2022 15:31 2 Rainy Fund 111.00 01/01/2023 11/10/2022 15:32	🕅 Pay From Sinking	Funds				- 0
2 Rainy Fund 111.00 01/01/2023 11/10/2022 15:32 Payment Sum: 120.00 Override Sum	LineNumber	Description	Sinking Funds Paid	LastRunDate	CreatedDate	UpdatedDate
Payment Sum: 120.00 Override Sum	1	Wills FUNd	222.00	31/12/2022	11/10/2022 15:31	
	2	Rainy Fund	111.00	01/01/2023	11/10/2022 15:32	
Close	Payment Sum: 120	0.00	Override Sum			
Close						
	<u> </u>	Close				I
	There is also fu	unctionality to	o allow the trans	ster of funds	from a Sinking	ı Fur
There is also functionality to allow the transfer of funds from a Sinking Fu						
There is also functionality to allow the transfer of funds from a Sinking Funds need to move to another managing agent. There will be a right-click						
funds need to move to another managing agent. There will be a right-click						
funds need to move to another managing agent. There will be a right-click Development Sinking Funds tab against each fund. A pre-check will be de						
funds need to move to another managing agent. There will be a right-click					-	
funds need to move to another managing agent. There will be a right-click Development Sinking Funds tab against each fund. A pre-check will be do for payments outstanding. The system will also check if there are any sink						
funds need to move to another managing agent. There will be a right-click Development Sinking Funds tab against each fund. A pre-check will be do for payments outstanding. The system will also check if there are any sink are invoices will be created for the appropriate clients. The system will also at this point.			t Team if you we	ould like ado	litional informati	ion or I
nds need to move to another managing agent. There will be a right-click evelopment Sinking Funds tab against each fund. A pre-check will be do r payments outstanding. The system will also check if there are any sink e invoices will be created for the appropriate clients. The system will also this point.	is up in your	database.				

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JOBS			
Release Sub- Version and Item Number	Туре	Title	Overview
2.59.2 10865	New Feature	Jobs - Send Work Orders to Clients.	We have developed a new feature which will also enable you to send your Contractor Work Orders through to the relevant clients. On Stage 2 of the Jobs process, there is now an option to allow you to tick to select Also Email Work Order To Clients with a further option to select an individual Client or a Development Apportionment. In the case of the Apportionment, this will only send to current clients with no exit date listed. Stage 1 Create Mol Order (auge 2 Create Work Order Stage 2 Complete Work Order and Memor Documents Comments Comments Apportionment. In the case of the Apportionment, this will only send to current clients with no exit date listed. Stage 2 Create Work Order (auge 2 Create Work Order Stage 2 Complete Work Order and Memor Documents Comments Comments Apportionment. In the case of the Apportionment (distage 2 Create Work Order (distage 2 Create
2.59.2 10906	New Feature	Blockworx - Open Jobs Removed from Blockworx When a Development is Ceased to Factor	 A new System Setting has been created to control whether contractors can post invoices through to Blockworx when a development has been ceased. If the setting is switched on it will produce the following outcome: when a development is ceased in CPL, all active jobs will be set to a cancelled status in Blockworx and contractors will not be able to post invoices related to these.
2.59.3 129	Fix	Target Amount Now Pulling Through onto a Job from a Proposed Work	When creating a job from a Proposed Work, the target amount should pull through from the sum of the shares in the proposed work. A fix has been applied to make sure that this now happens.
2.59.4 206	New Feature	Estimate Request Quote – Confirmation On Accept	To minimise the chance of contractor quotes being accepted by accident, we have developed a confirmation stage into the Estimates process. When clicking on Accept for an Estimate Quote, the user will be presented with a message asking them to confirm. Estimate Quote 5 - GA001: Green Gardening Quote No 5 Estimate No 3 Created 23/10/2022 07:34:33 By Administrator - Administrator Updated 02/11/2022 12:32:09 By Administrator - Administrator

		mount [225]			- 1
	Create Du Account Du	uration	00:00:00		Please confirm		- 8
	Ac	ccount	GA001 : Green Gardening				- 8
	<u>с</u> о	ontact		/	Are you sure you want to accept this quote?		
R	Quote Received Ad	ddress			<u>Yes</u> <u>N</u> o	^	
	Accept	ostcode				~	
	En	mail		-			_
If they o	click on Yes	then th	ne quote will be marke	ed a	s accepted and if they click on N o	they will be returned	to the
			nout having accepted t				

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2.59.4 207	Fix	Estimate Request UI Change	For clarity within the Estimates module, the button previously labelled Send Quotes is now labelled Estimate Requests .
			🖳 Estimate Request No 4 — 🗆 🗸
			Save Save Close
			Estimate No4Created02/11/2022 12:38:01Estimate TypeUnknownByAdministratorEstimate StatePopulationUpdated02/11/2022 13:53:34Estimate ProgressByAdministrator - Administrator
			Details Quotes Documents Memos
			Send Type Unknown Client Contact -SELECT Send Estimate Area Code SELECT Send Telephone Requests Delivery 100072 Human character Dame Send
			Development 0007 Hammerhead Row Email Block 0001 Hammerhead Crescent Contact Notes
			Cancel Name Roof Repair Work Job Type BU Builder V
2.59.5 280	New Feature	New Fields Added to Proposed Works Amount Payable User Report	The Resend options will also be labelled Resend Estimate Requests and Resend Unanswered Estimate Requests.
			Oiient Exit Date Oiient Exited (Yes/No) User Report Wizard
			Vser Report Details Name Category Proposed Works Focus Proposed Works Amount Payable
			Columns Available SCAccountNo iProposedWorksNo sProposedWorksName
			sStatusCode Payable Paid Outstanding DevNumber

	DevName	
	ClientExitDate	
	DevName ClientExitDate ClientExited	
		

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2.59.6 343	New Feature	Prevent Jobs Being Created if Insurances are Expired	We have created three new System Settings which will prevent work orders being created for Purchase Ledger Accounts where their insurances have expired.
			The insurance expiry dates are either set on the PL Account Information tab or if the contractor is using Blockworx, these can be set when they submit their documents.
			These settings can be activated for one, two or all three of the insurance types. If they are turned on, then when on Stage 2 of the Jobs process, when the Create Work Order button has been clicked, if there are expired insurances for the contractor selected, the user will be presented with a Purchase Account Warning and they will not be able to create the work order. As previously, the warning(s) will continue to be clearly listed in the pin panel of the Jobs screen. If the forevergence: 0007 Hammehed Row If the forevergence: 0007 Hammehed
			View Contracts View Memos View Development Print Work Order Email Work Order Cancel Create Work Order Email RAMs

PROPERTY MANAGEMENT

Release Sub- Version and Item Number	Туре	Title	Overview
2.59.2 10918 And	New Feature	Add Blockworx logo to PL account pin panel	It has been requested that we display information in different areas of CPL about whether PL Account has been linked to Blockworx in CPL.
2.59.3 130		And Add Indication in Various Areas	 We have done this using the Blockworx logo in the following areas: The Purchase Ledger tab pin panel The Proposed Works Share screen

that Contractor is connected via Blockworx

- The Stage 2 tab of a JobThe Estimates Quote tab when the contractors are initially being selected

If the PL Account is linked to Blockworx the Blockworx logo will appear normally. If the PL Account is not linked to Blockworx then you will see the Blockworx logo with a cross through it.



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& BLOCK MANAGERS									
			General Proposed V	Works Share Payment Star Apportionment Name 99 - 2 : Square Footage 99 - 1 : Equal Share	tus Payments Documents Contractor Name A001 : Acme Builders A001 : Acme Builders	Memos Nominal Transfer Client NameSELECTSELECT	Amount 5500.00 2000.00	Description new roof gutters	Blockworx
			Jol Order Developmen Property	Contractor's Health		Task 1 Status JIP Stage 2 0/2022 Notices None 022	Address 1 Bee Street BE33 3ES		
			Estimate Request N Save Signate No Estimate No Estimate Type Estimate State Estimate Progress	4 Unknown	Aemos		B Update	d 02/11/2022 12:3 y Administrator - A d 02/11/2022 13:5 y Administrator - A	Administrator 54:54
			Resend Estimate Request	View Description Image: Constraint of the second	ers	Amount Duration 550 00:00:00 00:00:00 00:00:00	State Updated Received Requested	Remove B	bi bi
2.59.5 203	New Feature	Document Mail Merge Attachment Selector - Allow Selecting of CPL documents	document, CPL a correspondence	asks you if you wa by email. (s) Name Path	Documents Distribution ant to include an att Extension		ou click to Print/ uded for the clie	Send a ma nts due to r	il merged eceive the

However, this has now been expanded to allow the user to select a document from the record which the Mail Merge is for. For example, the Proposed Work that funds are being requested for or the Estimate which is being sent out to contractors.

This is restricted based on where you open the Document Distribution screen from.

- If the Documents Distribute screen is opened from a Client Letters tab for an individual client, it will allow the user to pick from a list of the client documents and the development level documents.
- If the Documents Distribute screen is opened from inside Proposed Works it will allow a user to select from any documents in the Proposed Work and the linked development documents.
- If the Documents Distribute screen is opened from inside an Estimate, it will allow the user to select a document from the Estimate Requests or the Development documents (for the development that the estimate is linked to).
- If the Documents Distribute screen is opened from inside a PL Account, it will allow the user to select a document from the PL Account Documents tab.

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			When the Attach File to Email screen is displayed in one of the examples above there will be a Documents button which will allow you to choose from the available documents. Image: Comparison of the examples above there will be a Documents button of the example above there will be a Documents button of the examples above there will be a Documents button of the examples above there will be a Documents button of the examples above there will be a Documents button of the examples above there will be a Document button of the examples above there will be a Document but the examples above there will be a Document but the examples above there will be a Document but the examples above there will
2.59.5 265 and 266	New Feature and Fix	Meter Reading Report - Improvements	A date range filter has been added to the Development Meter Reading Report.
2.59.5 281	Fix	Block Add/ Amend Screen - Remove Apportionment Fee Field	The performance of the existing filters has also been improved in the report. The Apportionment Fee field has been removed from the Block Add/Amend screen as this is no longer used. Sale Apportionment Fees can be added in the Apportionment Fees tool in the System Parameters menu. System Documents Reports Tools Stats Help System Parameter Accounting Basis Allocation Testing Apportionment Fees

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

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