CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

CPL RELEASE NOTES

VERSIONS 2.59.2 – 2.59.6

CONTENTS

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
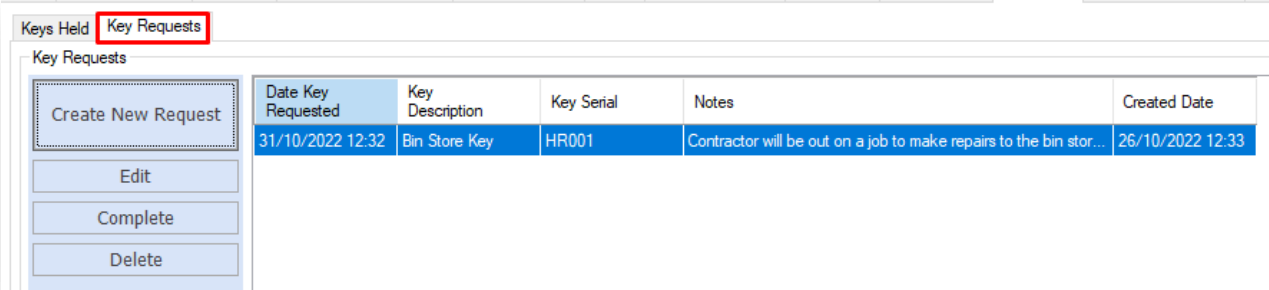- Financial
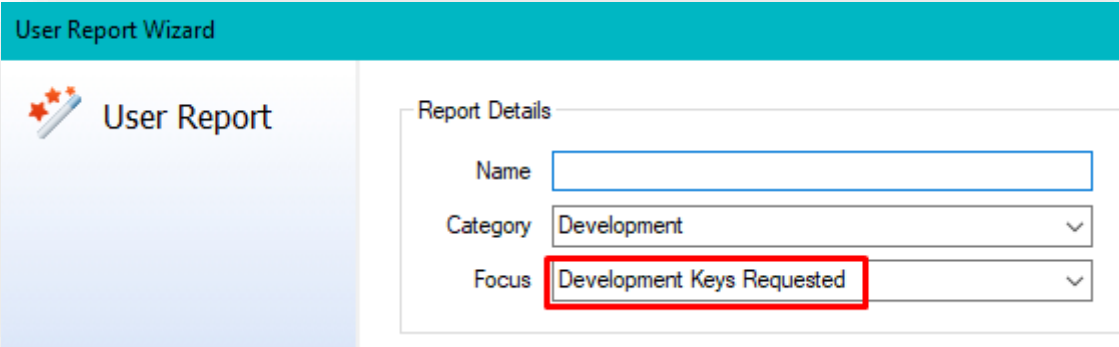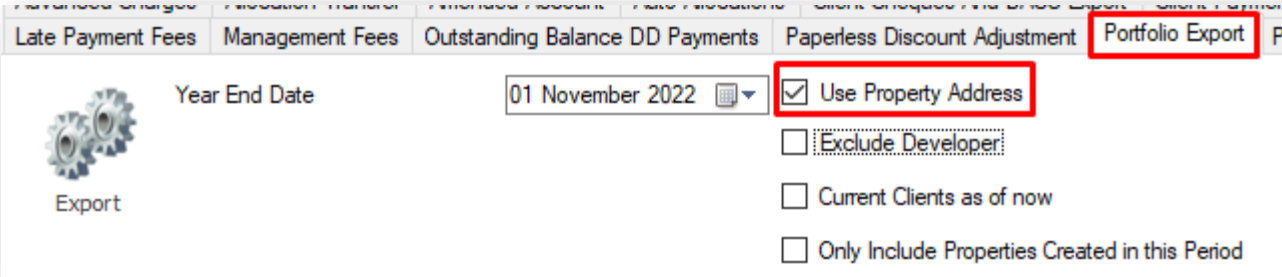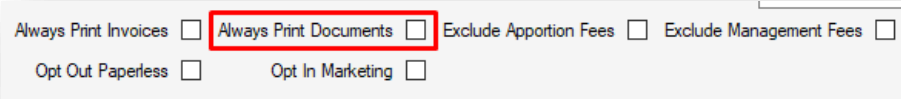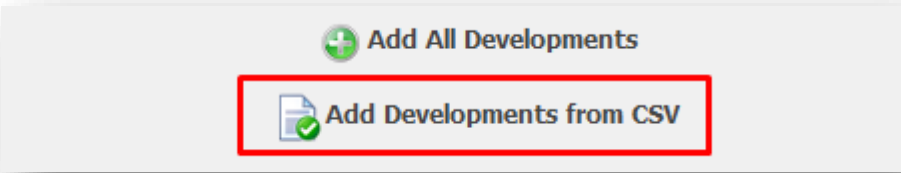- Jobs
- Property Management.

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.

Release Sub-Version and Item Number	Type	Title	Overview
2.59.4 198	New Feature	Development Key Requests – New Table Column and New Report	There is a new **Key Requests** option available on the Development Keys tab. There is also a corresponding User Report Focus to allow tracking of requests to be monitored.
2.59.4 199	New Feature	Client Portfolio Export Format Change	Due to a change in the Scottish Government requirements for property management companies submitting 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.
2.59.4 204	New Feature	Always Print Documents for Clients – New Option	A new **Always Print Documents** checkbox has been added to the Client **Account** tab. 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.
2.59.4 196	New Feature	Development News Creation - Upload CSV of Development ID Numbers.	A new feature has been added which will now provide an option for users to upload a CSV list of developments to be used in the **Development News** Widget in the **Custom Desktop**. 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.

Release Sub-Version and Item Number	Type	Title	Overview
2.59.2 10904	New Feature	Blockworx - Approve / Decline Implementation	If a company has contractors using Blockworx to submit their Diarised Charge invoices/checklists, a CPL user will now need to provide a reason when declining an individual diarised charge. The reason given will be available to contractors in Blockworx.
2.59.2 10905	New Feature	PL Hold File Grid – Last Payment Date Column Added	A new **Last Payment Date** column is now available in the Hold File. As with other columns displayed, individual users will be able to add or remove this new column in the Hold File by right-clicking from the column headers option and ticking or unticking it in the list of options.
2.59.2 10937	Fix	Proposed Invoices - Allow Read Only when the Proposed Invoice is Locked.	Currently, when a user opens a proposed invoice, it locks the invoice so that no other user is able to update it. This 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.
2.59.5 360	Fix	Proposed Invoice Read Only Mode Allow Viewing of Invoice	There has been an update to the previous fix to allow the digital invoice itself to be viewed when the proposed invoice is in read-only mode. Clicking on the **View Invoice** button in the proposed invoice will allow the invoice itself to be opened.

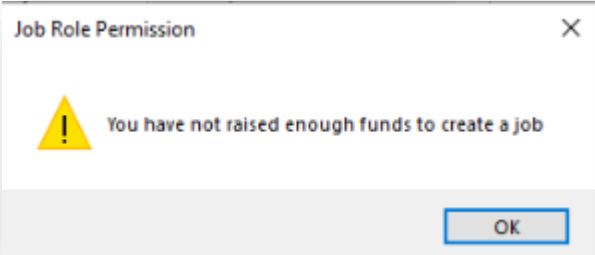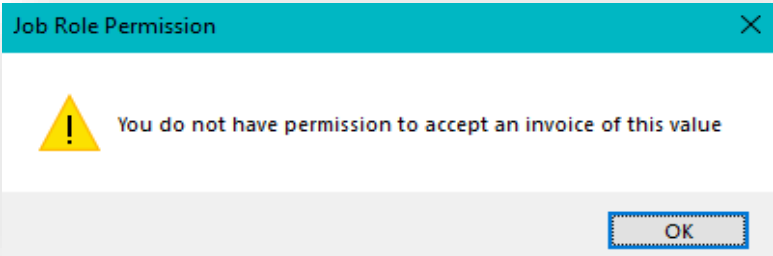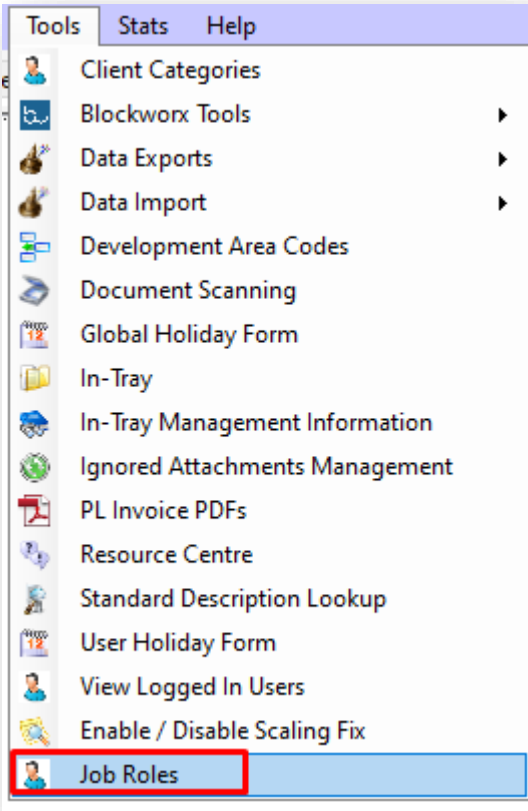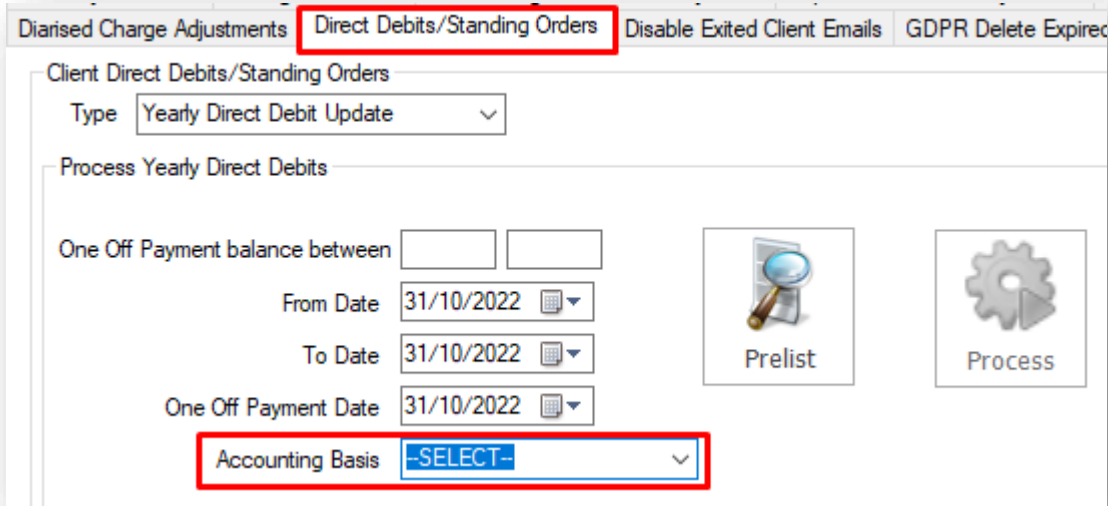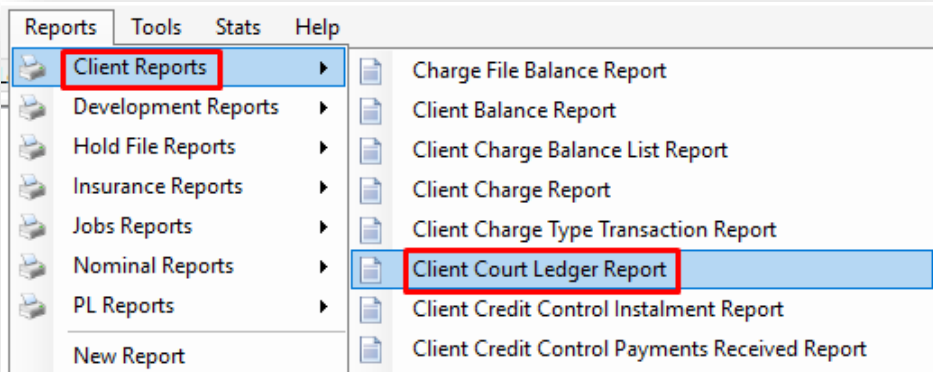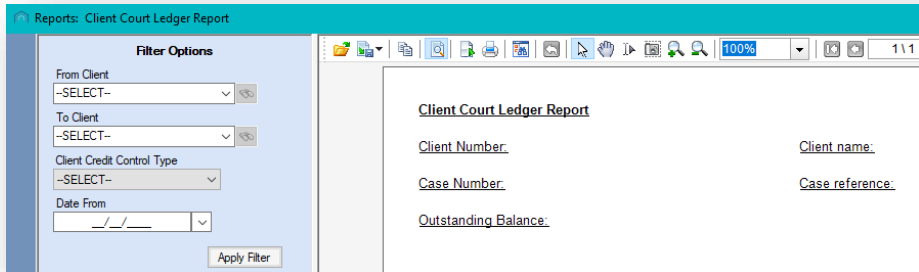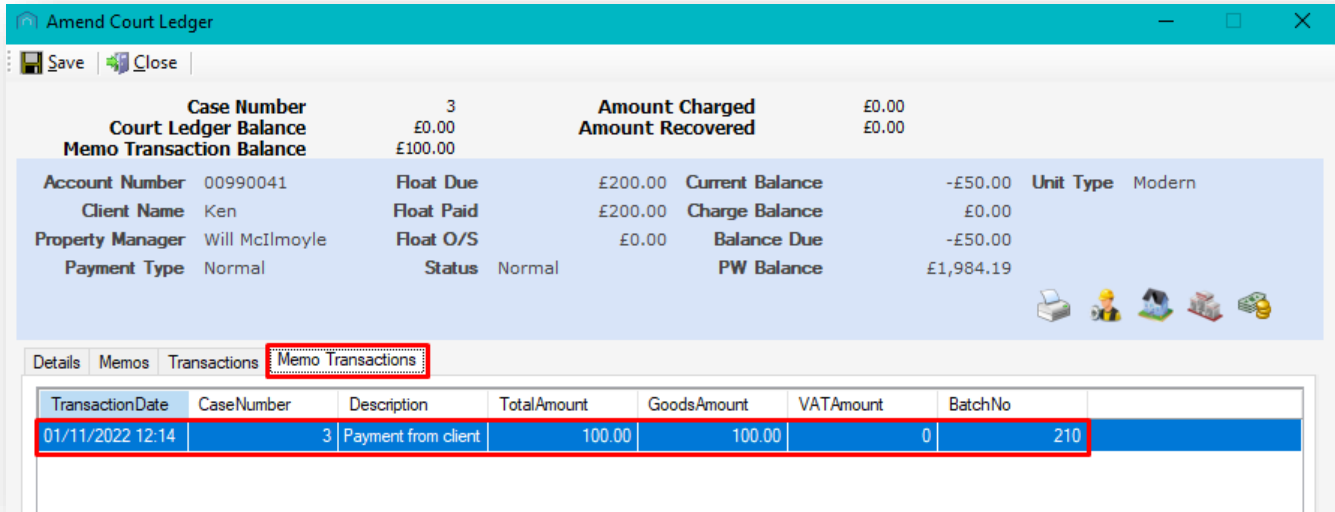|			
2.59.2 10872	Fix	Proposed Invoices - Add Development Number and Name Columns	This was a feature added to the previous 2.59.1 release which provided new columns displaying the appropriate Development name and ID relevant for each invoice in the main Proposed Invoices grid. This has been improved 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.
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 Transaction Description	**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.
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. 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**. *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.
270	New Feature	Budget Breakdown Report – Hold File Items	If you are running the report per property then this will 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.

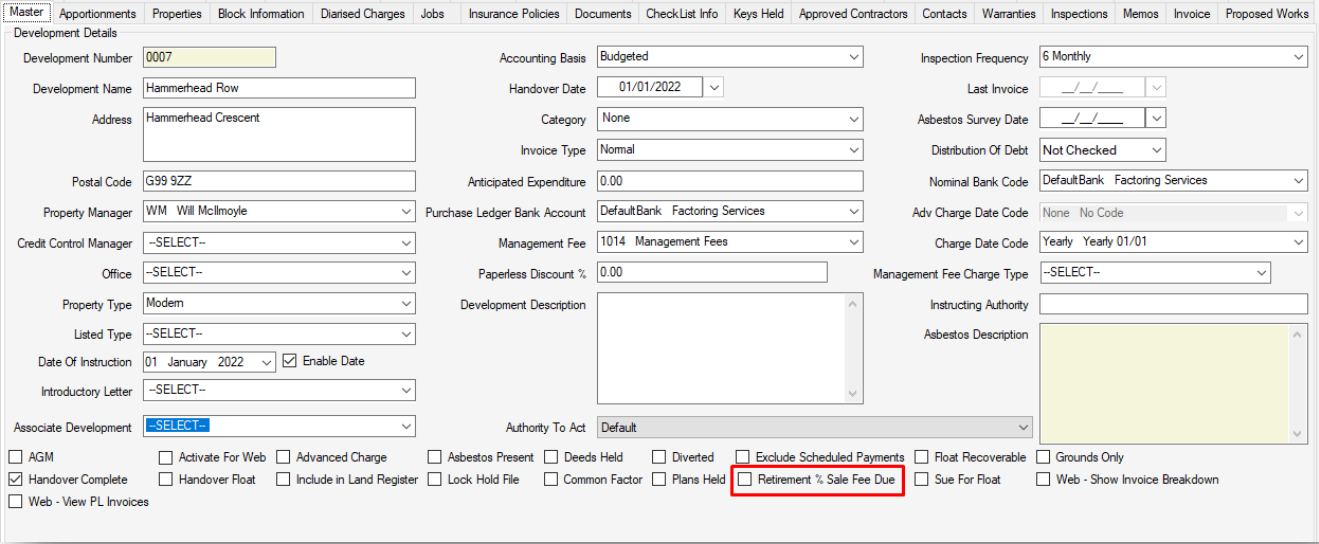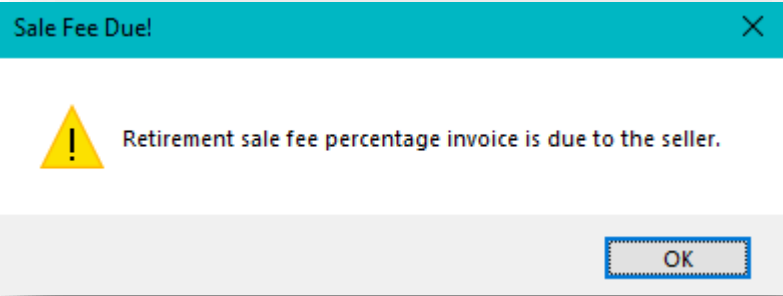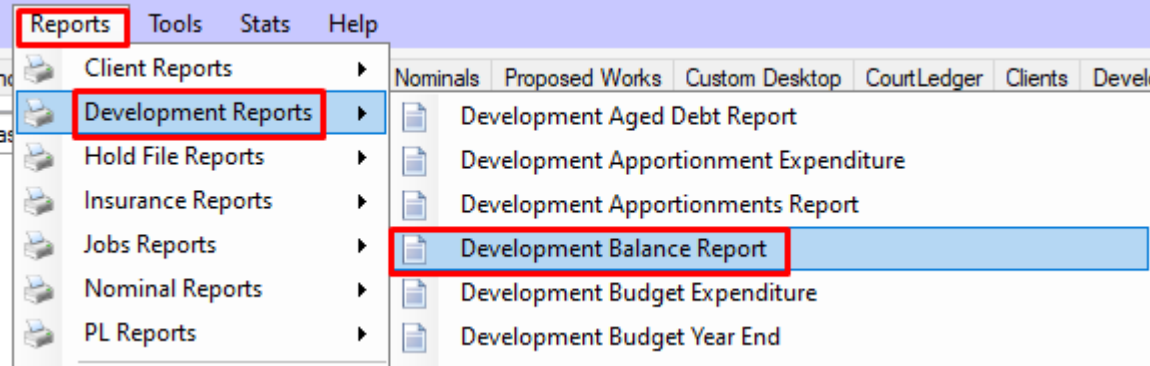| 272	New Feature	Budget Breakdown Report – Web Portal Option	When the emails are being sent, you will be presented with an option to make the report available on the Client Web Portal if you are using this.
2.59.3 126	Fix	Proposed Invoices - Deleting a Proposed Invoice – Must Now Enter a Reason.	A fix 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.
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.

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. It will ask the user if they would like to update the EAE on the affected properties to the total of the new budget for the year for that property.
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**.
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.

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.
2.59.4 202	New Feature	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.
2.59.4 197	New Feature	Different Charge Code for Generating Management Fees	We have added a new feature which gives you the option to process your Management Fees under a separate 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 to **--SELECT--** 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.

| 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.

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.

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.

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. |

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.
2.59.5 269	New Feature	New System Setting 'PreventPLPostingForUnbalancedApportions'	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. You will be able to use the following filters and the report will return the information illustrated below.
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.
2.59.5 261	New Feature	Court Ledger Search Tab – New Fields	New fields have been added to both the master Court Ledger tab and to the Court Ledger tab within the client account to help with the Court Ledger tracking. These tabs are as follows:

- 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 - RetirementPercentageSaleFeeDue	A new checkbox option has been added to the Development Master screen called **Retirement % Sale Fee Due**.

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.

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| 2.59.5 377 | New Feature | New Development Report - Balance Sheet | A new **Development Balance Report** has been created and is available under the Development 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
  - 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
  - Reserve Fund
  - Sinking Fund totals |

2.59.5 255	New Feature	Property Manager Name Column Added to the Client Notices Grid	A **Property Manager Name** column has been added to the Client Notices grid.
2.59.5 331	Fix	Buildings Insurance Report Rate Decimal Places Has Been Increased to 8	The Buildings Insurance Report Rate has been increased to 8 decimal places.
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, Purchase Invoice posting screen, CPL performs a check on the individual Apportionment selected for the dates of the invoice to make sure it will be able to bill 100% of the invoice. We have now added the same functionality when posting a proposed invoice from In-Tray through to Proposed Invoices.
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 either a Client or an Apportionment for your posting to be successful. Since the individual user posting the invoice may not be aware of the correct client or apportionment to use at this stage, we have now changed this to allow users to be able to post through to Proposed Invoices without either. When a user goes to accept the invoice in Proposed Invoices the system will then enforce that they add either a client or apportionment at this stage.

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.

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.

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.

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.

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

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.

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.
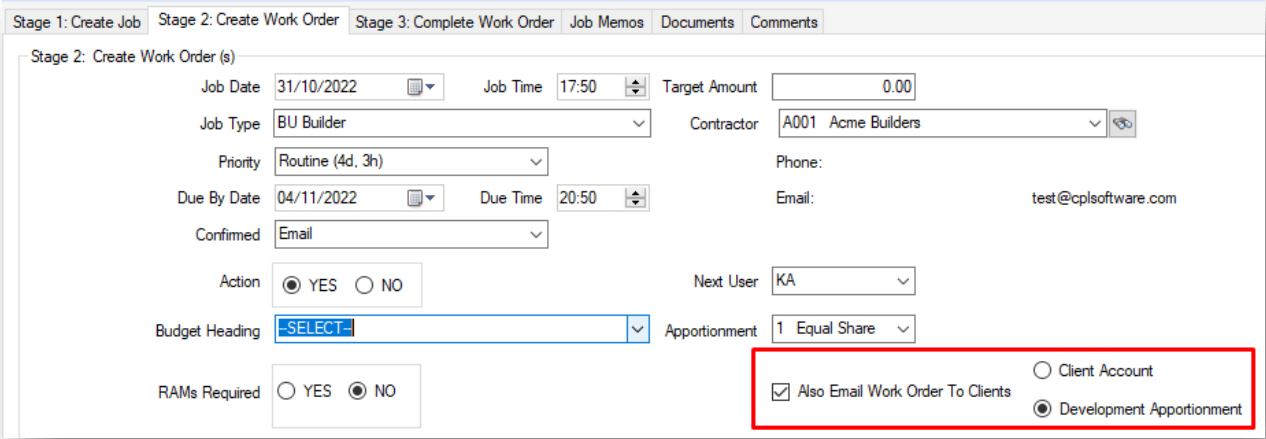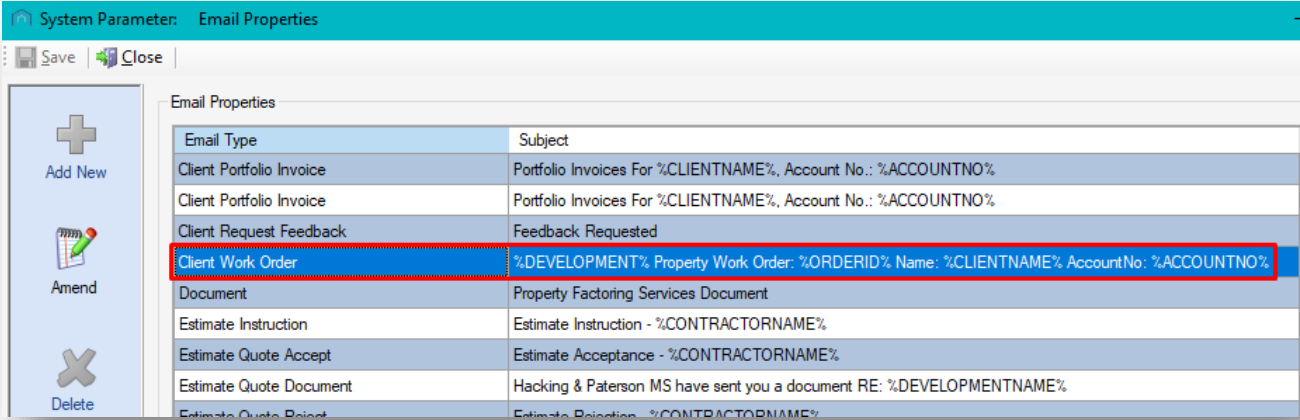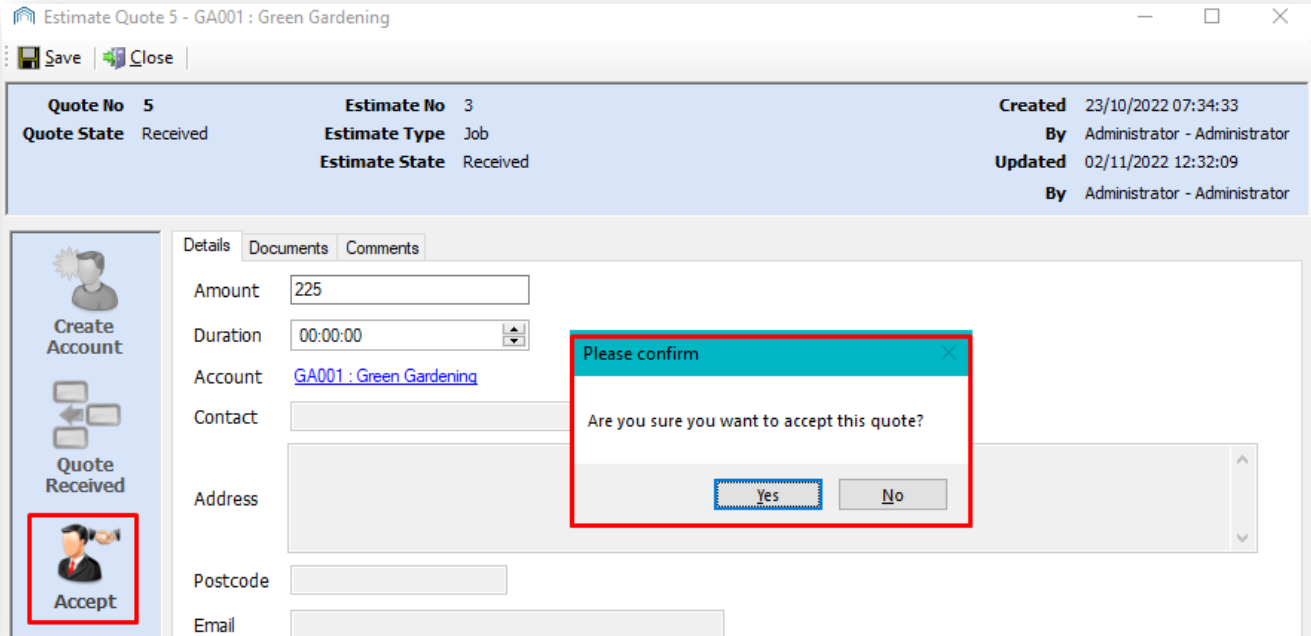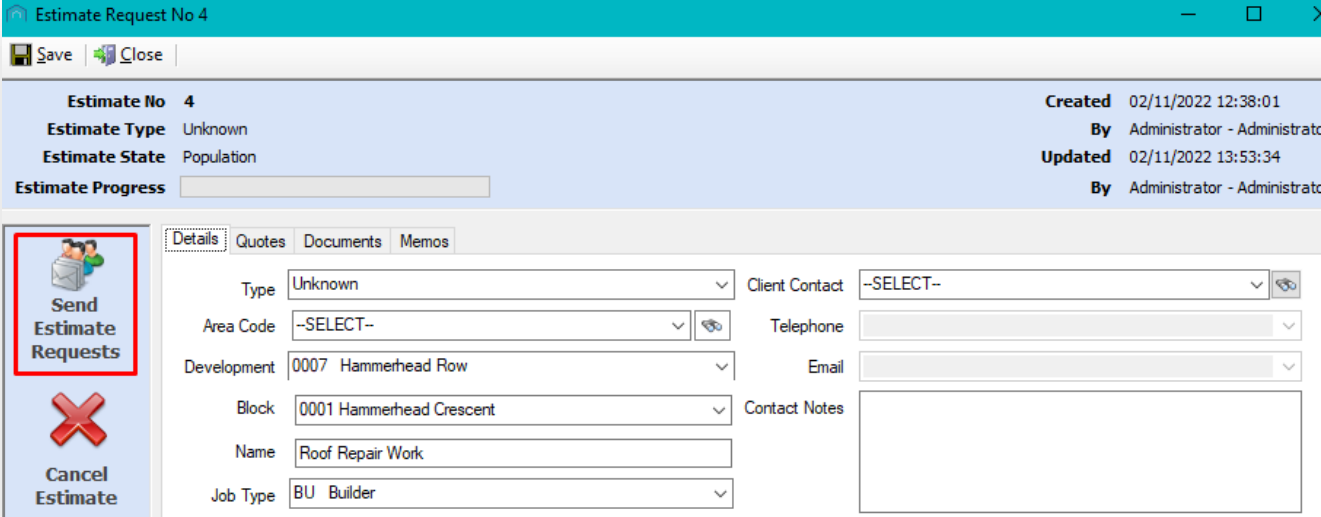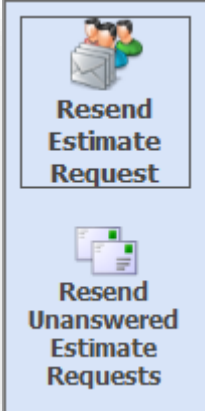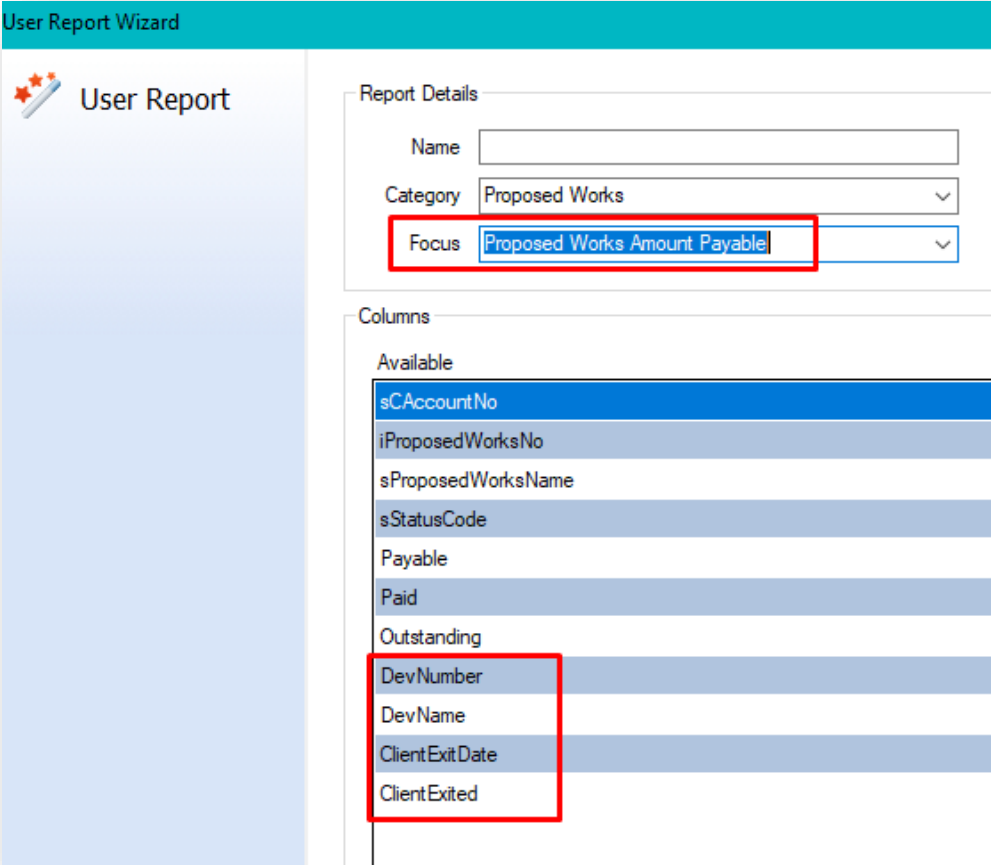
There is also functionality to allow the transfer of funds from a Sinking Fund when a development is ceased and the funds need to move to another managing agent. There will be a right-click option of **Transfer** available in the Development Sinking Funds tab against each fund. A pre-check will be done to make sure there are no allocations for payments outstanding. The system will also check if there are any sinking funds charged but not paid. If there are invoices will be created for the appropriate clients. The system will also create the correct nominal ledger entries at this point.
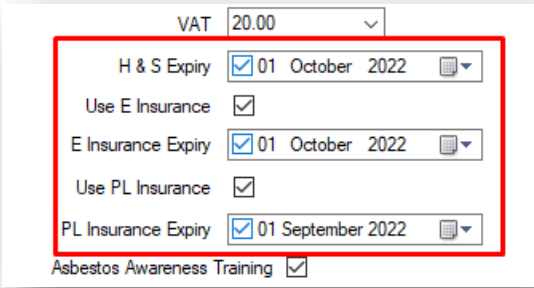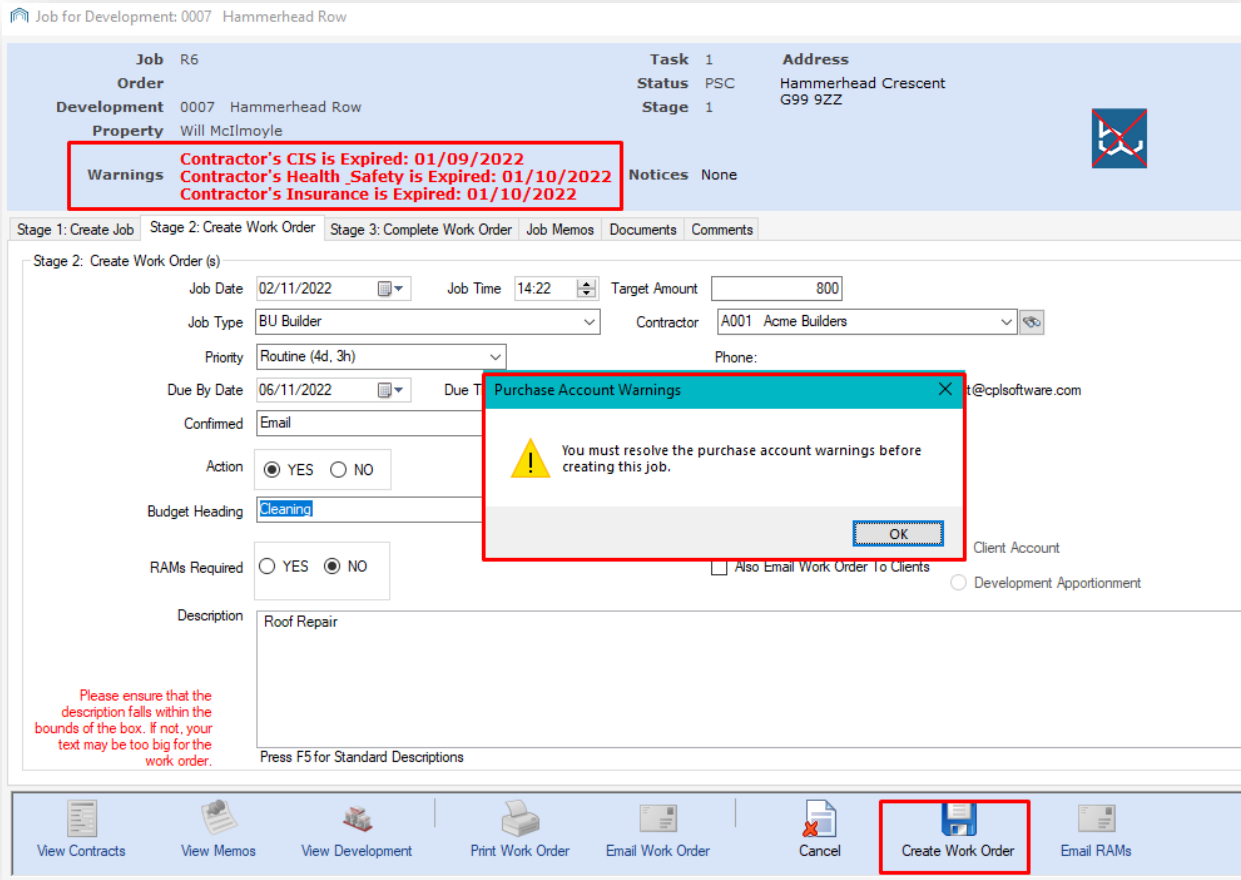
Please contact our Support Team if you would like additional information or would like to speak to us about setting this up in your database.

Release Sub-Version and Item Number	Type	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. There is a new Email Property called **Client Work Order** which you can configure to suit your purposes for sending the Work Order.
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. If they click on **Yes**, then the quote will be marked as accepted and if they click on **No** they will be returned to the Estimate Quote screen without having accepted the quote.

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**.

The Resend options will also be labelled **Resend Estimate Requests** and **Resend Unanswered Estimate Requests**.

2.59.5 280	New Feature	New Fields Added to Proposed Works Amount Payable User Report	The following columns have been added to the **Proposed Works Amount Payable** User Report:

- Development Number
- Development Name
- Client Exit Date
- Client Exited (Yes/No)

| 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.

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PROPERTY MANAGEMENT

Release Sub-Version and Item Number	Type	Title	Overview
2.59.2 10918 And 2.59.3 130	New Feature	Add Blockworx logo to PL account pin panel

And

Add Indication in Various Areas that Contractor is connected via Blockworx | It has been requested that we display information in different areas of CPL about whether PL Account has been linked to Blockworx in CPL.

We have done this using the Blockworx logo in the following areas:
- The Purchase Ledger tab pin panel
- The Proposed Works Share screen
- The Stage 2 tab of a Job
- The 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.

 |

Current Balance
9282.00

BlockWorxs Status

Outstanding Diarised Charge Authorisations

General | **Proposed Works Share** | Payment Status | Payments | Documents | Memos | Nominal Transfer

	Apportionment Name	Contractor Name	Client Name	Amount	Description	Blockworx
Add New	99 - 2 : Square Footage	A001 : Acme Builders	--SELECT--	5500.00	new roof	
	99 - 1 : Equal Share	A001 : Acme Builders	--SELECT--	2000.00	gutters	

Job for Development: 0099 Honeycomb Towers

Job	P3	Task	1	Address
Order	P301	Status	JIP	1 Bee Street
Development	0099 Honeycomb Towers	Stage	2	BE33 3ES
Property	Will McIlmoyle			
Warnings	Contractor's CIS is Expired: 01/09/2022	Notices	None	
	Contractor's Health _Safety is Expired: 01/10/2022			
	Contractor's Insurance is Expired: 01/10/2022			

Estimate Request No 4

Save | Close

Estimate No	4	Created	02/11/2022 12:38:01
Estimate Type	Unknown	By	Administrator - Administrator
Estimate State	Requested	Updated	02/11/2022 13:54:54
Estimate Progress		By	Administrator - Administrator
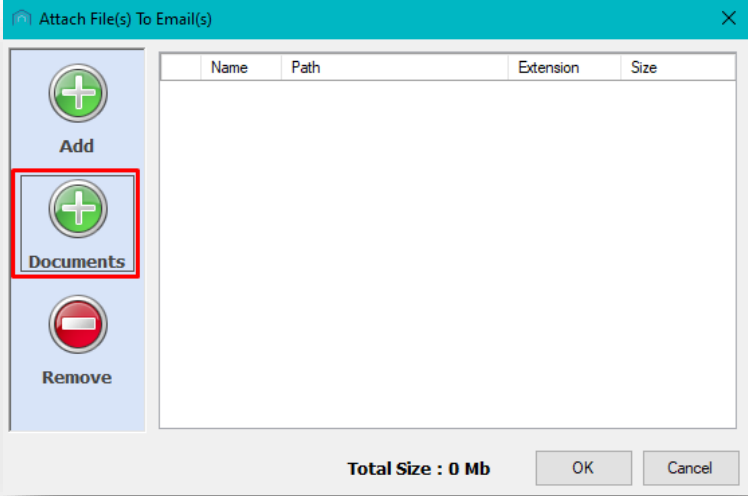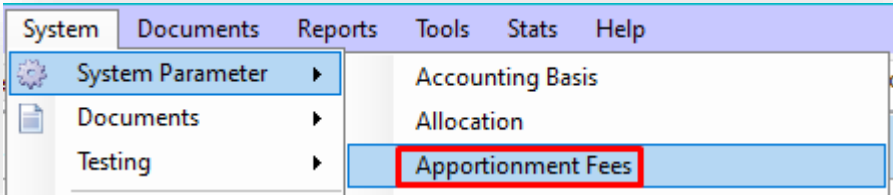
Details | Quotes | Documents | Memos

Resend Estimate Request

View	Description	Amount	Duration	State	Updated	Remove	Blockworx
🔍	6 - A001 : Acme Builders	550	00:00:00	Received		✖	
🔍	7 - CL001 : Super Cleaners		00:00:00	Requested		✖	

2.59.5 203	New Feature	Document Mail Merge Attachment Selector - Allow Selecting of CPL documents	Under previous functionality in the Documents Distribute screen, when you click to Print/Send a mail merged document, CPL asks you if you want to include an attachment to be included for the clients due to receive the correspondence by email.

Attach File(s) To Email(s)

	Name	Path	Extension	Size
Add				
Remove				

Total Size : 0 Mb   OK   Cancel
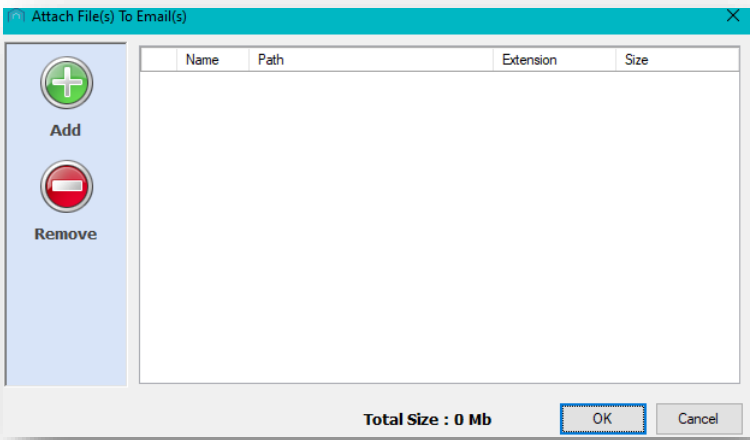
Previously, this only allowed you to select a file from your PC/network.

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.

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.

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.

The performance of the existing filters has also been improved in the report.

2.59.5 281	Fix	Block Add/Amend Screen - Remove Apportionment Fee Field	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.

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