



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

**BUDGET GUIDE 5: CREATING
AD HOC INVOICES NOT LINKED
TO YOUR BUDGET
TRAINING GUIDE**

OCT 2020

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INTRODUCTION

This guide is the fifth in a series of guides to help you set up and run budgeted accounts for your developments. The guides in this series are:

1. Setting up your System for Budgeted Developments
2. Setting up a Budget on your Development
3. Billing Budget Invoices to your Clients
4. Posting Actual Invoices Against your Budget
- 5. Creating Ad Hoc Invoices not linked to a Budget**
6. The Budget Reconciliation Process

Throughout the period of your budget you may encounter a charge for a repair or maintenance which is required which you haven't planned for in your budget.

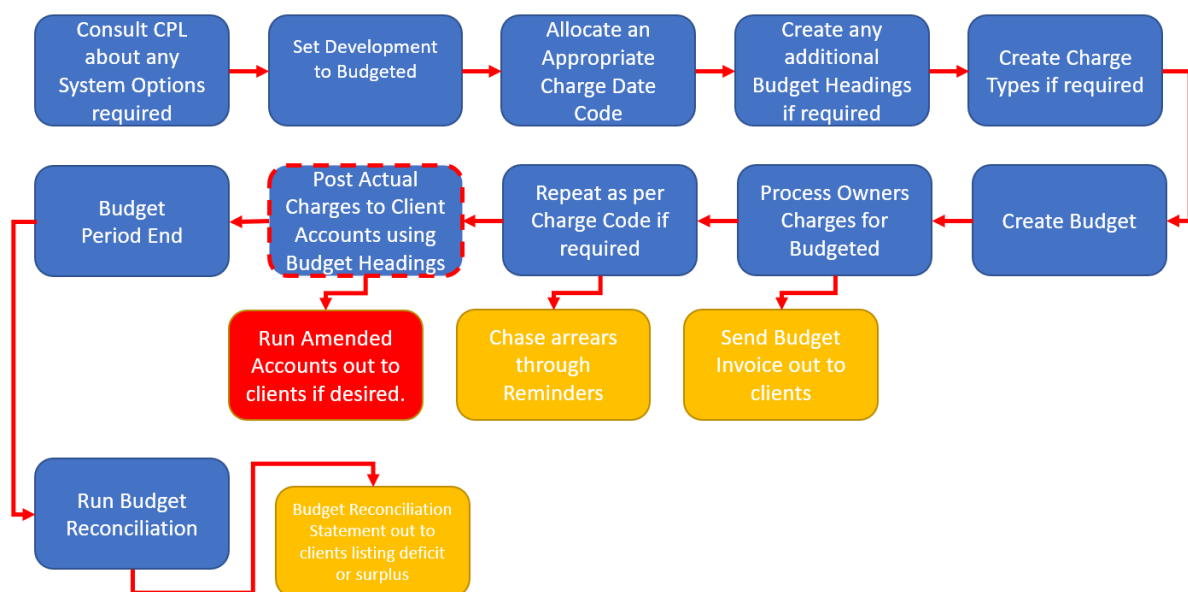
It may be preferable to ensure that your budget can cover any eventualities which occur throughout the budget period by having charges built in to cover this. Your clients will then be paying in advance or regularly throughout the year and there should be funds available to pay a contractor for any work required.

However, if a piece of work required has not been built into your budget, then rather than wait until you run your budget reconciliation you may wish to invoice your clients for this work immediately in order to have funds available to pay your contractor. You would do this by running an amended account in CPL which will allow you to invoice your clients immediately.

This guide will take you through the process of processing charges for work completed and then running an amended account to invoice your clients for the charge immediately.

BUDGETED ACCOUNTS END TO END PROCESS

This diagram represents the end to end process for setting up and running budgeted accounts in CPL. This guide will concentrate on the red segments of the process.

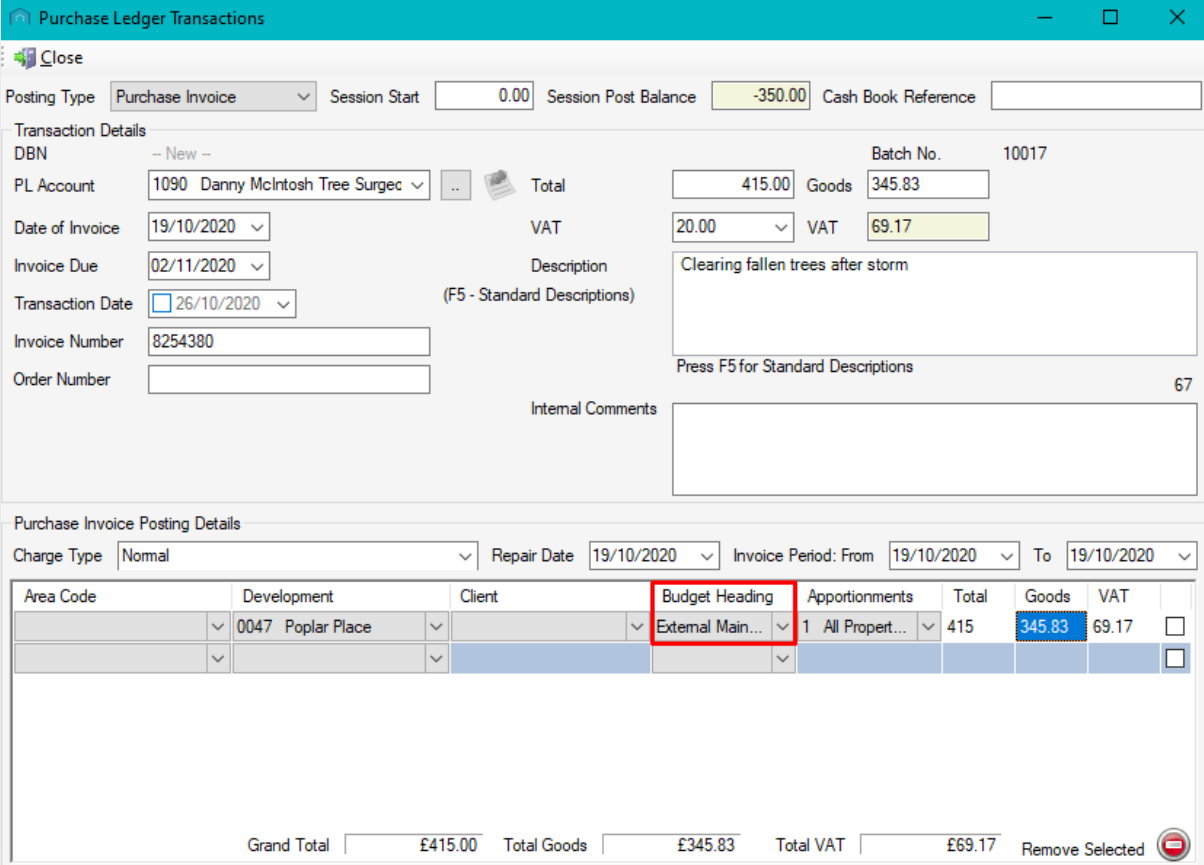


PROCESSING CLIENT CHARGES

As explained in **Guide 4: Posting Actual Invoices Against your Budget**,

you will either be using the Purchase Ledger Transactions screen or Proposed Invoices screens to post your charges, depending upon whether you are using CPL's In-Tray or your contractors are using Blockworx to submit their invoices to you.

This guide will use the Purchase Ledger Transactions screen to post a transaction for emergency work required for the development.



Purchase Ledger Transactions

Close

Posting Type: Purchase Invoice | Session Start: 0.00 | Session Post Balance: -350.00 | Cash Book Reference:

Transaction Details

DBN: - New - | Batch No.: 10017

PL Account: 1090 Danny McIntosh Tree Surgec | Total: 415.00 | Goods: 345.83

Date of Invoice: 19/10/2020 | VAT: 20.00 | VAT: 69.17

Invoice Due: 02/11/2020 | Description: Clearing fallen trees after storm

Transaction Date: 26/10/2020 | (F5 - Standard Descriptions)

Invoice Number: 8254380 | Press F5 for Standard Descriptions

Order Number: | Internal Comments: 67

Purchase Invoice Posting Details

Charge Type: Normal | Repair Date: 19/10/2020 | Invoice Period: From 19/10/2020 To 19/10/2020


Area Code	Development	Client	Budget Heading	Apportionments	Total	Goods	VAT
	0047 Poplar Place		External Main...	1 All Propert...	415	345.83	69.17


Grand Total: £415.00 | Total Goods: £345.83 | Total VAT: £69.17 | Remove Selected

All appropriate information has been added to the above Purchase Ledger Transactions screen and an appropriate **Budget Heading** has been selected from the drop-down menu of available budget headings in the **Purchase Invoice Posting Details** section of the screen.

Please note that you *must* select a budget heading in order to be able to post the transaction, whether you are accounting for it as part of the budget or not. This is true for any posting you are making to a development which has its accounting basis set to **Budgeted**.

You may wish to select **Immediate** rather than **Next Invoice Run** from the **Post To** options on the left of the screen in case there have been a number of additional items posted in the same day/ period which you would rather be picked up against the budget.

Post To 



However, you can also leave this as **Next Invoice Run** and still pick it up when you are running your amended accounts process if this charge was the only one for this time period.

When you are ready to do so, click on **Post** on the left of the screen to send your transaction to the Hold File as per your normal posting process.



Process your Hold File as you normally would, checking and releasing the entry in the **Hold File** and then going to the **Purchase Ledger Global** menu to process the hold file which will release the item to your clients' charge files.

Please note, if you are processing a charge for an individual client, then you would do this in the same way but make sure you select the client in the **Purchase Invoice Posting Details** section of the **Purchase Ledger Transactions** screen rather than selecting an apportionment to cover multiple clients.

Purchase Invoice Posting Details

Charge Type Repair Date Invoice Period: From To

Area Code	Development	Client	Budget Heading	Apportionments	Total	Goods	VAT	
	0047 Poplar Place	<input type="text" value="00470021 Daisy Mc..."/>	Internal Maint...		250	<input type="text" value="208.33"/>	41.67	<input type="checkbox"/>
								<input type="checkbox"/>

PROCESSING YOUR AMENDED ACCOUNTS

Having completed the previous steps, your charges will now be sitting in your client charge files, ready to be processed.

Client Account: 00470021 / Daisy McLean

Save | Close

Account Number	00470021	Float Due	£350.00	Current Balance	£760.65	Unit Type	Modern
Client Name	Daisy McLean	Float Paid	£350.00	Charge Balance	£2,383.75		
Property Manager	Karen Ann	Float O/S	£0.00	Balance Due	£760.65		
Payment Type	Normal	Status	Normal	PW Balance	£0.00		

Activity | Diarised Charges | Web Portal Tracking | Invoice Preview

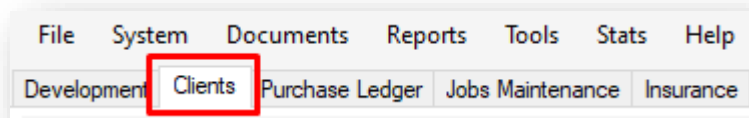
Account | Addresses Activity | Transaction Activity | Float Transactions | Charge Transaction | Credit Control | Memos | Letters Documents | Allocations | Maps/Directions | Estimated Charges | Court Ledgers

Charge Transaction Information

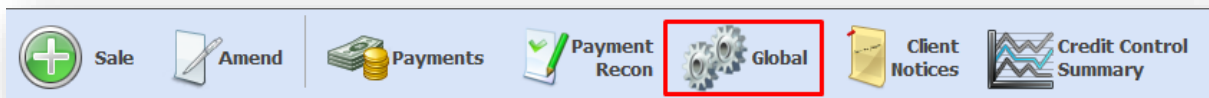
Trans Date	Batch/DBN	Description	PL Account	Amount	Invoice	Excluded	DType	DR
21/10/2020	9757/28326222	three yearly painting of staircase	Painting by Nums	40.00		<input type="checkbox"/>		<input type="checkbox"/>
19/10/2020	10018/28328209	Cleaning fallen trees after storm	Danny McIntosh Tree Surg...	41.50		<input type="checkbox"/>		<input type="checkbox"/>
16/09/2020	9753/28326210	Gutter Clearing	HandyMan 101	20.00		<input type="checkbox"/>		<input type="checkbox"/>
24/08/2020	9812/28326428	Stainwell bulbs	HandyMan 101	12.25		<input type="checkbox"/>		<input type="checkbox"/>

In our example, the work completed was for the whole development and as such will involve all clients. The **Amended Accounts** tab in the Client **Global** menu will be used to process this out to multiple clients.

Click on the **Clients** tab in the main CPL screen.

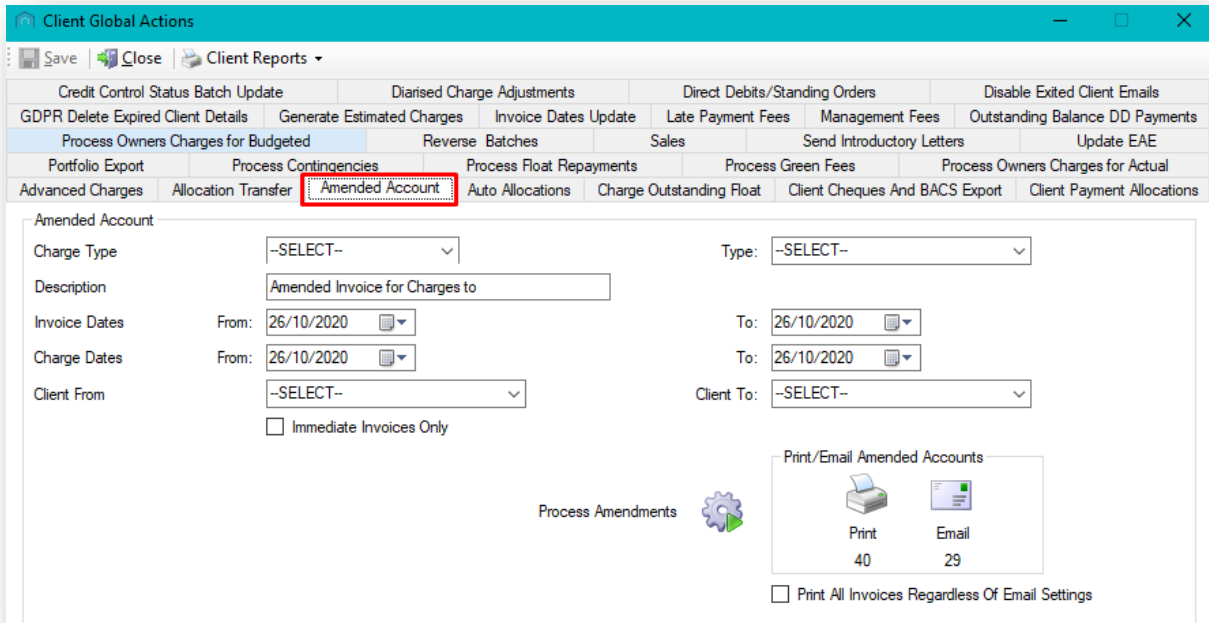


Once the **Clients** screen opens, click on the **Global** option in the blue action bar across the middle of the screen.



This will open the **Client Global Actions** window.

Locate the **Amended Account** tab and click to select this.

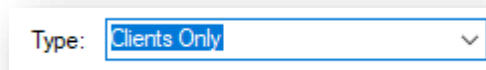


You will use the filters on this screen to process amended accounts for the transaction you have just posted and this will result in you being able to produce an immediate invoice for this group of clients.

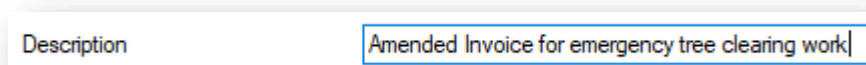
Use the drop-down menu in the **Charge Type** menu to select the appropriate charge type which was set when you processed the transaction.



In the **Type** field on the right, make sure you have selected appropriately between clients and developers.



Add an appropriate **Description** for your clients in the field below.





If you are running through this process a while after your posted transaction, or you have several charges to include then make sure you choose the correct **Invoice** and **Charge Dates** in the fields below which will allow you to pick up the charges you wish.

Invoice Dates	From: 12/10/2020	To: 26/10/2020
Charge Dates	From: 12/10/2020	To: 26/10/2020

Make sure you are as specific as you need to be here, in order to avoid picking up any additional charges which you wish to be processed against the budget as normal.

Use the **Client From** and **Client To** filters to ensure that you pick up all appropriate clients from your development. In this example we wish to locate clients for the whole development and have made sure that the first client and last client have been selected in the appropriate fields.

Client From	00470011 Poppy McIntosh	Client To:	00470091 Phillipa Aktar
-------------	-------------------------	------------	-------------------------

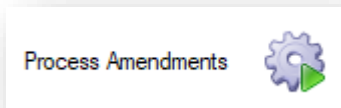
If you are running an amended account for a charge to one client only then make sure you set your **Client From** and **Client To** filters to reflect this.

Amended Account			
Charge Type	Normal	Type:	Clients Only
Description	Emergency Door Lock Replacement		
Invoice Dates	From: 12/10/2020	To:	26/10/2020
Charge Dates	From: 12/10/2020	To:	26/10/2020
Client From	00470021 Daisy McLean	Client To:	00470021 Daisy McLean

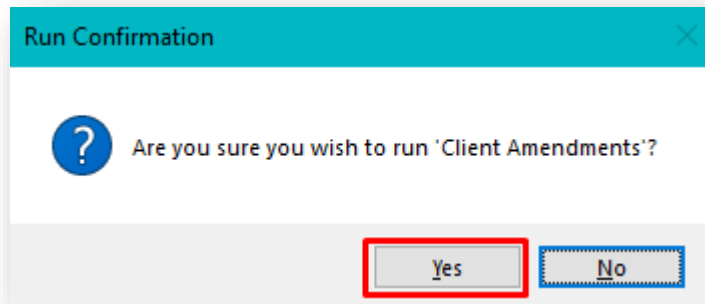
If you selected **Immediate** when you were posting the transaction, then you can tick to select **Immediate Invoices Only** in order to make sure that you don't pick up any other charges which may have been posted but were not labelled as **Immediate**.

Immediate Invoices Only

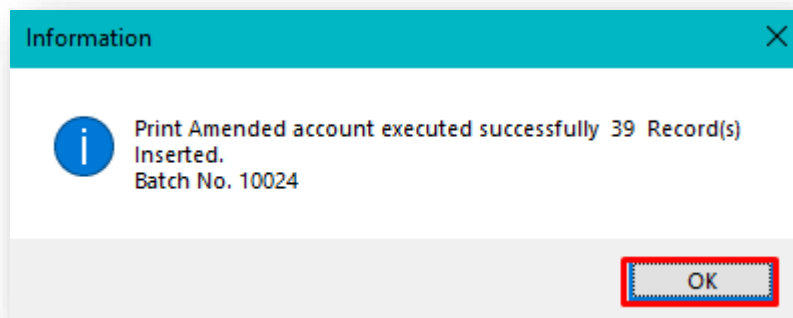
Once you have set all of the filters appropriately, click on the **Process Amendments** icon towards the bottom of the screen.



You will be presented with a **Run Confirmation** pop-up message and you can click on **Yes** to continue to process your amended accounts.



When the system has finished processing you will be presented with an **Information** pop-up message, giving you the **Batch No.** You can click on **OK** to dismiss this message.



Make a note of your Batch Number in case you return to print/ email your amended account statements at a later time.

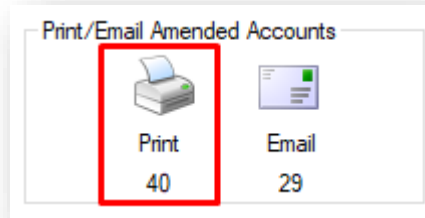
PRINTING AND EMAILING YOUR AMENDED ACCOUNTS

You are now ready to move onto printing and emailing your amended accounts to be able to send these out to your clients as per your clients' preferences.

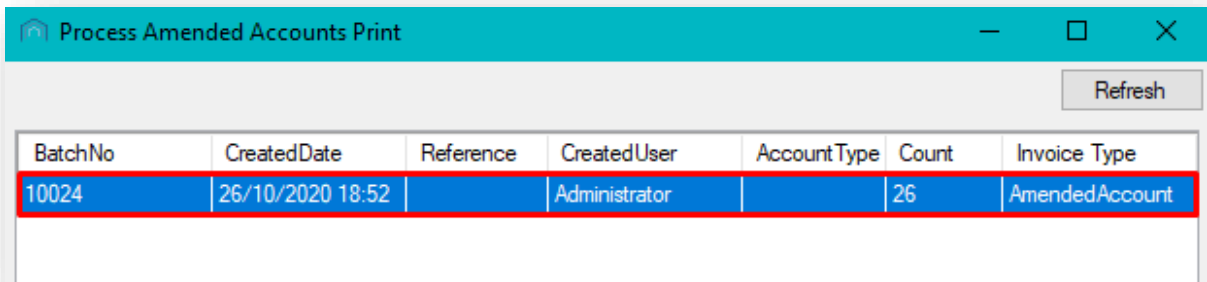
PRINTING YOUR AMENDED ACCOUNTS

Having made a note of your batch number, you can now open the **Print** menu to print out your invoices, or notices of charges for your clients who are due to receive paper copies.

Click on the **Print** icon in the lower right-hand corner of the screen.



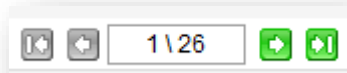
This will open the **Process Amended Accounts Print** window.



Here you will see a list of the batches you have just produced and any others which have not been printed/ accepted.

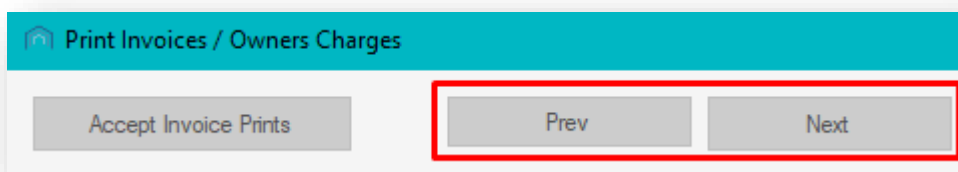
Double-click on the correct batch and the **Print Invoices / Owners Charges** preview window will open.

You can use the arrows at the top of the page to preview the amended account for each client.

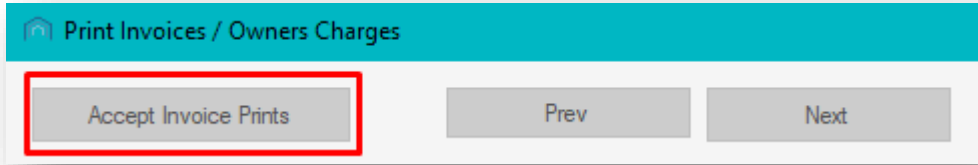


If you do not already have an individually designed custom template for your invoices available to you then please speak to CPL Support if this is something you would be interested in.

If you are printing several batches at the one time you can use the buttons at the top of the **Print Invoices / Owners Charges** screen to skip between batches.

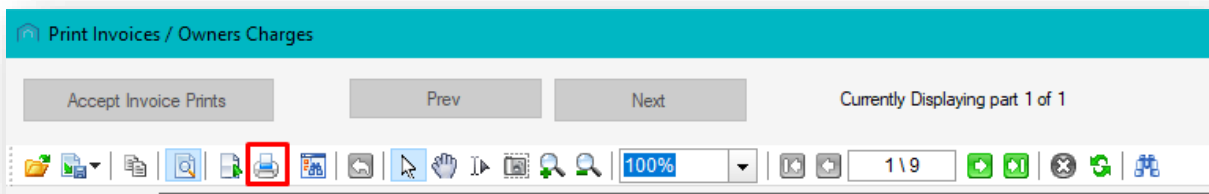


You can also use the **Accept Invoice Prints** button to accept each batch of invoices.



When you are satisfied with each page in the preview of your batch, and you wish to print your invoices immediately then click on the **Print** icon at the top of the page to send these to your printer.

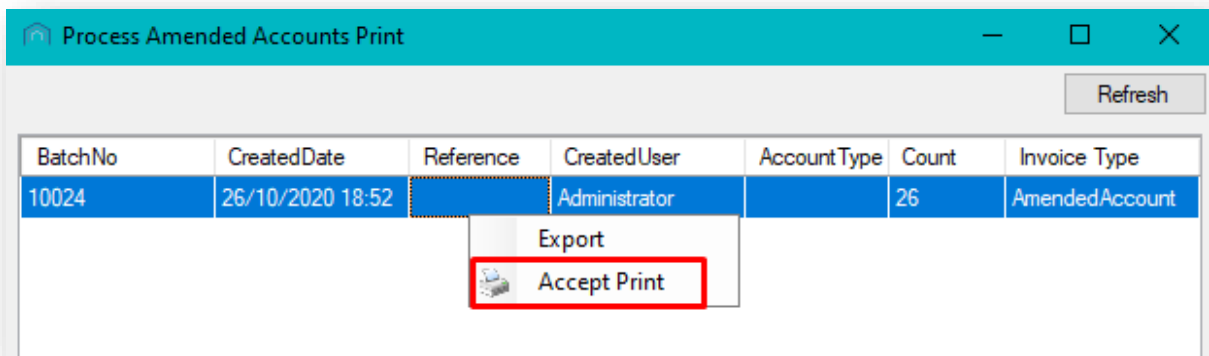
If you wish to print these at a later time, you can return to this tab and repeat the process of clicking on the **Print** button and selecting an individual batch of invoices to print.



Close the preview window by clicking on the cross in the top right-hand corner when you have finished.

It is also possible to accept a print batch directly from the **Process Amended Accounts** window.

To do this, right-click to select the correct batch and choose **Accept Print**.



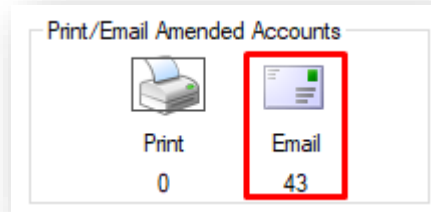
Upon accepting a batch, the system will remove that batch from the print queue and send the batch to print.

EMAILING YOUR AMENDED ACCOUNTS

The system will also email those clients who have opted to receive paperless invoices. They will receive the amended account as a pdf attachment to their email.

To email these clients, make sure you have selected the **Amended Account** tab on the main **Client Global Actions** screen.

Click on the **Email** icon in the lower right-hand corner of the screen.

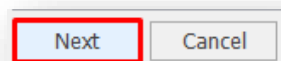


Clicking the icon opens up the **Process Owner Charges Actual Email Details** screen. If you only have one batch ready to be emailed then it will take you directly to the **Email Invoice Prelist** screen (please see below).

The **Process Owner Charges Actual Email Details** screen will display a list of all batches of clients whose charges you have processed and are due to receive their amended accounts invoices by email.



<input type="checkbox"/>	BatchNo	CreatedUser	Reference	CreatedDate	AccountType	Count	Invoice Type
<input checked="" type="checkbox"/>	10024	Administrator		26/10/2020 18:52		14	AmendedAccount
<input type="checkbox"/>	9591	KarenAnn		01/07/2020 10:47		1	AmendedAccount
<input type="checkbox"/>	7688	Administrator		18/06/2019 17:25		2	AmendedAccount
<input type="checkbox"/>	7679	Administrator		18/06/2019 16:55		4	AmendedAccount

Select the batch(es) you wish to email by clicking to place a tick in the box and then click on the **Next** button at the bottom-left of the screen.



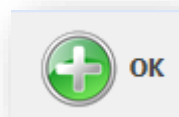
The **Email Invoice Prelist** screen will open with all clients ticked who are due to receive amended account invoices as part of the batch(es) you selected.

Email Invoice Prelist			
	Account No	Client Name	Invoice No
<input checked="" type="checkbox"/>	0001064	Client 0001064	627277
<input checked="" type="checkbox"/>	0001052	Client 0001052	627279
<input checked="" type="checkbox"/>	0001084	Client 0001084	627280
<input checked="" type="checkbox"/>	0001099	Client 0001099	627281
<input checked="" type="checkbox"/>	0001090	Client 0001090	627286
<input checked="" type="checkbox"/>	0001053	Client 0001053	627287
<input checked="" type="checkbox"/>	0001056	Client 0001056	627290
<input checked="" type="checkbox"/>	0001066	Client 0001066	627292
<input checked="" type="checkbox"/>	0001055	Client 0001055	627293
<input checked="" type="checkbox"/>	0001091	Client 0001091	627296
<input checked="" type="checkbox"/>	00010542	Client 00010542	627301
<input checked="" type="checkbox"/>	00010601	Client 00010601	627305
<input checked="" type="checkbox"/>	0001059	Client 0001059	627307
<input checked="" type="checkbox"/>	0001065	Client 0001065	627311

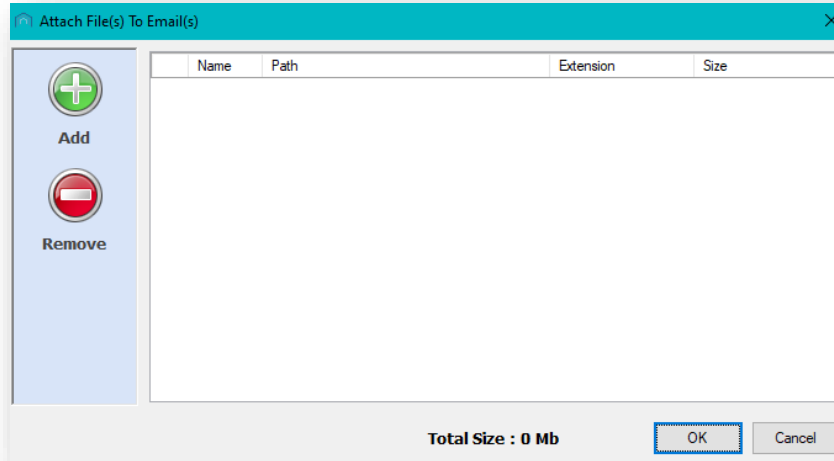
 OK
 Cancel

You can inspect each individual invoice by double-clicking a client from the list to open up their invoice.

You can untick clients if you wish to email these individually or you can make sure all clients are ticked and click the **OK** button to send all emails.

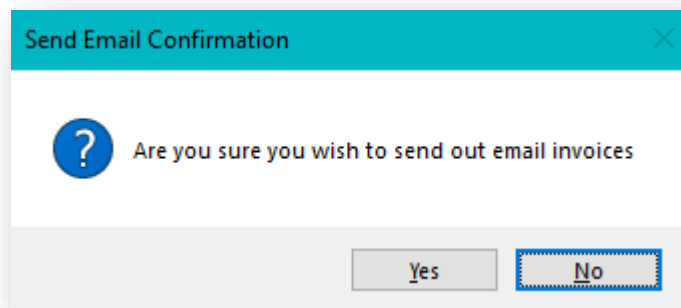


CPL will bring up an option to **Attach File(s) to Email(s)** in case you wish to add any additional files.



You can browse for additional files if you wish to add any by clicking on the **Add** button. If you have done this already, or you wish to send the invoice by email without adding any additional attachments then click on the **OK** button on this screen to proceed.

You will then see a **Send Email Confirmation** pop-up window appear.

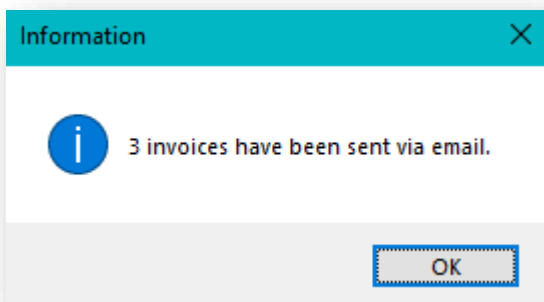


Clicking on **Yes** will send out your email invoices.

A progress bar will be displayed as the system processes these emails.



When this has reached 100%, you will be presented with an **Information** pop-up window which will let you know that your emails have been passed on by CPL to your email client for transmission to your clients.



Clicking on **OK** will dismiss this window and you will have completed the process of processing your charges and sending out your amended account invoices to your clients.

You have now completed the process of charging out a transaction to a client/clients in a budgeted development. You have also processed an amended account to be able to invoice these clients immediately.

This would remove the charge from their charge transaction file and would mean that this is due for payment immediately, rather than waiting to be picked up on the budget reconciliation at the end of the year. It will not appear on the budget reconciliation invoice unless the balance for the amended invoice is still outstanding. In this case, it would appear as a balance amount carried forward.

Activity		Disarised Charges		Web Portal Tracking		Invoice Preview					
Account	Addresses Activity	Transaction Activity	Float Transactions	Charge Transaction	Credit Control	Memos	Letters Documents	Allocations	Maps/Directions	Estimated Charges	Court Ledger
Transaction Activity Information											
Transaction Date	Batch/DBN	Description	Invoice	Cash Type	Dr	Cr	Balance	Allocation Amount	AOI	Sent	Show
30/11/2020	9746/243344	Budgeted Invoice for 31/08/2020 - 30/08/2021	626820		432.40		760.65	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
27/10/2020	0/243793	Payment Received - Bacs		Direct Payment		41.50	328.25	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27/10/2020	10028/243792	Emergency Door Lock Replacement	627314		41.50		369.75	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19/08/2020	0/243386	Payment Received - Bacs		Direct Payment		50.00	328.25	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In the image above of a client's transaction file you can see the amended invoice and payment for this are highlighted and are separate from any budget invoices which have gone out to the client.



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CPL KNOWLEDGE BASE

This training guide forms part of CPL's Knowledge Base which is available for all CPL users at <https://contact.cplsoftware.com/portal/home>

The CPL Knowledge Base will be continually updated with additional guides and information. If you have any questions or suggestions for further guides we'd be happy to hear from you. You can contact CPL Support by emailing us at support@cplsoftware.com or through our portal at <https://contact.cplsoftware.com/portal/home> or calling us on 0345 646 0240 (option 1).

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