



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

**BUDGET GUIDE 4: POSTING
ACTUAL INVOICES AGAINST
YOUR BUDGET
TRAINING GUIDE**

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INTRODUCTION

This guide is the fourth 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

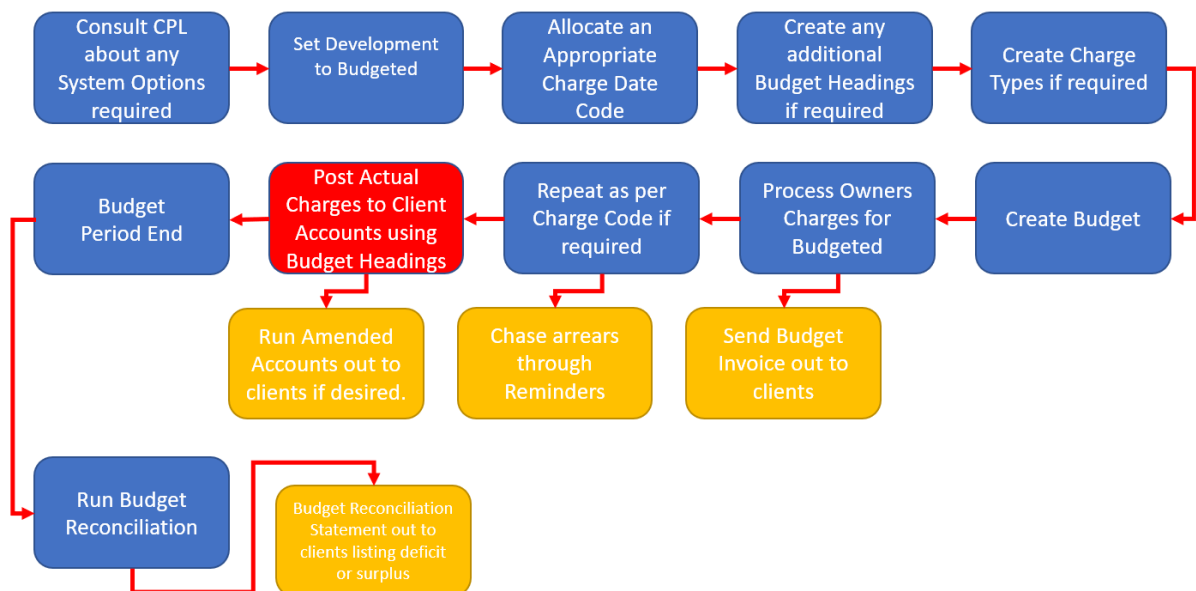
Throughout the period of your budget you will be posting invoices into the system which will form charges which will eventually be compared against the estimated charges in your budget when you run your Budget Reconciliation at the end of the budget period. In order for these charges to be able to be compared against your budget then it is essential that you use the correct budget headings. Not using the correct headings will invalidate your budget process.

This guide will cover the methods for making sure that charges are posted using the correct budget headings.

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 segment of the process.



PROCESSING CLIENT CHARGES

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.

Both of these methods will be covered in this short guide.



PURCHASE LEDGER TRANSACTIONS

When posting an invoice through the **Purchase Ledger Transactions** screen in CPL, there is a field in the **Purchase Invoice Posting Details** section to enable you to select a **Budget Heading** for your transaction.

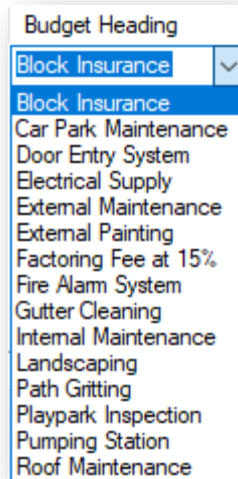
The screenshot shows the 'Purchase Ledger Transactions' window. The 'Purchase Invoice Posting Details' section is expanded, showing a table with the following data:

| Area Code | Development | Client | Budget Heading | Apportionments | Total | Goods | VAT |
|-----------|-------------------|--------|-------------------|----------------------|-------|---------|--------|
| | 0047 Poplar Place | | External Painting | 4 Block 3 Properties | 2000 | 1666.67 | 333.33 |

Below the table, the Grand Total is £2,000.00, Total Goods is £1,666.67, and Total VAT is £333.33. The 'Budget Heading' column is red-highlighted, and 'External Painting' is selected.

You will notice from the red-highlighted section that a budget heading has been selected for this posting. If you don't select a budget heading and try to post the transaction then you will receive a warning letting you know that you can't post until you have selected one. This will be true for any posting you are making to a development which has its accounting basis set to Budgeted.

When a development has been set to invoice on a budgeted basis, it is essential you select the correct **Budget Heading** from the drop-down menu in the **Purchase Invoice Posting Details** section for each charge. This will ensure they can be applied against the correct items in your budget



The budget headings which will appear in the drop-down menu will be whatever is set up in your system. Choose the correct budget heading for your purposes and post your transaction as normal.

POST PROPOSED INVOICE FROM IN-TRAY

When an invoice has been posted through from the In-Tray in CPL then you will be adding detail through the **Post Proposed Invoice** screen.

| Area Code | Development | Client | Budget Heading | Apportionment | Total | Goods | VAT |
|--------------------|-------------------|--------|----------------------|--------------------|----------------|----------------|---------------|
| -SELECT- | 0047 Poplar Place | | External Maintenance | 1 - All Properties | 2000.00 | 1666.67 | 333.33 |
| Grand Total | | | | | 2000.00 | 1666.67 | 333.33 |

In the above image in a posting in the **Post Proposed Invoice** screen coming through from the In-Tray, all fields have been filled in as normal for the charge. You will notice from the red-highlighted section that a budget heading has been selected for this posting. The system will prevent you from posting if you have not selected a budget heading.

As explained above, it is essential you select the correct **Budget Heading** from the drop-down menu towards the bottom of the screen for each charge. This will ensure they can be applied against the correct items in your budget.

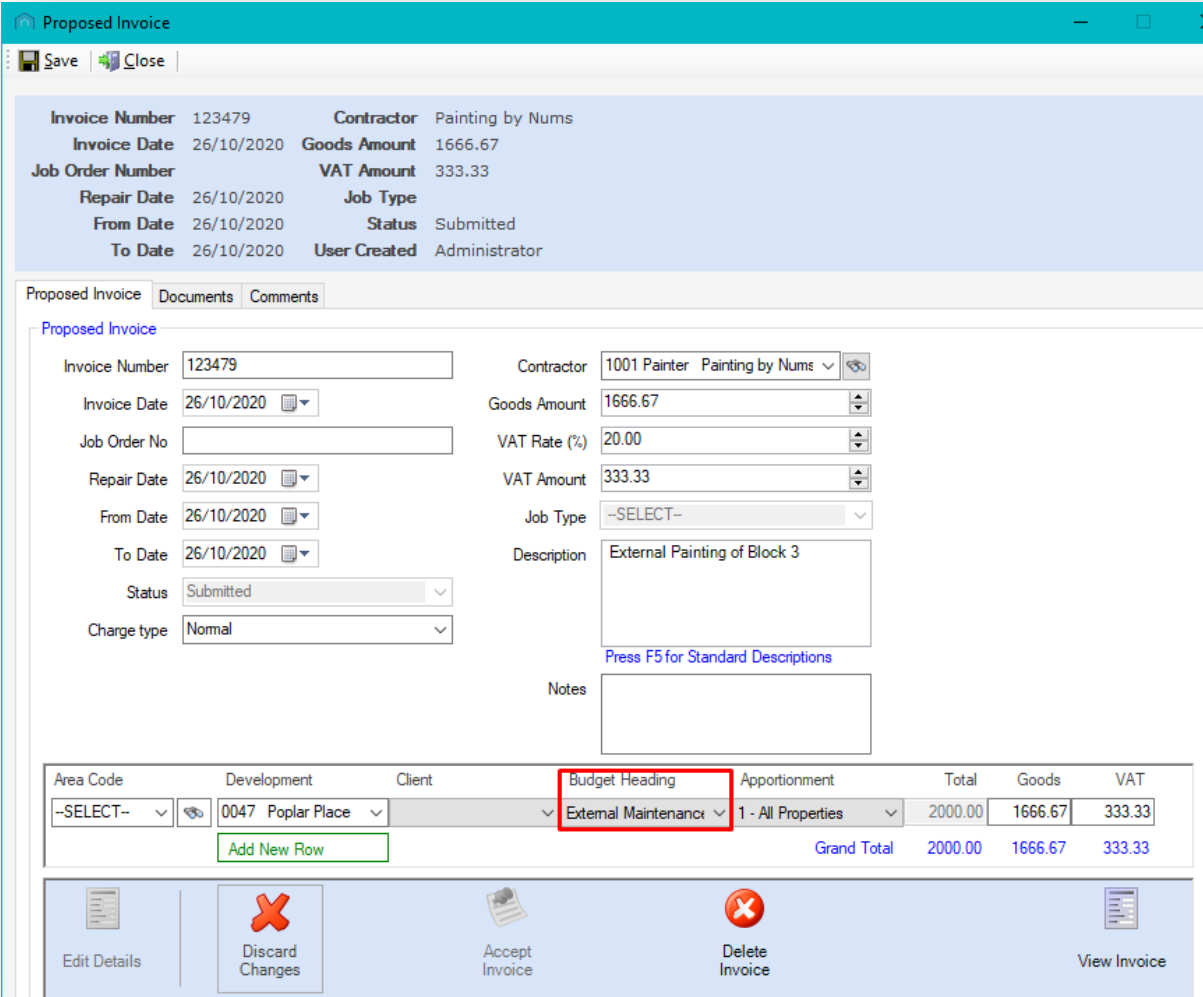
Choose the correct budget heading for your purposes and post your transaction as normal.

POST PROPOSED INVOICE FROM BLOCKWORX CONTRACTOR

When an invoice has been submitted by a Contractor who is using the Blockworx system it will go directly into the **Proposed Invoices** screen.

When you open this to post it through into the system then you get the opportunity to edit the individual **Proposed Invoice**.

This would enable you to be able to edit the details and ensure that the appropriate **Budget Heading** is selected.



Proposed Invoice

Save Close

Invoice Number 123479 Contractor Painting by Nums
 Invoice Date 26/10/2020 Goods Amount 1666.67
 Job Order Number VAT Amount 333.33
 Repair Date 26/10/2020 Job Type
 From Date 26/10/2020 Status Submitted
 To Date 26/10/2020 User Created Administrator

Proposed Invoice Documents Comments

Proposed Invoice

Invoice Number 123479 Contractor 1001 Painter Painting by Nums
 Invoice Date 26/10/2020 Goods Amount 1666.67
 Job Order No VAT Rate (%) 20.00
 Repair Date 26/10/2020 VAT Amount 333.33
 From Date 26/10/2020 Job Type --SELECT--
 To Date 26/10/2020 Description External Painting of Block 3
 Status Submitted
 Charge type Normal

Press F5 for Standard Descriptions

Notes

| Area Code | Development | Client | Budget Heading | Apportionment | Total | Goods | VAT |
|-------------|-------------------|--------|----------------------|--------------------|---------|---------|--------|
| --SELECT-- | 0047 Poplar Place | | External Maintenance | 1 - All Properties | 2000.00 | 1666.67 | 333.33 |
| Grand Total | | | | | 2000.00 | 1666.67 | 333.33 |

Edit Details Discard Changes Accept Invoice Delete Invoice View Invoice

Choose the correct budget heading for your purposes and post your transaction as normal. The system will prevent you from posting if you have not selected a budget heading.



BUDGET ONLY POST TO ALLOCATED HEADERS SYSTEM OPTION

Please note that if you have the **Budget Only Post to Allocated Headers** system setting turned on, you will only be able to post to **Budget Headings** which are included in the budget for the development already selected on your posting screen. These are the only budget headings which will appear in your drop-down list. This would avoid someone posting a charge to an incorrect budget heading which is not included in the budget for an individual development.

POSTING CHARGES

You can post to the Hold File and release these entries as you normally would. The entries will then appear on the client charge transactions tab until the budget reconciliation is run at the end of the budget period.

| Trans Date | Batch/DBN | Description | PL Account | Amount | Invoice | Excluded | DType | DR |
|------------|---------------|------------------------------------|------------------|--------|---------|--------------------------|-------|--------------------------|
| 21/10/2020 | 9757/28326223 | three yearly painting of staircase | Painting by Nums | 56.00 | | <input type="checkbox"/> | | <input type="checkbox"/> |
| 21/10/2020 | 9755/28326217 | Cracked hallway tile repair | HandyMan 101 | 40.00 | | <input type="checkbox"/> | | <input type="checkbox"/> |
| 16/09/2020 | 9753/28326211 | Gutter Cleaning | HandyMan 101 | 28.00 | | <input type="checkbox"/> | | <input type="checkbox"/> |
| 21/08/2020 | 9761/28326229 | External Painting of Block 3 | Painting by Nums | 800.00 | | <input type="checkbox"/> | | <input type="checkbox"/> |

If the total charges against this budget heading fall within the amounts you set for the budget items then your client will have already paid (depending upon the charge date code you are using) based on the budget invoice(s) you have processed and sent out.

If total charges against this budget heading amount to more than the ones you set in the budget then there will be a deficit for the client to pay at the end of the budget period when you run the budget reconciliation.

If these charges amount to less than the ones you set in the budget then there would be a surplus and the client would be due a refund at the end of the budget period when you run the budget reconciliation.

For more information on this, please consult **Budget Guide 3 - Billing Budget Invoices to your Clients Training Guide** available from the CPL Knowledge Base.



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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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