



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS  
& BLOCK MANAGERS

**BUDGET GUIDE 1: SETTING UP  
YOUR SYSTEM FOR  
BUDGETED DEVELOPMENTS  
TRAINING GUIDE**

OCT 2020

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## INTRODUCTION

This guide is the first 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

In order to work with budgeted developments effectively you will need to make sure you have CPL set up correctly.

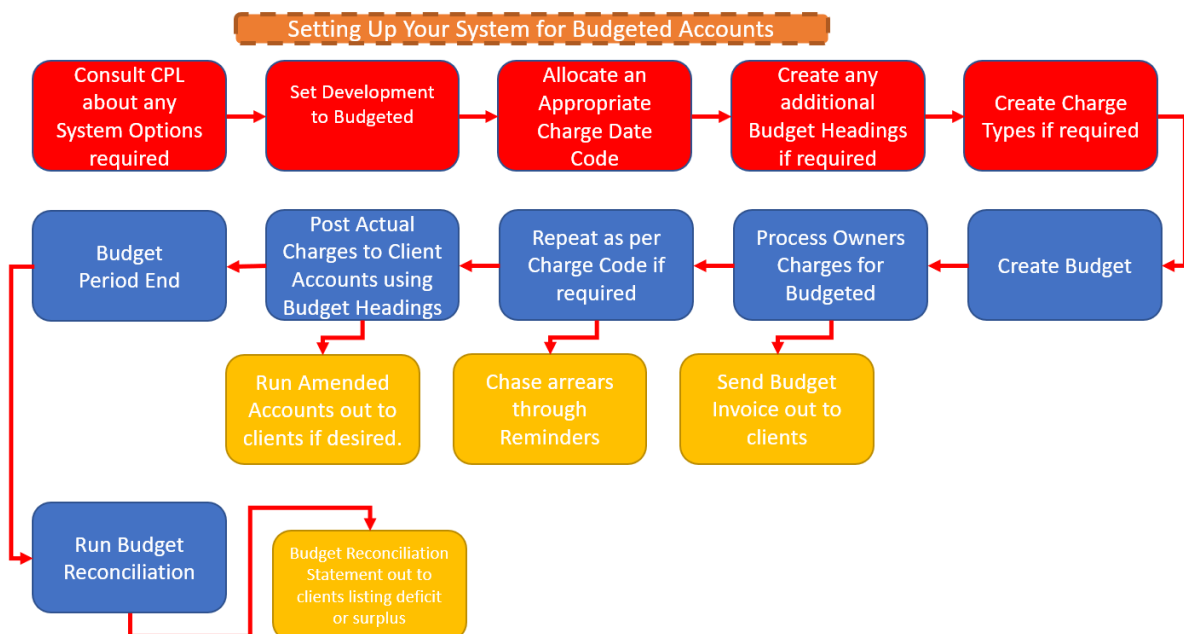
This guide will take you through the process of getting everything set up correctly to handle budgeted accounts. There are various system options outlined below which are not all essential but could be helpful. You will also need to set your individual developments to handle budgeted accounts.

You will need to select an appropriate charge date code on your developments to enable you to create a budget for the correct time period and to set up your required billing periods.

As part of using the Budgeted Accounts system in CPL, you will need to tell CPL what you will be charging your budgeted clients for. Budget Headings are the categories you will be filing the developments expenses against. Charges will appear under these headings on your client invoices and reconciliations. This guide will take your through the steps of creating any additional budget headers you require. Charge Types allow you to categorise charges you post in the system and then organise these on your client invoices. If you wish to use them, you can create additional charge types if you don't have appropriate ones already set up in your system.

## 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.



## SYSTEM OPTIONS

There are four system option settings which the CPL support team can activate in order to help you run budgeted accounts more effectively.

The first of these is essential for being able to process charges and run the budget reconciliation at the end of the budget period. This setting is the **Accounting Basis** and has to be configured to allow all types of accounting (Budgeted, Actual and Budgeted and Actual) that you wish to use across your developments.

The other three settings are optional but could be very useful for you. These are explained below.

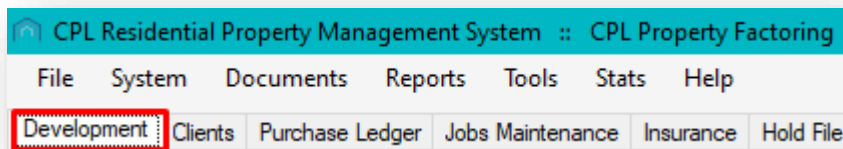
- **Budget Only Post to Allocated Headers.** Having this setting switched on will mean that when you are posting charges through the system, you will only be able to post to **Budget Headings** which you have included in the budget for a development. This will mean that someone cannot accidentally post to another budget heading which you have not included in the budget. This also highlights the importance of having a robust budget containing budget items covering everything you think will arise during the budget term.
- **Budget Pro Rate.** Having this setting switched on will mean that budgets will pro-rate any charges correctly when a property is sold or when a development comes online part-way through a budget period.
- **Budget Recon Pro Rate Actual Charges.** Having this setting switched on will mean that charges you have posted will pro-rate correctly across budget periods. If you have an invoice beginning during one budget period but running beyond this and into the next budget period, then having this setting activated will mean that when you reconcile, it will pro-rate your charge across the 2 budget periods. If this setting isn't switched on then it will pull the invoice through based on the transaction date and it will then fall into only one budget period. For example, an invoice covers a period from 4 Jan 2020 to 4 May 2020 and the end of the Budget Year is 31 Feb 2020. If the setting is activated then the charges will be calculated to be split across both budget periods.

*Please contact CPL Support if you would like to request that any of these system settings are activated in your database.*

## SETTING YOUR ACCOUNTING BASIS ON THE DEVELOPMENT

Once a development has been created you will need tell the system that it will be billing on a budgeted basis.

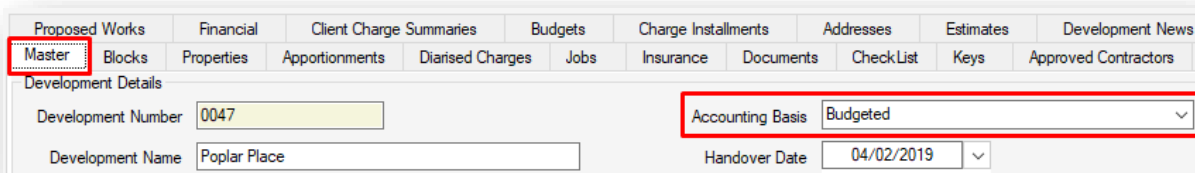
To set this, click on the **Development** tab in the main CPL screen.



Use the filter/search area at the bottom of your screen to locate your development. Once you have located your development, double-click its entry in the main grid or click to highlight it and then click on the **Amend** button in the action bar towards the bottom of the screen.

This will open the **Amend** screen for your development.

Make sure you are viewing the **Master** tab for your development and make sure you have selected **Budgeted** from the drop-down menu in the **Accounting Basis** field.



The screenshot shows a software interface with a top navigation bar containing tabs: Proposed Works, Financial, Client Charge Summaries, Budgets, Charge Installments, Addresses, Estimates, and Development News. Below this is a sub-navigation bar with tabs: Master (highlighted with a red box), Blocks, Properties, Apportionments, Diarised Charges, Jobs, Insurance, Documents, Check List, Keys, and Approved Contractors. The main area is titled 'Development Details' and contains several fields: 'Development Number' with the value '0047', 'Development Name' with the value 'Poplar Place', 'Accounting Basis' with a dropdown menu set to 'Budgeted' (highlighted with a red box), and 'Handover Date' with the value '04/02/2019'.

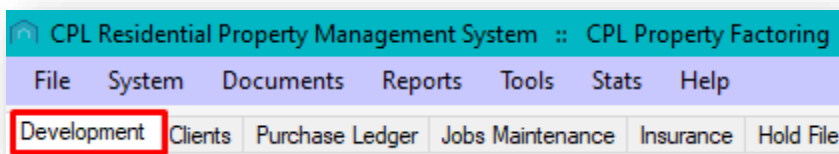
## ALLOCATING AN APPROPRIATE CHARGE DATE CODE

Decide how often you would like to be able to bill your clients in your budgeted development.

You will need to select an appropriate **Charge Date Code** for charging out the elements of your budget to your clients.

Charge Date Codes are how CPL links developments and dates for billing throughout the system. Each development and charge/ invoice entered into the system will have a charge date code. Think of it as a flag that helps CPL sort items into the correct places and enable it to know what needs running and when. The Charge Date Code dictates when and how often any invoices for the development can be run. It will also influence the period you can create a budget for as the period end for a budget must correspond to the end of a charge date.

Click on the **Development** tab in the main CPL window.



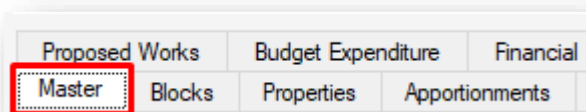
The screenshot shows the main window of the 'CPL Residential Property Management System :: CPL Property Factoring'. It features a menu bar with 'File', 'System', 'Documents', 'Reports', 'Tools', 'Stats', and 'Help'. Below the menu bar is a sub-navigation bar with tabs: Development (highlighted with a red box), Clients, Purchase Ledger, Jobs Maintenance, Insurance, and Hold File.

Click to select the correct development from the grid if it is already displayed, or use the search filter at the bottom of the screen to find your development.

Once you have located your development, double-click its entry in the main grid or click to highlight it and then click on the **Amend** button in the action bar towards the bottom of the screen.

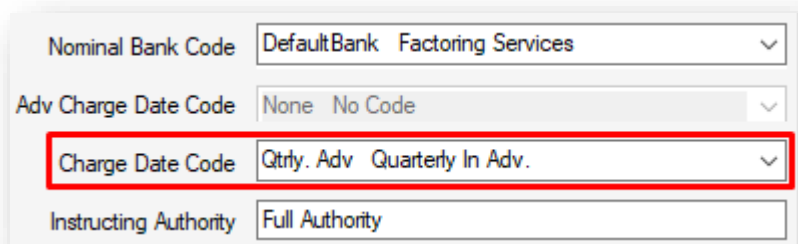
This will open the **Amend** screen for your development.

Click to open the **Master** tab for your development if you are not already viewing this tab.



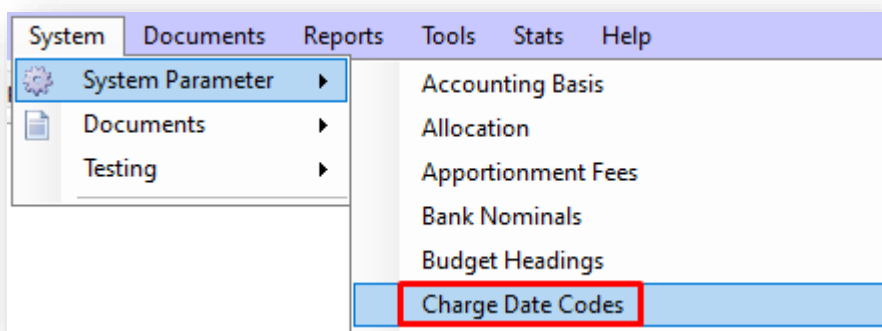
The screenshot shows a software interface with a top navigation bar containing tabs: Proposed Works, Budget Expenditure, and Financial. Below this is a sub-navigation bar with tabs: Master (highlighted with a red box), Blocks, Properties, and Apportionments.

On the third column of information on the right of your development's master tab you will see the **Charge Date Code** field. Select an appropriate charge date code from the drop-down menu.



Nominal Bank Code	DefaultBank Factoring Services
Adv Charge Date Code	None No Code
<b>Charge Date Code</b>	<b>Qtrly. Adv Quarterly In Adv.</b>
Instructing Authority	Full Authority

If you have not already set up an appropriate Charge Date Code then you can do this via the **System Parameter** menu.



If you would like some guidance with this then please consult the **Charge Date Codes Training Guide** in the CPL Knowledge Base.

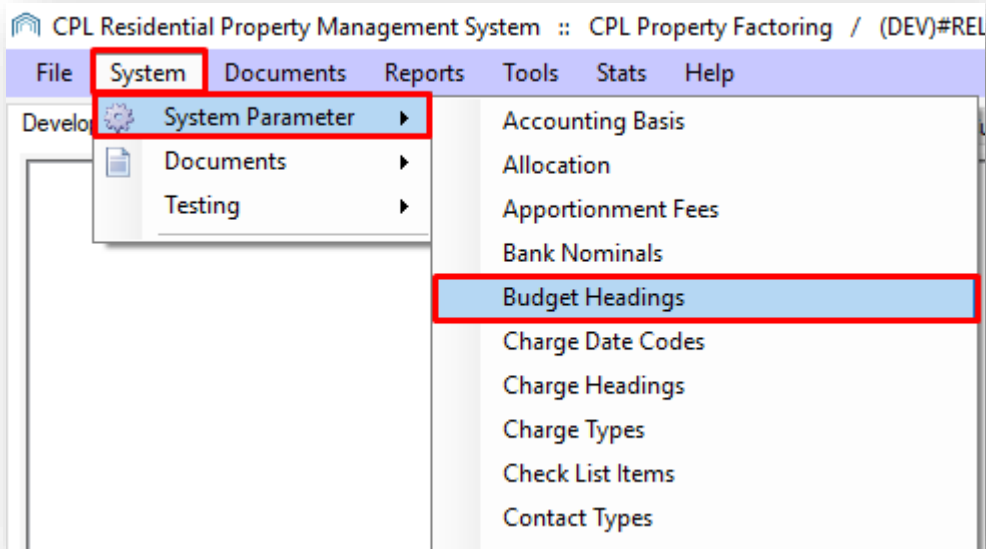
Please make sure that you avoid changing a development's charge date code once there is already a budget in place. This would result in your invoices not being able to be processed correctly by the system.

If you do wish to change the charge date code it is advisable to wait until the end of a budget period and start the new budget period with your new charge date code.

## BUDGET HEADINGS IN CPL

You will also need to have **Budget Headings** set up in order to use these when you are setting up your budget items. Budget Headings are the categories you will be filing the development's expenses against. These headings control the items in the budget and also the actual charges as you post these into the system. Your charges will appear under these headings on your client budget invoices and budget reconciliations.

If you have not already set up appropriate Budget Headings then you can do this in the **System Parameter** menu.



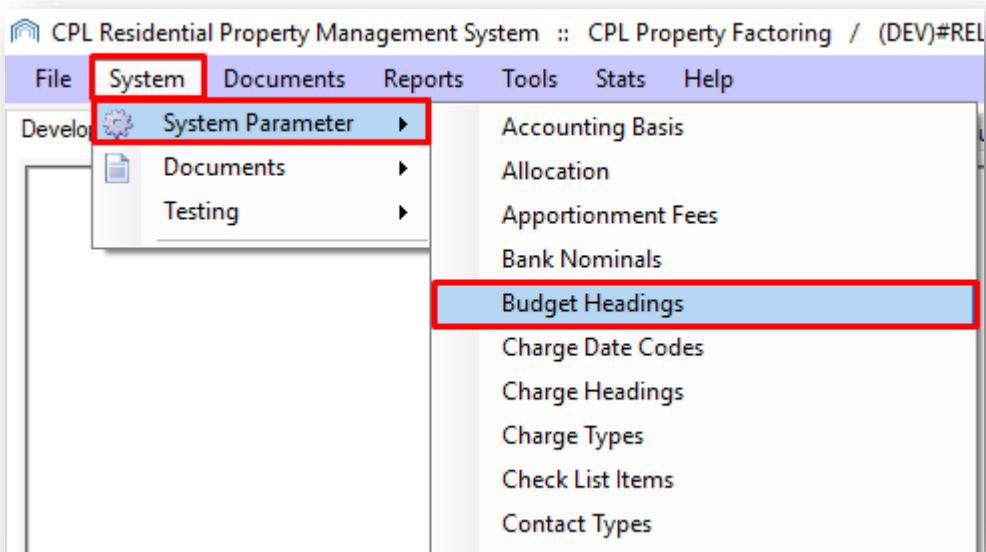
If you would like some guidance with this then please consult the **Budget Headings Training Guide** in the CPL Knowledge Base.

#### LOCATING BUDGET HEADINGS IN CPL

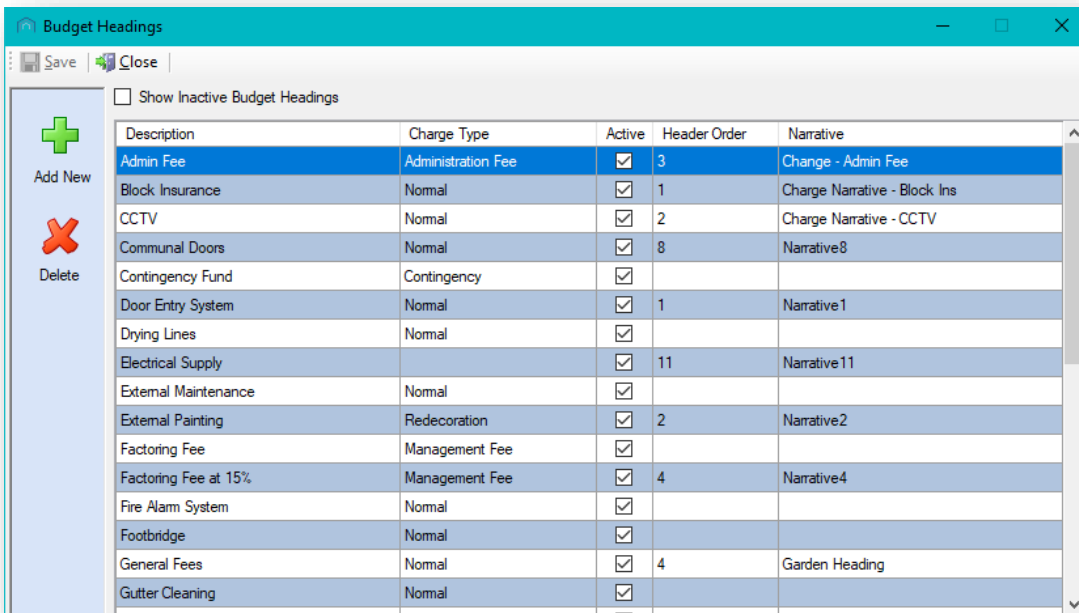
To find out which budget headings are already set up in your system, you need to access the Budget Headings tool in CPL.

From the main screen of CPL click to select **System**.

On the drop-down menu which appears select **System Parameter** and then on the resulting drop-down menu scroll down and select **Budget Headings**.



This will open the **Budget Headings** window.





**Budget Headings**

Save Close

Show Inactive Budget Headings

Description	Charge Type	Active	Header Order	Narrative
Admin Fee	Administration Fee	<input checked="" type="checkbox"/>	3	Change - Admin Fee
Block Insurance	Normal	<input checked="" type="checkbox"/>	1	Charge Narrative - Block Ins
CCTV	Normal	<input checked="" type="checkbox"/>	2	Charge Narrative - CCTV
Communal Doors	Normal	<input checked="" type="checkbox"/>	8	Narrative8
Contingency Fund	Contingency	<input checked="" type="checkbox"/>		
Door Entry System	Normal	<input checked="" type="checkbox"/>	1	Narrative1
Drying Lines	Normal	<input checked="" type="checkbox"/>		
Electrical Supply		<input checked="" type="checkbox"/>	11	Narrative11
External Maintenance	Normal	<input checked="" type="checkbox"/>		
External Painting	Redecoration	<input checked="" type="checkbox"/>	2	Narrative2
Factoring Fee	Management Fee	<input checked="" type="checkbox"/>		
Factoring Fee at 15%	Management Fee	<input checked="" type="checkbox"/>	4	Narrative4
Fire Alarm System	Normal	<input checked="" type="checkbox"/>		
Footbridge	Normal	<input checked="" type="checkbox"/>		
General Fees	Normal	<input checked="" type="checkbox"/>	4	Garden Heading
Gutter Cleaning	Normal	<input checked="" type="checkbox"/>		

 Add New  
 Delete

## THE BUDGET HEADINGS SCREEN

Budget headings currently active within the system will be listed in this screen.

You will notice there is an action bar on the left of the screen which offers you the option to add or delete a budget heading, a **Show Inactive Budget Headings** tick box to select to see budget headings that have not been used recently and the main grid displaying each of the budget headings that have been entered into the system and their details.

The **Budget Headings** screen contains a grid which is arranged into the following columns:

- The **Description** is like a title and allows you to describe how the entry will appear in the system and on your client invoices.
- The **Charge Type** is an option which could allow you to describe what type of charge the budget item is and could allow you to group charges of the same type together on an invoice.
- The **Active** column lets you see whether this budget heading has been deleted or is still active in the system.
- You can use the **Header Order** to control the order in which items will appear on your client invoices if you wish.
- The **Narrative** column provides you with an option to further describe a budget header to help clients who are viewing the invoice on the Client Web Portal. If they click on the **(i)** information option then they would be able to view any narrative you have added here.

## ADDING A NEW BUDGET HEADING

There is no secondary window for Budget Headings and the method for entering details is relatively simple.

To add a new Budget Heading click on the **Add New** icon in the action panel on the left-hand side of the screen.





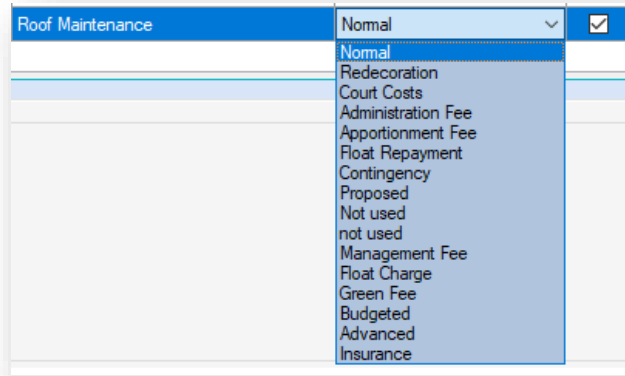
This will add a new line to the bottom of the grid labelled with the description **New budget heading** and with the Charge Type **Normal** selected.

Description	Charge Type	Active	Header Order	Narrative
Landscaping	Normal	<input checked="" type="checkbox"/>		
Maintenance Fund	Advanced	<input checked="" type="checkbox"/>		
Misc. Activity	Normal	<input checked="" type="checkbox"/>		
Path Gritting	Normal	<input checked="" type="checkbox"/>		
Playpark Inspection	Normal	<input checked="" type="checkbox"/>		
Public Liability Insurance	Normal	<input checked="" type="checkbox"/>	10	Narrative 10
Pumping Station	Normal	<input checked="" type="checkbox"/>		
Rubbish Uplift	Normal	<input checked="" type="checkbox"/>		
Septic Tank Maintenance	Normal	<input checked="" type="checkbox"/>		
Sinking Fund	Normal	<input checked="" type="checkbox"/>		Used for Sinking Fund Diarised Charges
Staircase Painting	Redecoration	<input checked="" type="checkbox"/>		
Stairwell Cleaning	Normal	<input checked="" type="checkbox"/>		
Stairwell Lighting	Normal	<input checked="" type="checkbox"/>		
TV Aerial	Normal	<input checked="" type="checkbox"/>		
Window Cleaning	Normal	<input checked="" type="checkbox"/>		
<b>New budget heading</b>	<b>Normal</b>	<input checked="" type="checkbox"/>		

To change the description, click on the text labelled **New budget heading** and type your new budget heading description.

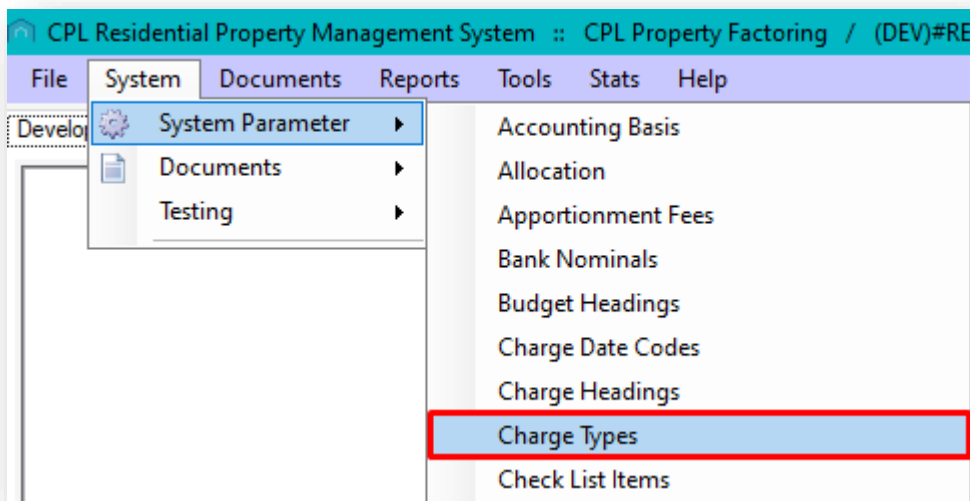
TV Aerial	Normal	<input checked="" type="checkbox"/>		
Window Cleaning	Normal	<input checked="" type="checkbox"/>		
Roof Maintenance	Normal	<input checked="" type="checkbox"/>		

To change the **Charge Type** to enable you to group budget headings of the same type, click into the **Charge Type** column. A drop-down menu will appear which will allow you to select a charge type other than **Normal** from the charge types available in your system.



You can click to select whatever charge type you wish this budget heading to be grouped by or you can leave this as normal if you don't wish to make use of the charge types.

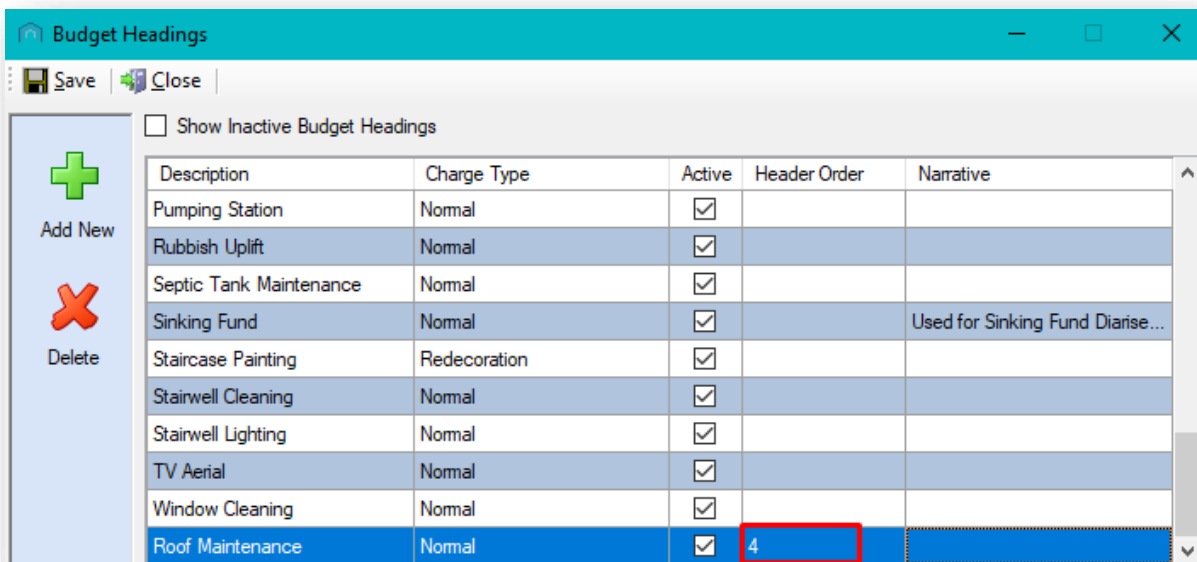
*If there is not an existing charge type you wish to use then you can access the **Charge Type** menu in **System Parameters** to create a more suitable one.*



*For more information on Charge Types, see the **Charge Types Training Guide** on the Knowledge Base.*

The **Active** column is only present to indicate whether the budget heading is currently active. The tick will remain in this column as long as the budget heading has not been deleted.

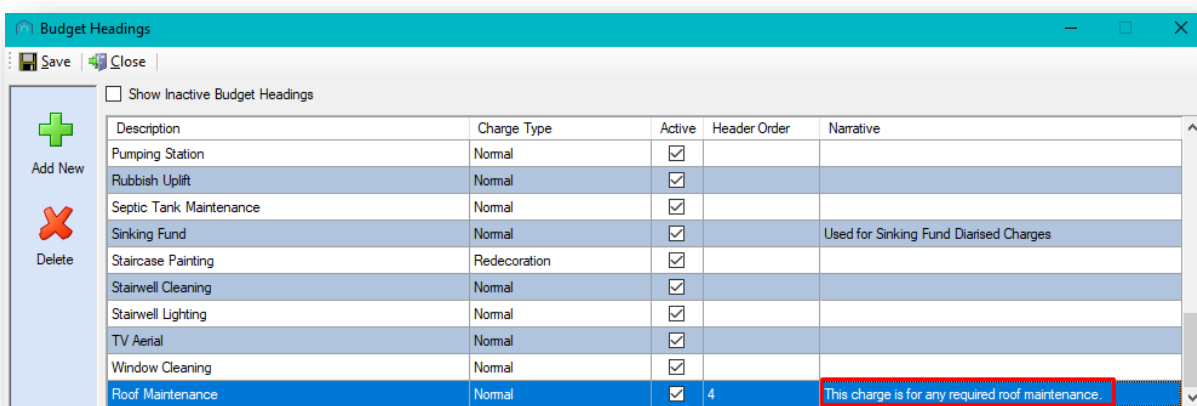
In the **Header Order** column you can click in the cell to type a number.



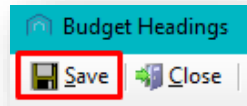
This numbering option gives you the opportunity to have charges for different budget headings displayed in a certain order on your client invoices. You don't have to use this option and instead the charges will be ordered by transaction dates.

The Narrative column will allow you to add more of a description for the budget heading. As described above, this narrative will display when your clients are using your Client Web Portal. If they click on the (i) information option next to a charge on their account then they will be able to view any narrative you have added.

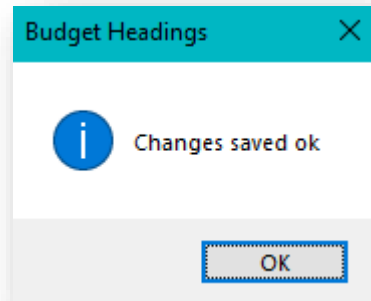
If you wish to enter a more detailed description for your clients to access, click into the **Narrative** cell for your new budget heading and type the details you would like to be displayed in the Client Portal.



Once you have entered as many details as you wish for your heading you can click the **Save** icon in the top-left of this window.



You will then see a pop-up window informing you that your changes have been saved.



Click on **OK** to dismiss this pop-up.

Click on **Close** in the top-left of this window when you have finished making any changes.

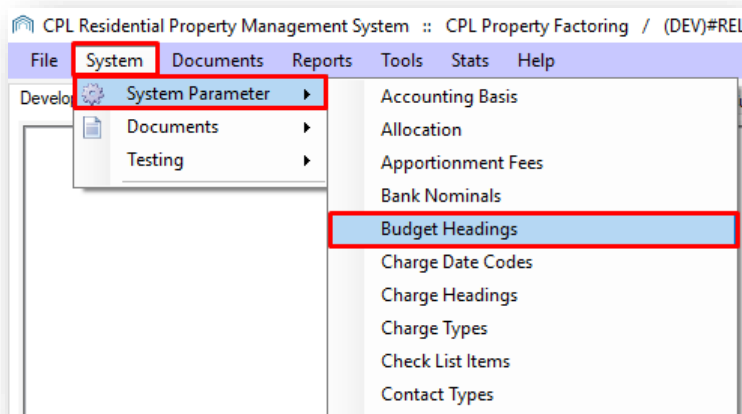
### DELETING A BUDGET HEADING

Deleting a budget heading is something that should only be done at the end of a charge period or year. If you delete a budget heading after it has been set on a budget, the system will continue to charge till the end of the charge period, regardless of the status of the budget heading.

If you have closed the Budget Headings window then you will need to navigate to it and access it again.

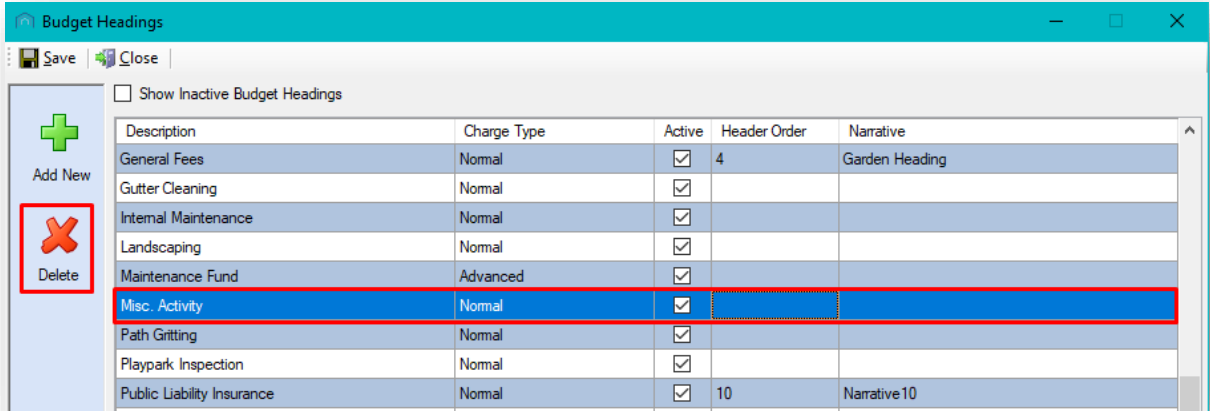
From the main screen of CPL click to select **System**.

On the drop-down menu which appears select **System Parameter** and then on the resulting drop-down menu scroll down and select **Budget Headings**.

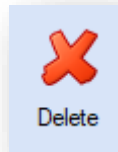


This will open the **Budget Headings** window as previously.

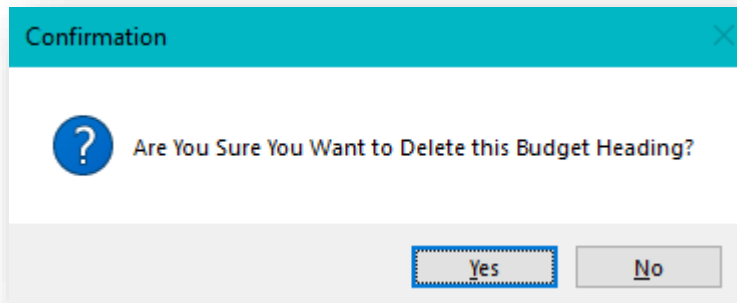
Click to select the individual budget heading you wish to delete.



With the correct entry highlighted, click the **Delete** icon in the action bar on the left of the screen.



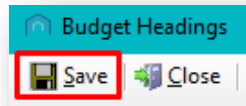
You will be presented with a **Confirmation** pop-up window. If you wish to continue with the deletion click **Yes** otherwise Click **No**.



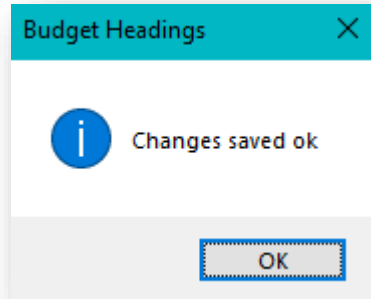
The entry will remain in the grid, however it will no longer have a tick in the **Active** column.

Maintenance Fund	Advanced	<input checked="" type="checkbox"/>		
Misc. Activity	Normal	<input type="checkbox"/>		
Path Gritting	Normal	<input checked="" type="checkbox"/>		

Once you have completed any changes in the budget headings screen, you can click the **Save** icon in the top-left of this window.



You will then see a pop-up window informing you that your changes have been saved.

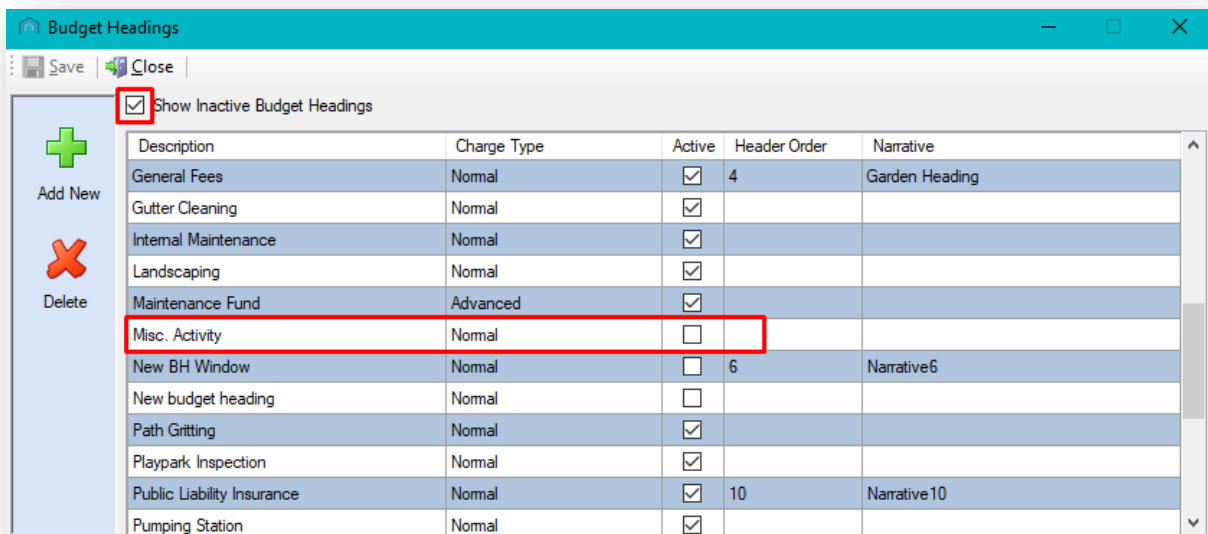


Click on **OK** to dismiss this pop-up.

Click on **Close** in the top-left of this window when you have finished making any changes.

The next time you open up the **Budget Headings** screen you will notice that any deleted entries no longer display.

However, if you wish to view these deleted items, you can tick the **Show Inactive Budget Headings** option at the top of the screen and any deleted items will be displayed in the list without a tick in the **Active** column.



For further information on how **Budget Headings** are used within budgeted accounts in CPL, please access the **Setting up a Budget on your Development Training Guide** available in 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](mailto: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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