



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS  
& BLOCK MANAGERS

# DEVELOPMENT FINANCIAL TAB

## TRAINING GUIDE

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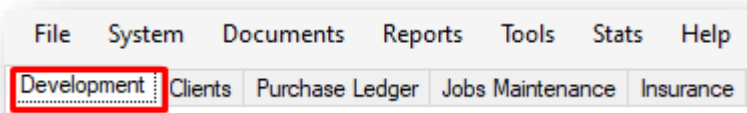
## INTRODUCTION

The Financial tab in a Development gives you a snapshot of the current financial position for that individual development.

The information contained under the Property Funding section in this screen may not include any values which have been posted in advance. For example, Management Fees run up to the 28<sup>th</sup> November and invoiced for the period ending 28<sup>th</sup> November will not display in the relevant fields if you look at this screen on the 27<sup>th</sup> of November.

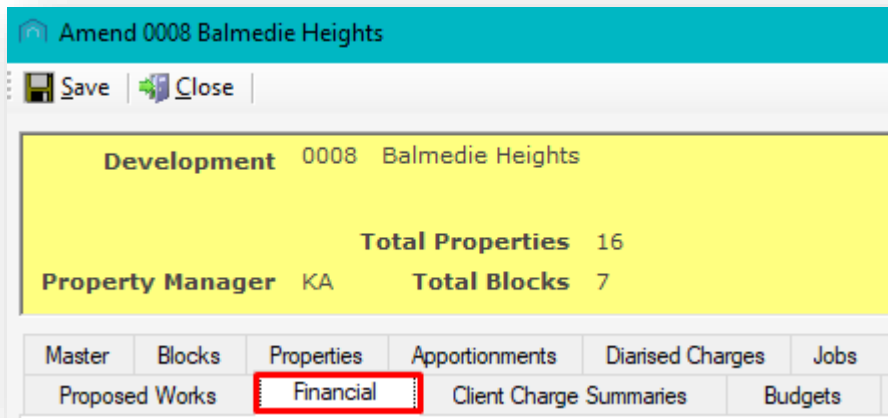
### LOCATING THE FINANCIAL TAB IN A DEVELOPMENT IN CPL

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

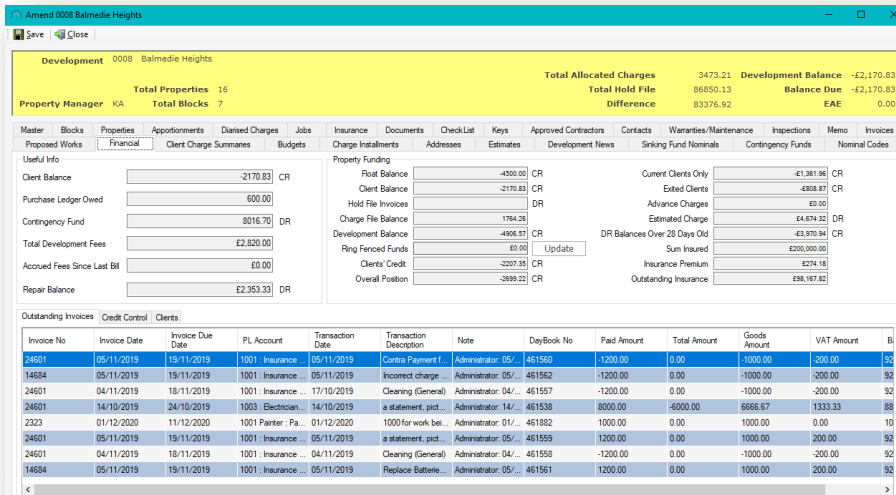


Use the **Development Filter/Search** area at the bottom of the screen to locate the individual development and double-click to open this up or click to highlight it in the grid and click on **Amend**.

Click on the **Financial** tab for the specific development.



This will open the Financial information for the development.



The tab is divided into three main sections. The upper section of the page contains a list of balances in the **Useful Info** section on the left and two additional columns of balances in the **Property Funding** section on the right.

The lower section of the page contains a series of three grids available on different tabs:

- Outstanding Invoices
- Credit Control; and
- Clients.

## USEFUL INFO

The **Useful Info** column of information, located on the left at the top section of the Financial tab contains various fields which are explained in the table below.

Useful Info	
<b>Client Balance</b>	This is the current total of all debits and credits for clients within the development. This is the same total you will see for the Client Balance in the Property Funding section.
<b>Purchase Ledger Owed</b>	This is the amount for the Purchase Ledger Transactions which have been posted but not yet paid. These amounts could be in the Hold File, or already invoiced but just not yet paid. You can see the breakdown of these transactions in the lower part of the screen. An explanation of this <b>Outstanding Invoices</b> section can be found later in this guide.
<b>Contingency Fund</b>	This is the amount currently held in any contingency funds for the development in the Nominal Ledger.
<b>Total Development Fees</b>	This is the total fee income you receive for managing this development. This figure is a total of the fees listed against each property in the development.
<b>Accrued Fees Since Last Bill</b>	This is the amount in fees which has been accrued since the last invoice. For example, if the annual fee income in a development is £5000, then that represents roughly £13.70 per day. If you are 30 days from the last invoice run date then you would have accrued 30 * £13.70.
<b>Repair Balance</b>	This is the total for jobs which are currently not completed and have an amount listed on them.

**PROPERTY FUNDING**

The Property Funding section covers the two columns in the middle and at the right of the top section on the Financial tab.

This section of the financial tab is designed to show you how well the development is funded, this is done by showing you how much cash you hold in floats, taking off the client balances and charges due to be billed (hold and charge). However, this could be misleading as there could £20k worth of clients in debit and £19k worth of clients in credit. This is why the client's credits are then taken off to show the overall position if your clients in credit asked for their money back.

<b>Property Funding</b>	
<b>Float Balance</b>	This is the amount currently sitting in the Float File for the whole development. Essentially this represents the cash you hold in floats to enable you to maintain the development.
<b>Client Balance</b>	This is net total for all the debit and credit client balances within the development.
<b>Hold File Invoices</b>	This is the amount currently sitting in the Hold File for this development which is unreleased. If you want to see what makes this up you can go to main Hold File tab and search for this specific development.
<b>Charge File Balance</b>	This is the amount currently sitting in the Clients' Charge Files ready to be invoiced. As in the explanation above, this will not include anything which has been posted in advance.
<b>Development Balance</b>	The Development Balance represents the true funding of the development and is a calculation of the 4 boxes above it on the screen. Development Balance = Floats Held – client balance – hold file – charge file.
<b>Ring Fenced Funds</b>	If there is any balance sitting in any ring-fenced funds for the development then this would appear in this field.
<b>Clients' Credit</b>	This field displays the amount by which clients are currently in credit.
<b>Overall Position</b>	Although the Development Balance gives a true reflection of cash as it stands today, as was mentioned above, if you have a high proportion of credit balances in a development the Development Balance figure could look better than it actually is. This means that the Overall Position is the client balance reduced by the amount the clients are in credit for, giving a truer position of the development finances.
<b>Current Clients Only</b>	This is the balance for your current clients only and does not include anybody who has sold.
<b>Exited Clients</b>	This is the balance for your exited clients only. In other words, this is the balance for clients who have sold.
<b>Advance Charges</b>	You can ignore this field if you don't use the Advanced Charge tool in CPL.
<b>Estimated Charge</b>	Again, this is only relevant if you are using the Advanced Charge tool in CPL.
<b>DR Balances Over 28 Days Old</b>	This will list the debit balance which is over 28 days old. This will only work if you are running allocations in the system.



<i>The following fields will only apply if you are running the Insurance Module in CPL.</i>	
<b>Sum Insured</b>	This shows what the sum insured for the whole development is. Whether you calculate it as separate per property or apportioned over a development this is the total sum insured.
<b>Insurance Premium</b>	This shows the annual insurance premium for the development calculated by the sum insured, the rates on the policy and IPT.
<b>Outstanding Insurance</b>	This is the insurance amount on invoices which has not yet been paid. This figure would be picked up from running allocations.

You will find further information in the lower half of the Finance screen.

### OUTSTANDING INVOICES

The **Outstanding Invoices** tab shows a list of invoices in the purchase ledger that have still to be paid.

Invoice No	Invoice Date	Invoice Due Date	PL Account	Transaction Date	Transaction Description	Note	DayBook No	Paid Amount	Total Amount	Goods Amount	VAT Amount
20/031	27/11/2020	25/12/2020	5909 - Property R...	03/12/2020	Repairs to bin sto...		2486156	180.00	0.00	180.00	0.00
2690	11/11/2020	09/12/2020	5046 - PETER P...	12/11/2020	Repair(s) to com...		2478727	75.00	0.00	75.00	0.00
2757	26/11/2020	24/12/2020	5046 - PETER P...	27/11/2020	Repair(s) to com...		2481047	93.41	0.00	93.41	0.00
HP2021119	11/11/2020	09/12/2020	5616 - REID RO...	13/11/2020	Repair(s) at sill(s)		2479086	561.60	0.00	561.60	0.00
01405196	01/11/2020	29/11/2020	1110 - OTIS LTD	08/10/2020	Lift maintenance ...		2465685	720.27	0.00	720.27	0.00
01405194	01/11/2020	29/11/2020	1110 - OTIS LTD	19/10/2020	Lift maintenance ...		2467418	720.27	0.00	720.27	0.00
01408051	01/12/2020	29/12/2020	1110 - OTIS LTD	26/11/2020	Lift maintenance ...		2480905	720.27	0.00	720.27	0.00

### CREDIT CONTROL

The **Credit Control** tab contains information across all credit control statuses and which clients fall under each status with the total debt owed for each.

For each individual credit control group there is a corresponding client count. If you click on the row for each credit control type you will see the relevant clients listed in the lower grid along with more detail for each client. If you double-click on the client in the lower grid, CPL will open the client account.

Group Description	Client Count	Total Debt
Dispute Creation	1	£192.53
61 standing order	7	£2,352.85
50 Holding File	1	£456.79
Normal	37	£8,771.46
63 Direct Debit	16	£3,177.95
64 Payment Agreed	1	£163.66
62 Developers	1	£308.91
95 Solicitor Instruction Pend...	2	£4,835.99
<b>Total</b>	<b>66</b>	<b>£20,260.14</b>

### CLIENTS

The **Clients** tab contains a list of all clients within the development. This can be filtered by current or archived clients.

The clients are listed in the grid with additional information covering their balance and float amount held.



Outstanding Invoices	Credit Control	Clients
Show	All	▼
Account No	Name	



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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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