CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

REPORTS

TRAINING GUIDE

MARCH 2021

Version 1.0

CONTENTS

INTRODUCTION

You'll find that there are a whole series of system designed reports which will be of use to you and are present by default in CPL.

Many of these reports can be accessed when you are in different modules of the system or by right-clicking on grids of information.

The Reports area itself allows you to go straight to these at any point, whether you are in a module performing a task or not. They are a method for reviewing and staying organised within the system.

There is also the option to build and store your own User Reports within the system. These allow you the freedom to create your own logic for what you would like to be included in reports.

ACCESSING THE REPORTS

All you need to do to access these is to head to **Reports** at the top of the CPL screen and use the drop-down list to select one appropriate to your requirements.
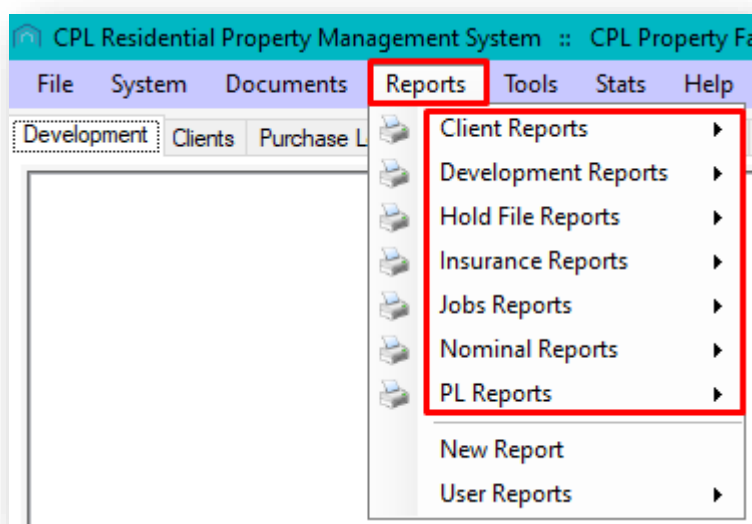
For example, the **Client Balance Report** will give you a snapshot of clients who owe you money. The **Development Balance Report** will let you see at a glance which developments are in credit/debt. These will both give you a good indication of what the position of your business is at any one time.

You can break this down further and run reports for fees on a development, outstanding float balance, charge balance, etc.

Client Statements would let you put in a quick from and to date and then print off Client Statements that you could send to your clients at any point.

When you access the majority of these reports there will be a filter section on the left of the screen which would allow you to make them more specific to what you are looking for.

Filter Options

* From Development
0008 Balmedie Heights

* To Development
0008 Balmedie Heights

* To Date
24/03/2021

Apply Filter

* Required Fields

Export To   Excel

Print   Export

24 Mar 2021   15:11

**Development Balance Report
as of 24/03/2021**

Development: 8 - Balmedie Heights

Current Assets

Debtors Total	1187.02	
Bank Total	107572.86	
Prepayments	0.00	108759.88

Current Liabilities

Creditors Total	(0.00)	
Accruals	(0.00)	(0.00)

108759.88

USER CREATED REPORTS

You can create your own specific report and then save this in the system so that you can return and run it whenever you need to.

Before creating your report, it can be useful to think backwards from what you are looking for:

- What is the output of information I need?
- Which modules or filters for the parts of the system do I need to specify?
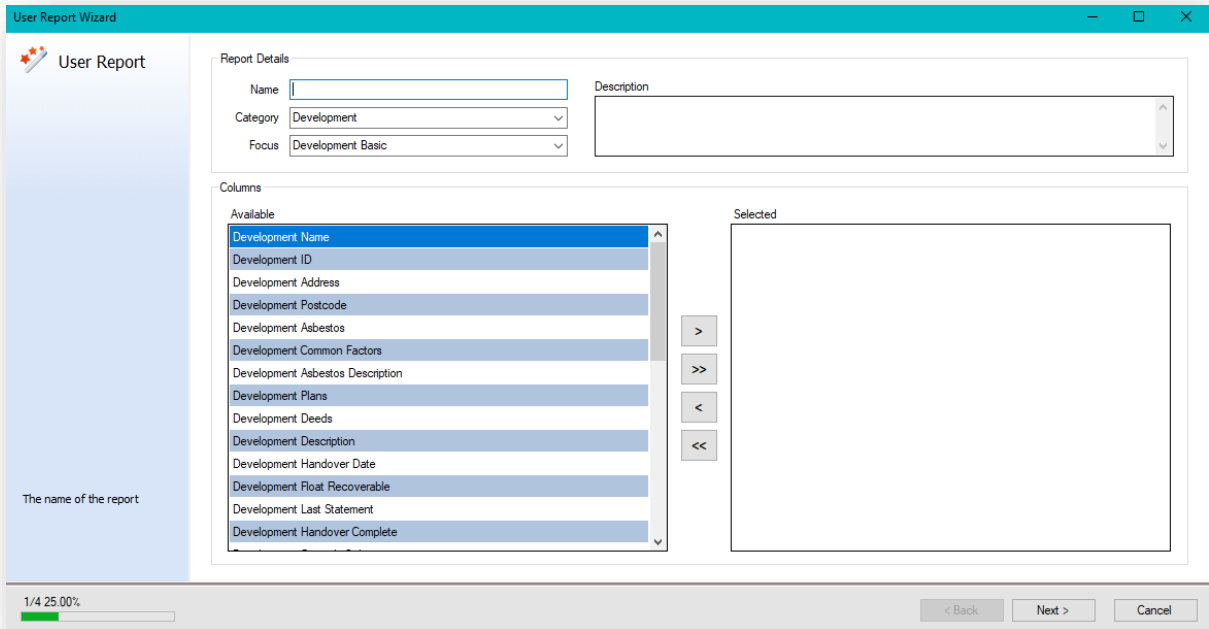- Which groups or columns do I need to use for how I would like to view this information?

THE INITIAL USER REPORT SCREEN

An example explored here is for a Development Information Report.

To get started, click on **Reports** in the header of the main CPL screen and then click on **New Report** from the menu.
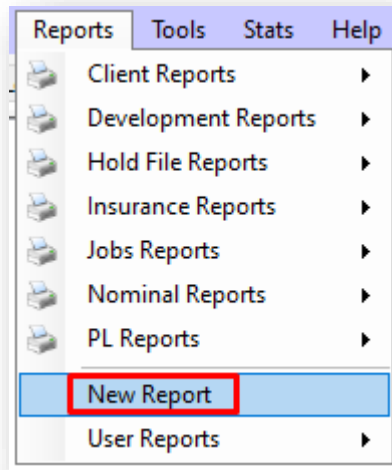
This will open the **User Report Wizard** on the **User Report** screen.
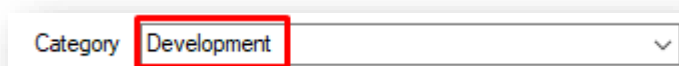
Enter an appropriate **Name** for your user report.
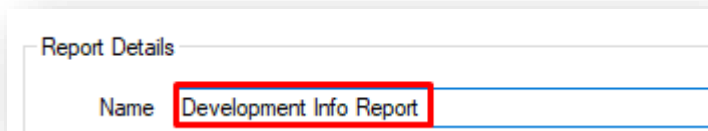
Enter a relevant **Description** for your report.

Click on the drop-down menu and select the **Category** most appropriate for your report.

Use the **Focus** drop-down menu to select an appropriate focus from within your chosen category.

There **Columns** area of this screen contains information relevant to the category and the focus which will allow you to choose the specific columns you would like your report to contain.
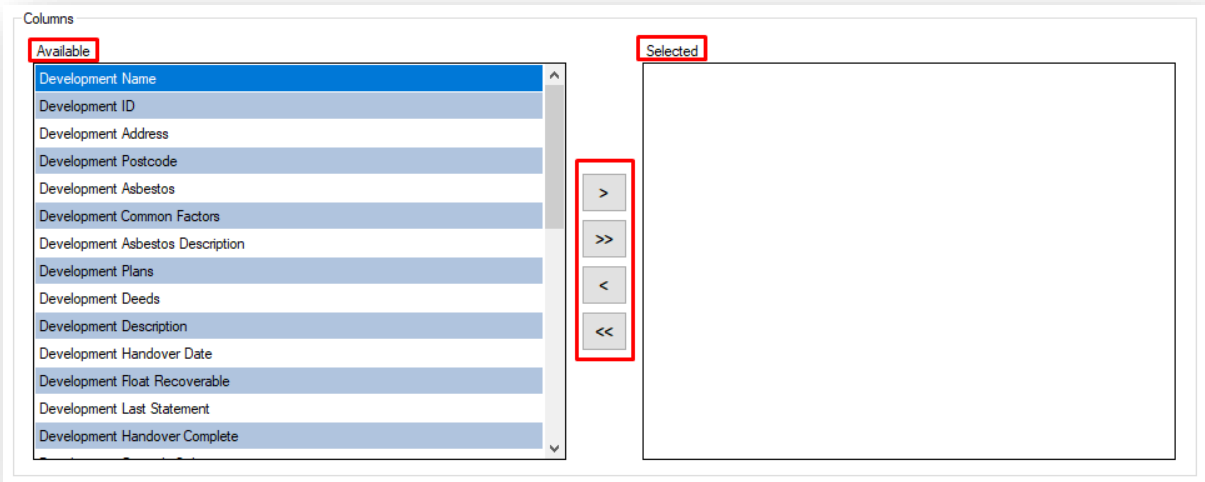

The **Available** columns are displayed in the box on the left and you can use the arrows to move these to the **Selected** box and back again if you change your mind on any of them.

In this example, the first five available columns have been moved to the selected box on the right.
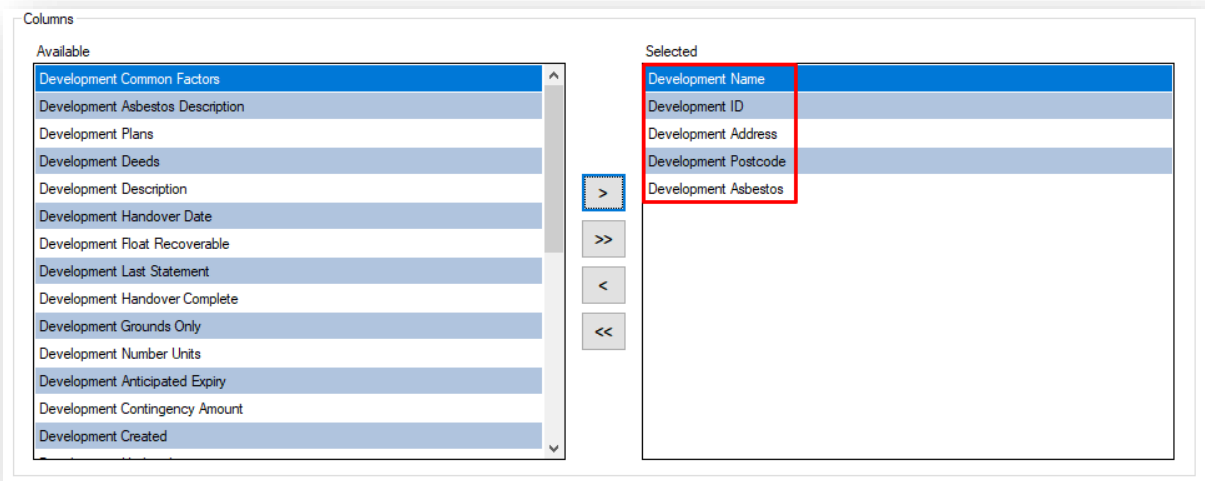
Make sure you select enough columns of information to allow you to be specific about setting up your filters in the next stage of your report creation.

Once you have decided on the columns you would like to use for your report, click on the **Next** button, in the bottom right-hand corner of the screen to move on to the next screen.
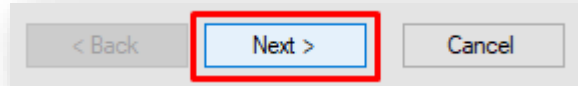
THE QUERY BUILD SCREEN

The **Query Build** screen is very important as it will allow you to make additional decisions about the design of your report by using various filters to organise it. The parameters you set using the organisers of the groups and columns will allow you to make use of a range of filters to create a logic which will allow you the freedom to configure the data for your requirements.

By default, reports are unfiltered and you will have access to all of the raw data related to the columns you selected on the User Report screen, in order to allow you to make very specific decisions about filtering related to the data you need from the report. If left unfiltered, this data may include, deleted or ceased records or statuses that you wouldn't normally expect to see. The filters you set up will therefore allow you full control of the data you would like to be presented in your report.

For example, you may want to set up your query build filters to ensure that you view only developments which are live and not ceased or only current clients instead of current and exited clients.

USING COLUMNS IN THE QUERY BUILD

Click on the plus button to get started so that you can set up the filters which allow you to be more specific about the information included.

You need to configure at least one filter to create your report.

Click the **+** symbol to get started and then choose to add a **Column** or a **Group**.
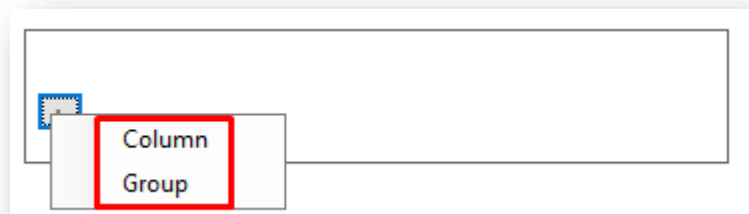
A column is a single filter and a group will allow you to say, I want to know this or this **and** I need to know this information as well.

In this example, **Column** has been selected.

Use the first drop-down menu on the left to select what you want to filter your report by.
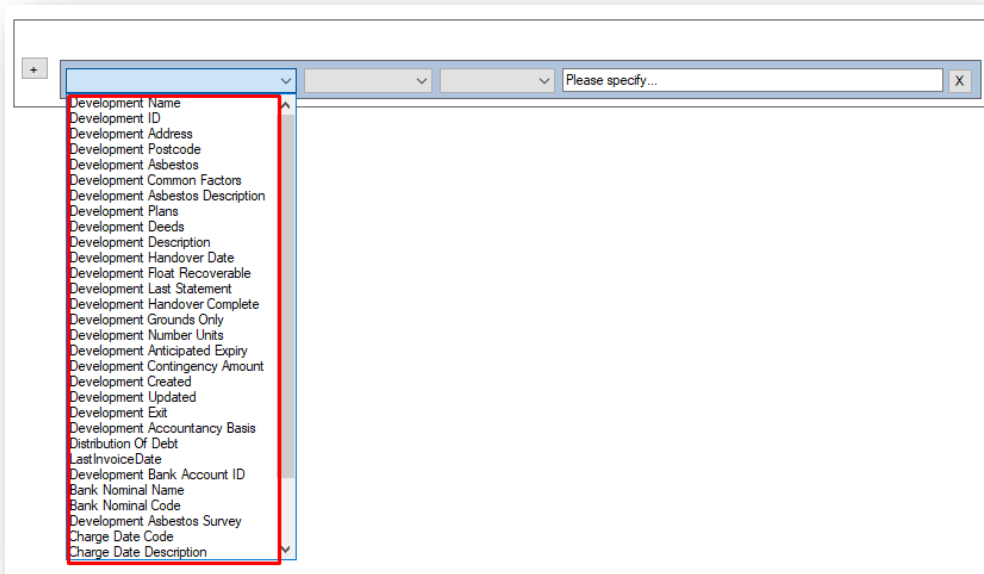

Once, you have made your selection, use the next drop-down list to the right to tell CPL how you would like to use that option to filter. There will be various choices which will depend upon the selection made in the previous field.
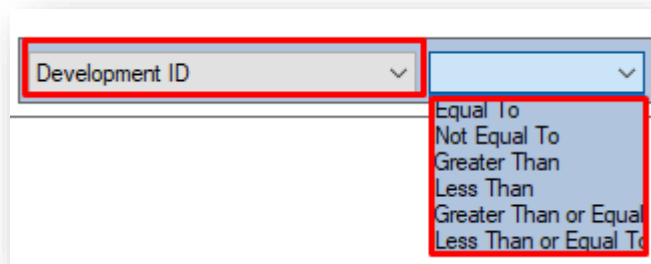
In this next drop-down list, in the example below, **Greater Than** has been selected.
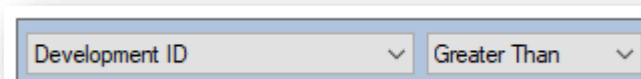
The next drop-down list to the right, will allow you to choose whether you want to be asked each time you run the report or whether you want to set the condition in the creation process.
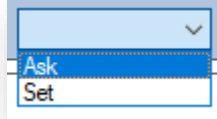
You could, for example, create a report on exited clients. If you left this as **Ask**, then each time you ran the report you could specify a different range of clients.

If **Set** is selected, the **Please specify** box to the right can be used to set the condition.
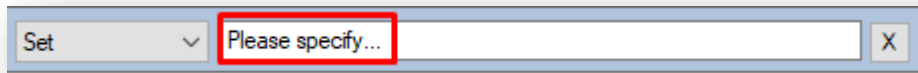
You would use this box to type the information for the report to use.

For example, if you set this for 0 for your Development ID, then it will always display information for developments which have an ID which is greater than 0. You could then click the plus option again to add another column to filter by, where you could set the highest number of the Development ID to appear in the report.

In this example **Ask** has been selected.

Clicking on the plus button, as explained above, will enable you to add another **column** or **group**, which will allow you to add a second condition or filter for your report.
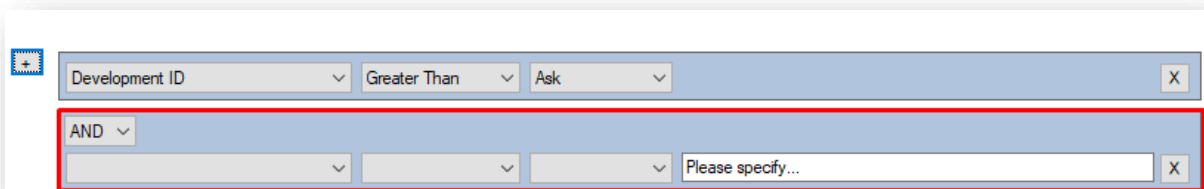
CPL will automatically select **And** between the two columns, to allow the filters to be overlaid on top of each other. However, you could click on the drop-down menu-option and choose **Or** instead.
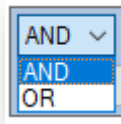
This would allow you to set up a more complex logic or filter structure for your report.

In this example, it has been left at **And**.

For this example, **Bank Nominal Name** has been selected to organise the information for this second filter.
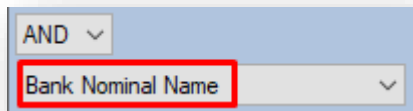

In order to select an individual bank nominal name, the next filter has been set to **Equal To**.
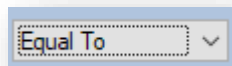

This selection will give you further options in the next drop-down menu than when **Greater Than** was chosen previously. **Lookup** and **Lookup when run** are now available as options.
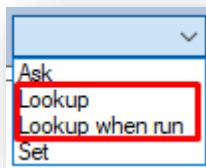
Lookup is similar to **Set** but rather than having to specify this beforehand by typing it in, it provides a lookup option to select in the next drop-down menu from the various bank nominal names in use within the system.
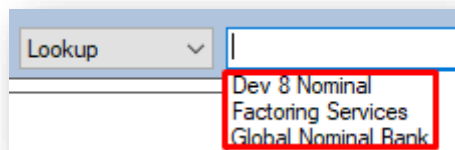
If **Lookup when run** is selected, the report will ask you which bank nominal name you would like to select, each time you run the report.
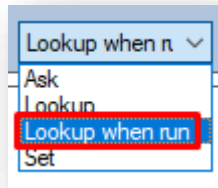
In this example, **Lookup when run** has been selected.
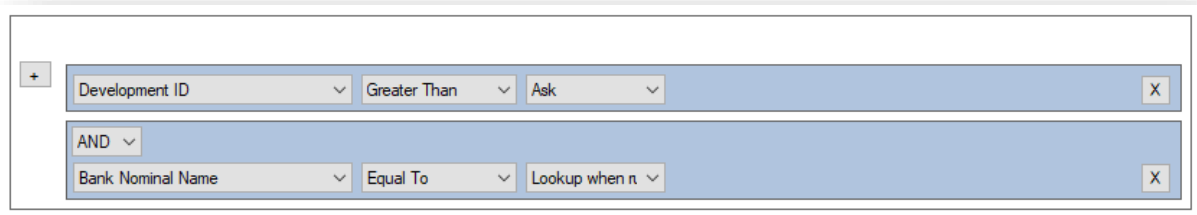
USING GROUPS IN THE QUERY BUILD

Using Groups allows you to group your logic together for how you would like to filter the data in your report. The groups can then act like brackets within an equation and allow you to separate off the logic you would like to construct.

For example, if you were creating a client category report and need to have a more specific or more complex set of logic to filter the data in the report then you might use groups to split this logic out. In this example, you could create one group and select a column for the Client Account Type and modify this to be Developer. You could then create a second group and use the **Or** modifier between the groups. In your second group, you could choose a column and say that the Client Account Type is Client and use **And** in this second group to stipulate that it will only display clients who are of a particular Credit Status.

Click the **+** symbol to get started and then choose to add a **Group**.
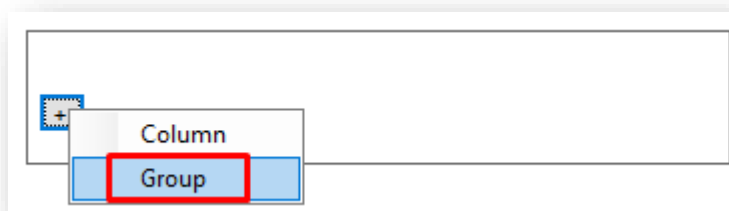
This will allow you to group off certain aspects of your configuration and columns can be added to each group.
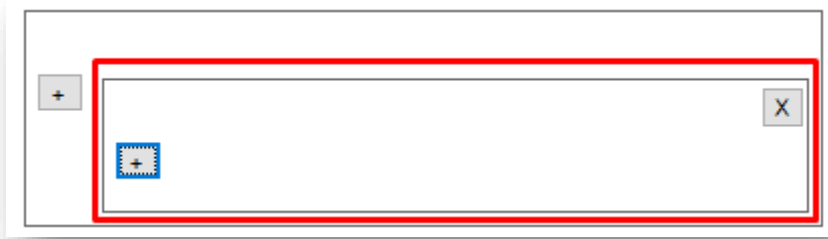
Once your group has been created, you can use the plus sign inside this to add columns to this group.
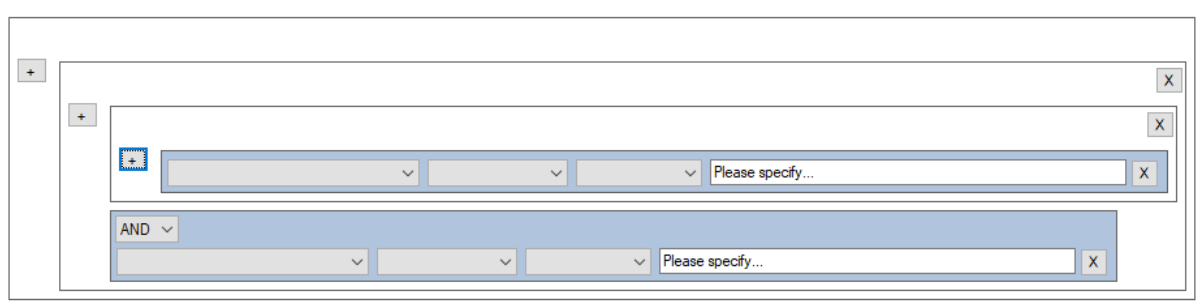
In the example above, the Groups, Columns and modifiers would allow the following logic to be set for the report using two different groups.
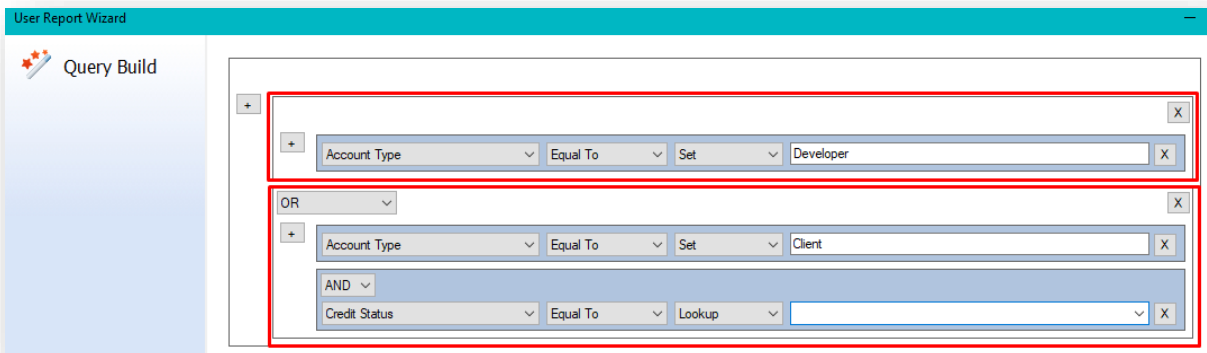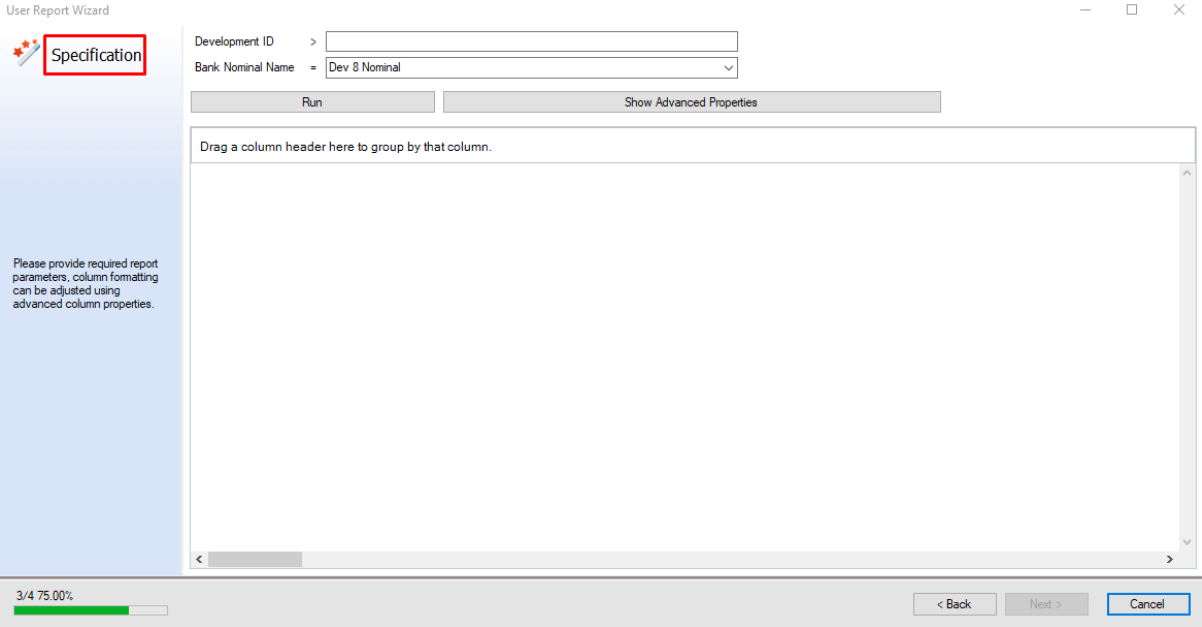

Once you have selected all filters you require for your report, click on the **Next** button, in the bottom right-hand corner of the screen to move on to the next screen.
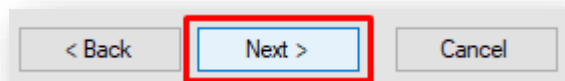
It is also possible to click on the **Back** button, if you wish to return to the previous screen and make changes to your selections of category, focus and the columns you have selected.
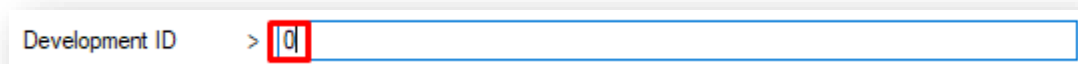
THE SPECIFICATION SCREEN

You will now be taken to the **Specification** screen.
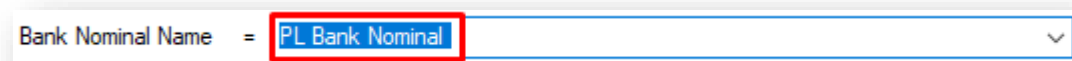
The information available on this screen will depend upon the choices you made in the previous **Query Build** screen.

In this example, because the **Development ID** was set to **Ask** each time the report is run, then this has to be entered.

The report is displaying the **Greater than** symbol as this is what was selected on the previous screen. This report will now run for all developments with an ID greater than 0 if they are using the bank nominal name you have asked the report to run for.

Because the Bank Nominal Name was set to **Lookup when run**, then you have the opportunity to select one from the **Bank Nominal Name** drop-down list before running the report.

RUNNING YOUR REPORT

Once you have set the specification for your report, click on **Run** and you'll see the information displayed across the different columns you have selected.
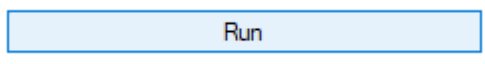
Your report will display on the Specification screen and allow you to make changes to the organisation. You can, for example, drag a column header to the top of the report in order to group your information by that column.

In the example below, **Development Asbestos** has been dragged to the header and you will notice that the report is now organised and displayed against this column.
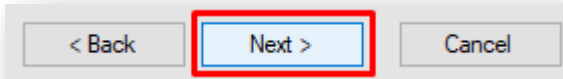
ADVANCED PROPERTIES

There are additional options on the screen, which will allow you to organise the columns in your report.

If you wish to access these options, click on the **Show Advanced Properties** button and you will be able to organise by different columns of information.
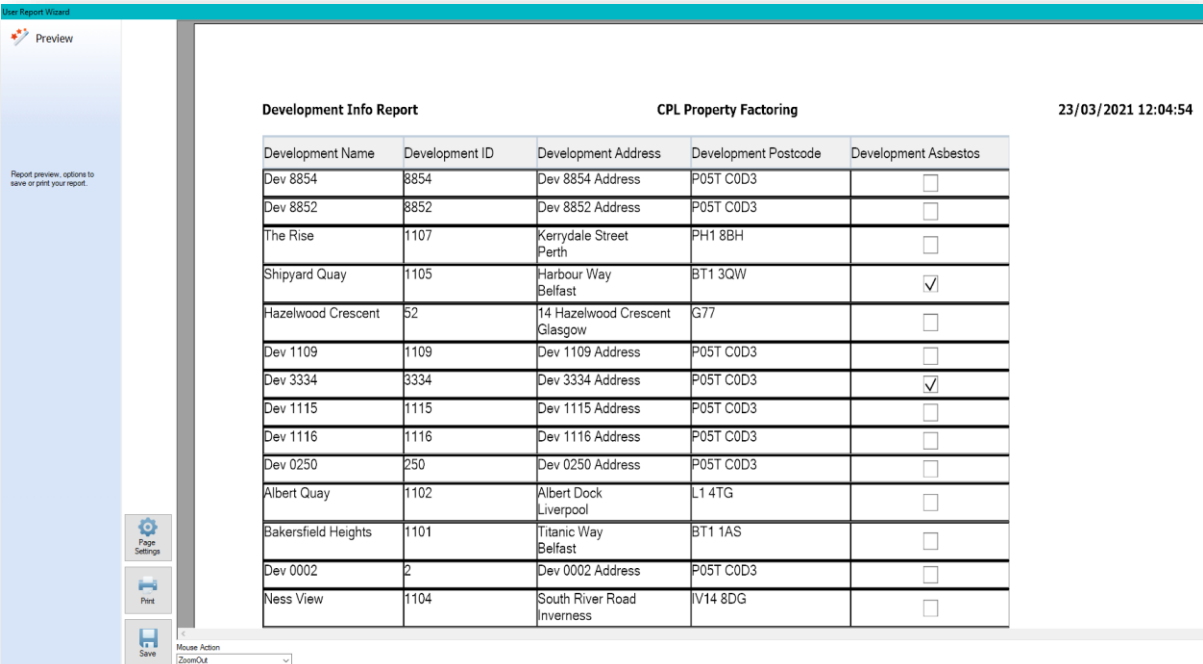

What you see offered in this screen will depend upon the choices you have made in the process up to this point.


THE REPORT PREVIEW SCREEN

Having made any adjustments to the organisation of your report, you can then click on the **Next** button in the bottom right-hand corner to move to the **Preview** screen.

This preview screen will display the result of all the decisions you made when building your report and provide you with the opportunity to print it out and save it.
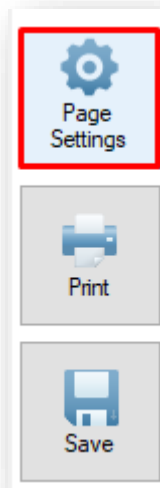
There is also a **Mouse Action** drop-down menu in the bottom-left of the screen.
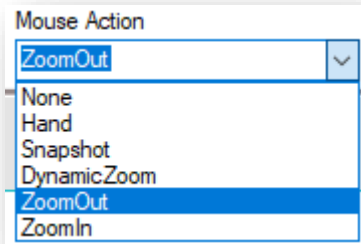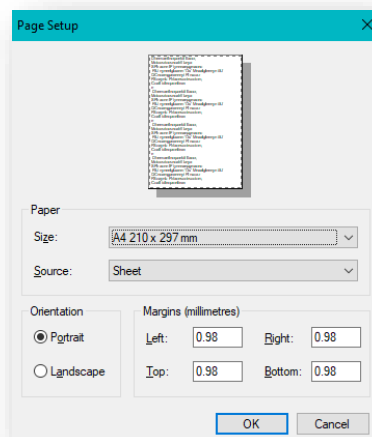

This would allow you to manipulate the view of the report on the screen. For example, zoom in on certain areas.

PAGE SETTINGS

You will find **Page Settings** options in the bottom left-hand corner of the screen.
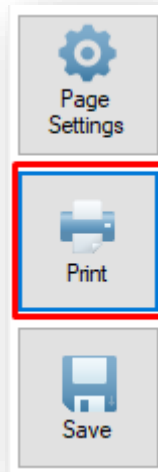

These will allow you to change the set-up of the page before printing or saving it.
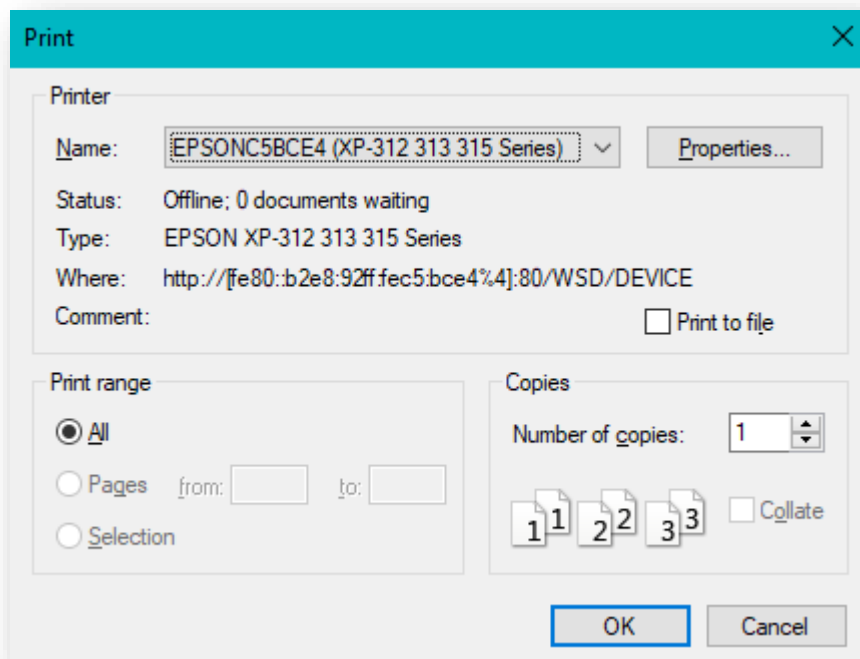
PRINTING YOUR REPORT

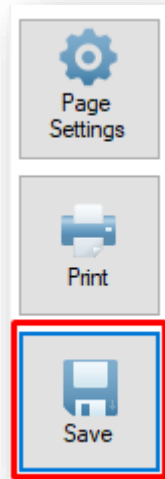There is a button to allow you to **Print** your report.

This will open the standard **Print** screen for your computer.

This will also give you the option to print to PDF and save your report in PDF format if you have this set up.

## SAVING YOUR REPORT ONTO YOUR COMPUTER OR NETWORK

There is also an option in the bottom-left of the screen to **Save** your report in several formats.

You could, for example, choose to save your report as a Microsoft Excel file and make additional changes to the layout of the information.
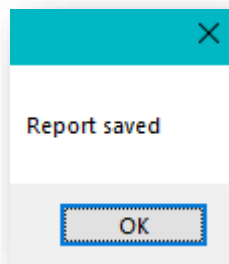
SAVING YOUR REPORT INTO USER REPORTS IN CPL

Clicking on the **Finish** button, in the bottom right-hand corner of the screen will allow you to save the report to the menu in CPL.
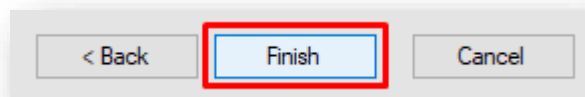
This will enable you to access it and run this report regularly, without going through the set-up process each time.
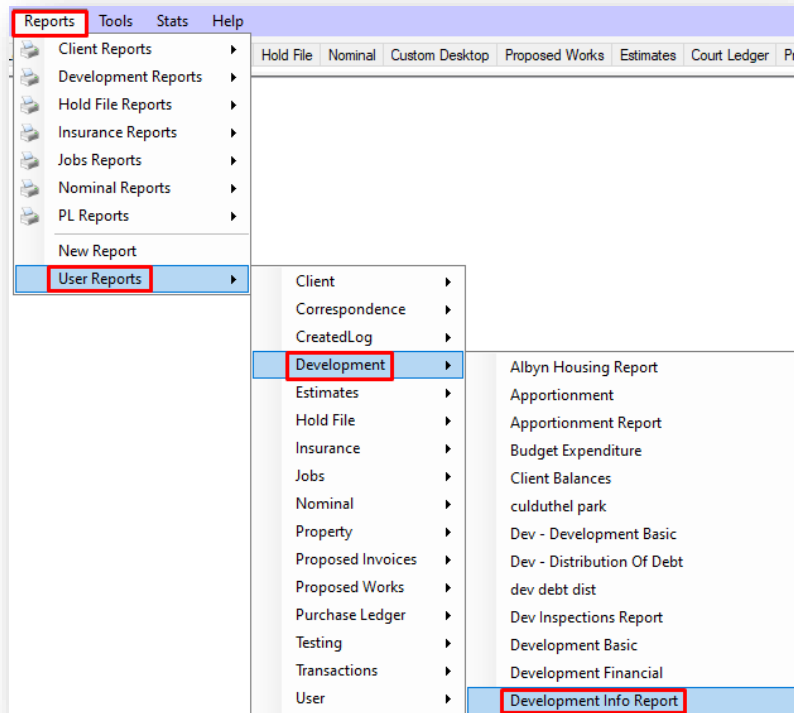
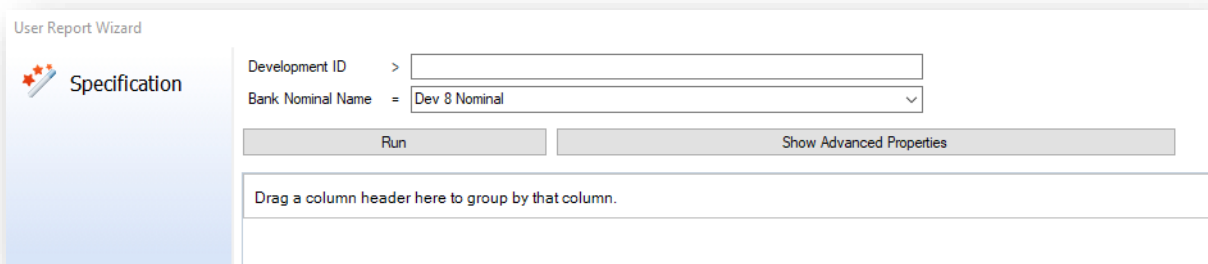CPL will save your report and you will see a pop-up window confirming this.

Clicking on **OK** will dismiss this confirmation.

ACCESSING YOUR REPORT

To access your report from the report menu, click on **Reports** at the top of the CPL screen and use the drop-down lists to select **User Reports**. Choose the appropriate category for your report to locate it.

When you access your report from there it will take you directly to the **Specification** screen, where you can enter the information required to run the report.

You still have the option to use the **Back** button and edit the information entered on the previous screens if you require.

You could then to choose to save this edited report with a different name (if you go back to the initial screen and give it a different name) or you could choose to over-write the existing saved report with any changes you make.

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).