



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

PURCHASE LEDGER PAYMENTS TRAINING GUIDE

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INTRODUCTION

Once you have received an invoice for works or goods, and you have posted the information from this into CPL, you will need to pay your PL account for the services they provided. This training guide will take you through the processes involved in making these payments.

In CPL there are three different options for paying your contractors:

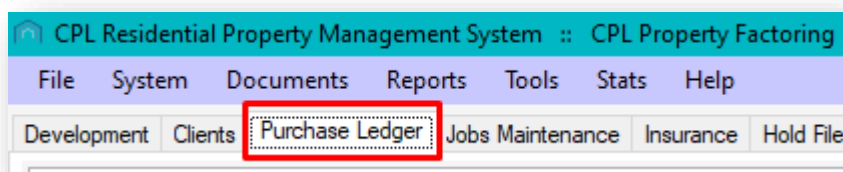
- paying a contractor for all completed jobs in bulk
- paying a contractor for one or two individual jobs
- paying a contractor for several jobs but not all.

These are handled through the **PL Payments** screen and through the **Purchase Ledger** Transactions screen in the case of unlinked invoices. The steps required are highlighted below.

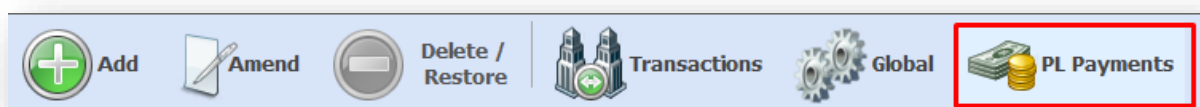
This guide will assume you have already posted the invoice through the Purchase Ledger Transactions screen and onto the Hold/ Charge or Transactions Files. If you would like find out about entering the invoice details into the system then please consult the Posting Manual Invoices Guide available on the CPL Knowledge Base [here](#).

MAKING PURCHASE LEDGER PAYMENTS

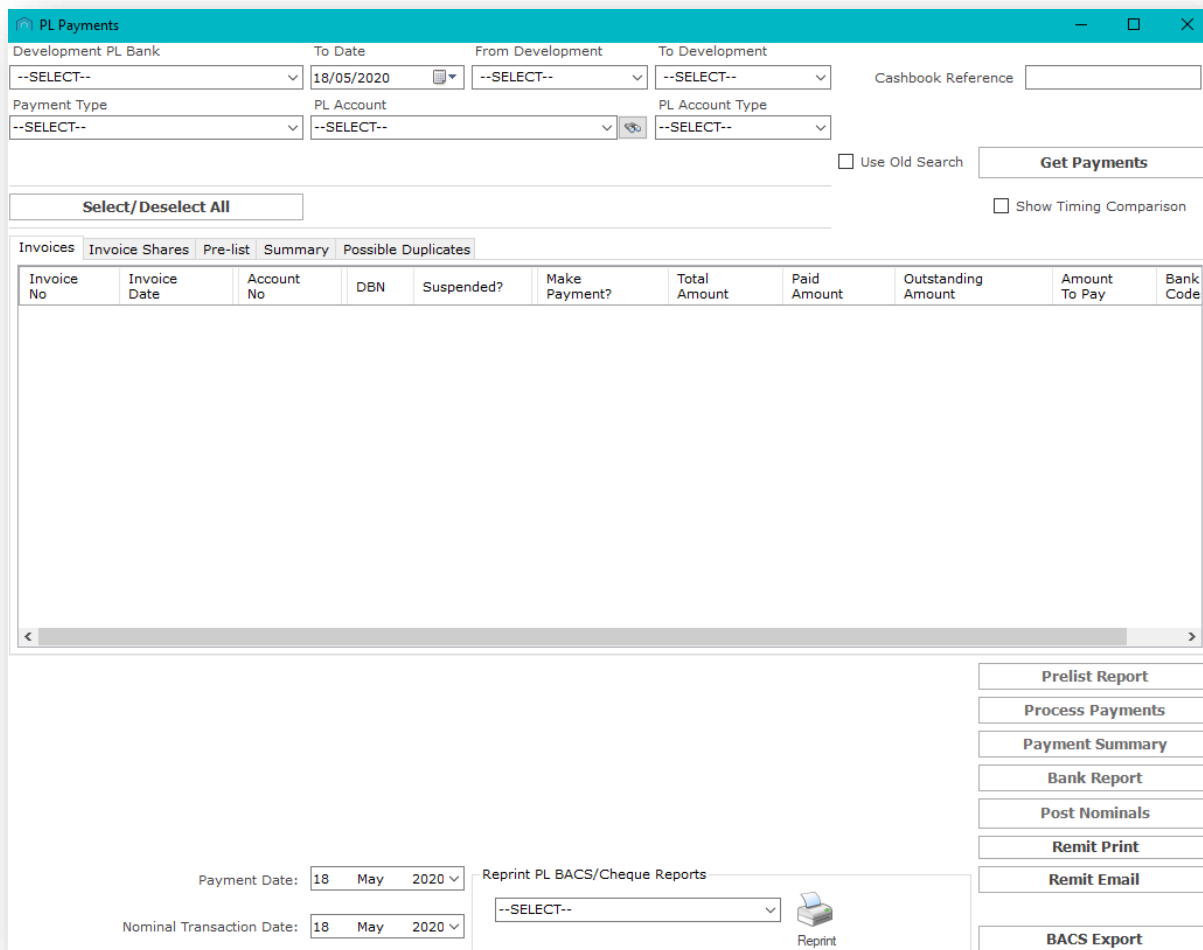
In order to get started with processing payments to your contractors, select the main **Purchase Ledger** tab in CPL.



Click to select the **PL Payments** icon in the **Action Bar** towards the bottom of the screen.



This will open the **PL Payments** screen.



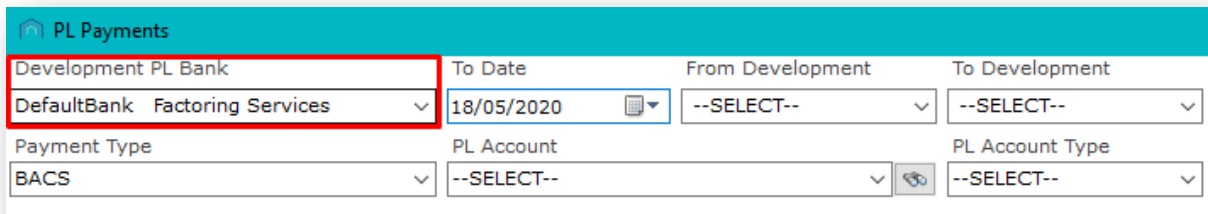
There are a range of different options to help you process payments in this screen and the steps which follow will take you through the different options.

This screen will allow you to carry out the following processes:

- View/ Print a BACS/ Cheques/ Manual Prelist
- Process your payments by BACS/ Cheques
- Print a PL Remittance
- Email a PL Remittance
- Reprint PL BACS/ Cheques Reports
- Run a BACS Export

Use the fields at the top of the PL Payments screen to select which payments you would like to submit to your contractor(s). You don't have to make selections from all of the fields as it will depend upon which payments you would like to make.

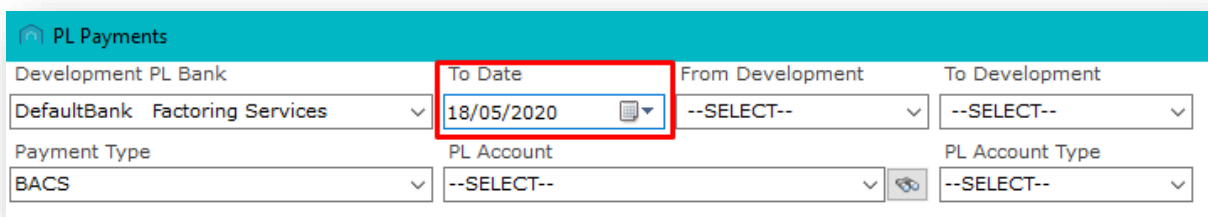
Use the drop-down menu to select the correct **Development PL Bank** from which you would like your payments to your contractors to be made from.



PL Payments

Development PL Bank	To Date	From Development	To Development
DefaultBank Factoring Services	18/05/2020	--SELECT--	--SELECT--
Payment Type	PL Account	PL Account Type	
BACS	--SELECT--	--SELECT--	

Select the date you would like to be able to make payments up to by using the drop-down arrow on the **To Date** field. By default it will be set for today's date but you can change this by selecting another date from the calendar if you wish.

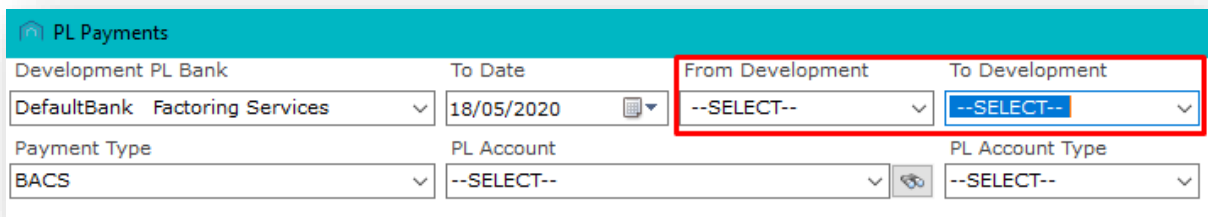


PL Payments

Development PL Bank	To Date	From Development	To Development
DefaultBank Factoring Services	18/05/2020	--SELECT--	--SELECT--
Payment Type	PL Account	PL Account Type	
BACS	--SELECT--	--SELECT--	

If you wish to make payments for jobs only for one development or for a set range of developments, then use the **From Development** and **To Development** fields to select these.

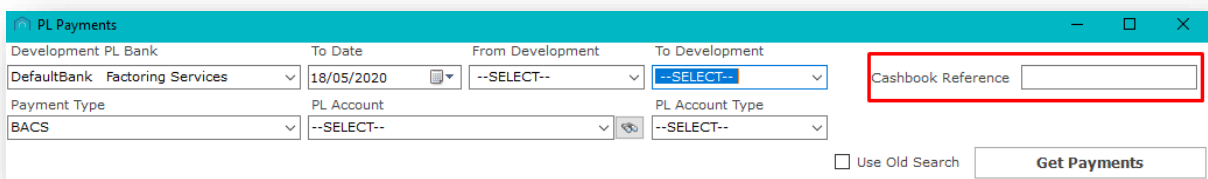
If you wish to make payments to a contractor across all developments then you can leave these fields on their default option of **--SELECT--**.



PL Payments

Development PL Bank	To Date	From Development	To Development
DefaultBank Factoring Services	18/05/2020	--SELECT--	--SELECT--
Payment Type	PL Account	PL Account Type	
BACS	--SELECT--	--SELECT--	

If your company uses cashbook references then you can enter this in the **Cashbook Reference** field on this screen for your own reference. Otherwise you can leave this blank.



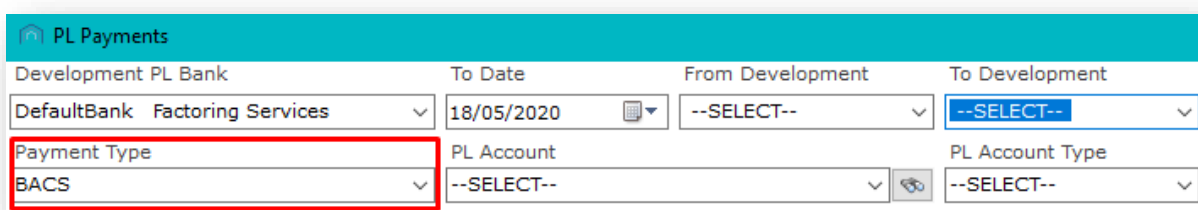
PL Payments

Development PL Bank	To Date	From Development	To Development	Cashbook Reference
DefaultBank Factoring Services	18/05/2020	--SELECT--	--SELECT--	
Payment Type	PL Account	PL Account Type		
BACS	--SELECT--	--SELECT--		

☐ Use Old Search **Get Payments**

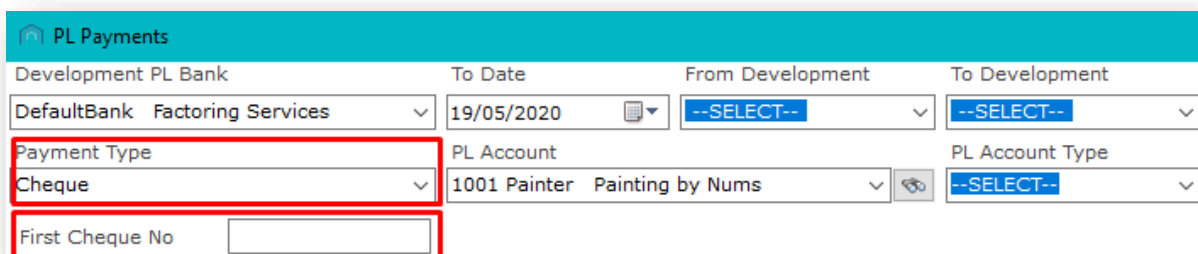
If you move onto the next row of available fields, you can now select the appropriate **Payment Type** that you'd like to be making by choosing from the drop-down menu.

- Choose **BACS** (Bankers Automated Clearing System) if you are making an electronic transfer directly from your bank account to your contractors.
- Choose **Cheques** if you are intending to pay your clients using a cheque.
- Choosing **Manual** will allow you to process ad hoc payments. You can part-pay a single invoice or invoice share, and you can also use manual payments to allocate off (exclude) two equal but opposite invoices. You can also use manual payments to overpay invoices which can be useful for impending Direct Debit payments where the account might not be in credit. For example, if you don't yet have an invoice in from your utility company but want to make sure that this account is in credit then you could choose to overpay.



The screenshot shows the 'PL Payments' form. The 'Payment Type' dropdown menu is highlighted with a red box and set to 'BACS'. Other fields include 'Development PL Bank' (DefaultBank Factoring Services), 'To Date' (18/05/2020), 'From Development' (--SELECT--), 'To Development' (--SELECT--), 'PL Account' (--SELECT--), and 'PL Account Type' (--SELECT--).

If you are selecting to pay by cheque then use the **Payment Type** drop-down menu to choose **Cheque**.

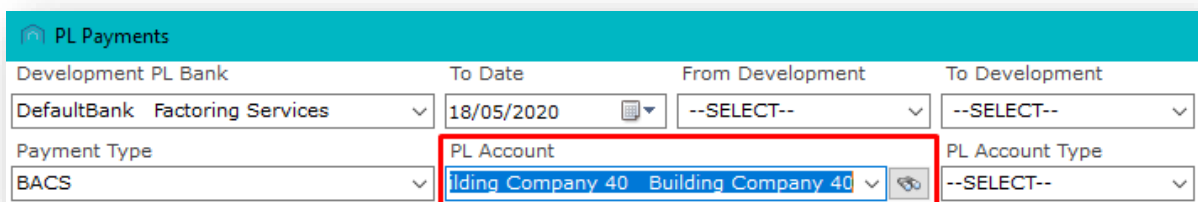


The screenshot shows the 'PL Payments' form with 'Payment Type' set to 'Cheque', which is highlighted with a red box. Below it, the 'First Cheque No' field is also highlighted with a red box. Other fields include 'Development PL Bank' (DefaultBank Factoring Services), 'To Date' (19/05/2020), 'From Development' (--SELECT--), 'To Development' (--SELECT--), 'PL Account' (1001 Painter Painting by Nums), and 'PL Account Type' (--SELECT--).

If you choose to pay by cheque you will then need to enter the first cheque number in the field which will appear beneath the **Payment Type** field.

If you wish to make payments to a specific **PL Account** then choose from the drop-down menu or to see payments to all PL Accounts you can leave this field at **--SELECT--**.

If the PL Account you are looking for doesn't appear in the drop-down list of most commonly used ones then you can click on the binoculars icon to search for the account.



The screenshot shows the 'PL Payments' form with 'Payment Type' set to 'BACS'. The 'PL Account' dropdown menu is highlighted with a red box and set to 'Building Company 40'. Other fields include 'Development PL Bank' (DefaultBank Factoring Services), 'To Date' (18/05/2020), 'From Development' (--SELECT--), 'To Development' (--SELECT--), and 'PL Account Type' (--SELECT--).

The **PL Account Type** field will allow you to select from a range of account types you have set against different PL Accounts. You can leave this field at **--SELECT--** if you wish to process payments relevant to more than one PL Account.

Once you have made selections from all the fields you wish to you can click on the **Get Payments** button to view all the payments matching those parameters in the grid below.

Get Payments

The grid below will be populated with information about payments which are due according to the filters you have set above.

Invoices										
Invoices Invoice Shares Pre-list Summary Possible Duplicates										
Invoice No	Invoice Date	Account No	DBN	Suspended?	Make Payment?	Total Amount	Paid Amount	Outstanding Amount	Amount To Pay	
15549	24/02/2016	Building Company 40	418360	<input checked="" type="checkbox"/>	<input type="checkbox"/>	111.60	0	111.60	0	
14995	24/09/2015	Building Company 40	419622	<input checked="" type="checkbox"/>	<input type="checkbox"/>	608.40	0	608.40	0	
14951	09/09/2015	Building Company 40	415723	<input checked="" type="checkbox"/>	<input type="checkbox"/>	76.80	0	76.80	0	
15045	01/10/2015	Building Company 40	418094	<input checked="" type="checkbox"/>	<input type="checkbox"/>	159.60	0	159.60	0	
16907	14/03/2017	Building Company 40	433307	<input checked="" type="checkbox"/>	<input type="checkbox"/>	99.60	0	99.60	0	
14742	14/07/2015	Building Company 40	419598	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123.60	0	123.60	0	
14657	16/06/2015	Building Company 40	418578	<input checked="" type="checkbox"/>	<input type="checkbox"/>	159.60	0	159.60	0	
14646	15/06/2015	Building Company 40	415700	<input checked="" type="checkbox"/>	<input type="checkbox"/>	82.80	0	82.80	0	
15865	23/05/2016	Building Company 40	421698	<input checked="" type="checkbox"/>	<input type="checkbox"/>	123.60	0	123.60	0	
14930	03/09/2015	Building Company 40	415817	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1335.60	0	1335.60	0	
15004	23/09/2015	Building Company 40	418217	<input checked="" type="checkbox"/>	<input type="checkbox"/>	58.80	0	58.80	0	
14694	30/06/2015	Building Company 40	415812	<input checked="" type="checkbox"/>	<input type="checkbox"/>	141.60	0	141.60	0	
16206	22/08/2016	Building Company 40	425608	<input checked="" type="checkbox"/>	<input type="checkbox"/>	155.60	0	155.60	0	

There are several tabs available for viewing this information.

The grid will default to **Invoices** but there are several other tabs available.

- Invoices
- Invoice Shares
- Pre-list
- Summary
- Possible Duplicates

THE INVOICES TAB

In the **Invoices** tab you will notice a list of your invoices which are outstanding with a range of information available on each separate item such as: **Invoice No**; **Invoice Date**; the PL **Account No**; the **Total Amount** owed; whether the invoiced amount has been suspended etc.

Invoices Invoice Shares Pre-list Summary Possible Duplicates										
Invoice No	Invoice Date	Account No	DBN	Suspended?	Make Payment?	Total Amount	Paid Amount	Outstanding Amount	Amount To Pay	
2889	12/02/2016	Building Company 103	418333	<input checked="" type="checkbox"/>	<input type="checkbox"/>	600.00	0	600.00	0	
2905	23/03/2016	Building Company 103	418803	<input checked="" type="checkbox"/>	<input type="checkbox"/>	780.00	0	780.00	0	
2913	20/04/2016	Building Company 103	420020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1500.00	0	1500.00	0	
bs3	18/09/2017	Building Company 103	437774	<input type="checkbox"/>	<input type="checkbox"/>	200.00	0	200.00	0	
bs3	18/09/2017	Building Company 103	437775	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200.00	0	200.00	0	
sjc0820-10	20/08/2018	Building Company 103	460416	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15.00	0	15.00	0	

You will notice a column labelled **Make Payment**. You can make your way through the invoices and select the ones you would like to process for payment by placing a tick in this column for each of them.

If you wish to select all invoices to process then you can click on the **Select/Deselect** button.

Select/Deselect All

As long as an invoice hasn't been marked as suspended then this will tick or untick all of the invoices to save you time.

Select/Deselect All										
Invoices Invoice Shares Pre-list Summary Possible Duplicates										
Invoice No	Invoice Date	Account No	DBN	Suspended?	Make Payment?	Total Amount	Paid Amount	Outstanding Amount	Amount To Pay	
Grounds Maintenance	01/03/2017	1004	433105	<input type="checkbox"/>	<input checked="" type="checkbox"/>	192.44	0	192.44	192.44	
Grounds Maintenance	01/03/2017	1004	433116	<input type="checkbox"/>	<input checked="" type="checkbox"/>	46.54	0	46.54	46.54	
Grounds Maintenance	01/03/2017	1004	433104	<input type="checkbox"/>	<input checked="" type="checkbox"/>	437.79	0	437.79	437.79	
Grounds Maintenance	01/01/2017	1004	433000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	126.76	0	126.76	126.76	
Grounds Maintenance	01/01/2017	1004	432999	<input type="checkbox"/>	<input checked="" type="checkbox"/>	331.97	0	331.97	331.97	
Grounds Maintenance	01/01/2017	1004	432998	<input type="checkbox"/>	<input checked="" type="checkbox"/>	344.02	0	344.02	344.02	
Grounds Maintenance	01/12/2016	1004	432899	<input type="checkbox"/>	<input checked="" type="checkbox"/>	148.38	0	148.38	148.38	
Grounds Maintenance	01/12/2016	1004	432904	<input type="checkbox"/>	<input checked="" type="checkbox"/>	125.72	0	125.72	125.72	
Grounds Maintenance	01/12/2016	1004	432903	<input type="checkbox"/>	<input checked="" type="checkbox"/>	47.63	0	47.63	47.63	
Grounds Maintenance	01/12/2016	1004	432902	<input type="checkbox"/>	<input checked="" type="checkbox"/>	142.01	0	142.01	142.01	
Grounds Maintenance	01/12/2016	1004	432901	<input type="checkbox"/>	<input checked="" type="checkbox"/>	144.00	0	144.00	144.00	
Grounds Maintenance	01/12/2016	1004	432900	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27.59	0	27.59	27.59	

SUSPENDED INVOICES

If an invoice has been previously suspended, there will be a tick against this in the **Suspended?** Column.

Invoices						
Invoice Shares Pre-list Summary Possible Duplicates						
Invoice No	Invoice Date	Account No	DBN	Suspended? ▲	Make Payment?	Total Amount
Grounds Maintenance	01/12/2016	1004	432923	<input checked="" type="checkbox"/>	<input type="checkbox"/>	185.57
Grounds Maintenance	01/12/2016	1004	432908	<input checked="" type="checkbox"/>	<input type="checkbox"/>	141.51
Grounds Maintenance	01/12/2016	1004	432909	<input checked="" type="checkbox"/>	<input type="checkbox"/>	38.10
Grounds Maintenance	01/12/2016	1004	432914	<input checked="" type="checkbox"/>	<input type="checkbox"/>	140.11
Grounds Maintenance	01/12/2016	1004	432913	<input checked="" type="checkbox"/>	<input type="checkbox"/>	232.53
Grounds Maintenance	01/12/2016	1004	432912	<input checked="" type="checkbox"/>	<input type="checkbox"/>	124.52
Grounds Maintenance	01/12/2016	1004	432911	<input checked="" type="checkbox"/>	<input type="checkbox"/>	105.39
Grounds Maintenance	01/12/2016	1004	432910	<input checked="" type="checkbox"/>	<input type="checkbox"/>	125.33
Grounds Maintenance	01/12/2016	1004	432915	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.50
Grounds Maintenance	01/02/2017	1004	435563	<input checked="" type="checkbox"/>	<input type="checkbox"/>	38.00
Grounds Maintenance	01/12/2016	1004	432924	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13.77
Grounds Maintenance	01/12/2016	1004	432888	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41.52

Invoices could be marked as suspended in a number of places and for a number of reasons. It could be because you are waiting for confirmation of health and safety documentation/certificates, or you could have a system setting in your system which marks every invoice as suspended until it is manually checked by a member of staff.

There may be invoices you wish to remain on their suspend status for various reasons and you don't wish to select these for payment at this time.

If appropriate, you are able to change their suspend status in this screen and move ahead to process payment.

Clicking to **Select All** won't tick the invoices which are on suspend but you can tick to **Make Payment** individually for each of these items without unticking their suspend status first.

Invoices									
Invoice Shares Pre-list Summary Possible Duplicates									
Invoice No	Invoice Date	Account No	DBN	Suspended? ▲	Make Payment?	Total Amount	Paid Amount	Outstanding Amount	Amo To P
sjc test	01/05/2017	1004	461231	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12.00	0	12.00	12.00
Grounds Maintenance	01/12/2017	1004	461283	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1623.93	0	1623.93	1623.93
Grounds Maintenance	01/12/2017	1004	461294	<input type="checkbox"/>	<input checked="" type="checkbox"/>	215.86	0	215.86	215.86
Grounds Maintenance	01/12/2017	1004	461323	<input type="checkbox"/>	<input checked="" type="checkbox"/>	47.63	0	47.63	47.63
sjc test	01/10/2017	1004	461248	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12.00	0	12.00	12.00
Grounds Maintenance	01/12/2017	1004	461438	<input type="checkbox"/>	<input checked="" type="checkbox"/>	111.00	0	111.00	111.00
HGCS/109/16	04/08/2016	1004	425628	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.00	0	36.00	36.00
Grounds Maintenance	01/10/2017	1004	459775	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	290.50	0	290.50	290.50
Test for DCs to deleted PLs	01/08/2018	1004	460257	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	0	10.00	10.00
Grounds Maintenance	01/10/2016	1004	432777	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	232.53	0	232.53	232.53
Grounds Maintenance	01/12/2016	1004	432926	<input checked="" type="checkbox"/>	<input type="checkbox"/>	81.72	0	81.72	0
Grounds Maintenance	01/01/2017	1004	432973	<input checked="" type="checkbox"/>	<input type="checkbox"/>	56.88	0	56.88	0
Grounds Maintenance	01/07/2017	1004	450107	<input checked="" type="checkbox"/>	<input type="checkbox"/>	232.53	0	232.53	0

INVOICE SHARES AND MANUAL PAYMENTS

The **Invoice Shares** tab will allow you to view additional information. For example, you may have received an invoice from a contractor which covers more than one Development or Apportionment. The Invoices tab will show you this as a whole but you can then use the **Invoice Shares** tab to see the breakdown of the invoice in this instance.

This would allow you to part-pay for some aspects of the invoice. You may only want to pay for the work done in one specific development but not yet for another as the funds may not be in for the second one. You could choose to tick to pay the individual shares here rather than the whole invoice.

To be able to do this, make sure your **Payment Type** in the field above is set to **Manual**. If you set your payment type to manual you will also need to make sure you have selected an individual **PL Account** from the appropriate field.

PL Payments

Development PL Bank: DefaultBank Factoring Services ▼ To Date: 20/05/2020 From Development: --SELECT-- To Development: --SELECT--

Payment Type: Manual ▼ PL Account: Building Company 103 Building Company 103 ▼ PL Account Type: --SELECT-- ▼

In the grid below you would then be able to tick to **Pay Invoice Share** and enter an amount into the **Share Amount To Pay** column to pay against the individual shares.

Invoices **Invoice Shares** Pre-list Summary Possible Duplicates

Drag a column header here to group by that column.

Share Total	Share Paid	Pay Invoice Share	Share Outstanding	Share Amount To Pay	Development Name	Dev Bank Balance	Dev Post Payment Balance
200.00	0	<input checked="" type="checkbox"/>	200.00	100.00		0	0
20.00	0	<input type="checkbox"/>	20.00	0	4 William Street	514667.00	0
780.00	0	<input type="checkbox"/>	780.00	0	669 Dev 669	514667.00	0
600.00	0	<input type="checkbox"/>	600.00	0	550 The Mearings	514667.00	0
200.00	0	<input type="checkbox"/>	200.00	0	21 Dev 21 - ADV	514667.00	0
1500.00	0	<input type="checkbox"/>	1500.00	0	55 Dev 55	514667.00	0

PRELIST TAB

This tab will display the information you have chosen to pay from the invoices and the invoice shares tabs. It will allow you to have a check on what you intend to pay.

Invoices Invoice Shares **Pre-list** Summary Possible Duplicates

PL Account No	PL Account Name	DBN	Invoice No	Invoice Date	Date Due	Invoice Amount	Allocated	Outstanding Amount	Suspended	Amount To Pay	Total to be Paid
Building Company 103	Building Company 103	437774	bs3	18/09/2017	18/09/2017	200.00	0.00	200.00	<input type="checkbox"/>	100.00	
Building Company 103	Building Company 103		TOTAL			200.00	0.00	200.00	<input type="checkbox"/>	100.00	100.00
GRAND TOTAL						200.00	0.00	200.00	<input type="checkbox"/>	100.00	100.00

You can also click below on the **Prelist Report** button to view the same information in a report format.

SUMMARY TAB

This will display a summary of the invoices and amounts owed from the information broken down on the other tabs.

Invoices	Invoice Shares	Pre-list	Summary	Possible Duplicates
Summary				
Amount Total: £4215.00 Amount To Pay: £100.00 Amount Suspended: £4015.00 Amount Outstanding: £4215.00				
Invoice Shares		PL Invoices		
Shares Total: 8 Shares To Pay: 1 Shares Suspended: 7 Shares Outstanding: 0		Invoices Total: 8 Invoices To Pay: 1 Invoices Outstanding: 7		

POSSIBLE DUPLICATES TAB

You may find this tab useful to check anything which may have been entered in error. If an invoice has been entered for the same contractor, and the same amount on the same date then it will flag up in here for you to check if this is the correct information or whether the invoice has indeed been entered twice in error. You will be warned when entering similar information in the PL Transactions screen but this can act like a second warning to prevent mistakes going through and being paid for twice.

Invoices	Invoice Shares	Pre-list	Summary	Possible Duplicates							
	Transaction Date	Description	Account No	Account Name	Invoice No	Invoice Date	Invoice Due	Total Amount	DBN	Balance	
Selected Payment	18/09/2017 10:39	building stuff	Building Company 103	Building Company 103	bs3	18/09/2017	18/09/2017	200.00	437775	372	
Selected Payment	18/09/2017 10:38	building stuff	Building Company 103	Building Company 103	bs3	18/09/2017	18/09/2017	200.00	437774	372	
Possible Duplicate	18/09/2017 10:38	building stuff	Building Company 103	Building Company 103	bs3	18/09/2017	18/09/2017	200.00	437774	372	
Possible Duplicate	18/09/2017 10:39	building stuff	Building Company 103	Building Company 103	bs3	18/09/2017	18/09/2017	200.00	437775	372	

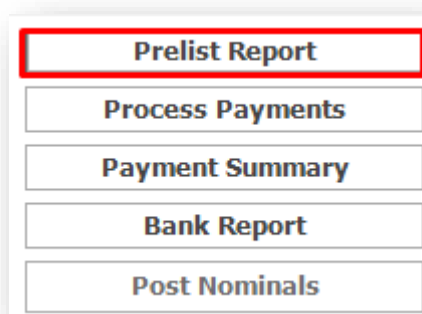
Once you have selected to make payment for all or selected invoices you will be ready to move forward.

Invoices	Invoice Shares	Pre-list	Summary	Possible Duplicates						
Invoice No	Invoice Date	Account No	DBN	Suspended?	Make Payment?	Total Amount	Paid Amount	Outstanding Amount	Amount To Pay	
15549	24/02/2016	Building Company 40	418360	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	111.60	0	111.60	111.60	
15045	01/10/2015	Building Company 40	418094	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	159.60	0	159.60	159.60	
14995	24/09/2015	Building Company 40	419622	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	608.40	0	608.40	608.40	
14951	09/09/2015	Building Company 40	415723	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	76.80	0	76.80	76.80	
16907	14/03/2017	Building Company 40	433307	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	99.60	0	99.60	99.60	
14742	14/07/2015	Building Company 40	419598	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123.60	0	123.60	123.60	
14657	16/06/2015	Building Company 40	418578	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	159.60	0	159.60	159.60	
14646	15/06/2015	Building Company 40	415700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	82.80	0	82.80	82.80	
15865	23/05/2016	Building Company 40	421698	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123.60	0	123.60	123.60	
14930	03/09/2015	Building Company 40	415817	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1335.60	0	1335.60	1335.60	
15004	23/09/2015	Building Company 40	418217	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	58.80	0	58.80	58.80	
14694	30/06/2015	Building Company 40	415812	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	141.60	0	141.60	141.60	

PRELIST REPORT

Before processing your payments, you can choose to run a **Prelist Report** from the options on the right, beneath the grid.

This will contain all information on what you have selected to pay on the invoices or invoice shares tab.



Clicking on this button will open a **Reports: PL Invoice Prelist Report**. This screen will enable you to see a list containing any of the outstanding amounts due to be paid to your contractors (or PL Accounts).

Reports: PL Invoice Prelist Report

18 May 2020 18:20

Purchase Ledger Prelisting Report
(Filter Options: Bank: / Payment Method: / Invoice Due Date:)

Purchase Ledger Account: 1001 / Insurance 1001 / Payment Method: BACS / Status: Normal

DBN	Invoice #	Invoice Date	Invoice Due	Invoice Amount	Payable	Allocated	O/S	Status	Amount To Pay
460802	JackTest132	09 Nov 2018	09 Nov 2018	72249.84	72249.84	0.00	72249.84		72249.84
460803	JackTest133	09 Nov 2018	09 Nov 2018	72249.84	72249.84	0.00	72249.84		72249.84
460804	JackTest134	09 Nov 2018	09 Nov 2018	72249.84	72249.84	0.00	72249.84		72249.84
460826	4469401	11 Dec 2018	28 Mar 2019	200.00	200.00	0.00	200.00		200.00
461556	63249872398472934	31 Oct 2019	14 Nov 2019	200.00	200.00	0.00	200.00		200.00
461567	637088104567714618_1	08 Nov 2019	22 Nov 2019	-206.08	-206.08	0.00	-206.08		-206.08
461568	637088104567714618_1	08 Nov 2019	22 Nov 2019	240.43	240.43	0.00	240.43		240.43
461658	344343	01 May 2020	15 May 2020	56.10	56.10	0.00	56.10		56.10
461660	34234	01 Apr 2020	15 Apr 2020	56.10	56.10	0.00	56.10		56.10
				217296.07	217296.07	0.00	217296.07		217296.07

1001 / Insurance 1001

Purchase Ledger Account: 1110 / Generic PL Account Code / Payment Method: BACS / Status: Normal

DBN	Invoice #	Invoice Date	Invoice Due	Invoice Amount	Payable	Allocated	O/S	Status	Amount To Pay
461167	12346	08 Jul 2019	21 Jun 2019	3265.20	3265.20	0.00	3265.20		3265.20
461674	1235	01 May 2020	11 May 2020	3000.00	3000.00	0.00	3000.00		3000.00
				3265.20	3265.20	0.00	3265.20		3265.20

1110 / Generic PL Account Code

Purchase Ledger Account: 112 / Ava Insurance / Payment Method: BACS / Status: Normal

DBN	Invoice #	Invoice Date	Invoice Due	Invoice Amount	Payable	Allocated	O/S	Status	Amount To Pay
461561	34234	01 Apr 2020	11 Apr 2020	1.84	1.84	0.00	1.84		1.84
				1.84	1.84	0.00	1.84		1.84

112 / Ava Insurance

Purchase Ledger Account: Building Company 103 / Building Company 103 / Payment Method: BACS / Status: Normal

DBN	Invoice #	Invoice Date	Invoice Due	Invoice Amount	Payable	Allocated	O/S	Status	Amount To Pay
437774	ba3	18 Sep 2017	18 Sep 2017	200.00	200.00	0.00	200.00		200.00
				200.00	200.00	0.00	200.00		200.00

Building Company 103 / Building Company 103

Purchase Ledger Account: Building Company 40 / Building Company 40 / Payment Method: BACS / Status: Normal

DBN	Invoice #	Invoice Date	Invoice Due	Invoice Amount	Payable	Allocated	O/S	Status	Amount To Pay
430855	16523	11 Nov 2016	11 Nov 2016	40.80	40.80	0.00	40.80		40.80
431016	16664	07 Jan 2017	27 Jan 2017	117.60	117.60	0.00	117.60		117.60
431036	16683	13 Jan 2017	10 Feb 2017	147.60	147.60	0.00	147.60		147.60
				306.00	306.00	0.00	306.00		306.00

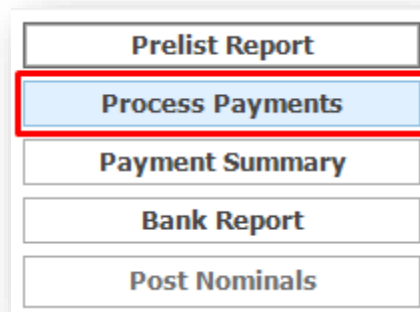
Building Company 40 / Building Company 40

If, on inspecting the report, you decide that this contains everything you are looking for then you can return to the **PL Payments** screen to process your payments.

Click on the cross at the top-right of this screen to close the report.

PROCESSING YOUR PAYMENTS

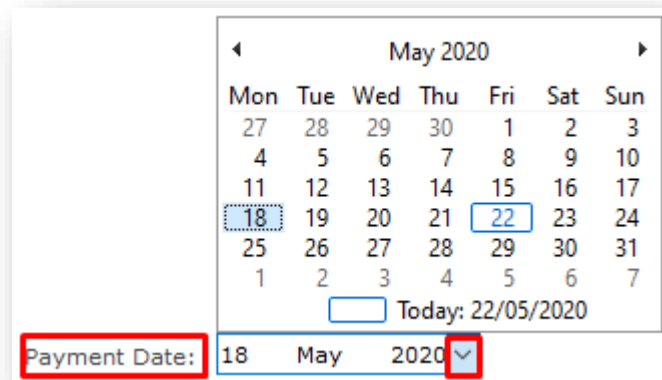
You will notice that underneath the **Prelist Report** button in the menu at the bottom right of the page is the **Process Payments** button.



Clicking on this will begin to process all entries you have ticked in the **Make Payment** column.

The **Payment Date** field at the bottom of the screen will default to the current date but you can set this to be a different date if you wish.

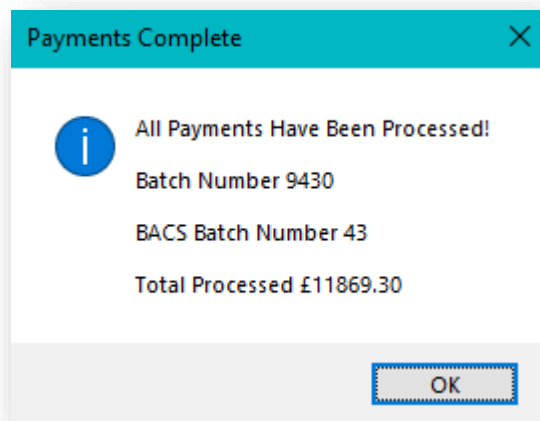
Clicking on the drop-down arrow to the right of the date will open the calendar option and allow you to select a date.



Once you have clicked to process your payments you will see a progress bar informing you of the progress as CPL works through processing these payments.

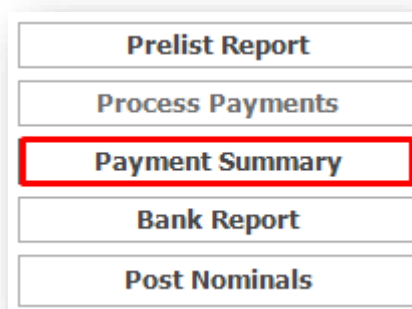


Once CPL has processed all payments you will see a **Payments Complete** message appear on the screen. This will give you information about batch numbers and the total amount which has been processed.



Click **OK** to dismiss this from the screen.

There is an option to click on the **Payment Summary** button if you would like to see a report detailing the payments which have been made.



This will open a **PL Payments Report** screen and you will see all payments which have been made listed in the report.

Reports: PL Payments Report

18 May 2020 18:48

PL Payments Report
(Batch No: 9430/Bank: DefaultBank - Factoring Services / Payment Method: Bacs)

Payments for Purchase Ledger Account: Building Company 40

DBN	Invoice No	PL Account	PL Account Name	Amount	Sortcode	Bank Account	Account Name	Bank Name
418360	15549	Building Company 40	Building Company 40	111.60	223344	00099992	TSB	TSB
419622	14995	Building Company 40	Building Company 40	608.40	223344	00099992	TSB	TSB
415723	14951	Building Company 40	Building Company 40	76.80	223344	00099992	TSB	TSB
418094	15045	Building Company 40	Building Company 40	159.60	223344	00099992	TSB	TSB
433307	16907	Building Company 40	Building Company 40	99.60	223344	00099992	TSB	TSB
419598	14742	Building Company 40	Building Company 40	123.60	223344	00099992	TSB	TSB
418578	14657	Building Company 40	Building Company 40	159.60	223344	00099992	TSB	TSB
415700	14646	Building Company 40	Building Company 40	82.80	223344	00099992	TSB	TSB
421698	15865	Building Company 40	Building Company 40	123.60	223344	00099992	TSB	TSB
415817	14930	Building Company 40	Building Company 40	1,335.60	223344	00099992	TSB	TSB
418217	15004	Building Company 40	Building Company 40	58.80	223344	00099992	TSB	TSB
415812	14694	Building Company 40	Building Company 40	141.60	223344	00099992	TSB	TSB
425698	16206	Building Company 40	Building Company 40	165.60	223344	00099992	TSB	TSB
425517	16055	Building Company 40	Building Company 40	183.60	223344	00099992	TSB	TSB
418282	14653	Building Company 40	Building Company 40	660.00	223344	00099992	TSB	TSB
420353	15778	Building Company 40	Building Company 40	64.80	223344	00099992	TSB	TSB
422573	15987	Building Company 40	Building Company 40	70.80	223344	00099992	TSB	TSB
433320	16919	Building Company 40	Building Company 40	489.70	223344	00099992	TSB	TSB
418329	15478	Building Company 40	Building Company 40	123.60	223344	00099992	TSB	TSB
419499	14967	Building Company 40	Building Company 40	147.60	223344	00099992	TSB	TSB
415602	15244	Building Company 40	Building Company 40	99.60	223344	00099992	TSB	TSB
415457	15097	Building Company 40	Building Company 40	70.80	223344	00099992	TSB	TSB
418328	15487	Building Company 40	Building Company 40	109.20	223344	00099992	TSB	TSB
415815	14870	Building Company 40	Building Company 40	116.40	223344	00099992	TSB	TSB
418606	14830	Building Company 40	Building Company 40	111.60	223344	00099992	TSB	TSB
437693	17107	Building Company 40	Building Company 40	93.60	223344	00099992	TSB	TSB
437670	16038	Building Company 40	Building Company 40	632.40	223344	00099992	TSB	TSB

Click the arrow in the left-hand margin if you would like to access the **Print** or **Export** options for this report.

Otherwise, when you click to close your report you will be returned to the **PL Payments** screen.

BANK REPORT

If you selected **BACS** or **Cheque** as the **Payment Type**, you will have made your payments all from a single bank account. The bank report will tell you where you need to transfer the money into your clearing account from.

Click on the **Bank Report** button to view the report in a separate window.



In the **Reports: PL Payments Bank Transfer Report** window, you can choose to print/ export from this report if you wish by clicking on the arrow on the left.

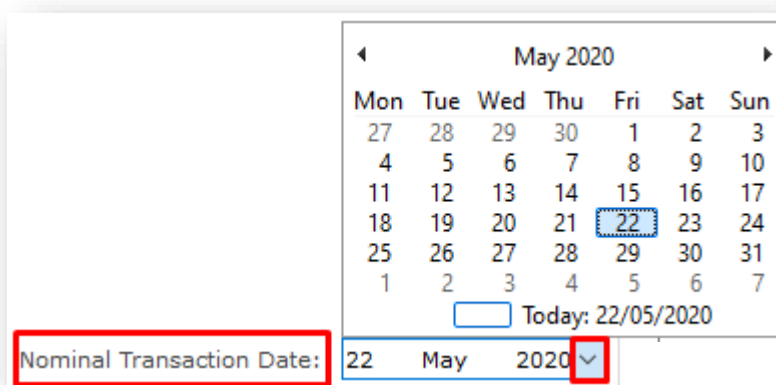
Otherwise, when you click to close your report you will be returned to the **PL Payments** screen.

TRANSFER NOMINALS

Underneath the **Bank Report** button is the **Post Nominals** button which you can click to make sure all those bank transfers are made within the CPL nominals are posted correctly.

The **Nominal Transaction Date** field at the bottom of the screen will default to the current date but you can set this to be a different date if you wish.

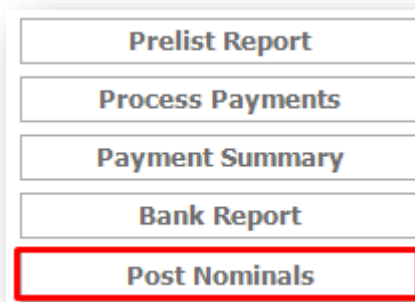
Clicking on the drop-down arrow to the right of the date will open the calendar option and allow you to select a date.



May 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: 22/05/2020

Nominal Transaction Date: 22 May 2020 ▼



Prelist Report

Process Payments

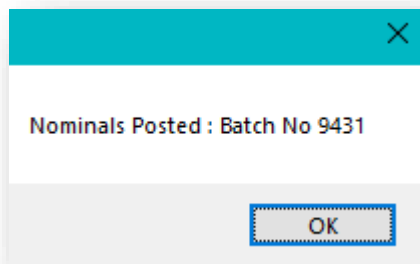
Payment Summary

Bank Report

Post Nominals

Click on this button to post nominals.

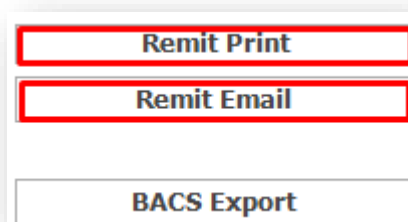
Once CPL has posted all nominals correctly within the system, you will see a pop-up giving you a batch number for this action.



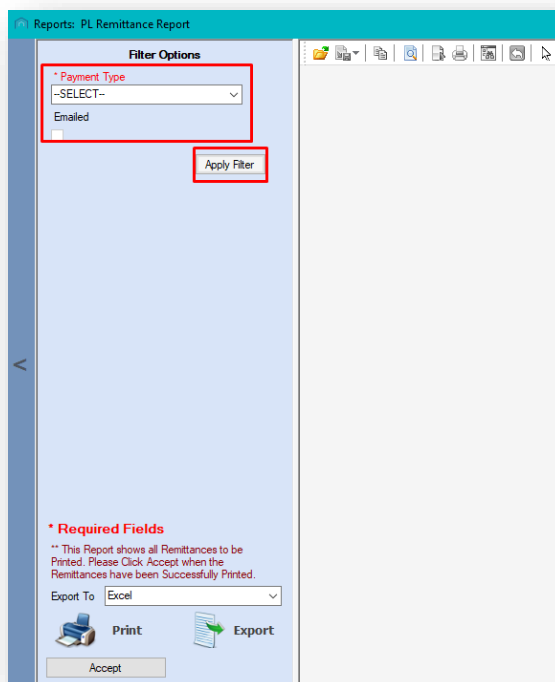
Clicking on **OK** will dismiss this pop-up.

PRINTING AND EMAILING REMITTANCES FOR YOUR CONTRACTORS

At the bottom right of the screen there are buttons available to print and email remittances to your PL Account holders.

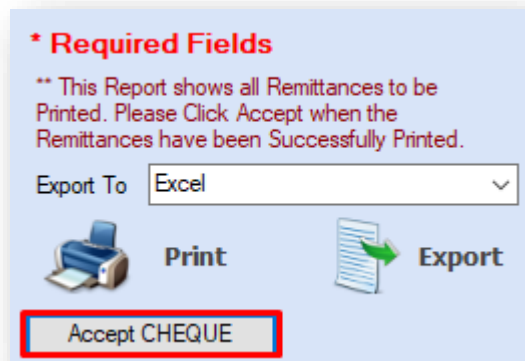


Clicking on **Remit Print** will open the **PL Remittance Report** in a new screen.

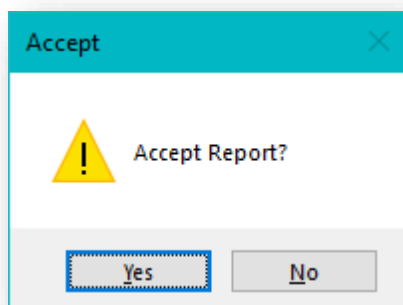


Select your relevant **Payment Type** from the drop-down menu in the top-left and click on the **Apply Filter** button.

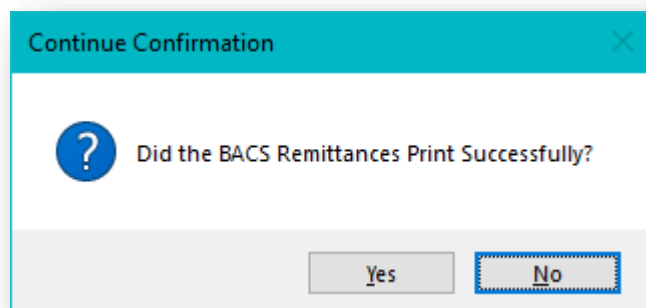
The report will display a remittance that you can then use to print and/or to export in a format which suits you. To do this, click on the **Accept CHEQUE** button.



You will then see a pop-up window asking if you would like to mark the report as accepted.

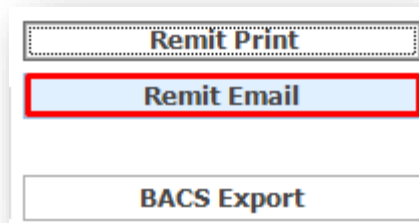


Click **Yes** to accept this and you will see an additional **Continue Confirmation** pop-up asking you if the remittances printed successfully.

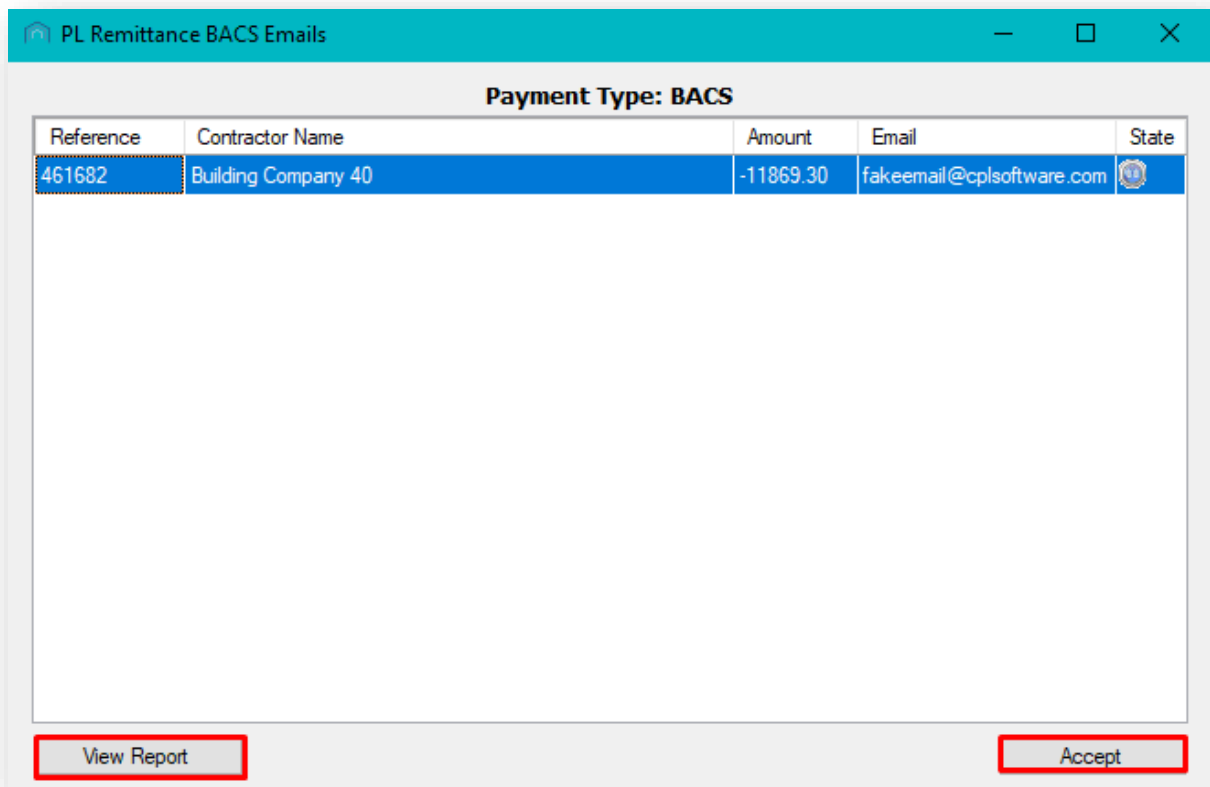


You can now close the report.

If you would rather email your remittance to the PL account holder you can click on the **Remit Email** button.



This will open a **PL Remittance Emails** window.



You can check the recipient information and click to **View Report** to view the content of the email in a **Report** window. Inside this report window you can also choose to print and/or export the remittance.

Once you are happy with the content you can click **Accept** and you will see a pop-up window letting you know that the process has completed successfully and any emails have been sent.

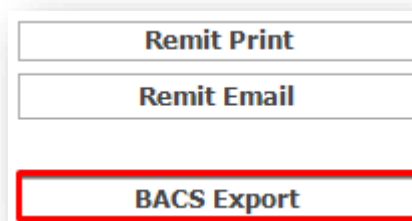


Clicking **OK** will dismiss the pop-up window and the email window and return you to the **PL Payments** screen.

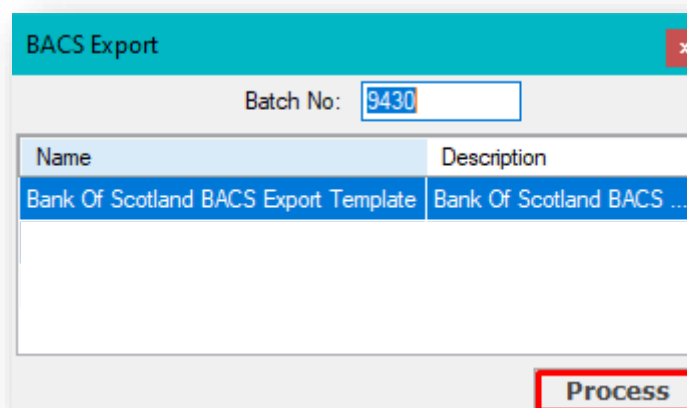
Please note that you will need to have an email address registered against your various Purchase Ledger Accounts to be able to have these emailed out to them.

BACS EXPORT

Underneath the print and email options there is an option for a **BACS Export**.

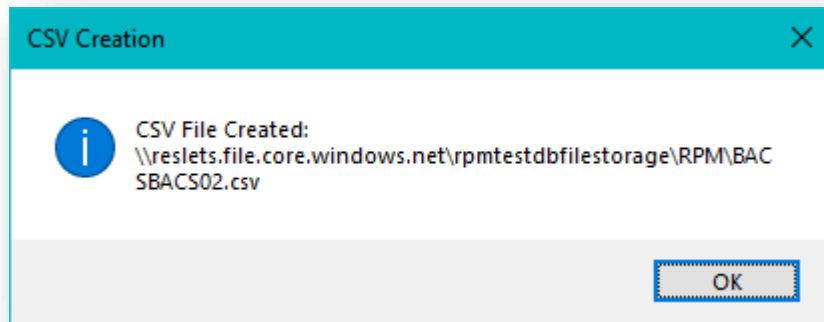


If you have just processed a BACS batch of payments, then clicking on this option will open a **BACS Export** window and allow you to process this for your current batch.



If you are happy with this then you can click on the **Process** button to create the CSV File which will be saved to your network.

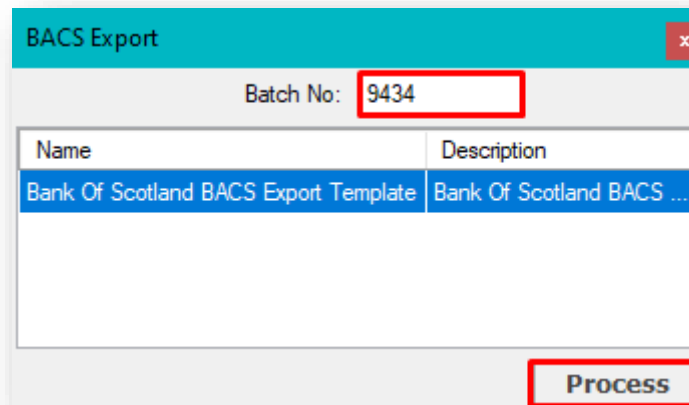
You will see a pop-up **CSV Creation** window which will confirm the file path for the CSV file which has been generated.



You can locate this file from the file path information in your CPL shared drive and send this to your bank.

Clicking on **OK** in the pop-up will dismiss this window.

If you wish to perform this action for previous **BACS** payment batches you have run then you can access the **PL Payments** screen at any time, click on the **BACS Export** button and enter the batch number in order to create the relevant **CSV** file.



REPRINT PL BACS/CHEQUE REPORTS

You will notice at the bottom of the screen that there is also an option to **Reprint PL BACS/Cheque Reports**. If you wish to reprint any reports you can click on the drop-down menu to select what you would like to print and then click on the **Reprint** icon.

This completes the steps for paying a contractor for selected invoices or for invoices in bulk.

CPL KNOWLEDGE BASE

This training guide forms part of CPL's Knowledge Base which is available for all CPL users at

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).