



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS  
& BLOCK MANAGERS

# DIARISED CHARGES

## TRAINING GUIDE

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Version 1.3



CONTENTS

Introduction..... 3

Setting up a Diarised Charge. .... 3

    Posting To Section..... 6

    Posting Reference Section..... 6

    Processing the diarised Charges..... 10

    Hints and Tips! ..... 12

CPL Knowledge Base..... 12



## INTRODUCTION

Diarised Charges are designed for raising Purchase Invoices that occur at regular intervals for the same amount to make it quicker and easier for you.

For example, a bill for window cleaning, stair cleaning, or paying a contract for carpark security.

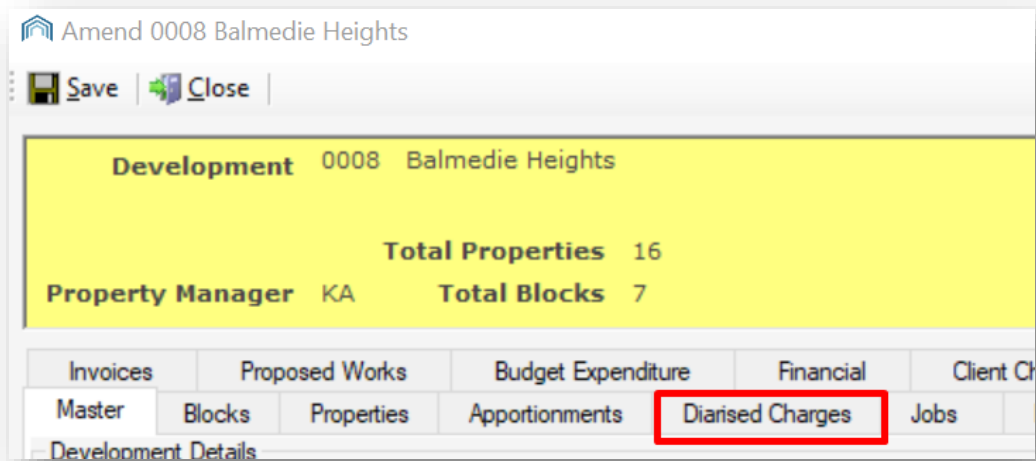
Alternatively, you could be using it for your float fees or management fees.

*Please note that diarised charges are not automatic. You will still have to go in and run this every period.*

## SETTING UP A DIARISED CHARGE.

Click the **Developments** tab and select the development you wish to set up the Diarised Charge for. Double-click on the Development to open this into the **Amend** development screen.

In the **Amend** window for the Development select the **Diarised Charges** tab.



In the Action Panel on the left-hand side of the screen, select the **Add** icon.



This will open the **New Diarised Charges for Development** window.



Enter a name in the **Diarised Charge Name** field.

Diarised Charge Name Communal Area Cleaning Balmedie Heights

Enter a description in the **Diarised Charge Description** field.

There is a **Standard Descriptions** tool in your **System Parameters** menu under the **System** option in CPL's top menu bar which can be populated and used in various modules within CPL. If you are using this, you can bring up a menu of these by clicking on **F5** on your keyboard. Standard descriptions can be used to be able to consolidate entries on client invoices or on common descriptions for Work Orders in the Jobs module.

Diarised Charge Description communal area cleaning for block 1  
Press F5 for Standard Descriptions

You can use the **Advance** Billing option if you would like the diarised charge to be charged for the period in advance. If you do not tick this, it will be charged in arrears.



☐ Advance Billing

To the right of this, there is an option to select the **VAT Code** that you would like to use when posting each diarised charge instance through CPL. Select the appropriate VAT Code.

VAT Code 20.00

In the **Diarised Charges Net Amount** field beneath this, enter the amount you will be charging each period you are setting up the payment to the PL Account for. For example, if your contract with the contractor states that you will pay them once a month, then add the net amount for each month.

Diarised Charge Net Amt 50.00

In the **Charge Date Code** field select an appropriate Charge Date Code from the drop-down menu to cover the required periods for charges to be processed through the system. This does not have to be the same Charge Date Code set against the Development as a whole.

Charge Date Code Monthly1 Monthly On 1st

Upon selecting your charge date code you will be reminded to select the next date and end date for this.

Charge Date Code Changed



Please update the Next Charge Date and End Date.

OK

In the **Next Charge** select the appropriate date your clients will next be charged. This drop-down list will be populated depending on what you chose for your charge date code.



Next Charge

In the **End Date** field, you have the option to select the tickbox and then set a date for the last time the charge will be run. You can leave this unticked if it will continue for the foreseeable future or you don't want it to end until you manually change it.

End Date ☐

You have the option to tick to use the **Fixed Same Date** if you want this to be charged on the same date each month regardless of what date you run it.

☐ Fixed Same Date

*If ticked the diarised charges from date and to date will be set to the same as the date the charge is being run.*

You can add a number to the **No of Site Visits Per Year** field for your information. This will not affect the processing of the diarised charge you are setting up. In the example below the contractor attends the development every two weeks to clean it.

No of Site Visits Per Year

### POSTING TO SECTION

Select either **Client** or **Apportionment** in the posting to field and you will then be able to use the drop-down lists to select an individual client or an individual apportionment.

Posting Reference

PL Account ☒

Journal Code ☐

### POSTING REFERENCE SECTION

In the **Posting Reference** field select either your **PL Account** to post the charge against a contractor or select the **Journal Code** option to post to the charge against a nominal.



Posting Reference

PL Account ☒ Cleaning Company 10 : Cleaning Company 10 ...

Journal Code ☐ 001 Bank Account

Clicking on the box with the three dots will open a **Purchase Ledger Account Lookup** window if you can't find the one you want to use in the **PL Account** drop-down menu.

Purchase Ledger Account Lookup

PL Account Lookup

Account Holder Name  Find

OK

Cancel

There is an option to associate the diarised charge against an existing warranty or maintenance contract you have already set up in the development by selecting from the **Assigned Warranty** drop-down menu.

If you do associate the diarised charge with a warranty, when processing it, you will have to confirm this in a screen related to the warranty.

Assigned Warranty -SELECT-

Select which type of charge is appropriate from the **Charge Type** drop-down menu. You will see a list of the types set up in your system.

Charge Type Normal

You can use the **Budget Heading** tickbox and then select a **Budget Heading** from the drop-down menu here if you are using a Budget Development.



At the very bottom of this screen there is an option to upload any file you wish to have associated against the diarised charge. This is optional.

For example, you may want to upload your original contract from the company providing the service.

If you wish to add a file, click in the box with the three dots.



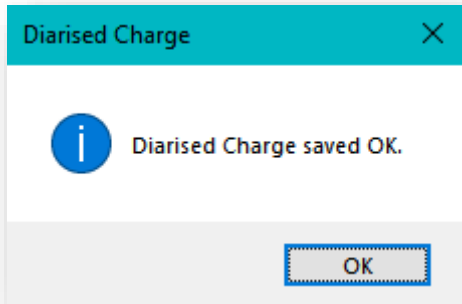
This will allow you to browse your device/ network for the file, click on **Open** in your browse window to upload this.

You can return to this at any point and click the **Open File** link on the screen to view your file.

Click **Save and Close** at the top of the page once you have entered all relevant details.


A confirmation box will come up to let you know it's been saved ok.



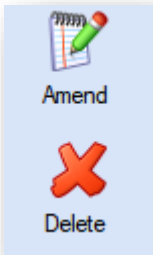


Click on **OK** to acknowledge this.

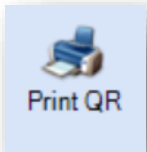
Once saved, your new diarised charge will be added to the list of diarised charges for this particular development.

Master   Blocks   Properties   Apportionments   Diarised Charges   Jobs   Insurance   Documents   CheckList   Keys   Approved Contractors   Contacts   Warranties/Maintenance   Inspections   Memo   Invoices   Proposed										
Diarised Charges Information										
<input type="checkbox"/> Include Deleted Diarised Charges										
 Add	Diarised Charge Name	Charge Date	Next Charge Date	End Date	Amount	PL Account		Journal Code	Apportionment	Deleted
	Grass Cutting	Monthly 1st Monthly	01/03/2023	01/10/2022	600.00	Gardening Company 14	Gardening Company 14		1 All Properties	<input type="checkbox"/>
	Grounds Maintenance Garden Flats	Monthly 1st Monthly	01/12/2022		25.00	Gardening Company 50	Gardening Company 50		6 Garden flats	<input type="checkbox"/>
	Grounds Maintenance	Monthly 1st Monthly	01/01/2022		116.55	1004 HandyMan 101			1 All Properties	<input type="checkbox"/>
	Window Cleaning	Monthly 1st Monthly	01/05/2022		65.00	1012 Beautiful and Bright Cleaning			1 All Properties	<input type="checkbox"/>
	Communal Area Cleaning Balmedie Heights	Monthly 1st Monthly On 1st	01/04/2023		50.00	Cleaning Company 10	Cleaning Company 10		1 All Properties	<input checked="" type="checkbox"/>
	Lift Maintenance Contract Charge	Monthly 1st Monthly	01/03/2021		300.00	1003 Electrician 101			1 All Properties	<input type="checkbox"/>

You can return to this Diarised Charges screen in the development to edit any Diarised Charges you have set up if prices change or you wish to change the contractor. You can also return here to delete any Diarised Charge from this screen if it is no longer relevant.



You also have the option to print a **QR Code** from this main screen and attach this to your contracts related to this diarised charge.



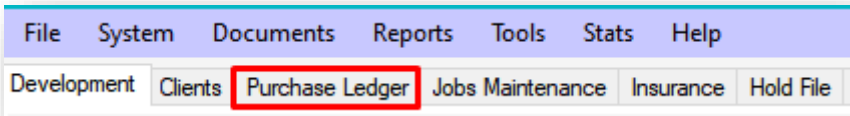


### PROCESSING THE DIARISED CHARGES

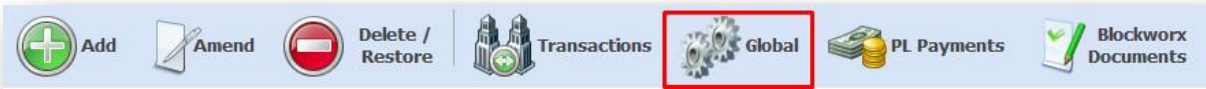
Now that you have set up a diarised charge and provided the system with the correct parameters, there is a process you will need to run to allow the charge to be processed to the Hold File to be released and be processed through to the Client Charge File to enable this to appear on client invoices. This will also enable you to have the charge appear for payment to your contractors in the PL Payments screen.

You would normally run this process for a batch of diarised charges every period.

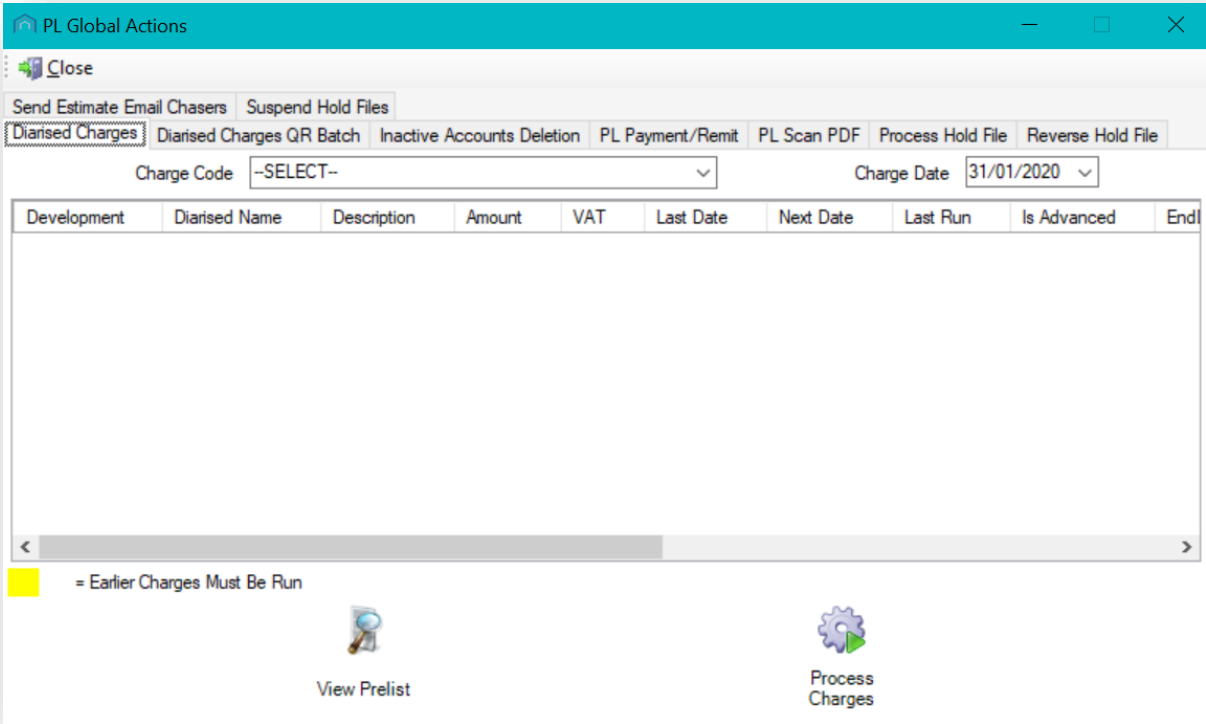
To run this process, select the **Purchase Ledger** tab in the main window of CPL.



Click the **Global** icon from the action panel towards the middle of the screen.

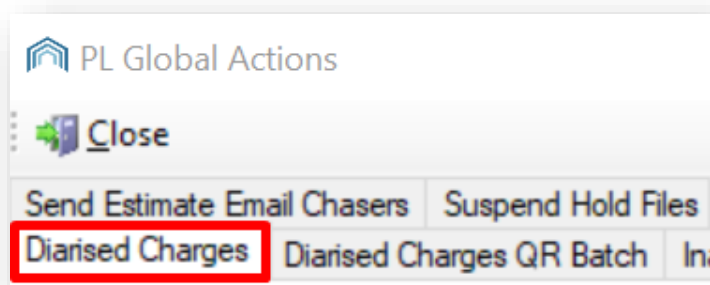


This will open the **PL Global Actions** window.





Select the **Diarised Charges** tab.

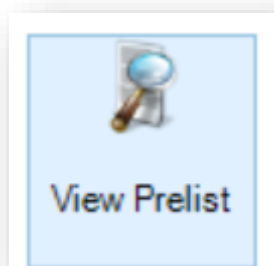


Set your **Charge Code** and **Charge Date** appropriately for the diarised charge you have set up.

*You can always re-open your diarised charge from the development screen if you need to check what these are.*

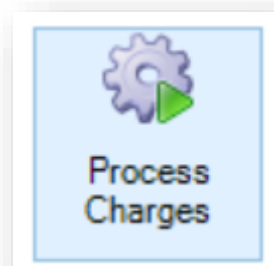
A screenshot of a form with two fields. The 'Charge Code' field is a dropdown menu currently showing 'Monthly1' and 'Monthly On 1st'. The 'Charge Date' field is a date picker showing '01/02/2020'.

Click the **View Prelist** icon at the bottom of the window.



This will display all outstanding diarised charges for this charge code and the charge date you selected.

If all looks to be correct, click **Process Charges** to post to the **Hold File** where you can then process these as you normally would.





*Please note, yellow highlighting on these items denotes that they were not run previously and must be run this time. They will run for any months or time periods which were missed.*

### HINTS AND TIPS!

A few things to remember about Diarised Charges:

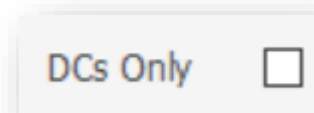
If, when you are processing the **Hold File** another entry appears at the top of the list highlighted in yellow, this indicates a charge has been missed or is due, you can abandon the current work and go check that charge out or continue processing and the missed charge will be included with the Hold Files you were processing.

A setting called **Auto Release DC** can be found in the **System Options**.

This option dictates whether the resulting **Hold File** from the Diarised Charges is automatically **Released** or not. Speak to your Systems Administrator if you feel this would be useful/ if you need it turned off.

The amount entered when setting up a **Diarised Charge** is the amount per period EX VAT. (whether that is weekly, monthly, yearly etc.).

When searching the **Hold File** for the **Diarised Charges**, you can search for them specifically with the **DC** option, to enable this simply tick the **DC Only** tickbox in the search tools at the bottom of the page.



### 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).