



**CPL SOFTWARE**

PARTNERS TO PROPERTY FACTORS  
& BLOCK MANAGERS

# **RELEASING ENTRIES IN THE HOLD FILE TRAINING GUIDE**

FEB 2022

Version 1.0



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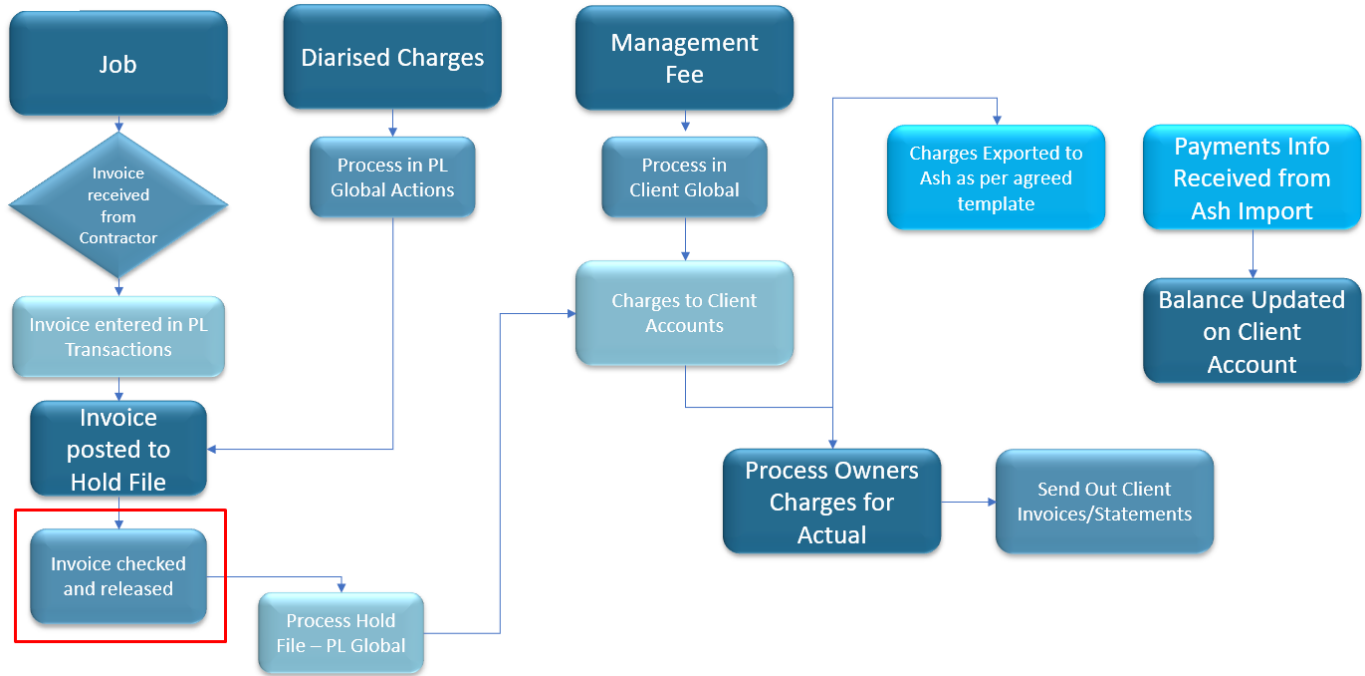
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## INTRODUCTION

Periodically, and always ahead of preparing your Client Invoices, you will need to check and release the records you have posted to the Hold File. This allows these to be turned into charges on the client accounts awaiting the invoice creation process in CPL.

You will need to have previously posted these transactions to the Hold File when you entered the information from the contractor purchase invoices into the Purchase Ledger Transactions screen.

The diagram below sets out all of the stages for processing charges onto owner accounts. This guide will concentrate on the highlighted section.

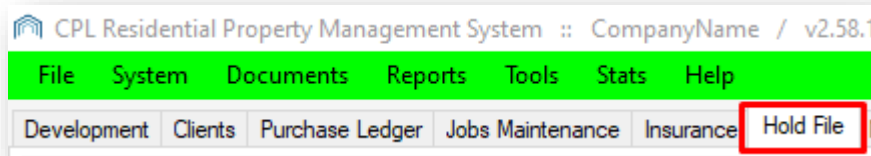


## THE HOLD FILE

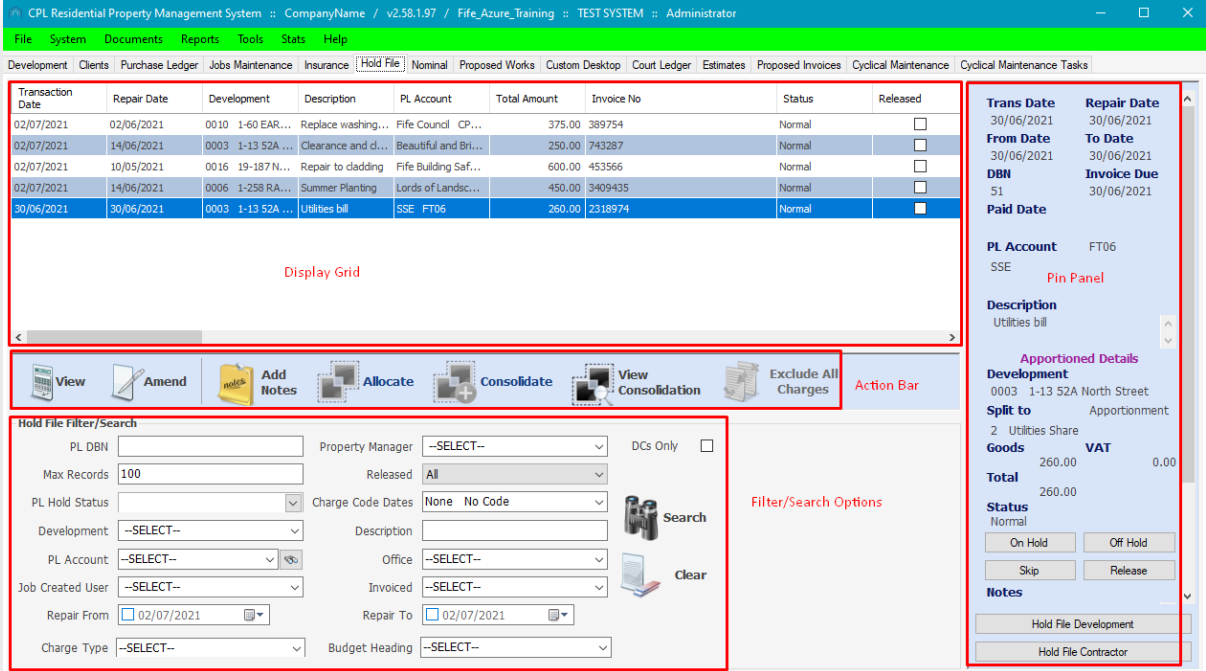
It may help to think of the Hold File as a repository for all of the records of your transactions. Unless these records are released from there, they cannot be turned into charges on your client accounts and therefore will not appear on client invoices.

You need to check and release your purchase ledger transaction in the Hold File so that these can be processed and produce charges posted onto the client accounts ready to be invoiced.

To get started with this, select the **Hold File** tab from the main CPL screen.



This will lead you to the Hold File screen.



The screenshot shows the 'Hold File' screen in the CPL Residential Property Management System. The main area is a table with columns: Transaction Date, Repair Date, Development, Description, PL Account, Total Amount, Invoice No, Status, and Released. Below the table is an 'Action Bar' with icons for View, Amend, Add Notes, Allocate, Consolidate, View Consolidation, Exclude All Charges, and Action Bar. To the left is a 'Filter/Search Options' area with various dropdown menus and input fields. To the right is a 'Pin Panel' showing details for the selected record, including Trans Date, Repair Date, From Date, To Date, DBN, Invoice Due, Paid Date, PL Account, SSE, Description, and Apportioned Details.

At the bottom of the screen, similar to the majority of other areas in CPL is the **Filter/Search** area. This allows you to set various options to make it easier to locate particular entries in the Hold File which will then appear in the display grid.

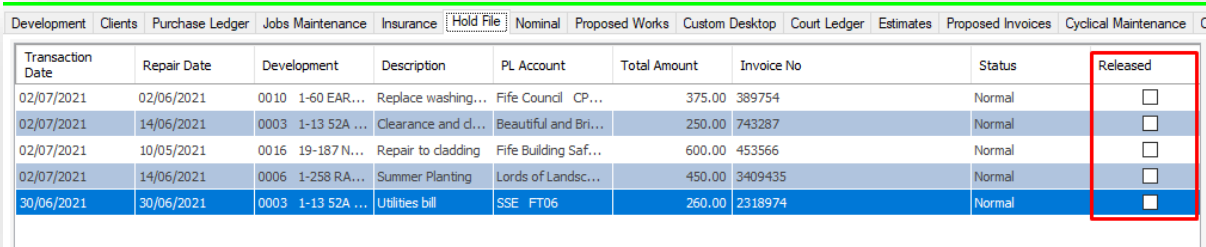
The main section of the Hold File screen is taken up with a **Display Grid**. This is where all entries which have been posted to the Hold File are displayed.

To the right of this screen is the **Pin Panel**. This will display a summary of information relating to an individual item you have clicked to select in the display grid. This also includes some options to allow you to change the status of the record selected.

Across the centre of the screen is an **Action Bar** containing a series of available icons which will allow you to perform various operations with items in the Hold File display grid.

## CHECKING THE HOLD FILE RECORD

By default, the Hold File will display all unreleased transactions which have been posted to it.



Transaction Date	Repair Date	Development	Description	PL Account	Total Amount	Invoice No	Status	Released
02/07/2021	02/06/2021	0010 1-60 EAR...	Replace washing...	Fife Council CP...	375.00	389754	Normal	<input type="checkbox"/>
02/07/2021	14/06/2021	0003 1-13 52A ...	Clearance and d...	Beautiful and Bri...	250.00	743287	Normal	<input type="checkbox"/>
02/07/2021	10/05/2021	0016 19-187 N...	Repair to cladding	Fife Building Saf...	600.00	453566	Normal	<input type="checkbox"/>
02/07/2021	14/06/2021	0006 1-258 RA...	Summer Planting	Lords of Landsc...	450.00	3409435	Normal	<input type="checkbox"/>
30/06/2021	30/06/2021	0003 1-13 52A ...	Utilities bill	SSE FT06	260.00	2318974	Normal	<input checked="" type="checkbox"/>

If required, use the **Hold File Filter/Search** area to choose which Hold File records you would like to see displayed in the grid. You may be getting ready to release all records for an individual development,

or all developments for a particular Housing Manager, or all records relating to a particular contractor. You can also layer filter options on top of each other to display a sub-set of records in the grid.

You can use the information in the columns of the display grid to decide if you have the correct record.

Transaction Date	Repair Date	Development	Description	PL Account	Total Amount	Invoice No	Status
30/06/2021	30/06/2021	0003 1-13 52A ...	Utilities bill	SSE FT06	260.00	2318974	Normal

Alternatively, after you have clicked to highlight the record, you can check the information relating to it in the pin panel on the right of the screen.

<b>Trans Date</b>	<b>Repair Date</b>
30/06/2021	30/06/2021
<b>From Date</b>	<b>To Date</b>
30/06/2021	30/06/2021
<b>DBN</b>	<b>Invoice Due</b>
51	30/06/2021
<b>Paid Date</b>	
<b>PL Account</b>	FT06
SSE	
<b>Description</b>	
Utilities bill	
<span style="font-size: small;">^</span> <span style="font-size: small;">v</span>	
<b>Apportioned Details</b>	
<b>Development</b>	
0003 1-13 52A North Street	
<b>Split to</b>	Apportionment
2 Utilities Share	
<b>Goods</b>	<b>VAT</b>
260.00	0.00
<b>Total</b>	260.00
<b>Status</b>	
Normal	
On Hold	Off Hold
Skip	Release
<b>Notes</b>	

If you would rather, you can also double-click to open this record (or click to select the record and click on the **View** icon in the action bar). This will allow you to check all details relating to the record.

Hold File Details for DBN: 51 / PL: FT06 SSE / Status: Normal

Close

Hold File View

<b>Development</b>	0003 1-13 52A North Street	<b>DBN</b>	51
<b>Property</b>		<b>PL Account</b>	FT06 SSE
<b>Client</b>		<b>Amount</b>	260.00
<b>Apportionment</b>	2 Utilities Share	<b>Status</b>	Normal
<b>Transaction Date</b>	30/06/2021	<b>Description</b>	Utilities bill
<b>Repair Date</b>	30/06/2021		
<b>Posted By</b>	Administrator		
<b>Budget Heading</b>		<b>Invoice Number</b>	<a href="#">2318974</a>
<b>Diarised Charge</b>	<input type="checkbox"/>	<b>Job Order Number</b>	
<b>Paid Date</b>		<b>View Remittance</b>	

Charge Information

Amount	Client No	Client Name	Client Invoice	Invoice Date	Excluded

Clicking on the **Invoice Number** link on this screen, will take you to the **PL Transaction Invoice Details** screen.

PL Account: FT06 : SSE / DBN: 1659 / 51 / Invoice: 30/06/2021

Close

PL Transaction Invoice Details

<b>BatchNo / DBN</b>	1659 / 51	<b>Total</b>	£260.00	<b>Goods</b>	£260.00	<b>VAT</b>	£0.00
<b>Invoice Date</b>	30/06/2021	<b>Description</b>	Utilities bill				
<b>Invoice Due</b>	30/06/2021						
<b>Invoice Number</b>	2318974						
<b>Order Number</b>							
<b>Posted By</b>	Administrator	<b>On the</b>	30/06/2021	<input checked="" type="checkbox"/> <b>Notes</b>	<input type="checkbox"/> <b>Suspended</b>	<input type="checkbox"/> <b>Payment Complete</b>	
<b>Notes</b>	Administrator: 30/06/2021 [Internal Comments]						

Hold File Information

Dev	Property	Apportionment	Amount	Released	Status
0003		2 Utilities Share	260.00	<input type="checkbox"/>	Normal

There are no client charges for this record.

DBN 51  
PL Account FT06 SSE  
Amount 260.00  
Status Normal  
Description Utilities bill

**Invoice Number** [2318974](#)  
**Job Order Number**  
**View Remittance**

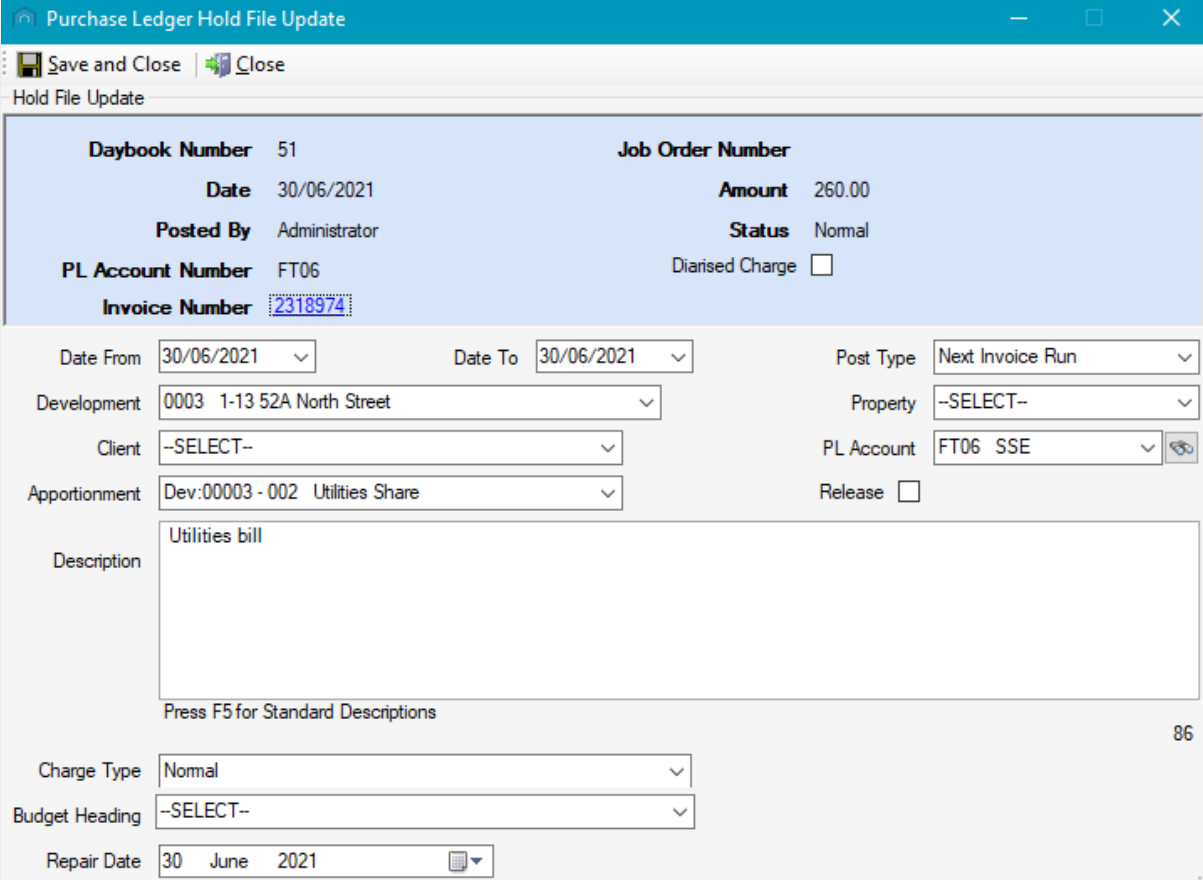
Client Invoice	Invoice Date	Excluded

Click to close these windows when you have finished checking the transaction.

### AMENDING A HOLD FILE RECORD

If you wish to amend the basic details, other than the amount posted, you can click to highlight the individual record and click on the **Amend** icon in the action bar.

This will open the **Purchase Ledger Hold File Update** screen and allow you to make changes and save these.



*Please note that it is not possible to amend the amount of a transaction in the Hold File and you would need to create a contra-posting for an equal but opposite amount in the PL Transactions screen to post to the Hold File. You could then allocate the original posting and the opposite posting off against each other in the Hold File. This would cancel them out and would prevent the incorrect posting being processed to the Charge File. You would then make an additional PL Transaction posting for the correct amount and post this to the Hold File. There is more information about this in the Reversals and Contra-postings guide.*

### RELEASING A HOLD FILE RECORD

Once you have decided that everything about the record is correct, make sure you have clicked to select the posting in the main grid.

Transaction Date	Repair Date	Development	Description	PL Account	Total Amount	Invoice No	Status
30/06/2021	30/06/2021	0003 1-13 52A ...	Utilities bill	SSE FT06	260.00	2318974	Normal

To release this record, click on the **Release** button in the pin panel on the right of the screen.

Transaction Date	Repair Date	Development	Description	PL Account	Total Amount	Invoice No	Status	Released
30/06/2021	30/06/2021	0003 1-13 52A ...	Lighting Bill for C...	SSE FT06	130.00	231879	Normal	<input type="checkbox"/>
22/06/2021	21/06/2021	0003 1-13 52A ...	Repair to render...	Central Building ...	275.00	3467437	Normal	<input type="checkbox"/>
22/06/2021	22/06/2021	0025 Training ...	Basement Cleaning	Beautiful and Bri...	200.00	34834	Normal	<input checked="" type="checkbox"/>
21/06/2021	21/06/2021	0002 1-12 STA...	External Paintn...	Beautiful and Bri...	300.00	234673	Normal	<input type="checkbox"/>
21/06/2021	01/10/2021	0025 Training ...	Fortnightly Stair ...	Beautiful and Bri...	500.00	Fortnightly Stair Cleaning21062021	Normal	<input type="checkbox"/>
21/06/2021	01/10/2021	0025 Training ...	Fortnightly Land...	Lords of Landsc...	960.00	Fortnightly Landscaping April - Oct21...	Normal	<input type="checkbox"/>
21/06/2021	21/06/2021	0025 Training ...	One-off Spring P...	Lords of Landsc...	400.00	536734	Normal	<input type="checkbox"/>
21/06/2021	21/06/2021	0025 Training ...	One-off Spring P...	Lords of Landsc...	200.00	536734	Normal	<input type="checkbox"/>

**Trans Date** 30/06/2021  
**Repair Date** 30/06/2021  
**From Date** 30/06/2021  
**To Date** 30/06/2021  
**DBN** 50  
**Invoice Due** 30/06/2021  
**Paid Date**

**PL Account** FT06  
SSE

**Description**  
Lighting Bill for Close lights

**Apportioned Details**  
**Development**  
0003 1-13 52A North Street  
**Split to** Apportionment  
2 Utilities Share  
**Goods** VAT  
130.00 0.00  
**Total** 130.00  
**Status** Normal  
On Hold Off Hold  
Skip **Release**

**Hold File Filter/Search**

PL DBN: \_\_\_\_\_ Property Manager: --SELECT-- DCs Only

Max Records: 100 Released: All

PL Hold Status: --SELECT-- Charge Code Dates: None No Code

Development: --SELECT-- Description: \_\_\_\_\_

PL Account: --SELECT-- Office: --SELECT--

Job Created User: --SELECT-- Invoiced: --SELECT--

Repair From: 02/07/2021 Repair To: 02/07/2021

Charge Type: --SELECT-- Budget Heading: --SELECT--

Once you have clicked to release an individual Hold File record, you will notice that the next item down in your grid will be highlighted for you to check and release this.

Transaction Date	Repair Date	Development	Description	PL Account	Total Amount	Invoice No	Status	Released
02/07/2021	02/06/2021	0010 1-60 EAR...	Replace washing...	Fife Council CP...	375.00	389754	Normal	<input checked="" type="checkbox"/>
02/07/2021	14/06/2021	0003 1-13 52A ...	Clearance and d...	Beautiful and Bri...	250.00	743287	Normal	<input type="checkbox"/>
02/07/2021	10/05/2021	0016 19-187 N...	Repair to cladding	Fife Building Saf...	600.00	453566	Normal	<input type="checkbox"/>
02/07/2021	14/06/2021	0006 1-258 RA...	Summer Planting	Lords of Landsc...	450.00	3409435	Normal	<input type="checkbox"/>
30/06/2021	30/06/2021	0003 1-13 52A ...	Utilities bill	SSE FT06	260.00	2318974	Normal	<input type="checkbox"/>

52 09/07/2021

**Paid Date**

**PL Account** FT01  
Beautiful and Bright Cleaning Service  
Main Mobile

**Description**  
Clearance and cleaning of basement area

**Apportioned Details**  
**Development**  
0003 1-13 52A North Street  
**Split to** Apportionment  
1 All properties  
**Goods** VAT  
250.00 0.00  
**Total** 250.00  
**Status** Normal  
On Hold Off Hold  
Skip **Release**

**Notes**

**Diarsed Charge**  
Hold File Development  
Hold File Contractor

**Hold File Filter/Search**

PL DBN: \_\_\_\_\_ Property Manager: --SELECT-- DCs Only

Max Records: 100 Released: All

PL Hold Status: --SELECT-- Charge Code Dates: None No Code

Development: --SELECT-- Description: \_\_\_\_\_

PL Account: --SELECT-- Office: --SELECT--

Job Created User: --SELECT-- Invoiced: --SELECT--

Repair From: 02/07/2021 Repair To: 02/07/2021

Charge Type: --SELECT-- Budget Heading: --SELECT--

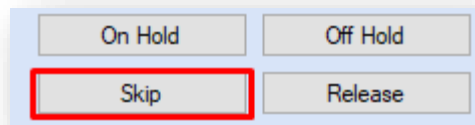
You can make your way through the list in the grid by checking and clicking on **Release** once you are happy to do so.



You will notice that entries you have released, will be marked with a tick in this column of the grid as you proceed.

Transaction Date	Repair Date	Development	Description	PL Account	Total Amount	Invoice No	Status	Released
02/07/2021	02/06/2021	0010 1-60 EAR...	Replace washing...	Fife Council CP...	375.00	389754	Normal	<input checked="" type="checkbox"/>
02/07/2021	14/06/2021	0003 1-13 52A ...	Clearance and d...	Beautiful and Bri...	250.00	743287	Normal	<input checked="" type="checkbox"/>
02/07/2021	10/05/2021	0016 19-187 N...	Repair to cladding	Fife Building Saf...	600.00	453566	Normal	<input checked="" type="checkbox"/>
02/07/2021	14/06/2021	0006 1-258 RA...	Summer Planting	Lords of Landsc...	450.00	3409435	Normal	<input type="checkbox"/>
30/06/2021	30/06/2021	0003 1-13 52A ...	Utilities bill	SSE FT06	260.00	2318974	Normal	<input type="checkbox"/>

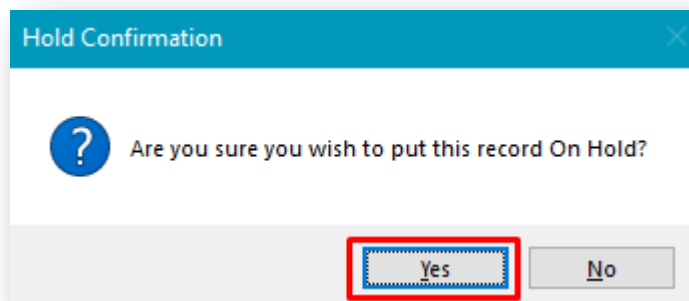
If you don't wish to release an record you can click on the **Skip** button in the pin panel and you can return to release this later.



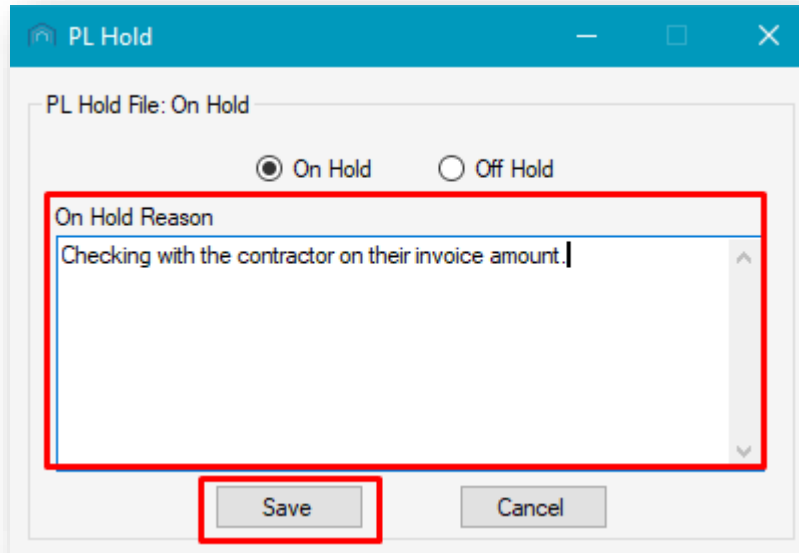
If you are concerned about a record which requires further investigation, you can choose to place this on hold by clicking on the **On Hold** option in the pin panel.



After clicking this, you will be asked to confirm that you do wish to place the record on hold.



When you click on **Yes** to confirm you will be asked to enter a reason for placing the record on hold.



The record will display with a Status of **Hold** and anyone else who tries to release this record will be able to see why it has been placed on hold in the **Notes** section on the pin panel.

Transaction Date	Repar Date	Development	Description	PL Account	Total Amount	Invoice No	Status	Released	Released Date	Suspended	Posted By	Property Manager	PL Acc/Journal Code	PL Journal Code	PL Sum Description	Trans Date	Repar Date
02/07/2021	02/06/2021	0030 1-10 EAR...	Rebrace washing...	File Council CP...	375.00	389754	Normal	<input checked="" type="checkbox"/>	02/07/2021 17:08	<input type="checkbox"/>	Administrator	PH Property M...	CPL01 File Cou...	CPL01	File Cour	02/07/2021	14/06/2021
02/07/2021	14/06/2021	0003 1-13 S2A...	Clearance and d...	Beautiful and Br...	230.00	743287	Normal	<input checked="" type="checkbox"/>	02/07/2021 17:12	<input type="checkbox"/>	Administrator	PH Property M...	FT01 Beautiful...	FT01	Beautiful	14/06/2021	14/06/2021
02/07/2021	10/05/2021	0016 18-187 N...	Repar to cladding	File Building Saf...	650.00	433566	Normal	<input checked="" type="checkbox"/>	02/07/2021 17:12	<input type="checkbox"/>	Administrator	PH Property M...	FT04 File Build...	FT04	File Build	14/06/2021	14/06/2021
03/07/2021	14/06/2021	0006 1-238 RA...	Summer Planting	Lords of Landsc...	450.00	540945	Hold	<input type="checkbox"/>		<input type="checkbox"/>	Administrator	PH Property M...	FT02 Lords of L...	FT02	Lords of	14/06/2021	15/06/2021
30/06/2021	30/06/2021	0003 1-13 S2A ...	Utilities bill	SSE FT06	260.00	2318974	Normal	<input type="checkbox"/>		<input type="checkbox"/>	Administrator	PH Property M...	FT06 SSE	FT06	SSE		

**PL Account** FT02  
Lords of Landscaping

**Description**  
Summer Planting

**Apporitioned Details**

**Development**  
0006 1-238 RAVENS CRAIG

**Split to**  
Apportionment

**Goods** VAT 0.00

**Total** 450.00

**Status**  
Hold

On Hold  Off Hold

Stop  Release

**Notes**  
17:32:20  
[On Hold]  
Checking with the contractor on their invoice amount.

When you return to release the record, you may have to use the filters to find any records on Hold.

**Hold File Filter/Search**

PL DBN

Max Records

**PL Hold Status**

Development  Abandoned Import

PL Account  Allocated

Job Created User  Consolidated

Repair From  Deleted

Charge Type

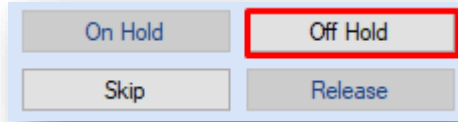
Hold

Hold (Admin Only)

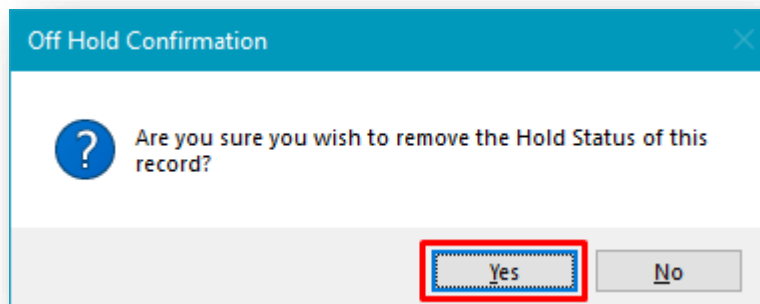
Ignored

Normal

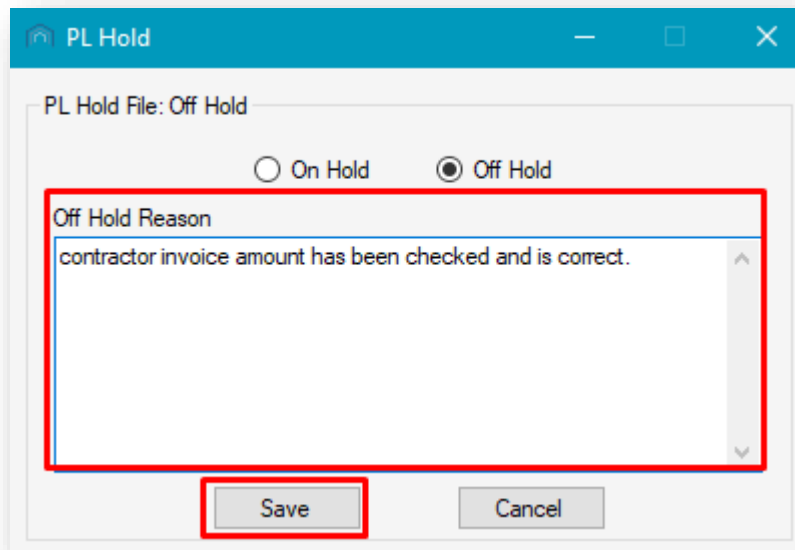
When you find the appropriate entry, click to select it in the grid and click on the **Off Hold** button in the pin panel.



You will then be asked to confirm that you wish to take the record off hold.



When you click on **Yes** to confirm you will be asked to enter a reason for taking the record off hold.



The record will now have returned to a **Normal** status and can now be ticked to be released.

Once records of your transactions in the Hold File have been marked as released, you can process the Hold File in the **Global** menu in the **Purchase Ledger** tab. This will mark them as having moved from the Hold File to the Charge File.



## CPL KNOWLEDGE BASE

This training guide will form part of CPL's Knowledge Base. This 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 Support Portal at <https://contact.cplsoftware.com/portal/home> or calling us on 0345 646 0240 (option 1).