



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

THE HOLD FILE

TRAINING GUIDE

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Version 1.0



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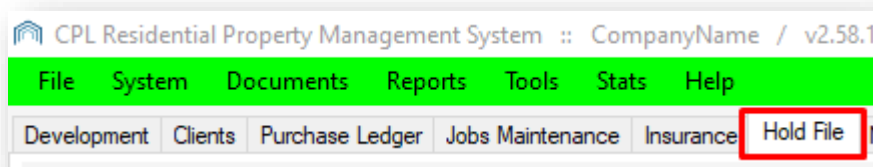
INTRODUCTION

It may help to think of the Hold File as a repository for all of the purchase ledger invoices you have posted. 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.

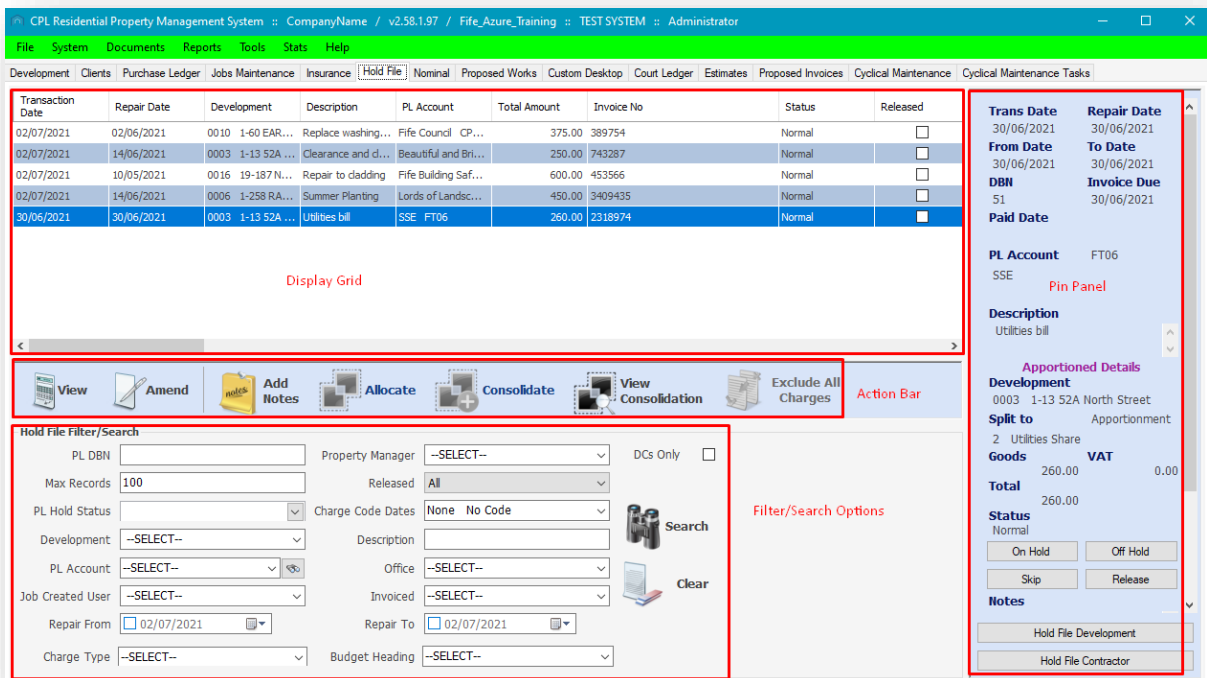
When invoices are posted through from the Purchase Ledger Transactions screen, or have been processed through from Proposed Invoices then these will end up in the Hold File. This allows invoices to be checked and released before being processed through to the Client Charge File to be ready for invoicing.

THE HOLD FILE

To locate the hold file screen, click on 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 screen is divided into several sections:

- Transaction Grid:** A table with columns: Transaction Date, Repair Date, Development, Description, PL Account, Total Amount, Invoice No, Status, and Released. The table contains several rows of data, including transactions for 'Replace washing...', 'Clearance and d...', 'Repair to cladding', 'Summer Planting', and 'Utilities bill'.
- Display Grid:** A large empty area in the center of the screen, labeled 'Display Grid'.
- Filter/Search Options:** A section at the bottom of the screen containing various filters and search options, such as 'PL DBN', 'Max Records', 'PL Hold Status', 'Development', 'PL Account', 'Job Created User', 'Repair From', 'Charge Type', 'Property Manager', 'Released', 'Charge Code Dates', 'Description', 'Office', 'Invoiced', 'Repair To', and 'Budget Heading'.
- Action Bar:** A row of icons for 'View', 'Amend', 'Add Notes', 'Allocate', 'Consolidate', 'View Consolidation', 'Exclude All Charges', and 'Action Bar'.
- Details Panel:** A panel on the right side of the screen showing details for a selected transaction, including 'Trans Date', 'Repair Date', 'From Date', 'To Date', 'DBN', 'Invoice Due', 'Paid Date', 'PL Account', '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 Property Manager, or all records relating to a particular contractor. You can also layer filter options to display a relevant 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.

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

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

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

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

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

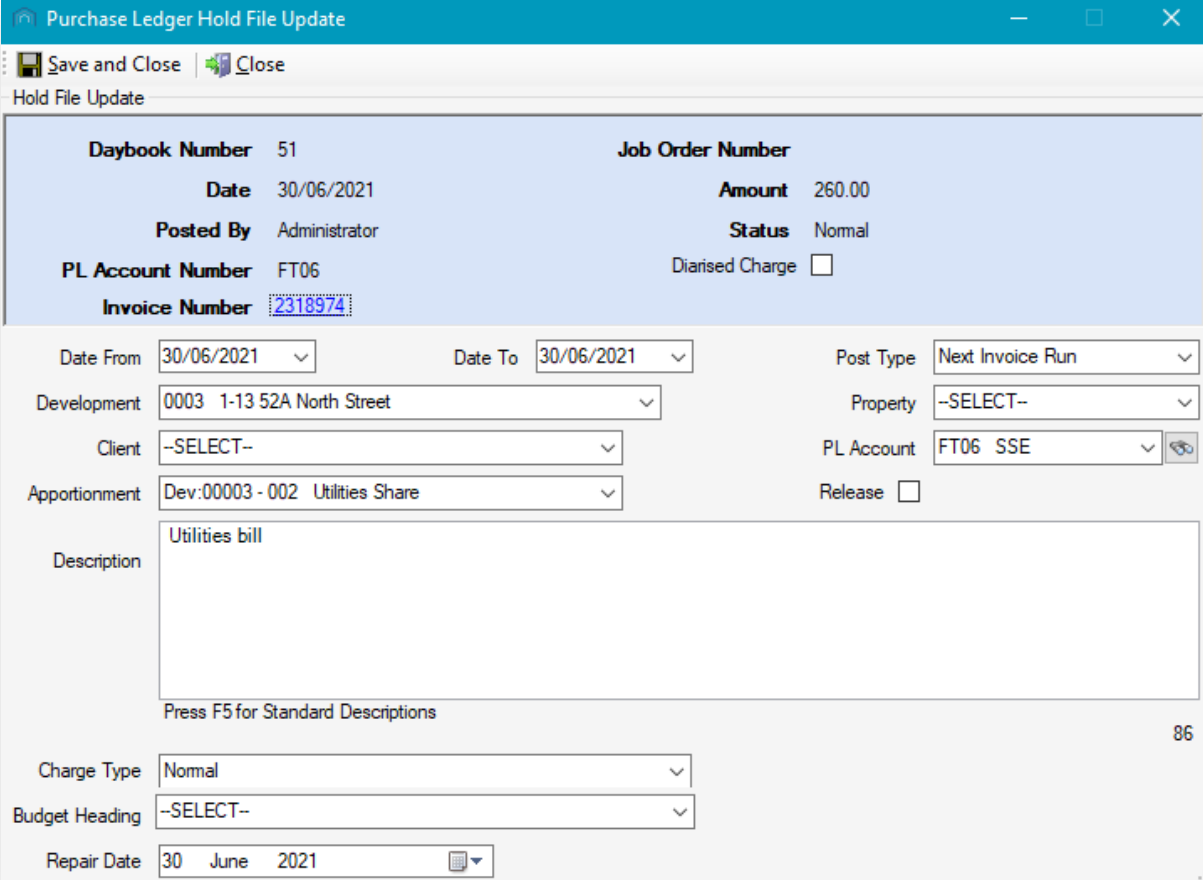
Client Invoice	Invoice Date	Excluded

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 130.00
VAT 0.00
Total 130.00
Status Normal
On Hold Off Hold
Skip **Release**

Hold File Filter/Search

PL DBN Property Manager DCs Only

Max Records Released

PL Hold Status Charge Code Dates

Development Description

PL Account Office

Job Created User Invoiced

Repair From Repair To

Charge Type Budget Heading

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 250.00
VAT 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 DCs Only

Max Records Released

PL Hold Status Charge Code Dates

Development Description

PL Account Office

Job Created User Invoiced

Repair From Repair To

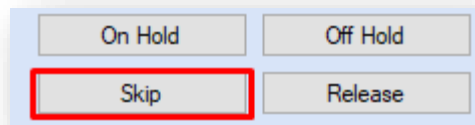
Charge Type Budget Heading

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

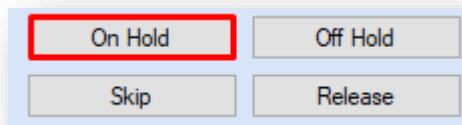
You will notice that entries you have released, will be marked with a tick in this column of the grid as you proceed.

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"/>

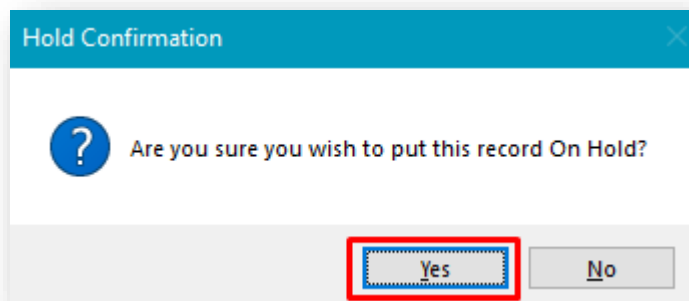
If you don't wish to release an record you can click on the **Skip** button in the pin panel and you can return to release this later.



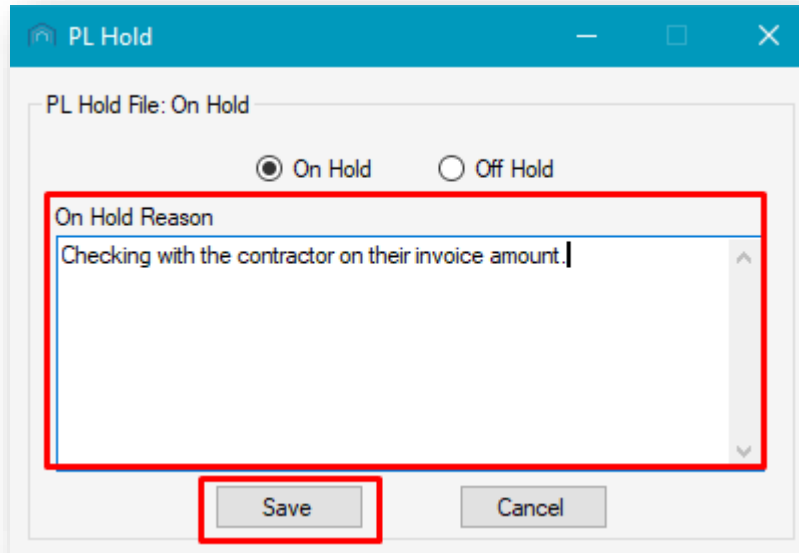
If you are concerned about a record which requires further investigation, you can choose to place this on hold by clicking on the **On Hold** option in the pin panel.



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
02/07/2021	02/06/2021	0030	1-10 EAR... Rebase 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	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	Beautifu
02/07/2021	10/05/2021	0016	18-187 N... Repair 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 Buid
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
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

Trans Date 02/07/2021 **Repar Date** 14/06/2021
From Date 14/06/2021 **To Date** 14/06/2021
DBN S3 **Invoice Due** 15/06/2021
Paid Date

PL Account FT02
Lords of Landscaping

Description
Summer Planting

Apporitioned Details
Development 0006 1-238 RAVENS CRAIG
Split to Apportionment
1 Utilities

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 Hold

Development Abandoned Import

PL Account Allocated

Consolidated

Deleted

Job Created User **Hold**

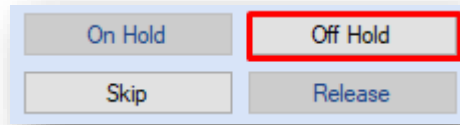
Hold (Admin Only)

Repair From Ignored

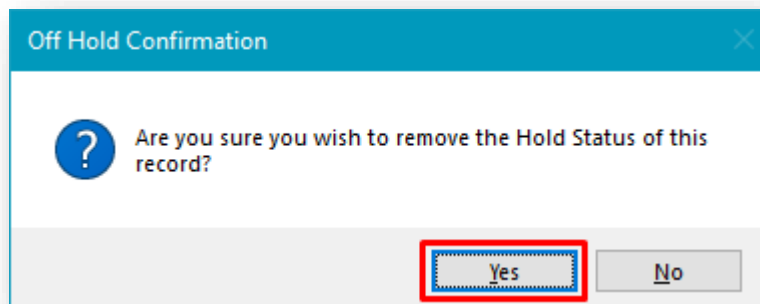
Normal

Charge Type --SELECT--

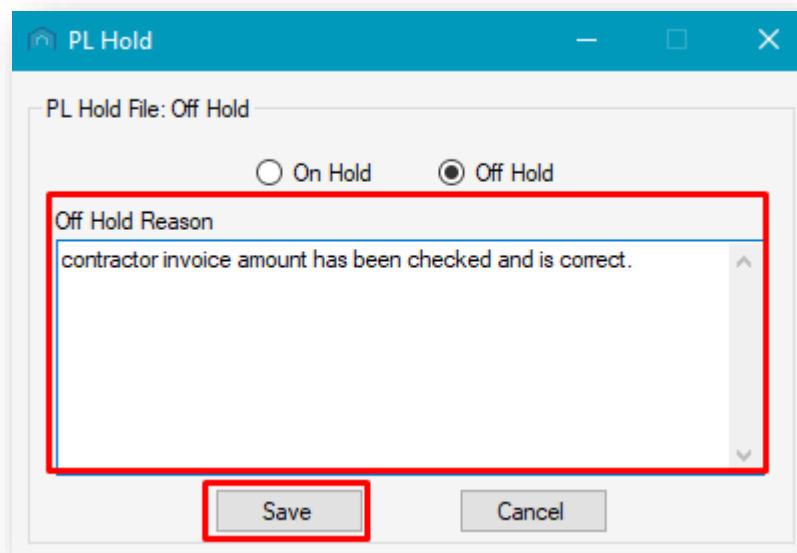
When you find the appropriate entry, click to select it in the grid and click on the **Off Hold** button in the pin panel.



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 or through our Support Portal at <https://contact.cplsoftware.com/portal/home> or calling us on 0345 646 0240 (option 1).