
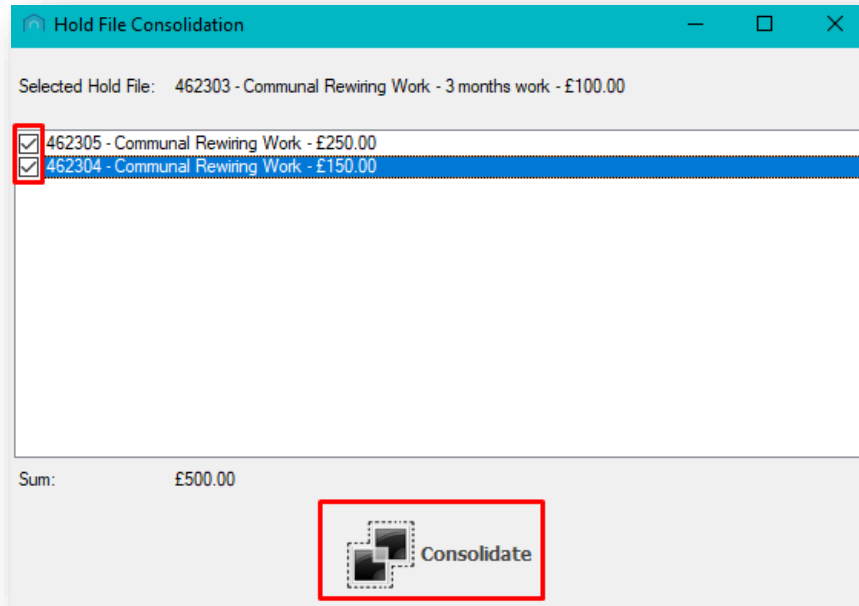


HOLD FILE – PL HOLD STATUS FILTER

Please see the table below detailing all of the options in the PL Hold Status Filter and a brief description of each.

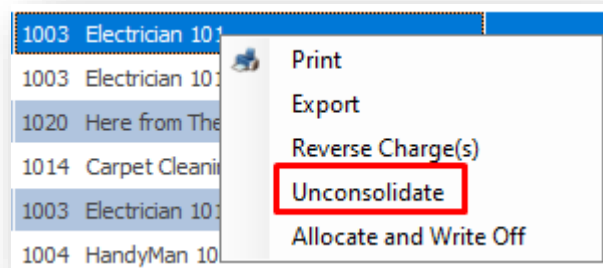
PL Hold Status	Information
Abandoned Import	This would be the status on entries which had been migrated into CPL for information only but not to be processed or added to the ledgers at all.
Allocated	Any Hold File entry with an Allocated status has already been processed through to the Charge File. This is not related to the Allocate option available in the action bar which you would make use of to enable you to cancel two equal but opposite charges off against each other. See information provided about the Ignored status below.
Consolidated	<p>Hold File entries which have been consolidated into another entry will appear with the Consolidated status.</p> <p>You may wish to use this option where you have posted multiple similar invoices which you would like to appear as one entry on a client invoice. Any entries you wish to consolidate must have been posted with the same PL Account, the same Development and the same Client/ Apportionment.</p> <p>To select multiple entries, hold down the Ctrl key on your keyboard and click to select two entries in the grid. You can then click on the Consolidate option in the action bar across the middle of the screen.</p>  <p>A window will appear offering you all entries in the Hold File which meet the criteria and you can tick to select any items you wish to be part of the consolidated entry.</p>



After consolidation, the main entry will appear with a **Normal** status and any entries consolidated into this will appear with a **Consolidated** status denoting that they are now part of the main hold file entry.

Invoice Date	Released	DBN	Invoice No	Development	PL Acct/Journal	Hold Reason	Status
01/08/2022	<input type="checkbox"/>	462305	83426	0065 First Grove	1003 Electrician 101		Consolidated
01/06/2022	<input checked="" type="checkbox"/>	462303	89732467	0065 First Grove	1003 Electrician 101		Normal
01/07/2022	<input type="checkbox"/>	462304	9803724	0065 First Grove	1003 Electrician 101		Consolidated

After entries have been consolidated but have not been processed to the Charge File, you can right-click on the main entry and choose to reverse the consolidation by clicking on **Unconsolidate**.



Deleted

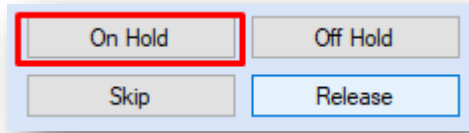
Although CPL users can't delete items in the Hold File, it is a status which would appear if you've asked CPL to delete something for you or we've migrated something in for you and it has been marked as deleted.

Hold

If a user has placed an entry on Hold using the **On Hold** button in the pin panel, then it will be marked with this status. Placing an individual entry on Hold means

that it cannot be processed out of the Hold File to the Charge File until this Hold status is removed.

To place an entry on Hold, click to select the appropriate entry in the grid and click on the **On Hold** option in the pin panel on the left of the screen, you will have to provide a reason for placing it on hold.



To remove it from the Hold status, click to highlight it in the grid and click on the **Off Hold** option in the pin panel. Again, you will have to enter a reason for removing it from Hold.

Hold (Admin Only)

As above but only CPL users of a higher permission level will be able to remove the Hold status.

Ignored

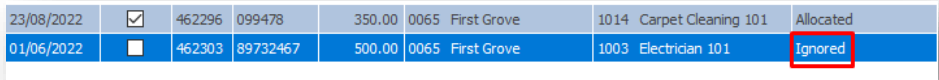
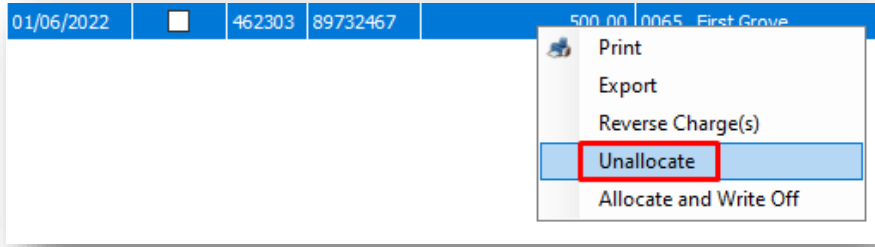
The Allocate option in the action bar can be used when you would like to cancel an entry off against an equal but opposite entry. For example, you have posted a contractor invoice in error and have created an equal but opposite entry and posted this to the Hold File. (Equal but opposite would mean you have selected the same Development, the same Client/ Apportionment, the same PL Account and an equal but opposite value. One amount must be a credit and one a debit.) To select the two entries, hold down the Ctrl key on your keyboard and click to select the entries in the grid.

Invoice Date	Released	DBN	Invoice No	Goods Amount	Development	PL Acct/Journal
26/08/2022	<input type="checkbox"/>	462307	89032476	-500.00	0065 First Grove	1003 Electrician 101
26/08/2022	<input type="checkbox"/>	462306	83245	-230.00	0065 First Grove	1004 HandyMan 101
01/07/2022	<input type="checkbox"/>	462304	9803724	150.00	0065 First Grove	1003 Electrician 101
23/08/2022	<input checked="" type="checkbox"/>	462298	893246	230.00	0065 First Grove	1004 HandyMan 101
01/08/2022	<input type="checkbox"/>	462305	83426	250.00	0065 First Grove	1003 Electrician 101
25/08/2022	<input type="checkbox"/>	462302	u5476	250.00	0065 First Grove	1020 Here from There Lift Engineers
23/08/2022	<input type="checkbox"/>	462297	90834	250.00	0065 First Grove	1003 Electrician 101
23/08/2022	<input checked="" type="checkbox"/>	462296	099478	350.00	0065 First Grove	1014 Carpet Cleaning 101
01/06/2022	<input type="checkbox"/>	462303	89732467	500.00	0065 First Grove	1003 Electrician 101

You can then click on the Allocate option in the action bar.



These entries will cancel each other out and display the **Ignored** status.

	 <p>You will not be able to release them or process them out of the Hold File.</p> <p>After entries have been allocated, you can right-click on the main entry and choose to reverse the allocation by clicking on Unallocate.</p> 
Normal	<p>Entries will be marked with a Normal status when they are first processed through to the Hold File.</p>