



CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS
& BLOCK MANAGERS

PROCESSING MANAGEMENT FEES TRAINING GUIDE

NOV 2023

Version 1.0



CONTENTS

Introduction	3
Locating the Management Fees Tool	3
CPL Knowledge Base.....	11

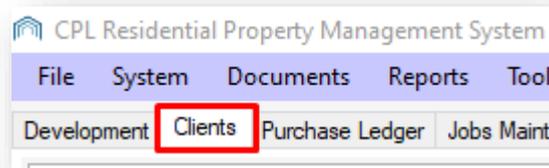
INTRODUCTION

Management Fees can be processed in a global process across multiple developments at the one time.

They must have already been set up on the property itself to be able to be processed. The value entered on each property should be the annual net amount for that individual property. When processing your Management Fees, CPL will divide this annual net amount by the appropriate charge period and add the VAT before adding this directly to the client charge file.

LOCATING THE MANAGEMENT FEES TOOL

To get started with this, select the main **Clients** tab in CPL.

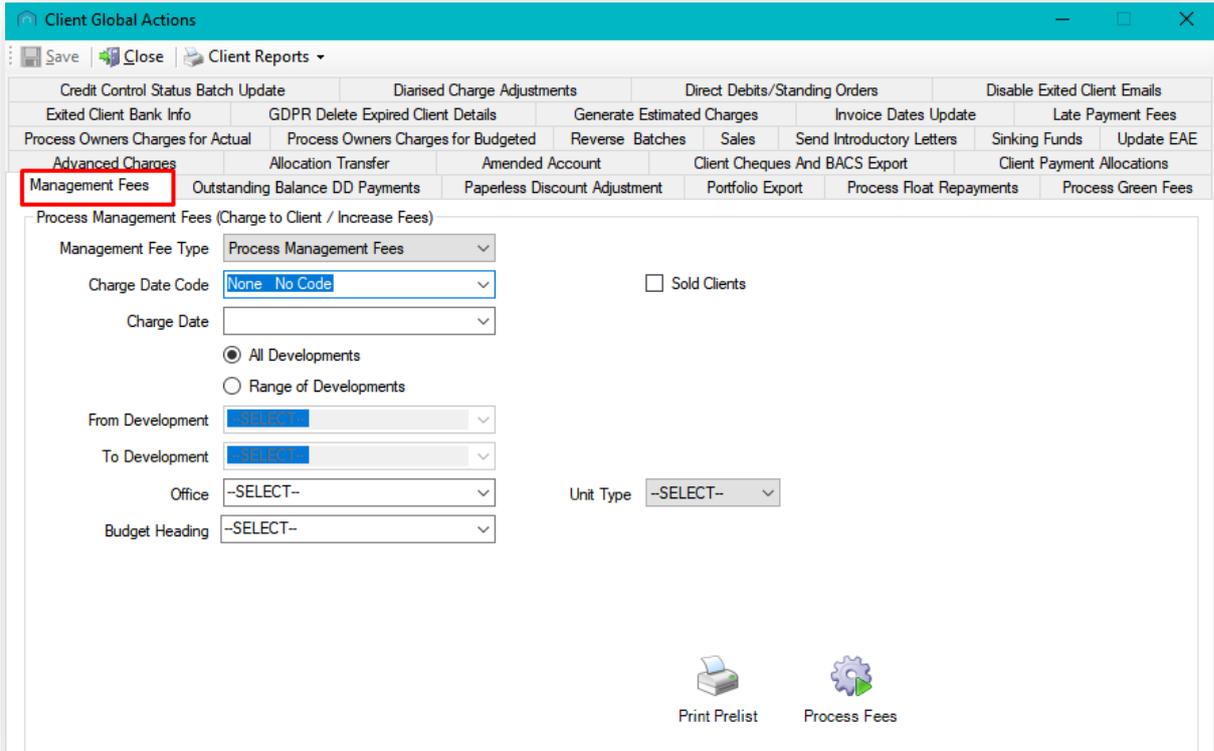


When the **Clients** window opens click on the **Global** icon in the **Action Panel** towards the bottom of the screen.

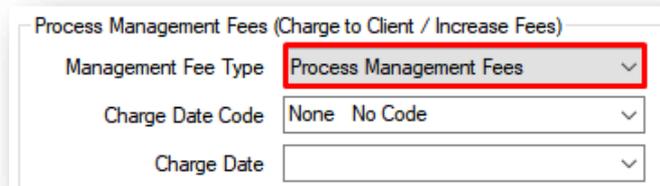


This will open the **Client Global Actions** window.

Locate the **Management Fees** tab and click to select this.



Make sure the **Management Fee Type** field is set for **Process Management Fees**.



There is an option on the right of the screen to enable you to process only the management fees for sold clients. This would allow you to have these fees added to the sold clients' accounts ahead of when you would normally process the management fees for the developments on an individual charge date code. After processing the fees, this would then set these clients to be excluded from having fees applied to them when running your general management fees process.

Process Management Fees (Charge to Client / Increase Fees)

Management Fee Type

Charge Date Code Sold Clients

Charge Date

All Developments
 Range of Developments

From Development

To Development

Office Unit Type

Budget Heading

Make sure you leave this unticked if you wish to process fees for all clients in a development or charge date code.

Set your **Charge Date Code** to the correct one for the Management Fees you wish to process.

Process Management Fees (Charge to Client / Increase Fees)

Management Fee Type

Charge Date Code

Charge Date

This will set the **Charge Date** field to the end of the period coming up. If you wish to change this to process an earlier period, click on the drop-down arrow and select the end of a previous period.

Management Fee Type

Charge Date Code

Charge Date

Select whether you would like to process fees for **All Developments** on this charge date code or whether you would like to select a **Range of Developments** by clicking in the relevant radio button.

Management Fee Type	Process Management Fees
Charge Date Code	QTRT Quarter Term Dates
Charge Date	28 November 2023
	<input checked="" type="radio"/> All Developments <input type="radio"/> Range of Developments
From Development	--SELECT--
To Development	--SELECT--
Office	--SELECT--
Budget Heading	--SELECT--

If you have selected **Range of Developments** you will then need to select the individual development from the fields below or a consecutive range of developments.

Management Fee Type	Process Management Fees
Charge Date Code	QTRT Quarter Term Dates
Charge Date	28 November 2023
	<input type="radio"/> All Developments <input checked="" type="radio"/> Range of Developments
From Development	--SELECT--
To Development	--SELECT--
Office	--SELECT--
Budget Heading	--SELECT--

You can also select a run of properties in the **Property** field if you don't wish to process the fees for all properties in the development.

From Development	0035 Golstein Court	Property	--SELECT--
To Development	0035 Golstein Court	Property	--SELECT--
Office	--SELECT--	Unit Type	--SELECT--
Budget Heading	--SELECT--		

Otherwise, if not selected, the process will pick up all properties in the development or developments selected.

There is an option to select to run management fees for a single office if you have offices set up in CPL.

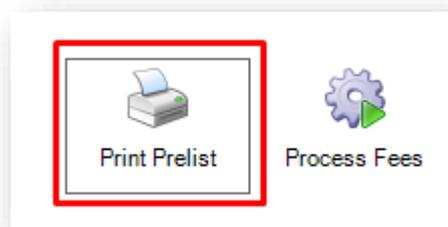
From Development	0035 Golstein Court	▼
To Development	0035 Golstein Court	▼
Office	-SELECT-	▼
Budget Heading	-SELECT-	▼

You will need to select a **Budget Heading** for processing your Management Fees. This will normally be a budget heading called **Management Fee**.

Range of Developments

From Development	0035 Golstein Court	▼
To Development	0035 Golstein Court	▼
Office	-SELECT-	▼
Budget Heading	Management Fee	▼

When you have made all relevant selections, you have the option to run a **Print Prelist** before processing your fees.



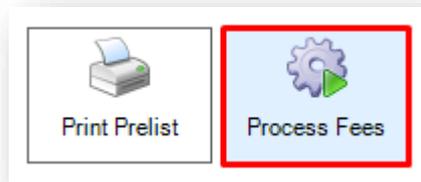
This will display in a new window as a report of the Management Fees which will be run based on the selections you have made from the available parameters. You can print and save this report if you wish. Close the report when you are ready to proceed with processing your fees.

CPL Property Factoring MANAGEMENT FEE PRELIST 21 Nov 2023 18:00

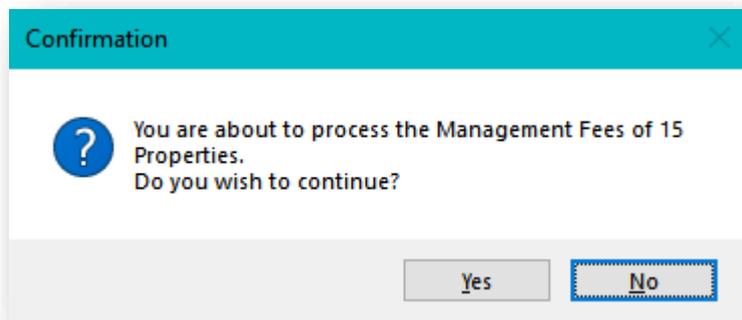
(Filter Options: Charge Date Code: / Charge To Date: 31 Dec 2023 / Development/Property Range: N/A)

Client Account	Client Name	Mngmt Fees	From Date	To Date	Days	Charge	Vat	Total
00110012	Calum Sandville	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110021	Fiona Grey	1,367.66	01/07/2023	31/12/2023	184	683.83	136.77	820.60
00110061	Sandeep Irwin	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110121	Craig Maneep	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110201	Francis Harris	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110261	Suresh Linn	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110301	Felicity Broome	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110351	Pandeep Singh	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110391	Olivia Fenchurch	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110441	Sabina Gressingham	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110461	Francis Gyle	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110551	Fanqar Greene	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110591	Hannah Person	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110631	Jenny Lee	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
00110681	Olivier Lemon	2,739.16	01/07/2023	31/12/2023	184	1,369.58	273.92	1,643.50
Development Totals:		39,715.90				19,857.95	3,971.59	23,829.60

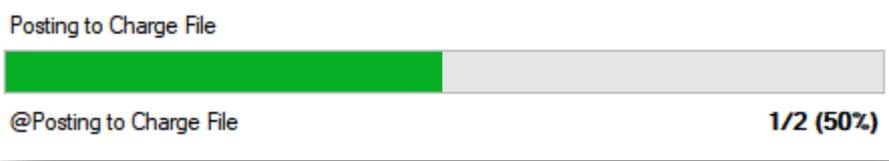
When you are ready to process your fees, click on the **Process Fees** icon.



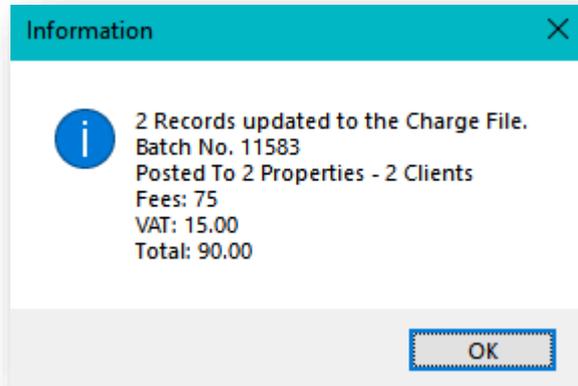
CPL will confirm how many properties it is about to process fees for. Click on **No** to return to your fields to set a different configuration if this is not correct or click on **Yes** to move forward and process your fees.



CPL will display a progress bar as it works its way through the properties.



It will display an information confirmation when it has completed the process.



You can click on **OK** to dismiss this confirmation.

Management Fees will have been processed for the clients in the relevant properties directly to the **Charge Transaction** file, waiting to be picked up when an invoice run is processed.

Activity		Diarised Charges			Web Portal Tracking			Invoice Preview		
Account	Addresses Activity	Transaction Activity	Float Transactions	Charge Transaction	Credit Control	Memos	Letters Documents	Allocations	Maps/Directions	Estin
Charge Transaction Information										
Trans Date	Batch/DBN	Description			PL Account	Amount	Invoice			
28/11/2023	11583/28339978	Management Fee: 29/08/2023 to 28/11/2023				60.00				

The Management Fees tab can also be used to increase management fees.

Management Fees Outstanding Balance DD Payments Paperless Discount Adjustment Portfolio Export

Process Management Fees (Charge to Client / Increase Fees)

Management Fee Type **Increase Management Fees** ▼

Sold Clients

Amend Type --SELECT-- ▼

Amend Amount 0.00

All Developments
 Range of Developments

From Development --SELECT-- ▼

To Development --SELECT-- ▼

Office --SELECT-- ▼

Unit Type --SELECT-- ▼

Budget Heading Management Fee ▼

And also to process Paper Fees if these are configured on your database.

Process Management Fees (Charge to Client / Increase Fees)

Management Fee Type **Process Paper Fees** ▼

Sold Clients

Charge Date Code None No Code ▼

Charge Date 28 November 2023 ▼

All Developments
 Range of Developments

From Development --SELECT-- ▼

To Development --SELECT-- ▼

Office --SELECT-- ▼

Unit Type --SELECT-- ▼

Budget Heading Management Fee ▼



CPL KNOWLEDGE BASE

This training guide will form part of CPL's Knowledge Base. These are 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).

Copyright © 2023 CPL Software Ltd

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law.