

HELPSHEET

HELPSHEET – WORKING WITH GREEN FEES

INTRODUCTION AND SET-UP

As postage costs increase, Green Fees are a more flexible option than Paper Fees which you might want to consider to encourage your clients to go paperless.

You will need to contact us at CPL Support to speak about us setting up your system to make use of Green Fees. Once this set-up has been completed in your system with default green fees set against all appropriate Unit Types, this will have updated all clients in properties of those Unit Types.

We will ask you to make decisions on the charge description to appear on your client invoices, whether you wish VAT to be applied to these fees, which nominal you wish Green Fees to output to and whether you would like to run it for new owners or whether you would like to give them a grace period without the fee until after they have received their first invoice.

PROCESSING GREEN FEES

When you process Green Fees, all clients who do not have an email address entered on their account, which is not ticked both **For Documents** and **For Invoice** will receive a Green Fee charge. If clients have these ticked but also have the **Always Print Invoices** option ticked on the account, they will also receive the charge.

Green Fees are processed much like you would process Management Fees in the **Client Global Actions** menu on the **Process Green Fees** tab. Normally you would process these before you run your client invoices for a specific charge period to allow the Green Fees charge to be able to be picked up by the invoice process.

向 Client Global A	ctions											—		\times
🔚 Save 🛛 🖏 Clo	se 🗞	Client Repo	orts 🝷											
Diarised Charge Adju	stments	Direct Debi	its/Standing Orders	Disable Exited C	lient Emails	GDPR Dele	te Expired C	Client Details	Generate	Estimated	d Charges	Invoice	e Dates I	Jpdate
Advanced Charges	Allocatio	n Transfer	Amended Account	Auto Allocation	s Client Cł	heques And E	ACS Export	t Client Pay	ment Alloc	ations C	Credit Contr	ol Status	Batch l	Jpdate
Late Payment Fees	Manage	ment Fees	Outstanding Balanc	e DD Payments	Paperless [Discount Adju	stment Po	ortfolio Export	Process	Continger	ncies Pro	cess Flo	at Repa	yments
Process Green Fees	Proc	ess Owners	Charges for Actual	Process Owne	rs Charges fo	or Budgeted	Reverse	Batches	Sales	Send Intr	oductory L	etters	Update	e EAE

Green Fees can be processed for different charge date periods. There are also filters for **Office** and **Unit Type** which would allow you to process them in smaller batches if you wished.

harge Date Code	None No Code	\sim	Unit TypeSELECT	\sim
Process Fees For Period Ending	01 October 2022	\sim	OfficeSELECT	~

To get started, select a **Charge Date Code** to process and then select the correct **Process Fees For Period Ending** for the charge date period you have selected.



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Charge Date Code	R Quarterly Based On Calendar Year	~	Unit Type	SELECT			~
Process Fees For Period Ending	October 2022	~	Office	-SELECT-			~
Developments All	Rang	e ()					

Select to process for **All** developments, or choose the **Range** radio button and select a single development or consecutive range of developments.

				022201	· · ·
Process Fees For Period Ending	October 2022	~	Office	SELECT	~
Developments All	⊖ Range ●				
From Development 000	08 Balmedie Heights	~	To Development	0008 Balmedie Heights	~

Once you have made the relevant selections for your purpose, click on the **Refresh Prelist** button at the bottom-right corner of the window to view what you are about to process.



The screen will refresh to display the list of clients in the grid who are about to receive the charge when this is processed. You can export this list if you need to save it outside of CPL by right-clicking in the grid and choosing **Export**.



	ise 💕 Clien	t Reports +								
Diarised Charge Adju	ustments Direc	ct Debits/Standing Or	ders Disable Exited C	lient Emails	GDPR Delete Ex	pired Client	Details Gen	nerate Estimated Cha	arges Invoic	e Dates Updat
Advanced Charges	Allocation Tra	insfer Amended Ac	count Auto Allocation	s Client Ch	eques And BACS	Export Cli	ent Payment	Allocations Credit	t Control Statu	s Batch Updat
ate Payment Fees Process Green Fee	Management s Process O	Fees Outstanding & wners Charges for Ad	Balance DD Payments tual Process Owner	Paperless D rs Charges for	iscount Adjustme r Budgeted Ri	nt Portfolio everse Batc	Export Pro hes Sale:	s Send Introduc	s Process Flo ctory Letters	oat Repaymen Update EAE
Charge Date Code	QTR Quarter	rly Based On Calenda	r Year	~	Unit Type	eSELEC	T		-	
Process Fees For Period Ending	01 October 2	022		~	Offic	eSELEC	T			~
Developments	AII 🖲		Range 🔿							
From Development	-SELECT-			\sim	To Developmen	-SELEC	T			~
Development N	lient Account lo.	Client Name	Charge Description	Goods Amount	VAT Percentage	VAT Amount	Total Amount	Period End Date		
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65 00	1000012	Hector Secondo	Green ree	1.00	U /~	U	1.50	01/10/2022		
65 00 65 00	650012 1650021	Fiona Grey	Green Fee	1.50	0%	0	1.50	01/10/2022		
65 00 65 00 65 00	0650021 0650031	Fiona Grey Felice Simondo	Green Fee Green Fee	1.50 1.50 1.50	0% 0%	0	1.50 1.50 1.50	01/10/2022 01/10/2022 01/10/2022		
65 00 65 00 65 00 65 00	0650021 0650031 0650041	Fiona Grey Felice Simondo Sara Benson	Green Fee Green Fee Green Fee	1.50 1.50 1.50	0% 0% 0%	0	1.50 1.50 1.50 1.50	01/10/2022 01/10/2022 01/10/2022 01/10/2022		
65 00 65 00 65 00 65 00 65 00 65 00 65 00)650021)650031)650041)650051	Fiona Grey Felice Simondo Sara Benson Filllipo Ganna	Green Fee Green Fee Green Fee Green Fee	1.50 1.50 1.50 1.50 1.50	0% 0% 0% 0%	0	1.50 1.50 1.50 1.50 1.50	01/10/2022 01/10/2022 01/10/2022 01/10/2022 01/10/2022		
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If you are happy with the clients listed in the Prelist, click on the **Process Fees** button in the bottomright of the window to process these out to the relevant client accounts.



Once the process is completed, you will receive confirmation of this informing you of how many clients have received a charge and the batch number for the process. Clicking on **OK** will dismiss the confirmation.



If you check one of the client accounts on the **Charge Transactions** tab, you will note that the Green Fee appears there as a charge waiting to be invoiced.



	Activity	Diar	ised Charges		We	b Portal Tracking			Invoi
ount Addre	esses Activity Tr	ransaction Activity Float Transaction	ns Charge Transaction	Credit Control	Memos	Letters Documents	Allocations	Maps/Direct	tions Estima
arge Transacti	on Information			·					
Trans Date	Batch/DBN	Description				PL Account		Amount	Invoice
)1/10/2022	11146/28338650	Green Fee						1.50	
23/08/2022	11116/28338649	Bin Store Door Repair				HandyMan 101		230.00	
3/08/2022	11116/28338648	Ground Floor Hall Stain Removed				Carpet Cleaning	101	350.00	
)1/04/2022	10908/28336239	Management Fee SJC Test						0.33	

ADJUSTING A GREEN FEE FOR AN INDIVIDUAL CLIENT

Clients who qualify for the fee will have the appropriate fee applied to their account by default based on the Unit Type for their property. You will see that this is listed on the **Properties** tab in the development and on the **Account** tab in the Client Account.

	Block -S	ELECT		\sim							
Add 🕞	Property	Client Nam	e			Insured for Apportion	Float	EAE	Fee	Green Fee	Sum Insured
	001	00650012	Hector Secondo				180.00	0.00	100.00	1.50	0.0
Amend	002	00650021	Fiona Grey				180.00	0.00	100.00	1.50	0.0
2	003	00650031	Felice Simondo				180.00	0.00	100.00	1.50	0.0
	004	00650041	Sara Benson				180.00	0.00	100.00	1.50	0.0
Wizard	005	00650051	Fillipo Ganna				180.00	0.00	100.00	1.50	0.0
() Williams	006	00650061	Francesco Moser				180.00	0.00	100.00	1.50	0.0
	007	00650071	Mohhammed Albert				180.00	0.00	100.00	1.50	0.0
Batch	008	00650081	Francois Hannilo				180.00	0.00	100.00	1.50	0.0

	Act	ivity					Dia
Account	Addresses	Activity	Trans	action /	Activity	Float T	ransactio
Client Acco	ount Informati	ion					
Accou	nt Number	00650012	2				
C	lient Name	Hector Se	econdo				
Collo	quial Name	Mr Secon	ndo				
Clier	nt Category	None					\sim
Acc	count Type	Client					\sim
Pay	ment Type	Normal					\sim
Green Fee	e (Ex. VAT)	1	.50 🌲				
Telepho	ne Number	F	0				



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You will not find it listed on the Property itself.

Although the Unit Type default Green Fee has been applied to an individual client account, there may be a circumstance in which you wish this client to pay a reduced fee or not to pay a fee at all.

To adjust the default fee, access the Client Account and on the **Account** tab, you can edit the amount in the **Green Fee** field. Don't forget to click to **Save** the account if you make any changes.

Account Type	Client	~
Payment Type	Normal	~
Green Fee (Ex. VAT)	0.0	
Telephone Number	0	

In the client account above, the fee has been adjusted to be £0.00. Although this client may normally qualify to receive a Green Fee, they won't receive a charge when the green fees are processed. If you had reduced their fee to a lower amount, then they will receive a fee for this reduced amount when you process the Green Fees.

It is worth noting that, when a property sale is processed and a new client is registered to the property, the system will apply the default Green Fee based on the Unit Type to the new client and you will not have to remember to come back and adjust this manually.

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