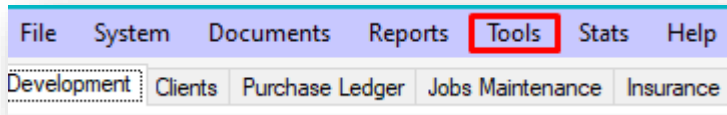


## HELPSHEET - CLIENT PAYMENT IMPORT

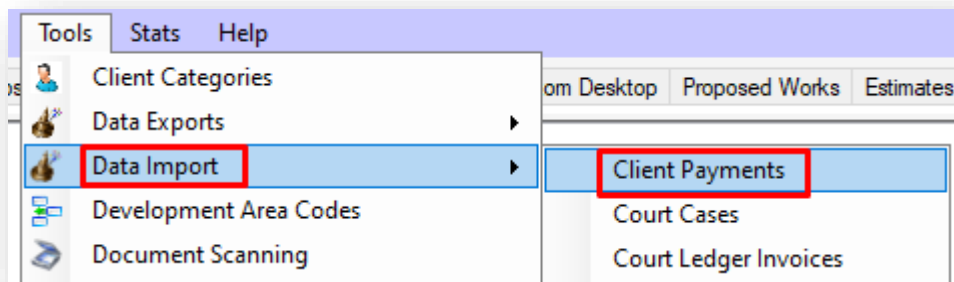
You'll find some information in here about using the Client Payment Import tool in CPL. This tool allows you to upload a file from your bank or other provider which will enable CPL to record payments which have been made by your clients against the relevant client account.

### LOCATING THE PAYMENT IMPORT TOOL

You'll find the option to begin your payment import for client payments in the **Tools** menu in CPL.



Click on **Tools** and then choose **Data Import** from the drop-down menu. This will open another drop-down menu and you can select **Client Payments** from this second menu.

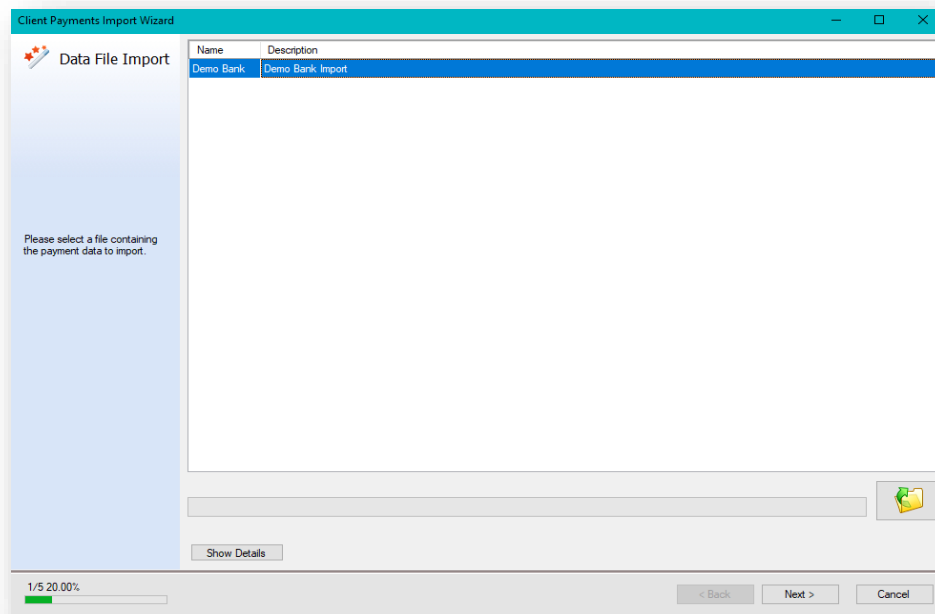


This will open the **Client Payments Import Wizard** on the **Data File Import** screen.

Any payment imports you have asked CPL to set up will be listed in here.



## IMPORTING YOUR DATA FILE

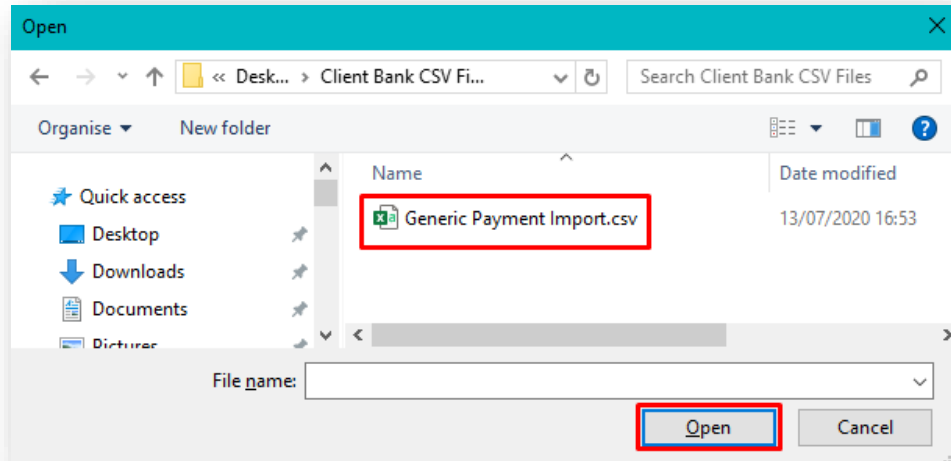


*Please note, CPL should have already made sure that the appropriate **Data Definitions File** has been set up in your system. This will allow the file you will be uploading from your bank/provider to be correctly mapped over to CPL.*

Make sure the correct data import template is highlighted in the grid and click on the folder icon in the bottom right of this window to be able to browse for the file from your bank/provider on your computer.



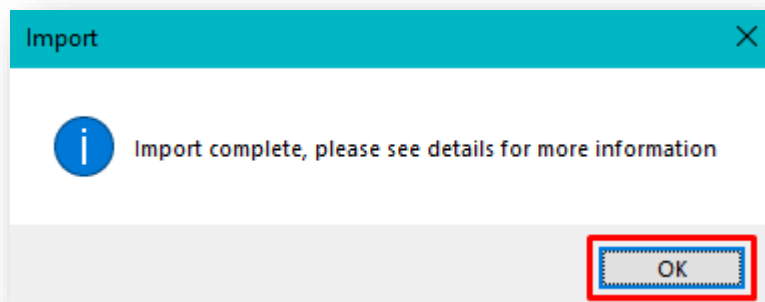
Clicking on this icon will open up a window which will allow you to browse for the file from your bank to be able to import this into CPL.



Click to select the file you would like to upload and then click on the **Open** button to import this into CPL.

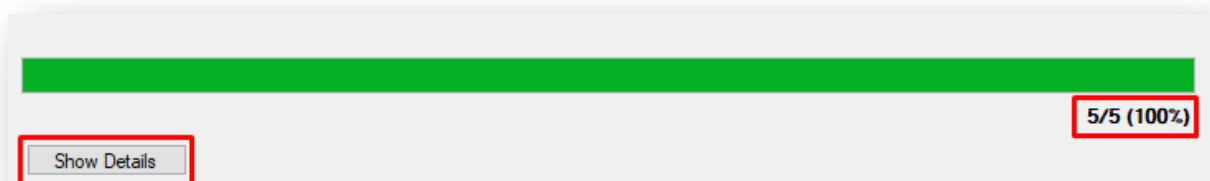
*Please note, it is important that you don't have the file from your bank open when you are trying to import this into CPL. You may see an error with the import if your file is already open.*

CPL will import this file. You will notice a green progress bar and then you will see a pop-up a window informing you that the import of this file has successfully completed.

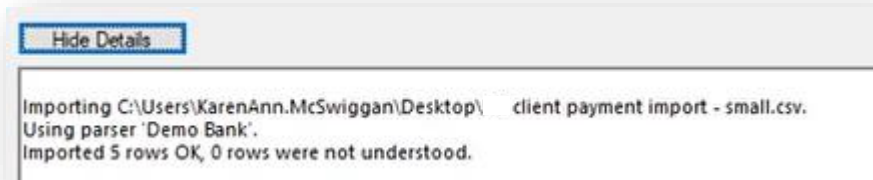


Click on **OK** to acknowledge this and dismiss the pop-up window.

Back on the **Data File Import** screen you will see your progress bar is now showing 100% along with information about how many separate payments have been imported.

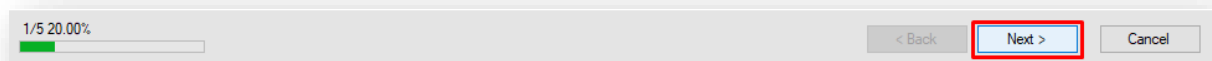


Click on the **Show Details** button to see information about how the import has gone.



Any errors with the import would show up in this section in red and may prevent you from moving forward to the next stage.

At this point you are ready to move onto the next screen and start to make sure that your payments are able to be credited against the correct clients in CPL.



Click on the **Next** button at the bottom right of the screen and you will be taken to the **Validation** screen of the payment import wizard.

#### VALIDATING YOUR DATA

Any issues with the data will be able to be rectified in this **Validation** screen.

This screen contains a grid at the top of the screen with a line for each payment. Below is a **Posting Details** section which will be populated with whatever information is appropriate to the row selected at the time.

You can use this section to add additional information to allow the import system to post client payments to the correct destination.



Client Payments Import Wizard

Validation

Please ensure all rows are correct before proceeding to posting and/or reconciliation import.

#		CR/DR	Nominal	Type	Client	Date	PostAmount	FloatAmount	PW Amount
1	<input checked="" type="checkbox"/>	Post	DR	Client Account	BACS	02/07/2020	-483.24	0.00	0
2	<input type="checkbox"/>	Post	DR	Client Account	BACS	02/07/2020	-537.00	0.00	0
3	<input checked="" type="checkbox"/>	Post	DR	Client Account	BACS	02/07/2020	-500.00	0.00	0
4	<input type="checkbox"/>	Post	DR	Client Account	BACS	02/07/2020	-360.00	0.00	0
5	<input checked="" type="checkbox"/>	Post	DR	Client Account	BACS	02/07/2020	-10,341.93	0.00	0
6	<input type="checkbox"/>	Post	DR	Client Account	BACS	02/07/2020	-33,482.83	0.00	0
7	<input type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	82.50	0.00	0
8	<input type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	100.00	0.00	0
9	<input checked="" type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	80.00	0.00	0
10	<input checked="" type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	168.68	0.00	0
11	<input type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	5,505.22	0.00	0
12	<input checked="" type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	100.00	0.00	0
13	<input type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	959.81	0.00	0
14	<input checked="" type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	125.00	0.00	0
15	<input type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	200.00	0.00	0
16	<input checked="" type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	100.00	0.00	0
17	<input checked="" type="checkbox"/>	Post	CR	Client Account	BACS	02/07/2020	150.00	0.00	0

Posting Details

Narrative: MR CALUM I Balance 371.31

Reference: MR CALUM Float Balance 500.00

Nominal: Client Account Payment Type: BACS Amount: -500 Proposed Work Balance: 0.00

Process Type: Post Float: 0

Proposed Work: PW Amount: 0 View Client

Client: 012300

2/5 40.00%

< Back Next > Cancel


In the grid at the top of this screen you will see each payment on the file from your bank/provider listed on a separate line.


Client Payments Import Wizard

Validation

Please ensure all rows are correct before proceeding to

#		CR/DR	Nominal	Type	Client	Date	PostAmount	FloatAmount	PW Amount
1	<input checked="" type="checkbox"/>	Post	DR	Client Account	BACS	02/08/2020	-483.24	0.00	0
2	<input type="checkbox"/>	Post	DR	Client Account	BACS	02/08/2020	-537.00	0.00	0
3	<input checked="" type="checkbox"/>	Post	DR	Client Account	BACS	02/08/2020	-500.00	0.00	0
4	<input checked="" type="checkbox"/>	Post	DR	Client Account	BACS	02/08/2020	-360.00	0.00	0
5	<input checked="" type="checkbox"/>	Post	DR	Client Account	BACS	02/08/2020	-10,341.93	0.00	0
6	<input type="checkbox"/>	Post	DR	Client Account	BACS	02/08/2020	-33,482.83	0.00	0
7	<input type="checkbox"/>	Post	CR	Client Account	BACS	02/08/2020	82.50	0.00	0
8	<input type="checkbox"/>	Post	CR	Client Account	BACS	02/08/2020	100.00	0.00	0
9	<input checked="" type="checkbox"/>	Post	CR	Client Account	BACS	02/08/2020	80.00	0.00	0

Any line which is marked with a green tick  has enough information to record the payment against a client in CPL.

Any line which is marked by a red stop sign  is missing some of the information it needs to be able to record the payment against a client in CPL.

You can click to organise your grid by payments which need attention at the top. To do this click on the grid at the very top of the symbol column and it will organise by the different options in that column.



#			CR/DR
18	<input type="checkbox"/>	Post	CR
2	<input type="checkbox"/>	Post	DR
15	<input type="checkbox"/>	Post	CR
13	<input type="checkbox"/>	Post	CR
4	<input type="checkbox"/>	Post	DR
17	<input checked="" type="checkbox"/>	Post	CR
9	<input checked="" type="checkbox"/>	Post	CR
5	<input checked="" type="checkbox"/>	Post	DR
3	<input checked="" type="checkbox"/>	Post	DR

If CPL has not matched to the correct client then you can use the **Posting Details** area at the bottom of this screen to search for the correct details in order to allow CPL to link the payment correctly.

Client Payments Import Wizard

Validation  Select All  Hide Known Rows

#			CR/DR	Nominal	Type	Client	Date	PostAmount	FloatAmount	PW Amount	Narrative
1	<input type="checkbox"/>	Post	CR				21/07/2016	236.30	0.00	0	BANK GIRO CREDIT CO...
2	<input type="checkbox"/>	Post	CR				21/07/2016	15.00	0.00	0	BANK GIRO CREDIT D + ...
3	<input type="checkbox"/>	Post	CR				21/07/2016	10.00	0.00	0	BANK GIRO CREDIT DA...
4	<input type="checkbox"/>	Post	CR				21/07/2016	80.00	0.00	0	BANK GIRO CREDIT GR...
5	<input type="checkbox"/>	Post	CR				21/07/2016	12.00	0.00	0	BANK GIRO CREDIT GR...

Click to highlight the payment row you would like to work with and the details of this will display in the **Posting Details** area at the foot of the screen.

Posting Details

Narrative: BANK GIRO CREDIT Balance: 0.00

Reference: GLA: Float Balance: 0.00

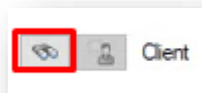
Nominal: [ ] Payment Type: [ ] Amount: 236.3 Proposed Work Balance: 0.00

Process Type: Post Float: 0

Proposed Work: [ ] PW Amount: 0 View Client

Client: [ ]

Clicking on the binoculars icon at the bottom left of this screen will bring up the **Client search** screen to enable you to locate the correct client.





Account No	Alternate Account No	Name	Postcode	Client Balance	Float Balance
00080331		Client 00080331	SO16 8LS	805.33	-250.00
00010572		Client 00010572	P05T C0D3	42,354.12	0.00
0624004	ROS122/1	Client 0624004	P05T C0D3	-2.36	0.00
05380851		Client 05380851	P05T C0D3	93.82	0.00
0001095	MCC005/2	Client 0001095	P05T C0D3	147,926.85	0.00
09023301		Client 09023301	P05T C0D3	-62.48	0.00
0615038	HUG014/1	Client 0615038	P05T C0D3	-232.67	0.00
05230122		Client 05230122	P05T C0D3	8.88	0.00
05430501		Client 05430501	P05T C0D3	-137.82	0.00
0001064	GAR001/2	Client 0001064	P05T C0D3	147,183.54	-300.00
0001093	ROS105/1	Client 0001093	P05T C0D3	147,983.33	0.00
0565044	HAR236/1	Client 0565044	P05T C0D3	-60.00	0.00
0004035	MCF014/1	Client 0004035	P05T C0D3	36,777.14	0.00

You can use this screen to search on a few different parameters related to your clients, such as:

- Client Name
- Client Address
- Client Account Number

As you type into the **Search** field, the grid below will begin to populate with clients who match this information.

You can also use the **Search by Balance Due** tick box to enter a balance greater than and less than certain amounts and it will bring up clients who owe this balance.

Search by Balance Due  
Balance Due  
>= 236.3      <= 236.3

If you have several entries in the grid in this client search screen and you're not sure which one is correct then you could use the **Open Client** option to open the client account and investigate further.



Once you have decided which client is correct then clicking on the **Select** button will associate the payment against this client.



You may have to click on the row back up on the grid at the top to get this client to appear in the grid.

#			CR/DR	Nominal	Type	Client	Date
1	<input type="checkbox"/>	Post	CR			11070011 Sue Stone	21/07/2016
2	<input type="checkbox"/>	Post	CR				21/07/2016
3	<input type="checkbox"/>	Post	CR				21/07/2016

You will also need to address other information which is missing until you get the stop sign to turn to a green tick.

The **Nominal** and the Payment **Type** columns should already be populated in your grid but if not then you can select these for a payment.

Each payment will auto-tick itself in the select column as you resolve the information and it has all correct information it requires.

Client Payments Import Wizard

Validation

#			CR/DR
1	<input checked="" type="checkbox"/>	Post	DR
2	<input type="checkbox"/>	Post	DR
3	<input checked="" type="checkbox"/>	Post	DR
4	<input type="checkbox"/>	Post	DR
5	<input checked="" type="checkbox"/>	Post	DR
6	<input type="checkbox"/>	Post	DR
7	<input type="checkbox"/>	Post	CR
8	<input type="checkbox"/>	Post	CR

If any payments are brought in with a reference which does not match the client account number in CPL, you can manually match it to this client on one occasion. When you do the next import, as long





as the reference for this client remains the same then CPL will have learned which client this payment is from and automatically match this.

### SPLITTING THE CLIENT PAYMENT

Whilst a payment is highlighted in the grid at the top, you can also use the **Posting Details** section at the bottom of the screen to enter a percentage of the total client payment against any outstanding **Float** or **Proposed Works** balance.

You can adjust the **Amount** field to split this into the **Float** and **PW Amount** fields.

If you are choosing to have part of their payment go against a proposed work then you should select the correct one in the **Proposed Work** drop-down field.

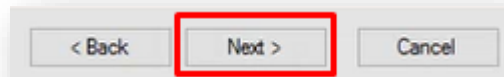
The last column on the right would display any outstanding amounts to help you split the amount if you needed to.

Posting Details	
Narrative	CHARLES
Reference	CHARLES
Nominal	Client Account
Payment Type	BACS
Process Type	Post
Amount	459.81
Float	500
Proposed Work	
PW Amount	0
View Client	

Balance	0.00
Float Balance	0.00
Proposed Work Balance	0.00

*Please note that in the next screen you would get an option to pay any outstanding float first for all clients, ahead of any payment being made against their outstanding balance.*

Once you have green ticks against each payment, you can make sure all of these are selected and click the **Next** button to move forward onto the **Payment Posting** screen.

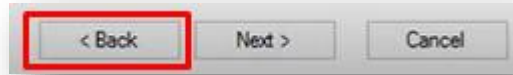


*You can choose to move forward with only some ticked payments to process. Later, you could then upload the same data file from your bank/provider again and search for the clients where there wasn't enough information for CPL to find them automatically. The import system will have remembered what it has posted from the last import file and you will only be offered the payments which weren't previously posted.*

### PAYMENT POSTING SCREEN

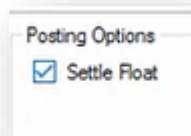
The **Payment Posting** screen will list everything which was selected in the **Validation** screen in a grid at the top.

This gives you an opportunity to check that you are happy with all payments before you post them to CPL. If there is anything you wish to change you can click on the **Back** button to return to the **Validation** screen.



There is also an option at the bottom-left of this screen to choose to settle clients' floats as part of the balance. Unless you have chosen to split it, the import system is only designed to take in a single payment for a client against their balance.

However, if the **Settle Float** option is ticked in this screen, it would allow any clients with an outstanding float due to have an amount allocated from their payment to the float first and then the remainder of the payment would go against the balance due in the client account. This is a global option and when selected, would operate for all clients you were posting for.

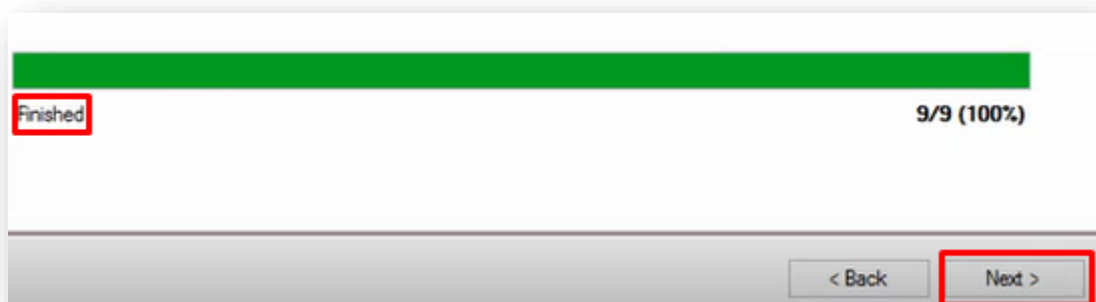


Once you have checked the list of payments on this screen, you can click the **Post** button to post these into the system.



You will see the progress bar updating as the import wizard runs through all of your selected payments.

It will be marked as **Finished** when it reaches the end of this and you can then click the **Next** button to move to the next screen.

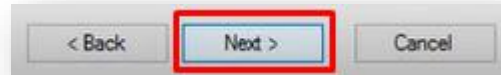




## RECONCILIATION IMPORT SCREEN

If you are taken to the **Reconciliation Import** screen and this is blank, it means that your payments have been set up to automatically reconcile. If the data has come from the bank then you will have no need to reconcile it against the bank.

Click on **Next** to move to the final **Summary** screen.



## SUMMARY SCREEN

Immediately before the **Summary** screen loads you will see a **Processing Report** message.



This will then resolve into the **Data Import Payment Report**.

This report will list the amounts posted against each client and include the **Batch No.**

Similar to other reports in CPL you can choose to save or print this report.



Client Payments Import Wizard

Summary

Summary of actions taken in this data import session.

**Data Import Payment Report**

**Files Imported**

Filename	Path
Bank.csv file.csv	C:\Users\ \Desktop\Bank.csv file.csv

**Batch No: 22910**

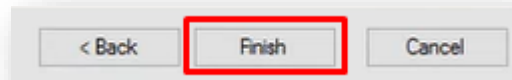
**Posted & Reconciled**

Date	Type	Client	Amount	Float	Proposed Work	Total	Na
02/07/2020	BACS		-500.00	0.00	0.00	-500.00	
02/07/2020	BACS		80.00	0.00	0.00	80.00	
02/07/2020	BACS		150.00	0.00	0.00	150.00	
02/07/2020	BACS		168.68	0.00	0.00	168.68	
02/07/2020	BACS		100.00	0.00	0.00	100.00	
02/07/2020	BACS		125.00	0.00	0.00	125.00	
02/07/2020	BACS		100.00	0.00	0.00	100.00	
02/07/2020	BACS		-10,341.93	0.00	0.00	-10,341.93	
02/07/2020	BACS		-483.24	0.00	0.00	-483.24	
Payment Type(BACS) Total			-10,601.49	0.00	0.00	-10,601.49	
Process Total			-10,601.49	0.00	0.00	-10,601.49	
Batch Total			-10,601.49	0.00	0.00	-10,601.49	
Session Total			-10,601.49	0.00	0.00	-10,601.49	

5/5 100.00%

< Back Finish Cancel

This is the last screen of the import process and you can click on **Finish** at this point.





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

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