

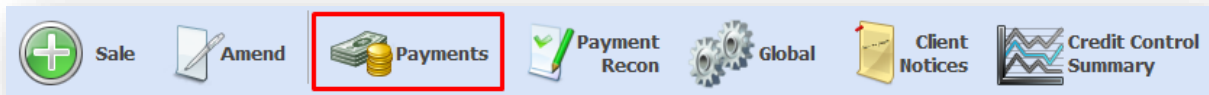
HELPSHEET - RECEIVING PAYMENTS - DAILY POSTING SCREEN

Once you have invoiced your clients or sent them a request for payment for a proposed work they will be getting in touch to submit payment. They may be paying by cash or cheque, or credit card. Credit card payments can be manual or be set up to automatically register from your payment provider. You can also use the Posting screen to make an amendment to a client account.

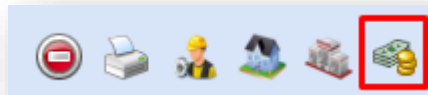
If they are paying you by cash, cheque or manually by credit card then you will be following the process below.

LOCATING THE OPTION TO RECEIVE PAYMENTS

Head to the **Clients** screen and click on the **Payments** icon in the blue action bar.



You can either have a specific client already highlighted in the Clients grid or just select the clients once you have opened the screen. Alternatively, if you have a client account already opened you will find there is also a **Payments** icon available in the top right-hand corner of the pin panel.



Click on either of these options to open the **Daily Posting for Client Account XXXX** screen.

TAKING PAYMENTS

Make sure you have the correct client displayed in the **Account Number** field.



Daily Posting for Client Account: 00080132 - David Tannock

Save and Close | Close

Client Details	David Tannock 13 Park Lane Avenue Aberdeen SO16 8LS Telephone No 079999924 Email Address david.tannock@fakemail.com	Status Normal
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Current Balance	£48.88
Balance Due	£48.88
Float Balance	£0.00
P/W Balance	£102.85

Daily Posting

Account Number 00080132 - David Tannock

Date 03/08/2022

Post Amount 48.88 Float Amount 0.00

Payment Type Cash

Payment Received - Cash

Instalment Details View Instalment Proposed Works 0.00

Dr/Cr Cr

Total 48.88

Post

Choose the **Date** that you want to mark the payment as received. For example, you may have received a cheque several days ago and you want to have the system record it on the date it arrived rather than the date you are entering it into CPL.

Daily Posting

Account Number 00080132 - David Tannock

Date 03/08/2022

The amount automatically listed in the **Post Amount** field will be the individual client's outstanding balance. Edit this amount to reflect the amount you would like to register as a payment on the client account.



Daily Posting

Account Number ... all

Date

Post Amount Float Amount

If there is a Float outstanding for this client then you will also see an amount in the **Float Amount** field.

Daily Posting

Account Number ... all

Date

Post Amount Float Amount

Payment Type

For example, if you are taking a payment to cover the float and an outstanding balance for charges then split this to record an amount in the **Post Amount** field and also an amount in the **Float Amount** field.

Daily Posting

Account Number ... all

Date

Post Amount Float Amount

Payment Type

Payment Received - Cash

These amounts will automatically be added together in the **Total** field in the bottom-left of the screen.



Daily Posting

Account Number 00060052 - Doreen Shah

Date 03/08/2022

Post Amount 155.62 Float Amount 200.00

Payment Type Credit Card - Manual

Payment Received - Credit Card - Manual

Instalment Details View Installment Proposed Works 0.00

Dr/Cr Cr

Total 355.62

Post

Choose the **Payment Type** relevant for the payment you are making.

Daily Posting

Account Number 00060052 - Doreen Shah

Date 03/08/2022

Post Amount 155.62 Float Amount 200.00

Payment Type Credit Card - Manual

If the payment, or part of the payment is for a proposed work, then click on the box with the three dots, to the right of **Proposed Works** at the bottom right of the screen.

Instalment Details View Installment Proposed Works 0.00

Dr/Cr Cr Court Ledger

Total 608.53

Post

This will open a screen listing all proposed works relevant for this client. To record a payment against an individual proposed work, click to place a tick against the relevant Proposed Work(s) you would like to register payment for.



Active Proposed Works						
Work No	Proposed Work	Payable	Paid	Outstanding	To Pay	
<input checked="" type="checkbox"/>	20248	Replace Bark Mulch in Play Area	28.57	0.00	28.57	28.57
<input checked="" type="checkbox"/>	20241	Roof Eaves Repair	22.86	0.00	22.86	22.86
<input type="checkbox"/>	20225	Window painting	85.71	85.71	0.00	0.00
<input type="checkbox"/>	41	Maintenance Fund	5.92	5.92	0.00	0.00

If you wish to register the outstanding amount as being paid, click on **OK** to close the screen.

Active Proposed Works						
Work No	Proposed Work	Payable	Paid	Outstanding	To Pay	
<input checked="" type="checkbox"/>	20248	Replace Bark Mulch in Play Area	28.57	0.00	28.57	28.57
<input checked="" type="checkbox"/>	20241	Roof Eaves Repair	22.86	0.00	22.86	22.86
<input type="checkbox"/>	20225	Window painting	85.71	85.71	0.00	0.00
<input type="checkbox"/>	41	Maintenance Fund	5.92	5.92	0.00	0.00
<input type="checkbox"/>	20223	External Redecoration	266.66	2400.00	-2133.34	0.00

You will see the amount listed on the Proposed Works line in the bottom-right of the screen.

Instalment Details	<input type="button" value="View Installment"/>	Proposed Works	<input type="text" value="51.43"/>	<input type="button" value="..."/>
Dr/Cr	<input type="text" value="Cr"/>	Court Ledger	<input type="text"/>	<input type="button" value="..."/>
Total	<input type="text" value="659.96"/>	<input type="button" value="Post"/>		

The amount will also be added to the total payment you are registering against the client.

Please note that a Proposed Works payment will not reduce any outstanding client balance. Funds will be held separately in the Proposed Works Nominal until they are released in the Proposed Work itself.



If a payment was being made to a Court Ledger then this could be added separately as well.

The **Dr/Cr** field will default to **Cr** which will suit you when clients are making a payment. In this case they are making a payment which means it goes into the system and will reduce the amount of their outstanding balance.

Instalment Details View Instalment

Dr/Cr Cr

Total 355.62

You would change this to **Dr** when you are making an amendment or reversing a payment. A payment may have come off the client balance incorrectly and using amend and **Dr** would allow you to rectify this and add the amount back onto their balance as outstanding. For example, if the client was on a direct debit arrangement and the bank failed to take the payment then you could add it back on here.

Once you have entered all information correctly you can click on the **Post** icon to register this payment in the system.

Payment Type Credit Card - Manual

Payment Received - Credit Card - Manual

Instalment Details View Instalment Proposed Works 0.00

Dr/Cr Cr




Total 355.62

Post

The telephone and email icons allow you to confirm or update this information for the client's account in case they inform you of this whilst they are on the phone.



Daily Posting

Account Number ... all   




Date

Post Amount Float Amount

Payment Type

If you have additional payments to make for other clients you can click on the **all** button and this will allow you to click on the drop-down menu against the **Account Number** and select additional clients.

Daily Posting

Account Number ... **all**   

Date

Clicking on the binoculars button will open a search screen to allow you to locate additional clients by searching for them by entering their name.

Client search

Search:

Search by Balance Due

Account No	Alternate Account No	Name	Postcode	Client Balance	Float Balance	Payment Type
00110021		Fiona Grey	P05T C0D3	1,493.20	0.00	N
00010662		Fiona Grey	P05T C0D3	0.00	0.00	N

You can type into search field and then choose to open a client account or to select the client and register a payment against them.



INSTALMENTS

You can use the Instalments option to register a payment against an instalment plan which has already been set up on the **Credit Control** tab of the client account.

If you click on the **View Instalment** button you will see your various instalments listed and you can select one.

This will set the **Post Amount** for that instalment and you can then post this to the client's account and will mark this instalment as paid and remove it from the list.

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