

HELPSHEET - RUNNING AN AMENDED ACCOUNT AFTER PROCESSING A PROPERTY SALE

After processing a Property Sale and refunding a float to the seller client you may not want to wait until the end of the charge period to issue the client with an invoice. You may want to wait until all possible charges that this client will be responsible for have been processed through to the client account. This will mean that any float you have refunded can be off-set against anything owed before refunding any balance to the client.

Return to the Client Global Actions menu and click on the **Amended Account** tab. You may only want to pick up the refunded float amount to transfer this to the Client Transaction file and allow you to refund this, or there may be other charges in the client charge file that you wish to pick up and distribute the invoice.

Leave the **Charge Type** set as --**SELECT** – unless you only want to pick up one specific charge type.

You can leave the Type set to --SELECT -- to pick up any client account types.

Leave the **Description** as is. When you have custom invoice templates created then there is no option to add a one-off description to the invoice.

The **Invoice From** and **Invoice To** dates only control the from and to dates which will appear as text on the invoice you are going to generate. Set these to your preference.

The **Charge From** and **Charge To** dates are important as they give you the net you want to cast for the charges you wish to pick up from the Client Charge File. Make sure you have these set to at least the date the sale date (at least a day before the float refund date you set) and to at least a day after the float refund date. You may wish to set these dates earlier and later if there are other charges you wish to pick up.

Make sure you set both the **Client From** and the **Client To** for the seller's account.

Amended Account						
Charge Type		-SELECT V		Type:	SELECT	~
Description		Amended Invoice for Charges t	0]		
Invoice Dates	From:	01/03/2022		To:	03/03/2022	
Charge Dates	From:	01/03/2022		To:	03/03/2022	
Client From		00480011 Peter Swan	~	Client To:	00480011 Peter Swan	~
		Immediate Invoices Only				

Ignore the **Immediate Invoices Only** option. These are only relevant if you wish to pick up only charges which have been flagged as **Immediate** when they were processed.

Click on Process Amendments.





Confirm that you do wish to process your amendment by clicking on Yes when prompted.



Click on **OK** to acknowledge the confirmation from CPL when it has finished processing.



The Amended Invoice you have processed will now be sitting in either the **Print** or **Email** queue, depending on the email settings previously configured on the client account.

- Print/E	mail Ameno	led Accounts	1
	Print	Email	
	1	0	
		-	_

If you open the print or email options, you will be able to view the client invoice and you will see that it contains a line referring to the float repayment similar to the example below.



Description	Full Amount	Your Share	Amount
CPL Property Factoring Float Repayment	-250.00	1/1	-250.00

As previously mentioned, you may not wish to issue this invoice if you are just going to go ahead and transfer the amount to the client. If you are not going to issue it by printing it out or emailing it, then make sure you accept the print or email to remove this from your lists. This will save you from being confused about this later when you return to create your next amended account.

If you don't wish to issue the amended account, right-click on the item in the list and choose the **Accept Print** or **Accept Email** option.

INF PROCESS AI	nended Accounts Print					
BatchNo	CreatedDate	Reference		Created	Jser	AccountType
10978	15/04/2022 15:49		Export			
		á.	🍐 🛛 Accept Pri	int		

If you take a look at the **Client Transaction** tab on the seller's account, you will notice that the Float Refund is no longer listed on the grid under **Not Invoiced**.

ount	Address	ses Activity Tra	ansaction Activity	Float Transactions	Charge Transaction	Credit Control	Memos L	etters Documents	Allocations	Maps/Direct
arge Tra	ansaction	Information				-				
Trans D)ate	Batch/DBN	Description					PL Account		Amount
30/01/2	022	10965/28339184	Communal Electricit	у				Gas Company 1	07	25.00
30/12/2	021	10963/28339180	Communal Electricity	у				Gas Company 1	07	25.00
)1/11/2	021	10967/28339188	Roof Repair					Roofing Compar	ny 24	125.00

If you click on the **Transaction Activity** tab, you will see an entry for the Amended account, with the float refund amount listed under the **Credit** column.



	Activity Diarised Charges						Web Portal Tra	icking				Invoice Pr	eview	view						
ccount	Addresses Activity	Transaction Activity	Float Transactions	Credit Control	Memos	Letters Do	cuments	Allocations	Maps/Directions		stimated C	Court Ledgers								
Transaction	Activity Information																			
Transacti Date	DN Batch/DBN	Description		Invoice	Cash Type	Dr	Cr	Balance	Allocation Amount	AOI	Sent	Show								
31/08/202	2 10962/245868	Budgeted Invoice for 01/09/2021 - 31/08/2022				628515		700.00		-602.88	0.00									
15/04/202	2 10978/245877	Amended Invoice for Ch	ed Invoice for Charges to						250.00	-1302.88	0.00									
01/03/202	2 10970/245872	Handover Budgeted Inv	voice Credit from 01/03/2	022 - 31/08/2022		628519			352.88	-1052.88	0.00			\checkmark						
12/09/202	1 0/245875	Payment Received - Credit Card - Manual					Credit Card		700.00	-700.00	0.00									
31/10/202	0 9944/243705	Budgeted Invoice for 0	/10/2020 - 31/08/2021			627269		849.97		0.00	0.00									

On consulting the balance on the client account you will be able to judge whether the client should receive a refund or whether the float will be used to cover any outstanding balance due.

Please note that you may have to close the seller's account and re-open this to allow the pin panel at the top of their account to display the up-to-date information on the client balance if you have kept it open whilst running the various processes. However, the accurate balance will be listed in the grid.

You can see that the pin panel for the example client below is showing that he is in credit for an amount based on the processing of the refunded float and a small refund for a prorated charge as part of the sale.

Save Save Close														
Account Number 00650011 Float Due				£180.00	Current Bala	30.33 Unit 1	Type Mod	lern						
Client Name Louise Primo Hoat Paid				£0.00	0.00 Charge Balance £0.00									
Property Manager Karen Ann Float O/S			£0.00	Balance	Due		-£18	80.33						
Payment Type Normal Status Normal					PW Bala	ance		£	0.00					
										(0	<u>å</u> 4	5 🍇	4
	Activity		Diarised	Charges			Web Portal Tra	icking			h	nvoice Pre	eview	
count	Addresses Activity	Transaction Activity	Float Transactions	Charge Transaction	Credit Contro	ol Memos	Letters Doo	cuments	Allocations	Maps/Direct	tions Es	stimated C	harges	Court Ledger
Fransaction	Activity Information													
Transaction Date	Batch/DBN	Description		Invoice	Cash Type	Dr	Cr	Balance	Allocation Amount	AOI	Sent	Show		
	2 10906/245467	Invoice for Charges to 0	1/04/2022			628310		1.67		-180.33	0.00			
1//06/2022	2 10010/245460	Amended Invoice for Cha	arges to			628311			180.33	-182.00	0.00			
17/06/2022	2 10310/243403	Perment Developed Code												

If a client has an outstanding balance which has not been cleared then you will want to use part of the float refund to cover this. The balance displayed in CPL will be calculated based on any total debits outstanding and any credit refund due.

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