CPL SOFTWARE

PARTNERS TO PROPERTY FACTORS & BLOCK MANAGERS

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.

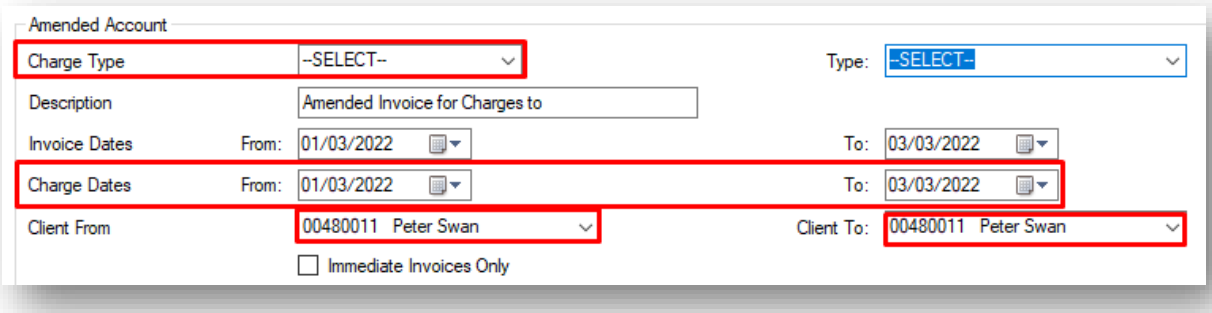
You can leave the **Type** set to **--SELECT—** to pick up any client account types.

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.

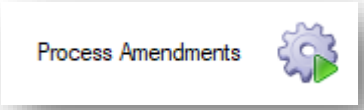
The **Charge From** and **Charge To** dates are important as they give you the net you want to cast for the charges you wish to pick up from the Client Charge File. Make sure you have these set to at least the date the sale date (at least a day before the float refund date you set) and to at least a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

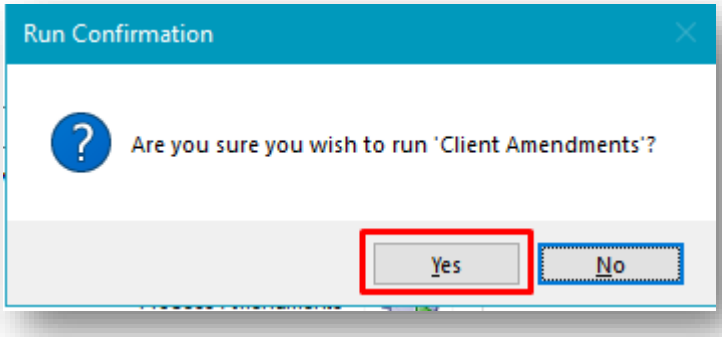


Ignore the **Immediate Invoices Only** option. These are only relevant if you wish to pick up only charges which have been flagged as **Immediate** when they were processed.

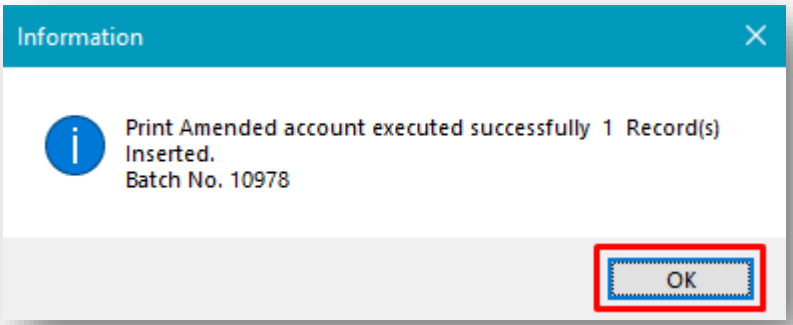
Click on **Process Amendments**.



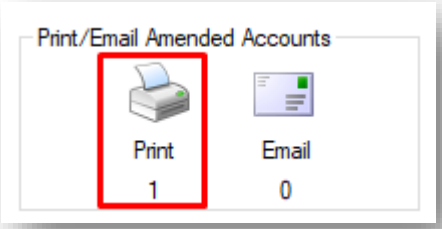
Confirm that you do wish to process your amendment by clicking on **Yes** when prompted.



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.

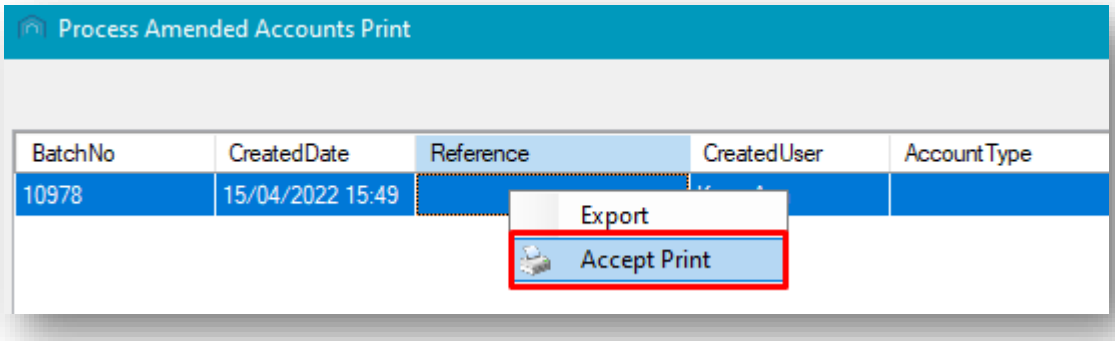


If you open the print or email options, you will be able to view the client invoice and you will see that it contains a line referring to the float repayment similar to the example below.

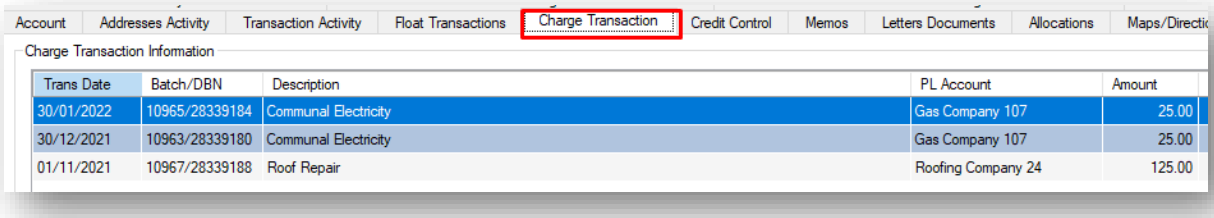
Description	Full Amount	Your Share	Amount
CPL Property Factoring Float Repayment	-250.00	1/1	-250.00

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.

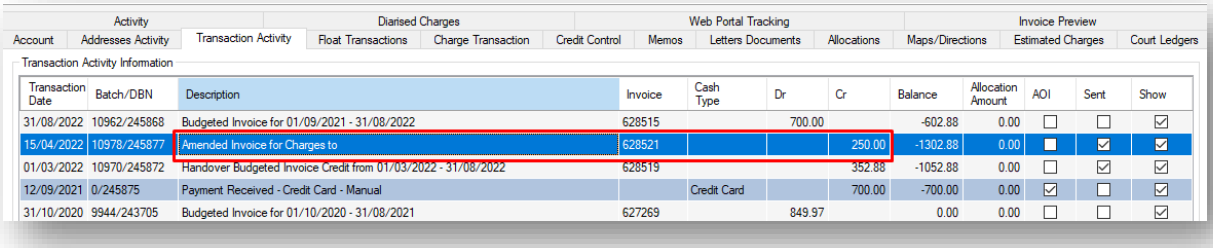
If you don't wish to issue the amended account, right-click on the item in the list and choose the **Accept Print** or **Accept Email** option.



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**.



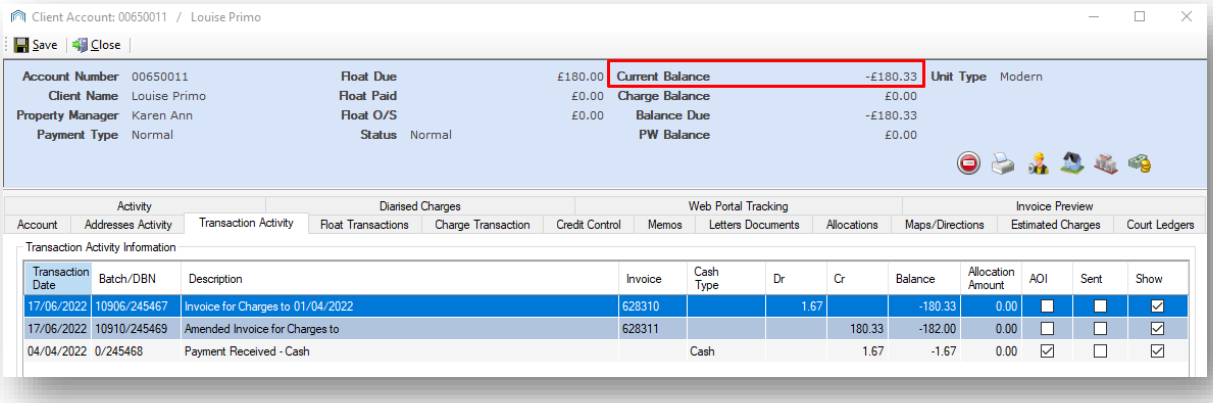
If you click on the **Transaction Activity** tab, you will see an entry for the Amended account, with the float refund amount listed under the **Credit** column.



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.



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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