# HELPSHEET - PROPERTY SALES AND REFUNDING FLOATS

There will be difference in this total process, depending upon whether the development is billed on a Budgeted/ Advanced basis or in an Actual/ Arrears basis.

For both situations, begin by processing your client sale as normal. You may want to make sure that all invoices and charges the client could be liable for have been processed through to their account. This will prevent a charge coming through at a later date once you have already processed your client's refund.

PROCESSING THE FLOAT REPAYMENT TO THE SELLER

There is a separate process which has to be run to process any float repayments onto the appropriate Client Charge Files. You can access the **Process Float Repayments** tab in the **Client Global** menu. They will be available to be processed based on the date that you selected when you processed the sale. It has to be at least a day later than the date you selected for the sale itself.
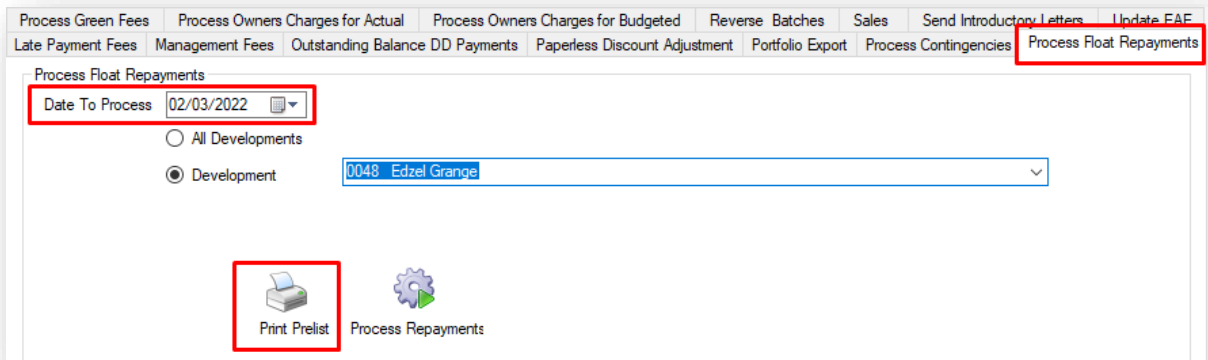

Once you have set the correct date, you can choose the individual development you are dealing with or process every float repayment due up to that date since the last time you processed any.

Clicking on the **Print Prelist** icon will allow you to check which Float Repayments you are about to process. Once you are happy with this, you can click to close the Prelist and click on the **Process Repayments** option.
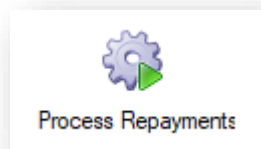
CPL will double-check with you and you can click on **Yes** to verify that you wish to proceed.
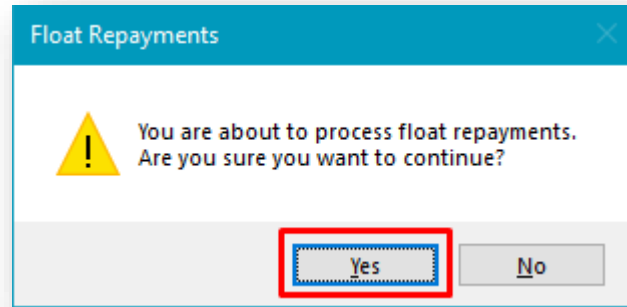
The system will inform you when it has finished processing and you can click on **Yes** to dismiss this confirmation.

This will process the Float amount onto each Client Charge File.

To move this to the Transaction File in order to be able to refund it, when you are not due to run a standard invoice at the end of a charge period, you will need to run an Amended Account invoice process to pick this up and get it issued to the client.

Although you may not wish to issue an invoice to the client, the only way to move the charge from the Charge File to the Client Transaction File to have a refund processed is via running a standard invoice or an amended account.