

CFP Software Ltd

# CFPwinMan<sup>sdb</sup>

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## Version 4.7.0.6

Any changes since the initial release of version 4.7  
will be available at the foot of this document.

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## Introduction

CFPwinMan Version 4.7.0.6 now offers:

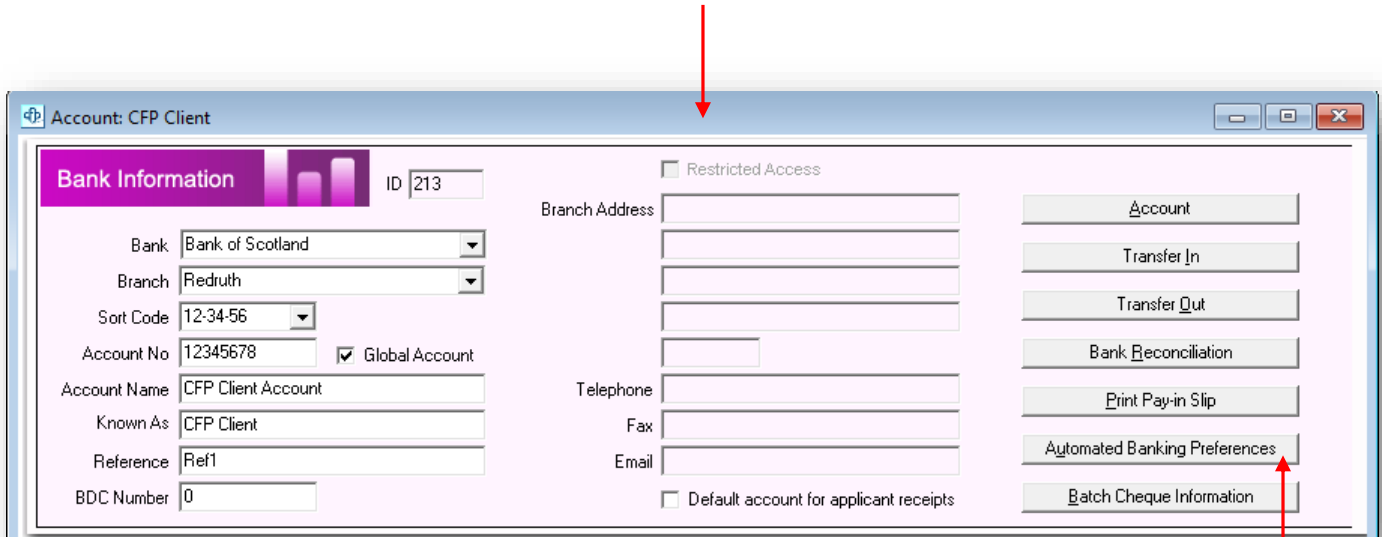
- New Auto Banking Format for Bank of Scotland
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- Standing Order: Transaction Date as Receipt Date
- TDS updated Information
- Applicants available in Custom Reports
- Exclude Transfers from Tenancy Consolidated Statements
- Inspection Additions
- Landlord Salutation available in Payment Email
- New Merge Codes for Property Utilities
- Tenant Merge Codes at Tenancy level

## **Improvements in CFPwinMan version 4.7.0.6**

## New Auto Banking Format for Bank of Scotland

A new Auto Banking format for **Bank of Scotland** is now available in CFPwinMan. This is in addition to the existing formats and can be used if advised by Bank of Scotland.

To use the format first select the relevant bank account:



Account: CFP Client

**Bank Information** ID 213

Bank: Bank of Scotland

Branch: Redruth

Sort Code: 12-34-56

Account No: 12345678 ☒ Global Account

Account Name: CFP Client Account

Known As: CFP Client

Reference: Ref1

BDC Number: 0

Branch Address:

Telephone:

Fax:

Email:

☐ Restricted Access

☐ Default account for applicant receipts

Account

Transfer In

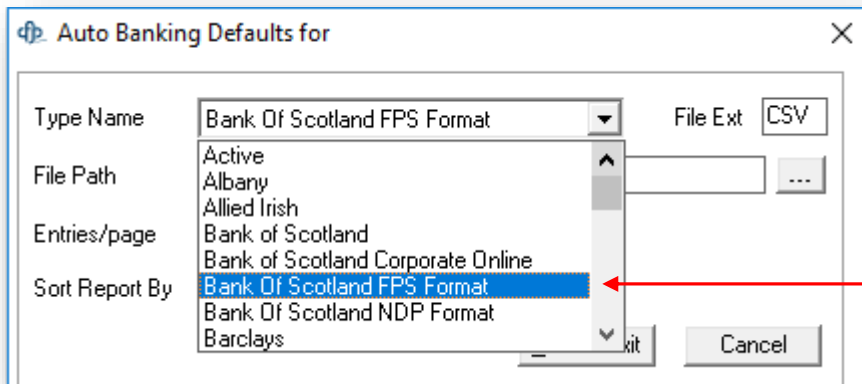
Transfer Out

Bank Reconciliation

Print Pay-in Slip

Automated Banking Preferences

Batch Cheque Information



Auto Banking Defaults for

Type Name: Bank Of Scotland FPS Format

File Ext: CSV

File Path:

Entries/page:

Sort Report By:

Active

Albany

Allied Irish

Bank of Scotland

Bank of Scotland Corporate Online

Bank Of Scotland FPS Format

Bank Of Scotland NDP Format

Barclays

OK

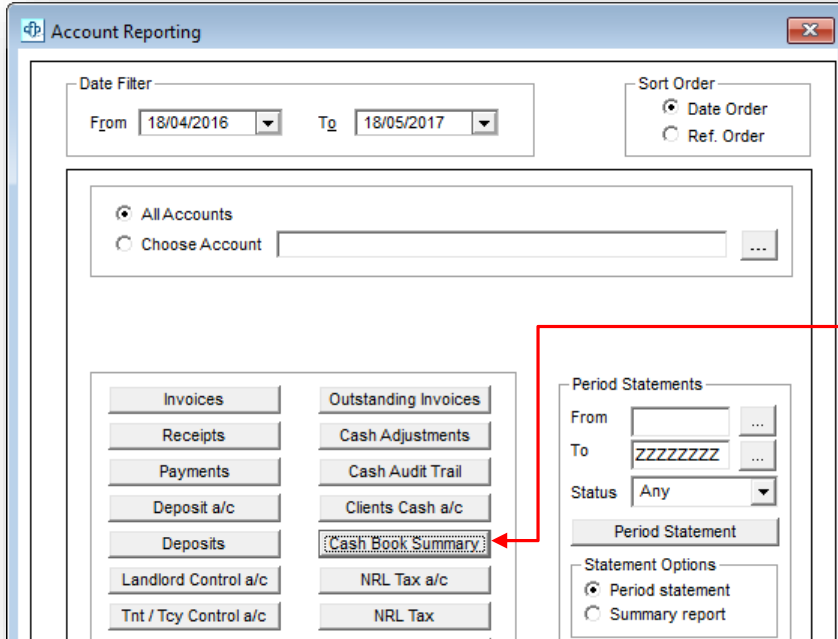
Cancel

Then select **Automated Banking Preferences** and the new options are available to you.

If you are unsure which format to use we recommend you contact your bank for advice.

## Cash Book Summary Report Reconciliation

The **Cash Book Summary Report** now includes extra information to help reconciliation.



Account Reporting

Date Filter: From 18/04/2016 To 18/05/2017

Sort Order: ☒ Date Order ☐ Ref. Order

☒ All Accounts ☐ Choose Account

Invoices, Receipts, Payments, Deposit a/c, Deposits, Landlord Control a/c, Tnt / Tcy Control a/c, Outstanding Invoices, Cash Adjustments, Cash Audit Trail, Clients Cash a/c, Cash Book Summary, NRL Tax a/c, NRL Tax

Period Statements: From, To (ZZZZZZZZ), Status (Any), Period Statement, Statement Options: ☒ Period statement ☐ Summary report

It is found under **Reporting -> Accounts**.

Items now list whether they have been **Reconciled**, and if so which **Batch** and the **Date Reconciled**.

CFP Accounts

Cash Book Summary for All Accounts

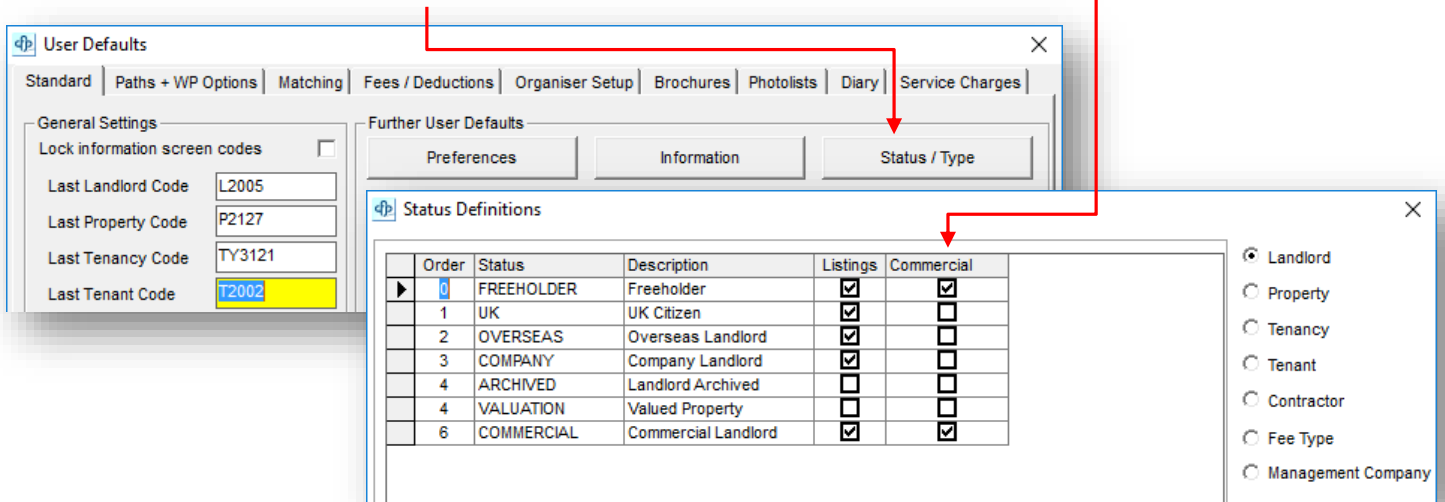
Date	Referen	Description	Debit	VAT	Credit	VAT	Balance	CompCode	User	LCODE	PCODE	TYCODE	TCODE	CCODE	Account	Reconciled	Batch	Date Reconciled
03/10/2016	55818	Payment to Contractor			£60.53		-£25,868.26	PCTOT	JJT					C1006	CFP Client Account	No	0	
03/10/2016	55819	Payment to HMRC			£457.80		-£25,410.46	PRTOT	JJT						CFP Client Account	No	0	
03/10/2016		Bank Transfer			£719.60		-£24,690.86	PTBNK	JJT						CFP Client Account	Yes	212	03/10/2016
03/10/2016		Bank Transfer	£719.60				-£25,410.46	PTBNK	JJT						NRL Tax	No	0	
03/10/2016	AutoBani	Pay Agency Fees			£5,185.57		-£20,224.89	PATOT	JJT						CFP Client Account	No	0	
03/10/2016	RE03507	Total Received					-£21,014.89	RTTOT	JJT	L1004	P1006	Y1005			CFP Client Account	No	0	
03/10/2016	RE03508	Total Received	£750.00				-£21,764.89	RTTOT	JJT	L1005	P1016	Y1004			CFP Client Account	No	0	
03/10/2016	AutoBani	Payment to a Landlord			£537.60		-£21,227.29	PLTOT	JJT	L1005					CFP Client Account	No	0	
03/10/2016		Bank Transfer			£104.40		-£21,122.89	PTBNK	JJT						CFP Client Account	Yes	213	03/10/2016
03/10/2016		Bank Transfer	£104.40				-£21,227.29	PTBNK	JJT						NRL Tax	No	0	
03/10/2016		Pay Agency Fees			£108.00		-£21,119.29	PATOT	JJT						CFP Client Account	Yes	213	03/10/2016
13/12/2016	RE03509	Total Received	£100.00				-£21,219.29	RTTOT	CFP	L2001	P2001	Y2001			CFP Client Account	No	0	
13/12/2016	AutoBani	Payment to a Landlord			£44.00		-£21,175.29	PLTOT	CFP	L2001					CFP Client Account	No	0	
13/12/2016	RE03510	Total Received	£50.00				-£21,225.29	RTTOT	CFP	L2001	P2001	Y2001	T2001		CFP Client Account	No	0	

## Service Charge – Commission on Gross Fees

Service charges users now have the ability to take commission on the gross amount when a fee is charged.

The option is available when your landlord has a status that is marked as **Commercial**. To edit/set this go to:

**User Defaults -> Status / Type:**



**User Defaults**

Standard | Paths + WP Options | Matching | Fees / Deductions | Organiser Setup | Brochures | Photolists | Diary | Service Charges

General Settings

Lock information screen codes ☐

Last Landlord Code: L2005

Last Property Code: P2127

Last Tenancy Code: TY3121

Last Tenant Code: T2002

Further User Defaults

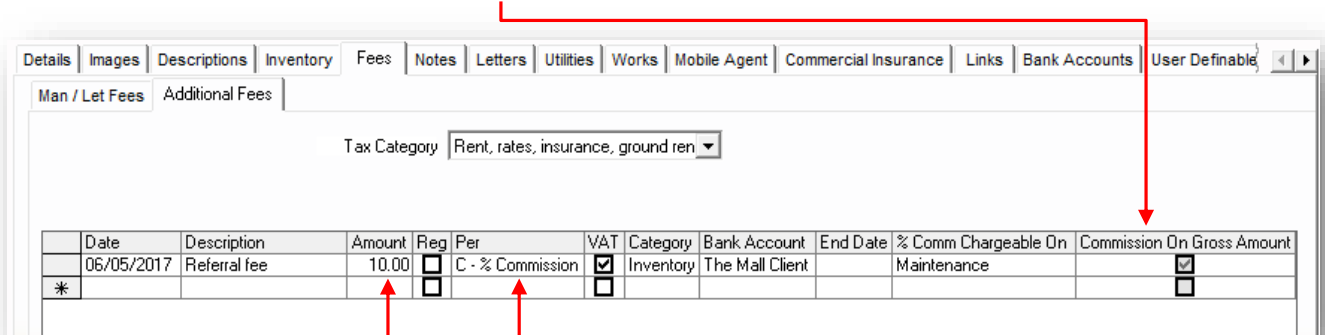
Preferences | Information | Status / Type

**Status Definitions**

Order	Status	Description	Listings	Commercial
0	FREEHOLDER	Freeholder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	UK	UK Citizen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	OVERSEAS	Overseas Landlord	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	COMPANY	Company Landlord	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	ARCHIVED	Landlord Archived	<input type="checkbox"/>	<input type="checkbox"/>
5	VALUATION	Valued Property	<input type="checkbox"/>	<input type="checkbox"/>
6	COMMERCIAL	Commercial Landlord	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Landlord ☒ Property ☐ Tenancy ☐ Tenant ☐ Contractor ☐ Fee Type ☐ Management Company ☐

When the appropriate landlord status is applied **Additional Fees** on attached **Property** screens have a new field available – **Commission On Gross Amount**:



Details | Images | Descriptions | Inventory | Fees | Notes | Letters | Utilities | Works | Mobile Agent | Commercial Insurance | Links | Bank Accounts | User Definable

Man / Let Fees | Additional Fees

Tax Category: Rent, rates, insurance, ground ren

Date	Description	Amount	Reg	Per	VAT	Category	Bank Account	End Date	% Comm Chargeable On	Commission On Gross Amount
06/05/2017	Referral fee	10.00	<input type="checkbox"/>	C - % Commission	<input checked="" type="checkbox"/>	Inventory	The Mall Client		Maintenance	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>		<input type="checkbox"/>					<input type="checkbox"/>

The option becomes enabled once **Per** is set to **C - % Commission**.

CFPwinMan then deducts the percentage in **Amount** from the full value of the invoice including VAT.

Please note: if the **Landlord Status** is subsequently changed to non-commercial all fees will have **Commission On Gross Amount** removed without any notification.

## Expense Reference on Landlord Cash Account

You will now find expenses against properties have their reference listed on the account.

**Post Property Expenses**

Contractor:  Coachhouse Cleaners

Landlord:  CFP Lettings

Property:  Flat 5 Nicks Head Property

☒ Auto locate property

To Add an Expense Use the Down Arrow											
	Date	KnownAs	Ref	Schedule	Section 20	Item	Tax Category	Description	Amount	VAT	Per
▶	06/05/2017	CFP Client	Ref: White 1	0	<input type="checkbox"/>	Cleaning	Other allowable pr	Cleaning	£75.00	£0.00	S - £
*					<input type="checkbox"/>						

Once paid, the **Property Expense Ref** is listed on the **Landlord Cash Account**.

CFP Accounts

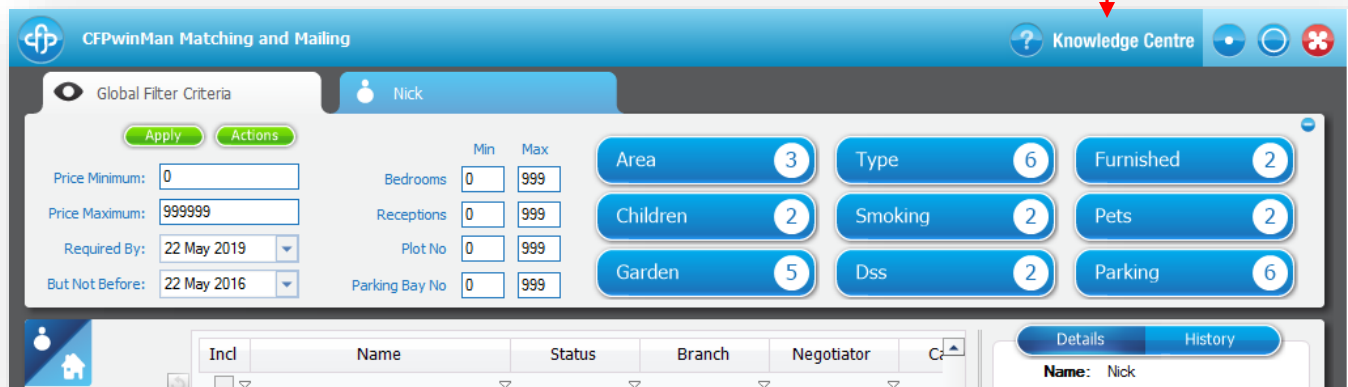
Account listing for Landlord L2006 CFP Lettings

Date	Reference	Inv No	Description	Debit	VAT	Credit	VAT	Balance	CompCode	User	LCODE	PCODE	Property Address	TYCODE	TCODE	CCODE	Account	InvRef
22/05/2017	Autobank	107251	Income From Property			£500.00		£500.00	PLRNT	CFP	L2006	PTMT123	Flat 5 Nicks Head Property	TY3122			CFP Client	
▶ 06/05/2017	Autobank		Cleaning	£75.00				£425.00	PLEXP	CFP	L2006	PTMT123	Flat 5 Nicks Head Property				CFP Client	Ref: White 1
22/05/2017	Autobank		Pay Landlord	£425.00				£0.00	PLTOT	CFP	L2006						CFP Client	



## Knowledge Centre in Match and Mail

CFPwinMan Matching and Mailing now supports **Knowledge Centre**.

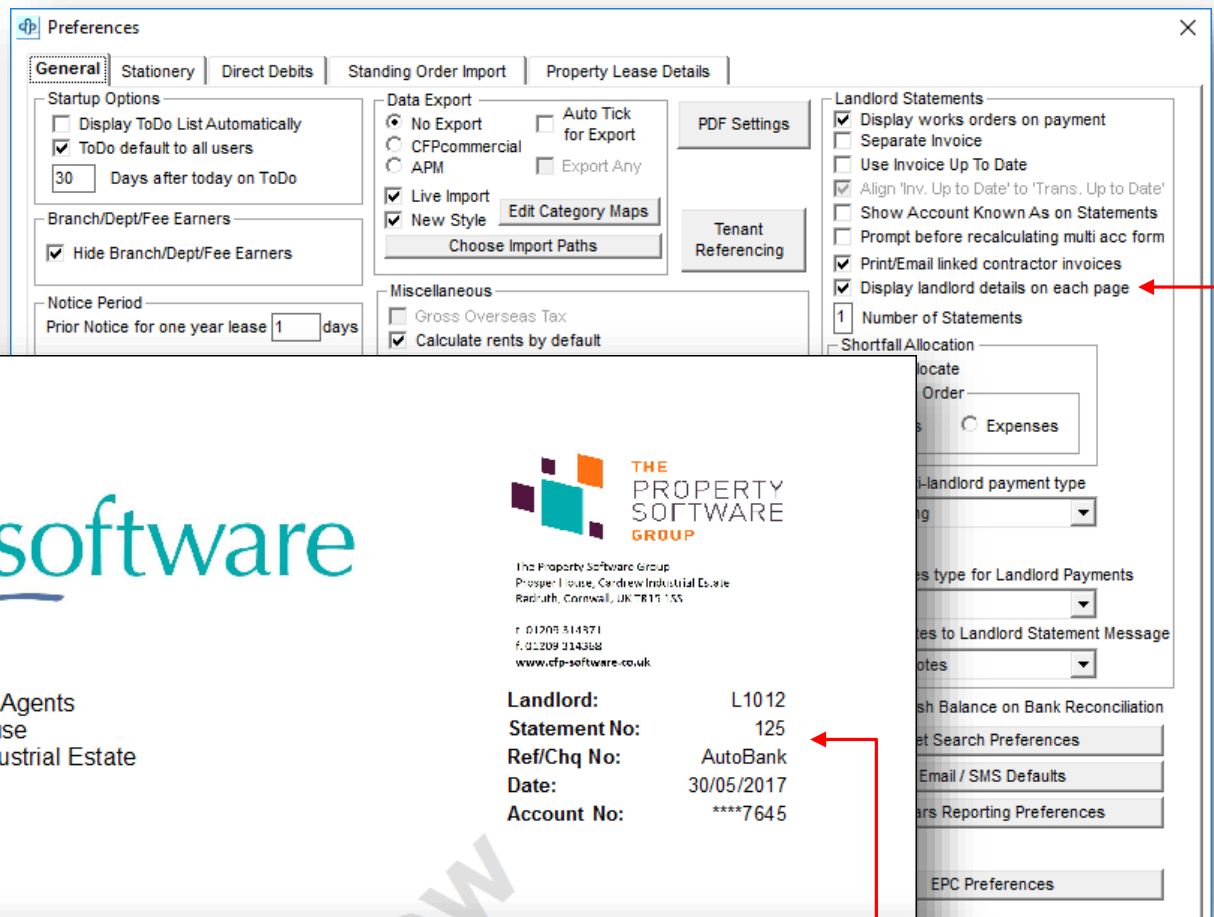


This will take you to the **Knowledge Centre** area for Match and Mail where you can retrieve information, learn how to use it and get tips on advanced functionality.

## Landlord Information on All Statement Pages

You can now include the **Landlord Code, Statement No, Ref/Chq No** and **Date** on subsequent statement pages, this was previously only available for page one.

The **Display landlord details on each page** option is found in the **Landlord Statements** area in **User Defaults -> Preferences -> General**.



The screenshot shows the 'Preferences' window with the 'General' tab selected. Under the 'Landlord Statements' section, the option 'Display landlord details on each page' is checked. Other options include 'Display works orders on payment', 'Separate Invoice', 'Use Invoice Up To Date', 'Align 'Inv. Up to Date' to 'Trans. Up to Date'', 'Show Account Known As on Statements', 'Prompt before recalculating multi acc form', 'Print/Email linked contractor invoices', and 'Number of Statements' set to 1.



CFP Letting Agents  
Prosper House  
Cardrew Industrial Estate  
Redruth  
Cornwall  
TR15 1SS



The Property Software Group  
Prosper House, Cardrew Industrial Estate  
Redruth, Cornwall, UK TR15 1SS  
t. 01209 314371  
f. 01209 214368  
www.cfp-software.co.uk

Landlord: L1012  
Statement No: 125  
Ref/Chq No: AutoBank  
Date: 30/05/2017  
Account No: \*\*\*\*7645

**NET AMOUNT DUE**

**1480.00**

**Paid direct into your account as agreed.**

**Don't forget if you would like this statement e-mailed to you, please let us have your e-mail address. We can also notify you when a payment is made by sending you an SMS message to your mobile**

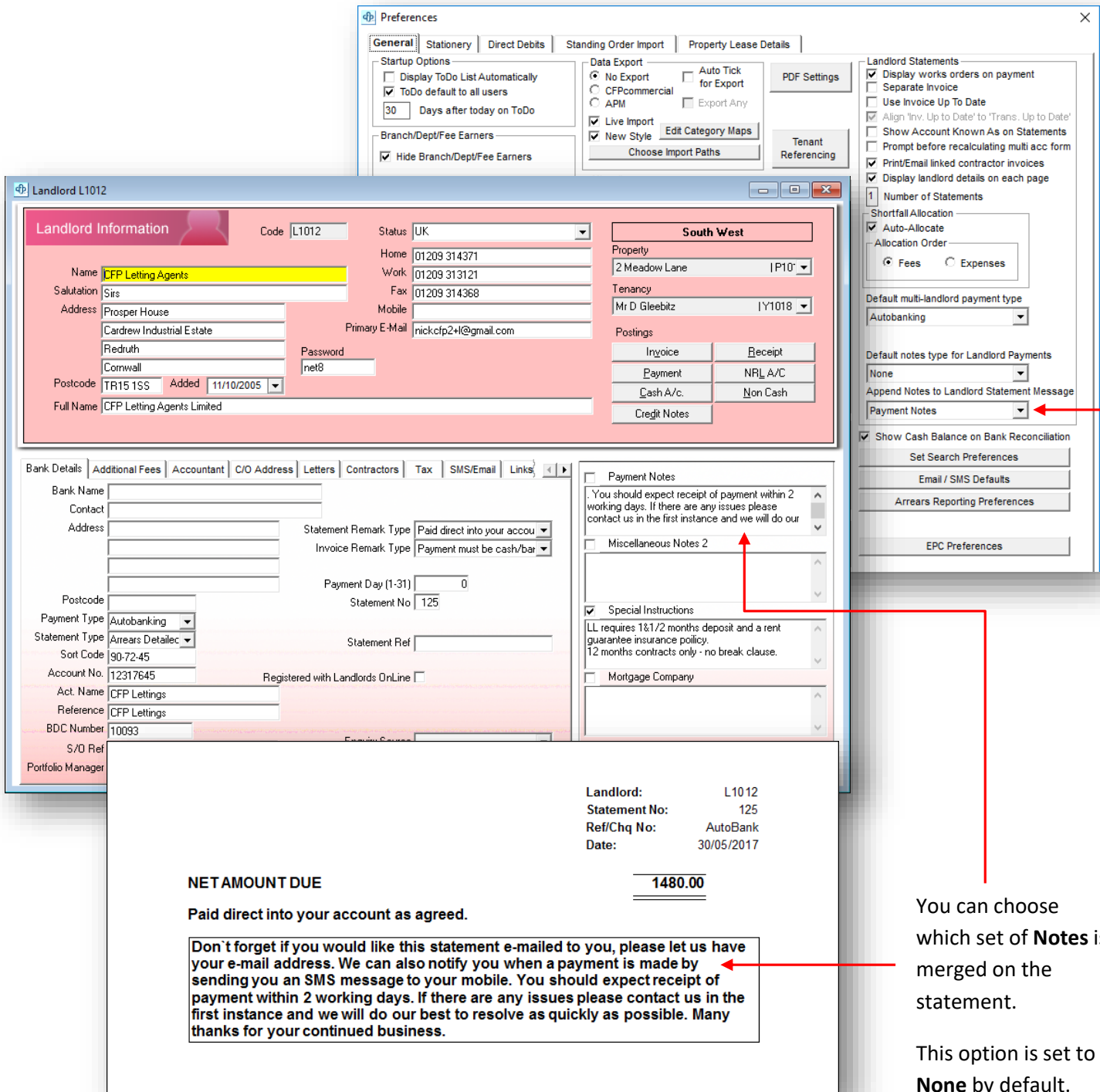
Page 2 of 2

These details will then be visible on all pages.

## Notes on Landlord Statements

There is now an option to **Append Notes to Landlord Statement Message**.

You can find the option in the **Landlord Statements** area of **User Defaults -> Preferences -> General**.



**Preferences**

**General** | Stationery | Direct Debits | Standing Order Import | Property Lease Details

**Startup Options**

- ☐ Display ToDo List Automatically
- ☒ ToDo default to all users
- ☐ 30 Days after today on ToDo

**Branch/Dept/Fee Earners**

- ☒ Hide Branch/Dept/Fee Earners

**Data Export**

- ☒ No Export
- ☐ CFPcommercial
- ☐ APM
- ☒ Live Import
- ☒ New Style
- ☐ Auto Tick for Export
- ☐ Export Any

**PDF Settings**

**Tenant Referencing**

**Landlord Statements**

- ☒ Display works orders on payment
- ☐ Separate Invoice
- ☐ Use Invoice Up To Date
- ☒ Align 'Inv. Up to Date' to 'Trans. Up to Date'
- ☐ Show Account Known As on Statements
- ☐ Prompt before recalculating multi acc form
- ☒ Print/Email linked contractor invoices
- ☒ Display landlord details on each page
- ☐ Number of Statements
- ☐ Shortfall Allocation
- ☒ Auto-Allocate
- ☐ Allocation Order
- ☒ Fees
- ☐ Expenses
- ☐ Default multi-landlord payment type
- ☐ Autobanking
- ☐ Default notes type for Landlord Payments
- ☐ None
- ☒ Append Notes to Landlord Statement Message
- ☐ Payment Notes
- ☒ Show Cash Balance on Bank Reconciliation
- ☐ Set Search Preferences
- ☐ Email / SMS Defaults
- ☐ Arrears Reporting Preferences
- ☐ EPC Preferences

**Landlord L1012**

**Landlord Information**

Code: L1012 Status: UK

Name: CFP Letting Agents

Salutation: Sirs

Address: Prosper House

Cardew Industrial Estate

Redruth

Cornwall

Postcode: TR15 1SS Added: 11/10/2005

Full Name: CFP Letting Agents Limited

Home: 01209 314371

Work: 01209 313121

Fax: 01209 314368

Mobile:

Primary E-Mail: nickcfp24@gmail.com

South West

Property: 2 Meadow Lane IP10

Tenancy: Mr D Gleeblitz IY1018

Postings:

- ☐ Invoice
- ☐ Receipt
- ☐ Payment
- ☐ NRL A/C
- ☐ Cash A/c
- ☐ Non Cash
- ☐ Credit Notes

**Bank Details** | Additional Fees | Accountant | C/O Address | Letters | Contractors | Tax | SMS/Email | Links

Bank Name:

Contact:

Address:

Postcode:

Payment Type: Autobanking

Statement Type: Arrears Detailed

Sort Code: 90-72-45

Account No: 12317645

Act. Name: CFP Lettings

Reference: CFP Lettings

BDC Number: 10093

S/O Ref:

Portfolio Manager:

Statement Remark Type: Paid direct into your account

Invoice Remark Type: Payment must be cash/bar

Payment Day (1-31): 0

Statement No: 125

Statement Ref:

Registered with Landlords OnLine: ☐

**Payment Notes**

☐ You should expect receipt of payment within 2 working days. If there are any issues please contact us in the first instance and we will do our best to resolve as quickly as possible.

☐ Miscellaneous Notes 2

☒ Special Instructions

LL requires 1 1/2 months deposit and a rent guarantee insurance policy. 12 months contracts only - no break clause.

☐ Mortgage Company

**Landlord:** L1012

**Statement No:** 125

**Ref/Chq No:** AutoBank

**Date:** 30/05/2017

**NET AMOUNT DUE** **1480.00**

**Paid direct into your account as agreed.**

Don't forget if you would like this statement e-mailed to you, please let us have your e-mail address. We can also notify you when a payment is made by sending you an SMS message to your mobile. You should expect receipt of payment within 2 working days. If there are any issues please contact us in the first instance and we will do our best to resolve as quickly as possible. Many thanks for your continued business.

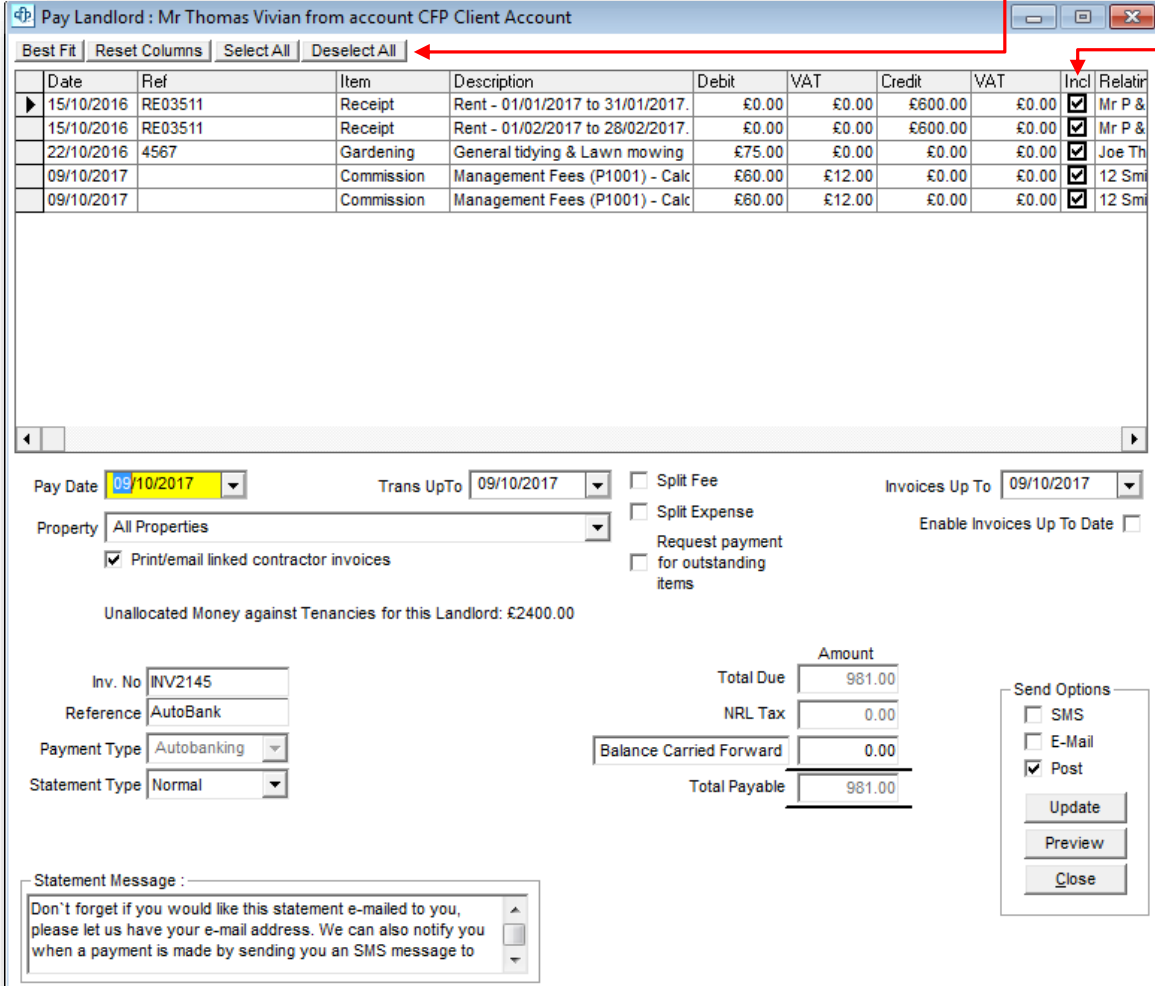
Please ensure that the contents of the relevant **Notes** fields are suitable for viewing by the Landlord before you select this option.

You can choose which set of **Notes** is merged on the statement.

This option is set to **None** by default.

## Select All / Deselect All for Landlord Payment Items

On the Landlord **Payment** screen there are now **Deselect All / Select All** buttons.



Pay Landlord : Mr Thomas Vivian from account CFP Client Account

Best Fit | Reset Columns | **Select All** | **Deselect All**

Date	Ref	Item	Description	Debit	VAT	Credit	VAT	Incl	Relatir
15/10/2016	RE03511	Receipt	Rent - 01/01/2017 to 31/01/2017.	£0.00	£0.00	£600.00	£0.00	<input checked="" type="checkbox"/>	Mr P &
15/10/2016	RE03511	Receipt	Rent - 01/02/2017 to 28/02/2017.	£0.00	£0.00	£600.00	£0.00	<input checked="" type="checkbox"/>	Mr P &
22/10/2016	4567	Gardening	General tidying & Lawn mowing	£75.00	£0.00	£0.00	£0.00	<input checked="" type="checkbox"/>	Joe Th
09/10/2017		Commission	Management Fees (P1001) - Calc	£60.00	£12.00	£0.00	£0.00	<input checked="" type="checkbox"/>	12 Smi
09/10/2017		Commission	Management Fees (P1001) - Calc	£60.00	£12.00	£0.00	£0.00	<input checked="" type="checkbox"/>	12 Smi

Pay Date: 09/10/2017 Trans UpTo: 09/10/2017 Invoices Up To: 09/10/2017

Property: All Properties

☒ Print/email linked contractor invoices

☐ Split Fee

☐ Split Expense

☐ Request payment for outstanding items

Enable Invoices Up To Date ☐

Unallocated Money against Tenancies for this Landlord: £2400.00

Inv. No: INV2145

Reference: AutoBank

Payment Type: Autobanking

Statement Type: Normal

Total Due: 981.00

NRL Tax: 0.00

Balance Carried Forward: 0.00

Total Payable: 981.00

Send Options:

☐ SMS

☐ E-Mail

☒ Post

Update

Preview

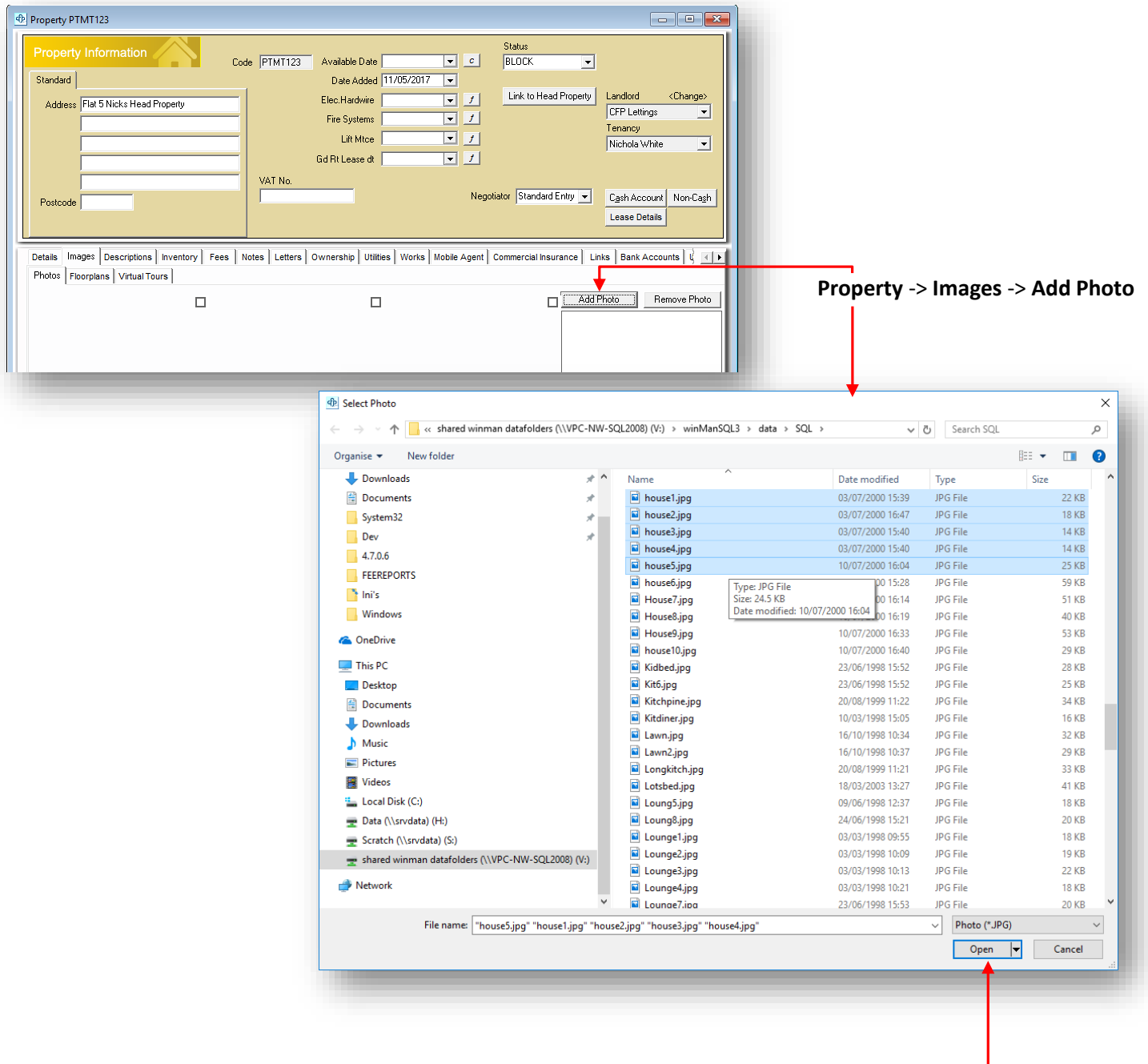
Close

Statement Message : Don't forget if you would like this statement e-mailed to you, please let us have your e-mail address. We can also notify you when a payment is made by sending you an SMS message to

The buttons will tick or untick all payment items listed to be included on the statement.

## Multi-select in Property Add Photo

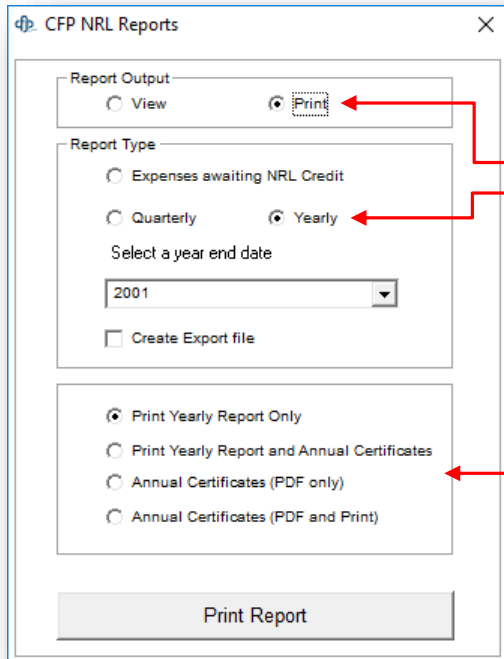
CFPwinMan now has the ability to select multiple images simultaneously when adding pictures to properties.



You can then select multiple files in the same manner as you do elsewhere in the Windows operating system. To select a block of files; left click on the first, hold the **Shift** key on your keyboard and left click on the last file. To select or unselect specific (not necessarily contiguous) files, hold the **Control** key on your keyboard and click the files as required. When you select the **Open** button all selected files will be added to your property record.

## Improvements to NRL Certification

There are new options for annual NRL certificate printing.



When you select the **Print** and **Yearly** options, the output radio buttons become available.

You then have the following options:

- Leave **Print Yearly Report Only** selected:  
The yearly report is produced as a print out only.

- **Print Yearly Report and Annual Certificates:**

Yearly Report and landlord certificates are printed. Additionally, the Yearly Report is saved as a PDF, all landlord certificates are also saved as PDF and History Log entries are created on the landlord records for easy location of the paperwork.

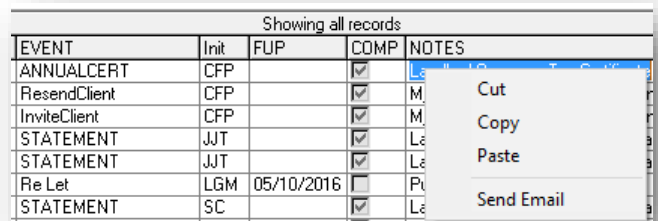
- **Annual Certificates (PDF only):**

Yearly report is not produced. Landlord certificates are not printed but are saved as PDF and History Log entries are created from where they can be accessed.

- **Annual Certificates (PDF and Print):**

Yearly report is not produced. Landlord certificates are printed and also saved as PDF and History Log entries are created from where they can be accessed.

You can right click the landlords' **History Log** for the **Send Email** option.



EVENT	Init	FUP	COMP	NOTES
ANNUALCERT	CFP		✓	
ResendClient	CFP		✓	
InviteClient	CFP		✓	
STATEMENT	JJT		✓	
STATEMENT	JJT		✓	
Re Let	LGM	05/10/2016		
STATEMENT	SC		✓	
STATEMENT	SC		✓	

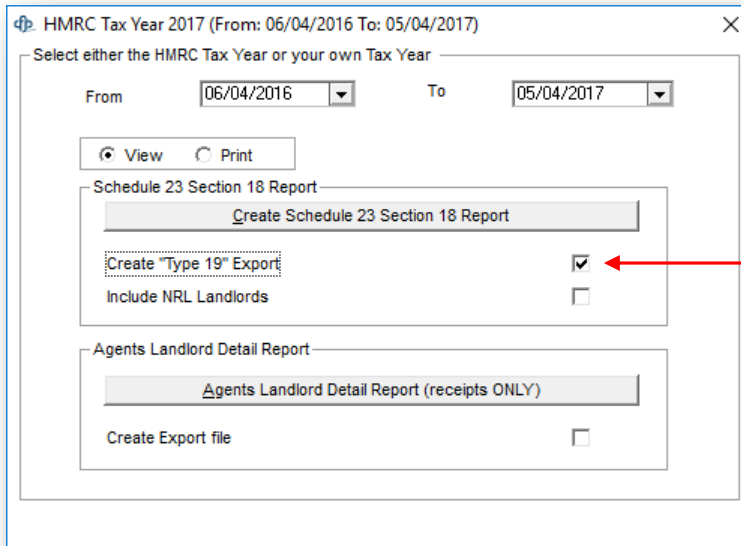
A new folder called ANNUALCERT is created to store all your certificates.

This is located in your data path, so commonly: W:\Winman32\data\SQL\ANNUALCERT.

## Updated Section 19 Tax Export

The **Section 19 Export** has been updated to comply with the latest HMRC guidelines.

You can produce a report by going to: **Reporting -> Taxes/NRL -> VAT Reports:**



HMRC Tax Year 2017 (From: 06/04/2016 To: 05/04/2017)

Select either the HMRC Tax Year or your own Tax Year

From: 06/04/2016 To: 05/04/2017

☒ View ☐ Print

Schedule 23 Section 18 Report

Create Schedule 23 Section 18 Report

Create "Type 19" Export ☒

Include NRL Landlords ☐

Agents Landlord Detail Report

Agents Landlord Detail Report (receipts ONLY)

Create Export file ☐

Then select **Create "Type 19" Export** and click **Create Schedule 23 Section 18 Report**.

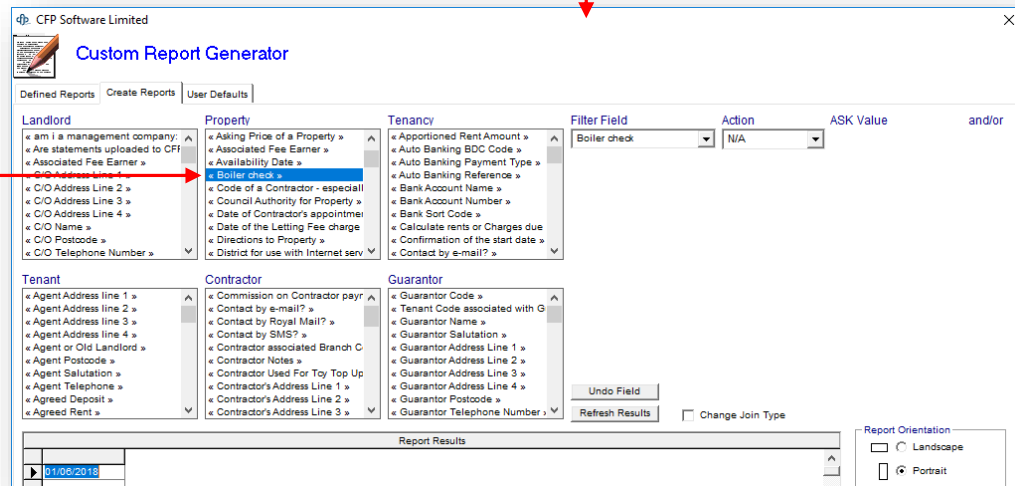
Then chose a filename and location and click **Save**.

The report will be produced in CSV format suitable for viewing in Microsoft Excel. You should not need to edit the file before offering it to HMRC.

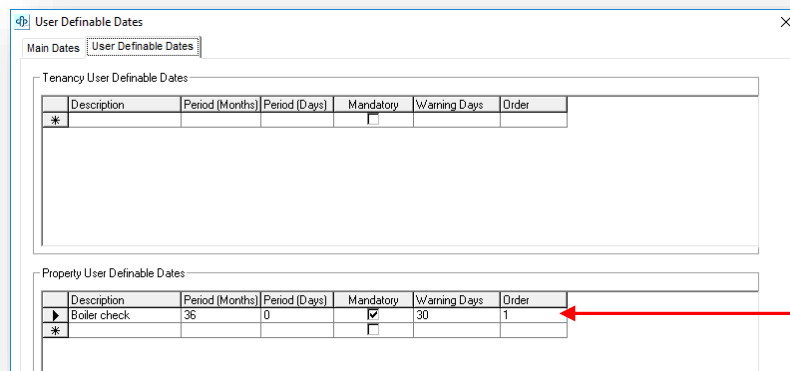
## User Definable Dates in Custom Reports

CFPwinMan now supports the ability to report upon any user defined dates in the **Custom Report Generator**.

To access the facility go to **Reporting -> General -> Custom -> Finished**, then **Create Reports**. You will then find all **User Definable Dates** which you have set up are listed and reportable.



To add or edit your **User Definable Dates** go to **User Defaults -> Preferences -> Dates -> User Definable Dates (tab)**:

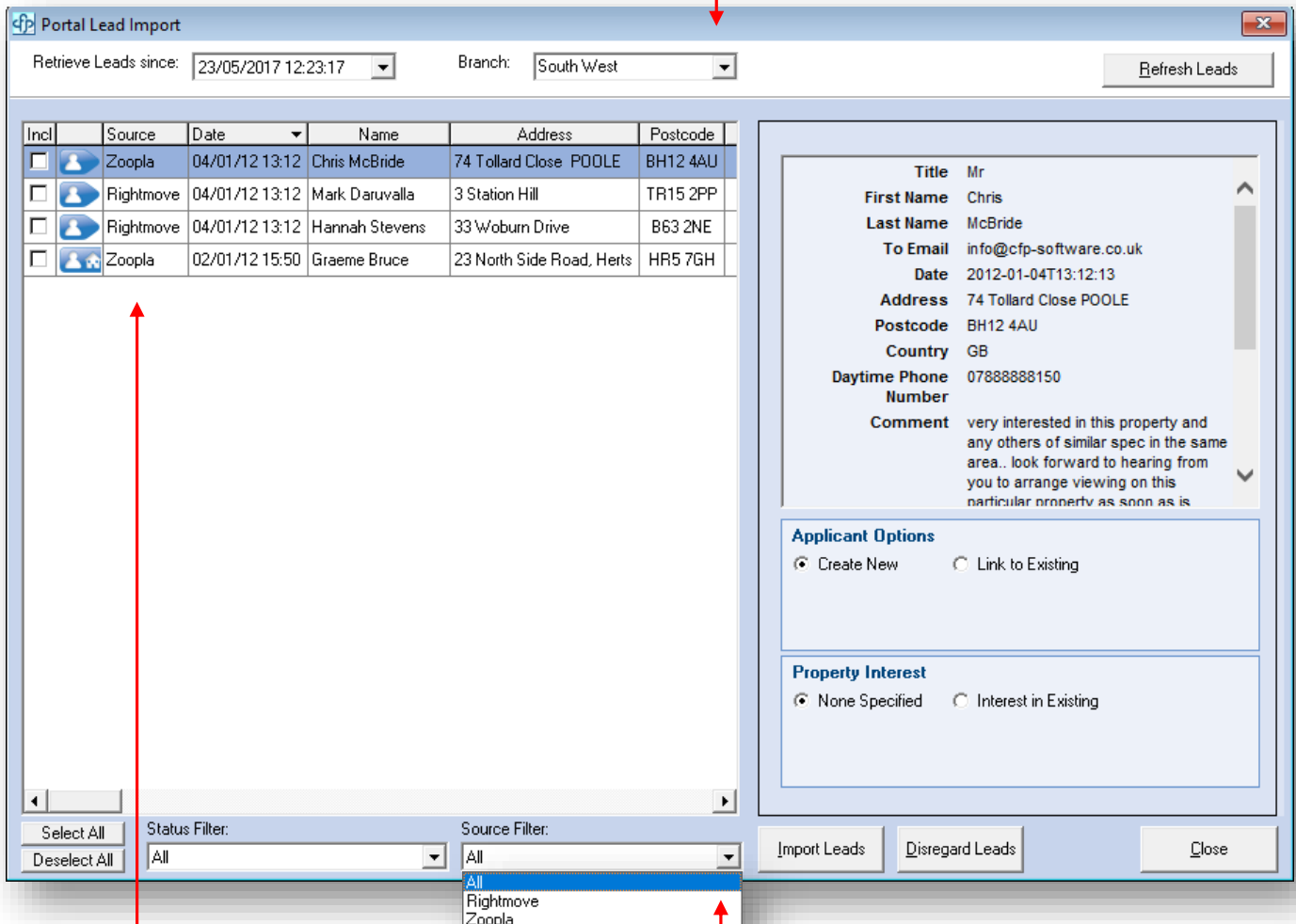




## Zoopla Portal Lead Import

CFPwinMan now includes the ability to import leads from Zoopla.

To access this function go to **Miscellaneous -> Portal Lead Import**.



Incl	Source	Date	Name	Address	Postcode
<input type="checkbox"/>	Zoopla	04/01/12 13:12	Chris McBride	74 Tollard Close POOLE	BH12 4AU
<input type="checkbox"/>	Rightmove	04/01/12 13:12	Mark Daruvalla	3 Station Hill	TR15 2PP
<input type="checkbox"/>	Rightmove	04/01/12 13:12	Hannah Stevens	33 Woburn Drive	B63 2NE
<input type="checkbox"/>	Zoopla	02/01/12 15:50	Graeme Bruce	23 North Side Road, Herts	HR5 7GH

**Lead Details:**

**Title:** Mr  
**First Name:** Chris  
**Last Name:** McBride  
**To Email:** info@cfp-software.co.uk  
**Date:** 2012-01-04T13:12:13  
**Address:** 74 Tollard Close POOLE  
**Postcode:** BH12 4AU  
**Country:** GB  
**Daytime Phone Number:** 07888888150  
**Comment:** very interested in this property and any others of similar spec in the same area.. look forward to hearing from you to arrange viewing on this particular property as soon as is

**Applicant Options:**  
☒ Create New ☐ Link to Existing

**Property Interest:**  
☒ None Specified ☐ Interest in Existing

**Buttons:** Select All, Deselect All, Status Filter: All, Source Filter: All, Import Leads, Disregard Leads, Close

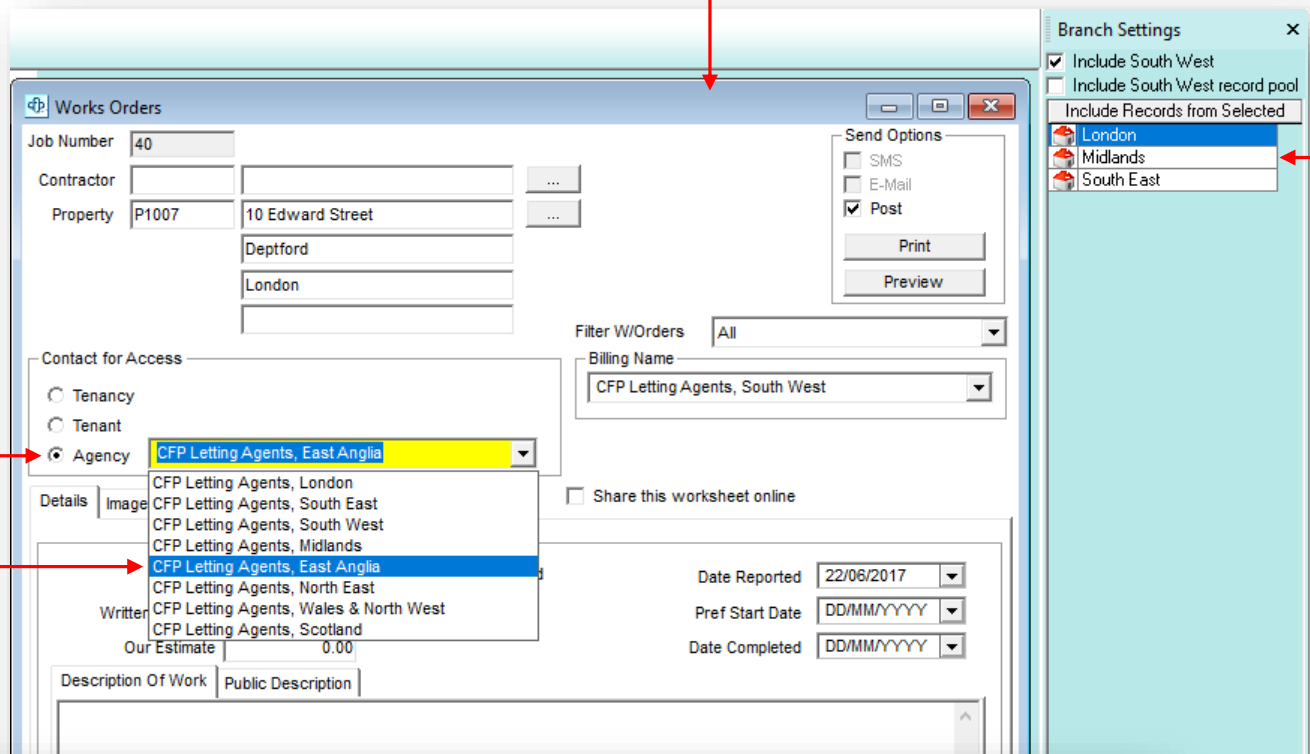
Leads from all your sources will appear in the list.

You can also use the **Source Filter** to view leads from only one portal.


## Works Orders: All MO Branches available in Contact for Access

**Works Orders** have been updated to allow users to select any branches contact details.

When **Agency** is selected in **Contact for Access** all Multi Office branches are available for selection.



The screenshot shows the 'Works Orders' form. The 'Contact for Access' section has three radio buttons: 'Tenancy', 'Tenant', and 'Agency'. The 'Agency' option is selected, and a dropdown menu is open showing a list of branches. The branch 'CFP Letting Agents, East Anglia' is highlighted in blue. To the right, the 'Branch Settings' panel is visible, showing options to include records from selected branches, with 'London', 'Midlands', and 'South East' listed.



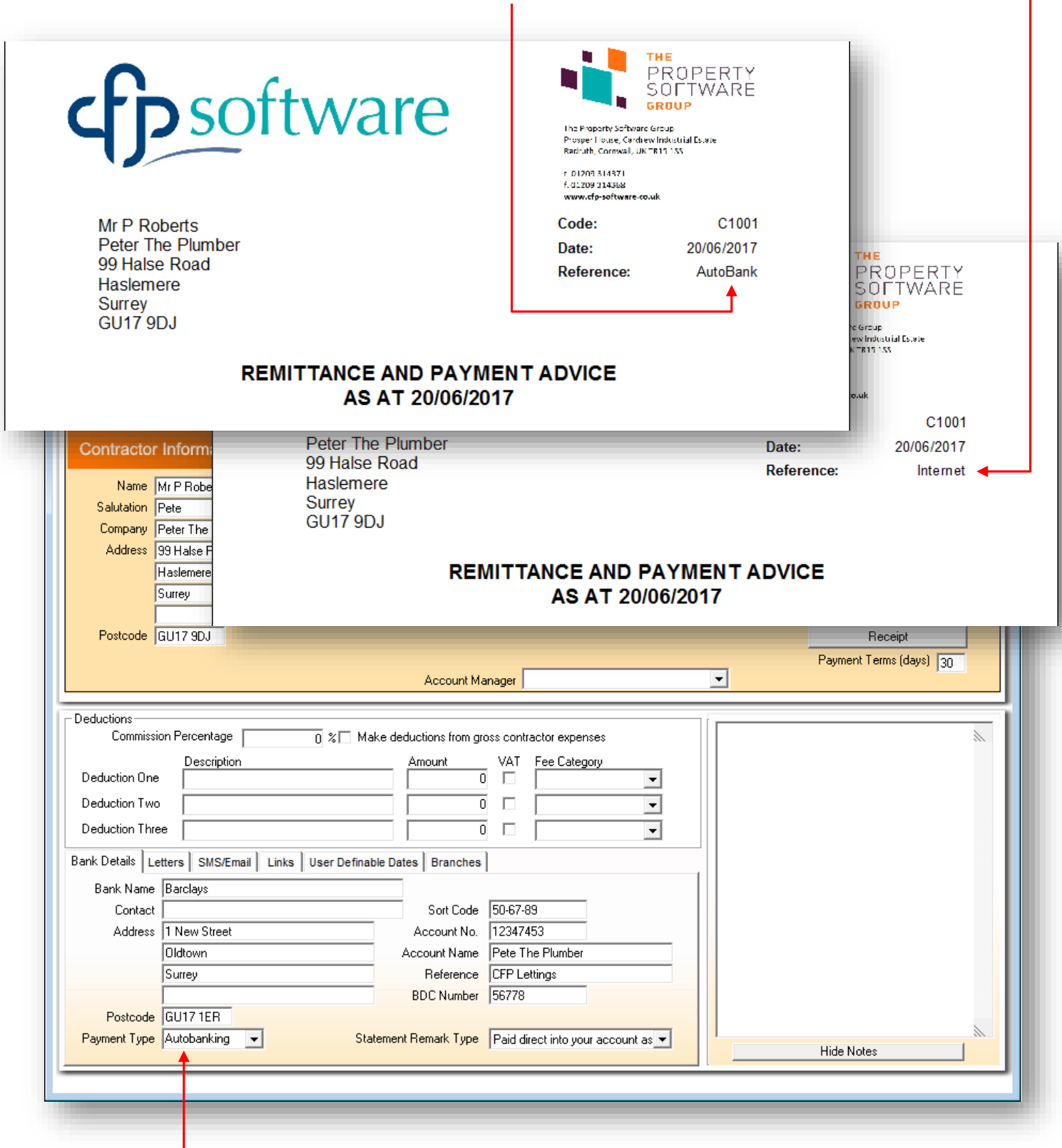
The screenshot shows the 'JOB SHEET' form. The 'Job Number' is 40. The 'Re: Property' is P1007, 10 Edward Street Deptford London SE8 5HA. The 'Billing Name' is CFP Letting Agents, South West. The 'Date Reported' is 22/06/2017. The 'Estimate Required' is No. The 'Our Estimate' is £0.00. The 'E-mail' is CFP Letting Agents, East Anglia. The 'Preferred Start Date' is N/A. The 'Go Ahead?' is No. The 'Rating' is URGENT. The 'Contact for Access' is CFP Letting Agents, East Anglia, Tel: 01209 314371 Fax: 01209 314368.

The details are then reflected on the Works Order.

These options are irrespective of what branches are currently selected in the users' **Branch Settings**.

## Auto Banking and Internet Payment Types listed on Contractor Remittance

Payment types **Autobanking** and **Internet** are now listed on your **Contractor Remittance** when selected.



The screenshot shows a 'Contractor Remittance' form with two overlapping views. The top view shows the 'AutoBank' payment type, while the bottom view shows the 'Internet' payment type. A red arrow points from the 'AutoBank' reference to the 'Internet' reference, indicating the change in payment type.

**Contractor Information:**

Name: Mr P Roberts  
Salutation: Pete  
Company: Peter The Plumber  
Address: 99 Halse Road  
Haslemere  
Surrey  
GU17 9DJ

**Remittance and Payment Advice AS AT 20/06/2017**

**Code:** C1001  
**Date:** 20/06/2017  
**Reference:** AutoBank

**Remittance and Payment Advice AS AT 20/06/2017**

**Date:** 20/06/2017  
**Reference:** Internet

**Bank Details:**

Bank Name: Barclays  
Contact: [Blank]  
Address: 1 New Street  
Oldtown  
Surrey  
Postcode: GU17 1ER  
Payment Type: **Autobanking**

**Account Information:**

Sort Code: 50-67-89  
Account No.: 12347453  
Account Name: Pete The Plumber  
Reference: CFP Lettings  
BDC Number: 56778

**Statement Remark Type:** Paid direct into your account as

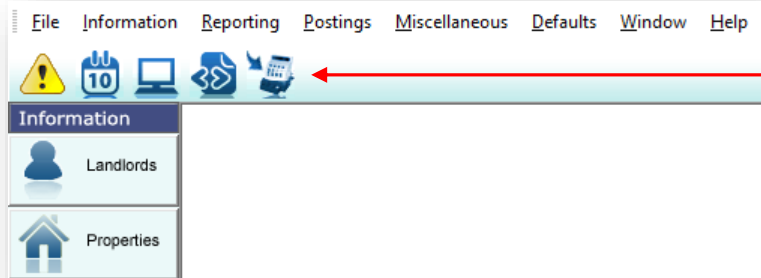
**Payment Terms (days):** 30

**Hide Notes**

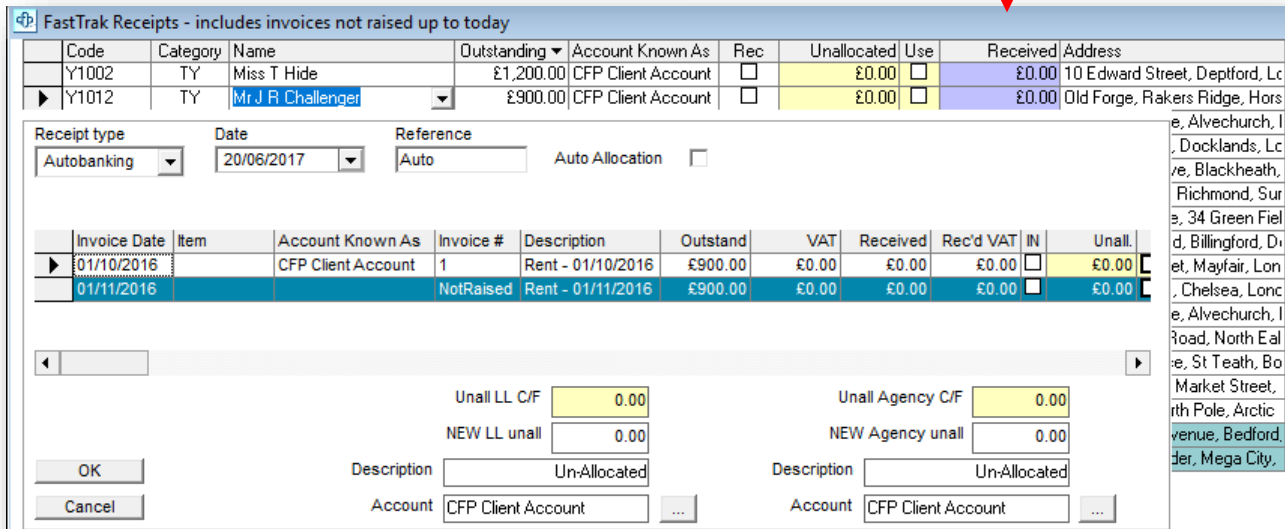
You can select your preferred **Payment Type** on the **Contractor Information** form.

## Fast Track Receipts Default Bank Account for Unallocated

The Fast Track Receipts screen will now pre-populate the default Account for unallocated money.



Users can access **Fast Track Receipts** via the icon on the main CFPwinMan menu bar.



FastTrak Receipts - includes invoices not raised up to today

Code	Category	Name	Outstanding	Account Known As	Rec	Unallocated	Use	Received	Address
Y1002	TY	Miss T Hide	£1,200.00	CFP Client Account	<input type="checkbox"/>	£0.00	<input type="checkbox"/>	£0.00	10 Edward Street, Deptford, Lc
Y1012	TY	Mr J R Challenger	£900.00	CFP Client Account	<input type="checkbox"/>	£0.00	<input type="checkbox"/>	£0.00	Old Forge, Rakers Ridge, Hors

Receipt type: Autobanking Date: 20/06/2017 Reference: Auto Auto Allocation: ☐

Invoice Date	Item	Account Known As	Invoice #	Description	Outstand	VAT	Received	Rec'd VAT	IN	Unall.
01/10/2016		CFP Client Account	1	Rent - 01/10/2016	£900.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	£0.00
01/11/2016			NotRaised	Rent - 01/11/2016	£900.00	£0.00	£0.00	£0.00	<input type="checkbox"/>	£0.00

Unall LL C/F: 0.00 Unall Agency C/F: 0.00  
NEW LL unall: 0.00 NEW Agency unall: 0.00

OK Cancel

Description: Un-Allocated Account: CFP Client Account

This **Account** is now populated automatically.

It is the default account used for receipting.

## Locate Invoice Improvements

Users will notice improvements to the **Locate Invoice** function which is located in the **Miscellaneous** menu.

Locate Invoice

Invoices between 21-May-2016 and 20-Jun-2017

Code	Name	Item Date	Description	Invoice Number	Invoice Ref	Amount	Posted	Fully Receipted	Type
L1004	Mrs I Stewart	16/02/2017	Fees	INV2144	8	£120.00	Y	N	Landlord
Y2001	Elf One	01/02/2017	Rent-01/02/2017 to 28/02/2017			£50.00	N	N	Tenancy
Y1005	Mr M Brymer	21/01/2017	Rent			£850.00	N	N	Tenancy
L1004	Mrs I Stewart	19/01/2017	Fee invoice test 1	INV2140	5	£60.00	Y	N	Landlord
Y1005	Mr M Brymer	01/01/2017			4	£5.00	Y	Y	Tenancy
Y1018	Mr D Gleebitz	01/01/2017	Rent - 01/01/2017 to 31/01/2017.			£800.00	N	N	Tenancy
Y2001	Elf One	01/01/2017	Rent - 01/01/2017 to 31/01/2017		2	£50.00	Y	Y	Tenancy
Y2001	Elf One	25/12/2016	Deposit Held		2	£50.00	Y	Y	Tenancy
L2001	Santa Claus	13/12/2016	Management Fees (P2001) - Calc. at 10%	INV2139		£6.00	Y	Y	Landlord
Y2001	Elf One	13/12/2016	Administration Fees	INV2138	1	£120.00	Y	N	Tenancy
Y2001	Elf One	13/12/2016	Referencing Fees	INV2138	1	£48.00	Y	N	Tenancy
Y1018	Mr D Gleebitz	01/12/2016	Rent - 01/12/2016 to 31/12/2016.	INV2148	12	£800.00	Y	Y	Tenancy
Y1001	Mr P & Mrs J Harris	01/11/2016	Rent - 01/11/2016 to 30/11/2016.			£600.00	N	N	Tenancy
Y1008	Mr P Wells	01/11/2016	Rent - 01/11/2016 to 30/11/2016.			£650.00	N	N	Tenancy
Y1008	Mr P Wells	01/11/2016	Service Charges from 01/11/2016 to 30/11/2016.			£115.00	N	N	Tenancy
Y1012	Mr J R Challenger	01/11/2016	Rent - 01/11/2016 to 30/11/2016.			£900.00	N	N	Tenancy
Y1013	Mr D Brent	01/11/2016	Rent - 01/11/2016 to 30/11/2016.			£600.00	N	N	Tenancy
Y1014	Mr K Willis	01/11/2016	Rent - 01/11/2016 to 30/11/2016.			£700.00	N	N	Tenancy
Y1017	CFP Letting Agents	01/11/2016	Rent - 01/11/2016 to 30/11/2016.			£600.00	N	N	Tenancy
Y1018	Mr D Gleebitz	01/11/2016	Rent - 01/11/2016 to 30/11/2016.	INV2147	11	£800.00	Y	Y	Tenancy
Y1011	Mr R B Jeffrey	30/10/2016	Housing Benefit - 30/10/2016 to 29/11/2016			£650.00	N	N	Tenancy
Y1009	Mr Benn	26/10/2016	Rent - 26/10/2016 to 25/11/2016.			£650.00	N	N	Tenancy
Y1007	Mr T Jones	17/10/2016	Rent - 17/10/2016 to 16/11/2016.			£595.00	N	N	Tenancy
Y1002	Miss T Hide	15/10/2016	Rent - 15/10/2016 to 14/11/2016.			£600.00	N	N	Tenancy
Y1002	Miss T Hide	15/10/2016	Tenancy Extension Fee			£60.00	N	N	Tenancy
Y1019	Mr J Ahmed	10/10/2016	Rent - 10/10/2016 to 09/11/2016.			£725.00	N	N	Tenancy
Y1006	Mr & Mrs D Hill	05/10/2016	Rent - 05/10/2016 to 04/11/2016.			£750.00	N	N	Tenancy

Date Range  
From 21/05/2016 To 20/06/2017 Apply Date Range Clear Filters Exit

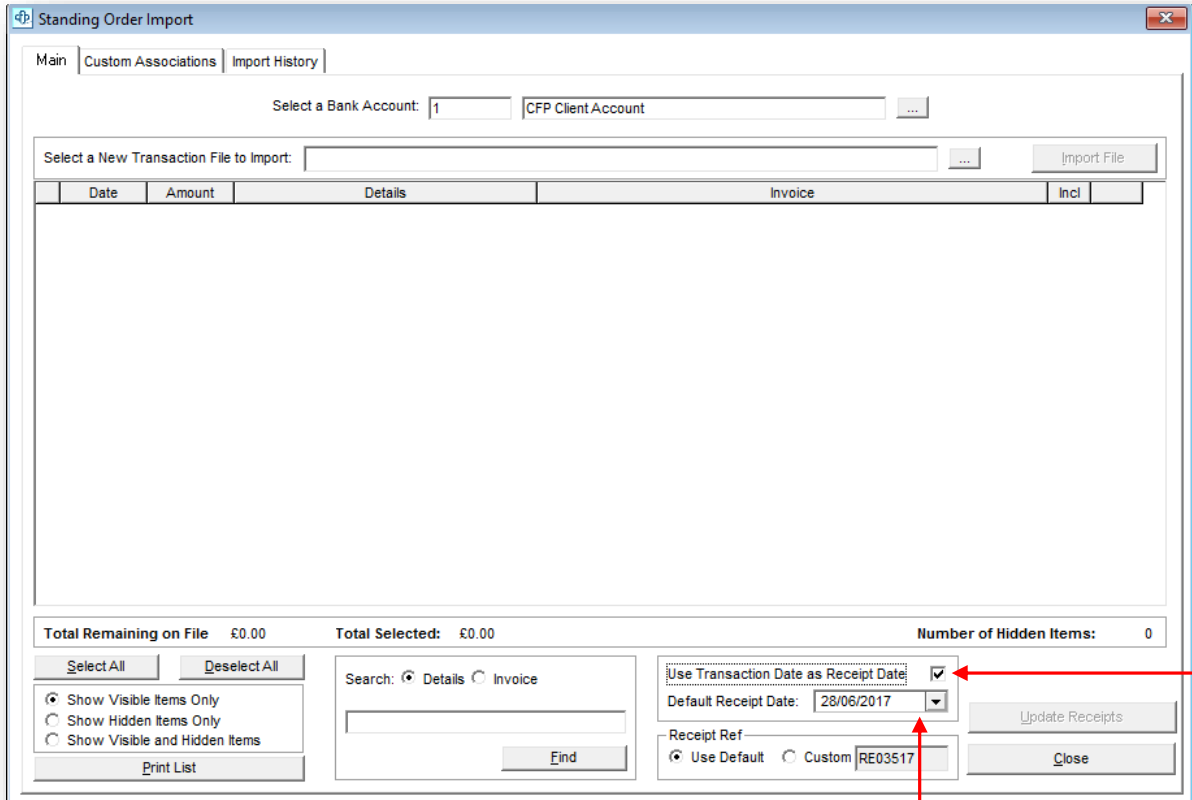
As well as invoice items, Locate Invoice now lists:

- **Additional fees**
- **Contractor commissions and Fixed deductions**
- **Lettings and Management fees**

You will also find the list of items is now sortable – simply click on any column heading to do so.

## Standing Order: Transaction Date as Receipt Date

**Standing Order** module users will notice that **Use Transaction Date as Receipt Date as Receipt Date** is ticked by default when the form is accessed.



When ticked receipt transactions recorded in CFPwinMan will use the date contained in your standing order import file rather than the **Default Receipt Date**.

## TDS updated Information

The **Dispute Service** have changed their contact details. These have been amended in CFPwinMan SDB to:

The Dispute Service Limited

PO Box 1255

Hemel Hempstead

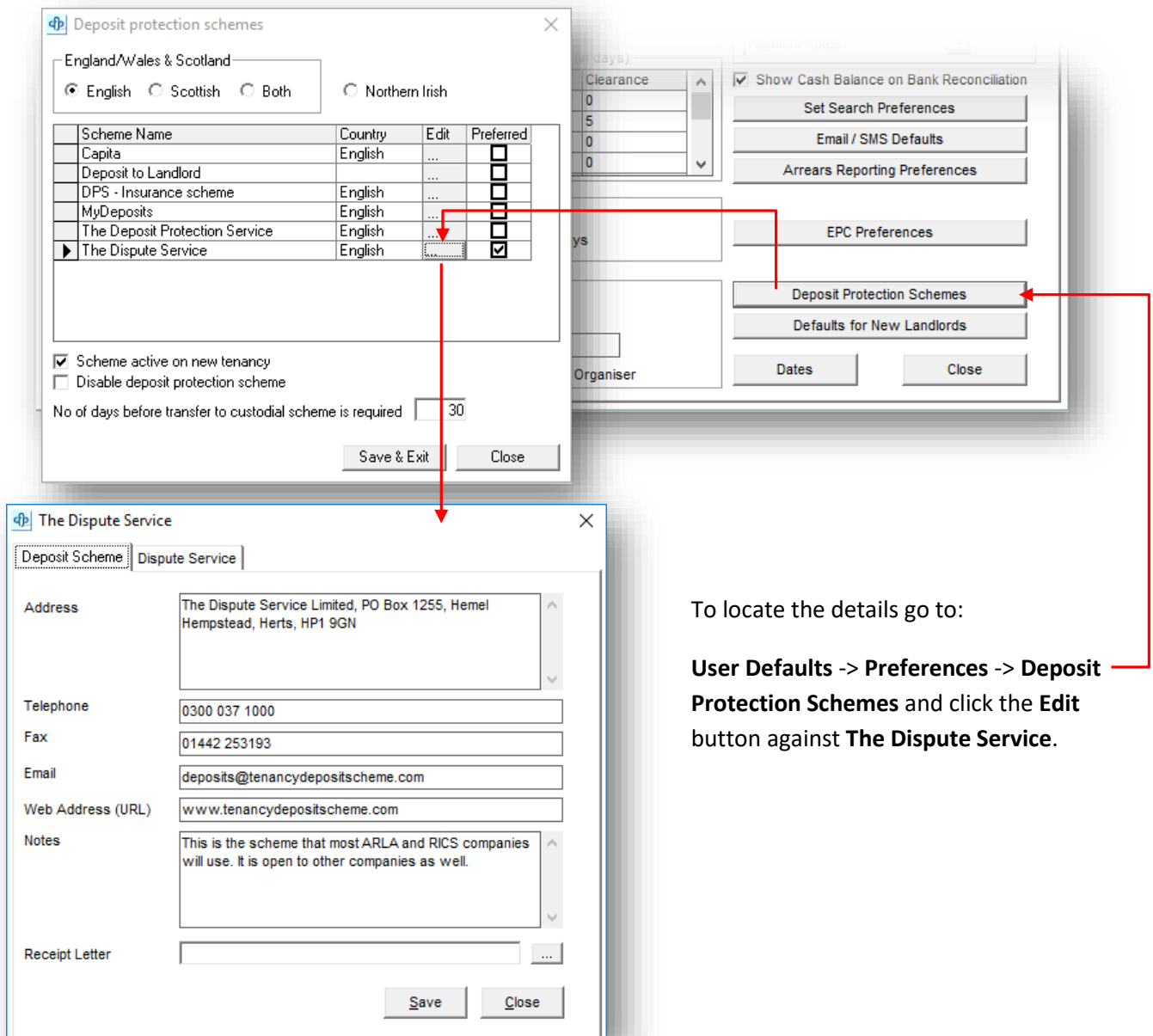
Herts HP1 9GN

Phone: 0300 037 1000

Email: <mailto:deposits@tenancydepositscheme.com>

Fax: 01442 253193

Web: <http://www.tenancydepositscheme.com/>



**Deposit protection schemes**

England/Wales & Scotland  
☒ English ☐ Scottish ☐ Both ☐ Northern Irish

Scheme Name	Country	Edit	Preferred
Capita	English	...	<input type="checkbox"/>
Deposit to Landlord	English	...	<input type="checkbox"/>
DPS - Insurance scheme	English	...	<input type="checkbox"/>
MyDeposits	English	...	<input type="checkbox"/>
The Deposit Protection Service	English	...	<input type="checkbox"/>
The Dispute Service	English	...	<input checked="" type="checkbox"/>

☒ Scheme active on new tenancy  
☐ Disable deposit protection scheme

No of days before transfer to custodial scheme is required

Save & Exit Close

**The Dispute Service**

Deposit Scheme Dispute Service

Address: The Dispute Service Limited, PO Box 1255, Hemel Hempstead, Herts, HP1 9GN

Telephone: 0300 037 1000

Fax: 01442 253193

Email: [deposits@tenancydepositscheme.com](mailto:deposits@tenancydepositscheme.com)

Web Address (URL): [www.tenancydepositscheme.com](http://www.tenancydepositscheme.com)

Notes: This is the scheme that most ARLA and RICS companies will use. It is open to other companies as well.

Receipt Letter:

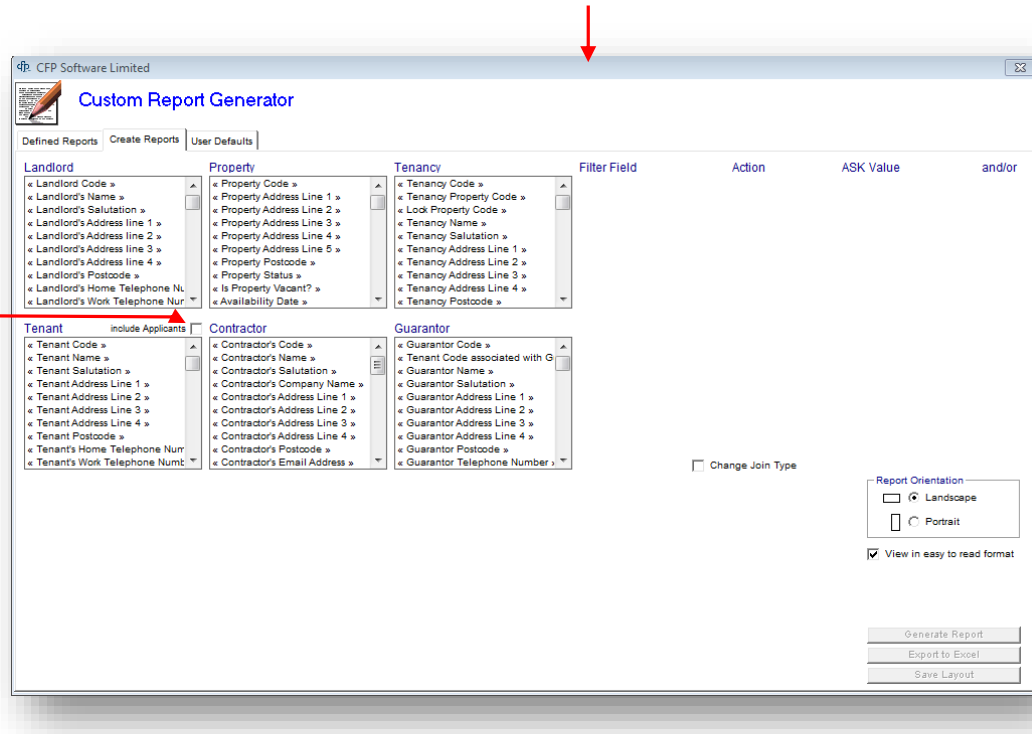
Save Close

To locate the details go to:

**User Defaults -> Preferences -> Deposit Protection Schemes** and click the **Edit** button against **The Dispute Service**.

## Applicants available in Custom Reports

Users of CFPwinMan are now able to report upon **Applicant** records. To access the functionality go to **Reporting -> General -> Custom -> Finished -> Create Reports**.



CFP Software Limited

### Custom Report Generator

Defined Reports | **Create Reports** | User Defaults

Landlord	Property	Tenancy	Filter Field	Action	ASK Value	and/or
« Landlord's Code »	« Property Code »	« Tenancy Code »				
« Landlord's Name »	« Property Address Line 1 »	« Tenancy Property Code »				
« Landlord's Salutation »	« Property Address Line 2 »	« Lock Property Code »				
« Landlord's Address line 1 »	« Property Address Line 3 »	« Tenancy Name »				
« Landlord's Address line 2 »	« Property Address Line 4 »	« Tenancy Salutation »				
« Landlord's Address line 3 »	« Property Address Line 5 »	« Tenancy Address Line 1 »				
« Landlord's Address line 4 »	« Property Postcode »	« Tenancy Address Line 2 »				
« Landlord's Postcode »	« Property Status »	« Tenancy Address Line 3 »				
« Landlord's Home Telephone Num »	« Is Property Vacant? »	« Tenancy Address Line 4 »				
« Landlord's Work Telephone Num »	« Availability Date »	« Tenancy Postcode »				

Tenant	Contractor	Guarantor
« Tenant Code »	« Contractor's Code »	« Guarantor Code »
« Tenant Name »	« Contractor's Name »	« Tenant Code associated with G »
« Tenant Salutation »	« Contractor's Salutation »	« Guarantor Name »
« Tenant Address Line 1 »	« Contractor's Company Name »	« Guarantor Salutation »
« Tenant Address Line 2 »	« Contractor's Address Line 1 »	« Guarantor Address Line 1 »
« Tenant Address Line 3 »	« Contractor's Address Line 2 »	« Guarantor Address Line 2 »
« Tenant Address Line 4 »	« Contractor's Address Line 3 »	« Guarantor Address Line 3 »
« Tenant Postcode »	« Contractor's Address Line 4 »	« Guarantor Address Line 4 »
« Tenant's Home Telephone Num »	« Contractor's Postcode »	« Guarantor Postcode »
« Tenant's Work Telephone Num »	« Contractor's Email Address »	« Guarantor Telephone Number »

☐ Change Join Type

Report Orientation:  
☐ Landscape  
☒ Portrait

☒ View in easy to read format

Generate Report  
 Export to Excel  
 Save Layout

To incorporate Applicant records in your reports select **include Applicants**.



## Exclude Transfers from Tenancy Consolidated Statements

Users now have the ability to exclude transfer entries from tenancy consolidated statements.

The option is found under **Tenancy -> Account -> Consolidate All (Excluding Transfers)**.

CFP Accounts

Account Listing for tenancy Y1001 Mr P & Mrs J Harris

Date	Reference	Description	Debit	VAT	Credit	VAT	Balance	CompCode
01/09/2016	1	Rent - 01/09/2016 to 30/09/2016.	£600.00				£1,800.00	ITRNT
01/10/2016	1	Rent - 01/10/2016 to 31/10/2016.	£600.00				£2,400.00	ITRNT
03/10/2016	RE03489	Rent Received (01/07/2016 to 31/07/2016.)			£600.00		£1,800.00	RTRNT
03/10/2016	RE03489	Rent Received (01/08/2016 to 31/08/2016.)			£600.00		£1,200.00	RTRNT
03/10/2016	RE03489	Rent Received (01/09/2016 to 30/09/2016.)			£600.00		-£600.00	RTRNT
15/10/2016	RE03510	Rent in advance			£5,400.00		£4,800.00	RPUNA
15/10/2016	RE03511	Rent Received (01/01/2017 to 31/01/2017.)			£600.00		£5,400.00	CTRNT
15/10/2016	RE03511	Rent Received (01/02/2017 to 28/02/2017.)			£600.00		£6,000.00	CTRNT
15/10/2016	RE03511	Rent Received (01/10/2016 to 31/10/2016.)			£600.00		£6,600.00	CTRNT
15/10/2016	RE03511	Rent Received (01/11/2016 to 30/11/2016.)			£600.00		£7,200.00	CTRNT
15/10/2016	RE03511	Rent Received (01/12/2016 to 31/12/2016.)			£600.00		£7,800.00	CTRNT
15/10/2016	RE03511	Transfer from Un-allocated	£600.00				£7,200.00	CPUNA
01/11/2016	3	Rent - 01/11/2016 to 30/11/2016.	£600.00				£6,600.00	ITRNT
01/11/2016	RE03511	Transfer from Un-allocated	£600.00				£6,000.00	CPUNA
01/12/2016	3	Rent - 01/12/2016 to 31/12/2016.	£600.00				£5,400.00	ITRNT
01/12/2016	RE03511	Transfer from Un-allocated	£600.00				£4,800.00	CPUNA
01/01/2017	4	Rent - 01/01/2017 to 31/01/2017.	£600.00				£4,200.00	ITRNT
01/01/2017	RE03511	Transfer from Un-allocated	£600.00				£3,600.00	CPUNA
01/02/2017	5	Rent - 01/02/2017 to 28/02/2017.	£600.00				£3,000.00	ITRNT
01/02/2017	RE03511	Transfer from Un-allocated	£600.00				£2,400.00	CPUNA
01/03/2017	6	Rent - 01/03/2017 to 31/03/2017.	£600.00				£1,800.00	ITRNT
<b>Totals</b>			<b>£7200.00</b>	<b>£0.00</b>	<b>£10200.00</b>	<b>£0.00</b>	<b>£1800.00</b>	

☒ Tenancy statement    ☐ Itemised arrears  
 Statement Start Date: 01/09/2016  
 Statement End Date: DD/MM/YYYY  
☐ Include Current Deposit Status

☐ No Consolidation    ☐ Group by Date  
☒ Consolidate All    ☐ Apply instalment plans  
☐ Consolidate Service Charges (Group by Service Charges)  
☐ Consolidate Service Charges (Group by Schedule)

☒ Post  
☐ Email  
 Print Report  
 Preview Report

Report Format  
☐ Show Zero Values?    ☒ Normal

### Statement of Account for Mr P & Mrs J Harris

Statement prepared on 06/Oct/2017

Relating to Property: 12 Smith Street Chelsea London

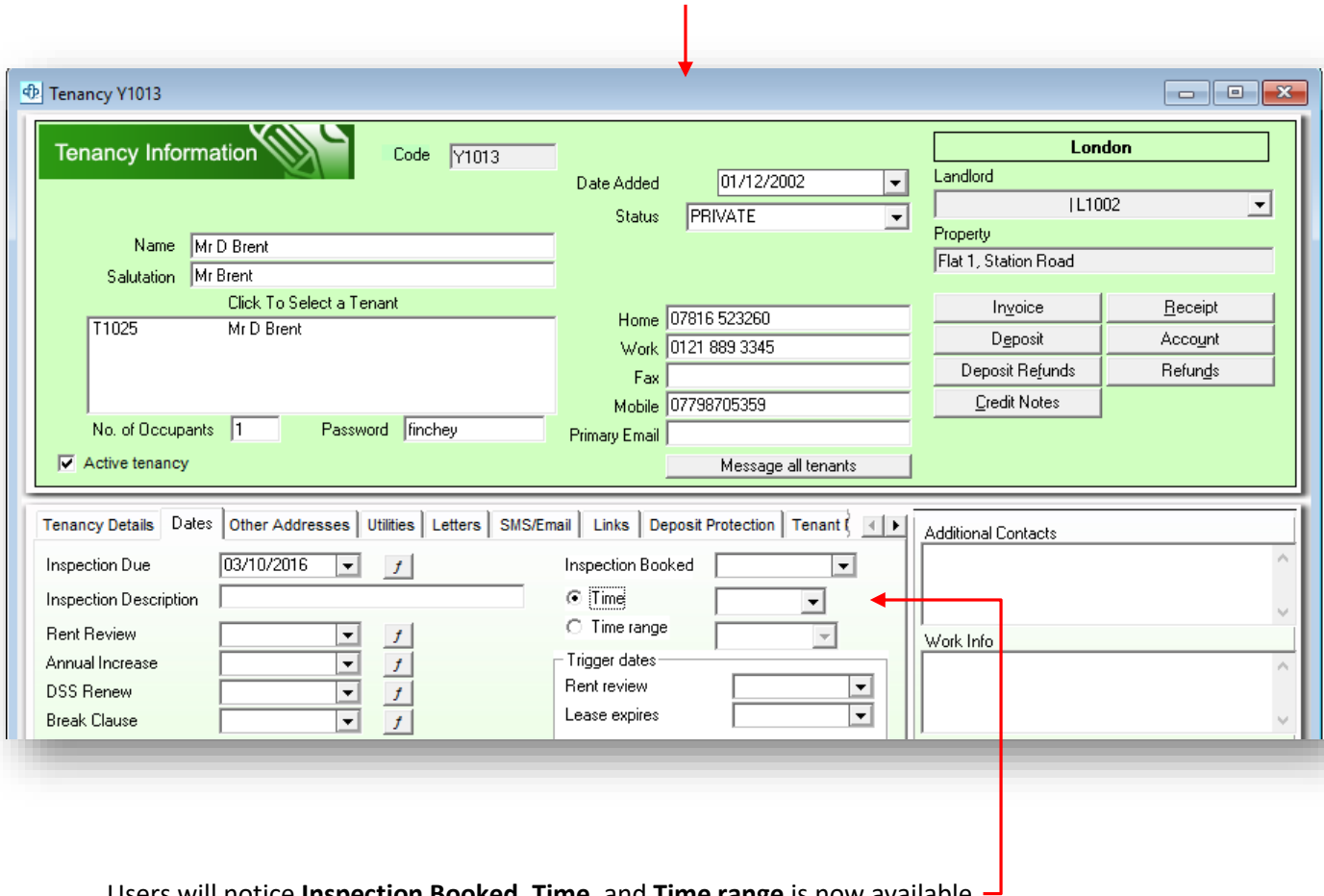
Accounts details between 01/Sep/2016 and 06/Oct/2017

Date	Reference	Description	Debit	Credit	Balance
		<b>Brought Forward Balance</b>			<b>-£1,200.00</b>
01/09/2016	1	Rent - 01/09/2016 to 30/09/2016.	£600.00	£0.00	-£1,800.00
01/10/2016	1	Rent - 01/10/2016 to 31/10/2016.	£600.00	£0.00	-£2,400.00
03/10/2016	RE03489	Amount Received	£0.00	£1,800.00	-£600.00
15/10/2016	RE03510	Amount Received	£0.00	£5,400.00	£4,800.00
01/11/2016	3	Rent - 01/11/2016 to 30/11/2016.	£600.00	£0.00	£4,200.00
01/12/2016	3	Rent - 01/12/2016 to 31/12/2016.	£600.00	£0.00	£3,600.00
01/01/2017	4	Rent - 01/01/2017 to 31/01/2017.	£600.00	£0.00	£3,000.00
01/02/2017	5	Rent - 01/02/2017 to 28/02/2017.	£600.00	£0.00	£2,400.00
01/03/2017	6	Rent - 01/03/2017 to 31/03/2017.	£600.00	£0.00	£1,800.00
<b>Full balance at end of period</b>					<b>£1,800.00</b>

"Funds Transfer" entries relating to the CTRNT and CPUNA transactions are then not listed.

## Inspection Additions

New items have been added to the **Tenancy** screen **Dates** tab for inspections.



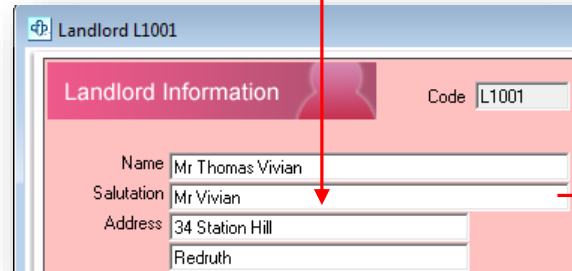
The screenshot shows the 'Tenancy Y1013' window. The 'Dates' tab is selected. The 'Inspection Due' is set to 03/10/2016. The 'Inspection Booked' dropdown menu is open, showing 'Time' (selected) and 'Time range' options. The 'Work Info' section on the right is also visible.

Users will notice **Inspection Booked, Time, and Time range** is now available.

## Landlord Salutation available in Payment Email

The **Landlord Salutation** field is now available in the email that accompanies landlord statements.

To use **Salutation** go to: **Defaults -> User Defaults -> Preferences -> Stationery** and select **Default Email / SMS Message Text**.



Landlord L1001

Landlord Information

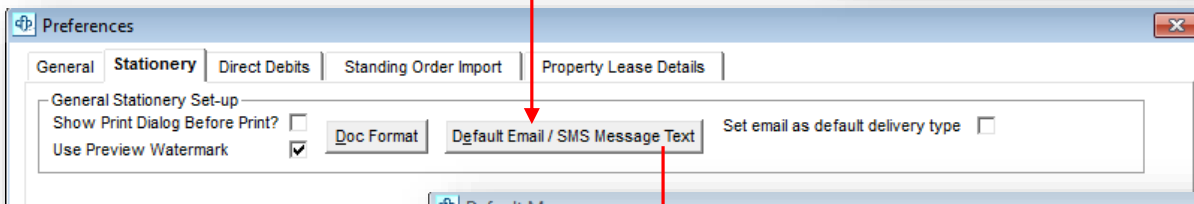
Code L1001

Name Mr Thomas Vivian

Salutation Mr Vivian

Address 34 Station Hill

Redruth



Preferences

General Stationery Set-up

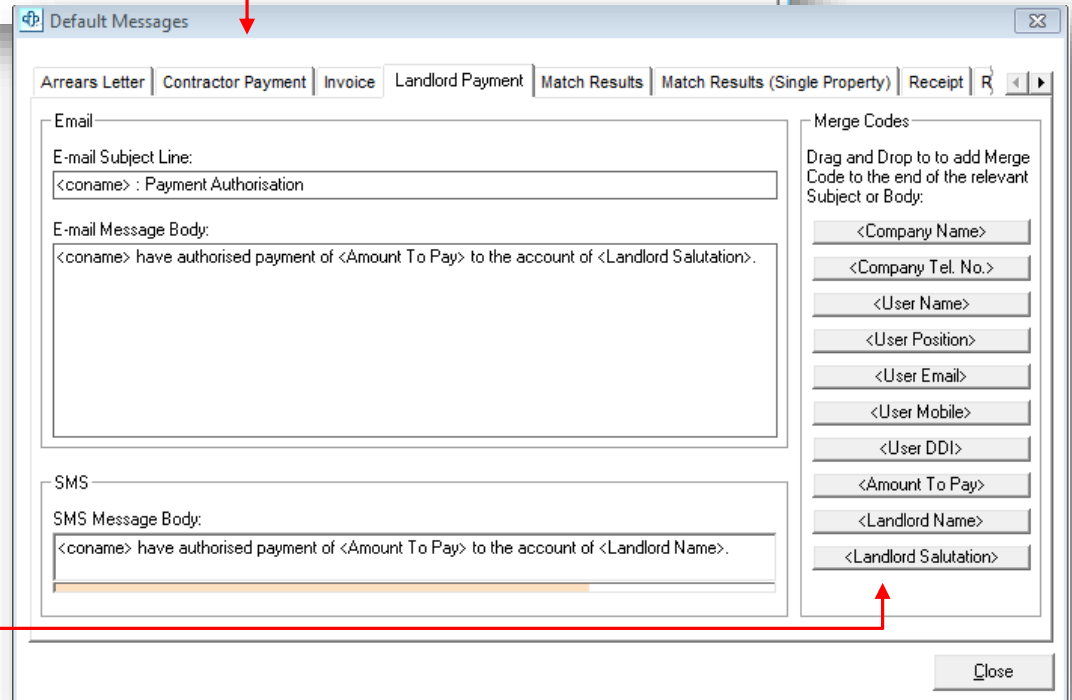
Show Print Dialog Before Print? ☐

Use Preview Watermark ☒

Doc Format

Default Email / SMS Message Text

Set email as default delivery type ☐



Default Messages

Arrears Letter Contractor Payment Invoice Landlord Payment Match Results Match Results (Single Property) Receipt R

Email

E-mail Subject Line:

<cname> : Payment Authorisation

E-mail Message Body:

<cname> have authorised payment of <Amount To Pay> to the account of <Landlord Salutation>.

SMS

SMS Message Body:

<cname> have authorised payment of <Amount To Pay> to the account of <Landlord Name>.

Merge Codes

Drag and Drop to to add Merge Code to the end of the relevant Subject or Body:

<Company Name>

<Company Tel. No.>

<User Name>

<User Position>

<User Email>

<User Mobile>

<User DDI>

<Amount To Pay>

<Landlord Name>

<Landlord Salutation>

Close

On the **Landlord Payment** tab you will find **Landlord Salutation**. To use it drag the button into **Message Body**.

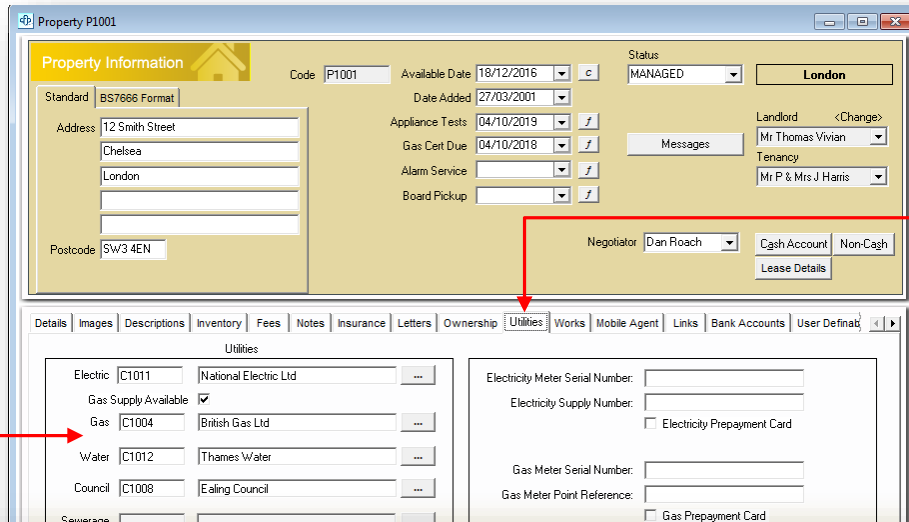
CFP Letting Agents, South West have authorised payment of £528.00 to the account of Mr Vivian.

If for any reason you are unable to open the attached file, please click on the link below for assistance.

<http://www.supportguide.co.uk>

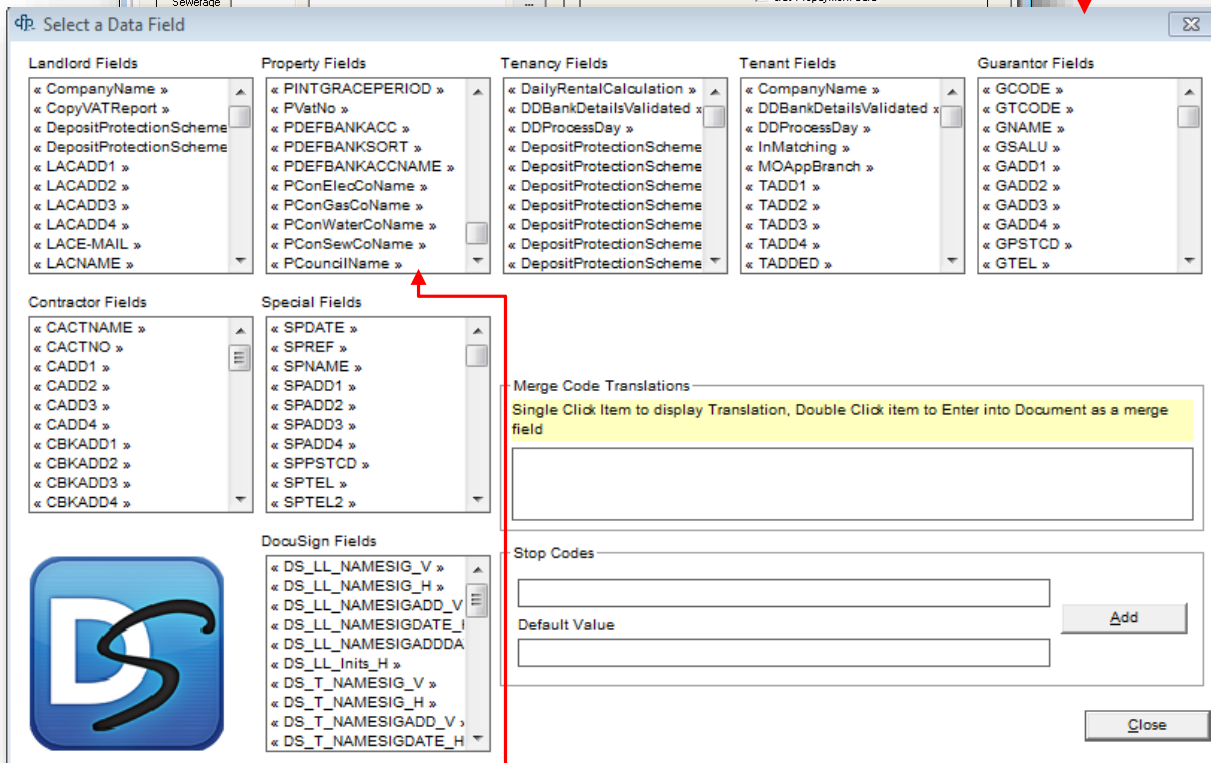
## New Merge Codes for Property Utilities

New merge codes have been added for **Contractors** selected as **Property Utilities**.



These are set on the  
**Property -> Utilities** tab.

They can be inserted into  
your documents by  
opening the **CFP Word  
Processor** and going to:  
**MailMerge -> Insert Field.**



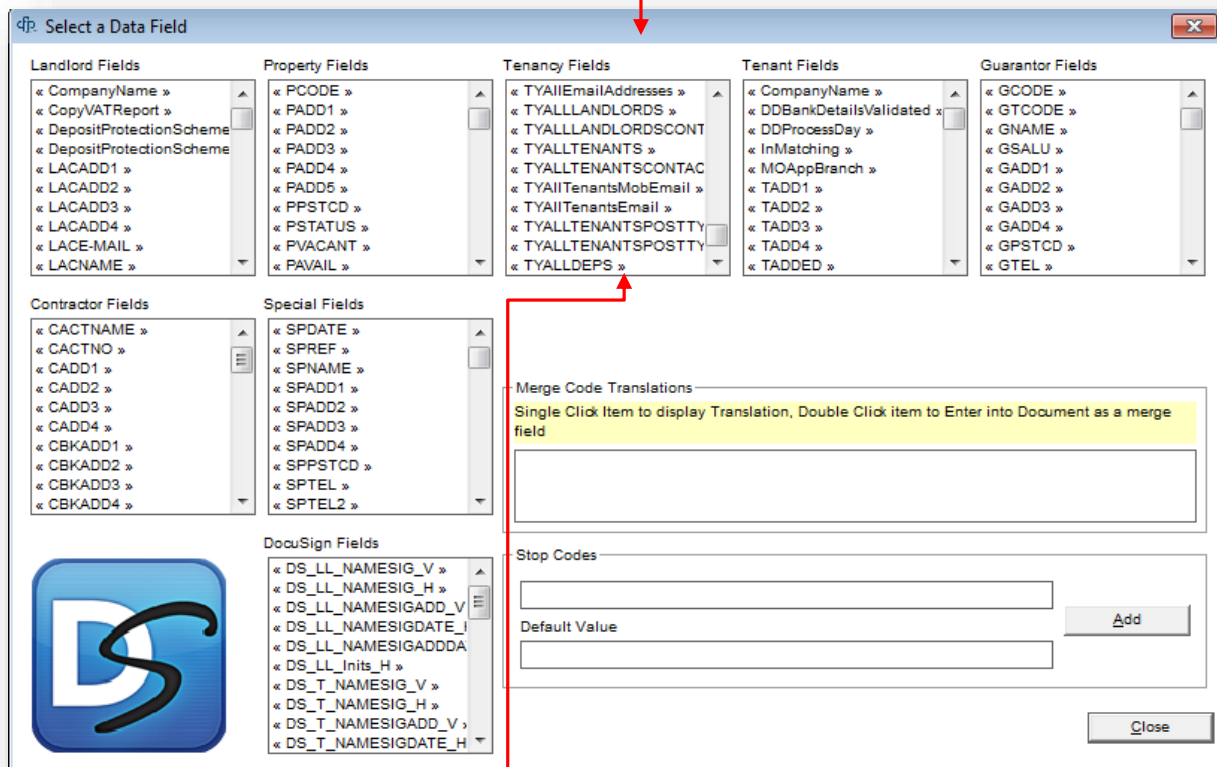
Under the **Property Fields** section you will now see:

- PConElecCoName      Company name of Property Contractor for Electric
- PConGasCoName      Company name of Property Contractor for Gas
- PConWaterCoName    Company name of Property Contractor for Water
- PConSewCoName      Company name of Property Contractor for Sewerage
- PCouncilName        Council name for the Property

## Tenant Merge Codes at Tenancy level

New Tenancy merge codes have been introduced in CFPwinMan 4.7.0.6. These allow Tenant information to be merged in documents that are produced at Tenancy level.

They can be inserted into your documents by opening the **CFP Word Processor** and going to:  
**MailMerge -> Insert Field.**



Under the **Tenancy Fields** section you will now see:

- TYAllEmailAddresses      All Email addresses associated with the Tenancy
- TYALLLANDLORDS      All Landlords names and addresses
- TYALLLANDLORDSCONTACT      All Landlords names, addresses, phone number and email
- TYALLTENANTS      All Tenant names and Tenant addresses
- TYALLTENANTSCONTACT      All Tenant names, addresses, emails, mobile and fax numbers
- TYAllTenantsMobEmail      All Tenants mobile numbers and primary email address
- TYAllTenantsEmail      All Tenants primary email addresses
- TYALLTENANTSPOSTTY      All Tenants names and post tenancy or forwarding address
- TYALLTENANTSPOSTTYCONTACT      All Tenants names, post tenancy or forwarding address, email, mobile, fax
- TYALLDEPS      All deposits received