CFP Software Ltd

CFPwinMan sdb

Version 4.7.0.6

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

Author: Nick Whitney – Updated: Tuesday, 17 October 2017

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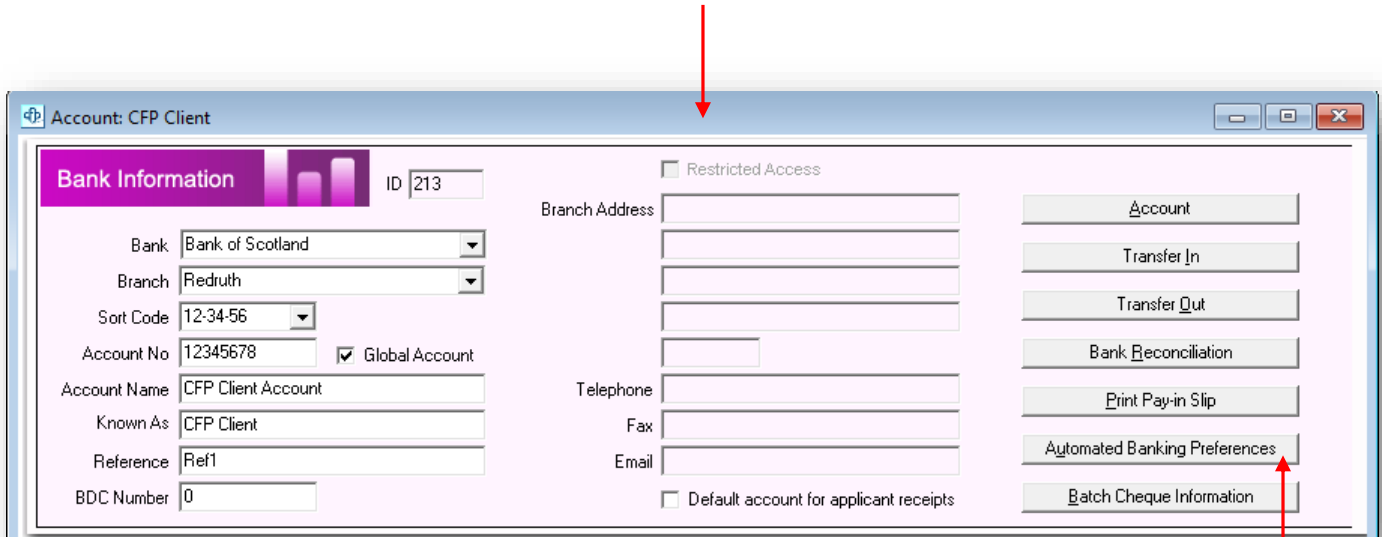
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Improvements in CFPwinMan version 4.7.0.6

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.
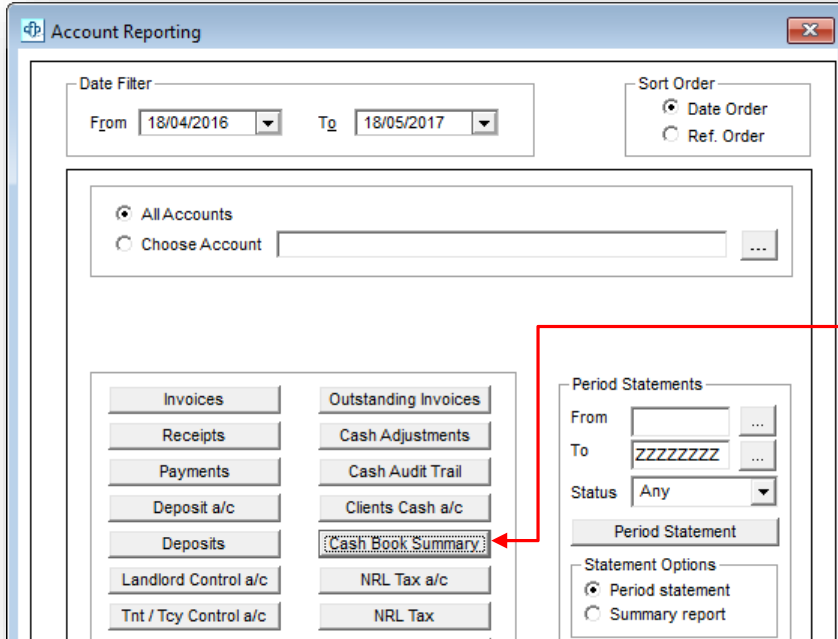
To use the format first select the relevant bank account:
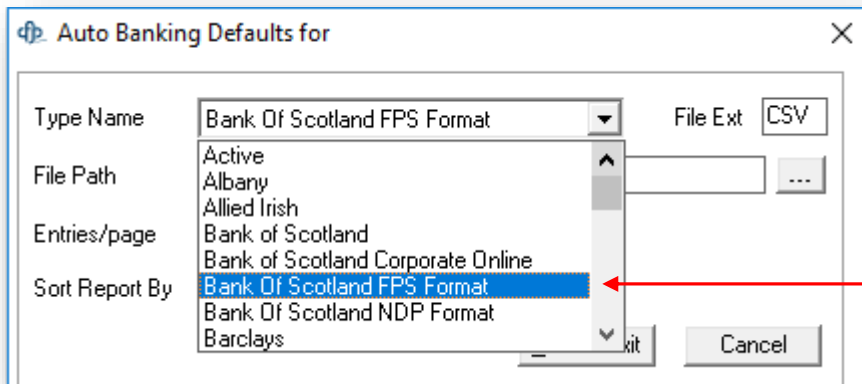
Then select **Automated Banking Preferences** and the new options are available to you.

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.

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

Items now list whether they have been **Reconciled**, and if so which **Batch** and the **Date Reconciled.**
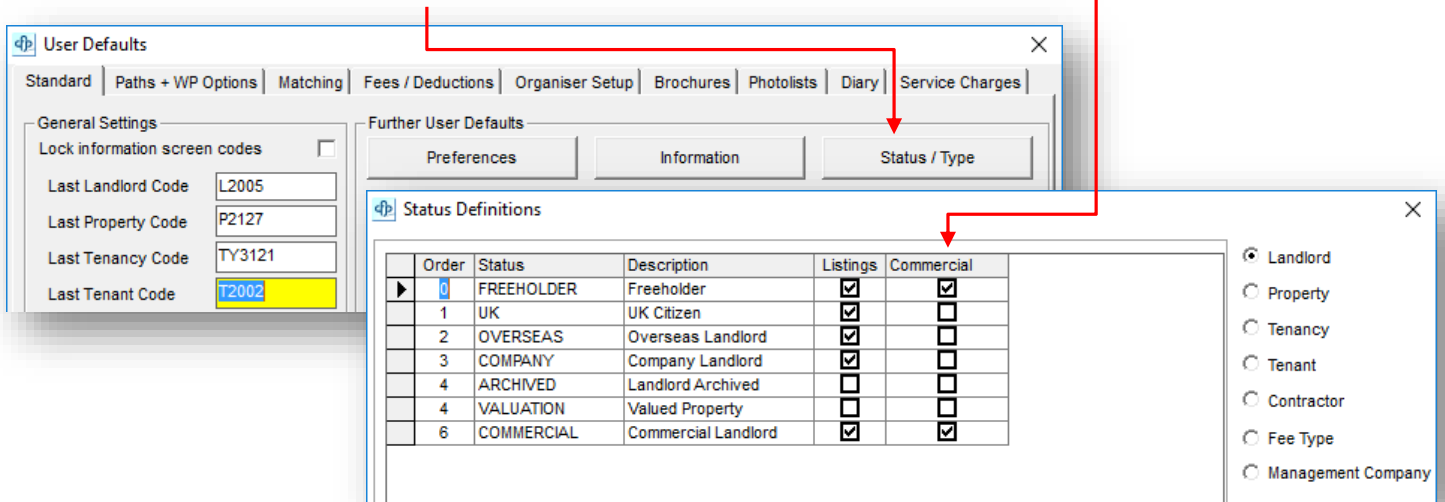
Date	Referen	Description	Debit	VAT	Credit	VAT	Balance	CompCode	User	LCODE	PCODE	TYCODE	TCODE	CCODE	Account	Reconciled	Batch	Date Reconciled
03/10/2016	55818	Payment to Contractor			£60.53		-£25,868.26	PCTOT	JJT					C1006	CFP Client Account	No	0	
03/10/2016	55819	Payment to HMRC			£457.80		-£25,410.46	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	AutoBank	Pay Agency Fees			£5,185.57		-£20,224.89	PATOT	JJT						CFP Client Account	No	0	
03/10/2016	RE03507	Total Received	£790.00				-£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	AutoBank	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	AutoBank	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**:

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

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.

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

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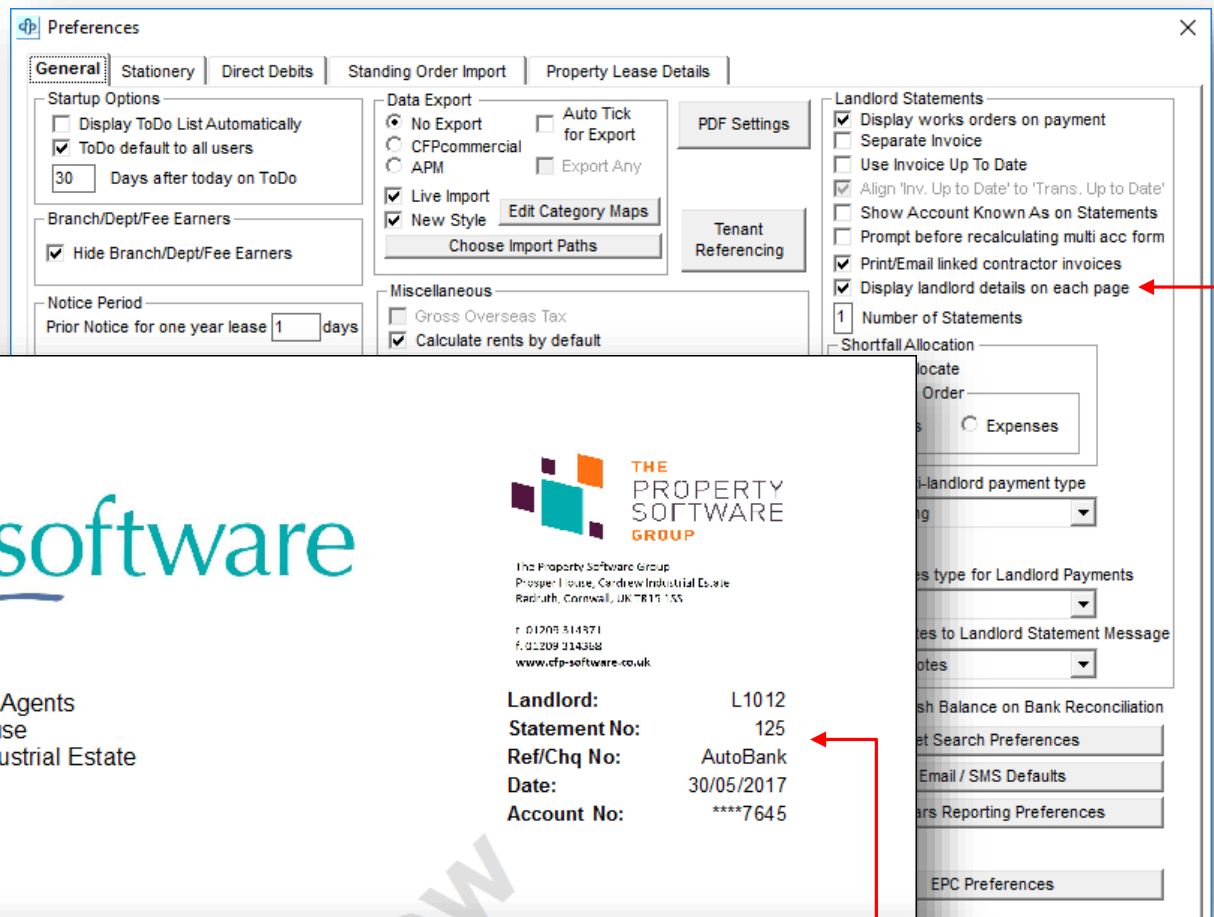
CFPwinMan Matching and Mailing now supports **Knowledge Centre**.
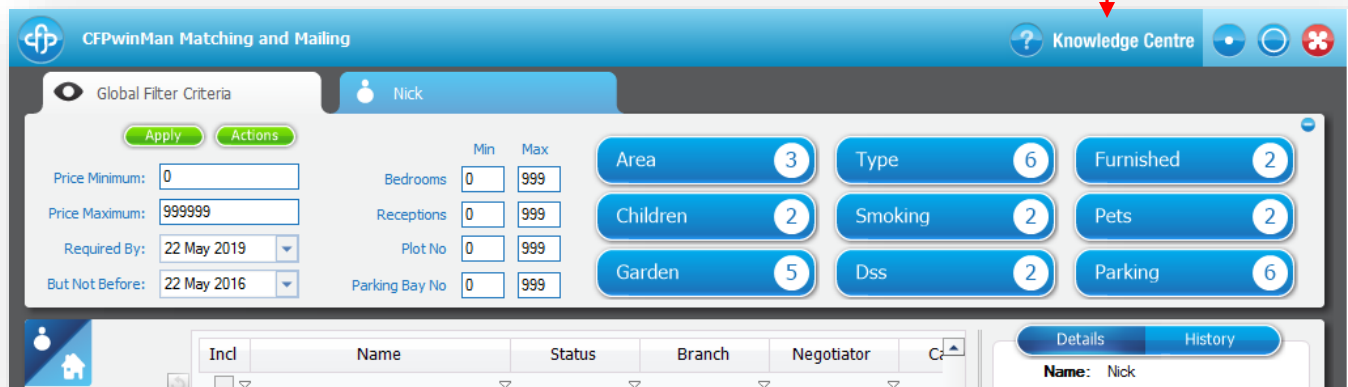
This will take you to the **Knowledge Centre** area for Match and Mail where you can retrieve information, learn how to use it and get tips on advanced functionality.

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.

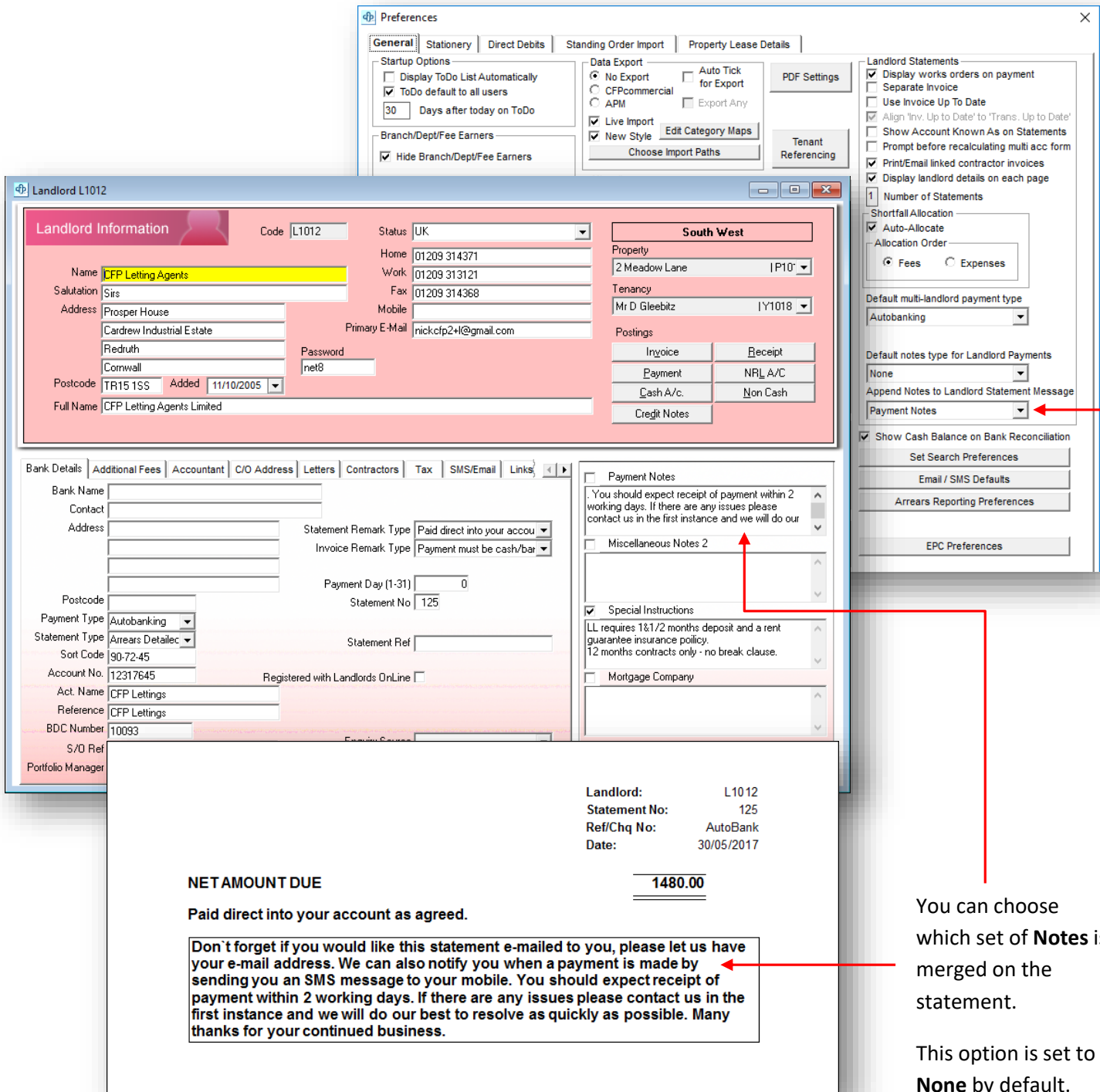The **Display landlord details on each page** option is found in the **Landlord Statements** area in **User Defaults -> Preferences -> General.**

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.**

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

This option is set to **None** by default.
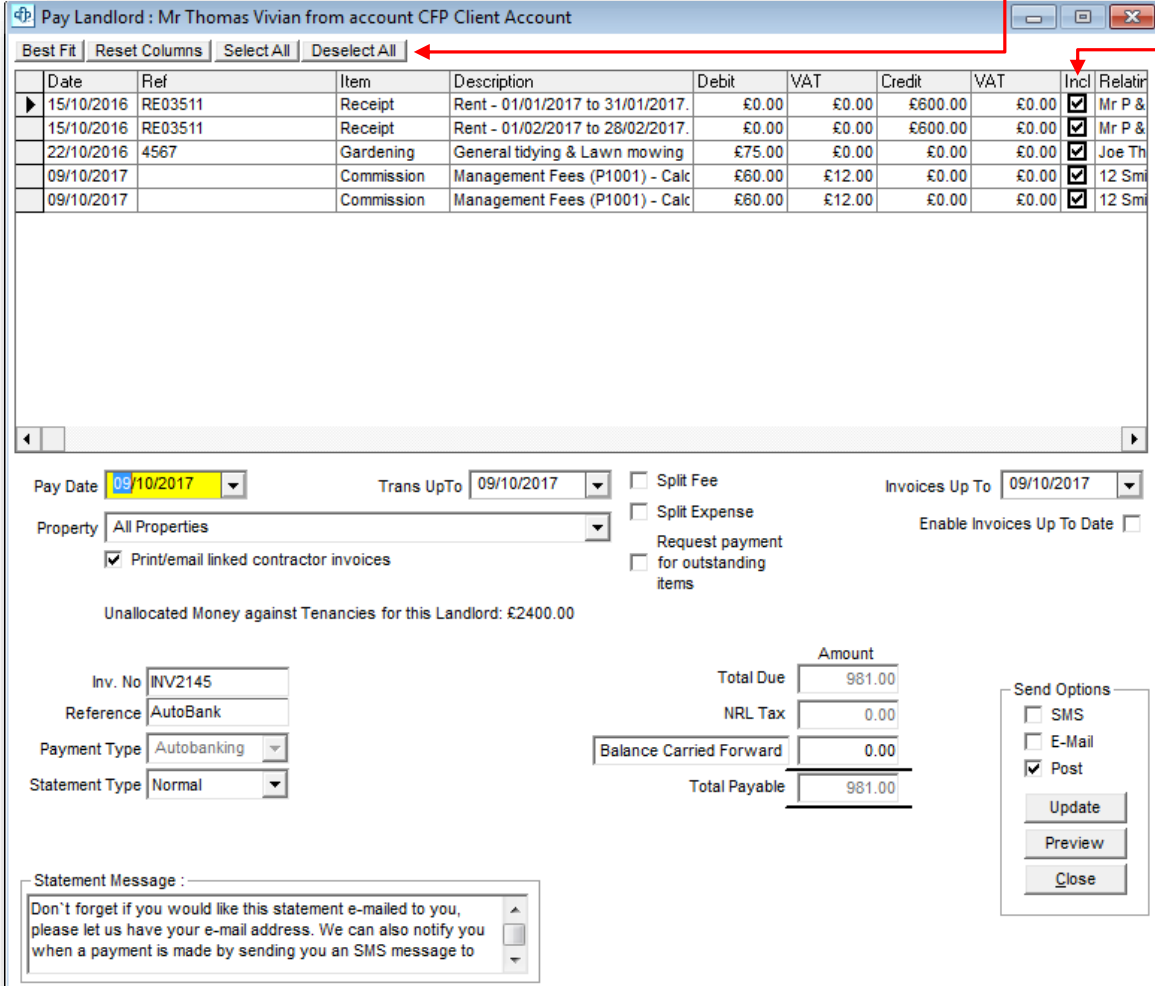
Please ensure that the contents of the relevant **Notes** fields are suitable for viewing by the Landlord before you select this option.

Select All / Deselect All for Landlord Payment Items

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

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

Multi–select in Property Add Photo
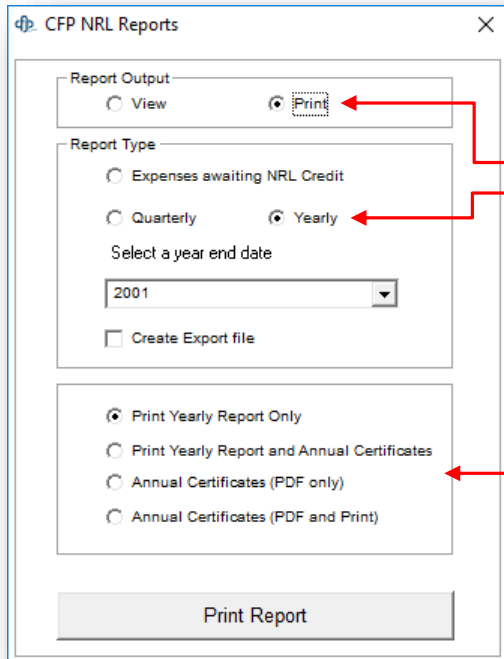
CFPwinMan now has the ability to select multiple images simultaneously when adding pictures to properties.

Property -> **Images** -> **Add Photo**
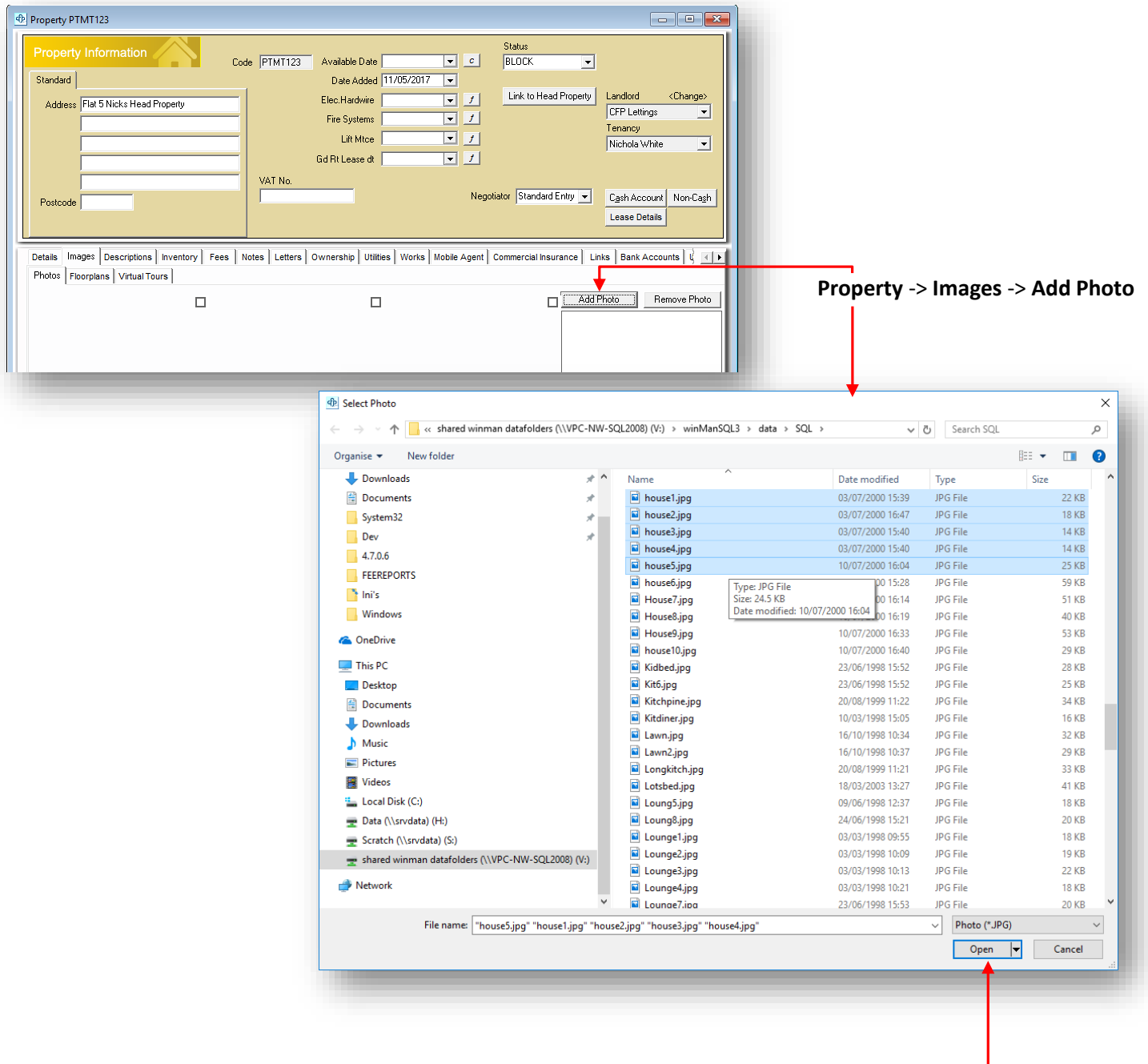
You can then select multiple files in the same manner as you do elsewhere in the Windows operating system. To select a block of files; left click on the first, hold the **Shift** key on your keyboard and left click on the last file. To select or unselect specific (not necessarily contiguous) files, hold 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.
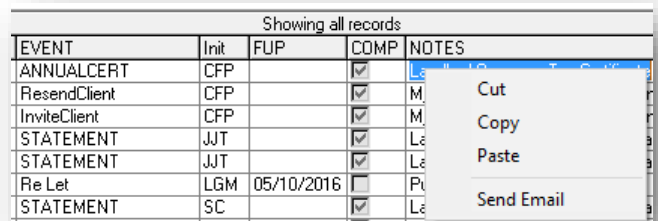
- **Annual Certificates (PDF only)**:
Yearly report is not produced. Landlord certificates are not printed but are saved as PDF and History Log entries are created from where they can be accessed.

- **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.
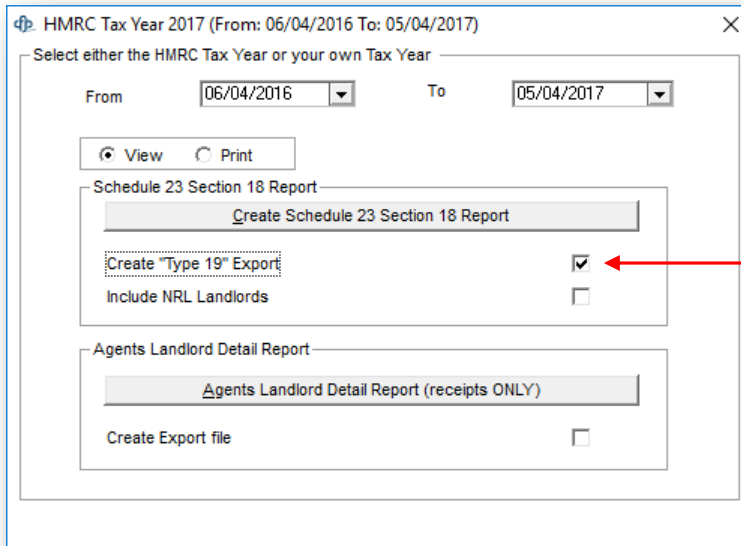

A new folder called ANNUALCERT is created to store all your certificates.

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**:

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.
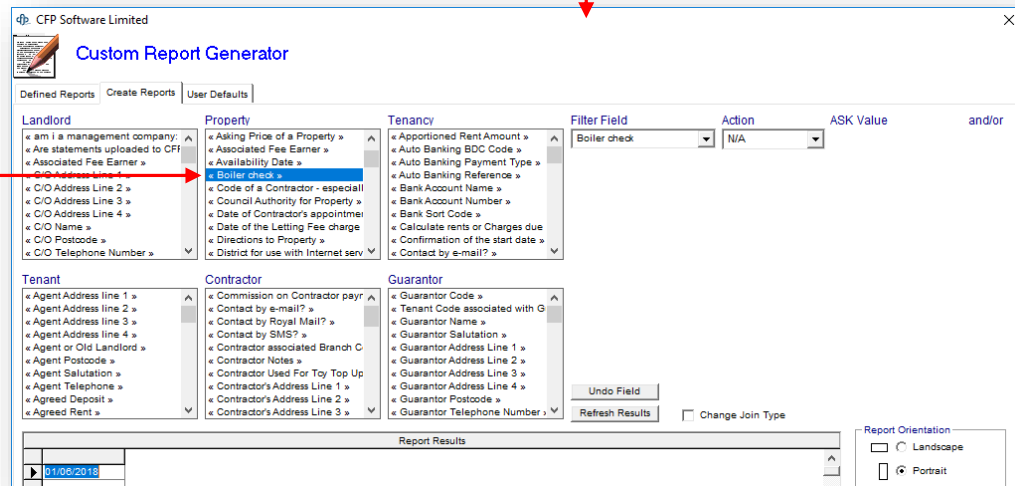
To add or edit your **User Definable Dates** go to **User Defaults** ->**Preferences** -> **Dates** -> **User Definable Dates** (tab):
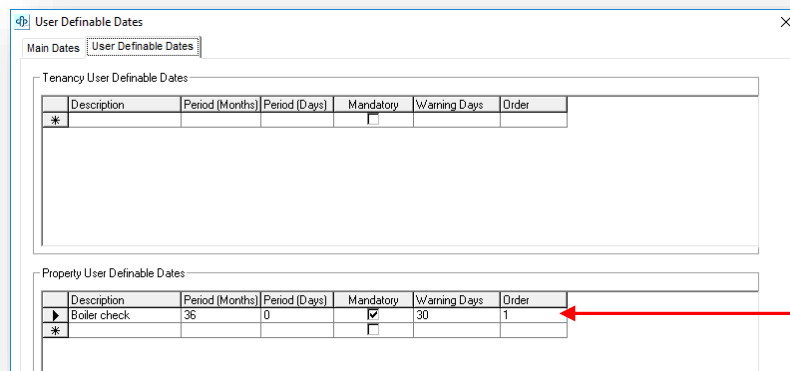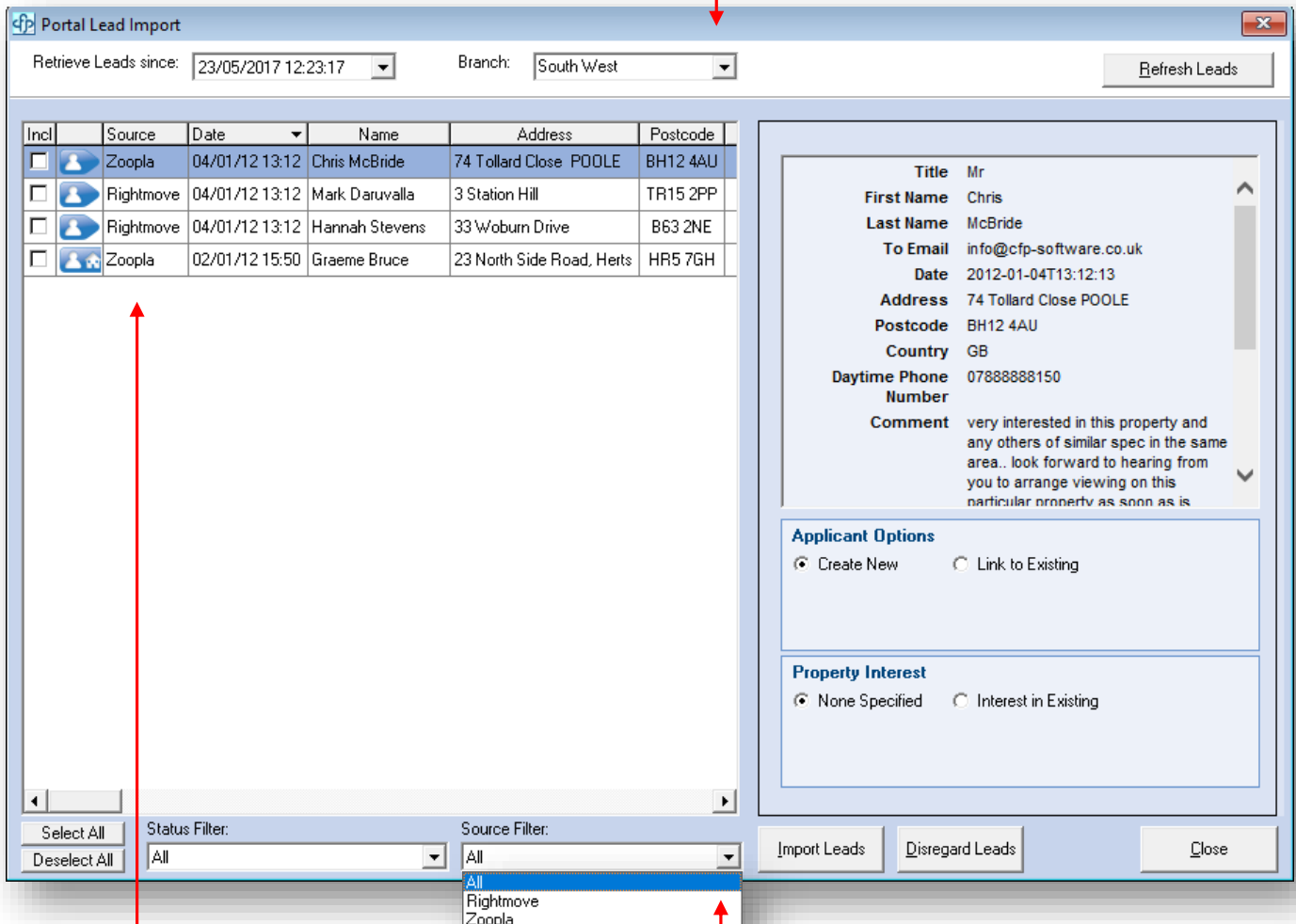
Zoopla Portal Lead Import

CFPwinMan now includes the ability to import leads from Zoopla.

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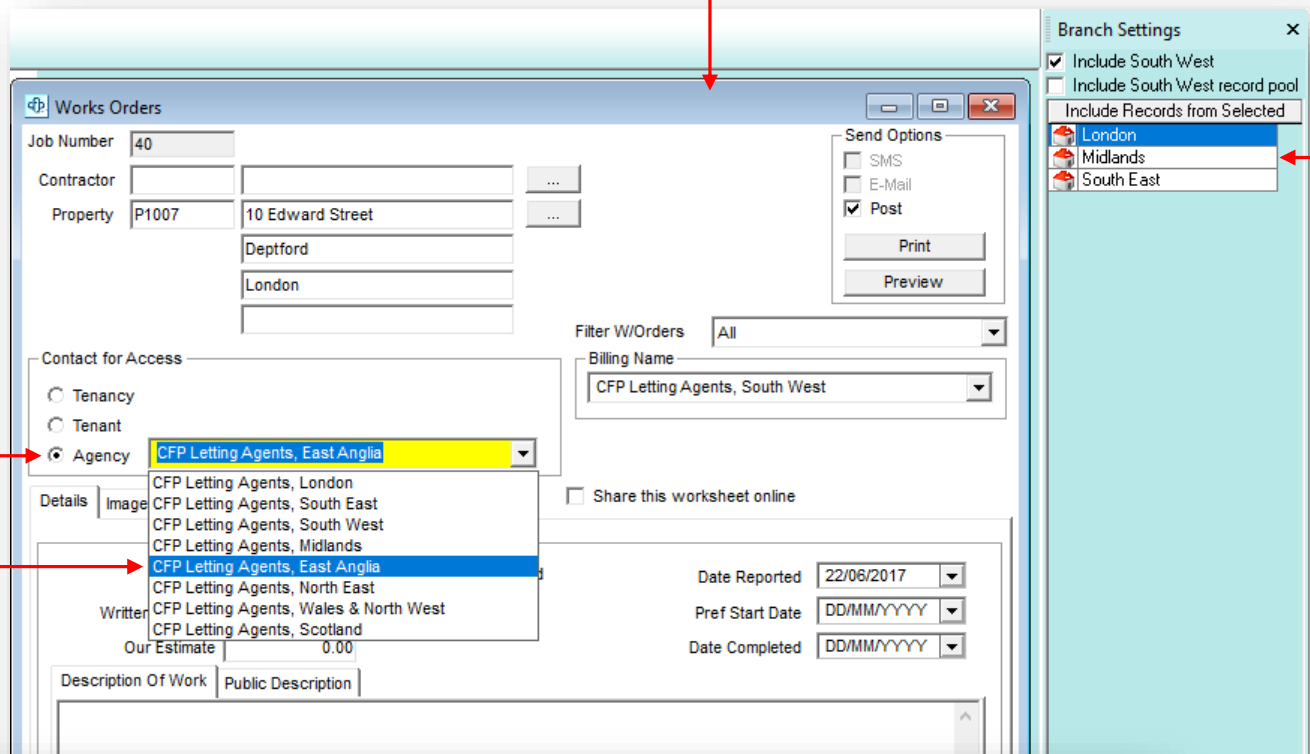

Leads from all your sources will appear in the list.

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 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.

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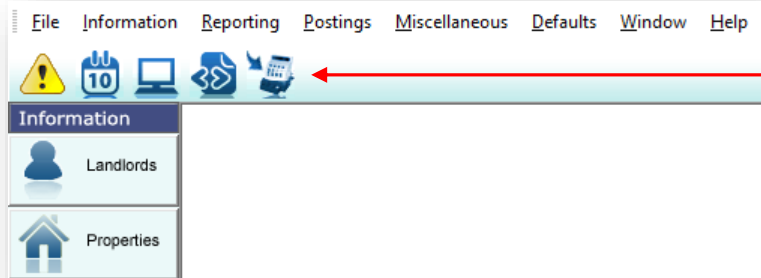
Users can access **Fast Track Receipts** via the icon on the main CFPwinMan menu bar.

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.

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** 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
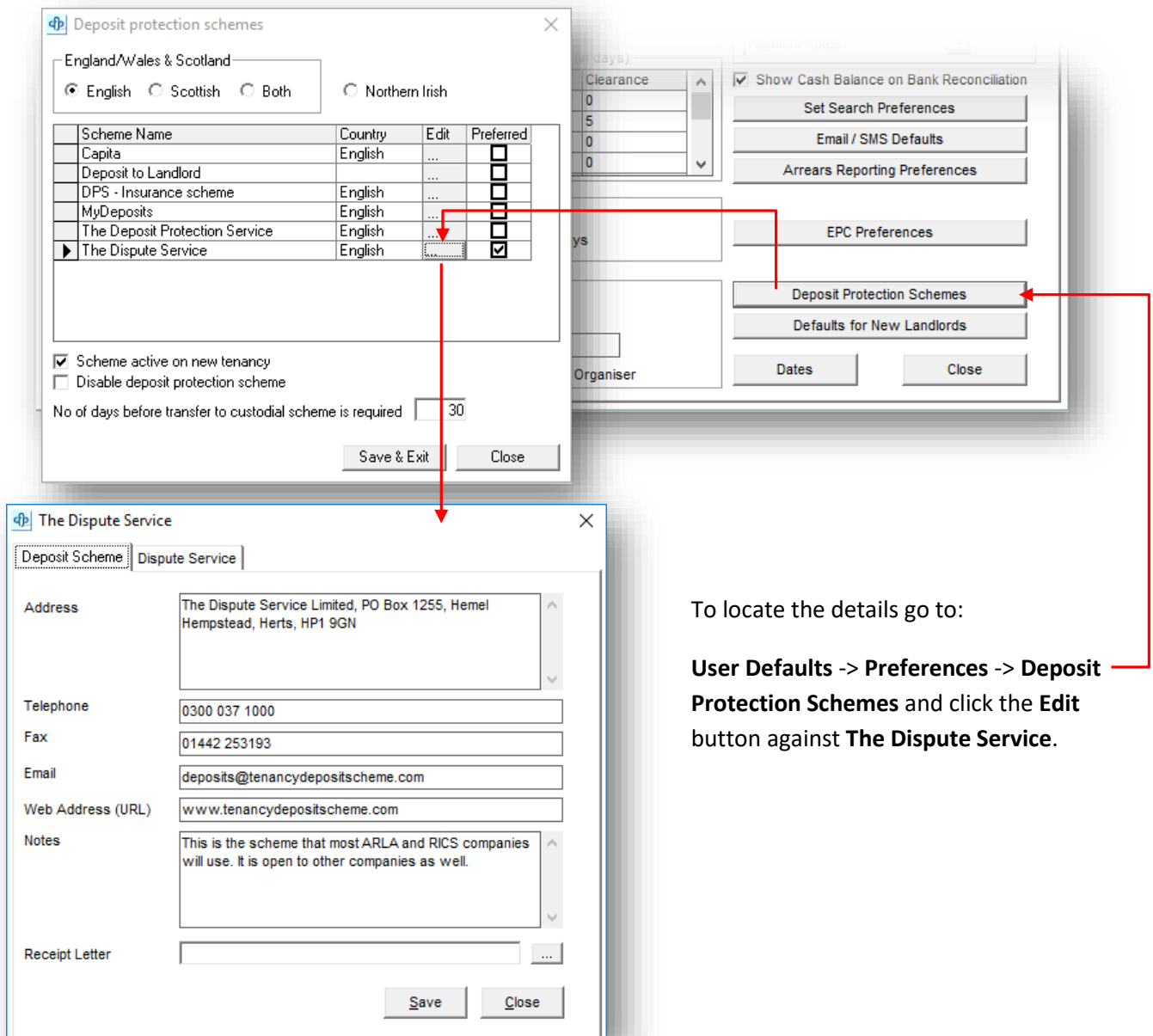
Herts HP1 9GN

Phone:	0300 037 1000
Email:	mailto:deposits@tenancydepositscheme.com
Fax:	01442 253193
Web:	http://www.tenancydepositscheme.com/
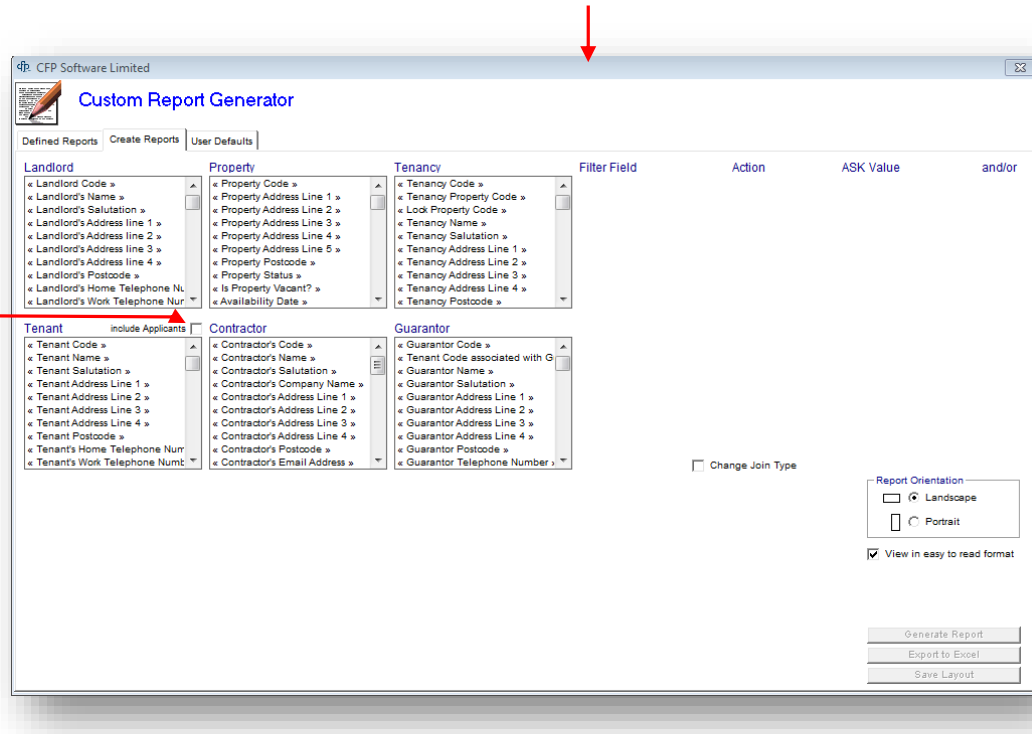
To locate the details go to:

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**.

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
			Totals	£7200.00	£0.00	£10200.00	£0.00	£1800.00	

○ 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 All (Excluding Transfers)
○ 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
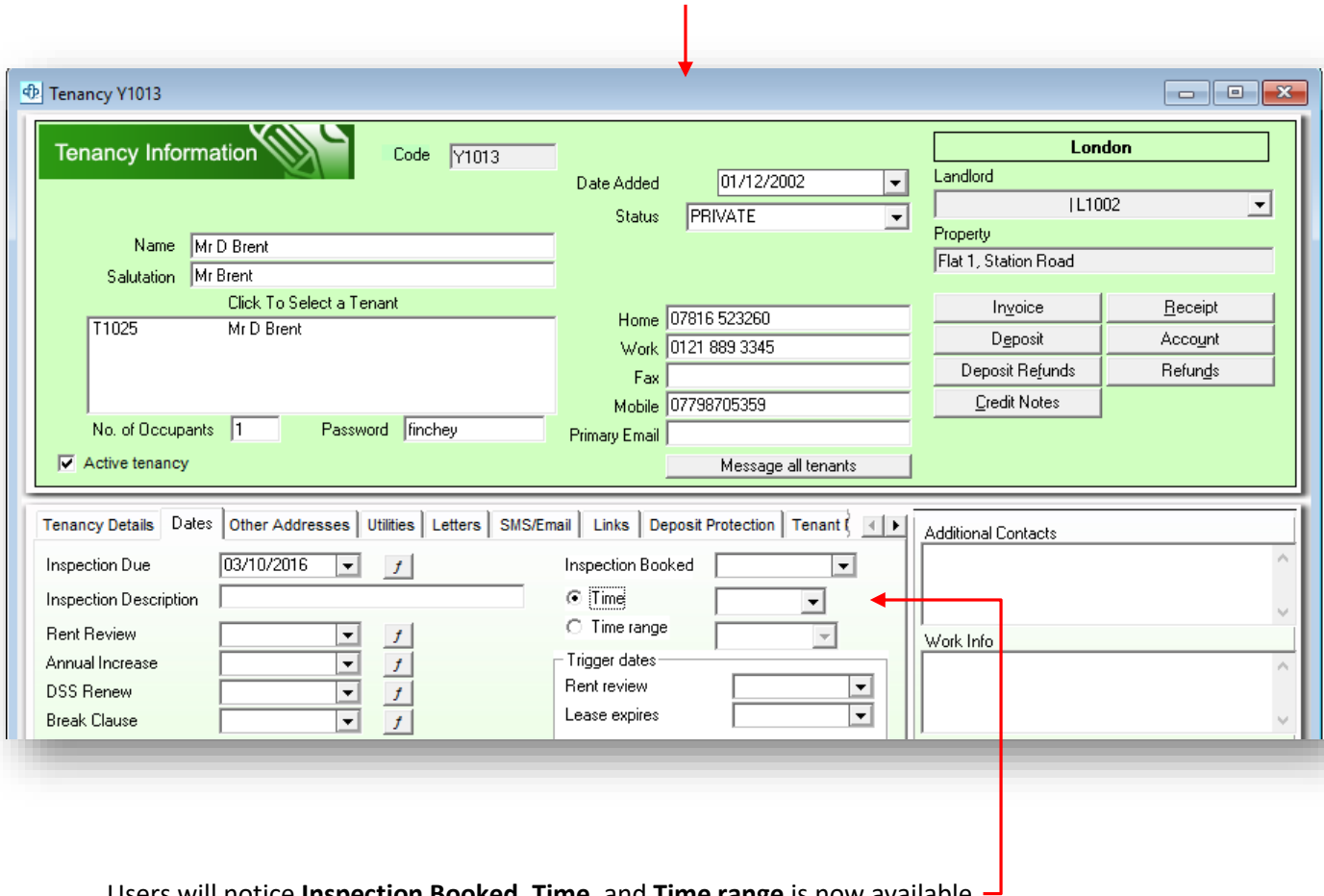### Relating to Property: 12 Smith Street Chelsea London
Accounts details between 01/Sep/2016 and 06/Oct/2017

Date	Reference	Description	Debit	Credit	Balance
		Brought Forward Balance			-£1,200.00
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
		Full balance at end of period			£1,800.00

"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.
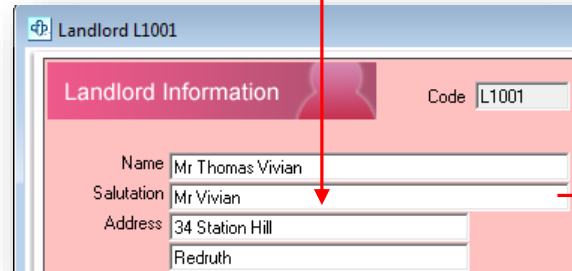

Users will notice **Inspection Booked**, **Time**, and **Time range** is now available.

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**.

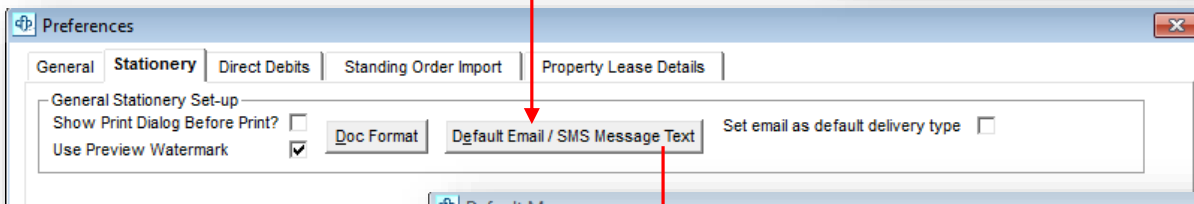On the **Landlord Payment** tab you will find **Landlord Salutation**. To use it drag the button into **Message Body**.
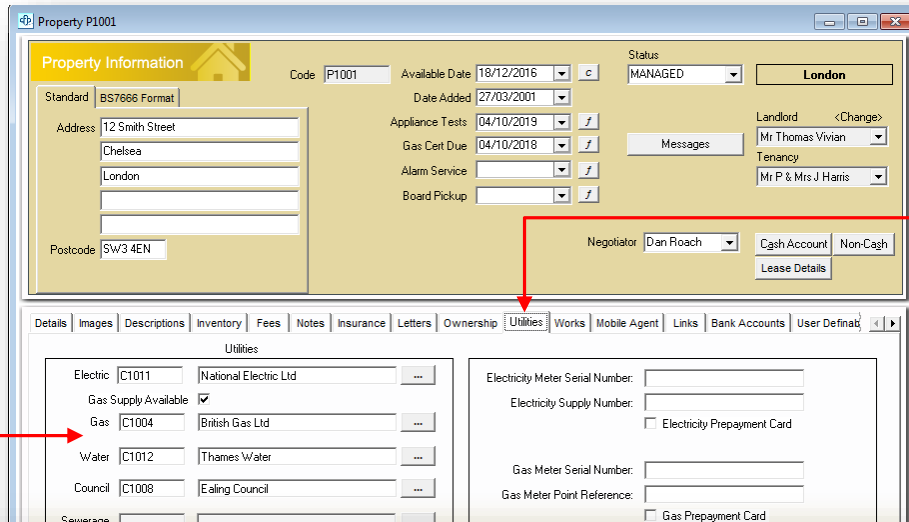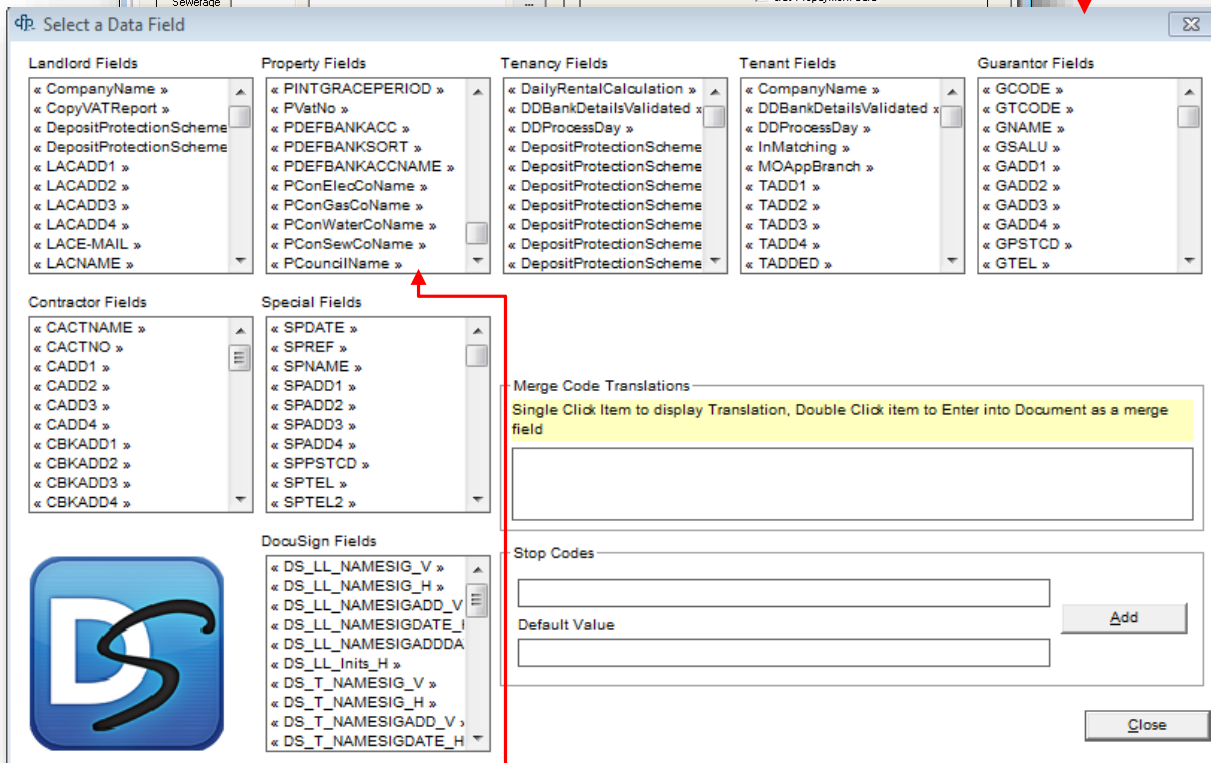
New Merge Codes for Property Utilities

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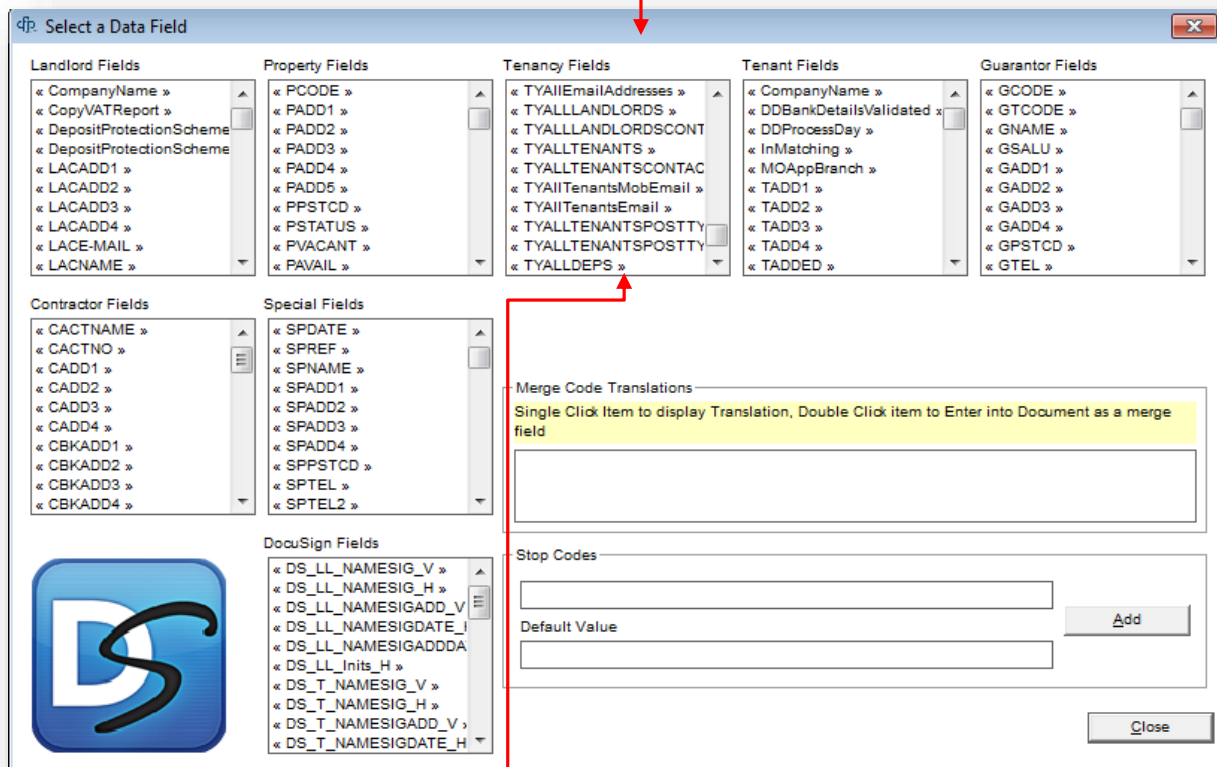
They can be inserted into your documents by opening the **CFP Word Processor** and going to: **MailMerge** -> **Insert Field**.

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