

CFP Software Ltd

CFPwinMan^{sdb}

Version 4.7.1.8

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Introduction

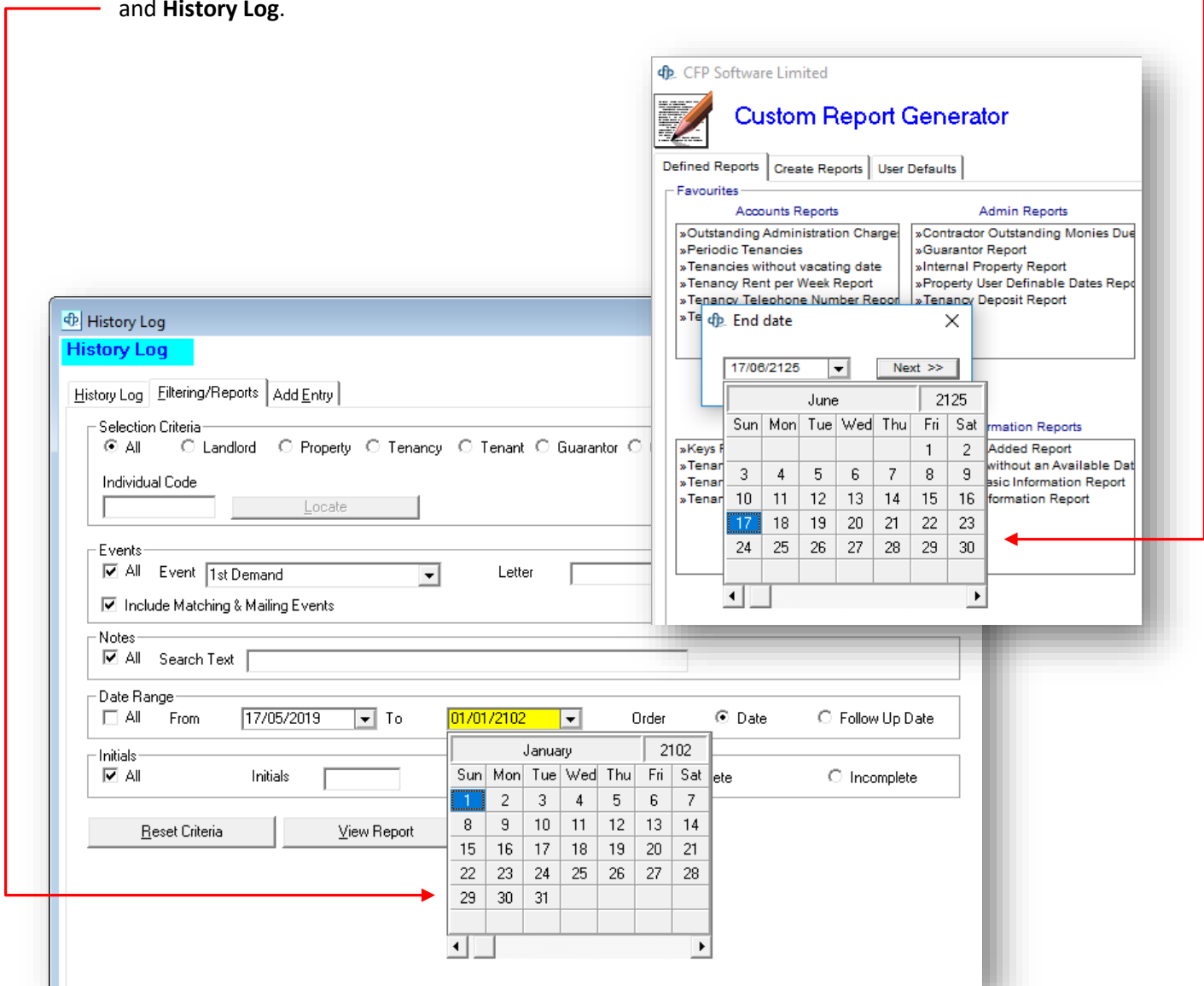
CFPwinMan Version 4.7.1.8 onwards now offers:

- 2101+ Dates on Custom Reports and History Log.
- Custom Report for Consent Preferences.
- Making Tax Digital Export for Fees.
- Statement filename for Landlord.
- Ad Hoc Bullet Points.
- Tenant Fees Act 2019: Clear all Fees buttons.
- Tenant Fees Act 2019: Deposit Warnings.
- Tenant Fees Act 2019: Renewals Report.
- Tenant Fees Act 2019: Start and Renewal on Organiser Arrears.
- User deactivation warnings.

Improvements in CFPwinMan version 4.7.1.8

2101+ Dates

CFPwinMan now accepts dates past 31st December 2100 on both the **Custom Report Generator** and **History Log**.

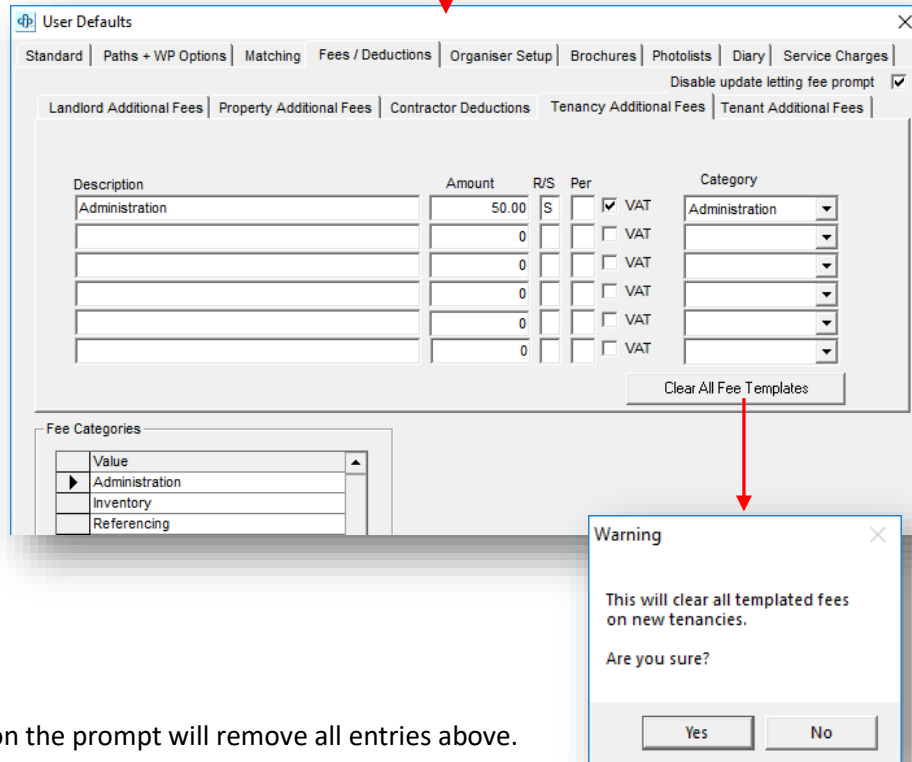


The screenshot displays two overlapping windows from the CFPwinMan software. The 'History Log' window is in the foreground, and the 'Custom Report Generator' window is behind it. Both windows feature date selection pop-ups. In the 'History Log' window, the 'Date Range' section shows a 'To' date of '01/01/2102' highlighted in yellow. A calendar pop-up for January 2102 is open, with the 1st of the month selected. In the 'Custom Report Generator' window, an 'End date' pop-up is open, showing a date of '17/06/2125'. A calendar pop-up for June 2125 is open, with the 17th of the month selected. Red arrows point from the text above to these specific date selection elements in both windows.

Clear All Fees buttons

New buttons easily remove all default fees for new tenants and tenancies.

They are found in **Defaults -> User Defaults -> Fees / Deductions -> Tenancy Additional Fees and Tenant Additional Fees.**

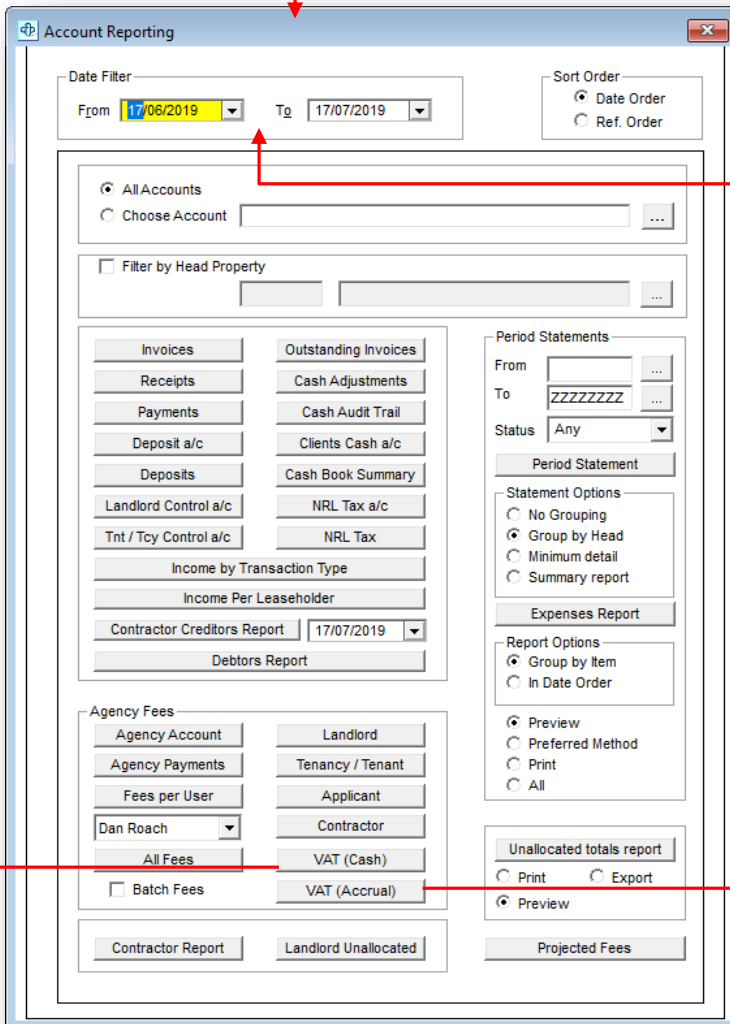


Clicking **Yes** on the prompt will remove all entries above.

Fees VAT Exports

New reports are available to export your fees for Making Tax Digital.

Go to **Reporting -> Accounts** then either **VAT (Cash)** or **VAT (Accrual)**.



Select your **Date** range.

Paid Date	Payment Ref	Branch	Client	Client Account	Contact Code	Contact Name	Contact Address	Our Ref	Property	Property Address	Property Mana	Charge to	Description	Nominal	Nominal Code	Description	Invoice	Net	VAT	Total	VAT Rate	VAT Rate Descr
23/01/2019	AutoBank	CFP Resi	8 The Mall Client	C1006	Mr P Roberts	23 Green Avenue		6				Supplier	Commission from Contractor Payment	PCCOM	Contractor Commission		2290	83	17	99	20	Standard Rate
23/01/2019	AutoBank	CFP Resi	8 The Mall Client	L1001	Nick Whitney				AutoBank	P1057	Shop 6, The Mall	COMMERCIAL	Landlord Management Fees (P1057) - Calc. at 12%	PLCOM	Landlord Commission		2218	252	50	302.4	20	Standard Rate
23/01/2019	AutoBank	CFP Resi	8 The Mall Client	L1001	Nick Whitney				AutoBank	P1056	Shops 4 and 5, The	COMMERCIAL	Landlord Management Fees (P1056) - Calc. at 12%	PLCOM	Landlord Commission		2218	654	131	784.8	20	Standard Rate
23/01/2019	AutoBank	CFP Resi	8 The Mall Client	L1001	Nick Whitney				AutoBank	P1055	Shop 3, The Mall	COMMERCIAL	Landlord Management Fees (P1055) - Calc. at 12%	PLCOM	Landlord Commission		2218	216	43	259.2	20	Standard Rate
23/01/2019	AutoBank	CFP Resi	8 The Mall Client	L1001	Nick Whitney				AutoBank	P1054	Shop 2, The Mall	COMMERCIAL	Landlord Management Fees (P1054) - Calc. at 12%	PLCOM	Landlord Commission		2218	270	54	324	20	Standard Rate

Item Date	Branch	Contact	Contact Name	Contact Address	Our Ref	Property	Property Address	Property Mana	Charge to	Description	Nominal	Nominal Code	Description	Invoice Number	Net Amount	VAT Amount	Total	VAT Rate %	VAT Rate Descr
24/06/2014	CFP Prop	C1010	Mrs Beryl Clark	124 North End Road,	1241				Supplier	Commission from Contractor Payment	PCCOM	Contractor Commission		2015	24	4.8	28.8	20	Standard Rate
24/06/2014	CFP Prop	C1010	Mrs Beryl Clark	124 North End Road, Danbury, Essex, , CM7 7EW					Supplier	Commission from Contractor Payment	PCCOM	Contractor Commission		2016	11	2.2	13.2	20	Standard Rate
24/06/2014	CFP Prop	C1010	Mrs Beryl Clark	124 North End Road,	2				Supplier	Commission from Contractor Payment	PCCOM	Contractor Commission		2017	7.4	1.48	8.88	20	Standard Rate
24/06/2014	CFP Prop	C1010	Mrs Beryl Clark	124 North End Road,	2				Supplier	Commission from Contractor Payment	PCCOM	Contractor Commission		2018	22.9	4.58	27.48	20	Standard Rate
24/06/2014	CFP Prop	L1001	Nick Whitney			AutoBank	P1053	Shop 1, The Mall, , COMMERCIAL	Landlord	Management Fees (P1053) - Calc. at 12%	PLCOM	Landlord Commission		2023	324	64.8	388.8	20	Standard Rate

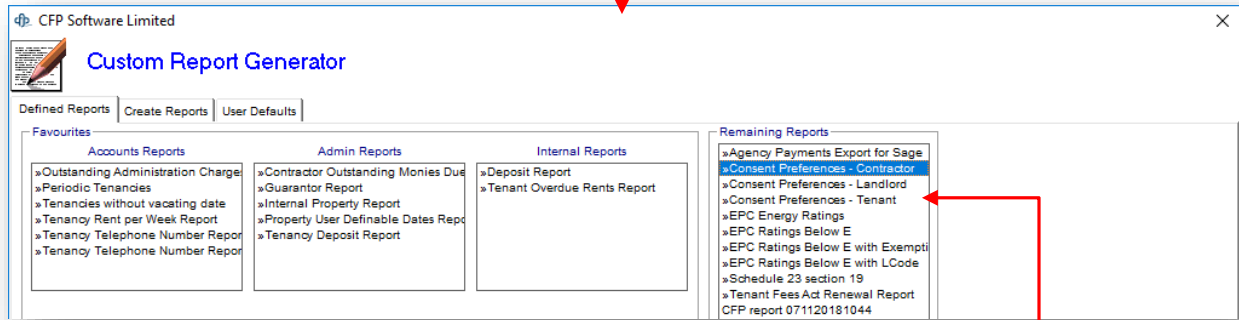
- Cash lists all items that have been included in agency payments.
- Accrual lists all fees raised.

You may need to create a new mapping in your accounting software to import the file.

Consent Preferences reports

Reports to display your contacts consent preferences are now available.

You can access these via **Reporting -> General -> Custom -> Finished.**



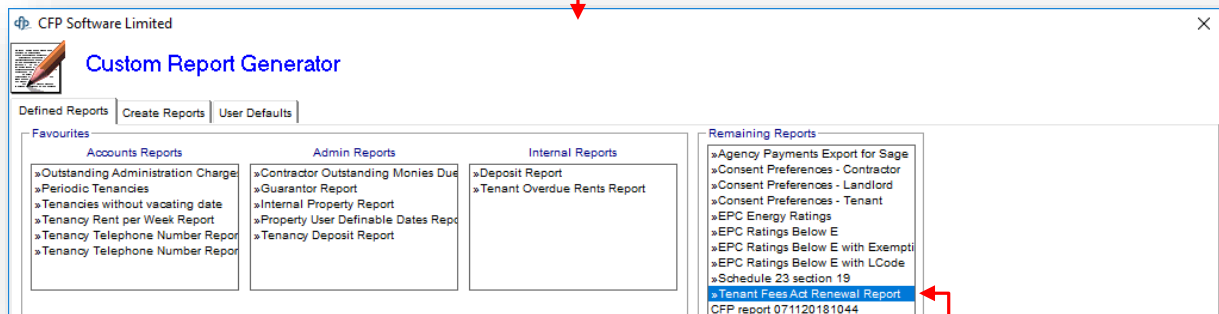
Three are available. Select your desired report and then **Generate Report.**

Consent Preferences - Tenant							
Code	Name	Status	General	Marketing	Property	Matching	Movelt
T1001	Mr Hall	COMMERCIAL	Unknown	Unknown	No	No	Yes
T1002	Mr White	COMMERCIAL	Unknown	Unknown	No	No	Yes
T1003	Mr Baker	COMMERCIAL	Unknown	Unknown	No	No	Yes
T1004	Mrs S Kurt	COMMERCIAL	Unknown	Unknown	No	No	No
T1005	Mr Cutter	COMMERCIAL	Unknown	Unknown	No	No	No
T1006	Mr D Edward	PRIVATE	Unknown	Unknown	No	No	No

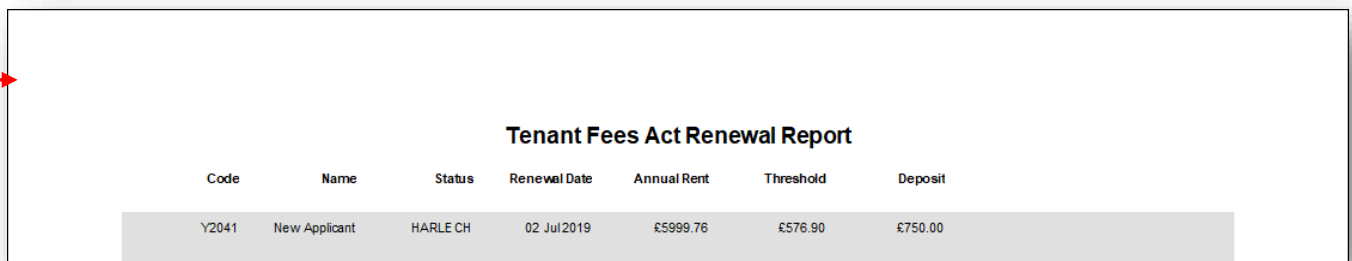
Renewal report

A **Renewal Report** for the Tenant Fees Act 2019 is now available.

To run it, go to: **Reporting -> General -> Custom -> Finished.**



Select **Tenant Fees Act Renewal Report** and then **Generate Report.**



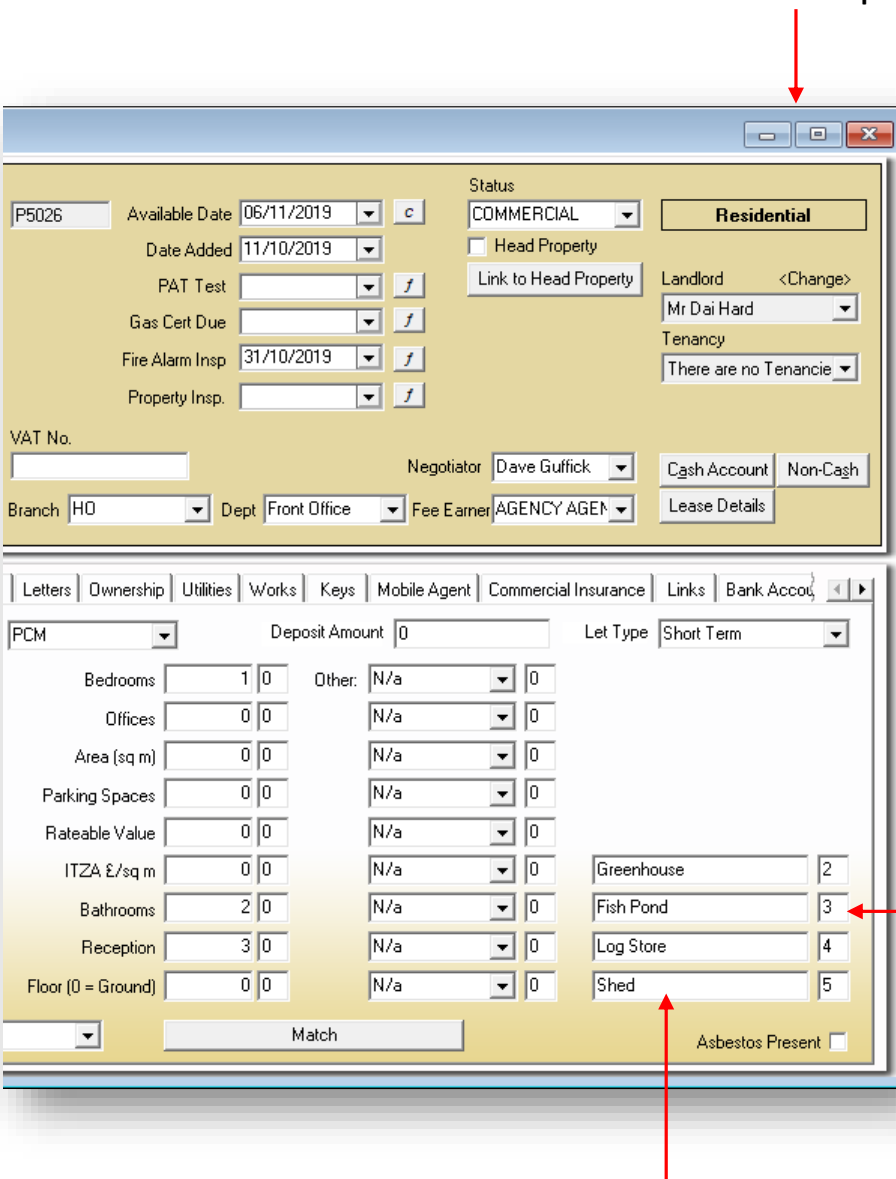
The screenshot displays the 'Tenant Fees Act Renewal Report' with a table of results. The table has seven columns: Code, Name, Status, Renewal Date, Annual Rent, Threshold, and Deposit. One row of data is shown for a tenancy with code Y2041.

Code	Name	Status	Renewal Date	Annual Rent	Threshold	Deposit
Y2041	New Applicant	HARLE CH	02 Jul 2019	£5999.76	£576.90	£750.00

The report displays information for tenancies with a **Renewal Date** set in the future and total receipts of **Deposit Held** that are over the Maximum Permitted Deposit (**Threshold**) for each tenancy. This includes funds transferred to the Custodial Deposit Scheme.

Ad Hoc Bullet Points

New items for **Bullet Points** have been added to the **Property Information** form.



The screenshot shows a software window titled 'Property Information' for property P5026. The form includes various fields for dates, status, and negotiator. At the bottom, there is a section for 'Ad Hoc Bullet Points' with a table of items and their positions.

Item	Position
Greenhouse	2
Fish Pond	3
Log Store	4
Shed	5

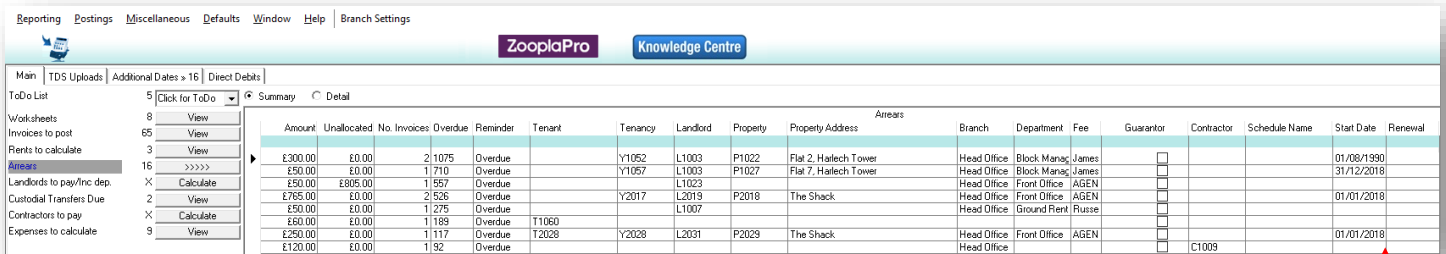
Like the other bullet points they require a number to signify in what position they are listed.

The Ad Hoc bullet points are free type, so do not require any additional set up in Defaults and can be completely different for each property.

They are listed appropriately on your brochures and property portals.

Organiser Arrears Start and Renewal

Tenancy **Start** and **Renewal** dates are now available on **Organiser -> Arrears**.



The screenshot shows the ZooplaPro software interface with the 'Arrears' table displayed. The table has the following columns: Amount, Unallocated, No. Invoices, Overdue, Reminder, Tenant, Tenancy, Landlord, Property, Property Address, Branch, Department, Fee, Guarantor, Contractor, Schedule Name, Start Date, and Renewal. The 'Renewal' column is highlighted with a red arrow.

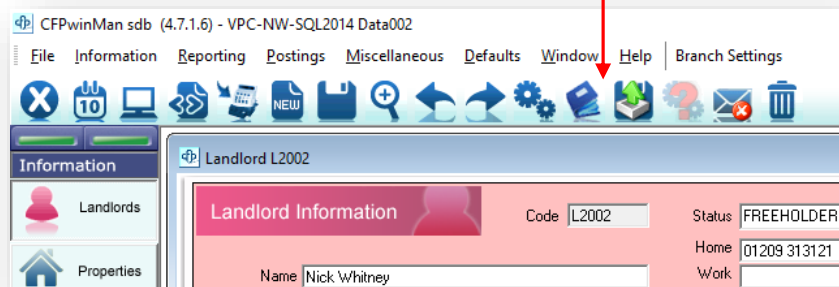
Amount	Unallocated	No. Invoices	Overdue	Reminder	Tenant	Tenancy	Landlord	Property	Property Address	Branch	Department	Fee	Guarantor	Contractor	Schedule Name	Start Date	Renewal
£300.00	£0.00	2	1075	Overdue		Y1052	L1003	P1022	Flat 2, Halesch Tower	Head Office	Block Manag	James				01/08/1990	
£50.00	£0.00	1	710	Overdue		Y1057	L1003	P1027	Flat 7, Halesch Tower	Head Office	Block Manag	James				31/12/2018	
£50.00	£805.00	1	557	Overdue			L1023			Head Office	Front Office	AGEN					
£765.00	£0.00	2	526	Overdue		Y2017	L2019	P2018	The Shack	Head Office	Front Office	AGEN				01/01/2018	
£90.00	£0.00	1	275	Overdue			L1007			Head Office	Ground Rent	Russe					
£60.00	£0.00	1	169	Overdue	T1060												
£250.00	£0.00	1	117	Overdue	T2028	Y2028	L2031	P2029	The Shack	Head Office	Front Office	AGEN				01/01/2018	
£120.00	£0.00	1	92	Overdue						Head Office				C1009			

As there are quite a few fields in the list, you will probably need to scroll right to see the new columns.

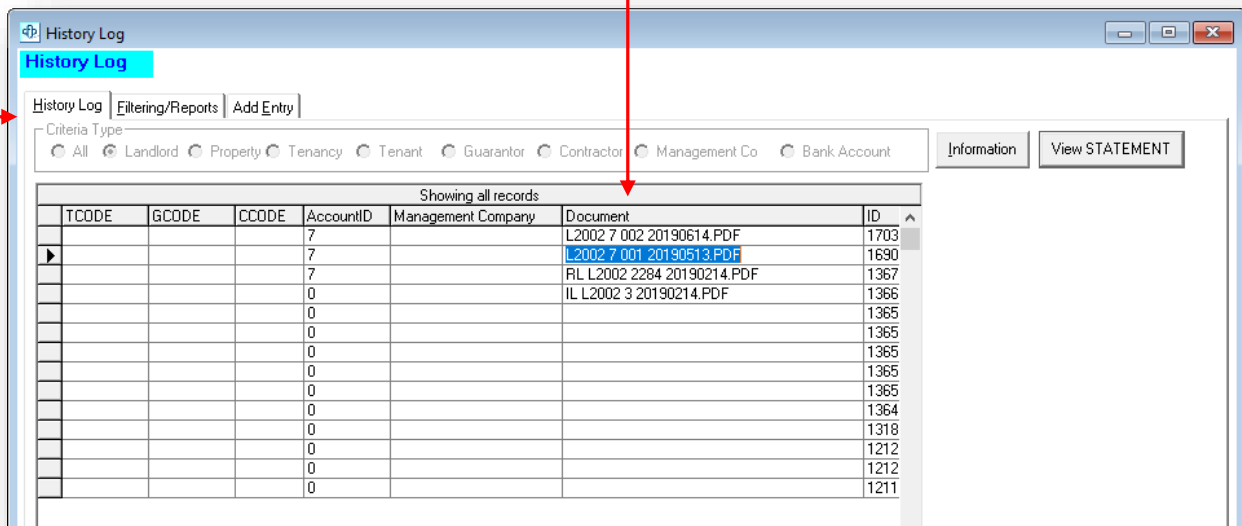
Statement Document on Landlord History Log

To assist in the location of landlord statements, users of CFPwinMan will notice that the statement filename is now available on the History Log.

Go to **Landlord** and select **History Log** on the main toolbar.

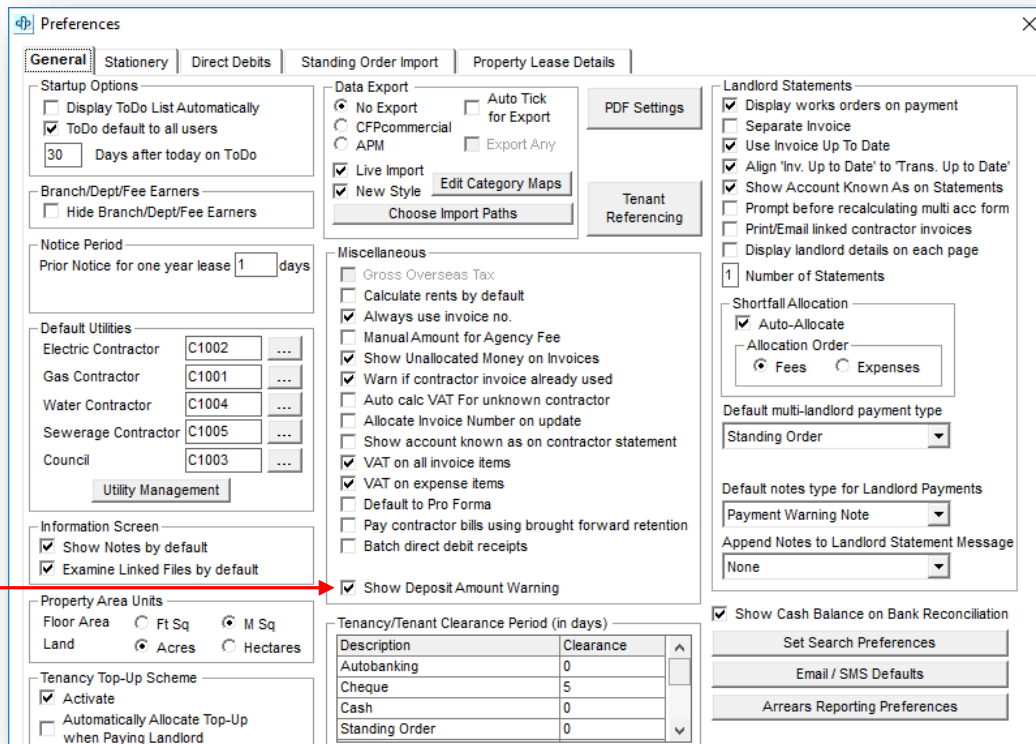
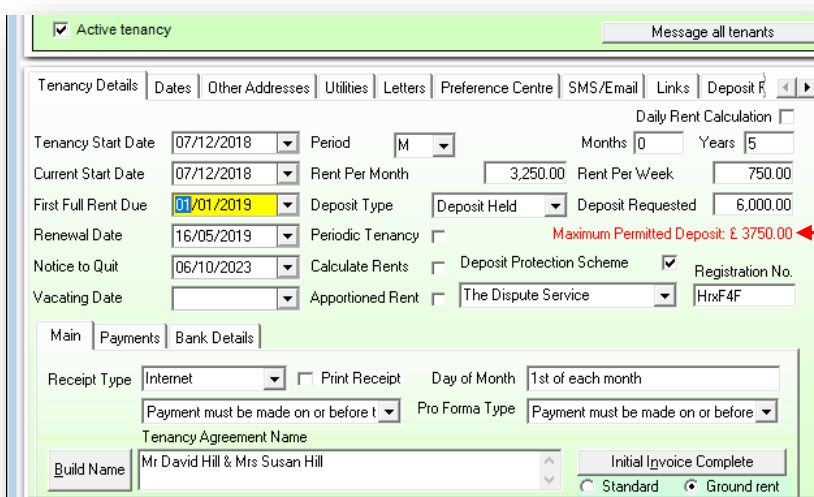


Scroll right on the grid until the **Document** column is visible, which displays the document filename.



Tenant Fees Act 2019 updates

We have made updates to CFPwinMan in version 4.7.1.8 to support the Tenant Fees Act 2019 (the Act). Functionality relating to these changes is controlled by a tick box called **Show Deposit Amount Warning** found in **User Defaults -> Preferences**. This is enabled by default:

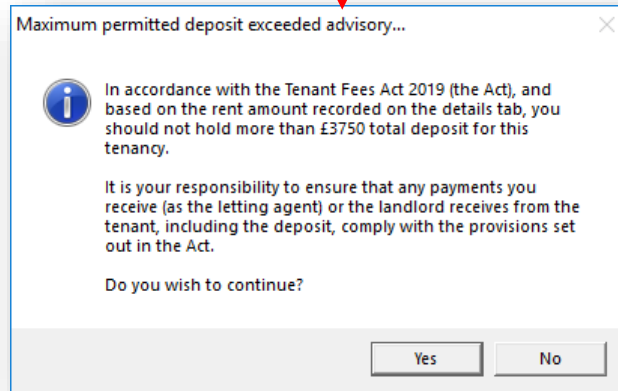
Description	Clearance
Autobanking	0
Cheque	5
Cash	0
Standing Order	0

Users will notice a label on the **Tenancy Information** screen **Tenancy Details** tab stating **Maximum Permitted Deposit**.

This label updates to the maximum allowed deposit under the Act when either **Rent Per Month** or **Rent Per Week** amounts are changed. This is currently calculated as 5 weeks rent for tenancies under £50,000 per annum or 6 weeks rent for tenancies equal or above £50,000 per annum.

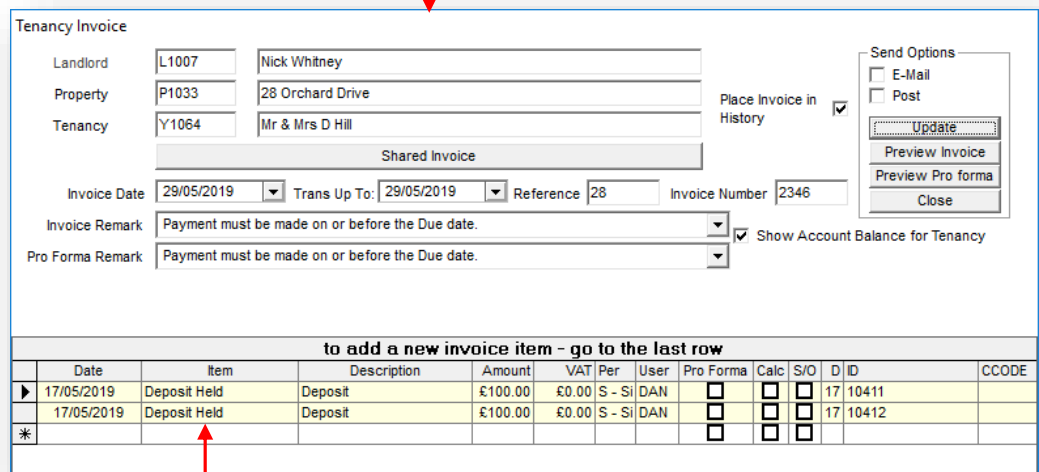
If the amount in **Deposit Requested** is above the maximum permitted the label turns red.

Whenever the tenancy **Renewal Date** is changed the current deposit balance against the tenancy is checked. This can be viewed by selecting **Deposit** on the tenancy information screen and the Custodial Deposit Scheme. If the current deposit balance is higher than the Maximum Permitted Deposit then a warning is displayed:



Selecting **Yes** will keep your change, selecting **No** will return the **Renewal Date** to its previous value.

Additionally, the same check is made whenever deposit invoices are raised via **Tenancy Information -> Invoice**.



to add a new invoice item - go to the last row

	Date	Item	Description	Amount	VAT	Per	User	Pro Forma	Calc	S/O	D	ID	CCODE
▶	17/05/2019	Deposit Held	Deposit	£100.00	£0.00	S - Si	DAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	10411	
	17/05/2019	Deposit Held	Deposit	£100.00	£0.00	S - Si	DAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	10412	
*								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

The total amount of all **Deposit Held** invoices is compared against the current tenancy deposit balance.

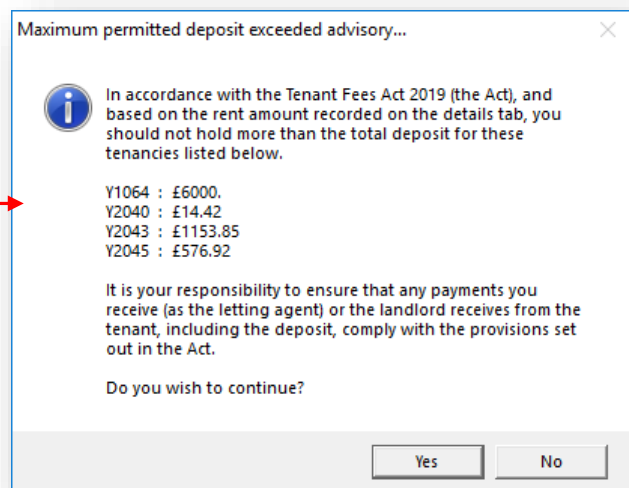
Selecting **Yes** to the prompt will raise your invoice(s), selecting **No** will leave your invoices unraised.

This also occurs when using **Postings -> Multiple Invoicing**.



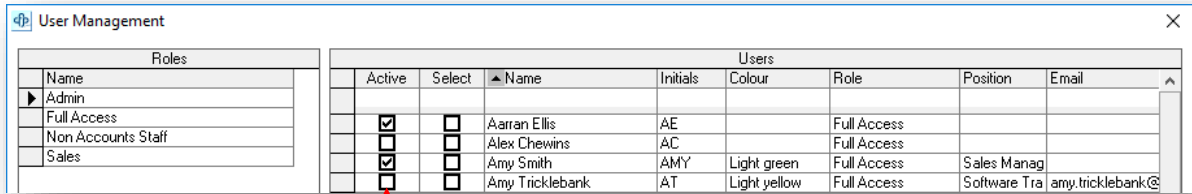
Selecting an individual tenant or tenancy will display the same prompt as above, and choosing **No** will leave **Deposit Held** invoices unselected but raise everything else as normal.

Selecting the top node will evaluate all tenants/tenancies and list them on the prompt. Again, selecting **No** will leave deposit held invoices unraised but select the rest.

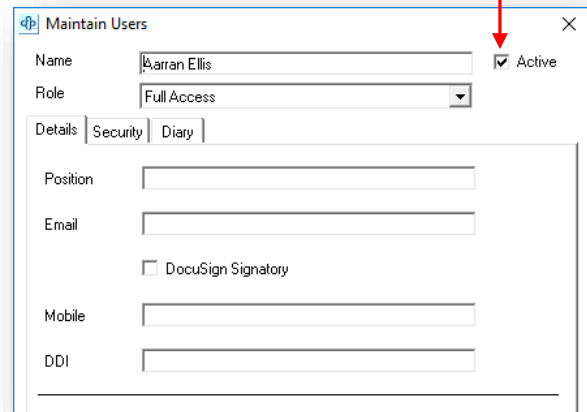


User Deactivation Prompts

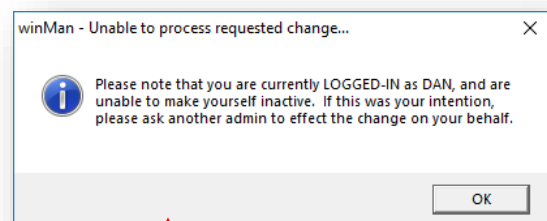
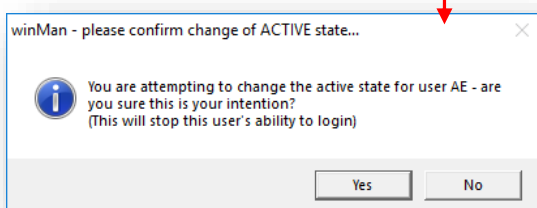
Administrators will notice a warning message when deactivating users.



You can make a user inactive by going to **Defaults -> User Defaults -> Passwords** and either unticking **Active** under **User Management** or double clicking the user to display the **Maintain Users** form and unticking **Active**.



When doing so you will receive the prompt. Select **Yes** to deactivate the user.



Additionally, you can no longer make your currently logged in user inactive.

If you wish to make your user inactive you will require another administrator to do so.