

Reporting and Client Accounting

Entity Settings and Bank Accounts

How to Set the Base Currency:

1. Search for the entity and click on the **Accounting** tab.
2. Enter the **Base** currency on the small window
3. Enter the **start date** for the company and the **Year End** then click **Set**

How to Assign an Account Plan:

1. Still in the entity, click the **Accounting** tab in ribbon.
2. In the **Actions** pane on the left, click **Change** under the **Account Plan** heading.
3. Select the account plan you wish to use from the dropdown list.
4. Click Save.

How to Set the Year End Date for an Entity:

1. If you need to change the year end. Click the **Change year end** button under the Closure section of the Actions Pane.
2. Select the desired year end date and click Set.

How to Add a Bank Account:

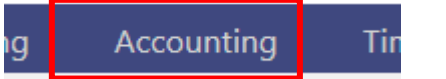
1. From the entity screen, click the **Accounting** tab in the ribbon to access the accounting dashboard.
2. Click the **+** in the ribbon to create a new bank account.
3. Fill out the account details
4. You must include the ledger for the account
5. Click **save** to create the account.

How to Edit a Bank Account:

1. Click on the bank account you wish to edit.
2. Click the **Edit** (pencil) button in the ribbon.
3. Make the necessary changes to the account.
4. Click **save** to commit the changes.

How to mark an account as not in use:

1. Edit the bank account and tick the box to mark the account **Is in use**.
2. Click the **Show/hide** accounts icon at the top right to view bank accounts not in use button in the ribbon. This will toggle whether not in use accounts are visible.



The screenshot shows the 'Accounting' tab selected in the software's ribbon. Below the ribbon, there are several settings sections:

- Set base currency:** A dropdown menu for 'Base currency' is set to 'GBP'.
- Set initial bookkeeping date - this will close the year:** A date picker for 'Bookkeeping start date' is set to '15'.
- Set Year End:** A date picker for 'Day' is set to '31' and 'Month' is set to '12'. A 'Set' button is visible.

Below these settings is the **Account Plan** section, which shows 'No Plan (global accounts)' selected in a dropdown. There are 'Cancel' and 'Save' buttons.

Next is the **Change the Year End for this entity.** section, which has a 'Set Year End' date picker with 'Day' set to '31' and 'Month' set to '12'. There are 'Set' and 'Cancel' buttons.

Below that is a green button labeled '4 Bank Accounts' with a plus icon next to it.

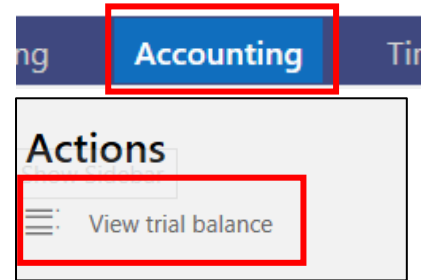
The bottom section is titled 'Add New Bank Account for The Beechwood'. It contains a form with the following fields:

- Name: test Bank account
- Currency*: GBP Pound Sterling
- Account Code*: 123654799
- Sort Code*: 15-59-75
- IBAN: (empty)
- BIC: (empty)
- Bank*: Lloyds Bank
- Relationship Manager: Search entities..
- Is in use: ☒

Viewing & Reporting a Trial Balance

Viewing a Trial Balance

1. When in the entity, go to Accounting and click on **View Trial Balance** in the Actions bar on the left-hand panel
2. Click on an arrow to view the sub account or click on the icon **Expand Sub Accounts**
3. Change the **Balance at** date if required

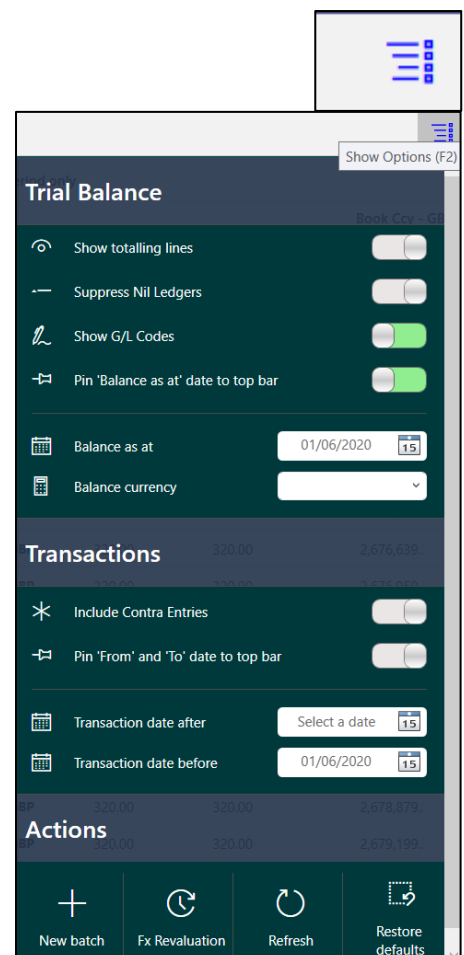


Trial Balance		Balance at	01/06/2020	15	Expand sub accounts
Search..					
<input type="checkbox"/> Suppress nil ledgers		<input checked="" type="checkbox"/> Display source balances		Dr- GBP	Cr- GBP
>	1400000 - Loans Receivable - Related Party Subsidiaries - Subtotal	2,679,199.35			
>	1510000 - Accounts Receivable - Subtotal			3,000.00	

4. Click on an individual ledger to view the details on the right half of the screen

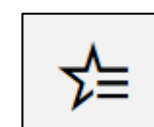
Transactions		Book	Source
Loans Receivable - Related Party Subsidiaries - Subtotal			
Value	Date	Batch	Narrative
21/02/19		1	Repayment of shareholder loan
24/03/19			Reverse / Reapply
24/04/19			View related transactions
25/05/19			Mark selected as reconciled
25/06/19			Mark selected as un-reconciled
Properties			

5. Note; you can right click on any transaction and **Reverse** if required
6. Click on the **Trial Balance Options** (top right corner) to change the settings for the Trial Balance



Reporting on a Trial Balance or Accounts Transactions:

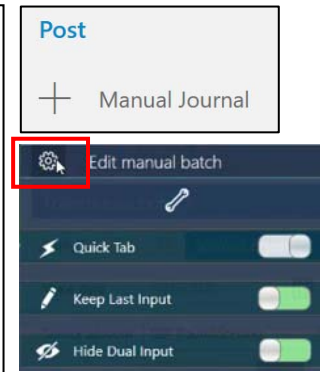
1. When in a Trial Balance, click the **Reports** icon in the ribbon.
2. To export the entire Trial Balance, click either **Trial Balance – Consolidated** or **Trial Balance – Sub Accounts**.
3. To export a list of transactions, click **Selected Account Transactions**.
4. To save the generated report as an excel document of pdf, click the save icon on the report and choose the desired file type.



Post a Manual Journal & View, Reverse, Copy Batches

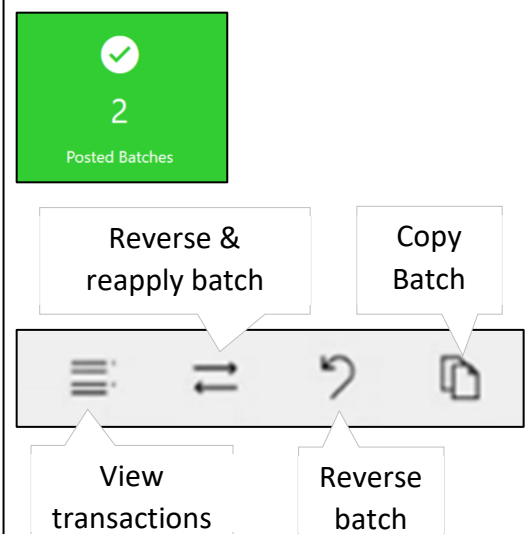
Post a Manual Journal:

1. Click **+ Manual Journal** from the **Actions** sidebar.
2. Note the settings **cog** - click in here to change your preferences. Check out the **Help** here for extra info.
3. Enter the details of the transaction that you are posting – date, amount, narrative
4. Choose an account for the transaction to be posted against.
5. Click **Add** to add the transaction to the batch.
6. Note that the batch does not balance.
You will now need to enter one or more opposing transactions for the batch to balance. Press **F3** to automatically insert the opposite transaction and enter fields and click **Add**
7. Once you have balanced the batch, you can:
 - **Post Batch** to post the transactions to their respective accounts.
 - **Save as Draft** if you wish to save this for a later time. Saved Drafts are found on the Accounting Dashboard.
 - **Cancel** the transaction,
 - **Post Batch**
8. Note; the **Keep Posting** tick box will bring up another journal window when **Post Batch** is clicked
9. If you want to reverse out a batch in one day after it was posted, click the **Auto reverse batch (one day after value date)** tick box and you will be guided through the process.




View, reverse, or Copy Accounting Batches:

1. To view previously entered batches, click **Posted Batches** from the Accounting dashboard.
2. To view the transactions for a batch, click the **View Transactions** icon.
3. To reverse out a batch, click the **Reverse Batch** button.
4. If you want to reverse and then reapply the batch, click the **Reverse and Reapply Batch** button.
5. To copy a batch, click the **Copy Batch** button. Useful if you need to add a batch that is identical to a previous batch. Enter the new date for the copied transaction



Loans, Fixed Assets, Investments, Custom Ledgers

Set Up a Loan:

1. From an entity's **Accounting** dashboard, click **Loans** tile.
2. Click the **+** icon in the top right to create a new loan.
3. Populate the lender and borrower using the search entities boxes. If an entity is not already recorded in the system, click the Create New Entity icon to set the entity up.
4. Complete the remaining information about the loan, making sure to select the ledgers so the bookkeeping is correct.
5. Click **Save** to create the loan.

Set Up a Fixed Asset:

1. From the **Accounting** dashboard, click **Fixed Assets** tile.
2. Click the **+** icon in the top right to create a new fixed asset.
3. Populate the information about the fixed asset you are creating
4. Include the ledger and click **save** to create the asset.

Set Up a Unquoted Investment

This will follow the same concept as for the Fixed Asset

Add Custom Sub Ledgers

Add additional sub ledgers to further break down accounts. Such as Service Charges – JT, JEC and Jersey Water

1. Select the Ledger then click on **Add New**
2. Add the name for the sub ledger and the currency
3. Save
4. Add further sub ledgers if required.
5. These will be unique to the entity

The screenshot shows the 'Accounting' dashboard with a red box highlighting the 'Accounting' tab. Below the dashboard are four tiles, each with a '+ Add New' button:

- Loans** (orange tile): Shows a percentage icon and the number '2'. The 'Add New Loan Facility' form includes fields for 'Lender*' and 'Borrower*', each with a 'Search entities...' button.
- Fixed Assets** (grey tile): Shows a car icon and the number '0'. The 'Create fixed asset' form includes fields for 'Entity' (pre-filled with 'Eeling Limited') and 'Name*' (pre-filled with 'Artwork').
- Unquoted Investments** (dark grey tile): Shows a share icon and the number '0'.
- Custom Sub Ledgers** (blue tile): Shows a document icon and the number '0'. Below it is a list of existing sub ledgers: '6022000 - Services Fee Received', '6023000 - Rental Income' (highlighted in blue), and '7000000 - Salaries'. An 'Add new' button is to the right.

The 'Create Custom Sub Ledger' form is shown below the list:

- Name***: 5 Green Road, St. Helier
- Currency**: GBP (dropdown menu)
- Is in use**: Toggle switch (turned on)

Investments and Reports

Set Up an Investment Portfolio:

1. On the **Accounting** Dashboard, click **Portfolio**.
2. Click the **+** icon to set up a new portfolio.
3. Enter the required details and click **Save**.
4. You will now be asked to populate the accounts related to the portfolio. N.B. if this has already been completed for the Broker that you entered, these fields will be prepopulated

Post an Investment Trade:

1. Click **Quoted Investment Trade** or **Unquoted Investment Trade** in the Account Actions Sidebar.
2. Choose an investment using the search box – you may need to create a new quoted investment by clicking **Add New**.
3. Fill out the details of the trade and click Next.
4. PlainSail will generate the transactions for this trade and display these for you to post.
5. These will be reflected in the Trial Balance

Check if an Investment is Held on an entity

1. Click **Books** in the Navigation bar then **Investments** tab
2. Click Quoted or Unquoted Investments.

Reports:

1. Reports can be generated from 2 areas, either using the grey icon – top right on any window if shown
2. Global and group reports are available on the **Reports** icon on the left-hand panel

The screenshot displays the PlainSail software interface for managing investments. It includes several key components:

- Portfolios Section:** A sidebar icon labeled '1 Portfolios'.
- Create portfolio form:** Fields for 'Entity' (set to 'Sam Bryans') and 'Name' (set to 'Sam B'). A checkbox 'Is In Use' is checked.
- Manage options for Sam Brewin:** A section showing 'Accrued interest' and 'Commission' both set to 'Sundry Income | 6200000'.
- Investment Trade Options:** Buttons for 'Quoted Investment Trade' and 'Unquoted Investment Trade', with an 'Add new' button.
- Creating new Quoted investment trade form:** Fields for 'Investment', 'Portfolio*' (set to 'Sam Brewin'), and 'Investment*' (with a search icon and 'No stock selected' message).
- Navigation Bar:** Icons for 'Books' (calculator icon) and 'Investments' (star icon).
- Reports Section:** A 'Reports' icon (star icon) and a 'Reports' button.

Closing an Accounting Year

Close an Accounting Year:

1. Click **Manage Closures** in the Accounting Actions sidebar.
2. Click **Close Year** at the top right of the window
3. This will launch the Year Close Wizard and you will be guided through the process. Click the forward arrow (top right) to move through the windows
4. Once this is finished, the year will be closed, and you cannot post any further transactions for that year
5. If you make a mistake you can then click on **Unclose**

Closure

Year end: month 12, day 31

Last closure: Never

Period locked: Never [Edit](#)



Manage closures

☐ Show unclosed [Close Year](#)

Select a closing date

Close Year for 'The Beechwood Trust ' The y

Closing date: 31/12/2019



Check and confirm values before closing year

Entity: Samuel Bryans

Closing date: 31/12/2019

No pending transactions

Closing transactions complete