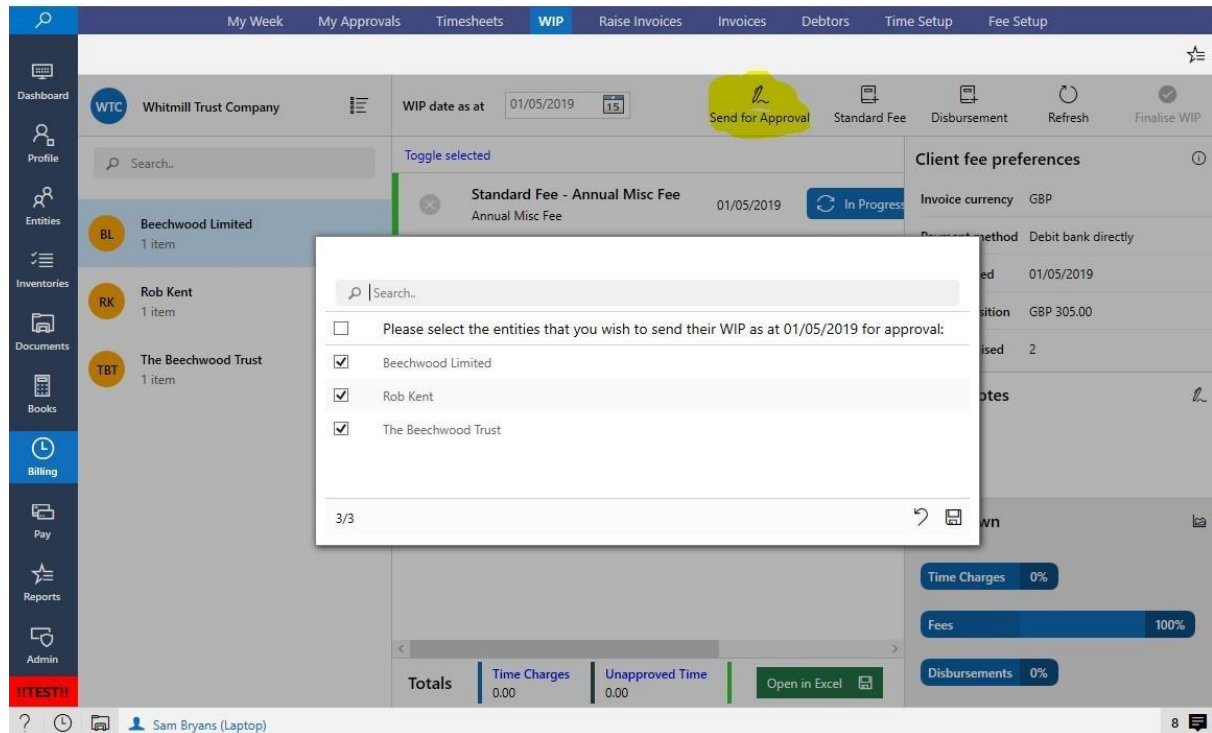


New WIP Approval Workflow Process

Initiating the approval process at quarter end

- 1) **Finance** – Navigate to Billing -> WIP, enter the 'WIP date as at' and Press 'Send for Approval'



- 2) **Finance** – Select the clients you wish to send for approval – this will default to all clients selected.
- 3) Click **Save** icon to send it.

Approving WIP (Client Administrators & Managers)

- 1) **Administrators** and **Managers** will receive a notification that WIP requires their approval.
- 2) **Approver** – click on Billing -> My Approvals.

My Week	My Approvals	Timesheets	WIP	Raise Invoices	Invoices	Debtors	Time Setup	Fee Setup
Status <-- Show all -->								
Client ID	Client Name	WIP as at date	Approver One		Approver Two			
53	Beechwood Limited	01/05/2019	Sam Bryans (Laptop)	!	No client director	✓	Awaiting approval	View WIP
54	The Beechwood Trust	01/05/2019	Sam Bryans (Laptop)	!	Rob Kent	!	Awaiting approval	View WIP
3	Rob Kent	01/05/2019	Sam Bryans (Laptop)	!	No client director	✓	Awaiting approval	View WIP

3) This screen will show the **Approver** all items where it is their turn to approve them, for clarification the **Manager** will not see any entries until the **Client Administrator** has actioned them. **Finance** can see an overview of all Approvals and who has not yet approved a client.

4) **Approver** – click ‘View WIP’

WIP Invoice Approval for Beechwood Limited as at 01/05/2019

Standard Fee - Annual Misc Fee	01/05/2019	Approved	GBP	32.00		
Annual Misc Fee						
Unauthorised time - pending HR approval	(29/04/2019 -> 01/05/2019)		GBP	21,600.00	...	
3 entries						
Authorised time - pending approval	(22/04/2019 -> 26/04/2019)		GBP	36,000.00	...	
5 entries						

Totals	Time Charges	Unapproved Time	Fees	Disbursements	Open in Excel
	0.00	57,600.00	32.00	0.00	

Total to invoice client	GBP 32.00
-------------------------	-----------

✕ Close
✓ Approve

To Change the approval status of a fee click this Icon:

ited as at 01/05/2019



This will bring up these options:

as at 01/05/2019



If you would like to Write-off the fee, click write-off, to charge the fee press ‘Approve’ if you would like to leave the fee for the next billing run press pending. For example, ‘Accounts prep’.

Approving time charges

WIP Invoice Approval for Beechwood Limited as at 01/05/2019

Standard Fee - Annual Misc Fee		01/05/2019	<div>✕ Write-off</div> <div>⌛ Pending</div>
Annual Misc Fee			
Unauthorised time - pending HR approval		(29/04/2019 -> 01/05/2019)	GBP 21,600.00
3 entries			
Authorised time - pending approval		(22/04/2019 -> 26/04/2019)	GBP 36,000.00
5 entries			

Click the blue hyperlink underneath the authorised time – pending approval:

⌚ Authorised time - pending approval

Chargeable	User	Client	Date	Activity	Description	Units	Rate	Total	Time Status	Billing Status				
✓	Sam Bryans (Laptop)	Beechwood Limited	22/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	⌛ HR Approved	⌛ Pending	✎	Write off	Pending	Approve
✓	Sam Bryans (Laptop)	Beechwood Limited	23/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	⌛ HR Approved	⌛ Pending	✎	Write off	Pending	Approve
✓	Sam Bryans (Laptop)	Beechwood Limited	24/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	⌛ HR Approved	⌛ Pending	✎	Write off	Pending	Approve
✓	Sam Bryans (Laptop)	Beechwood Limited	25/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	⌛ HR Approved	⌛ Pending	✎	Write off	Pending	Approve
✓	Sam Bryans (Laptop)	Beechwood Limited	26/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	⌛ HR Approved	⌛ Pending	✎	Write off	Pending	Approve

✕ Close

This will list all time charges that are awaiting invoicing, each item must be Approved, Written-Off or left Pending for the next Invoice run. If you wish to change the amount of an item, click the Pencil to edit it, you cannot change the units but can reduce the rate:

Charged to 🔍 Beechwood Limited 🔍

Units **96 - Date: 22/04/2019**

Rate

Total Charged **Calculate**

Activity Bookkeeping ▼

Band Medium ▼

Origin Staff rate 'Director - Medium' - 75.00 per unit

Description

↶ Undo
💾 Save

Click **Save** when you are happy with the details. You can click **Calculate** if you wish to change the total amount charged for that entry, the rate will then be automatically calculated for you.

WIP Invoice Approval for Beechwood Limited as at 01/05/2019

Standard Fee - Annual Misc Fee	01/05/2019	Approved	GBP	32.00		
Unauthorised time - pending HR approval 3 entries	(29/04/2019 -> 01/05/2019)		GBP	21,600.00	...	
Authorised time - billing written off 2 entries	(25/04/2019 -> 26/04/2019)		GBP	14,400.00	...	
Authorised time - billing approved 3 entries	(22/04/2019 -> 24/04/2019)		GBP	21,600.00	...	

Totals

Time Charges	Unapproved Time	Fees	Disbursements
36,000.00	21,600.00	32.00	0.00

[Open in Excel](#)

Client fee preferences

Invoice currency: GBP

Payment method: Debit bank directly

Last invoiced: 01/05/2019

Debtor position: GBP 305.00

Invoices raised: 2

Billing notes

Breakdown

Time Charges: 100%

Fees: 0%

Disbursements: 0%

Total to invoice client

GBP 21,632.00

Close Confirm

When you have finished changing the status of time and set the status to Approved, Written-Off or 'Pending', you can click '**Confirm**'. This will then move the process to the second approver (Client Director) or if you are the second approver this will move to **Finance** to raise the invoice.

Raising an Invoice when WIP has been approved

Finance – Navigate to Billing -> My Approvals, this will show you all WIP Approval items, you can filter by Status, by changing the drop down. The green ticks show which approvers have actioned the WIP. When it has been approved by both approvers the '**Ready to invoice**' icon will appear and you can click '**Raise invoice**'

My Week My Approvals Timesheets WIP Raise Invoices Invoices Debtors Time Setup									
WIP Approvals		Status	<-- Show all -->						
Charging Entity	Client ID	Client Name	WIP as at date	Approver One		Approver Two			
Whitmill Trust Company	53	Beechwood Limited	01/05/2019	Sam Bryans (Laptop)	✓	No client director	✓	Ready to Invoice	View WIP Raise Invoice
Whitmill Trust Company	54	The Beechwood Trust	01/05/2019	Sam Bryans (Laptop)	!	Rob Kent	!	Awaiting approval	View WIP
Whitmill Trust Company	3	Rob Kent	01/05/2019	Sam Bryans (Laptop)	!	No client director	✓	Awaiting approval	View WIP


This will launch the following screen

Create a new invoice

Please select the WIP fee types that you would like to invoice

Client	Beechwood Limited
WIP date	01/05/2019 
Invoice date	01/05/2019 
Invoice due date	01/05/2019 

Please choose which items you would like to charge

 Time <input checked="" type="checkbox"/>	 Fees <input checked="" type="checkbox"/>	 Disbursements <input checked="" type="checkbox"/>
--	--	---





Undo


Next

Keep all items selected and click **Next**

Create a new invoice

Please select the WIP entries that you would like to invoice

	Type	Date	Description	Narrative	Status	Issuing G/L Account	Charged G/L Account	Ccy	Amount
<input checked="" type="checkbox"/>		01/05/2019	Annual Misc Fee	Annual Misc Fee	Approved	Sundry Income	Management & Administration Fees	GBP	32.00
<input checked="" type="checkbox"/>		22/04/2019	Bookkeeping	Sam Example	Approved	Time Spent - Co	Management fees	GBP	7,200.00
<input checked="" type="checkbox"/>		23/04/2019	Bookkeeping	Sam Example	Approved	Time Spent - Co	Management fees	GBP	7,200.00
<input checked="" type="checkbox"/>		24/04/2019	Bookkeeping	Sam Example	Approved	Time Spent - Co	Management fees	GBP	7,200.00
<input checked="" type="checkbox"/>		25/04/2019	Bookkeeping	Sam Example	Written Off	Time Spent - Co	Management fees	GBP	7,200.00
<input checked="" type="checkbox"/>		26/04/2019	Bookkeeping	Sam Example	Written Off	Time Spent - Co	Management fees	GBP	7,200.00
									36,032.00

Open in Excel 


Back


Next

This will then show you all items that have been approved or written-off as part of the invoice run.
Click **Next**

Create a new invoice

Add Fee Add Disbursement

Please confirm the WIP entries that will be charged, you can edit or add new ones if required.

Type	Date	Description	Narrative	Status	Issuing G/L Account	Charged G/L Account	Ccy	Amount
	01/05/2019	Annual Misc Fee	Annual Misc Fee	Approved	Sundry Income	Management & Administration Fees	GBP	32.00
	22/04/2019	Bookkeeping	Sam Example	Approved	Time Spent - Co	Management fees	GBP	7,200.00
	23/04/2019	Bookkeeping	Sam Example	Approved	Time Spent - Co	Management fees	GBP	7,200.00
	24/04/2019	Bookkeeping	Sam Example	Approved	Time Spent - Co	Management fees	GBP	7,200.00
	25/04/2019	Bookkeeping	Sam Example	Written Off	Time Spent - Co	Management fees	GBP	7,200.00
	26/04/2019	Bookkeeping	Sam Example	Written Off	Time Spent - Co	Management fees	GBP	7,200.00
								36,032.00

Open in Excel

← Back → Next

A summary will then be displayed of all the WIP that is going to be charged to the client, you can at this point click **'Add disbursement'** to add any additional fixed fee charges.

Click **Next**

Create a new Invoice

☐ Produce word version

Fee

Disbursement

Please check you are happy with the invoice that will be produced

Client View <input checked="" type="radio"/> Internal View <input type="radio"/>				
<p> This is how the invoice line items will be consolidated and displayed on the customer invoice. Note 'Source' will not be displayed.</p>				
Time consolidation preference: Consolidate All - all time entries are grouped into ONE invoice line				
Source	Description	Qty/Hrs	Price/Rate	Amount
Fee	Fixed fee in relation to accounts preparation	1.00	100.00	100.00
Disbursement	Beech 10	1.00	10.00	10.00
Disbursement	DHL Package costs	1.00	79.85	79.85
Time	Professional service fees for the period ending 15/06/2020	1.00	2,850.00	2,850.00
				GBP 3,039.85

← Back → Next

A summary of the line items will appear as how they will be displayed on the invoice. You can freely edit this text which will be used for the narratives of the generated bookkeeping entries.

If the client has been setup to automatically receive their Invoice by email, the email will appear.

Press **Approve** if you are happy with the email content. Please note that the subject contains '{{Invoice number}}' this will be populated once an Invoice number has been generated.

WIP Approvals

Status <-- Show all -->

Charging Entity	Client ID	Client Name	WIP as at date	Approver One	Approver Two
Whitmill Trust Company	53	Beechwood Limited	01/05/2019	Sam Bryans (Laptop)	No client director

Client invoiced

The email and PDF will then be sent to the client and the Workflow status will then change to **'Client Invoiced'**

If the client was not setup to receive the invoice automatically, the PDF version has been automatically saved to their documents 'Invoices' Workspace.



Receipting funds when an invoice is settled

Post a journal for the entity that has issued the invoice, to do this go to **Entities -> Accounting -> Manual Journal**. When entering a transaction, click the 'Invoice' icon.

A screenshot of the PlainSail software interface. The left sidebar shows a navigation menu with options like Dashboard, Profile, Entities, Inventories, Documents, Books, Billing, Pay, Reports, and Admin. The main area is titled 'The Owning Company' and contains a 'Dashboard' section with 'Manage Transaction Batch' and 'Edit manual batch' options. Below this is the 'Enter transaction' form. The form has fields for 'Entity' (The Owning Company), 'Value date' (05/09/2019), 'Source amount' (GBP Pound Sterling, -1244.00), 'Book amount' (Ccy: GBP, Rate: 1.000000, Value: -1244.00), 'G/L Account' (1510000 - Accounts Receivable (Agathangalou Limited - INV-00003)), and 'Narrative' (Payment for invoice INV-00003). There are checkboxes for 'Dual input', 'Keep entity' (checked), and 'Reverse transaction'. At the bottom right of the form are 'Clear' and 'Add' buttons. A yellow highlight is placed over the 'Invoice' icon in the top right corner of the form. Below the form is a table with columns 'Entity', 'G/L account', 'Value Date', 'Narrative', and 'Source'. The table is currently empty, and a message at the bottom says 'We didn't find anything to show'.

This will bring up a list of all Issued/ Received invoices. Pick the invoice you wish to allocate funds to, you can search by client reference, name or invoice number:

Select Invoice / Credit Note ☐ Include Settled

Search...

Invoice	INV-00003	Agathangalou Limited	GBP	1244.00	>
Invoice	INV-00004	The Agathangalou Trust	GBP	162.00	>
Invoice	INV-00005	The Agathangalou Trust	GBP	566.00	>
Invoice	INV-00006	The Agathangalou Trust	GBP	256.00	>
Invoice	INV-00007	The Agathangalou Trust	GBP	32.00	>
Invoice	INV-00008	The Agathangalou Trust	GBP	243.00	>
Invoice	INV-00009	The Agathangalou Trust	GBP	43.00	>

Tab and press enter or click the desired invoice. This will then complete the journal entry for you. Click **Add** to add it to the batch.

Edit manual batch

Enter transaction

Entity The Owning Company

Value date 05/09/2019 Invoice

Source amount GBP Pound Sterling -162.00

Book amount Ccy GBP Rate 1.000000 Value -162.00

G/L Account 1510000 - Accounts Receivable (The Agathangalou Trust - INV-00004) #

Narrative Payment for invoice INV-00004.

☐ Dual input ☒ Keep entity ☐ Reverse transaction

Entity	G/L account	Value Date	Narrative	Source
--------	-------------	------------	-----------	--------

You will now need to put in a separate transaction against the opposite G/L account e.g. Bank Accounts – General. You can press F3 as a shortcut to invert the previous transaction. In the G/L account box, select the opposite account.

When you have finished the journal, press **Post Batch** this will go green when everything balances.