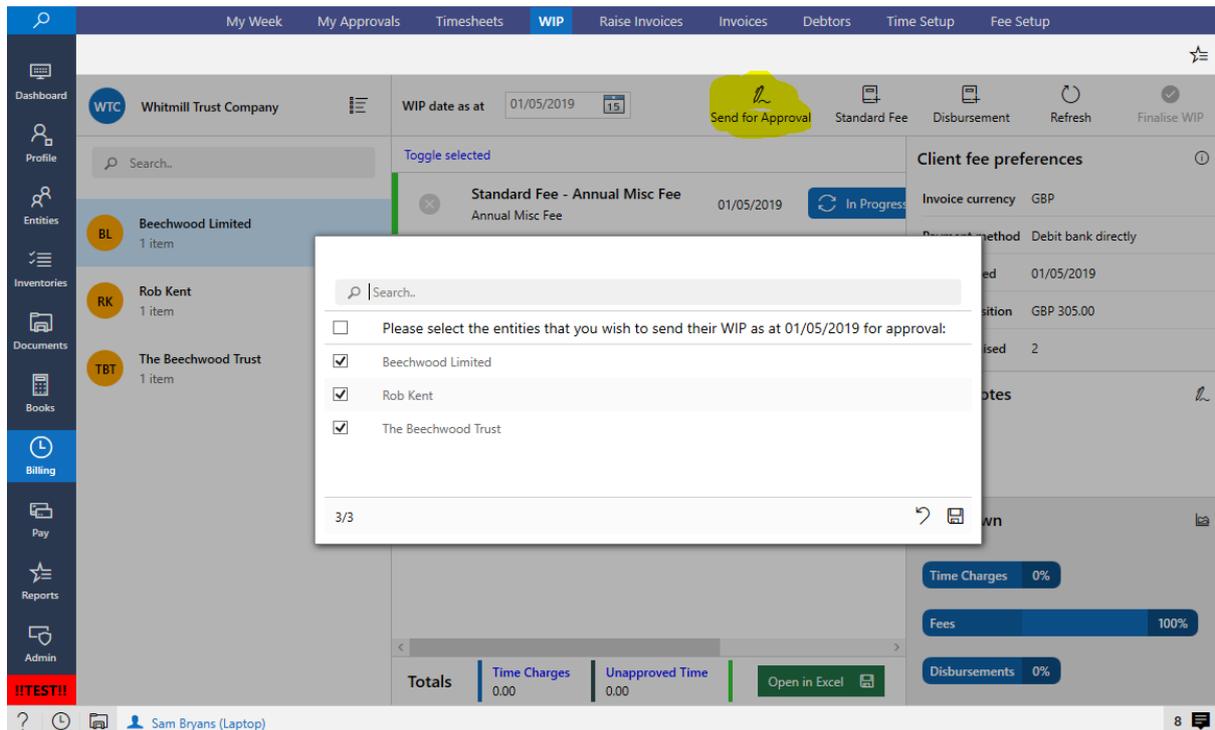


# New WIP Approval Workflow Process

## 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 & Client Directors)

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

The screenshot shows the PlainSail software interface. The top navigation bar includes 'My Week', 'My Approvals', 'Timesheets', 'WIP', 'Raise Invoices', 'Invoices', 'Debtors', 'Time Setup', and 'Fee Setup'. The 'My Approvals' tab is active. The table below shows the WIP Approvals.

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
Whitmill Trust Company	54	The Beechwood Trust	01/05/2019	Sam Bryans (Laptop)	Rob Kent
Whitmill Trust Company	3	Rob Kent	01/05/2019	Sam Bryans (Laptop)	No client director

3) This screen will show the **Approver** all items where it is their turn to approve them, for clarification the **Client Director** 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

Item	Date	Status	Currency	Amount	Actions
Standard Fee - Annual Misc 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 - pending approval 5 entries	(22/04/2019 -> 26/04/2019)		GBP	36,000.00	

**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: 0%

Fees: 100%

Disbursements: 0%

Totals	Time Charges	Unapproved Time	Fees	Disbursements
	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

<b>Standard Fee - Annual Misc Fee</b> Annual Misc Fee	01/05/2019	 Write-off	 Pending
<b>Unauthorised time - pending HR approval</b> <a href="#">3 entries</a>	(29/04/2019 -> 01/05/2019)	GBP 21,600.00	
<b>Authorised time - pending approval</b> <a href="#">5 entries</a>	(22/04/2019 -> 26/04/2019)	GBP 36,000.00	

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		<a href="#">Write off</a>	<a href="#">Pending</a>	<a href="#">Approve</a>
	Sam Bryans (Laptop)	Beechwood Limited	23/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	HR Approved	Pending		<a href="#">Write off</a>	<a href="#">Pending</a>	<a href="#">Approve</a>
	Sam Bryans (Laptop)	Beechwood Limited	24/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	HR Approved	Pending		<a href="#">Write off</a>	<a href="#">Pending</a>	<a href="#">Approve</a>
	Sam Bryans (Laptop)	Beechwood Limited	25/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	HR Approved	Pending		<a href="#">Write off</a>	<a href="#">Pending</a>	<a href="#">Approve</a>
	Sam Bryans (Laptop)	Beechwood Limited	26/04/2019	Bookkeeping	Sam Example	96	75.00	7,200.00	HR Approved	Pending		<a href="#">Write off</a>	<a href="#">Pending</a>	<a href="#">Approve</a>

 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:

## Edit time record charge details

Charged from [Whitmill Trust Company](#)

Charged to

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

Rate

Total Charged  [Calculate](#)

Activity

Band

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**

<b>Standard Fee - Annual Misc Fee</b> Annual Misc Fee	01/05/2019	<span style="background-color: green; color: white; padding: 2px;">Approved</span>	GBP	32.00		
<b>Unauthorised time - pending HR approval</b> 3 entries	(29/04/2019 -> 01/05/2019)		GBP	21,600.00	...	
<b>Authorised time - billing written off</b> 2 entries	(25/04/2019 -> 26/04/2019)		GBP	14,400.00	...	
<b>Authorised time - billing approved</b> 3 entries	(22/04/2019 -> 24/04/2019)		GBP	21,600.00	...	

**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%

<b>Totals</b>	Time Charges: 36,000.00	Unapproved Time: 21,600.00	Fees: 32.00	Disbursements: 0.00	<span style="background-color: green; color: white; padding: 2px;">Open in Excel</span>
<b>Total to invoice client</b>					<b>GBP 21,632.00</b>

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**'. Please note the total charges are displayed at the bottom but do not include the additional 3% Disbursement charges that will be added by **Finance**. 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 Approvals							
Charging Entity	Client ID	Client Name	WIP as at date	Approver One	Approver Two	Status	Actions
Whitmill Trust Company	53	Beechwood Limited	01/05/2019	Sam Bryans (Laptop)	No client director	<span style="background-color: green; color: white; padding: 2px;">Ready to Invoice</span>	<a href="#">View WIP</a> <a href="#">Raise Invoice</a>
Whitmill Trust Company	54	The Beechwood Trust	01/05/2019	Sam Bryans (Laptop)	Rob Kent	<span style="background-color: red; color: white; padding: 2px;">Awaiting approval</span>	<a href="#">View WIP</a>
Whitmill Trust Company	3	Rob Kent	01/05/2019	Sam Bryans (Laptop)	No client director	<span style="background-color: red; color: white; padding: 2px;">Awaiting approval</span>	<a href="#">View WIP</a>

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   Fees   Disbursements

 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 charges such as the 3% Disbursement charge which is manually calculated.

Click **Next**

### Email preview

To sam.bryans@plainsail.je

Cc

Subject Invoice {{Invoice number}} - Invoice from Whitmill Trust Company to Beechwood Limited

Dear Sir or Madam

Please find attached our invoice in respect of administration fees for the quarter ended 31st December 2018. I would be most grateful if you could review the invoice, advise me if you have any comments and provide me with your authorisation to settle in due course.

With regards

Mandy Marett

[↶](#) [↵](#)  
Cancel Approve

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.

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 <a href="#">Client invoiced</a>

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.

The screenshot shows the 'Enter transaction' form in PlainSail. The form is for 'The Owing Company' and includes the following fields:

- Entity: The Owing 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)
- Narrative: Payment for invoice INV-00003.

There are checkboxes for 'Dual input', 'Keep entity', and 'Reverse transaction'. A yellow highlight is on the 'Invoice' icon. A table below the form is empty with columns: Entity, G/L account, Value Date, Narrative, Source.

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:

The screenshot shows the 'Select Invoice' dialog box. It has a search bar and a list of invoices. The list has the following columns: Invoice, Invoice Number, Client Name, Currency, and Amount.

Invoice	Invoice Number	Client Name	Currency	Amount
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

Value date   Invoice [🔗](#)

Source amount

Book amount Ccy  Rate  Value

G/L Account  #

Narrative

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.