



PlainSail – Financial Report Builder

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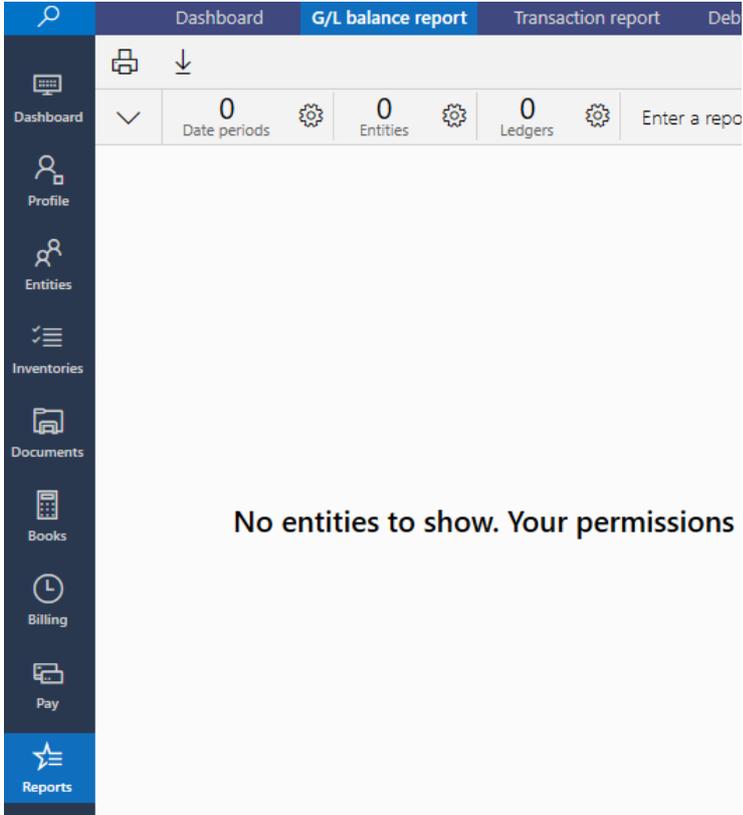


Summary

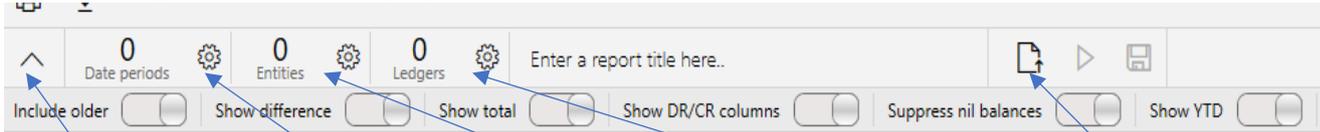
The PlainSail G/L Balance report builder allows you to view balances across groups of accounts for different periods and can be used to generate rolling reports such as month on month Profit and Loss comparisons.

Creating a new report

To create a new report, navigate to **Reports -> G/L Balance report**:



The following toolbar will be displayed:



Expand Options:
Click this to display extra report options

Date periods:
Click here to setup new date periods

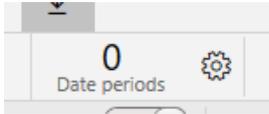
Entities:
Click here to select the entity

Ledgers:
Click here to select a range of ledgers.

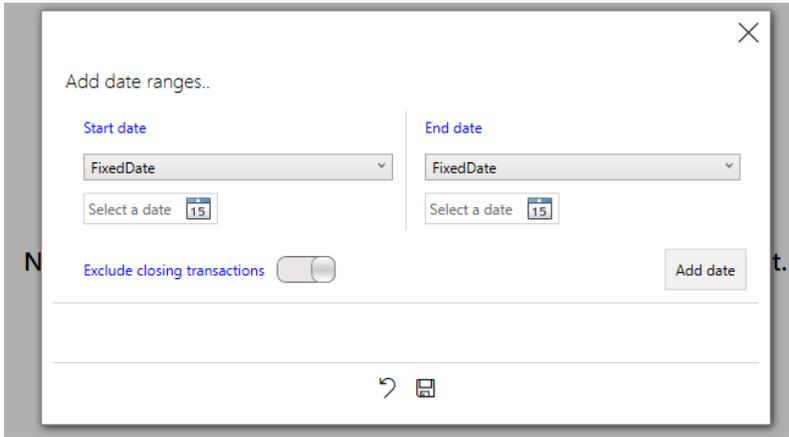
Open report:
Click here to open a previously saved report

Date periods

Click the date periods icon:



The following screen will be displayed:



You can add as many date periods as you wish. All date periods must have a start date and an end date and have the option to 'exclude closing transactions' you may wish to exclude closing transactions if the report is used for monthly income for example. You can enter fixed dates, or you can make the dates dynamic and PlainSail will set the dates depending on when you run the report. Examples are listed below:

Start date

FixedDate

- CurrentPeriodEndDate
- CurrentPeriodStartDate
- EndOfCurrentQ1
- EndOfCurrentQ2
- EndOfCurrentQ3
- EndOfCurrentQ4
- FirstDayOfCurrentMonth
- FirstDayOfCurrentYear
- FixedDate
- LastDayOfCurrentMonth
- LastDayOfCurrentYear
- RunDate
- StartOfCurrentQ1
- StartOfCurrentQ2
- StartOfCurrentQ3
- StartOfCurrentQ4

StartOfCurrentQ1/EndOfCurrentQ1:
This will be replaced with the relevant quarter end date for the current year. For example, if you run this report in 2020 PlainSail will use the date 01/01/20 for Q1 start and 31/01/20 for end of Q1 and so on.

FirstDayOfCurrentMonth/ LastDayOfCurrentMonth:
This will be replaced with the first day of the current month you are running the report. For example, if you run the report on 20/02/20 PlainSail will set this date to be 01/02/20. If using LastDayOfCurrentMonth this will be set to 28/02/20.

RunDate:
This will be replaced with the date you are running the report at.

Date addition and subtraction

When you have selected a dynamic date for example Start of Current Q1 to End of Current Q1 you may also wish to look back at previous periods for comparison, to do this you can add or subtract a Year/Month/Day.

In the below example (**AddYear -1**) if you ran the report in 2020 this will therefore set this period to be 01/01/2019 -> 31/03/2019.

Add date ranges..

<p>Start date</p> <p>StartOfCurrentQ1</p> <p>AddYear</p> <p>-1</p>	<p>End date</p> <p>EndOfCurrentQ1</p> <p>AddYear</p> <p>-1</p>
<p>Exclude closing transactions <input checked="" type="checkbox"/></p>	
<p>Add date</p>	

Click **Add date**.

<p>AddYear</p> <p>-1</p>	<p>AddYear</p> <p>-1</p>
<p>Exclude closing transactions <input checked="" type="checkbox"/></p>	
<p>Add date</p>	

StartOfCurrentQ1None(0)->EndOfCurrentQ1None(0) [Close]

StartOfCurrentQ1AddYear(-1)->EndOfCurrentQ1AddYear(-1) [Close]

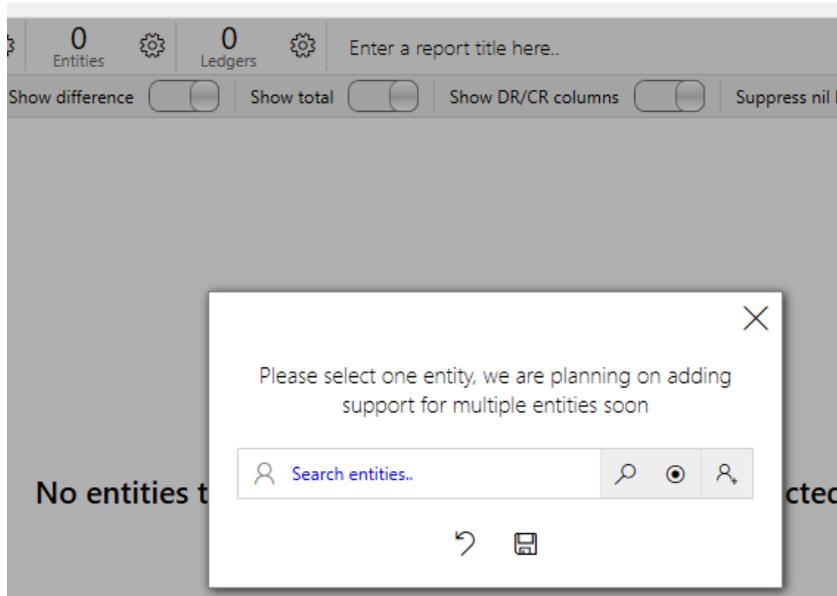
The bottom panel will list the dates that you have selected. In the above example we have two date periods, StartOfCurrentQ1 -> EndOfCurrent Q1 and StartOfCurrentQ1 (minus one year) to EndOfCurrentQ1 (minus one year). If we ran this report in 2020 the following periods would be compared:

01/01/2019 -> 31/03/2019 **and** 01/01/2020 -> 31/03/2020.

When you have finished setting the dates click the **Save** icon.

Entities

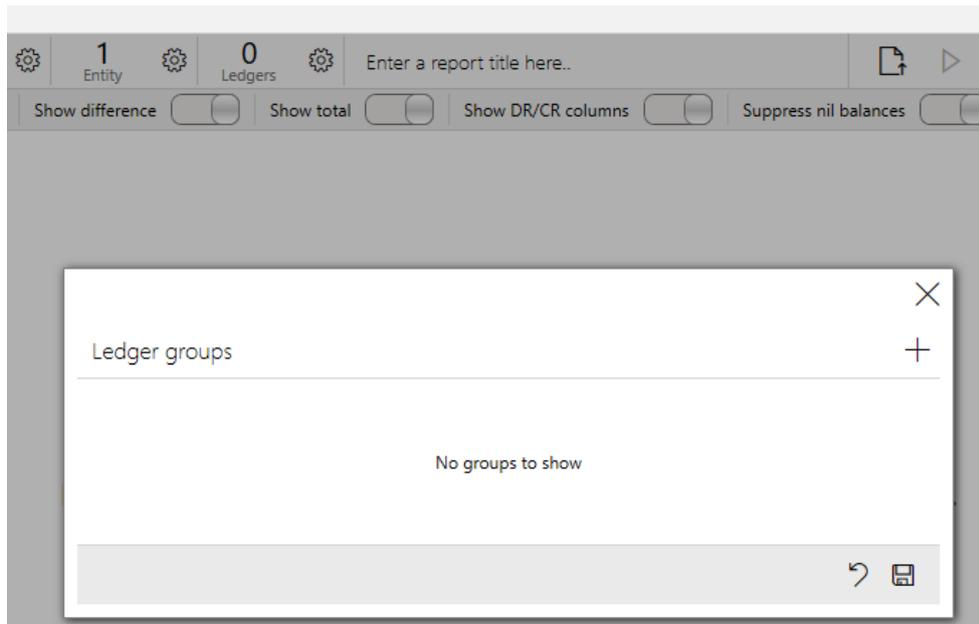
Click **Entities** and select the entity you wish to run the report against.



Click **Save**

Ledgers

Click **Ledgers**, the following screen will be displayed. You can add selections of Ledgers in different groupings e.g. "Income", click + to add a new group:



New ledger group

Ledger groups +

^ v | Enter a ledger grouping description

 Subledgers clickable
 🗑️
✎️

Reorder:

Use this to reorder groups

Enter a group description e.g. 'Income'

Edit

Click this icon to choose ledger accounts.

Choosing ledger accounts

Highlight the accounts you wish to pick and click the highlighted top icon to check/ uncheck them:

	Ledger code	Ledger name
<input checked="" type="checkbox"/>		
<input type="checkbox"/>	7060000	Staff Costs
<input type="checkbox"/>	7099999	Total Personnel Costs
<input type="checkbox"/>	7100000	Management & Administration Fees
<input type="checkbox"/>	7101000	Formation Costs
<input type="checkbox"/>	7102000	Non Recoverable Disbursement
<input type="checkbox"/>	7103000	Termination Fees
<input type="checkbox"/>	7104000	Legal & Professional Fees
<input type="checkbox"/>	7105000	Annual Domiciliary Fees
<input type="checkbox"/>	7106000	Annual Registration Fees

Click **Save** when you have selected the accounts you require in the group.

	Enter a ledger grouping description		
☰	7100000 Management & Administration Fees	Value to display	AbsoluteValue
☰	7101000 Formation Costs	Value to display	AbsoluteValue
☰	7102000 Non Recoverable Disbursement	Value to display	OppositeValue
☰	7103000 Termination Fees	Value to display	TrueValue

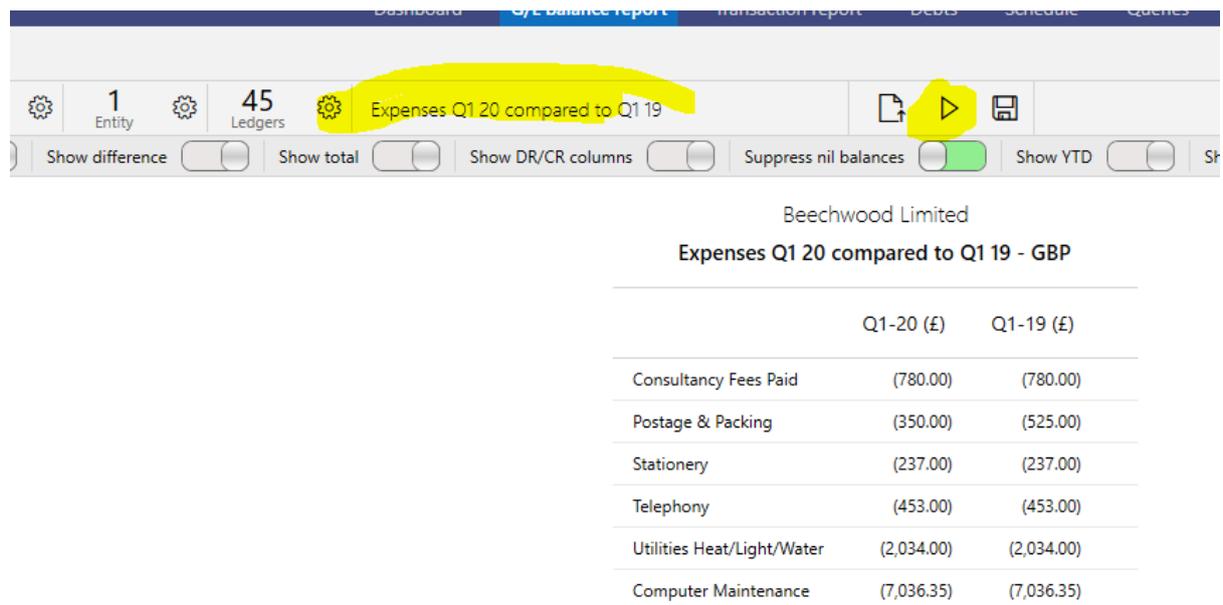
You can reorder accounts within a group by dragging the left-hand icon. Each line has a Value to Display. You can choose between Absolute Value (always positive), Opposite Value (will invert the value for example for profit and loss accounts where you may wish profit to be represented as a positive) or 'True value' to leave the value as it is.

If you wish to toggle these for all accounts, you can click the calculator icon on the blue header.

When you have finished setting up all groups, click **'Save'**.

Run a report

Give the report a name and click the 'Play' icon to run the report:



Beechwood Limited
Expenses Q1 20 compared to Q1 19 - GBP

	Q1-20 (£)	Q1-19 (£)
Consultancy Fees Paid	(780.00)	(780.00)
Postage & Packing	(350.00)	(525.00)
Stationery	(237.00)	(237.00)
Telephony	(453.00)	(453.00)
Utilities Heat/Light/Water	(2,034.00)	(2,034.00)
Computer Maintenance	(7,036.35)	(7,036.35)

Click the Save icon if you wish to save this report for future use.