

1. Adding Elements

In the **Forecast workspace**, open the **Element Settings** tab to find the **Chart of Accounts** panel & double click **Profit and Loss**, **Balance sheet** or **Drivers** to expand the **Chart of accounts**.

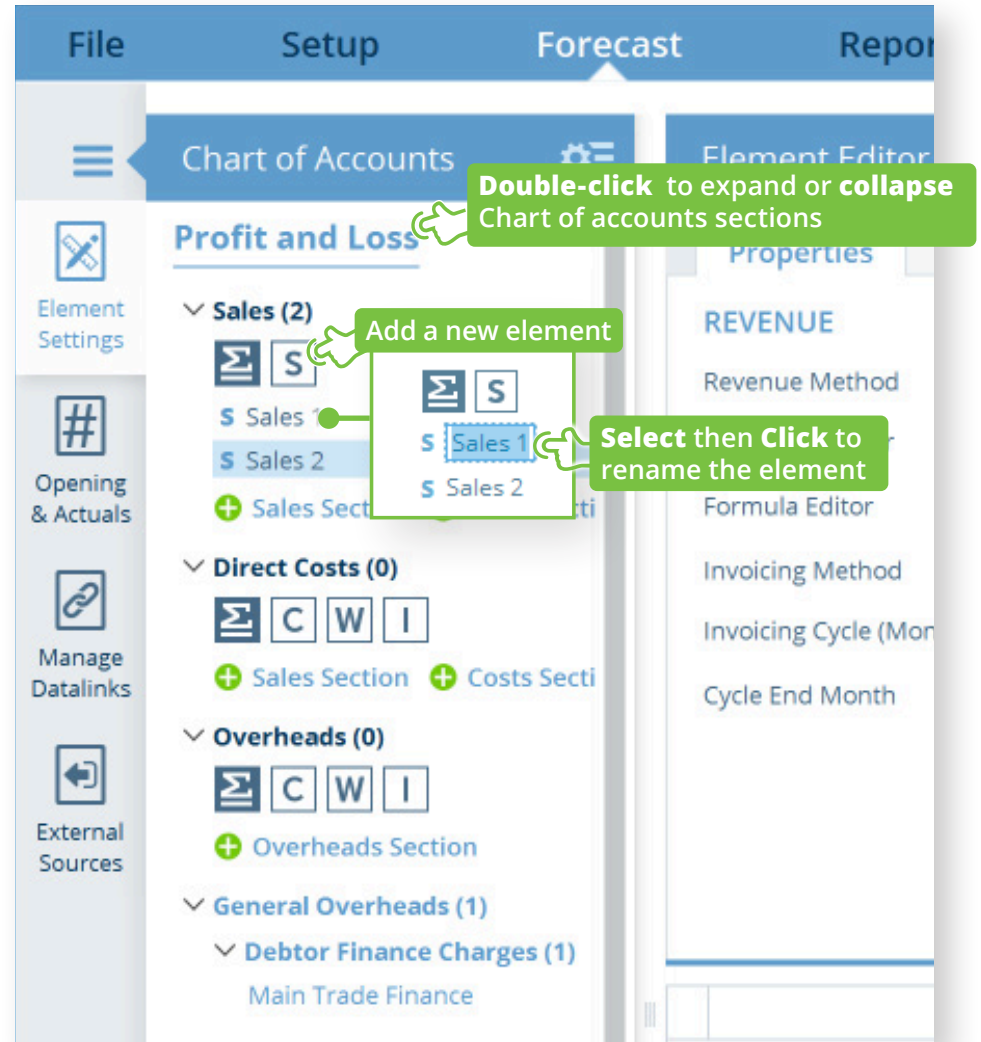
The **Chart of Accounts** in **Castaway** is designed to be flexible. Build your **Chart of Accounts** using the **Element Type** buttons to add **elements** under each Section heading.

Selecting an **element** in the **Chart of Accounts** brings up the **Element Editor**, which includes **element properties**, **working capital settings** and **forecast data**. Each element can also be renamed.

Element Types

There are 15 Element Types in Castaway

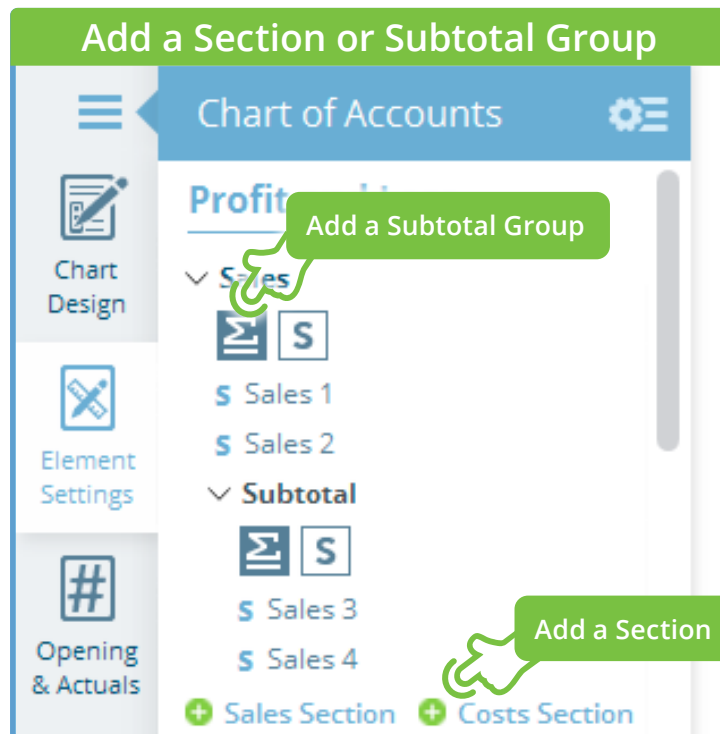
S Sales	IV Inventory	E Equity
C Costs	L Bank Account	TF Trade Finance
W Wages	FA Investment	TX Tax
I Inventory	PR Loans	DV Dividend
BA Bank Account	E Fixed Asset	AL Other A/L



2. Adding structure

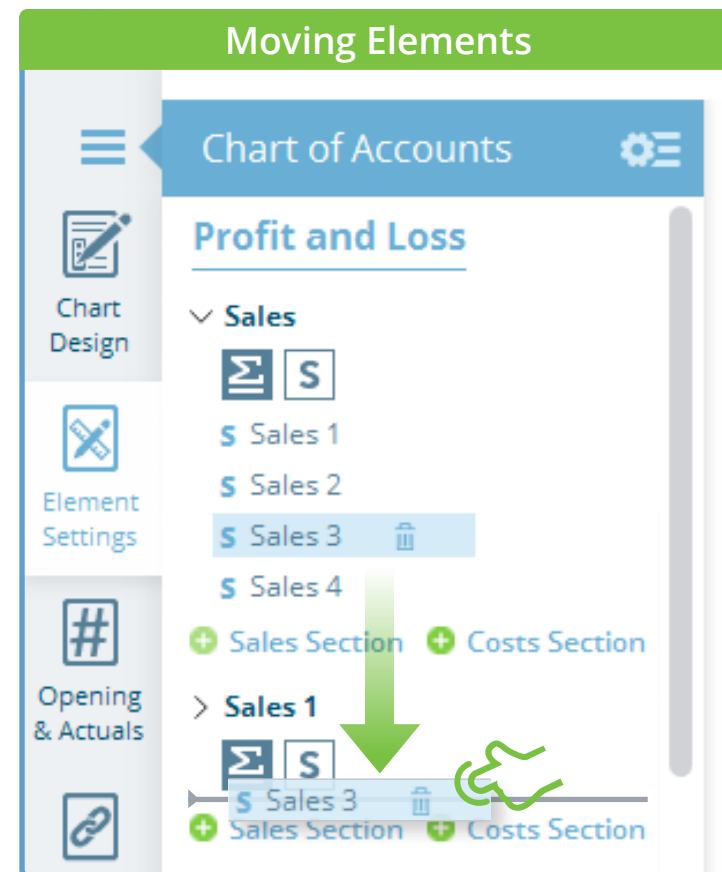
You can structure your **Chart of Accounts** by adding new **Sections**, **building departments** and arranging **elements** under **Subtotal Groups** to create the look you want.

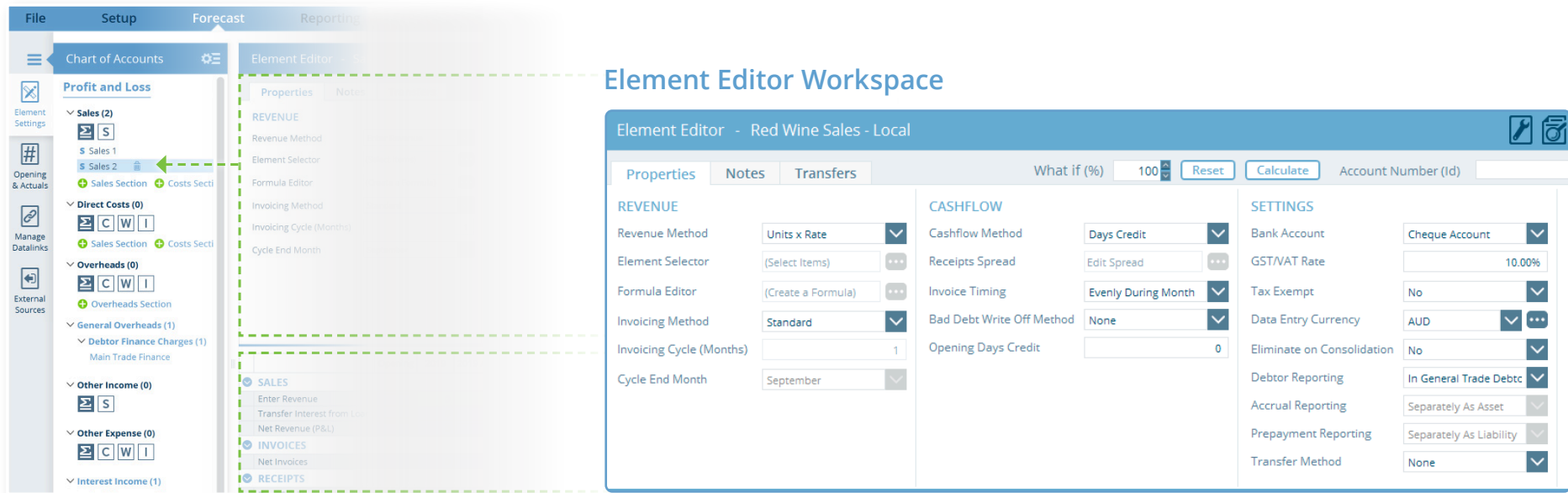
Add new Sections using the **+ Section** buttons under any existing section. Add a **Sales** section followed by one or more **Costs** sections to create a **department**. Add **Subtotal Groups** using the **Subtotal** buttons under each section heading.



3. Moving Chart of Accounts items

To organise your **Chart of Accounts**, you can drag and drop any **Section**, **Element** or **Subtotal Group**. After selecting an item, on-screen icons show you where it can be dropped.





Element Editor Workspace

4. Element properties & forecast data

Selecting any **element** in the **Chart of Accounts** panel opens the **Element Editor** workspace. From here, you can change the **Element Properties**, set up **internal transfers** or add **element notes**.

In the **Forecast Data** workspace, you can also add or edit the **forecast data** and see how Castaway calculates the outputs.

Forecast Data Workspace

	Opening	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	2018 / 2019	2019 / 2020	2020 / 2021
SALES														
Enter Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer Interest from Loan		0	0	0	0	0	0	0	0	0	0	0	0	0
Net Revenue (P&L)		0	0	0	0	0	0	0	0	0	0	0	0	0
INVOICES														
Net Invoices		0	0	0	0	0	0	0	0	0	0	0	0	0
RECEIPTS														
Days Credit		0	0	0	0	0	0	0	0	0	0			

5. Element Groups

The **Element Groups** workspace lets you change properties for many **elements** from a single screen. Click the **Element Groups** icon on the **Chart of Accounts** panel to enter the **Element Groups** workspace.

Choose the **Element Type** from the **Element Groups** panel to see the properties for every **element** of that type. Use the **Basic** view for the most common properties, or use the **Revenue**, **Cashflow** or **Settings** buttons for a more complete view.



Element Groups

Profit & Loss

- S Sales
- C Costs
- W Wages
- I Inventory
- TX Income Tax
- DV Dividends

Balance Sheet

- BA Bank Accounts
- AL Asset-Other AL
- L Asset-Loan
- FA Asset-Fixed Asset
- IV Asset-Investment
- AL Liability-Other AL
- L Liability-Loan
- PR Liability-Provision

Element Properties - Sales

Basic
Revenue
Cashflow
Settings

Name	Revenue Method	Element Selector	Formula Editor	Cashflow Method	Receipts Spread	GST/VAT Rate	Tax Exempt
Profit and Loss\Sales							
Sales 1	Enter Revenue ▼	Edit	Edit	Days Credit ▼	Edit	10 %	<input type="checkbox"/>
Sales 2	Enter Revenue		Edit	Days Credit ▼	Edit	10 %	<input type="checkbox"/>
Sales 3	Units x Rate		Edit	Days Credit ▼	Edit	10 %	<input type="checkbox"/>
Sales 4	% of Sales		Edit	Days Credit ▼	Edit	10 %	<input type="checkbox"/>
	% of P&L Expenses		Edit	Days Credit ▼	Edit	10 %	<input type="checkbox"/>
	% of COGS						
	% of Wages						
	% of Drivers						
	Link to Sales Units						
	Link to Cost Units						
	Link to COGS Units						
	Link to Wage Units						
	Add Formula						
	Driver x Rate						
	Link to Purchased Inventory Units						

Element Groups

i You might also be interested in:

- [Creating a New Forecast from Template](#)
- [Building a Chart of Accounts from MYOB](#)
- [Building a Chart of Accounts from Xero](#)
- [Building a Chart of Accounts from Excel](#)
- [Integrations: Importing from Sage Business Cloud](#)
- [Integrations: Importing from Sage50](#)
- [Integrations: Importing from Quickbooks](#)
- [Brand and Report Design](#)