

1. Adding Elements

In the **Forecast workspace**, open the **Element Settings** tab to find the **Chart of Accounts** panel.

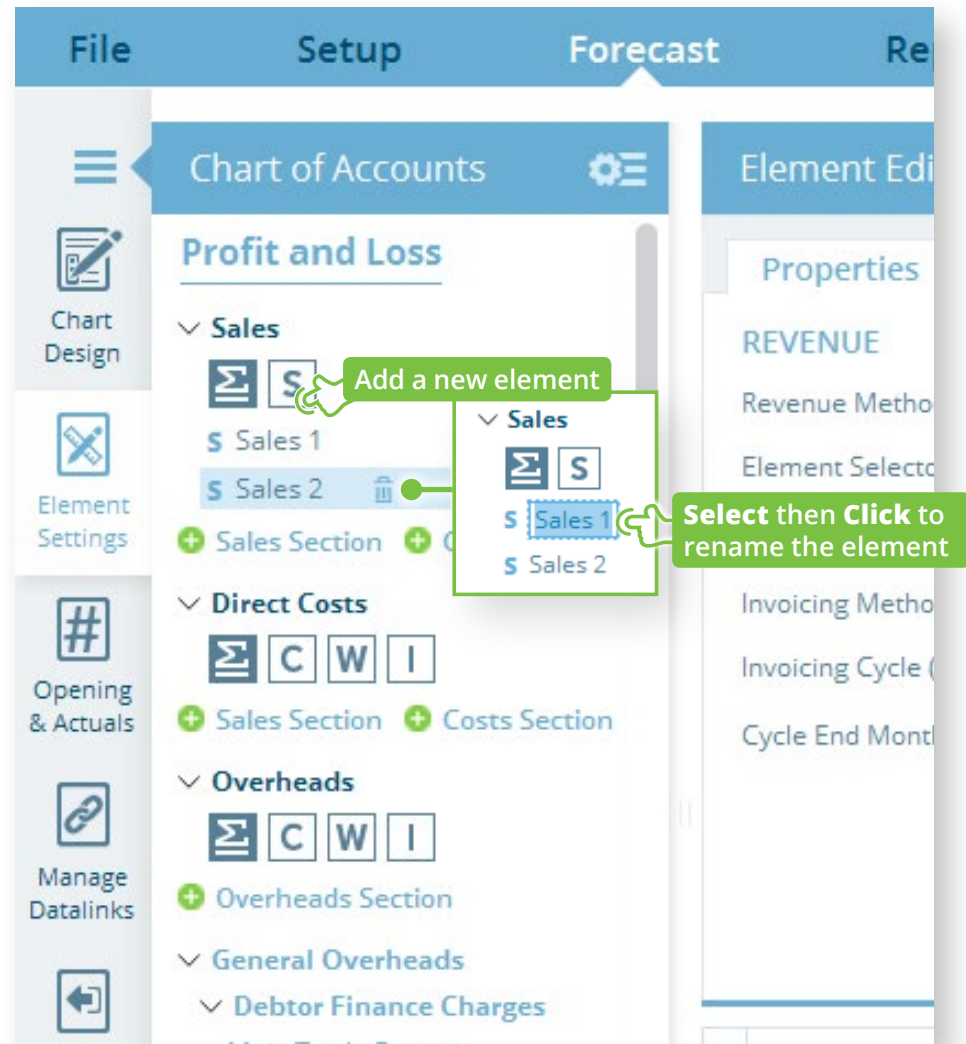
The **Chart of Accounts** in **Castaway** is designed to be flexible. Build your **Chart of Accounts** using the **Element Type** buttons to add **elements** under each Section heading.

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

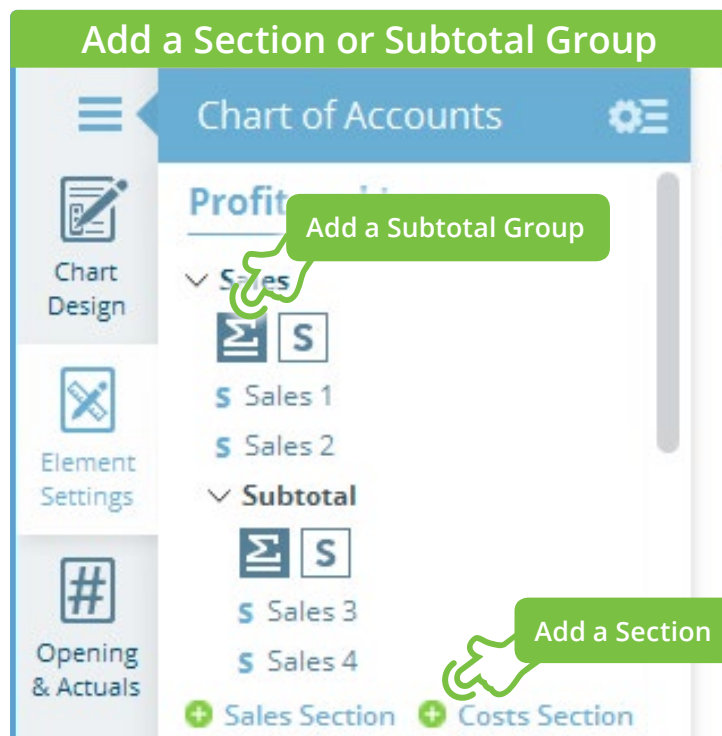
S Sales	IV Investment	TF Trade Finance
C Costs	L Loans	TX Tax
W Wages	FA Fixed Asset	DV Dividend
I Inventory	PR Provision	AL Other A/L
BA Bank Account	E Equity	D Driver



2. Adding structure

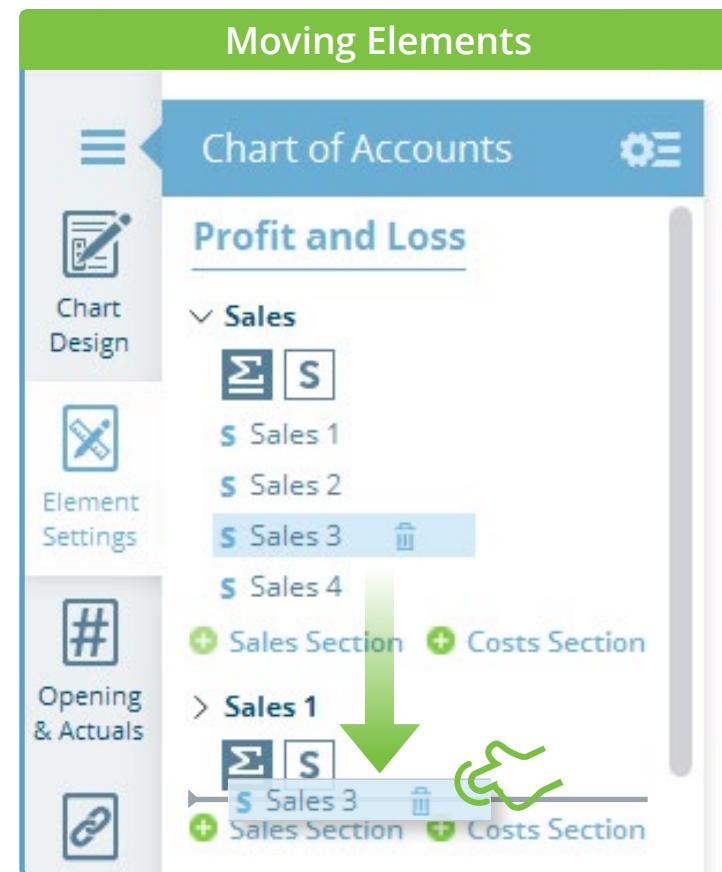
You can structure your **Chart of Accounts** by adding new **Sections**, **building departments** and arranging **elements** under **Subtotal Groups** to create the look you want.

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.



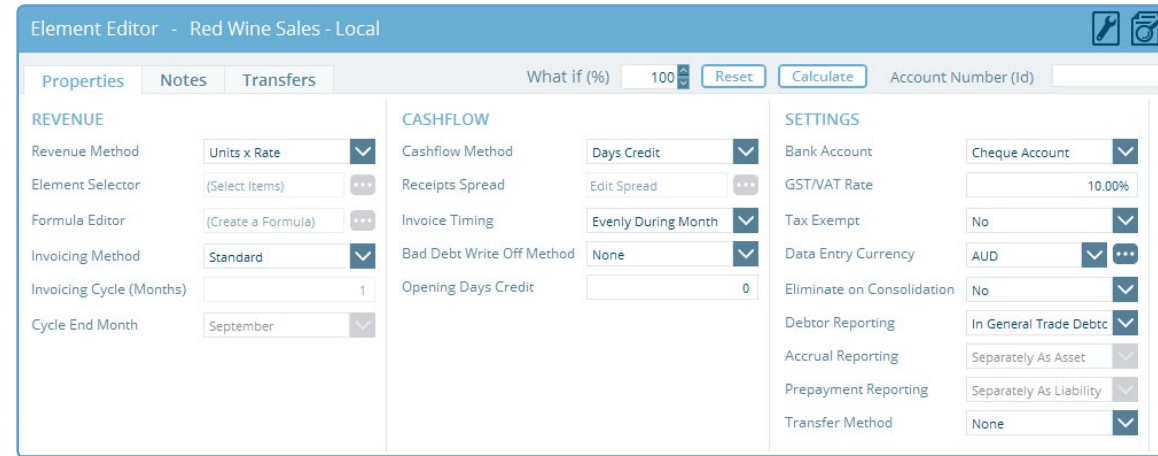
3. Moving Chart of Accounts items

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	Edit	Days Credit	Edit	10 %	<input type="checkbox"/>
Sales 3	% of Sales	Edit	Edit	Days Credit	Edit	10 %	<input type="checkbox"/>
Sales 4	% of P&L Expenses	Edit	Edit	Days Credit	Edit	10 %	<input type="checkbox"/>

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[Building a Chart of Accounts from Xero](#)
[Building a Chart of Accounts from Excel](#)