Investment Ledger – Migration to the Investment Ledger of previously recorded investments.

Prior to the implementation of the Investment Ledger, users could use the Fixed Asset Ledger to set up an investment asset; although designed to primarily to be used for property investments it has been used to hold other forms of investment. Equally other types of investments have been recorded to Long-Term Investments and Short-Term Investments account types.

The new Investment Ledger is designed to record, manage and report all forms of investments.

Existing investments can be migrated to the Investment Ledger using the processes described below.

For Not-for-Profit organisations using the Year End Accounts feature the ledger provides the information to pre-populate the appropriate note to the accounts.

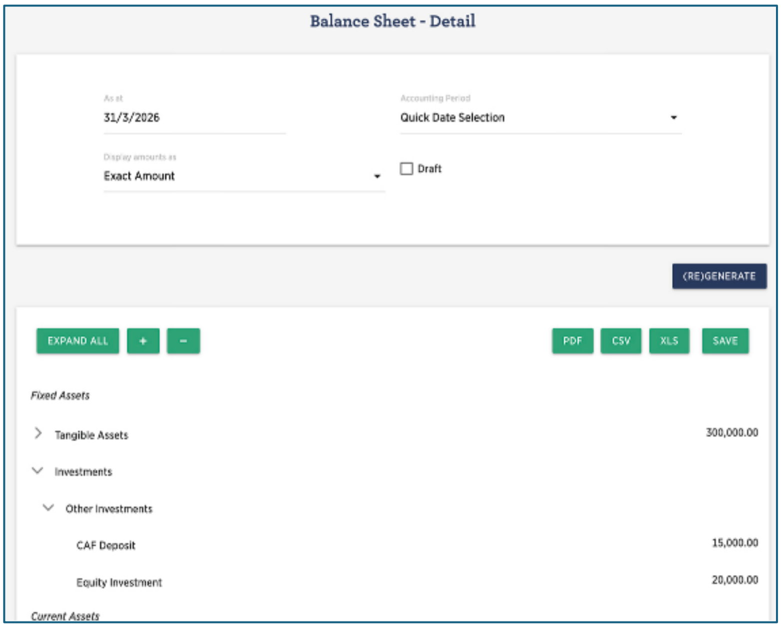
Situation prior to any migration

The organisation has the following investments at the end of the prior year (say 31/3/2026)

Asset ledger: -
Tangible Fixed Asset Investment (A house not being depreciated) with a cost and net book value of £300,000.

Long Term Investments: -
CAF Deposit £15,000
Equity Investment £20,000
(2,000 shares at £10.00)

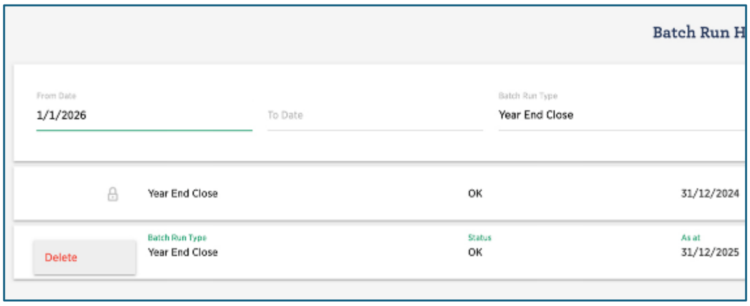
The user wishes to migrate these items to the Investment Ledger.



Step 1

If the prior year is in a closed status, it will temporally need to be opened.

Navigate to Control – Batch Jobs – Batch Run History.
Delete the year end close job for the relevant (immediately prior) year.

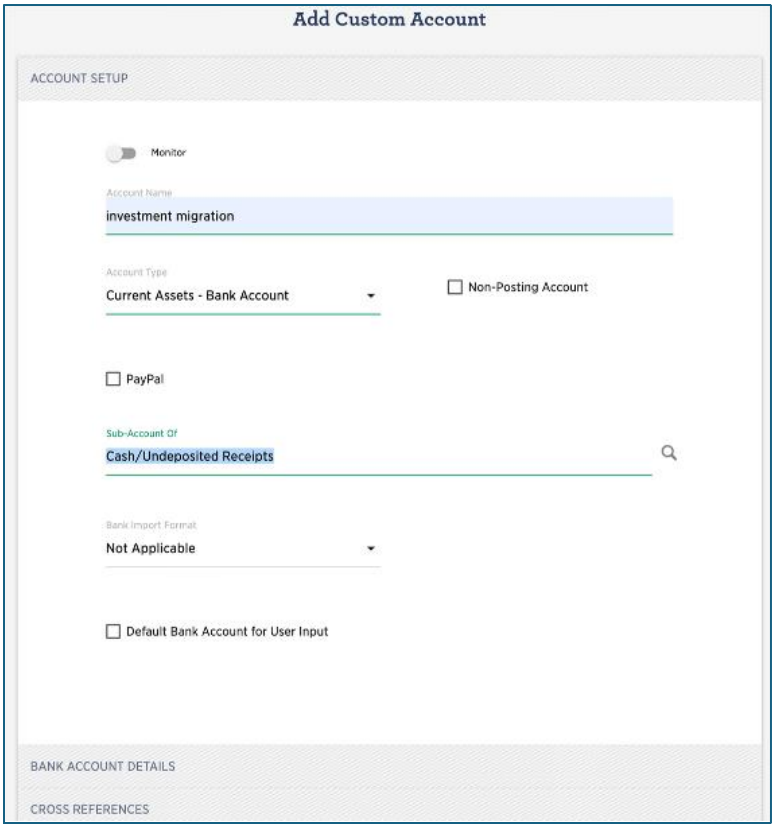


Step 2

Create a pseudo cash account as a subaccount of “Cash/Undeposited Receipts” to provide a channel to flow notional cash movements through using journal transactions. Once the migration is complete the account can be made inactive but will remain as a clear audit trail for future reference.

Navigate to the Accounts Menu -Add Custom Account.

Use the account setup tab, the other tabs will not be necessary.



For a migration from the Asset Ledger

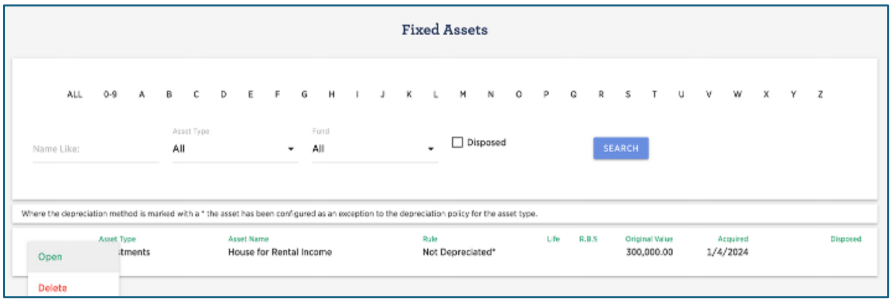
Step 3

Navigate to the Reports Menu - Fixed Assets – Fixed Asset Net Book Value Report
Select the relevant asset(s).
From the report note the net book value.
These will be the values that will be set up in the Investment ledger.

Step 4

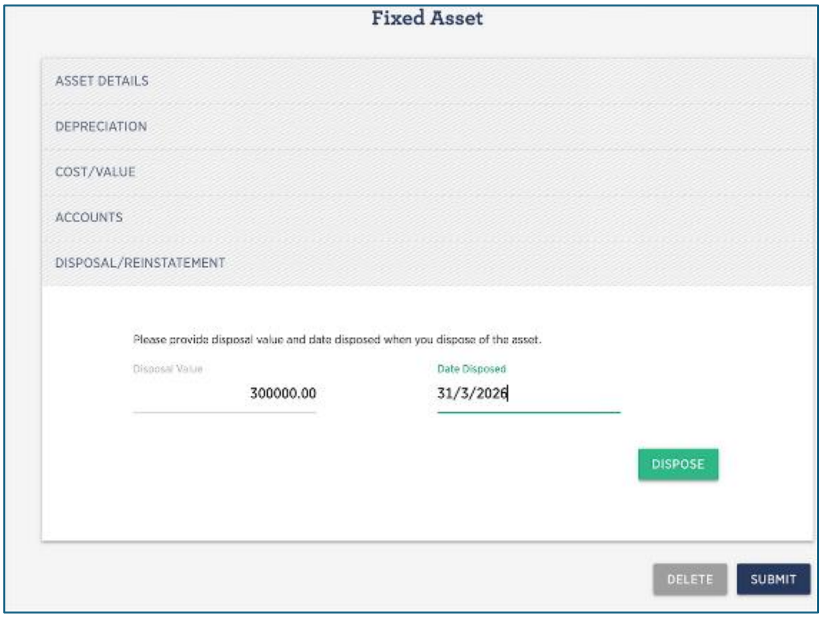
Navigate to the Fixed Asset Ledger
Expenditure – Fixed Assets – List

From the list select the relevant asset and click Open



Dismiss the warning message and the usual fixed asset detail screen will display. Move to the Disposal/Reinstatement tab.

Enter the net book value previously noted as the Disposal Value and the Date Disposed as the last day of the prior year (in this case 31/3/2026)



Click DISPOSE.

The system disposes of the asset with zero gain or loss.

The Disposal Value of £300,000 is now recorded to the Disposal of Assets account. For a normal disposal this would be the sales value but, in this case, it will be cleared by a journal later in the process.

Step 5

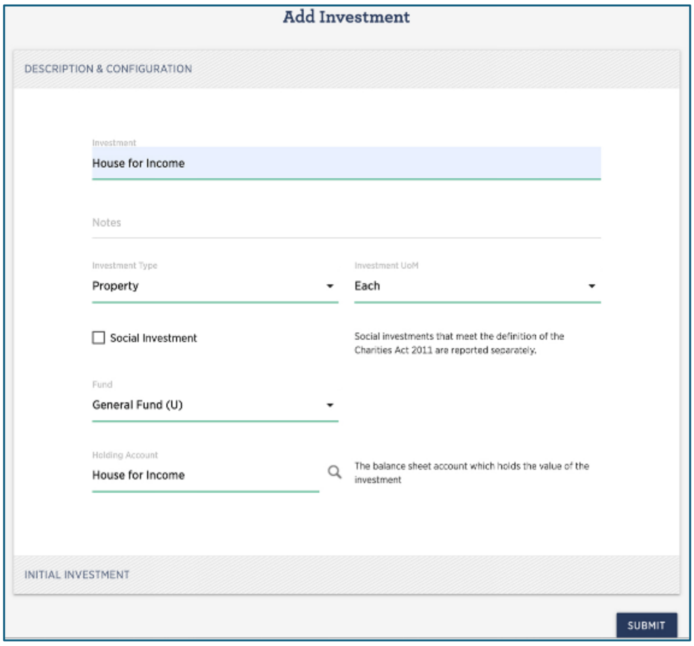
If a suitable holding account for the investment value does not exist set up one by adding a custom account.
Navigate to the Accounts Menu -Add Custom Account.

If you have multiple investments now would be a good time to think about and create the account structure you want for your investment holding accounts.

Step 6

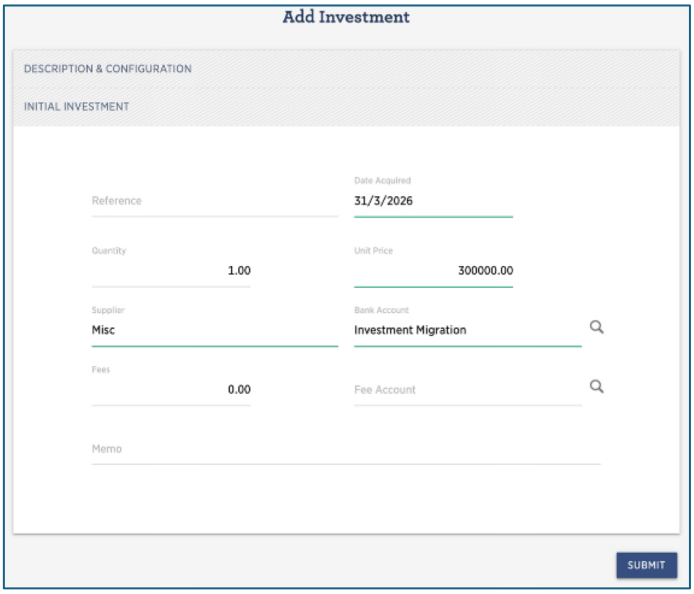
The investment can now be added to the Investment ledger.
Navigate to Expenditure – Investments – Add

On the Description & Configuration tab enter a name for the investment, select the investment type, in this case, as property.
The investment UoM defaults to Each for property
Choose a relevant Fund and the Holding Account created in Step 5



For the Initial Investment tab enter a Reference if required. The Date acquired will be the last date of the prior year, in this case 31/3/2026.
As the UoM is Each the Quantity will be 1.0 and the Unit Price is the value used above, again in this case £300,000.

It is important to select the pseudo cash account created in Step 2, not a normal bank account.
There is no need to record any fees.

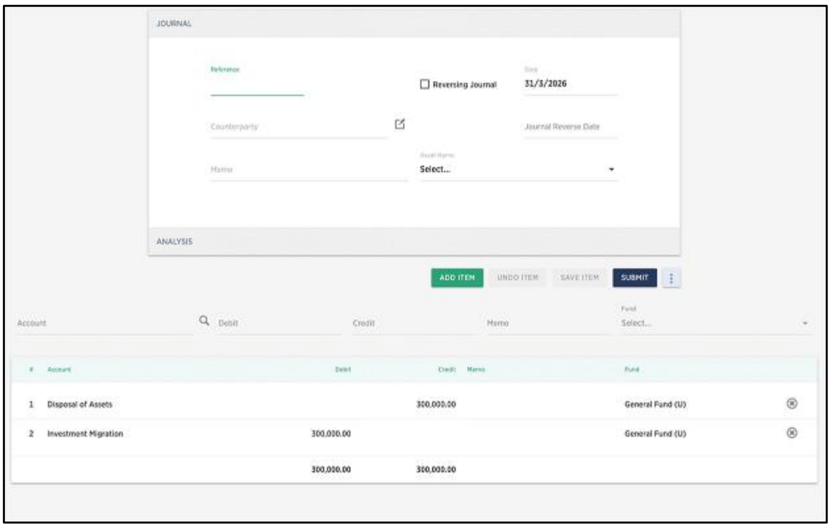


Step 7

The status of things now is that the original asset is no longer in the Fixed Asset Ledger, there is an Investment in the Investment Ledger. However, there is a balance on the pseudo cash account of £300,000 and an equal but opposite amount in the Disposal of Assets account. This needs to be cleared up with a journal.

Navigate to Control – Add Journal

Credit Disposal of Assets with the investment value and Debit pseudo cash account.



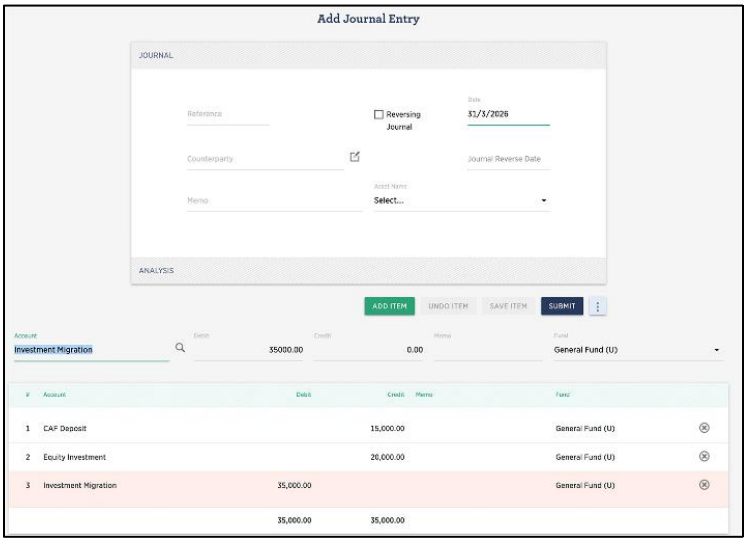
For a migration of Other Previously Recorded Investments
Step 3

Where there are other existing investments recorded to either Long -Term Investments and/or Short-Term Investment categories take a note of the values standing on the last day of the prior year. If there are stocks and Share type investments, then the number of shares held, and the unit value will be required.

In this example there are two investments to be set up in the investment ledger.
CAF Deposit £15,000
Equity Investment £20,000 (2,000 shares at £10.00)

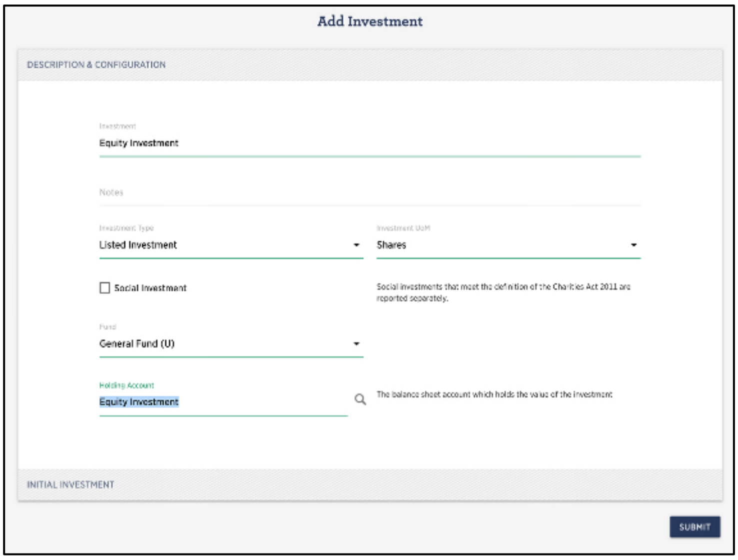
Step 4

Use a journal to move the existing values to the pseudo cash account (from Step 2)
The journal date should be the last day of the prior year. Credit each of the existing investment accounts and debit the pseudo cash account

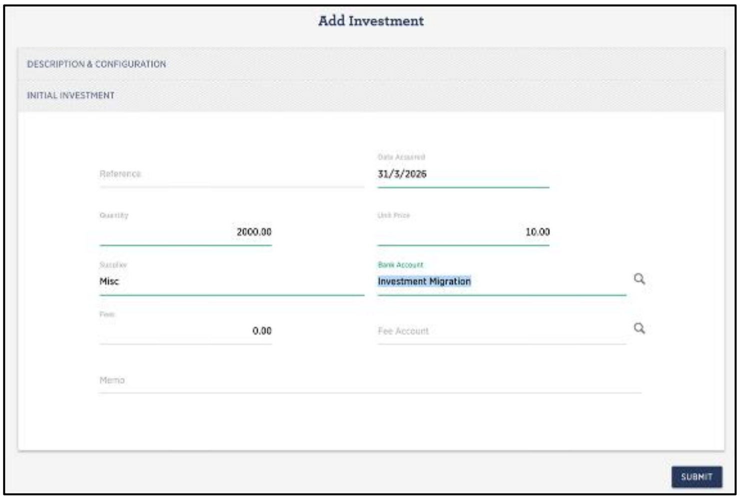


Step 5

The investments can now be added to the Investment ledger.
Navigate to Expenditure – Investments – Add



Using the Equity Investment as an example on the Description & Configuration tab enter a name for the investment, select the investment type, in this case, as Listed Investments
The investment UoM defaults to Shares.
Choose a relevant Fund and the Holding Account.



For the Initial Investment tab enter a Reference if required. The Date acquired will be the last date of the prior year, in this case 31/3/2026.
As the UoM is Shares the Quantity will be 2,000 and the Unit Price £10.00 giving an investment value of £20,000.

It is important to select the pseudo cash account, not a normal bank account.
There will be no fees needed to be entered.

Enter each other investment in turn.

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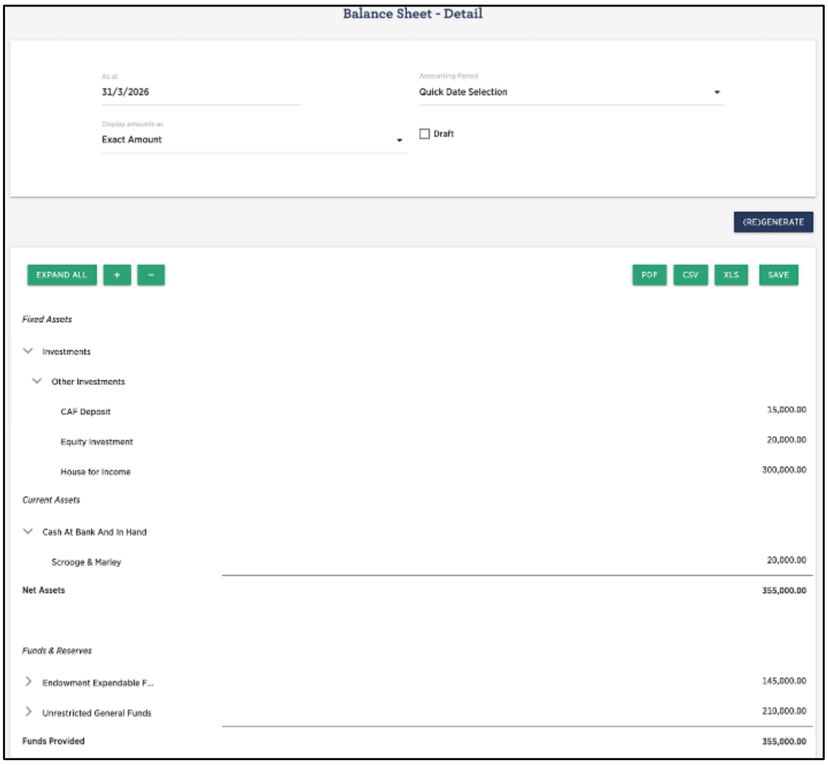
Finally

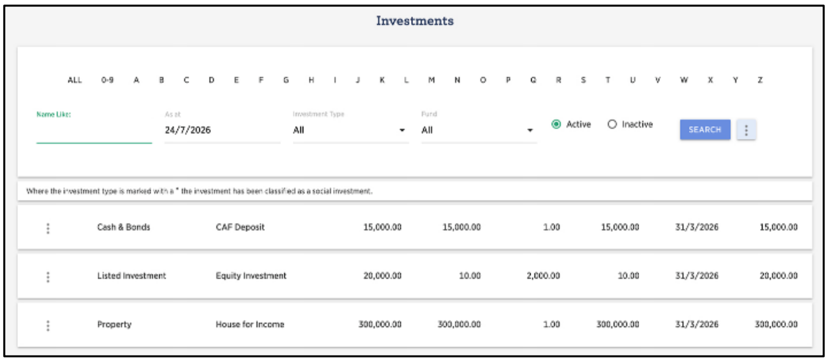
After all investments have been dealt with inspect both the Balance Sheet and Investment Ledger as at last date of the prior year.

In this example:

The balance sheet has the same investment balances and cash balances as previously.



Each investment should now be in the investment ledger.



Two more small actions are required
Close the prior year again if it was opened.
Control – Batch Jobs – Close Financial Year.

Make the pseudo cash account inactive , it will not be needed again but it retains the transaction data for audit purposes if necessary.
Accounts – Bank Accounts/Credit Cards – Configure Account – toggle as Inactive.