PBCL

Instructions for using the PBCL

Version 2.8

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1 Introduction

The PBCL stands for the **Prepared By Client List**. It is a smart and time saving solution for retrieving and secure data in a structured way. You will see all questions clearly and what needs to be delivered. For questions where documents must be submitted, you can immediately upload them. With alerts and progress percentages, you have real-time insight into the delivery process. You can see which questions have already been answered and which questions still need to be answered. The software further guides the delivery process. In addition, you work completely GDPR-proof with this solution.

Delivery takes place by completing various questionnaires and information requests, hereinafter referred to as PBCL. We use this information and documentation for checking your Financial Statement(s) and/or Corporate Tax, for example. This instruction will explain the working of the PBCL platform.

1.1 Login

You have received a web address and login name by email. In a second e-mail you received a link to set your password. With your login name and password, you can log in to the web address sent. You can also choose the language Dutch or English by clicking on one of the flags. See the image below for the login screen.
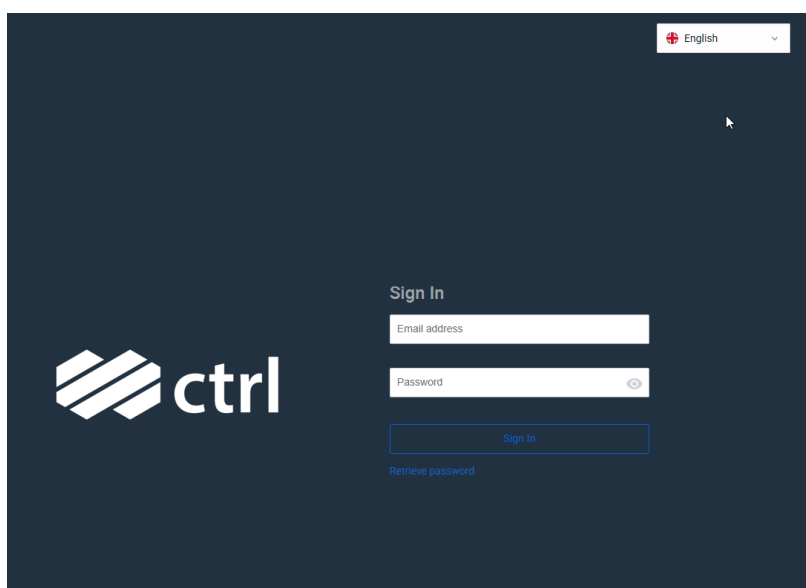
2 Dashboard and Tiles

When starting PBCL you will enter the dashboard. This dashboard shows you a real-time overview of questions, progress and deadlines.
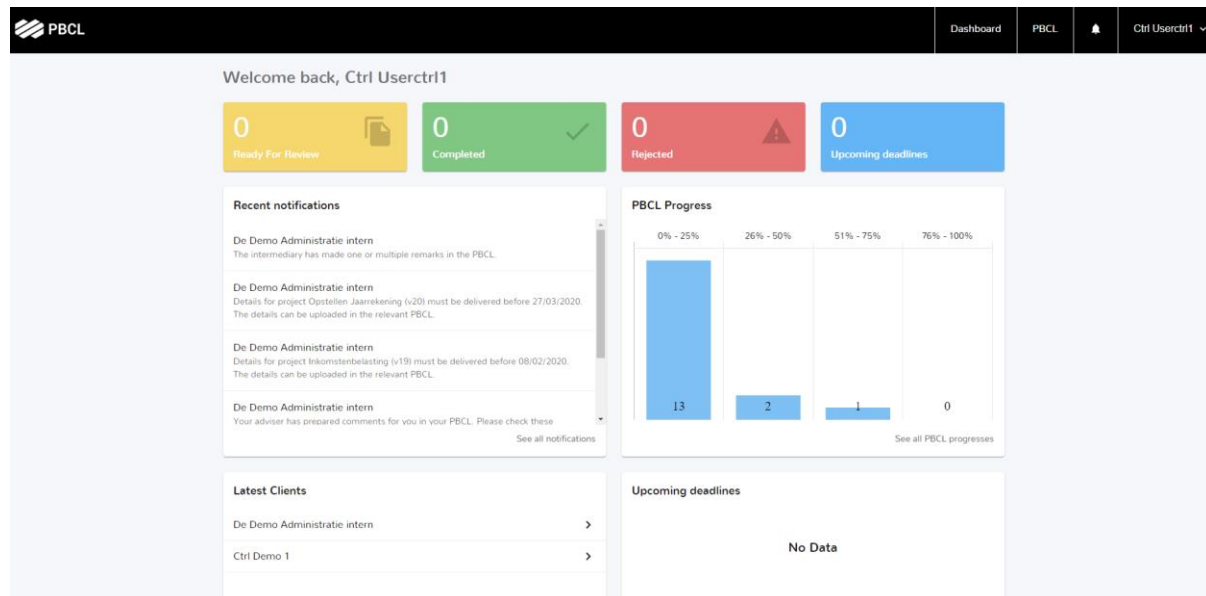

2.1   Main menu

The main menu contains several parts:

- **Dashboard**: the PBCL dashboard consists of several widgets that show the status of the PBCL(s) you must fill in. When you click on the logo at the top left, the dashboard also appears.
- **PBCL**: Opens the tile structure for the entity that you opened most recently. This tile structure takes you to the environment where you can view and complete the delivery status of the PBCL(s) in detail.
- **Notification icon**: Opens the list of notifications available for you. Notifications appear, for example, when your advisor has approved, disapproved, or commented on your answers previously provided.
- **Name**: When you click on your name, you will see a submenu where you can log out. We recommend that you always log out when you are finished on the platform.

2.2   Dashboard

The dashboard shows by means of a number of widgets/blocks the status of the PBCLs.

2.2.1   Status widgets
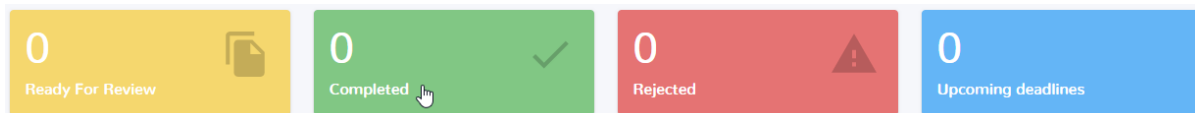
The status widgets provide an overview of the active PBCL(s) based on 4 categories.

1. Ready for Review: Several PBCLs whose delivery is 100% complete and must be checked by your advisor.
2. Completed: Number of PBCLs 100% approved by your advisor in the past 7 days.
3. Rejected: Number of PBCLs with a rejected question that need to be answered again.
4. Upcoming deadlines: The number of future deadlines.

When you click on the yellow, green, or red status widget, you will be taken to the progress page with the filter automatically filled in based on your chosen status widget. A click on the blue status widget opens the full overview of upcoming deadlines page.

2.2.2 Recent Notifications

The recent notifications widget shows the recent notifications regarding the created PBCLs. This could be notifications, for example, that your advisor has made a comment, has adjusted a question, or that a PBCL must be completed and has an approaching deadline. When you click on a notification, you will be sent to the underlying PBCL.
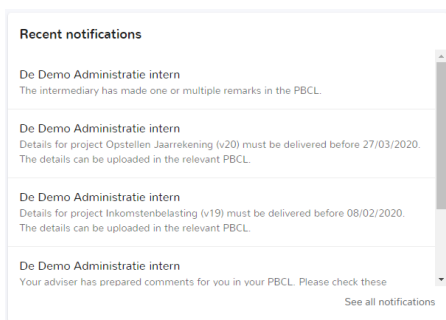

2.2.3 PBCL Progress

The PBCL progression widget provides an overview of all PBCLs that are not yet 100% approved. When you click on the title of the chart you will enter the PBCL progress page, where you can further filter on different statuses.
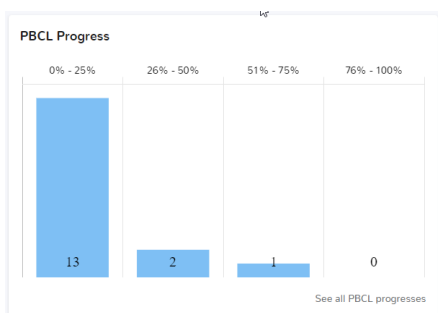

2.2.4 Latest Clients

To easily navigate between the entities in which you are involved in the delivery, an overview has been made that shows the 5 most recently opened entities. This widget is therefore only important when you have access to multiple entities. Click on a name to open the PBCL for that entity.
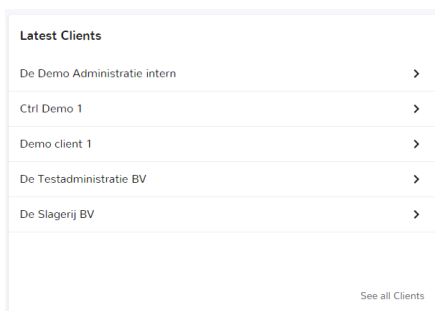
2.2.5   Upcoming deadlines

The next 5 deadlines are displayed in the upcoming deadlines widget. When you click on a deadline, the PBCL for the relevant client opens. When you click on "See all deadlines" the overview page with all future deadlines will be opened.
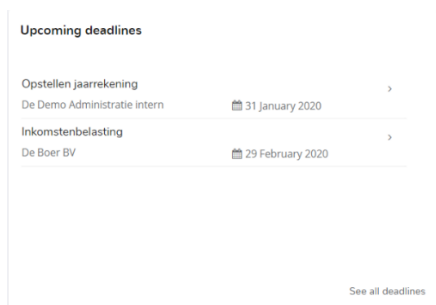
2.3   PBCL Progress

From multiple widgets you will reach the PBCL progress page. This overview gives you the opportunity to get an overview of the progress of one or more PBCLs. All PBCLs that are not yet 100% approved are included in the statistics.

You can apply various filters so that you can generate an overview of the selection you want. By clicking on a relevant PBCL you will land at the delivery status via a tile structure, where you can view the details per financial statement item. You can also open this tile structure by clicking PBCL in the menu bar at the PBCL homepage.
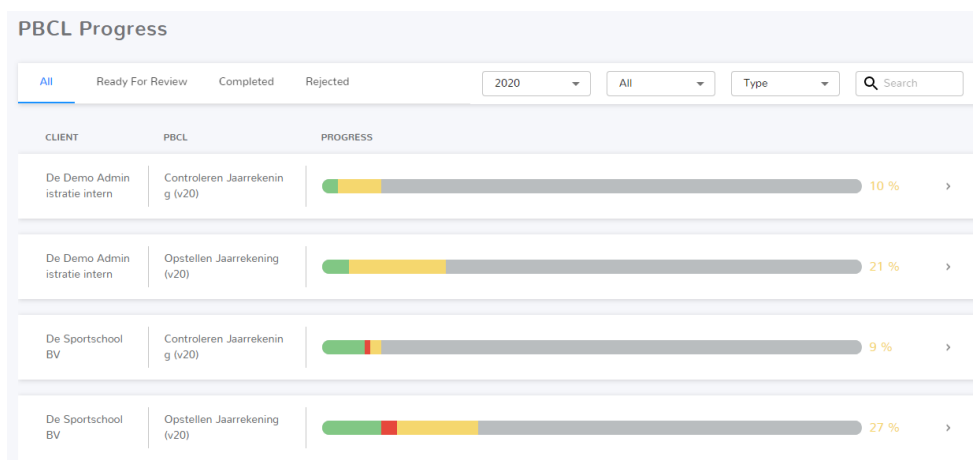
2.4   Tiles

The following is indicated per tile:

1. There is a document that has been rejected by your advisor
2. Sub-tile status: The status of each sub-tile is indicated
3. Sub-tile: The sub-tiles that belong to this tile
4. Status bar: Different colors indicate the percentage of questions that were answered, approved, or rejected.
5. Percentage of answered questions: What percentage of the questions covered by this tile have been answered.
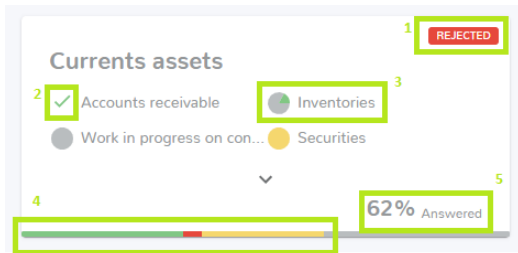
The following colors are shown in the status bar:

- Gray: Percentage of questions that have not yet been answered.
- Yellow: Percentage of questions answered and allowed to be assessed.
- Green: Percentage of questions approved by your advisor
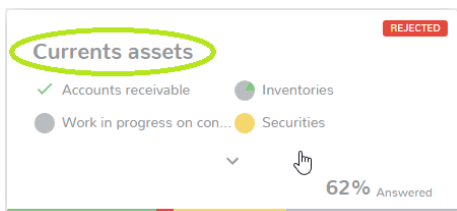- Red: Percentage of questions rejected by your advisor

See below an example of a fully completed and approved tile.
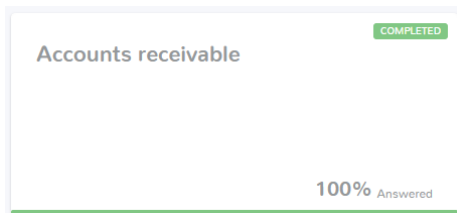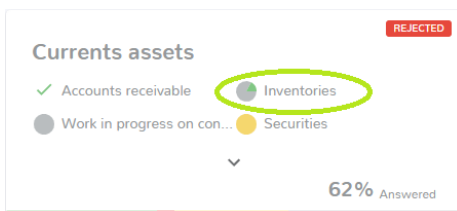

2.5   Navigation from tile

2.5.1   Sub-tile overview

By clicking on the title of the tile, an overview of the sub-tiles opens.

2.5.2   Questionnaire

From the tile you can directly navigate to the underlying questionnaires. Click on the relevant sub-tile.


2.5.3   Navigation URL

Above the tiles is a navigation URL, which shows which path you have followed. By clicking on a name, you can navigate back to the relevant tile. This way you can easily and quickly switch between the different tiles.

PBCL / 2020 / Preparing financial statements / Currents assets / **Accounts receivable**

3 Provide information

3.1 Upload documents and post comments
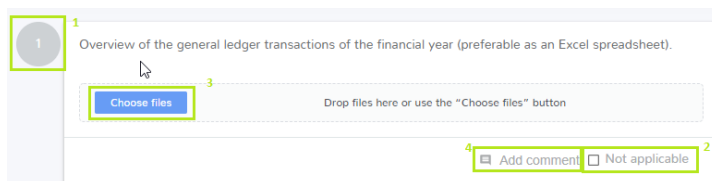
1. Question color: colors represent the status of the question

   o Gray = to be answered
   o Yellow = question has been answered by you
   o Red = answer or document has been rejected
   o Green = question or document has been approved

2. Not applicable: If a question/document is not applicable, you can check here. The question is then no longer open. If a document has already been uploaded, it will be removed if the "Not applicable" option is checked in.

3. Choose files: Documents can be uploaded by clicking the "Choose files" option. Then select the desired document on your PC. Or use the "Drag and Drop" functionality. You can add multiple files here.

4. Add comment: If you want to give an extra explanation or ask a question about the requested document, you can leave a comment here. You and your advisor can then respond to each other here. See below an example with multiple comments. If you click on "All messages" you will see the entire conversation history.
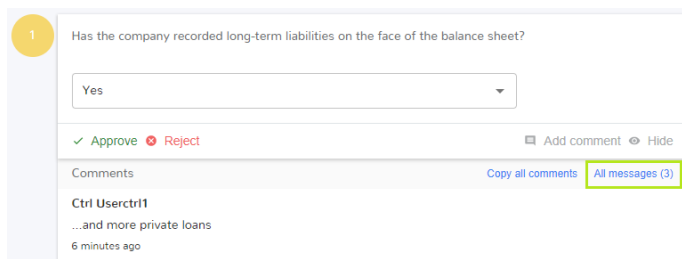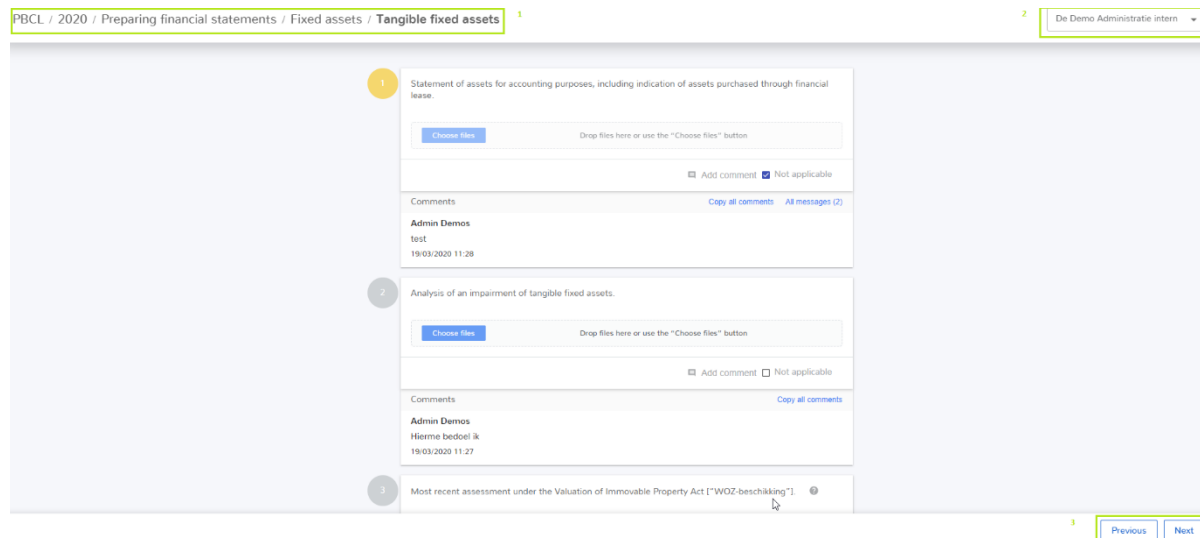

5. Question mark: By clicking on the question mark behind a question, a further explanation is displayed. See the example below.
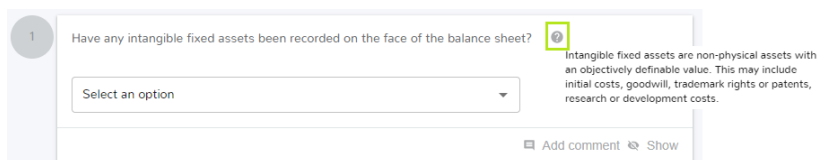
3.2 Navigate from the questionnaires

In order to navigate within the available questionnaires, you can choose from 3 options.

1. Via the navigation URL: the selected tile will open immediately.
2. Between entities: On the screen, using the search bar at the top right, you can switch between the different entities. The relevant questionnaire will then be opened immediately. When switching to another entity, but the relevant tile or questionnaire does not exist, the text "This PBCL is not available" is displayed.
3. Previous/Next: In the questionnaire you can easily navigate to a next or previous questionnaire, which relates to another sub-tile. This can be done using the Previous and Next buttons at the bottom right of the screen.

4 Response from your advisor

After the PBCL has been completed by you, it is up to your advisor to approve or reject your answers and documents.

4.1 Question/document approved

If your question or document has been approved, the question will turn green. See below.
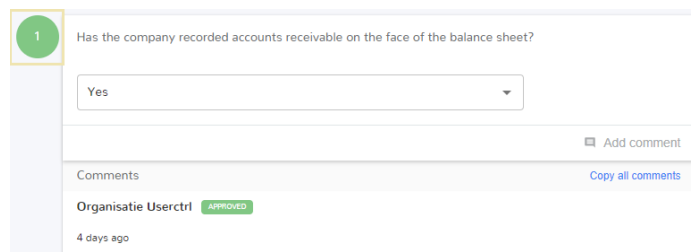
4.2   Question/document rejected

After a question has been rejected by your advisor, you will receive a message in your mailbox. The email message will indicate that there is a message waiting for you. A notification will be created at your Dashboard. Your advisor has indicated in the explanation why the answer or document has been rejected. See example below.
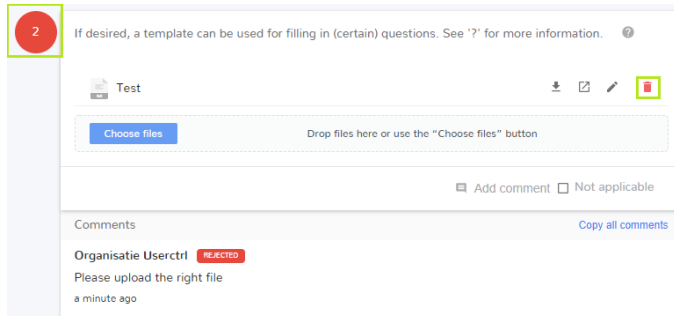
When a question is rejected, new documents can be uploaded. Previous documents that have been uploaded can be removed by clicking the recycle bin.

4.3   Notifications

Based on three situations, notifications for PBCL will appear in the Dashboard:

1. If a question is rejected, you will receive an email and a notification on the Dashboard
2. If a message is posted by your advisor to a question that you have answered or where you have asked a question yourself.
3. When a PBCL is created by your advisor. This notification will disappear when the relevant PBCL has been filled in completely and is therefore at 100%