



FORECAST 5 INTEGRATION

Forecast 5 Sage 50 Integration

What Is Integration?

Forecast 5 integration allows the user to import data from their financial application, eliminating the time-consuming task of manually keying figures. Integration is an add-on which is purchased separately to the core Forecast 5 product.

The integration process will effectively create a budget from the selected accounting books, allow users to prepare next year's budgets and report Actuals going forward.

When creating a new forecast, the user will select the integration option required, the user will select the correct data source from their financial application.

How Does It Work With Forecast 5?

The process is as follows

- 1) Select the data set/company and periods you wish to import
- 2) Map the accounts to Forecast 5 record types eg Wages Separately invoiced etc
- 3) Import the historical data to be the basis for the next year's budget
- 4) Set up loans and import the opening balance sheet
- 5) Extend the forecast data into the new financial year for budget purposes

The first step is to create records in Forecast 5 and import the account codes for the Profit & Loss and the Balance Sheet. Forecast 5 allows the creation of folders and sections in order to map the data list correctly. Accounts can be mapped to record types (e.g. Wages) in the Wizard, records can be marked not to import and Fixed Asset records can be combined (e.g. One asset record with Cost and two asset records with accumulated depreciation for the General Ledger).

The user chooses the 12 periods to be imported into Forecast 5.

Loan balances will be imported but the loan interest and terms will need to be set up in Forecast 5. Fixed Assets will also need depreciation rates, etc. entered.

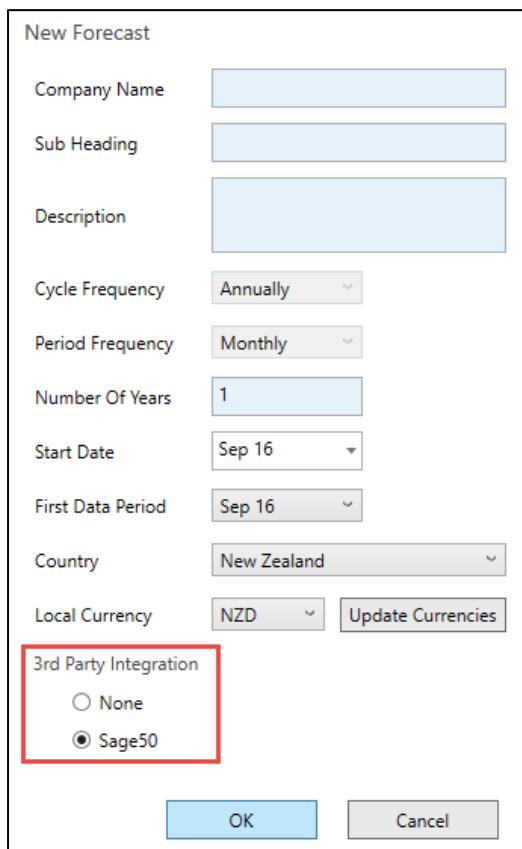
Once the forecast is created, the data can be extended into a second year by taking advantage of the extent functions, such as increase by a factor, etc. You can now work on next year's budget.

When you are ready, you can import the Actuals balances for your selected period.

Step by Step Guide

Using the integration. Example with Sage 50 Accounts.

- 1) Create a new forecast and select your financial package under 3rd Party Integration:



New Forecast

Company Name: [Input Field]

Sub Heading: [Input Field]

Description: [Input Field]

Cycle Frequency: Annually

Period Frequency: Monthly

Number Of Years: 1

Start Date: Sep 16

First Data Period: Sep 16

Country: New Zealand

Local Currency: NZD | Update Currencies

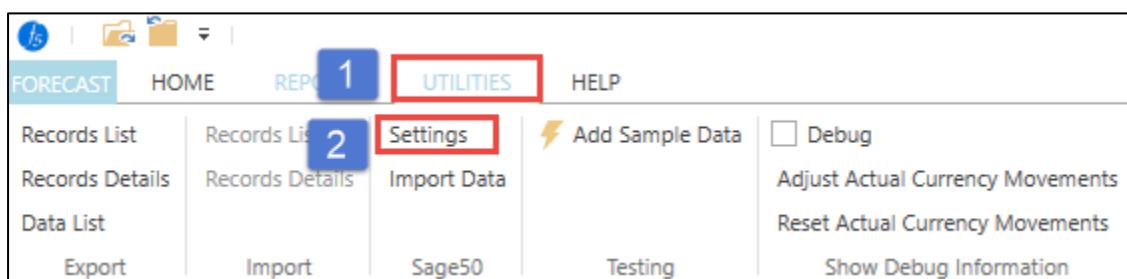
3rd Party Integration

None

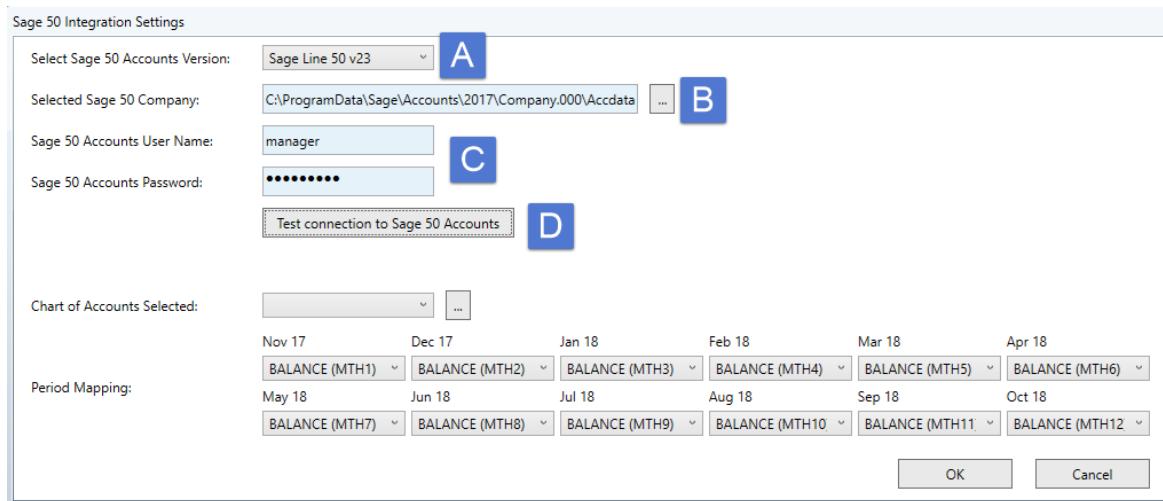
Sage50

OK | Cancel

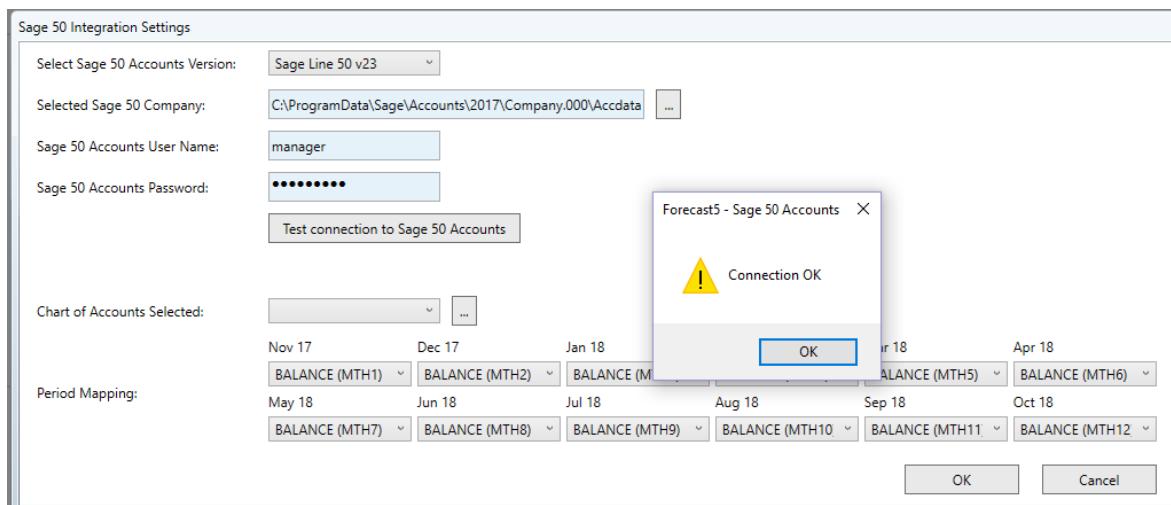
- 2) Set the start date of the forecast to 12 months before the year you want to make the budget for, as we will bring in the last 12 months and extend the data to the new year's budget
- 3) Open the integration settings by going to Utilities > Settings



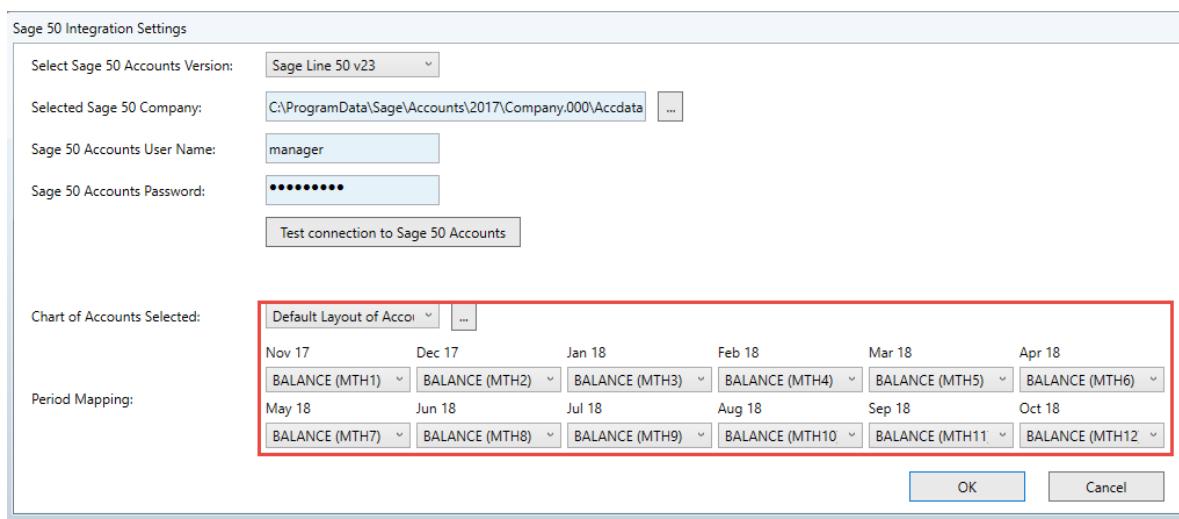
- 4) Enter the connection details to your company data. The details will differ based on your financial software. Ensure you test the connection.
 - a. Software Version
 - b. Company Folder
 - c. Username & password



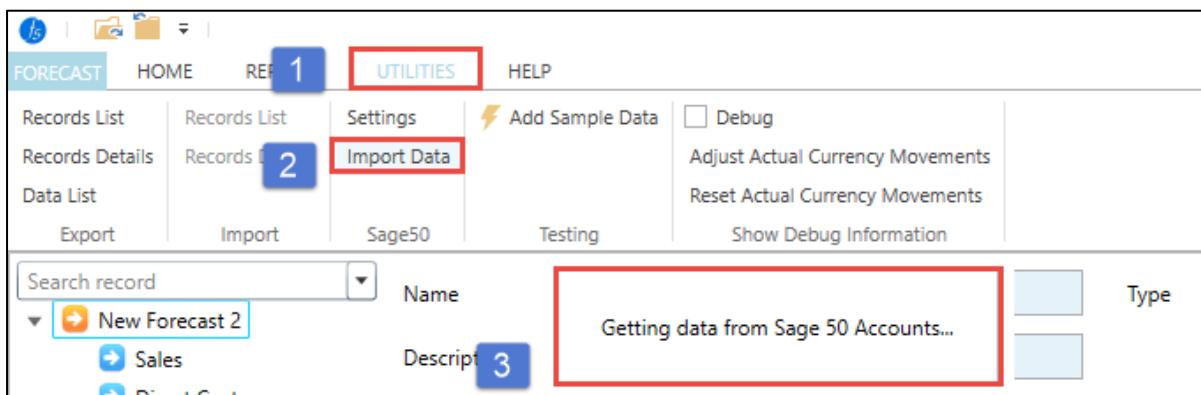
d. Test Connection.



- 5) Select the Chart Of Accounts to use and map the periods. Period mapping will bring the data into the matching Forecast 5 period. Click the drop down to select the correct period to map. Click Ok to save and close.

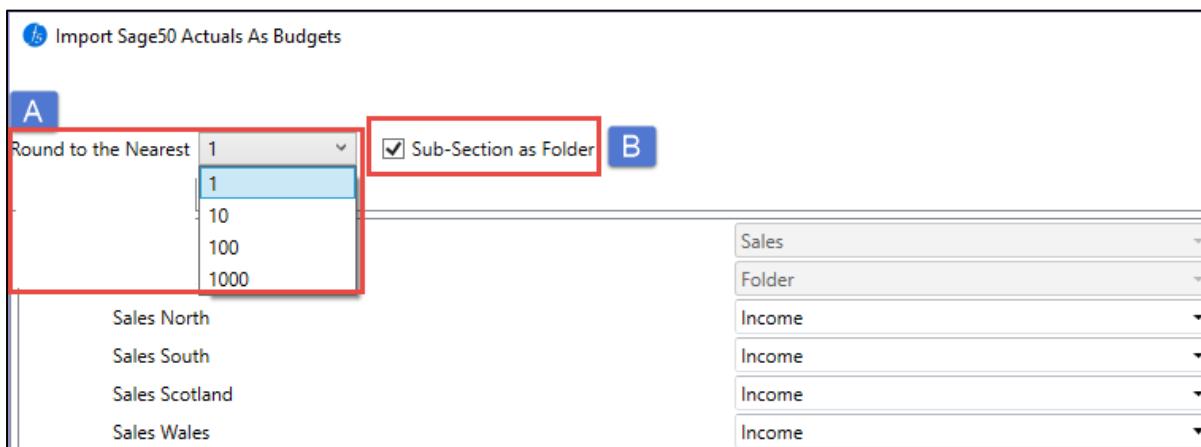


6) Go to Utilities > Import Data.

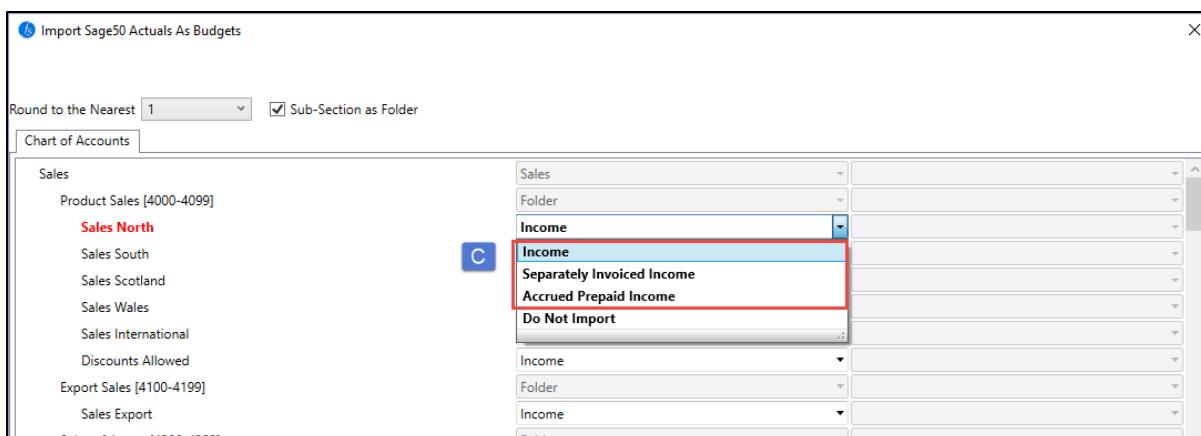


This process may take several minutes to read the data and build the tree for step 7 so please wait until the screen below appears.

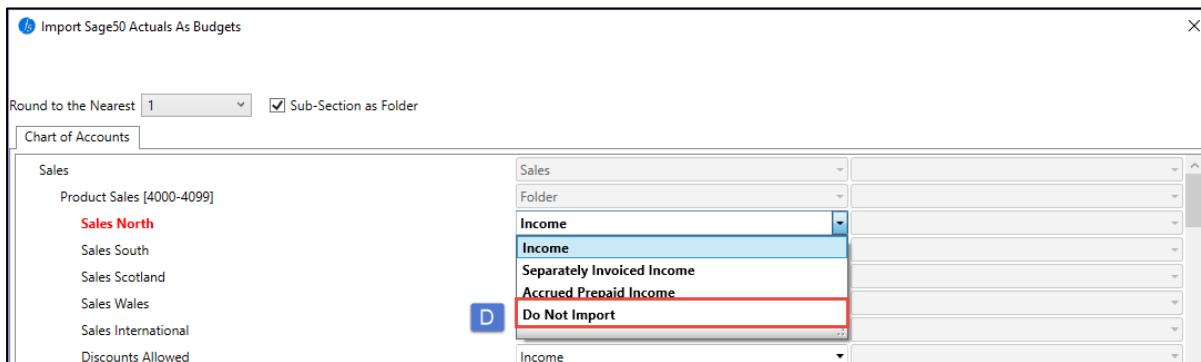
- 7) The Data Import screen will appear. You will have the following options:
- Round to nearest 1, 10, 100, 1000 dollars.
 - Tick to enable the chart of account headings to be recognised as folders, e.g. Cost Centres.



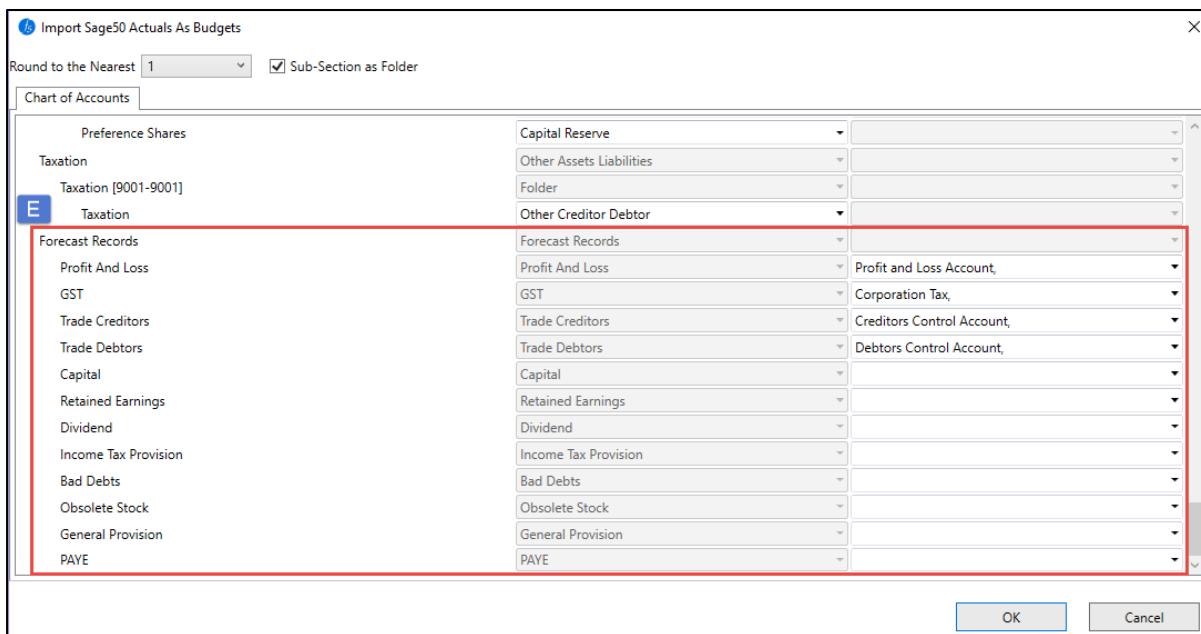
- Choose your record type, e.g. Income, Separately Invoiced or Accrued and Prepaid income.



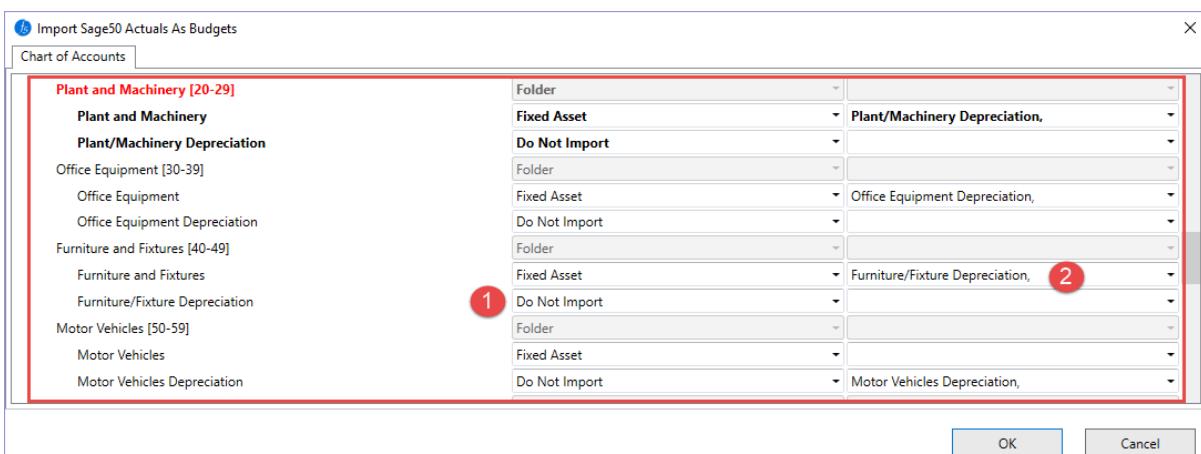
d) Alternatively, decide not to import.



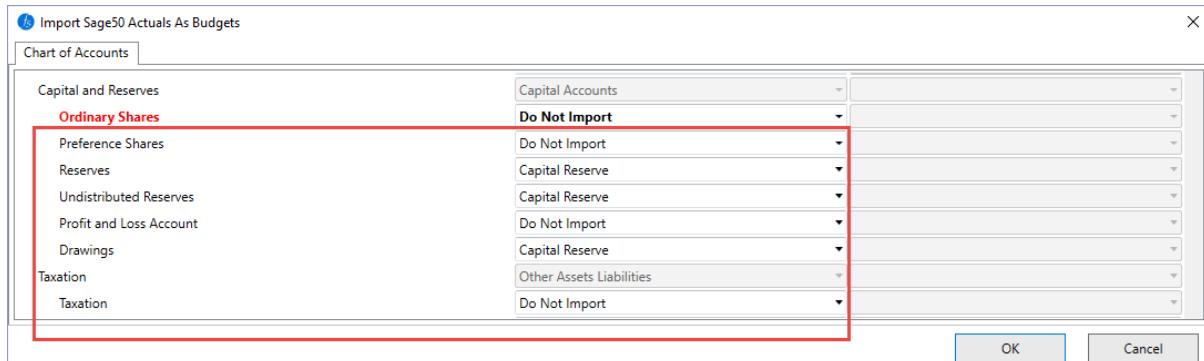
e) Some P&L records are not to be imported, e.g. Opening stock, Closing stock, Depreciations, Interest on loans etc., as they are control accounts which can be mapped to the explorer records.



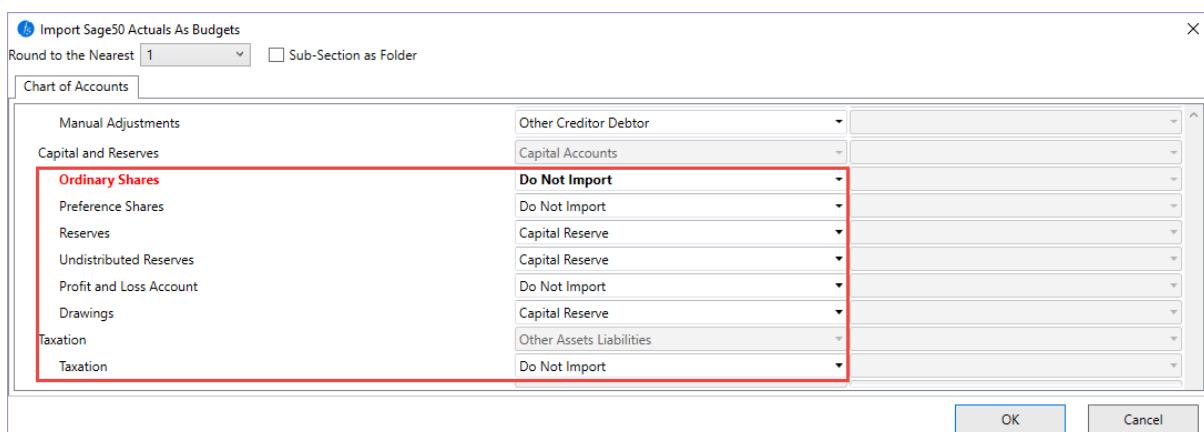
f) Fixed asset and balance sheet records need to be combined. Set the depreciation as "Do Not Import" (1) then add the depreciation to the fixed asset record (2).



- g) Forecast Records are listed at the bottom. These are Forecast 5 records that may incorporate 1 or more general ledger codes and are generated automatically by Forecast 5, such as GST/VAT which may be the accumulation of GST/VAT in and out and the VAT liability Account.



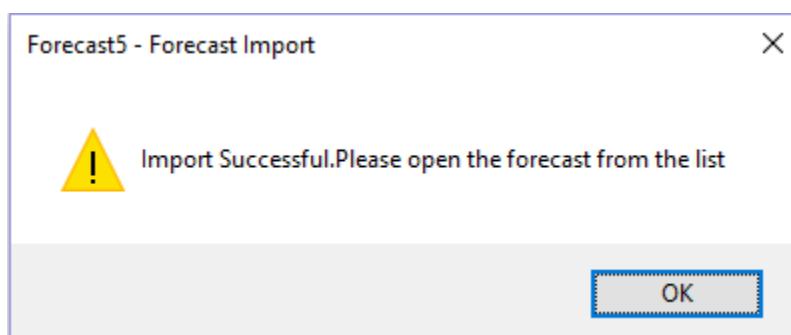
- h) When mapping the explorer records, be sure set the GL codes in the main list to “Do Not Import” as to not import them twice.



- i) Once you are happy with the data selection, click OK. The data will be imported into Forecast 5. This may take a few minutes depending on the size of data.

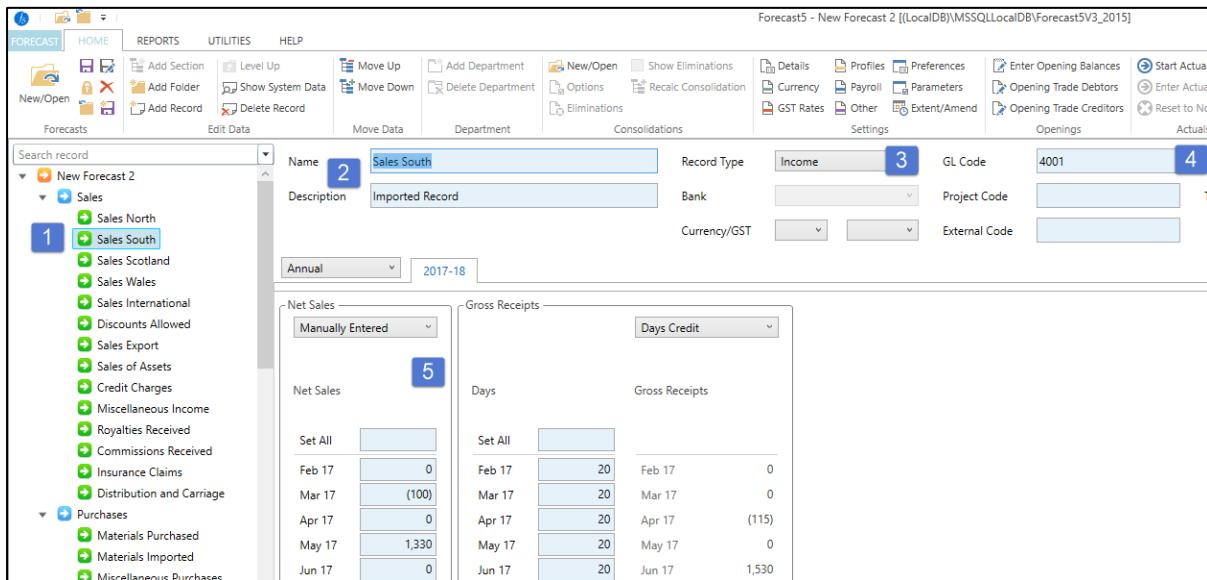
Forecast 5 will round to the nearest dollar for each period this will result in small variances.

- 8) On successful import, you will be prompted to reopen the forecast.



- 9) The data will be displayed as below;

1. The chart of accounts selected have been imported as records.
2. The name and description of each record.
3. The record type as selected.
4. The GL code as per your Sage 50 data.
5. The imported balances.



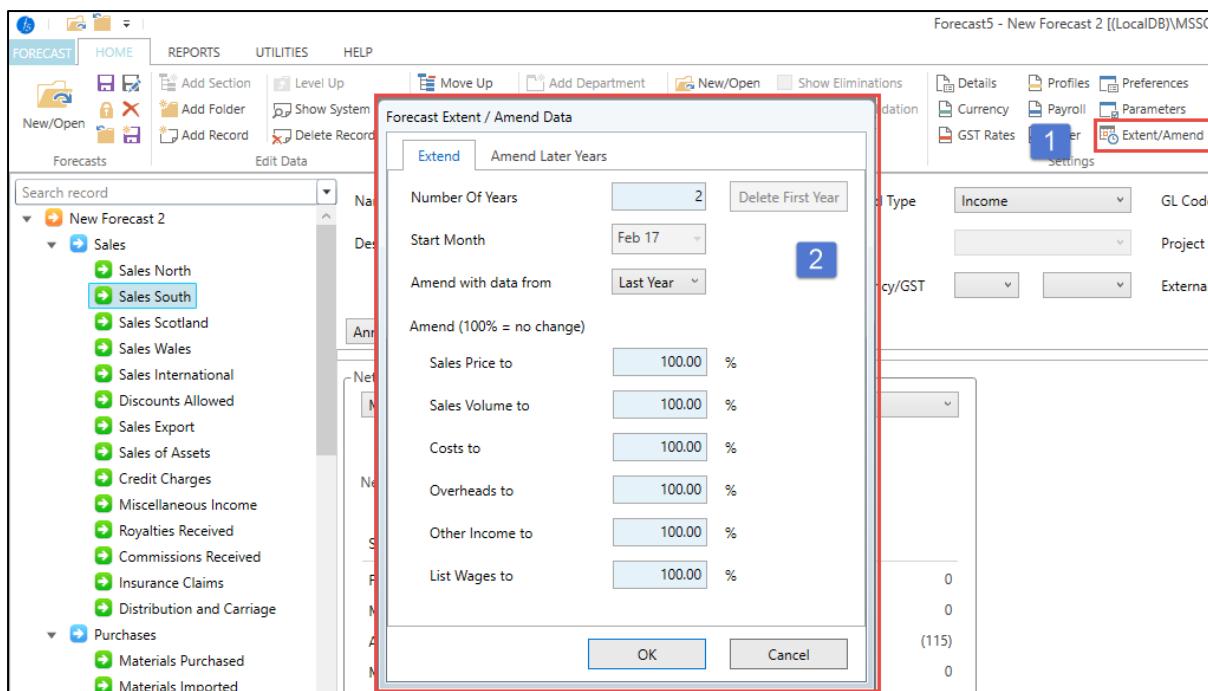
The screenshot shows the Forecast 5 software interface. On the left, there is a sidebar menu with categories like Sales, Purchases, and others. A specific record, 'Sales South', is selected and highlighted with a blue box. The main area displays a form for creating or editing a record. The fields shown are:

- Name:** Sales South (highlighted with a blue box)
- Description:** Imported Record
- Record Type:** Income (highlighted with a blue box)
- GL Code:** 4001 (highlighted with a blue box)
- Record Type (dropdown):** Bank
- Project Code:** (empty field)
- Currency/GST:** (empty dropdown)
- External Code:** (empty field)

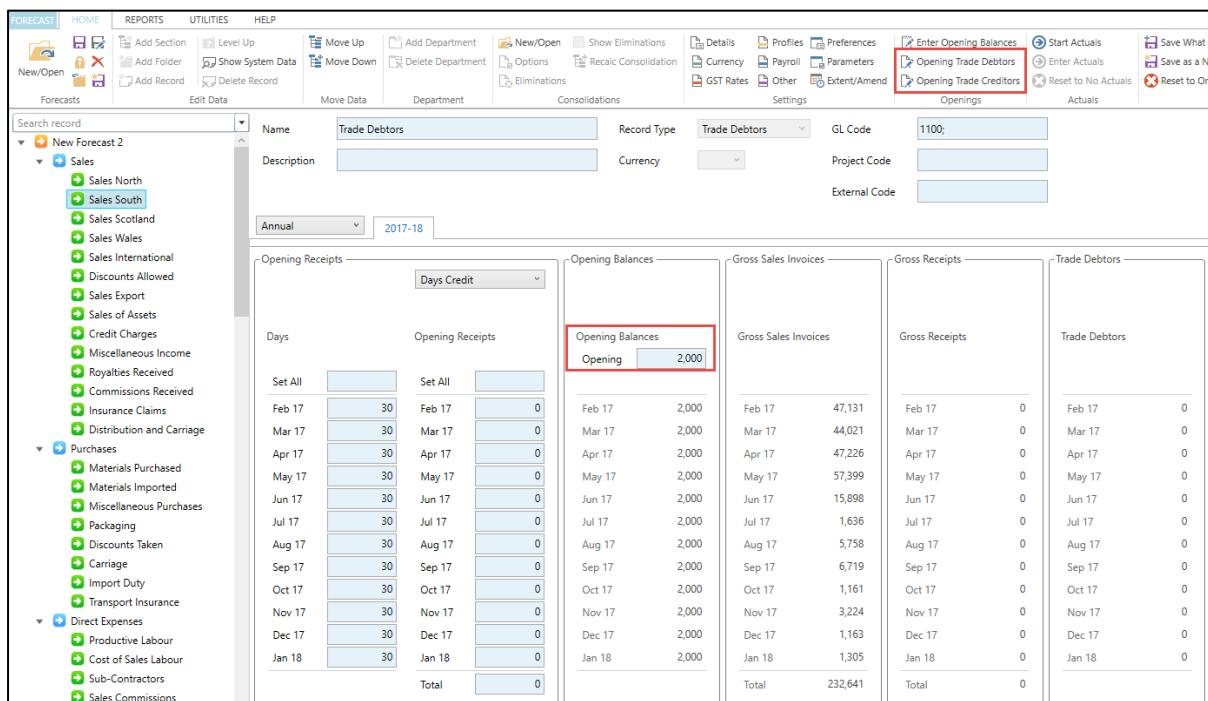
Below the form, there are two tables:

Net Sales		Gross Receipts	
	Manually Entered		Days Credit
Set All		Set All	
Feb 17	0	Feb 17	0
Mar 17	(100)	Mar 17	0
Apr 17	0	Apr 17	(115)
May 17	1,330	May 17	0
Jun 17	0	Jun 17	1,530

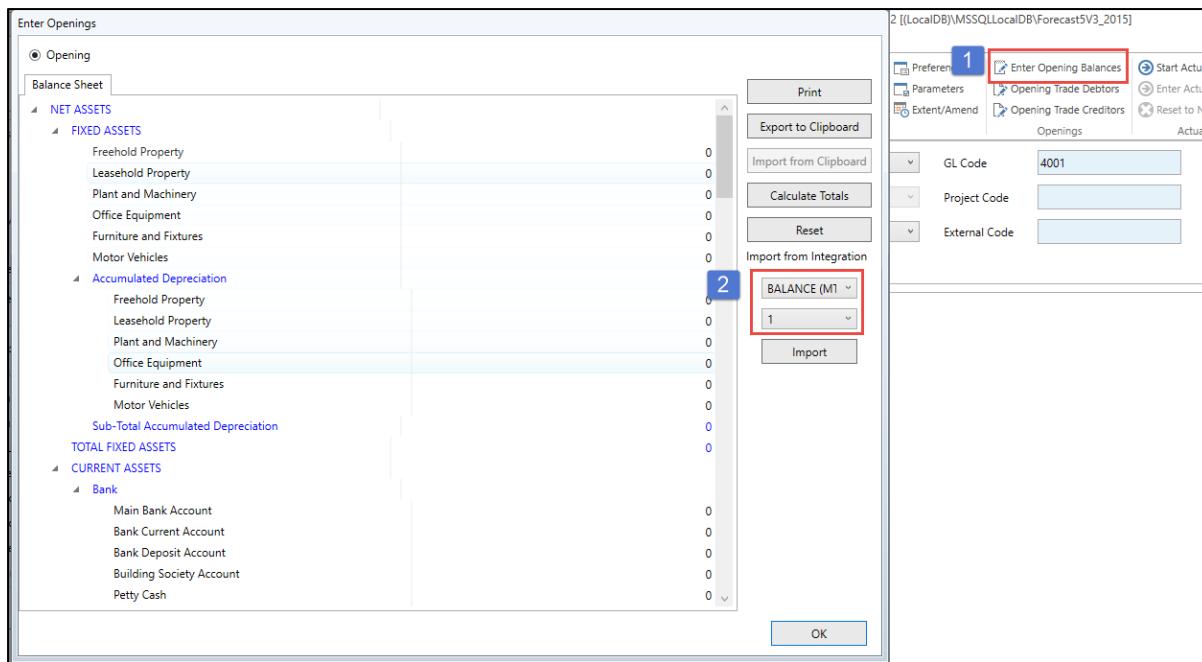
- 10) Now you will need to fill out the details of the fixed asset depreciation, loans, bank accounts, days credit, etc.
- 11) Check all record types e.g. Accruals and prepayments, will need net invoices entered
- 12) Now review all values for the current year and adjust as required.
- 13) The next step is to extend the forecast in to the next budget year.
 - a. From Settings > Extend/Amend
 - b. Amend data options wanted. It is recommended to increase only by one year initially then complete the process before adding additional years up to 15.

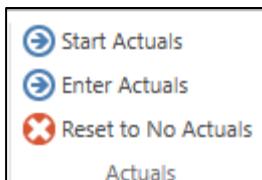


- 14) When this is complete, the opening balances needs to be included into the budget to create an accurate model. Click “Opening Trade Debtors”, fill out the terms and opening balances. Repeat for “Opening Trade Creditors”.



- 15) Then you will need to complete the opening balance sheet import. Select “Opening Balances” and the month of the data to import. Check all the values are correct.



- 16) Selecting OK should balance or you will be prompted to auto-balance.
 - 17) The import process has now been completed and you can work on the figures of your next year's budget. Update records, add new records or sections, change cashflow settings etc.
 - 18) Now work on the figures of your next year's budget. Update, delete or add records, change Cashflow settings, etc.
 - 19) You can then start work on your Actuals.
 - a. From the Actuals section, click Start Actuals. Then click Enter Actuals.
- 

Actuals

 - Start Actuals
 - Enter Actuals
 - Reset to No Actuals
- b. Select the month. Click Import.

Enter Actuals

(Actuals Apr 16)

Profit & Loss Balance Sheet Other

NET PROFIT

- OPERATING PROFIT**
- GROSS PROFIT**
- Revenue Accounts**
 - Sales (Unassigned, Unassigned) 435
 - TOTAL Revenue Accounts** 435
 - Sales Accounts
 - Sales
- Direct Costs Accounts**
 - Purchases (Unassigned, Unassigned) 0
 - Cost of Goods Sold (Unassigned, Unassigned) 0
 - TOTAL Direct Costs Accounts** 0
 - Direct Costs
 - Direct Costs - Depreciation**
 - Office Equipment 0
 - Less Accumulated Depreciation on Office Equipment 0
 - Computer Equipment 0
 - Less Accumulated Depreciation on Computer Equipment 0
 - Sub-Total Direct Costs - Depreciation** 0
 - TOTAL Direct Costs** 0
 - TOTAL GROSS PROFIT** 435
- Overhead Accounts**
 - Advertising (Auckland, New Zealand) 5,180
 - Bank Fees (Unassigned, Unassigned) 0

Print Export to Clipboard Import from Clipboard Calculate Totals Reset Import from Integration

Apr 16 1 Import

OK

Note: You may copy the forecast and the integration settings are also copied.

Note: You can repeat the process and this will overwrite the data with new figures

End of Integration Guide