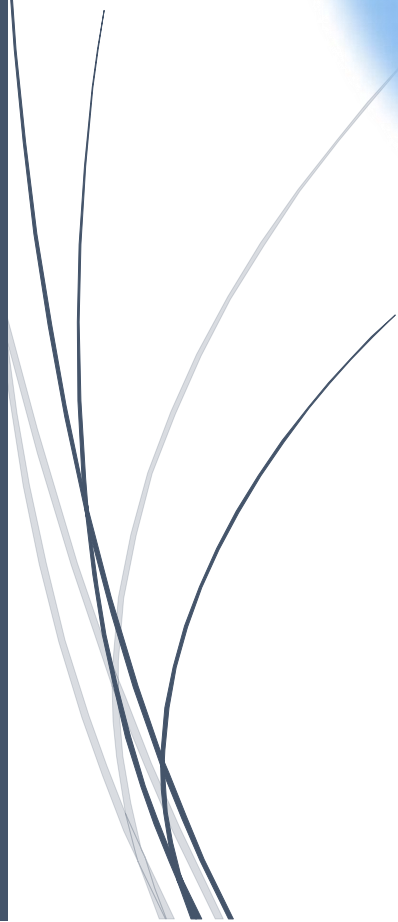


FORECAST 5 INTEGRATION

Forecast 5 Xero 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 system, 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 5-step 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 e.g. 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 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 not be imported but the loan balance, interest and term will need to be set up in Forecast 5.

Fixed Assets will also need depreciation rates amended once imported.

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

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

Step by Step Guide

Using the Xero Integration.

- 1) Create a new forecast and Xero under 3rd Party Integration.
- 2) Set the start date of the forecast to 12 months of the year you want to import as the basis for the budget e.g. the last year, as we will bring in that 12 months as the basis for the budget.

New Forecast

Company Name

Sub Heading

Description

Cycle Frequency

Period Frequency

Number Of Years

Start Date

First Data Period

Country

Local Currency

3rd Party Integration

None

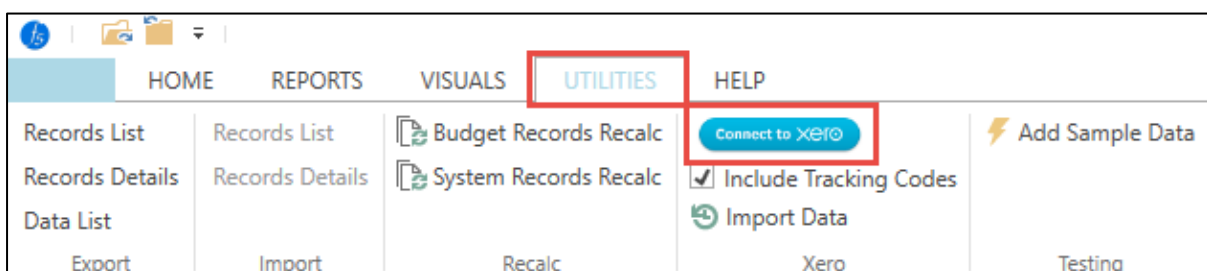
Sage50

Sage300

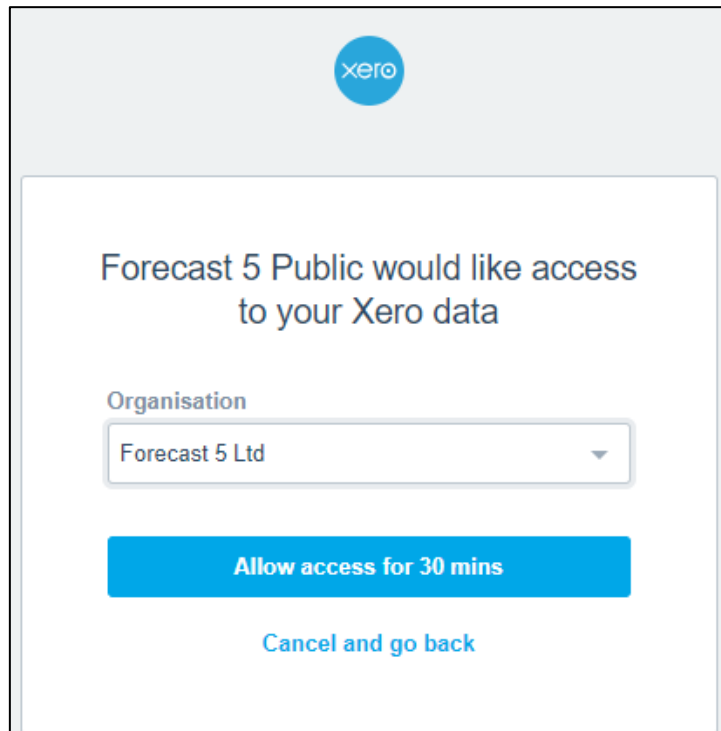
MYOBEXO

Xero

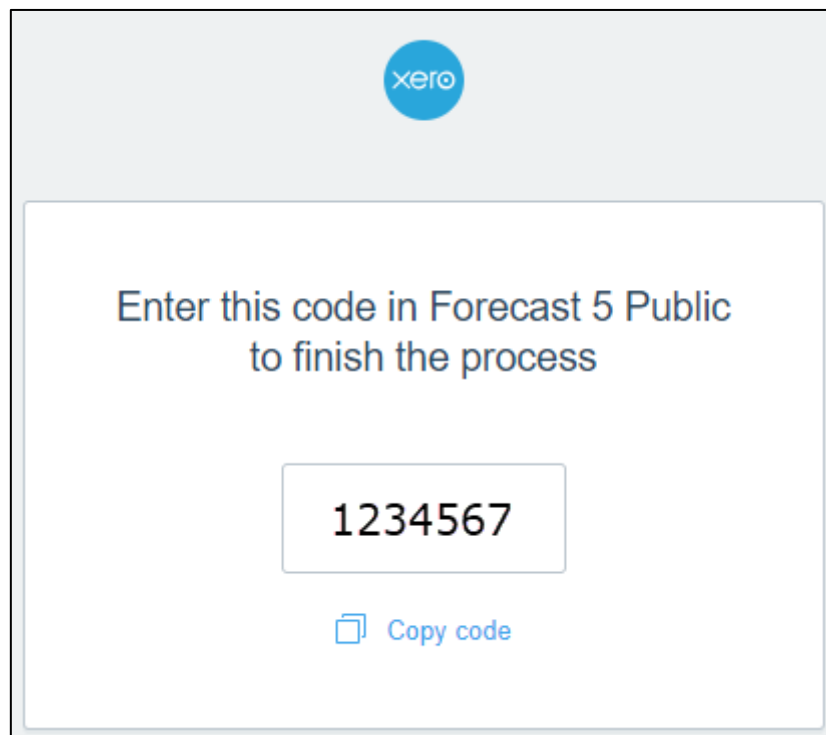
- 3) To connect to your Xero company, go to Utilities and click the Connect to Xero button:



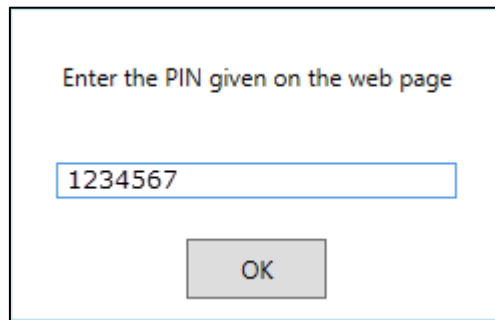
- 4) You will be taken to your Xero page to select the company to connect to, then click Allow access for 30 mins.



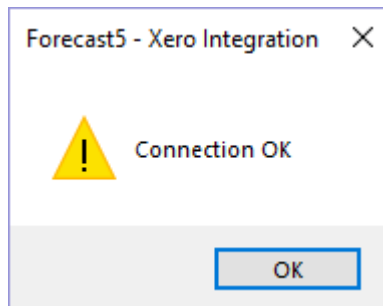
- 5) A code will be presented to allow the connection. Copy this code.



6) Paste this into the box prompted by Forecast 5:

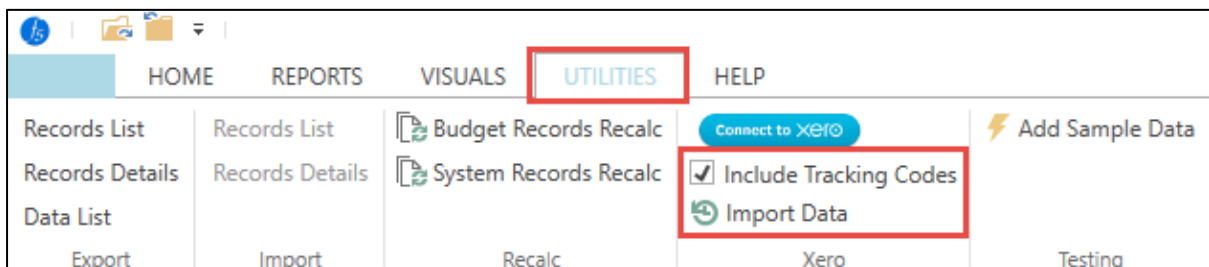


7) You will receive this message and you can proceed:



Note: After 30 minutes, the connection will expire. If another connection is needed, e.g. pulling in actuals, then you will need to connect again using the steps 3-7 again.

8) Decide whether you wish to use tracking codes and then click Import Data.



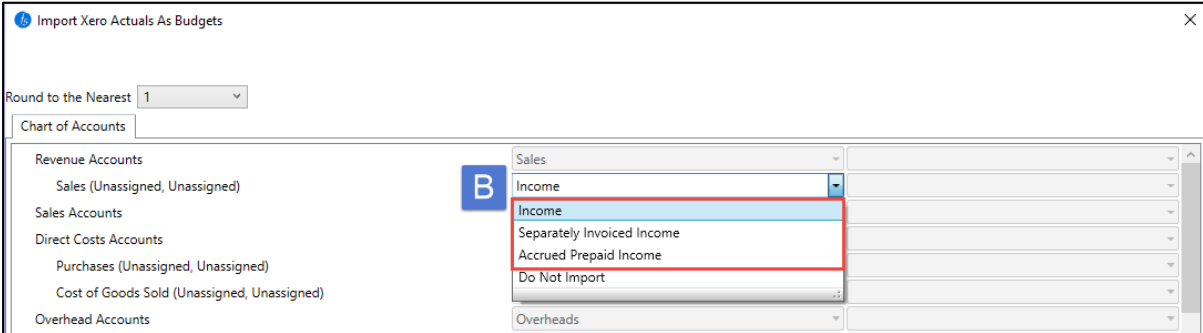
This process may take few minutes to read the data and build the tree for step 6 so please wait until the screen below appears

9) The Data Import screen will appear. You will have the following options:

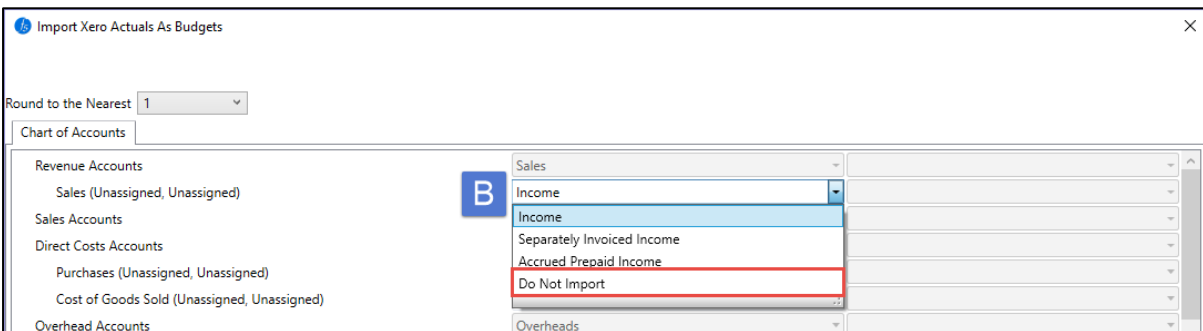
a) Round up or down to nearest 1, 10, 100, 1000 dollars.



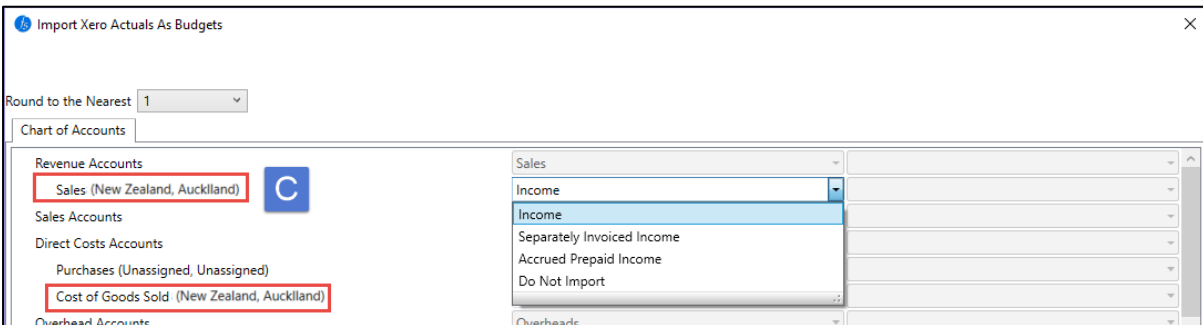
- b) Choose your record type e.g. Income, Separately Invoiced or Accrued / Prepaid Income.



- c) Alternatively, decide not to import a record.



- d) Tracking categories are added to the General Ledger code for any with values. Any tracking combinations with no values will not create a record in Forecast 5.



- e) Some P&L records are not to be imported, e.g. Opening stock, closing stock, Depreciations, Interest on loans etc., as Forecast 5 has these accounts as projected results or explorer records. You will be able to map these control accounts to the explorer records. For example, this mapping will link trade debtors to the debtors control account in Forecast 5, especially important for the opening balance sheet and actuals.
- f) Map the bank account to the main bank account. Make sure you do not to import the bank account twice.

Bank Accounts	Bank Accounts	
Main Bank Account	Main Bank Account	Business Bank Account,
Business Bank Account	Do Not Import	

- g) The Fixed asset balance sheet records, the asset cost and accumulated depreciation, need to be combined. Select the depreciation code from the drop-down list. Then “do not import” on the code in the record list. The import will combine the two records.

Note: Select the depreciation account then click in the box to confirm and the account will appear.

Fixed Asset Accounts	Fixed Assets	
Office Equipment	Fixed Asset	Less Accumulated Depreciation on Office Equipment
Less Accumulated Depreciation on Office Equipment	Do Not Import	
Computer Equipment	Fixed Asset	Less Accumulated Depreciation on Computer Equipr
Less Accumulated Depreciation on Computer Equipment	Do Not Import	

- h) Forecast Records are listed at the bottom. These are Forecast 5 records that may incorporate one 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, etc.

Import Xero Actuals As Budgets

Round to the Nearest: 1

Chart of Accounts

Inventory	Other Creditor Debtor	
Liability Accounts	Other Assets Liabilities	
Non-current Liability Accounts	Other Assets Liabilities	
Loan	Other Creditor Debtor	
PAYG Liability Accounts	Other Assets Liabilities	
Equity Accounts	Capital Accounts	
Retained Earnings	Capital Reserve	
Owner A Funds Introduced	Capital Reserve	
Owner A Drawings	Capital Reserve	
Forecast Records	Forecast Records	
Profit And Loss	Profit And Loss	
GST	GST	GST,Income Tax,
Trade Creditors	Trade Creditors	
Trade Debtors	Trade Debtors	
Capital	Capital	
Retained Earnings	Retained Earnings	
Dividend	Dividend	
Income Tax Provision	Income Tax Provision	Income Tax,
Bad Debts	Bad Debts	
Obsolete Stock	Obsolete Stock	
General Provision	General Provision	
PAYE	PAYE	PAYE Payable,

OK Cancel

- i) When mapping the explorer records be sure to change the record in the list to “Do Not Import” as to not import them twice.

Note: Some may appear in the import list twice as an asset and a liability e.g. VAT/GST

Import Xero Actuals As Budgets

Round to the Nearest

Chart of Accounts

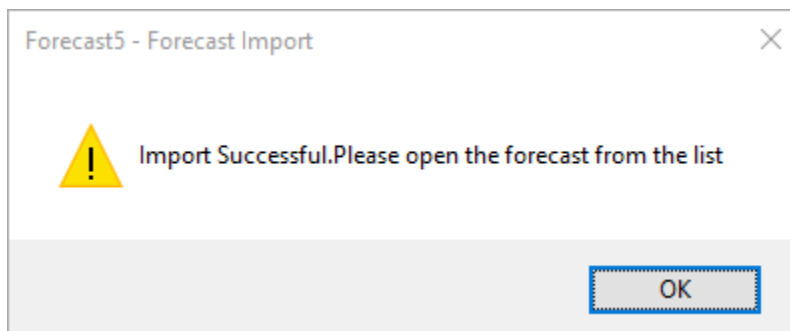
Liability Accounts	Other Assets Liabilities	
Non-current Liability Accounts	Other Assets Liabilities	
Loan	Other Creditor Debtor	
PAYG Liability Accounts	Other Assets Liabilities	
Equity Accounts	Capital Accounts	
Retained Earnings	Do Not Import	
Forecast 5 Reserve	Capital Reserve	
Owner A Funds Introduced	Do Not Import	
Owner A Drawings	Capital Reserve	
Forecast Records	Forecast Records	
Profit And Loss	Profit And Loss	
Capital	Capital	Owner A Funds Introduced,
Retained Earnings	Retained Earnings	Retained Earnings,
Dividend	Dividend	
Income Tax Provision	Income Tax Provision	
Bad Debts	Bad Debts	
Obsolete Stock	Obsolete Stock	
General Provision	General Provision	
PAYE	PAYE	

OK Cancel

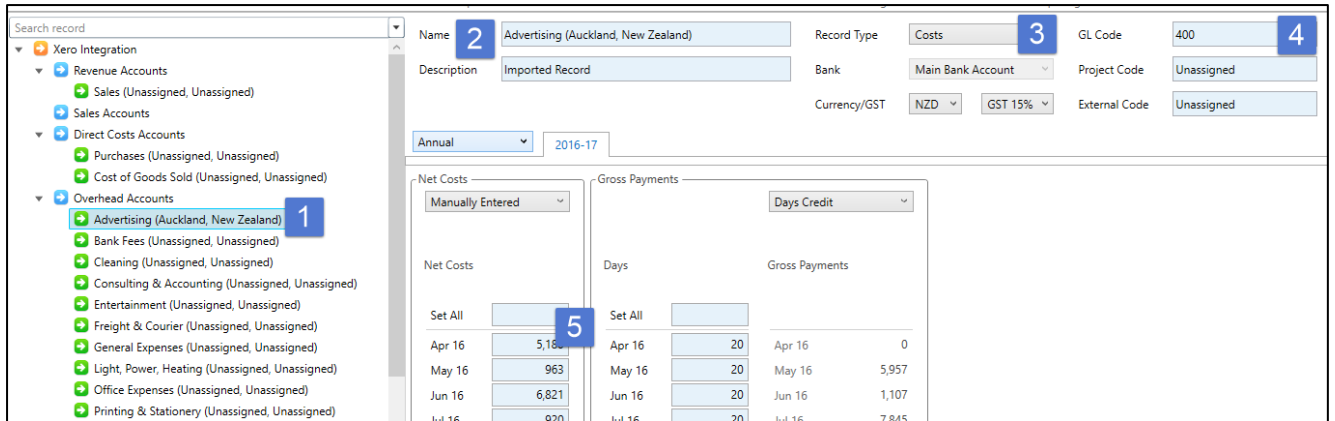
10) Once you are happy with the data selection, click OK. The data will be imported into Forecast 5. This may take a few minutes depending on the size of data.

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

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



12) The data will be displayed in Forecast 5 as per below



1. Chart of account selected imported as records. Record named with tracking category 1 & 2.
2. The name and description of each record.
3. The record type as selected.
4. The GL code as per your Xero data.
5. The imported balances.

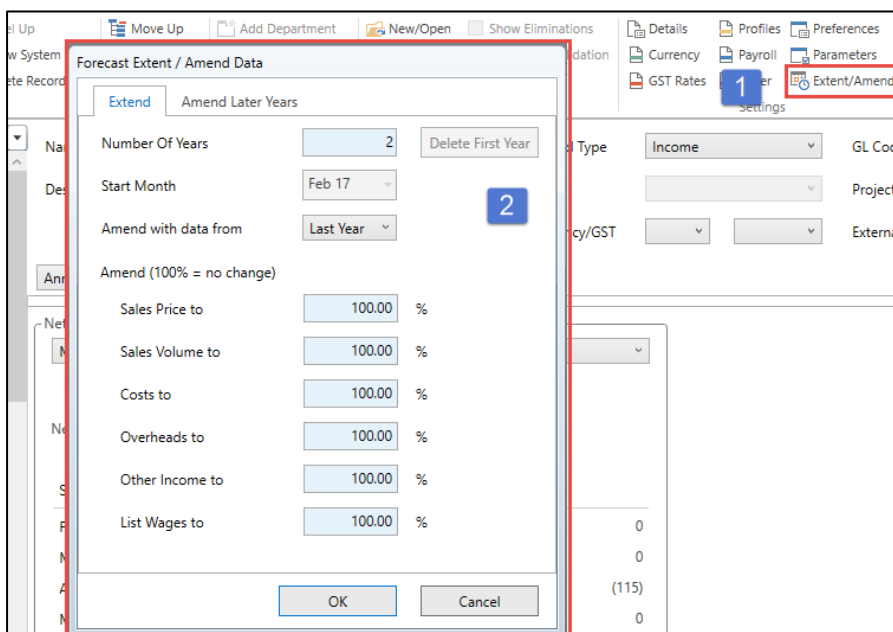
13) Now you will need to fill out the details of the fixed asset depreciation, loans, bank accounts, days credit, etc.

14) Check all record types e.g. Accruals and prepayments, will need net invoices entered

15) Now review all values for the current year and adjust as required.

16) The next step is to extend the forecast in to the next budget year.

- a. From Settings > Extend and 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.



17) When this is done, you may amend any data as you wish, in the forecast for the budget year, or delete the first year's data.

Forecast Extent / Amend Data

Extend Amend Later Years

Number Of Years

Start Month

Amend with data from

Amend (100% = no change)

Sales Price to	<input type="text" value="100.00"/>	%
Sales Volume to	<input type="text" value="100.00"/>	%
Costs to	<input type="text" value="100.00"/>	%
Overheads to	<input type="text" value="100.00"/>	%
Other Income to	<input type="text" value="100.00"/>	%
List Wages to	<input type="text" value="100.00"/>	%

18) The next step to complete the model is to import the opening balance sheet. This needs to be included in to the budget to create an accurate model.

- a. From Openings > Enter Opening Balances
- b. Select month. Click Import.

Forecast5 - Xero Integration [(LocalDB)\MSSQLLocalDB\F5_2017]

Show Eliminations

Department Consolidations Settings Openings Actuals

Enter Openings

Opening

Balance Sheet

Account	Balance
NET ASSETS	
FIXED ASSETS	
Office Equipment	0
Less Accumulated Depreciation on Office Equipment	0
Computer Equipment	0
Less Accumulated Depreciation on Computer Equipment	0
Accumulated Depreciation	
Office Equipment	0
Less Accumulated Depreciation on Office Equipment	0
Computer Equipment	0
Less Accumulated Depreciation on Computer Equipment	0
Sub-Total Accumulated Depreciation	0
TOTAL FIXED ASSETS	0
CURRENT ASSETS	
Bank	
Main Bank Account	0
Business Bank Account	0
Business Savings Account	0
Sub-Total Bank	0
Trade Debtors	
Trade Debtors	0
Office Equipment	0
Less Accumulated Depreciation on Office Equipment	0
Computer Equipment	0

Apr 16
 1

- c. Check all the figures are as expected. Locate the stock balance and enter in the stock record. This may have imported as Other Asset Liability.
- d. Click OK. Auto balance will help from here.

19) From the Forecast Explorer records or the Openings section, select Trade Debtors and Creditors. Enter cash terms and opening balances.

The screenshot shows the Forecast 5 software interface. On the left, a tree view of accounts is visible, with 'Trade Creditors' selected and highlighted with a red box and a blue '1'. The main window displays the 'Opening Payments' table for 'Trade Creditors' for the year 2016-17. The table is titled 'Manually Entered' and has a blue '2' in the top right corner. The table data is as follows:

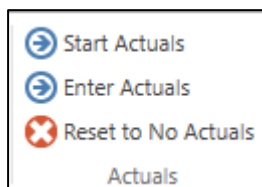
Month	Amount
Apr 16	1,000
May 16	1,000
Jun 16	1,000
Jul 16	1,000
Aug 16	1,000
Sep 16	1,000
Oct 16	1,000
Nov 16	1,000
Dec 16	1,000
Jan 17	1,000
Feb 17	1,000
Mar 17	1,000
Total	12,000

Other tables visible in the interface include 'Opening Balances', 'Gross Costs Invoices', and 'Gross Payments', each with their respective monthly data and totals.

20) Now work on the figures of your next year’s budget. Update, delete or add records, change Cashflow settings, etc.

21) You can then start work on your Actuals.

- a. From the Actuals section, click Start Actuals. Then click Enter 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 Equipm		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

For versions below 3.6.003, you must follow these instructions:

Pre-requisite set up

In preparation to use the integration, you will need to establish the connection by generating keys to the Xero organisation you are wanting to integrate to.

1. Create a public/private key
 - a. [Download OpenSSL for Windows](#) – pick the latest version relevant to your PC.
 - b. Open the Command Prompt by clicking Start and typing CMD. Right click the Command Prompt and select Run As Administrator.
 - c. Change to the /bin directory by typing `cd C:\OpenSSL-Win64\bin` and clicking Enter.
 - d. Copy command line 1, paste into the Command Prompt and hit enter.
 - e. Copy command line 2, paste into the Command Prompt and hit enter. You will be asked to fill out some information, press enter a few times to pass until you get to the new C:/OpenSSL line.
 - f. Copy command line 3, paste into the Command Prompt and hit enter. Enter a password (note: the password will not show on the screen), enter it again and click enter.
 - g. You have now created your public/private key.

Command Line 1:

```
openssl genrsa -out privatekey.pem 1024
```

Command Line 2:

```
openssl req -new -x509 -key privatekey.pem -out publickey.cer -days 1825
```

Command Line 3:

```
openssl pkcs12 -export -out public_privatekey.pfx -inkey privatekey.pem -in publickey.cer
```

2. Setup the private application key
 - a. Login to the Xero Developer portal which is located at <https://api.xero.com>
 - b. Go to the My Applications > Add Application screen in the Xero Developer portal to add your application.
 - c. Select “Private” and enter a name for your application.
 - d. Choose your organisation from the drop-down list.
 - e. Upload the public certificate (.cer file) you generated in step one by browsing to C:\OpenSSL-Win64\bin.
 - f. Click Save. You will now have a Consumer Key to use for your application.
 - g. Ensure you save these somewhere accessible.

Edit Details

Application Name
F5

Selected Organisation:
Demo Company (NZ)

X509 Public Key Certificate
Subject
O=Internet Widgits Pty Ltd, S=Some-State, C=AU

Valid From
3/6/2017 8:44:04 PM UTC

Valid To
3/5/2022 8:44:04 PM UTC

Thumbprint
42DFD4C6CCB401114A0143ECEAFD81D5916EADFD

[Upload a new Public Key Certificate](#)

I have read and agree to the Xero Developer Platform [Terms & Conditions](#)

Delete... Save Cancel

OAuth Credentials

Consumer Key
5EH1D2BL7I6ZVEKNEX11JNZQJ2HWWM Show

Consumer Secret
IP.....AB Show

[Regenerate Key and Secret](#)
Note: For Private applications, the consumer token and secret are also used as the access token and secret.

API Endpoint URL:
https://api.xero.com/api.xro/2.0/

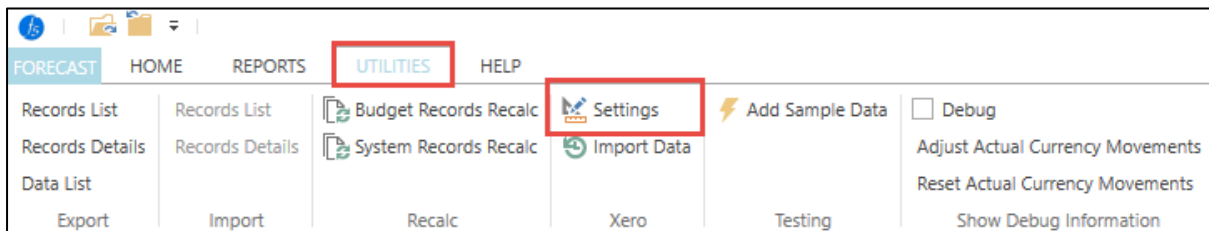
Connecting a Second Company

For each Xero company, you will need to generate new certificates and keys.

1. Create a folder in a centralised, easy to find location per company you are connecting to.
2. Copy the existing *Public_privatekey.pfx* file and the *publickey.cer* file to the folder of the first company.
3. Follow the Step 1 in the prerequisite setup.
4. Copy the *Public_privatekey.pfx* file and the *publickey.cer* file to the new company you wish to set up.
5. Follow the Step 2 in the prerequisite setup.

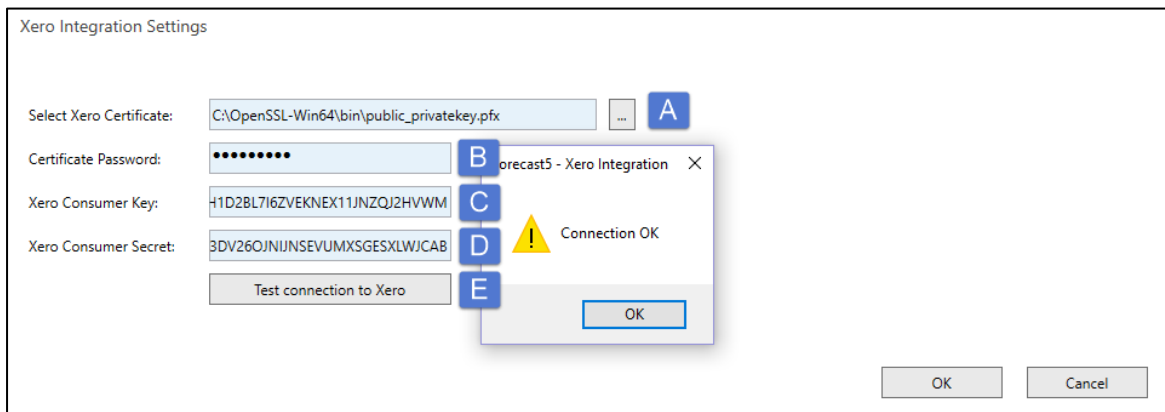
Xero Connection

1. Create a forecast and browse to each company folder when required.
2. Open the integration settings by:
Utilities > Settings



3. Enter the connection details to your company data from the prerequisites setup
 - a. Find the Xero Certificate (.pfx) created in the setup.
 - b. Enter certificate password as per setup part 1e.
 - c. Enter Xero Consumer key from setup up part 2f.
 - d. Enter Xero Consumer Secret Key from setup up part 2f.
 - e. Test Xero Connection

f. Click Ok to close.



[End of Integration Guide](#)