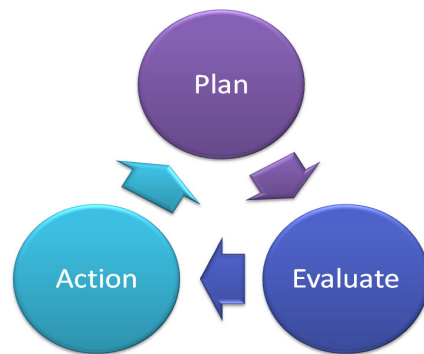# DataWise Forecast

Quick Start Guide

Quick Start Checklist

1. Install Software

2. Log In

3. User Setup & Preferences

4. Setup Company Information

5. Register your software

6. Install MYOB ODBC driver (if required)

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    9.3. Process the Forecast

    9.4. Review Debtors, Creditors and GST payments

    9.5. Print Reports

Technical Support

1. INSTALL SOFTWARE

1. Insert the cdrom and run the setup.exe file .

2. Install with all the default settings. Files can be moved later if required.

3. An icon will be automatically placed in the start menu and/or desktop.

4. This program requires an authorized serial number from DataWise Ltd before it can be renamed to the licensed user. Please contact us on 0064-09-478-0530 to register your product.

2. INSTALL MYOB ODBC DRIVER (if required)

Install the Latest MYOB ODBC driver

DataWise Forecast now uses the MYOB ODBC connection to read your MYOB data file.
The ODBC driver is installed automatically with later versions
When you select the company data file during setup further instructions will be given if the driver cannot be found.

LICENSE AGREEMENT

- Copyright to Application development belongs to DataWise Ltd. The Purchaser shall be licensed to use the software for the Companies for which DataWise Limited has issued serial numbers, once payment for the Application Software has been made in full.

- The Purchaser and their users agree not to tamper with, reverse engineer, modify or extract parts from the source code for any use whatsoever.

- DataWise Limited takes no responsibility for the data integrity and it's interpretation. It remains the responsibility of the Purchaser to verify any projections are valid. DataWise Limited's warranty shall be limited to the purchase price of the product.

- Licensing is based on various options. Please consult the website for full details. www.datawise.co.nz

3. LOG IN

1. On the start menu double click on Forecast icon.

2. Log in screen appears.

3. Select Company.

4. On installation some default companies are available.

      Company 1 – Demo Data.

      (This default company should not be deleted)

5. Use arrows on keyboard to select correct one, or type first characters of the description, or click on downward arrow to select from list.

6. Type in user name and password and click [Enter].

7. The default Demo Details and passwords are.

Company Name: Demo Company
Admin Login user: Admin   Password: 123456
Demo Login user: Demo   Password: 123456
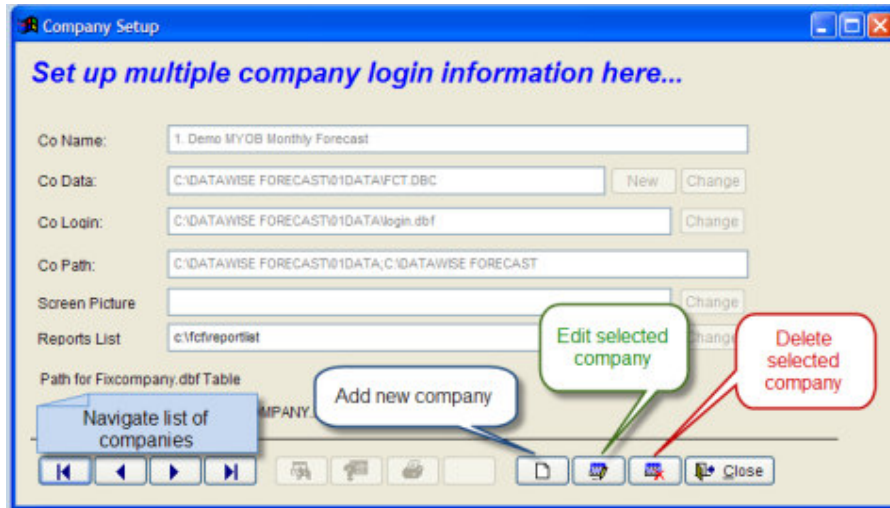
4. USER SETUP & PREFERENCES

Click or use keyboard shortcuts Alt+F or [F10] to open menu.

1. Open – This will close this company and open the start menu to select a different company to work on.

2. Edit Company Login – This is where companies are added, changed and deleted. This option does not delete any of your data.
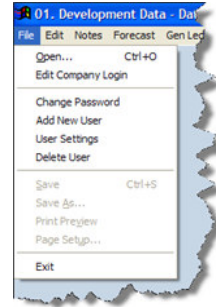
    Add, change or delete company forecasts:

3. Change Password – Enter your old password and then your new password twice to have it changed. If you forget your password then you must use the "administrator" password to delete the user. Then re-add the user as a new user.

4. Add New User – Only the "administrator" or users with level 1 security can add new users.

5. User Settings – Here is where individual user security levels are set and where printers are setup.

    User Level 1 – Highest
    User Level 2 – Medium
    User Level 3 – Basic access

6. Delete User – Only the "administrator" can delete users.

7. Print Preview – used to preview reports.

8. Print Setup – Sets up the printer defaults such as page size and orientation. Set up each users default A4 printer here.

9. Exit - Will close the application and return you to Windows.

5. IMPORT DATA FROM A MYOB DATA FILE

Once the MYOB ODBC driver is installed, you can go into DataWise Forecast and run the MYOB ODBC Import form.

Follow the Steps:

1. Click the registration button to register you data file for ODBC, or
Phone MYOB for Free ODBC activation of your data files
Quote our Developer Number 7342264 and your Serial Number.

2. Set up the connection to your MYOB data file by using the […] button to search for your data file. Enter the user name and password with the appropriate access level. Find the MYOB program file using the […] button.

Test the connection. A successful connection will display the company data record which shows the company name etc.

3. Tick the items you require to run….
Tick the Accounts tick box if you will be importing your accounts list. This can be done each time, and will not overwrite any previous data. It will update your forecast accounts list with any name changes and add any new accounts created in MYOB, since the last data import.

If you are merging account lists or writing over a different set of accounts, you can have it flag all the unwanted accounts. You will then have the opportunity to review and recall any of them if required.

Create the appropriate opening balances journal, depending on the current year of your MYOB data file. Set the date range to start from this journal date. (If appropriate the journal can also be created manually via a journal entry.)

Tick the Journal Entries tick box if you are importing transactions. You have the option to replace all the existing transactions from the last forecast. This is the usual option. (Only add records if you exported a specific date range to add on the end of this forecast.)

There is a special MYOB script tick box which can run a customised script to modify data if required. See advanced help topics for more information.

The 3 other tick boxes on the right will automatically become "ticked" if you are importing Journals.

There is also a check box to allow viewing the data being imported. Usually there would be no changes made, but you could delete, edit or rename accounts and transactions if required.

Now press [Import & Run]

Your data should now be successfully imported and ready for forecasting.
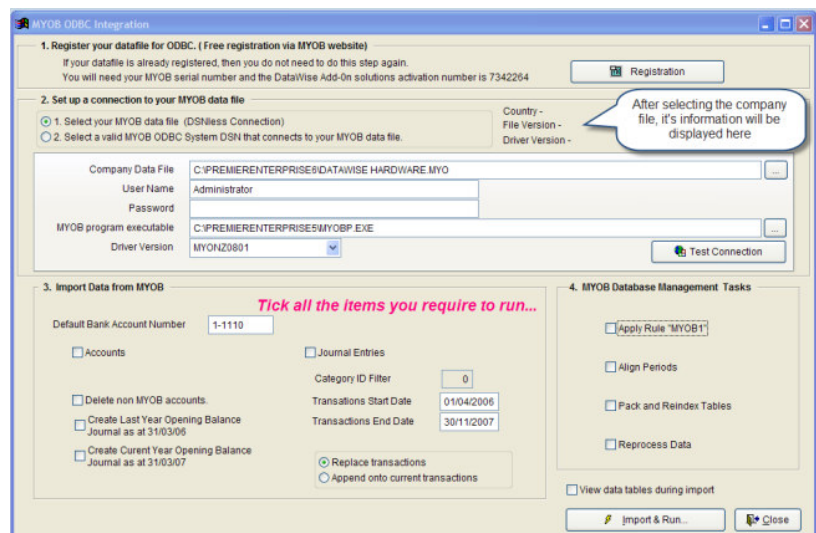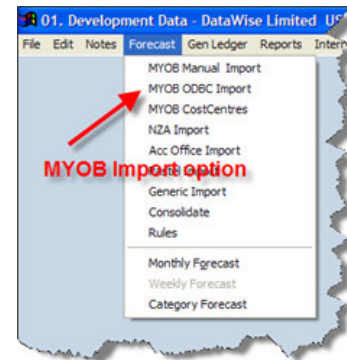
5. SETUP COMPANY INFORMATION

Go to "General Ledger" menu and select "System Setup".

1. Enter Company Details - Company name

2. Enter Contact Details

3. Enter Linked Accounts – enter valid account numbers or leave blank. GST details and Retained income accounts must be valid accounts. NB: Accounts are validated against your chart of accounts, so you may need to do this information after you have connected and imported external data.

4. Report Groups

    Report group headings can be changed to suit your requirements within the standard structure.

5. Periods - Setup any combination of periods, but ensure starting dates are sequential.

6. Numbers - These are used for generating transactions and journals within the system.

7. Email defaults - Used for emailing directly from the application.

6. REGISTER YOUR SOFTWARE

Each time you start DataWise Forecast you will be prompted to enter your license key

Click on the [Enter Key] and take note of the Hardware fingerprint.
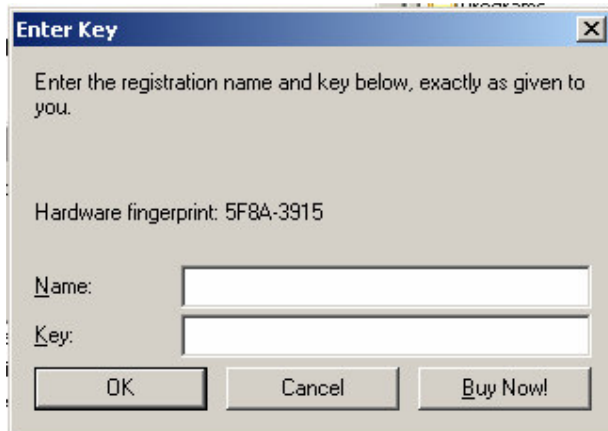
Complete the enclosed registration form and send it with your Hardware key to DataWise Limited.

A key number will be emailed back to you .
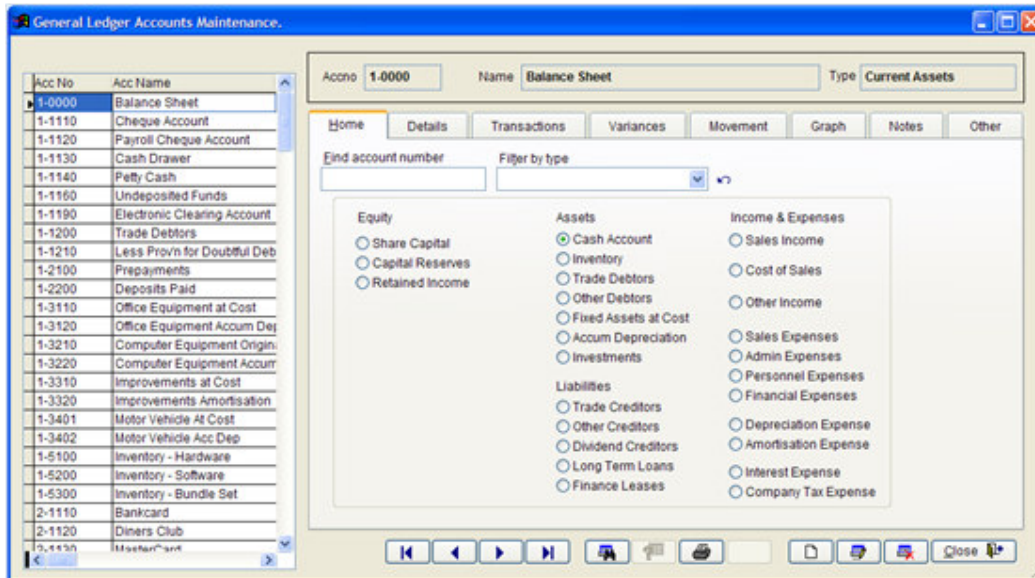
COMPANY NAME:

Hardware Fingerprint

(Keep a copy of your passwords in a safe place.)

8. ALLOCATE ACCOUNTS TO GROUPS

Each Account must be allocated to the correct group so that it displays correctly in reports.

Please note that there are a few more categories than the MYOB options.

9. PREPARE YOUR FIRST FORECAST

Click or use keyboard shortcuts Alt+O or [F10] and right arrow to Forecast Menu.
Select "Monthly Forecast" and the Main Forecast Form appears.
You can now follow the 9 steps to making your first forecast…

1. Accounts	2. Forecast	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	3. Process	4 - 8. Review	9. Print	Other

Step 1 - Set up contra accounts.
A contra account is the other side of the journal which the forecast will generate. eg: Purchases to Trade Creditors -
Salaries, GST, Expenses to Bank Account - Depreciation to Accumulated Depreciation

Account #	Name	Type	Type Name	Fct %	Gst	Contra Acc	Contra Acc Name
11110	Cheque Account	A	Current Assets			11110	Cheque Account
11115	ASB MoneyMaker	A	Current Assets			11110	Cheque Account
11140	Stock on Hand	A	Current Assets			11110	Cheque Account
11200	Trade Debtors	A	Current Assets	0.600		11110	Cheque Account
11700	Other Prepayments	A	Current Assets			11110	Cheque Account
12510	Vehicles - at Cost	F	Fixed Assets			11110	Cheque Account
12520	Vehicles - Accum Dep	F	Fixed Assets			11110	Cheque Account
12710	Furniture & Fixtures at Cost	F	Fixed Assets			11110	Cheque Account
12720	Furniture & Fixtures Accum Dep	F	Fixed Assets			11110	Cheque Account
21200	Trade Creditors	L	Current Liabilities	1.000		11110	Cheque Account
21310	GST on Sales	L	Current Liabilities			11110	Cheque Account
21320	GST on Purchases	L	Current Liabilities			11110	Cheque Account
21325	Inland Revenue GST Paid\Refund	L	Current Liabilities			11110	Cheque Account
21501	Provisional Tax accrual	L	Current Liabilities			11110	Cheque Account
21900	Other Current Liabilities	L	Current Liabilities			11110	Cheque Account
22100	Bank Loans	T	Term Liabilities	0.000		11110	Cheque Account
22300	Other Long Term Liabilities	T	Term Liabilities			11110	Cheque Account

The account numbers and names will be the same as those used by MYOB.

Accounts can be viewed by group type by selecting in the drop down box and reset with the undo arrow.
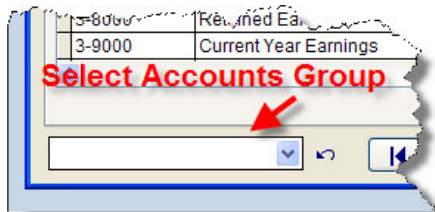
Step 9.1 – Set up Contra Accounts.

Follow the on-screen instructions to set up a contra account for each account listed.

Contra accounts are entered in the green coloured column.

Eg: Credit purchases contra to Trade Creditors account
         Cash Purchases to the Bank Account
         Depreciation to Accumulated Depreciation
         Cash Sales to Bank Account or Debtors Control Account depending on the sales categories used.
         Account Sales to Debtors Control Account
         Commissions to the Staff Liabilities account.

Where they attract GST mark the GST box with "T" for True or Tax.

Also set the percentages for Debtors and Creditors accounts as explained in steps 4 and 5.

Add auto forecast data.

GST column – enter T (True) to add GST to the transaction automatically.

FCT% column – enter the percentage as a fraction to calculate the forecast amount as a percentage of the system generated value.

Examples:

Debtors control – enter 0.6 to forecast that 60% of the debtors opening balance is received each month.

Creditors control – enter 1.0 to forecast that all of your creditors opening balance is paid in the following month.

Step 9.2 – Enter the forecast for each period.

You can set up your 5 years in any combination of past, present or future years. You could event forecast for 52 weeks, and have details per week.

Use the Year 1 to Year 5 screen to compare actual data and previous year data to forecast data.

Right click on the data boxes to get the drop down menu to automate the distribution of figures and speed up the process.

Add Auto-Journals

Using the auto journal button add journals for:

ID – A reference number only
Description – Any short description
Account number – The linked forecast account number
Value – the percentage of the forecast amount to put in the auto-journal.
Debit – Account to debit
Credit – Account to credit

Examples:

Cost of sales – Debit COS and credit stock
Trade Purchases – Debit stock and credit Trade Creditors
Purchases GST - Debit GST on Inputs and credit Trade Creditors
Interest – Debit Interest Expense and Credit Bank account. Enter the value as $1/12^{th}$ interest per annum.

Step 9.3 – Process your Forecast.

The real power of the forecast is in it's generating of real journal transactions for the forecast. This enables you to drill down into your accounts to see the individual amounts that make up the forecast and verify the accuracy of any balance. This also allows you to manipulate the transactions and regenerate the results for more complex scenarios and "what-if" situations.

Ultimately this leads to a better and deeper understanding of the numbers that drive the business' profitability, and making this a truly pro-active tool.

Select the periods to forecast. Periods containing actual data (such as is imported from MYOB) should not be included in the forecast range. The range should include the first period *after* the actuals and continue till at least the end of the current financial year.

Steps 9.4 to 9.8 – Review Debtors, Creditors and GST payments.

Ensure each account is reviewed carefully and the percentages that best reflect the real payment and collection results are entered.

Step 9.9 – Print Reports.

The Balance Sheet and Income Reports can be printed individually and for each of the 5 years.

The Cash Flow forecast – detailed or summary report for each bank account. Automatically exports to Excel. Can be viewed on screen.

The Variance Report – compares Actual, Forecast & Budgets.

A Forecast Data Report prints a record of the data you have entered for the 5 years and is a good record to keep in case of a data failure.

All reports are printed on A4 paper in Landscape mode.

TECHNICAL SUPPORT

A team of fully qualified accredited consultants and training courses are available to help you make the most of your software.

More detailed help documentation is supplied under the "Help" option and on the cdrom supplied with this software.

For technical support please contact your dealer or visit our website for the latest information, tips and list of DataWise Accredited Consultants.

DataWise Forecast is a product of DataWise Limited.
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CONTACT DETAILS

DataWise Ltd
188 Browns Bay Rd
Browns Bay
Auckland
New Zealand

Tel: +64 09 478 0530
Fax: +64 09 478 0531
eMail: support@datawise.co.nz
Web: www.datawise.co.nz

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